

Policy: Error Identification and Reporting Policy
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Purpose

NNAS is committed to the accuracy of its assessments, transparency and continuous improvement. While every effort is taken during the review process to provide an accurate assessment of the documentation provided, from time to time errors may occur.

Scope

This policy applies to all NNAS applications.

Definitions and Interpretation

“Error” is defined as an inaccuracy identified in an Advisory Report that requires correction.

Policy

Reporting of Error

- Applicants or Regulatory Bodies who identify a potential error in an Advisory Report, should report the potential error in writing via email to NNAS. The report should describe the nature of the error. All potential errors should be promptly reported to the NNAS Executive Director.

Identification

- NNAS will review the report promptly and determine whether an error occurred. The determination of whether an error has occurred is the sole responsibility of the NNAS Executive Director or designate.

Communication

- NNAS will promptly inform the applicant and designate Regulatory Body or Bodies in writing to advise them as to whether or not it was determined an error occurred. If an error occurred, NNAS will describe the nature of the error and the corrective action taken. Where required, NNAS will promptly reissue a corrected Advisory Report to the applicant and the designate Regulatory Body or Bodies.

Investigation

- If an error is determined to have occurred, NNAS will promptly investigate its cause and ensure appropriate corrective action is taken.

A summary of all errors and the corrective actions taken will be reported to the NNAS Board of Directors.