**BCI Appeal Submission Form**

**Version 1.4, March 2021**

***Producer Units***

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**](mailto:farm_assessment_appeal@bettercotton.org) and must include a clear rationale and objective evidence for each Systemic Non-Conformity the Producer Unit 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 PU Manager*

|  |  |
| --- | --- |
| **PU Code:** | Click here to enter text. |
| **Farmer Category:** | Click here to enter text. |
| **Name of IP:** | Click here to enter text. |
| **Name of the PU Manager:** | Click here to enter text. |
| **Date of the appeal:** | Click here to enter a date. |

# List of Systemic non-conformities being appealed

You must provide a clear rationale and detailed objective evidence for each systemic non-conformity that you wish to appeal separately (see Section B). Only systemic non-conformities can be appealed.

**Note:** If an incidental non-conformity is recurrent (the same non-conformity issue is raised in consecutive assessments) the incidental non-conformity is automatically escalated to a systemic non-conformity. For a licensing decision to be overturned, an appeal must be made, and upheld, against all systemic non-conformities, including escalated non-conformities.

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| --- | --- | --- |
| **Indicator (please list separately each indicator from the P&C, including number and text)** | | **Please specify which assessment was the Non-Conformity identified in (i.e. BCI/SP assessment, 3PV assessment)** |
| 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 relevant non-conformity report(s). List Non-Conformity observations from the licensing assessment report for the season.

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

**Appeal Statement Part 1** **(mandatory for submission to be valid):** Provide an explanation of how the PU fulfils 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 internal / self-assessment of the indicator, referring to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

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| Click here to enter text. |

**Supporting Documentation**

Indicate the title and exact file names of all relevant documents submitted in support of 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. |
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*Note: If the Producer Unit 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 relevant non-conformity report(s). List Non-Conformity observations from the licensing assessment report for the season.

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

**Appeal Statement Part 1** **(mandatory for submission to be valid):** Provide an explanation of how the PU fulfils 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)

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| 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 internal / self-assessment of the indicator, referring to any relevant extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the licensing assessment visit.

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| Click here to enter text. |

**Supporting Documentation**

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

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| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
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# B3. Non-conformity Indicator #3

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

Copy/paste the full nature of the Non-Conformity as noted in the relevant non-conformity report(s). List Non-Conformity observations from the licensing assessment report for the season.

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| Click here to enter text. |

**Appeal Statement Part 1** **(mandatory for submission to be valid):** Provide an explanation of how the PU fulfils 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)

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

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| Click here to enter text. |

**Supporting Documentation**

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

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| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
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# B4. Non-conformity Indicator #4

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

Copy/paste the full nature of the Non-Conformity as noted in the relevant non-conformity report(s). List Non-Conformity observations from the licensing assessment report for the season.

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| Click here to enter text. |

**Appeal Statement Part 1** **(mandatory for submission to be valid):** Provide an explanation of how the PU fulfils 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)

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

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**Supporting Documentation**

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| **Document Title** | **File Name** | **Brief Explanation of Evidence** |
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# B5. Non-conformity Indicator #5

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

Copy/paste the full nature of the Non-Conformity as noted in the relevant non-conformity report(s). List Non-Conformity observations from the licensing assessment report for the season.

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| Click here to enter text. |

**Appeal Statement Part 1** **(mandatory for submission to be valid):** Provide an explanation of how the PU fulfils 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)

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