



**MARINE &
SPECIALISED
TECHNOLOGIES**
Academy of New Zealand

Complaints/Appeals Form

The MAST Academy wishes to resolve all complaints and/or appeals to the satisfaction of all parties concerned and to prevent the likelihood of similar complaints arising in the future.

Your complaint/appeal will be treated in the utmost confidence.

Complainant Information:

Name: _____ Date of Incident: _____

Address: _____

Mobile Phone No.: _____ Home phone: _____ email: _____

Description of Complaint/Appeal:

Contact Method: Mobile Phone Home Phone Email Date and Time: _____

For MAST Academy use only

Action Taken:	
Need for further review/follow-up:	Date of Schedule Review:
Remarks:	Complaints Resolved? <input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Name:	Date Resolved: