**BCI Appeal Submission Form**

**Version 1.3, March 2020**

***Large Farm***

Appeals must be submitted to BCI in writing within 10 working days of receipt of a licensing decision in order to be considered valid. Appeals are to be sent via email to **farm\_assessment\_appeal@bettercotton.org** and must include a clear rationale and objective evidence for each Non-Conformity the Large Farm is appealing against.

**Please note that submitting an appeal should only be considered in severe cases when there is clear evidence of misjudgement or professional negligence by the verifier. The appeals process is not to be used in cases where the Producer disagrees with the outcome of the licensing assessment.**

*To be completed by the Large Farm Manager*

|  |  |
| --- | --- |
| **Large Farm Code:** |  Click here to enter text. |
| **Name of the Large Farm Manager:** |  Click here to enter text. |
| **Implementing Partner** (if relevant) | Click here to enter text. |
| **Date of the appeal:** | Click here to enter a date. |

# List of non-conformities being appealed

You must provide a clear rationale and detailed objective evidence for each non-conformity that you wish to appeal separately (see Section B). You may appeal against only a sub-set of non-conformities identified.

|  |
| --- |
| Indicators where non-conformities were identified, and against which you wish to appeal (please list separately each indicator) |
| # | Indicator No. | Text of indicator |
| 1 | Click here to enter text. | Click here to enter text. |
| 2 | Click here to enter text. | Click here to enter text. |
| 3 | Click here to enter text. | Click here to enter text. |
| 4 | Click here to enter text. | Click here to enter text. |
| 5 | Click here to enter text. | Click here to enter text. |

 *Add rows as required*

# Appeal Statement – required for each non-conformity

# B1. Non-conformity indicator #1

|  |  |
| --- | --- |
| Non-Conformity Indicator | Click here to enter text. |

Copy/paste the full nature of the non-conformity as noted in the 2nd party credibility check or 3rd party verification report

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 1 (mandatory for submission to be valid):** Provide an explanation of how the Large Farm complies with the indicator in question. Include references to specific evidence to support this explanation, and where relevant, references to additional documentation (as listed in the Supporting Documentation table below)

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 2 (optional but recommended):** Provide an explanation of why the results of the licensing assessment differ from the self-assessment related to compliance with the indicator. You can refer to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

|  |
| --- |
| Click here to enter text. |

**Supporting Documentation**

Indicate the title and exact file names of all relevant documents submitted in support to the Appeal Statement on this non-conformity.

|  |  |  |
| --- | --- | --- |
| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

*Note: If the Large Farm is appealing against additional non-conformities, please expand the sub-section below by clicking the heading and complete the form accordingly.*

# B2. Non-conformity indicator #2

|  |  |
| --- | --- |
| Non-Conformity Indicator | Click here to enter text. |

Copy/paste the full nature of the non-conformity as noted in the 2nd party credibility check or 3rd party verification report

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 1 (mandatory for submission to be valid):** Provide an explanation of how the Large Farm complies with the indicator in question. Include references to specific evidence to support this explanation, and where relevant, references to additional documentation (as listed in the Supporting Documentation table below)

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 2 (optional but recommended):** Provide an explanation of why the results of the licensing assessment differ from the self-assessment related to compliance with the indicator. You can refer to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

|  |
| --- |
| Click here to enter text. |

**Supporting Documentation**

Indicate the title and exact file names of all relevant documents submitted in support to the Appeal Statement on this non-conformity.

|  |  |  |
| --- | --- | --- |
| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

# B3. Non-conformity indicator #3

|  |  |
| --- | --- |
| Non-Conformity Indicator | Click here to enter text. |

Copy/paste the full nature of the non-conformity as noted in the 2nd party credibility check or 3rd party verification report

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 1 (mandatory for submission to be valid):** Provide an explanation of how the Large Farm complies with the indicator in question. Include references to specific evidence to support this explanation, and where relevant, references to additional documentation (as listed in the Supporting Documentation table below)

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 2 (optional but recommended):** Provide an explanation of why the results of the licensing assessment differ from the self-assessment related to compliance with the indicator. You can refer to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

|  |
| --- |
| Click here to enter text. |

**Supporting Documentation**

Indicate the title and exact file names of all relevant documents submitted in support to the Appeal Statement on this non-conformity.

|  |  |  |
| --- | --- | --- |
| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

# B4. Non-conformity indicator #4

|  |  |
| --- | --- |
| Non-Conformity Indicator | Click here to enter text. |

Copy/paste the full nature of the non-conformity as noted in the 2nd party credibility check or 3rd party verification report

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 1 (mandatory for submission to be valid):** Provide an explanation of how the Large Farm complies with the indicator in question. Include references to specific evidence to support this explanation, and where relevant, references to additional documentation (as listed in the Supporting Documentation table below)

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 2 (optional but recommended):** Provide an explanation of why the results of the licensing assessment differ from the self-assessment related to compliance with the indicator. You can refer to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

|  |
| --- |
| Click here to enter text. |

**Supporting Documentation**

Indicate the title and exact file names of all relevant documents submitted in support to the Appeal Statement on this non-conformity.

|  |  |  |
| --- | --- | --- |
| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

# B5. Non-conformity indicator #5

|  |  |
| --- | --- |
| Non-Conformity Indicator | Click here to enter text. |

Copy/paste the full nature of the non-conformity as noted in the 2nd party credibility check or 3rd party verification report

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 1 (mandatory for submission to be valid):** Provide an explanation of how the Large Farm complies with the indicator in question. Include references to specific evidence to support this explanation, and where relevant, references to additional documentation (as listed in the Supporting Documentation table below)

|  |
| --- |
| Click here to enter text. |

**Appeal Statement Part 2 (optional but recommended):** Provide an explanation of why the results of the licensing assessment differ from the self-assessment related to compliance with the indicator. You can refer to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

|  |
| --- |
| Click here to enter text. |

**Supporting Documentation**

Indicate the title and exact file names of all relevant documents submitted in support to the Appeal Statement on this non-conformity.

|  |  |  |
| --- | --- | --- |
| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |