



CNAS-J06

CNAS Special Committee Rules for Appeal

**China National Accreditation Service for
Conformity Assessment**

CNAS Special Committee Rules for Appeal

1. General

1.1 This document is developed by China National Accreditation Service for Conformity Assessment (CNAS) according to CNAS Constitution for the purpose of ensuring the impartiality, normalization and effectiveness of the accreditation.

1.2 As authorized by CNAS Board, the Appeal Special Committee is responsible for the investigation of and decision on appeals regarding accreditation. This document specifies the organizational structure and basic procedural rules of the Appeal Special Committee (hereinafter referred to as the Committee), and shall be followed by the Committee when carrying out its responsibilities and handling appeals.

2. Composition

2.1 The Committee shall consist of at least 5 members, in which there shall be one Chair and, as necessary, several Vice Chairs.

2.2 The Chair of the Committee shall be determined by CNAS Board. The office term for the Chair shall be 4 years, and the Chair may serve consecutive terms.

2.3 Other members of the Committee shall be nominated by the Chair and approved by CNAS Board or CNAS Executive Committee, who have office term of 4 years and could serve consecutive terms.

2.4 Personnel of interest parties shall be considered when composing the appeal special committee. The member of the Committee shall have knowledge in accreditation, and shall neither be the member of Appraisal Committee or any person employed by CNAS Secretariat, nor person from any conformity assessment body.

2.5 When existing member of the Committee is to be changed or new member to be added, above specified rules shall be followed.

3. Qualifications

3.1 Members of the Appeal Special Committee shall know well of the requirements in accreditation normative documents and procedures, be experienced in handling legal affairs and be capable in analysis, judgment and evaluation.

3.2 Members of the Appeal Special Committee shall fulfill the following requirements:

- a) with good work ethics, e.g. Impartiality, honesty, loyalty, confidentiality and due care;
- b) possessing at least a diploma of graduate or a technical qualification in middle level;
- c) working in field related to conformity assessment or legal affairs for at least 5 years.

4. Responsibilities

4.1 The Committee is responsible for handling the appeals against the following matters in accreditation:

- Refusing to accept accreditation;
- Refusing to carry on assessment;
- Requiring to take corrective actions;
- Changing accreditation scope;
- Refusing to grant accreditation, suspension or withdrawal of accreditation;
- Any other actions preventing the acquisition of accreditation.

4.2 The Committee is also responsible for implementing resolutions of CNAS Board, suggesting on relevant issues to CNAS Board and participating in relevant activities organized by CNAS.

5. Procedures

5.1 Meeting of the Committee

5.1.1 The Chair of the Committee or the person authorized by the Chair is responsible for convening relevant meetings, coordinate the work, and report to CNAS Board. In principle, the meeting shall be held annually.

5.1.2 The meeting shall be participated by at least 2/3 of the members. The resolutions cannot come into force until it gets half of favorable votes from the whole appeal special committee.

5.1.3 CNAS Secretariat is responsible for arranging the meeting and other daily liaisons for Appeal Special Committees.

5.2 Handling Appeals

5.2.1 The Committee shall investigate and handle appeals in accordance with the accreditation norms and relevant procedures of CNAS.

5.2.2 When CNAS Secretariat receives any appeal regarding accreditation, it shall report to the Chair of the Committee after an initial examination. The Appeal Special Committee shall inform the appellant with the condition of acceptance after review of validity.

5.2.3 The Chair of the Committee shall appoint persons without conflict of interest with the appellant to investigate or appeal investigation panel who will investigate the appeal and collect relevant evidences, and recommend for the decision on the appeal. The member of the appeal investigation panel shall be familiar with the accreditation specifications and relevant procedures of CNAS.

5.2.4 When the appellant requests for hearing, the Chair of the Committee shall be responsible for convening the hearing.

5.2.5 The Chair of the Appeal Special Committee shall appoint 5 committee members who has no conflict of interest with the appeal as an adjudication panel from which a

team leader shall be selected. The resolution shall be made in accordance with the opinion of the majority. The team leader's opinion shall be taken if a majority opinion fails to be reached.

5.2.6 Any member of the Committee or of the investigation panel who has a conflict of interest with the appeal shall withdraw from its investigation and decision.

6. Changes to Membership

6.1 New members could be added to the Appeal Special Committee when needed. The nomination and approval procedures are similar to the initial selections.

6.2 Member body of the Appeal Special Committee could apply for changing its representative within its office term. The candidate shall meet the corresponding qualifications and be reviewed by CNAS Secretariat. The approval of the change shall be conducted by CNAS Board/Executive Committee.

7. Rights and obligations of members

7.1 Members of the Appeal Special Committee have the rights of being informed, recommending, criticism and voting on matters relevant to its work.

7.2 Members of the Appeal Special Committee shall comply with relevant CNAS regulations on impartiality and confidentiality, perform its responsibilities and participate in relevant activities of CNAS.

8. Miscellaneous

8.1 This document is deliberated and approved by CNAS Board, and shall be effective on the date of issue.

8.2 The revision and revocation of this document shall follow the same procedures.

8.3 CNAS is responsible for the interpretation of this document.