

## TERMS OF REFERENCE APPEALS COMMITTEE

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**1. OBJECTIVES OF THE APPEALS COMMITTEE**

The SADCAS Appeals Committee shall be responsible for handling and making judgment on any appeals on accreditation decisions of the Accreditation Approvals Committee.

**2. COMPOSITION OF THE APPEALS COMMITTEE**

2.1 The SADCAS Appeals Committee shall consist of three (3) members, one of whom shall act as the chairperson of the Committee.

2.2 The chairperson and members of the Committee shall be appointed by the SADCAS Board of Directors

2.3 Each member of the Committee shall be independent of all parties involved in the appeal.

2.4 At least one member of the Appeals Committee shall have a legal background. All members shall have general knowledge of accreditation and compliance monitoring.

2.5 Members of the Appeals Committee are appointed by the SADCAS Board of Directors on an ad hoc basis and are eligible for reappointment for an unlimited number of times.

2.6 Should an appointed member of the Appeals Committee have an interest on the appeal to be handled then the member shall withdraw from the Committee for the duration of the case. His/her position shall be taken by an alternate member.

**3. CONVENING OF THE APPEALS COMMITTEE**

3.1 Upon referral of an appeal by the Board of Directors, the chairperson of the Appeals Committee shall contact the other members of the Appeals Committee and arrange a date and time for the appeal hearing.

3.2 The Chief Executive Officer, upon advice of date and time of the hearing by the chairperson of the Appeals Committee, shall inform the appellant of the same.

3.3 Both SADCAS and the appellant have the right to attend the hearing and can also be represented by a legal person. The Appeals Committee and other party must be notified one week prior to the hearing of the intention to have a legal person. Failure to do so may result in a postponement of the hearing. All costs associated with a postponement shall be allocated by the Appeals Committee.

3.4 Throughout the investigation of an appeal, all decisions made prior to the appeal stand.

3.5 All matters of discussion by the Appeals Committee shall be confidential and shall not be disclosed to a third party.

3.6 The Appeals Committee shall sit for as many sessions as deemed necessary to reach a sound judgment.

#### 4. **JUDGMENT BY THE APPEALS COMMITTEE**

4.1 The Appeals Committee shall reach a judgment by a majority of votes. The Appeals Committee shall also decide on the costs of hearing and allocate them accordingly to the parties in the Appeal.

4.2 The Appeals Committee shall inform the SADCAS Chief Executive Officer in writing of its judgment within two (2) weeks of the closure of the hearing.

4.3 The Chief Executive Officer in turn shall inform the appellant of the Appeals Committee judgment within two (2) weeks of receiving the judgment.

4.4 The Chief Executive Officer shall also inform the parties of their respective appeal handling costs for settlement as relevant.

4.5 The decision of the Appeals Committee is final and shall not be open for further appeal.

#### 5. **REFERENCES**

- SADCAS PM 01 - Section 6.11
- SADCAS AP 08 - Customer Feedback Handling Procedure