**COMPLAINTS REGISTER**

| **Complaint Number** | **Date**  **received** | **From** | **Receipt acknowledged/Letter ref & date** | **Name of Investigator** | **Justified/**  **Upheld**  **(Yes or No)** | **Outcome advised/**  **Letter ref & date** | **Actions**  **Completed**  **(Yes or No)** | **Closed Out**  **(Date & Initials)** |
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