



Ammonia Code of Practice Audits Appeal Process

1. During the audit process, Audited Facilities are first encouraged to resolve any uncertainties or disagreements with their Ammonia Code Auditor. The FSSC helpline and Ammonia Code Technical Committee may be consulted for assistance in the interpretation and application of the Ammonia Code.
2. Following the initial and any subsequent audits, Audited Facilities will be provided a reasonable period of time to correct identified areas of non-compliance before certification is declined or withdrawn based on the Auditor's assessment of the time required to correct the deficiency and with regard to public safety.
3. The Audited Facility may request a review by the Senior Ammonia Code Auditor, who may amend the audit decision. This review is a prerequisite to an appeal to the Ammonia Code Appeals Committee,
4. If post-audit non-compliance is not corrected within a reasonable period of time, the Audited Facility will be notified that certification will be withdrawn immediately.
5. In the event of outright failure to be audited within the time specified (every subsequent two years following initial audit), certification will be withdrawn automatically upon notification of the termination of the certification.
6. In the event of an appeal of the Senior Auditor's decision, the withdrawal of certification will not proceed until the appeal has been determined.
7. Once the Senior Ammonia Code Auditor has issued notification that certification will be withdrawn, the Audited Facility ("Appellant") may appeal by submitting a written statement to the FSSC Executive Director explaining the circumstances and grounds for the appeal. This request shall be sent by registered mail or via e-mail to appeals@fssc.ca. It will be deemed received when acknowledgement of its receipt is given. An appeal fee of two thousand dollars (\$2,000) payable via credit card or wire transfer to CFI must be paid to initiate the appeal. If the appeal is upheld, this fee will be refunded.
8. The FSSC Executive Director, in his/her capacity as Secretary to the Ammonia Code Appeals Committee, shall require a written report concerning the matter(s) under appeal from the appropriate Senior Ammonia Code Auditor. The Executive Director shall then forward this information and the Appellant's written statement to the Ammonia Code Appeals Committee.
9. The Hearing Panel of the Ammonia Code Appeals Committee:
 - a. Shall provide a copy of the report of the Senior Ammonia Code Auditor to the Appellant;
 - b. shall invite the Senior Ammonia Code Auditor and the Appellant to submit any further information within five (5) days of receiving the invitation;
 - c. may review any relevant matter with the Ammonia Code Senior Auditor and the Appellant either in person, via telephone or in writing;
 - d. shall render a written decision on the appeal as expeditiously as possible while respecting the principles of procedural fairness and public safety; and
 - e. shall report back in writing no later than ten days following receipt of the appeal, providing a copy of its decision, to the Ammonia Code Appeals Committee, the Audited Facility, the Senior Ammonia Code Auditor and to the FSSC Executive Director.

10. In the event that withdrawal of certification is confirmed upon appeal, the withdrawal of certification will be in effect until such time as the Audited Facility receives an Ammonia Code audit confirming compliance with the Ammonia Code.