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Appeals Procedure		Date: 02 Sept 2008
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How to appeal

This publication details the procedure for appealing to BRE Global against:

- any decision by BRE Global to refuse or revoke certification, or
- the proposed resolution of a complaint made to BRE Global regarding one of its certifications or certified licensees.

Any appeal to any of the BRE Global Ltd group of companies e.g. BRE Global (BREG), BRE Certification, Loss Prevention Certification Board (LPCB), or BREEAM, should be addressed to:-

[The Quality Manager, BRE Global Ltd, Bucknalls Lane, Garston, Watford WD25 9XX.](#)

All appeals should be made in writing, clearly setting out the grounds for the appeal, and enclosing a cheque for £1,000 made payable to BRE Global Ltd. This fee is to cover the costs of the appeal (refundable only where the Appeals Panel finds in favour of the Appellant). The process for an appeal to BRE Global is summarised in the flowchart below.

Appeal process

An Appeal Panel is constituted as and when an appeal is received, and will consist of three members of the Governing Body or subsidiary Boards who:

- have not been directly involved in the decision or issue which is the subject of the appeal, and
- have no direct interest in the decision.

The Appellant is given not less than 14 days notice of the date set for the appeal, advised of the constitution of the Appeal Panel and invited to be present. The Appellant has the right to state objections to the constitution of the Appeal Panel within 2 working days of receipt of notice. In this case, the objection will be considered by the Chairman of the BRE Global Governing Body, and the membership of the Appeal Panel amended if necessary.

An Appeal Panel may uphold or quash the decision of BRE Global following a review of the circumstances surrounding the appeal. The Appellant will be informed of the Appeal Panel's decision.

