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| 調整、助言記録票(第三者委員記録) | | | | | 受付番号 | | 話し合い記録 | |
|  | 号 |  | 回 |
| 日時 | 令和　　年　　月　　日　　時　　分〜　　時 　　分 | | | | | | | |
| 場所 |  | | | | | | | |
| 記録者氏名 | 第三者委員 | | | | | | | |
| 苦情申出人側  出席者氏名 | 苦情申出人 | |  | | | | | |
| 同席者 | |  | | | | | |
| 事業者側  出席者氏名 | 苦情解決責任者 | |  | | | | | |
| 苦情処理担当者 | |  | | | | | |
| 同席者 | |  | | | | | |
| 苦情内容の  確認概要 |  | | | | | | | |
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| （双方の申立の概要は別紙添付） | | | | | | | |
| 調整、助言の結果 |  | 解決 |  | | | | | |
|  | 未解決 | 次回話し合い令和　　年　　月　　日　予定 | | | | | |
|  | その他 |  | | | | | |
| 〈概要〉 | |  | | | | | |
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| 事業者側の  改善項目 |  | | | | | | | |
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| 改善期限　令和　　年　　月　　日 | | | | | | | |
| 双方の申立の概要 | | | | | 受付番号 | | 話し合い記録 | |
|  | 号 |  | 回 |
| 苦情申出人側の主張等  (苦情申出人側に対する助言) | | | | 事業者側の主張・解決案等  (事業者側に対する助言) | | | | |
| 〈解決案の調整、助言〉 | | | | | | | | |
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| 〈解決案の改善等事項を双方に確認〉 | | | | | | | | |
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| 〈終結〉 | | | | | | | | |
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