



RAIEBURN CALISTHENICS INC

Complaints Register

The following is a register for grievances and/or complaints and the actions undertaken. This will provide the Committee with a record of the types of complaints received (any trends), the effectiveness of resolution strategies and a record of what was done as a risk management measure. These records, together with copies of correspondence regarding the complaint, should be retained for at least 7 years.

Date Received	Complaint Source Name	Address	Contacts	Complaint Description	Outcome Sought	Actions Taken to Collect information	Actions	Satisfaction	Closure Date