Appeals Procedure

Bureau of Fitness Standards · bureauoffitness.org

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Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. What can be appealed

Any BFS decision affecting a candidate, certified person or provider, including: eligibility, examination results, certification, recertification, suspension, withdrawal, CPD audit outcomes, provider and activity approval, and sanctions.

2. How to appeal

1. Write to info@bureauoffitness.org with subject "Appeal" within **30 days** of the decision.
2. Say which decision you are appealing, why you think it is wrong, and attach any evidence.
3. BFS acknowledges the appeal within 5 working days.

3. How it is decided

- The appeal goes to the Appeals Panel. No panel member may have taken part in the original decision or have any link to the appellant.
- The panel reviews the record and may ask for more information or hear the appellant.
- The panel may uphold, vary or overturn the decision, or send it back for a fresh decision by different people.
- You receive a written decision with reasons, normally within **30 working days**. If more time is needed, BFS tells you why and when to expect it.
- The Appeals Panel decision is final within BFS. This does not affect any legal rights.

4. Fair treatment

Appealing never leads to unfair treatment. An examination result under appeal stands until the appeal is decided. Appeals and their outcomes are recorded and reviewed by the Impartiality Committee and at management review.