

Standards Development – Procedural Appeals Process

Supplement to SCS Corporate Procedure 13, Standards Development and Modification

Directly and materially affected parties who believe they are, or will be adversely affected by a standard's action are eligible to file an appeal. The following steps shall apply:

1. Administrative procedures for conflict resolution in the standards development process, including consideration of negative ballots, shall be exhausted before lodging any appeal. Appeals will be considered by SCS Standard Review Committee responsible for the issue.
2. Appeals shall be submitted in writing. There shall be no cost to the appellant for such a submission. The appeal shall include a statement identifying the objection, the basis for the objection, and the suggested remedial action. The appeal shall be filed within 30 days of a final draft version of the standard is published.
3. The appellant shall be given the opportunity to present arguments in support of the objection.
4. SCS Standard Review Committee shall investigate the objections raised, consider whether applicable procedures were satisfied and whether the complaint merits corrective action, and attempt to resolve the issue within 30 days of receipt.
5. If the Standard Review Committee cannot resolve the objections, a separate hearing by SCS Executive Committee shall be convened. The hearing should be held within 30 calendar days of the date on which it is agreed that an informal resolution is not feasible. The hearing will be conducted by the Executive Team. The appellant will be given the opportunity to present arguments in support of his or her objection.
6. SCS Executive Team shall issue a written decision following the hearing, within 30 days. The decision shall indicate the conclusions reached, and their basis. A complete record of the appeal shall be compiled and maintained. The appellant shall receive a written copy of the final decision.