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## **Appeal/Complaint Form**

## 1. Procedure

Appeals or complaints brought before the CAB <sup>1</sup> by a client are subject to the procedures by the CAB. A client may appeal the CAB's decision or complain about the CAB and provide additional information for consideration by the CAB.

When the CAB and the client cannot agree the appeal may be forwarded to the Advisory Board, where the product related member shall present the appeal for a final decision by the Advisory Board. Simple majority accepts the appeal. If there is no simple majority, then the appeal is rejected.

The CAB shall maintain all records regarding the appeal/complaint and keep the client informed of each decision in a timely manner.

## 2. Appellant/Complainant's Information

Name						
Address						
Name of Contact						
Telephone Number						
Telefax Number						
eMail address						
3. Opponent's Information						
3. Opponent's Informatio	n					
3. Opponent's Informatio  Name	n					
	n					
Name	n					
Name	n					
Name						
Name Address						
Name Address  Name of Contact						
Name Address  Name of Contact  Telephone Number						

<sup>&</sup>lt;sup>1</sup> CAB = Conformity Assessment Body

4. Appeal/Complaint is related to					
	IMCI			IMCI (UK)	
<b>5.</b> App	5. Appeal/Complaint details				
6. Act	ion taken				

		nt to the attention of and for furth	ner action to
BELAC		UKAS	
Advisory Board		Managing Director	
Laboratory		Inspector	
(other)			
Chairperson of the Advisory	y Board		
Quality Manager			
Place			
Date			