

## SR SECURITY COMPLAINT FORM

Before submitting this form, you should read the company's Complaints Policy and Procedure, available on our website. ([www.srfacilities.co.uk](http://www.srfacilities.co.uk))

When completed, please send to: The Managing Director, 16 Water Edge Business Park, Modwen Rd Manchester, M5 3EZ.

**If you need help completing this form, please call: 0161 443 1322**

### Personal Details:

Name \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### Basic details of complaint:

(include the basis for the complaint and any members of staff involved)

**Declaration:** I have read and understood the company Complaints Policy and Procedure

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date (DD/MM/YYYY)

**Have you raised this issue informally?**

**Yes**

**No**

If yes, please provide details of the outcome below.

**For office use: Date complaint logged DD/MM/YYYY**

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## COMPLAINTS INVESTIGATION SUMMARY FORM

Details of investigation:

(Includes details of interviews and investigative processes carried out)

**Declaration:** I have concluded this investigation and will inform the complainant of my decision at the earliest opportunity.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date (DD/MM/YYYY)