



COP 21B.

Commendation Procedure.

The following procedure / record will be adopted / maintained when a commendation or an expression of appreciation is conveyed to the company or a member of the company.

Date: _____ Time: _____

From Whom: _____ (Name)
 _____ (Company)
 _____ Address
 _____ Tel No: _____

Commendation Recorded (By Whom) _____.

Brief Description of commendation. (Continue on reverse side as necessary)

Passed to Complaints / Commendation Manager. (Date) _____

Acknowledgement: (Date) _____

Managing Director informed: (Date) _____

Comments Circulated: (Date) _____

Notice Board: Yes / No.

Personal File: Yes / No.

