



Global Coaching Academy grievance, risk or complaint form	
Date:	
Reported by:	
Type of Risk or complaint: (Circle relevant feedback type)	Student Complaint Stakeholder Complaint Equipment Failure Staff Improvement Feedback Risk potential
Name of Complainant:	
Detail of Report:	
Immediate Action taken:	
Suggested Action:	
Management Action: (Adjudication requested?)	
Date Action reported to complainant	
Risk Report Conclusion & Date:	