

SCHEDULE

APPEALS

Appeals – general

1.—(1) — Any person who makes an application for accreditation or is accredited by UKAS and is dissatisfied with a decision of UKAS in the exercise of its functions under the EC Regulation (“the appellant”) may by notice in writing served on UKAS appeal against that decision.

(2) A notice served pursuant to sub-paragraph (1) must specify the decision which is subject to the appeal and the grounds of the appeal.

(3) Any appeal must be made within one month of the notification in writing of the decision in question to the appellant.

(4) UKAS shall consider the appeal and inform the appellant in writing of the outcome within one month of the receipt of notice of the appeal.

(5) If, following consideration of the appeal by UKAS, the appellant is still dissatisfied with the decision he may request that the matter be referred to an appeal review panel constituted in accordance with paragraph 2.

(6) A request pursuant to sub-paragraph (5) must:

- (a) be made within 3 months of the notification in writing to the appellant of the outcome of the first appeal;
- (b) be made in writing;
- (c) specify the decision in respect of which the appeal is made and the grounds of the appeal; and
- (d) be accompanied by any other documents on which the appellant relies.