



**GUIDANCE ON THE  
BM TRADA CERTIFICATION DISPUTES  
AND APPEALS PROCESS**

## DISPUTES AND APPEALS

Please provide a clear description of your appeal, objective evidence to support each element or aspect of the appeal and the name and contact information of the person submitting the appeal.

All disputes and appeals received by BM TRADA are fully investigated.

If you wish to dispute a decision made by BM TRADA please go to Section A - BM TRADA Disputes Process.

If you are not satisfied with the outcome of the Dispute or Complaint resolution process and wish to raise an Appeal, please go to Section B - BM TRADA Appeals Process.

All appeals shall include objective evidence to substantiate the appeal and agreement to pay full costs related to the Appeal Committee meeting, as determined by BM TRADA and agreed by the Appeal Committee Chairman.

All disputes and appeals shall be submitted in writing to;

BM TRADA  
Central Compliance Department  
Stocking Lane  
Hughenden Valley  
High Wycombe  
Buckinghamshire  
HP14 4ND

t: +44 (0) 1494 569 700  
[complaints@bmtrada.com](mailto:complaints@bmtrada.com)

## SECTION A – BM TRADA DISPUTES PROCESS

A letter shall be dispatched within 2 weeks to the person/organization, acknowledging receipt of the dispute. The Compliance Manager or a nominated person shall then perform an investigation into the dispute. (Note: the person conducting the investigation shall not have been involved in the decision making process). The investigation could include a review of the documented dispute, any related reports, consultation with applicable audit team members, and the person/organization making the dispute.

The decision related to the outcome of the full investigation shall be documented and formally communicated in writing to the person/organization who raised the dispute within two weeks of the final decision taken.

The person/organisation who raised the dispute shall be offered the right to appeal the final decision taken.

Note: For UTZ schemes BM TRADA will reply to the plaintiff within 15 working days (three weeks). If the appeal is not resolved within 20 working days (four weeks), BM TRADA will report the appeal to UTZ Certified.



## SECTION B – BM TRADA APPEALS PROCESS

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A letter shall be dispatched within 2 weeks to the appellant, acknowledging receipt of the appeal and confirming the appellant's right to present their case in person to the Appeals Committee.

The appellant shall be informed of the date the appeal is to be heard and the composition of the Appeals Committee.

The appellant shall have the right to state objections to the composition of the committee. The appellant's reasons for objection shall be considered by the Advisory Board Chairman who shall decide whether or not it is appropriate to amend the composition accordingly.

The Appeals Committee shall consider the nature of the appeal from written reports of the appellant and auditor. Where necessary, the Committee shall request the presence of the decision source during all or part of the meeting. The reports shall be studied and a recommendation to the Board of Directors made accordingly who shall make the final decision. The meeting shall be minuted.

The appellant shall be notified in writing of the outcome of the appeal, within two weeks of the decision being made and within three months of receipt of the written Appeal.

Note: For UTZ schemes BM TRADA will reply to the plaintiff within 15 working days (3 weeks). If the appeal is not resolved within 20 working days (4 weeks), BM TRADA will report the appeal to UTZ Certified.

## SECTION C – FURTHER ACTION

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If you are not satisfied with the action taken by BM TRADA as detailed above, you are invited to contact the relevant Accreditation Body Scheme Owner at the following address;

### **UKAS Accredited Schemes**

UKAS  
2 Pine Trees  
Chertsey Lane  
Staines-upon-Thames  
TW18 3HR  
t: +44 (0) 1784 429015  
[customerfeedback@ukas.com](mailto:customerfeedback@ukas.com)  
[www.ukas.com](http://www.ukas.com)

### **FSC® Chain of Custody Schemes**

ASI  
Accreditation Services International GmbH  
Friedrich-Ebert-Allee 69  
53113 Bonn, Germany  
t: +49 (228) 227 237 0  
f: +49 (228) 227 237 30  
[asi-info@accreditation-services.com](mailto:asi-info@accreditation-services.com)  
[www.accreditation-services.com](http://www.accreditation-services.com)

### **FSC International**

Adenauerallee 134  
53113 Bonn, Germany  
t: +49 (0) 228 367 66 0  
f: +49 (0) 228 367 66-30  
[info@fsc.org](mailto:info@fsc.org)

### **UTZ Certified (Cocoa, Coffee & Tea)**

UTZ Standards and Certifications Department  
De Ruyterkade 6  
1013 AA Amsterdam  
t: +31 (0) 20 530 8000  
[certification@utzcertified.org](mailto:certification@utzcertified.org)

### **Roundtable on Sustainable Palm Oil (RSPO)**

Unit A-37-1  
Menara UOA Bangsar  
Number 5 Jalan Bangsar Utama 1  
Kuala Lumpur 59000  
Malaysia  
t: +603 (0) 2302 1500  
[membership@rspo.org](mailto:membership@rspo.org)  
[www.rspo.org](http://www.rspo.org)

### **ANSI Accredited Schemes**

1899 L Street, NW, 11th Floor  
Washington, DC 20036  
t: +1 202 293 8020  
[info@ansi.org](mailto:info@ansi.org)



**BM TRADA, part of the Element Group, specializes in providing a comprehensive range of independent testing, inspection, certification, technical and training services.**

We help organizations to demonstrate their business and product credentials and to improve performance and compliance.

We exist to help our customers to make certain that the management systems, supply chain and product certification schemes they operate are compliant and fit for purpose.



**bmtrada**  
Proud to be part of  **element**

**FOR FURTHER INQUIRIES, PLEASE CONTACT**  
T: +44 (0) 1494 569 750    COMPLAINTS@BMTRADA.COM

**[www.bmtrada.com](http://www.bmtrada.com)**