



Welsh Organic Scheme QWFC Ltd

RS/09 – Complaints Form

Reason for use:

For members to complete following any complaint made against the registered business.

Conditions:

All complaints must be investigated and resolved appropriately.

The complainant must be notified of any action taken.

This form must be made available to QWFC at inspection.

Name & Address		Membership Number	
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Complainant:

Name	
Address	
Contact number	
Method of complaint	
Description of complaint	
Name of person complaint made to	

Action Taken:

Action taken to resolve complaint & prevent recurrence	
Description of response made to complainant	

Signed: **Date:**