



## Complaints & Appeals Resolution Form

|                                                                                                                                                                                    |                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Name of Complainant:</b>                                                                                                                                                        |                                                             |
| <b>Employer:</b>                                                                                                                                                                   |                                                             |
| <b>Date of Training:</b>                                                                                                                                                           |                                                             |
| <b>Location of Training:</b>                                                                                                                                                       |                                                             |
| <b>Date of Complaint:</b>                                                                                                                                                          |                                                             |
| <b>Summary of Complaint:</b><br><i>If insufficient space, please attach additional information. Please attach any other relevant information which may support your Complaint.</i> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

**Resolution agreed by Firetrain and the complainant:**

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Signed by Director ..... Date .....

Signed by Complainant ..... Date.....