

Suspension of right to stamp documents for individual documentation staff

The British Chamber of Commerce (BCC) is for the first time to have a formal process whereby individuals can have their authority to stamp documents suspended.

The criteria for the suspension are as follows:

1. An individual has made repeated mistakes identified at a documentation inspection not showing the care and responsibility needed to stamp documents.
2. An individual has made a single or a series of serious fundamental error/s reported to the Certification Group (CG) considered by the CG to warrant their right to stamp documents to be suspended.
3. An individual has failed a refresher course.

Process:

1. Following an inspection or reporting of serious errors the issue will be discussed by at least two members of the CG.
2. If deemed appropriate the Secretary to the CG will write to individual concerned informing them of the decision of the CG members.
3. If the individual is suspended, they will be informed of the actions required to regain their authority to stamp documents.
4. The individual will have the right to appeal to a full CG meeting, but they will remain suspended until the decision has been reviewed.
5. Once the required action/s has been taken by the individual to the satisfaction of the CG they will be allowed to authorise documents again.

Procedure for regaining right to issue documents

1. The individual will need to complete and pass a BCC Certification course.