

	Procedure		Document No.	P-06
			Version	6.00
	Appeals & Complaints		Date of Issue	Feb 25, 2016
Reviewed & Approved by	Name	Designation	Signature	Date
	Kaushal Goyal	Managing Director		Feb 25, 2016

Revision History

Version	Date	Description	Remarks
1.00	Mar 01, 2008	Original Release as per standard ISO/IEC 17021	
2.00	Apr 02, 2008	Para 4.1 redefined for definition of Appeal & Complaint	
3.00	Mar 01, 2009	Refined further	
4.00	Dec 10, 2010	Revised para 4.2.2 based on document review by JAS-ANZ	
5.00	Nov 02, 2015	Modified for transition to 17021:2015	
6.00	Feb 25, 2016	Revised Para 4.2.2 to include requirements from JAS-ANZ Accreditation Manual	

1.0 Purpose

To lay down a procedure to receive, evaluate and make decisions on appeals and complaints.

2.0 Scope

All appeals and complaints brought before KBS by customers or other parties

3.0 Responsibility and Authority

Audit Manager is over all responsible

4.0 Policy & Procedure

4.1 KBS endeavor to action on any claim of dissatisfaction that is brought to its attention by any interested party. Expressions of dissatisfaction have been categorized as follows:

- Appeal: Request by the customer or other parties for reconsideration of any decision made by KBS related to its certification process.
- Complaint: expression of dissatisfaction, other than appeal, by any person or organization to KBS relating to its activities/ actions in writing.

4.2 Dealing with Appeal and Complaint

MD ensures that all interested parties are made aware through appropriate means such as contracts, meetings, etc, of the existence of the appeals and complaint procedure. Appeals and Complaint handling process is publicly accessible on KBS website.

MD ensures that the persons engaged in the appeals and complaints handling process are different from those who carried out the audits and made the certification decisions.

MD ensures that the submission, investigation and decision on appeals don't result in any discriminatory actions against the appellant.

4.2.1 Appeal

Appeals are recorded in 'Appeal & Complaint Form (F-22)' by Audit Manager and discussed with the MD to take necessary action. The appellant is informed about the KBS response taking into account the results of previous similar appeals.

If the appellant is not satisfied with the response from the Audit Manager, MD constitutes an Appeals committee as per P-08. The appellant has the right to agree to the composition of the Appeals Committee and may challenge its composition. The

Appeals Committee meets and makes its recommendations within 30 days to MD. MD decides and conveys its decision to the appellant.

The appellant may decide to take the appeal to binding arbitration and agrees that this is the final action that can be taken.

Through the whole steps for handling appeal and complaints, the appellant can formally present its case. The appellant is provided with the progress reports and the outcome including the reasons thereof. The decision is communicated to the appellant made by or reviewed and approved by individual(s) not previously involved in the subject of the appeal with the formal notice of the end of the appeal-handling process.

4.2.2 Complaint

Audit Manager records all complaints in Appeal & Complaint form (F-22) and acknowledges the receipt of the complaint. If the complaint relates to KBS certification activities, he/ she deal with it. If the complaint relates to a certified client, then examination of the complaint considers the effectiveness of the certified management system onsite through a short notice audit.

Any complaint about a certified client is also referred to the certified client in question at an appropriate time by the audit manager.

Audit Manager reviews the complaint and gathers necessary information to ensure that complaint is supported by sufficient objective evidence and is satisfied that all attempts have been made to resolve the issue at the appropriate levels. If complaint is found valid for consideration, Audit Manager analyses and makes follow-ups with complainant and complaine.

The Audit Manager requests the complaine to respond within 25 days on the complaints with details of the action taken/ proposed considering the immediate and long-term aspects. All related correspondence is kept in complaint file.

If the Audit Manager cannot resolve the issue, it is referred to MD. Matters that cannot be resolved by MD are transferred to the Advisory Board.

Wherever possible, audit manager provides the complainant with progress reports and the outcome.

The decision is communicated to the complainant made by or reviewed and approved by individual(s) not previously involved in the subject of the complaint with the formal notice of the end of the complaints-handling process.

The process is treated as per the requirements for confidentiality. Audit Manager determines, together with the client and the complainant, whether and, if so to what extent, the subject of the complaint and its resolution is made public.

If a complainant is dissatisfied with the outcome of the KBS's complaint handling process or the complaint is not resolved in six months from the date of complaint, KBS will treat them as aged complaints. Aged complaints are to be referred to JAS-ANZ as follows:

- *original complaint* ,
- *records of the review of the complaint*
- *response to the complainant*
- *any other records that inform the background to the complaint.*

5.0 Correction and Corrective Action

MD ensures that appropriate correction and corrective action(s) is/ are taken as quickly as practicable as per the procedure P-14.

6.0 Records

1. Appeal & Complaint Form (F-22)