



FQAS Record Book

APRIL 2022

A.8b COMPLAINTS RECORD FORM

A record of all written complaints received by a participant, which are relevant to the beef and sheep enterprise, must be recorded along with the actions taken to resolve the problem. The table below is suitable for recording any such complaints a farmer may receive.

Date	Received From	Nature of Complaint	Action Taken
<i>e.g. 12/01/2020</i>	<i>Farmer A</i>	<i>Excess mud and clay left on road</i>	<i>Road cleaned and spoke to Farmer A</i>