



Description of Process for Handling Appeals and Complaints regarding Personal Certificates

Date 28-05-2019

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Appeals and complaints concerning personal certificates or individuals who hold certificates from Dancert may be submitted in writing to info@dancert.dk

Appeals and complaints are handled identically.

The appeal or complaint is presented to Dancert's CEO. The CEO will determine whether the appeal or complaint pertains to Dancert's certification activities. The person who has submitted the appeal or complaint receives confirmation that the appeal or complaint has been received, and whether it concerns Dancert's certification activities.

The CEO appoints a person at Dancert to handle the complaint. This person must not be involved in the certification in question.

The person submitting the appeal or complaint may be contacted in order to reach a common understanding of the case. An orientation regarding the course of the case may also be provided.

If any agreements are reached, they will be confirmed in writing.

In case of a warranted complaint concerning a person who holds a certificate, the person will have the complaint presented to him/her.

If an appeal or complaint is rejected or granted only in part, the complainant will be informed that complaints concerning Dancert's fulfilment of accreditation requirements can be submitted to DANAK (the Danish Accreditation Fund).

Once the appeal or complaint has been processed, the person who submitted the appeal or complaint will be informed of the results.