



**TITLE: Appeals and Complaints Procedure**

**DOC: PC.P160**

**ISSUE: 01**

**DATE: 20.03.2015**

**Page 1 of 3**

**PREPARED BY: Quality Manager (QM)**

**APPROVED BY: CEO**

## 1. PURPOSE

The purpose of this procedure is to describe the process flow where an appeal or a complaint is received from applicants, candidates, certified persons and other parties about the certification process criteria policies and procedures for the performance of certified persons .

## 2. SCOPE

The scope of this procedure will cover the complaints and appeals on assessments done, the moderation that follows the Appels and complaints and Quality Manager that would provide a resolution on the outcome of the appeal.

## 3. DEFINITIONS AND ABBREVIATIONS

### 3.1 Appeal:

Request by applicants, candidates and certified oreconsideration of any adverse decision made by the certification body related to her/his desired certification status

### 3.2 Complaint:

Conformity assessment request, other than an appeal, by any organization or individual to a certification body, for corrective action relating to the activities of that persons.

## 4. RESPONSIBILITIES

**4.1 Quality Manager** of STAREGISTER is responsible to:

- a. Handling all Complaints
- b. Managing the process and contact all interested parties related to complaints and appeals

**4.2 Appeal Committee** is responsible to:

- a. Handling all Appeals

**4.3 CEO** is responsible to:

- a. Appointing Appeal Committee.

## 4 PROCEDURE

### 5.1

**5.1.1** Appeals will be reviewed by Quality Manager and/or a designated person assigned by her/him. This designated person cannot be the staff involved in process.



**TITLE: Appeals and Complaints Procedure**

**DOC: PC.P160**

**ISSUE: 01**

**DATE: 20.03.2015**

**Page 2 of 3**

**PREPARED BY: Quality Manager (QM)**

**APPROVED BY: CEO**

**5.1.2** CEO when appoints an Appeal Committee, which is responsible for appeal process and to safeguard the impartiality, including provisions to assure the impartiality of the operations of the organization. This structure enables the participation of all parties significantly concerned in the development of policies and principles regarding the content and functioning of the certification system, without any particular interest is predominating.

**5.1.3** Quality Manager will provide to the committee all the necessary information, including the reasons for all significant decisions, actions, and the selection of persons responsible for particular activities, in respect of certification, to enable STAREGISTER to ensure proper and impartial certification.

## **5.2 Appeals**

- 5.2.1 Appeals may be received by every employee, by mail, fax, e-mail or orally. Appeals are required to be submitted in, PC.F1109 Appeal Form to the attention of the Quality Manager.
- 5.2.2 Upon receipt of an appeal Quality Manager will register the appeal in the Appeal register. Appeals will be supplied to the CEO. The CEO will as soon as possible (through the Quality Manager) send a letter or e-mail as confirmation of receipt and consideration to the appealing party.
  - 5.2.3 The CEO will appoint Appeal Committee. Within four weeks the findings will be reported to the CEO.
  - 5.2.4 The report will be used to develop recovering / corrective proceedings, which have to include measures for recovery of certification as soon as possible, prevention of repetition and the assessment of the effectiveness of the applied recovering / corrective measures.
  - 5.2.5 Within four weeks after confirmation of reception the Quality Manager will send the sender a letter with the proposed solution.
  - 5.2.6 All decisions are final and cannot be re-appealed.
  - 5.2.7 STAREGISTER maintains files and records of all appeals related to the certification, as well as recovery actions. This data is used for analysis during management reviews.
  - 5.2.8 If needed, Corrective & Preventive Actions Procedure could be applied.

## **5.3 Complaints**

- 5.3.1 Complaints may be received by every employee, by mail, fax, e-mail or orally. The employee is required to report the complaints to the Quality Manager with PC.F1103 Compliant Form.
- 5.3.2 Upon receipt of a complaint Quality Manager will register the complaint in the complaint register. Quality Manager will send (through office coordinator ) a letter or e-mail as confirmation of receipt and consideration to the complaining party. Upon receipt

