# Better Cotton Chain of Custody Appeal Submission Form

Version 1.0, January 2024

***Supply Chain***

Appeals may be submitted against a rejection of an organisation from entering the Better Cotton Chain of Custody programme during the screening process against the Better Cotton Chain of Custody Eligibility Criteria. Alternatively, an appeal may be submitted against an assessment decision made by an Approved Third Party Verifier for the Better Cotton Chain of Custody Standard.

In either case an appeal must be submitted to Better Cotton in writing within 10 working days of receipt of either the screening rejection or the appeal decision of the Third Party Verifier. Appeals are to be sent via email to [**compliance@bettercotton.org**](mailto:compliance@bettercotton.org) and must include a clear rationale and objective evidence to support the appeal.

Note: **Section ‘A’** to be filled out if you are appealing against a rejection from entering the Better Cotton Chain of Custody programme during the screening process against the Better Cotton Chain of Custody Eligibility Criteria only. **Section ‘B’** to be filled if you are appealing against an assessment decision made by an Approved Third Party Verifier for the Better Cotton Chain of Custody Standard.

*To be completed by the organisation*

|  |  |
| --- | --- |
| **BCP Number:** | Click here to enter text. |
| **Company Name:** | Click here to enter text. |
| **Category:** | Click here to enter text. |
| **Name of the person appealing:** | Click here to enter text. |
| **Date of the appeal:** | Click here to enter a date. |

# Appeal to a rejection to enter the Better Cotton Chain of Custody Programme

**Appeal Statement (mandatory for submission to be valid):** Provide an explanation of how the organisation fulfils the eligibility criteria. 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. |

**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. |
| 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. |

# Appeal against an assessment decision

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Non-Conformity Requirement # | Chain of Custody Requirement (Copy/paste clause requirements from non-conformity report) | Description of Non-Conformity (Copy/paste the full nature of the Non-Conformity as noted in the relevant non-conformity report(s).) | **Appeal Statement (mandatory for submission to be valid):** Provide an explanation of how the organisation fulfils the requirement in question. | Supporting Documentation | | |
| Document Title | File Name | Brief Explanation of Evidence |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

You must provide a clear rationale and detailed objective evidence for each non-conformity that you wish to appeal separately.

**B1. Non-conformity #1**

|  |  |
| --- | --- |
| **Non-Conformity Requirement:** | 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 assessment report.

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

**Appeal Statement (mandatory for submission to be valid):** Provide an explanation of how the organisation fulfils the requirement 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. |

**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. |
| 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 organisation is appealing against additional non-conformities, please expand the sub-section below by clicking the heading and complete the form accordingly.*

**B2. Non-conformity #2**

|  |  |
| --- | --- |
| **Non-Conformity Requirement:** | 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 organisation fulfils the requirement 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. |

**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. |
| 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 #3**

|  |  |
| --- | --- |
| **Non-Conformity Requirement:** | 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 organisation fulfils the requirement 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. |

**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. |
| 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 #4**

|  |  |
| --- | --- |
| **Non-Conformity Requirement:** | 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 organisation fulfils the requirement 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. |

**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. |
| 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 #5**

|  |  |
| --- | --- |
| **Non-Conformity Requirement:** | 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 organisation fulfils the requirement 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. |

**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. |
| 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. |