

## SCHEDULE

### APPEALS

#### **Procedure where appeal review panel is constituted etc**

**3.**—(1) If the appeal review panel determines it necessary, a hearing shall be held at which both the appellant and UKAS may present their case.

(2) Where a hearing is held:

(a) with the agreement of the appeal review panel, experts and witnesses may also be called to attend the hearing; and

(b) any supporting documentation from the appellant must be submitted to the person chairing the appeal review panel at least 5 working days ahead of the hearing.

(3) The appeal review panel must consider the evidence and make a recommendation in writing to the Chief Executive of UKAS, within one month of the constitution of the appeal review panel.

(4) The Chief Executive of UKAS must make the final decision and inform the appellant in writing of the outcome of the appeal, within 3 working days of receipt of the recommendation from the appeal review panel.

(5) A copy of the recommendations of the appeal review panel must be provided to the appellant.

(6) The appellant may terminate the appeal review panel process at any time by giving notice in writing to UKAS withdrawing the appeal.

(7) In this paragraph “working day” mean any day other than Saturday, Sunday, Good Friday, Christmas Day or a day that is in any part of the United Kingdom a bank holiday within the meaning of the Banking and Financial Dealings Act 1971(1).

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(1) 1971 c.80.