

 <small>NAMIBIAN STANDARDS INSTITUTION</small>	MANAGEMENT SYSTEMS CERTIFICATION DOCUMENT	Document No: MSC-P20-FA Page 1 of 2
	APPEAL RECORDING FORM	Version: 02 Effective: Sept 2024
	Compiled by: Certification	Approved by: GM-Certification

This form should be completed in full and the complaint should be addressed to the GM: Certification, Namibian Standards Institution through any of the following means:

Email: QA-CB@[nsi.com.na](mailto:qa-cb@nsi.com.na)

By post: P.O. Box 26364 Windhoek, Namibia

Hand delivery: 37 Feld Street, Windhoek, Namibia

For any other enquiries: Tel: +264 61 386400, Fax: +264 61 386454

Section A: DETAILS OF A APPELLANT AND LODGED APPEAL

Appellant Details	
Name of Appellant:	Date:
Organization:	Phone No:
Physical Address:	Fax No:
Postal Address:	E-mail:
Town:	Contact Person:
Means of submission:	
Appeal Details (description of the appeal)	
List of supporting documents submitted	
1.	
2.	
3.	
4.	
5.	
Declaration	
<p>I, _____, hereby acknowledge that I have read and understood the steps indicated in the Appeal Handling Process (MSC-P20-AA) and I hereby agree that my complaint be dealt with in accordance with the Complaints handling process (MSC-P21-AA).</p> <p>I declare to the best of my knowledge and belief that the information and/or documents that I provide are true and correct.</p>	
<hr style="width: 25%; margin: 0 auto;"/> Signature	<hr style="width: 25%; margin: 0 auto;"/> Date

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Section B: For Office Use Only

(To be completed by the personnel receiving the QAO)

Means of submission (Please tick)

E- mail Post Hand delivered

Appeal #							
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Date appeal received: _____

Received by: _____

Signature: _____