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|  <p>Policies and Procedures</p> | <p><b>Standard Operating Procedure</b></p> <p><b>CONFIDENTIAL</b></p> | <p>Document #: 4.1.001<br/> Revision: 0<br/> Valid Date: 15May2006<br/> Page 1 of 1<br/> Effective Date: 15May2006</p> |
| <p><b>Hearsay Evidence – Receiving Third Party Information</b></p>   |   |  |

**1.0 Purpose**

The purpose of this document is to establish FACT’s policy for the proper course of action when any personnel associated with FACT receive information related to an inspector, applicant facility, accredited facility, and/or their responsible personnel via third party information (i.e. hearsay).

**2.0 Scope**

This procedure is applicable to all FACT personnel and individuals affiliated with the FACT accreditation process who are responsible for or may influence the FACT accreditation status of cellular therapy facilities or cord blood bank facilities.

**3.0 Responsibility**

3.1 It will be the responsibility of the Medical Director and/or the Grievance Committee to ensure that the guidelines herein are followed.

**4.0 References**

- 4.1 Reviewing Complaints and Grievances, 4.2.001
- 4.2 FACT Inspection Process, 6.1.001
- 4.3 FACT Inspector Qualifications, 7.1.001

**5.0 Procedure**

- 5.1 In the event third party information is received related to an inspector, applicant facility, accredited facility, and/or their responsible personnel, the matter will be investigated and such action as is deemed necessary by the Medical Director and/or Grievance Committee will be taken.
- 5.2 The FACT Board of Directors will be informed of any significant reports that have an impact on accreditation and/or applicant status.
- 5.3 Any and all third party information and related investigations will be kept in a confidential manner.
- 5.4 Written documentation will be maintained only as long as necessary to conduct business.
- 5.5 Any legal action affecting FACT will be immediately handled by legal counsel.

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| <p><b><u>Document Approvals</u></b></p><br><p><b>Board of Directors Approval Granted: <u>15May2006</u></b></p><br><p><b>Issued as Controlled Document by Quality Assurance: <u>31Jan2008</u></b></p> |
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