



Policies and Procedures

Policy S-008 Appeals

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1. Scope

This document contains the policies and procedures for appeals regarding IAPMO industry (non-consensus) standards and the IAPMO Standards Review Committee (SRC).

Note: *This Policy supersedes policy S-009, Standards Review Committee Rulings.*

2. Policy

2.1. General

Stakeholders who believe have been affected by an action of the IAPMO Standards Review Committee (SRC) shall have the right to appeal.

2.2. Process

The appellant shall

- (a) submit a written appeal to the IAPMO Standards Department within 21 days of the SRC action or inaction; and
- (b) pay a non-refundable filing fee of \$2,000.00.

2.3. Written Appeal

The written appeal shall state

- (a) its nature;
- (b) the procedures or sections of the standard(s) that are at issue;
- (c) the action(s) or inaction at issue; and
- (d) the specific remedial action(s) that would satisfy the appellant's concerns.

2.4. Response

Within 30 days of the receipt of the appeal, the Director of Standards Development shall

- (a) respond in writing to the appellant, addressing each allegation to the extent possible; and
- (b) attempt to resolve the appeal informally and directly with the appellant.

2.5. Appeals Panel

If the Director of Standards Development is unable to informally resolve the appeal, he or she shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made regarding the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be

acceptable to the Secretariat. If the parties cannot agree to the composition of the panel within 15 days, the IAPMO General Counsel shall appoint the appeals panel.

2.6. Conduct of the Hearing

The appellant shall be responsible for demonstrating improper action(s) or inaction(s), the adverse effects derived from such action(s) or inaction(s), and the efficacy of the requested remedial action.

2.7. Decision

The appeals panel shall render its decision in writing, within 30 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Director of Standards Development shall notify the appellant and the SRC of the decision of the appeals panel, which shall be binding and final.