	<b>BMNS SERVICES PRIVATE LIMITED</b>	<b>BMNS/CSP/PRO 15</b>	
	<b>PROCEDURE FOR HANDLING APPEALS/ COMPLAINTS AND DISPUTES ISO 14064-2: 2019</b>	Date: 04-10-2024	Page 1 of 4
<b>Clause No 9.9 &amp; 9.10: ISO 17029:2019 /ISO 14065:2020</b>			

## **PURPOSE AND SCOPE**

1. This procedure is to ensure proper handling of complaints, disputes and appeals, so as to minimize their recurrence.


## **DEFINITIONS**

1. Complaints: Formal (written) and/or informal (verbal) expressions of dissatisfaction / incompetence / project rejection in relation to BMNS CSP validation and verification functions, from any source, such as the UNFCCC/VERRA/GS/GCC/CDM client's organization, the general public or its representatives, government bodies, NGOs, etc.
2. Disputes: Disagreement between the VVB and the CSP service client (project participant) regarding the VVB's recommendation and/or opinions/decisions made at various stages during the validation and/or verification/certification functions.
3. Appeals: A CSP client organization's request for a review by an independent appeal panel on the decisions taken by the VVB in respect of validation and/or verification/certification functions services provided.

## **DETAILS OF PROCEDURE**

### **Appeals Process**

1. All appeals are taken seriously and given a high priority for appropriate action. Formal proceedings will be initiated when the appeal is made in writing by the appellant in complaint form (BMNS/CSP 15/FOR 01) available in the public domain.
2. The submissions, investigation and decision on appeals do not result in any discriminatory actions against the appellant. Safeguards for confidentiality of the appellants and the subjects of the appeal would be covered in the contractual obligations with the client.
3. Appeals process includes an independent appeal panel responsible for the appeals process. The appeals panel shall comprise of the Director, who acts as the coordinator and shall have three external decision-making members not involved in any management or validation / verification


	<b>BMNS SERVICES PRIVATE LIMITED</b>	<b>BMNS/CSP/PRO 15</b>	
	<b>PROCEDURE FOR HANDLING APPEALS/ COMPLAINTS AND DISPUTES ISO 14064-2: 2019</b>	Date: 04-10-2024	Page 2 of 4
<b>Clause No 9.9 &amp; 9.10: ISO 17029:2019 /ISO 14065:2020</b>			

process as panel members preferably chosen from impartiality committee on a case-to-case basis. Based on the type of issue, the appeals panel may take the services of an external legal/technically qualified person.


4. The panel members shall have at least 10 years of professional experience in science / engineering fields and terms of contract similar to impartiality committee shall apply.
5. Technical Manager shall advise the appellant in writing, of the contents of this procedure and also draw due attention to the panel. A copy of this procedure shall be supplied to the customer. Copies of all correspondence with the Appellant will be maintained.
6. The panel shall meet within 30 days from the date of receipt of the appeal. The date and location of the meeting will be sent to the appellant in writing, at least 7 days before the meeting requesting the Appellant to appear before the Appeal Panel.
7. The appeals panel shall hear the appellant. Minutes of the meeting shall be prepared in the relevant form with a copy maintained.
8. The decision of the Appeals panel shall be final and shall be recorded in writing, with copies to the appellant. The result of an Appeal may result in corrective or preventive actions being taken which shall be recorded in the relevant form (BMNS/CSP 15/FOR 02) by the Technical Manager.
9. Appellant shall be informed about the decision of Appeals Panel and shall inform that the Appellant in case is not satisfied with the decision of the Appeal Panel, has an option of complaining to the CSP or respective CSP Accreditation Bodies.
10. Technical Manager shall ensure that the submission, investigation, and decision on appeals do not result in any discriminatory actions against the appellant.

### **Complaints & Disputes**

1. Technical Manager, when receiving a Complaint, or dispute by whatever means (phone, e mail etc.) completes the relevant form. All Complaints and disputes shall be recorded in appropriate form (BMNS/CSP 15/FOR 01)
2. Technical Manager shall acknowledge the receipt of complaints or dispute to the complainant or disputant. The validity of the complaint / dispute shall depend on the scope of the definition pertaining to the services related to the definition of the terms as above.
3. BMNS shall ensure that the personnel engaging in the complaints / disputes handling process are different from those who carried out the validation or verification and certification activities for the specific project.

	<b>BMNS SERVICES PRIVATE LIMITED</b>	<b>BMNS/CSP/PRO 15</b>	
	<b>PROCEDURE FOR HANDLING APPEALS/ COMPLAINTS AND DISPUTES ISO 14064-2: 2019</b>	Date: 04-10-2024	Page 3 of 4
<b>Clause No 9.9 &amp; 9.10: ISO 17029:2019 /ISO 14065:2020</b>			

4. Technical Manager shall gather and verify all necessary information for evaluating the validity of the complaint/dispute, investigating the complaint/dispute and for deciding what actions are to be taken in response to it.
5. After investigating the cause of the Complaint and taking any necessary corrective action, the Technical Manager shall write to the person who made the Complaint/dispute advising them of the actions taken and closing the matter. All Complaint letters will be filed in the Complaints file. All the complaints/disputes will be dealt expeditiously. Safeguards for confidentiality of the complaint / dispute and the subjects of the complaint / dispute would be covered in the contractual obligations with the client.
6. All the complaints/disputes shall be recorded in the relevant form (BMNS/CSP 15/FOR 02). A complaint or dispute may result in a corrective or preventive action.
7. All Complaints/disputes, relevant actions taken and any trends identified after analysis of Complaints/Disputes will be discussed at the next management review meeting.
8. Technical Manager will ensure that the appropriate correction and corrective actions are taken to safeguard the confidentiality of the complainant and subject of the complaint. This process will be subjected to requirements for confidentiality, as it relates to the complainant and to the subject of the complaint.
9. Possible preventive measures with a view to reduce or eliminate the Appeals, Complaints and Disputes shall be discussed during every management review meeting.

	BMNS SERVICES PRIVATE LIMITED		BMNS/CSP/PRO 15	
	PROCEDURE FOR HANDLING APPEALS/ COMPLAINTS AND DISPUTES ISO 14064-2: 2019		Date: 04-10-2024	Page 4 of 4
Clause No 9.9 & 9.10: ISO 17029:2019 /ISO 14065:2020				

## RELATED DOCUMENTS AND DOCUMENT HISTORY

### APPENDIX/RECORDS

Document Title	Document Reference	Record	Storage
COMPLAINT, DISPUTES and APPEAL FORM	BMNS/CSP 15/FOR 01	Yes	General File
COMPLAINT, DISPUTES and APPEAL FORM-RESOLUTION	BMNS/CSP 15/FOR 02	Yes	General File

### Document History

Issue No.	Rev. No	Details of Revision	Approval date	Prepared by	Reviewed & Approved by
1	2	Minor changes	04.10.2024	Shiv Kumar Kashyap	HB Muralidhar
1	1	Initial Adoption	11.05.2024	Shiv Kumar Kashyap	HB Muralidhar