



COMPLAINT & TRIAGE REPORT

produced by the Complaint Assessor after triage of a Complaint

Date: _____

Assigned Complaint reference number: _____

Complaint Assessor: _____

Summary of the Complaint: _____

Classification: _____ **Minor / Moderate / Serious**

Route to resolution: _____ **Informal / Mediation / Hearing**

Next steps: _____

Notes: _____

[Type here]



[Type here]