



Two Park Avenue tel 1.212.591.7575
New York, NY fax 1.212.591.8599
10016-5990 U.S.A. www.asme.org

DUE PROCESS

During the entrance meeting, your company will have the opportunity to ask questions they may have concerning their application, or the conduct of the survey/review. During the survey/review, your company may question any finding/deficiency reported by the Survey/Review Team and present any information you feel is applicable to the situation. To the extent possible, this should be during the survey/review process. The Survey/Review Team will consider your question(s) and reevaluate the situation. If your company still has a disagreement with any finding/deficiency or the conduct of the survey/review, your company may submit a written statement to the ASME staff Secretary of the appropriate Accreditation/Certification Committee, for consideration by ASME, as part of its evaluation of your application.

The Survey/Review Team prepares a report with their recommendation for the Accreditation/Certification Committee. Based on this report, and any information your company wishes to provide, the Accreditation/Certification Committee decides whether or not to issue the Certificate(s).

If the Accreditation/Certification Committee decision is not to issue the Certificate(s), ASME staff will notify your company and provide the applicable procedures for requesting reconsideration or appeal of that decision and provisions for due process.

Your company may request reconsideration or appeal any decision or action of the ASME Survey/Review Team, ASME staff or the Accreditation/Certification Committee.

To request reconsideration or appeal, your company must submit, in writing, your reasons and any supportive documentation to the ASME staff Secretary of the appropriate Accreditation/Certification Committee. Any such documents submitted by your company with a request for reconsideration or an appeal will be presented to the appropriate Accreditation/Certification Committee or the applicable body. Your company will be invited to attend any Accreditation/Certification Committee hearings where such requests are considered.

If your company wishes to discuss the extension of Certificate(s) expiration dates, contact ASME staff Secretary of the appropriate Accreditation/Certification Committee.

CONFIDENTIALITY

ASME Survey/Review Team members may observe drawings, procedures, reports and other information necessary to determine that your Quality Program is in compliance with the appropriate ASME Codes and Standards. The information obtained by the Team Members shall be held in strict confidence. The Team Member is prohibited from discussing such information at any time, other than with ASME staff, or members of the appropriate Accreditation/Certification Committee, who are also under the confidentiality requirement.

ASME will maintain your information confidential to the extent permitted by the applicable legal Jurisdiction.