

COMPLAINT RECORD

Date	Complaint *	Nature of complaint	Action Taken	Signature of Supervisor / Manager / Owner

* Member of public, staff or Environmental Health

Management Check

Signed _____ Dated _____

**EXAMPLE PAGE FOR
COMPLAINT RECORD**

Date	Complaint *	Nature of complaint	Action Taken	Signature of Supervisor / Manager / Owner
<i>3 May 2002</i>	<i>Mr T Smith - public</i>	<i>Under cooked burger</i>	<i>Griddle not working properly, unit replaced</i>	<i>J Sanderson Manager</i>
<i>4 Jun 2002</i>	<i>Mrs S Jones</i>	<i>Sour cream in cake</i>	<i>Other cakes in batch checked, all OK. Unable to justify complaint, refund given, no further action</i>	<i>J Sanderson Manager</i>

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Management Check

Signed _____ Dated _____