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SCHEME PARTICIPANT COMPLAINT

For the attention of:

Andrew Dodson UK NEQAS ICC & ISH Scheme Director 5 Coldbath Square London EC1R 5HL United Kingdom

Phone: +44 (0)208 187 9174 Email: <u>adodson@ukneqasiccish.org</u>

Please complete fully:

Participant Number		
Submitted by (enter name)		
Contact details	Postal address	
	Phone	
	Email	

Submit the details of your complaint on a separate sheet(s).

Send this form and your accompanying page(s) detailing your complaint to the Scheme Director, either by post or by email.

- 1. Receipt of your complaint will be acknowledged
- 2. The matter will be investigated at the earliest possible opportunity
- 3. You will receive a response within 10 working days. That response will be either:
 - a. A final decision
 - b. A progress report indicating the likely time until the final decision will be available

IMPORTANT: Do not use this form if you wish to request reassessment of your Assessed slides.





Date of issue: February 2024 Approved by: S Parry Page 1 of 1

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