AUDIT APPEAL

|  |  |
| --- | --- |
| Date of Appeal | *dd/mm/yyyy* |
| BER assessor name | *name* |
| BER assessor number | *XXXXXX* |
| Audit Reference | *Audit number XXXXX* |

Audit Findings:

|  |  |  |
| --- | --- | --- |
| **Audit Item** | | **Audit Results** |
| 1 | Item | -. - |
| Comment | - |
| BER assessor comment | [Grounds for appeal must include at least one of the following references:   1. DEAP manual reference 2. DEAP Survey Guide 3. BER assessor Code of Practice 4. BER frequently asked question (FAQ) 5. Helpdesk query number 6. Mitigating circumstances: |
| 2 | Item | -. - |
| Comment | - |
| BER assessor comment |  |
| 3 | Item | -. - |
| Comment | - |
| BER assessor comment |  |
| 4 | Item | -. - |
| Comment | - |
| BER Assessor Comment |  |

APPEAL NOTES

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| **PREPARATION OF APPEAL:** |
| ENSURE the Audit No. is referenced in the appeal |
| If the audit has been appealed previously note that an appeal outcome is final and subsequent appeals will be rejected. |
| ENSURE the name of the BER assessor making the appeal is clearly stated |
| What date was the audit report issued on and are you within the 14 days allowed for the appeal?  Note this in your appeal. |
| If you are sending your appeal via email to [qa@ber.seai.ie](mailto:qa@ber.seai.ie) then ENSURE to **use your assessor registered email address**. |
| If you are sending your appeal via post or fax then ENSURE to include the audit number and your assessor number/name. |
| An appeal is to be based on the audit report issued to an assessor and the report findings. Therefore an appeal must reference at least 1 of the items in the audit report. |
| **GROUNDS FOR APPEAL:** |
| Include grounds for the appeal referencing DEAP Manual; Technical bulletins; DEAP Survey Guide; DEAP Survey Form; Code of practice; FAQ’s; CRM escalation reference number |
| Where any mitigating circumstances are presented as grounds for an appeal then evidence of same will need to be provided.  Statements in an email will not suffice and will need to be supported. |
| Complaints should not be submitted as part of an appeal. Complaints should be submitted in an email separate to an appeal to [qa@ber.seai.ie](mailto:qa@ber.seai.ie) |
| New evidence is not grounds for appeal   * Any such evidence should have been submitted for the original audit request * Where the evidence was not in place then this also results in non-compliance as records are to be retained prior to publication of the BER. |