

TOOL 1 - ILLNESS COMPLAINT TRACKING LOG FORM

Purpose: To provide an electronic linelist of complaints.

Instructions: A designated person(s)-in-charge should be reviewing this log on a regular basis and communicating with the Regulatory/Health Authority as appropriate.

ILLNESS COMPLAINT TRACKING LOG FORM

DATE/ TIME	COMPLAINANT NAME	COMPLAINANT PHONE NUMBER	FOOD(S) CONSUMED	COMMENTS