



ISO/IEC 17025 Accreditation Request to Appeal Accreditation Decision

Instructions for laboratory:

1. Complete the top section of this form.
2. Submit completed form along with any supporting materials to COLA's Program Manager within 21 days of date on letter notifying laboratory of the accreditation decision. **Appeals received after 21 days will be denied for untimeliness.**

Appeal Information (refer to procedure)			
COLA Account Number		Name of Person Filing Appeal (Appellant)	
Lab Name		Contact information for Appellant	
Laboratory Address			
<i>Enter the details for the basis of the appeal here [Use additional sheets if necessary].</i>			
<i>Identify all supporting materials being submitted along with method of submission. All supporting materials must be provided with this form.</i>			
Do Not Write Below This Line. All Remaining Sections to be Completed by COLA.			
Triaging the Appeal			
Date Request to Appeal Received		Determined by	
Within Submission Period?			
Supporting Materials Received?		Staff Member Assigned to Review	
Identify the decision being appealed.		Date Acknowledgement of Appeal Sent	
Planning for Appeals Meeting			
Appeals Committee Members		Date Laboratory Notified of Appeals Meeting	
Date and Time of Appeals Meeting		Laboratory Desires to Make Presentation	
Evaluation of Laboratory's Request & Supporting Materials			
<i>Document the review of the laboratory's rationale for appeal and supporting materials.</i>			



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Evaluation of Laboratory's Accreditation History			
<i>Document the review of the laboratory's accreditation history.</i>			
Recommendation to Uphold, Modify, or Reverse		Review Performed by	
Appeals Meeting			
<i>Document the outcome of the appeals meeting here. Include any requirements or stipulations specified by Appeals Committee if modifying the decision.</i>			
Decision (Uphold, Modify, Reverse)		Date	
Date Laboratory Notified of Decision		Laboratory Notified by:	
Follow-up Actions for the Cannabis Laboratory Platform & Accreditation Staff			
<i>List any actions to be completed in the Cannabis Laboratory Platform or communicated to staff based on decision.</i>			
Appeal Form Finalized & Stored.		Initials & Date	