

COMMUNITY & ENVIRONMENTAL COMPLAINANT FORM

NAME OF COMPLAINANT:	TEL NO:				
Age:	Gender <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">F</td> </tr> </table>			M	F
M	F				
Contact Information (Address):					
Town/Community:					

PART 1: DETAILS OF COMPLAINT / INCIDENT

COMPLAINT SHORT TITLE:	
DATE:	PLACE OF INCIDENT (Address/Project Site/GPS Coordinates)

BRIEF DESCRIPTION/STATEMENT

If insufficient space please write on a separate sheet, sign, date and attach to this form.

Signature (CR Staff)	Date
Signature (Complainant)	Date

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PART 2: RESPONSE FROM COMPANY

Does the claim proceed? Yes No

If NO, give reasons:

Name of Person Logging the Incident:

Signature (CR Staff) Date

PART 3: VERIFICATION

PARTICIPANTS' NAMES	FROM	DEPARTMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person Responsible for Report

Date of Submittal of ReportSignature.....

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PART 4: CORRECTIVE ACTIONS

Specify Corrective Action:

Date of Corrective Action:

ACKNOWLEDGEMENT OF CLOSURE TO COMPLAINANT

Signature (CR Staff)	Date
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Signature (Company Rep)	Date
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OTHER RECOURSE TAKEN

If Complainant seeks further action, please provide details if known.