

# COMPLAINT FORM

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## Section 1

Person making complaint to complete

Nature of complaint:

Name:

Signature:

Date:

## Section 2

Staff member receiving this form to complete Section 2

Comments:

Staff member name:

Staff signature:

Date:

Forwarded to:

CEO

Training Manager

Third Party

Date:

## Section 2

Staff member conducting the investigation of the complaint is to attach a detailed report to this form.

**CEO will take action according to Black Diamond Training Complaints Policy.**

Contact details for the RTO are available on the website.