

EXTERNAL PROCEDURE

PROCEDURE: **ITSO/PROC/6V**

FUNCTION: APPLICATION FOR CMD VALIDATION SERVICE

Version Control

Procedure: ITSO/PROC/6V – Application for CMD Validation Service

Issue No.	Date Issued	Date Approved	Author/Editor	Summary of Changes
v 1.0	25 th March 08		A Quince	Initial Working Draft

Procedure: ITSO/PROC/6V – Application for CMD Validation Service

Objective of Procedure	The processing of an application for and delivery of the Pass Validation Service
Responsibility for Procedure	The Registrar, ITSO Limited
Form Reference Number	ITSO/FORM/6V - Application for CMD Validation Service
Internal Procedure Number	
Document Reference No.	
Documents Superseded	
References	
Abbreviations	CV – CMD Validation
Record Placement	ITSO Limited, Quayside, 252-260 Broad Street, Birmingham, B1 2HF

PROCEDURE

1. ITSO/FORM/6V - Application For CMD Validation Service must be completed either before this procedure or at the same time. Reference must also be made to the ITSO Limited Pricing Schedule for this Service
2. Upon receipt of any written/verbal request for the CMD Validation Service, the ITSO Registrar will request the Applicant to complete Form ITSO/FORM/6V - Application For CMD Validation Service - Section1). The form is available online via the ITSO Limited website or by contacting validation@itso.org.uk who will also be able to assist in helping Service requestors determine the optimum passes to be validated
3. The application form represents the formal request to ITSO Limited for a provisional booking slot and is used to communicate confirmations of the preferred or alternative slots allocated to the Service requestor¹
4. Once in receipt of the application the ITSO Registrar will review the application and Validation schedule and will confirm (using Section 2 of ITSO/FORM/6V - Application For CMD Validation Service) to the applicant the Validation Slot allocated. This information will also update the Validation availability schedule (anonymised) available online.
5. Section 3 of Form ITSO/FORM/6V - Application For CMD Validation Service should be completed and returned to the ITSO Registrar at least 30 days prior to the allocated provisional Validation slot. In the event that the required Forms and Materials needed to undertake the Validation Service are not received within the 30 day deadline, then the slot can be deemed as cancelled and is available to be re-used by the Registrar as he determines in line with business need
6. The following items should be attached with Form ITSO/FORM/6V - Application For CMD Validation Service as applicable:
 - CMD's for validating
 - ISAM used to create the CMD's (if ITSO is not already in possession of one)
 - Payment (if not by electronic means)
 - Completed CMD Validation Form (s), (available as a download from the ITSO website)
7. The ITSO Registrar will record the details on the ITSO Validation Database and allocate available validation resources as required to deliver the service. At this time the ITSO Registrar will change the Provisional Booking to a Confirmed Booking notifying the Service requestor through ITSO/FORM/6V - Application For CMD Validation Service - Section 4
8. The Validation Resource assigned to the Confirmed Slot will proceed to validate the media submitted and collate the report findings returning the results to the ITSO Registrar with all applicable materials to be returned
9. The ITSO Registrar will review the report and materials to ensure full compliance with Service standards
10. The Report identifier and summary details will be recorded by the ITSO Register to comply with ITSO Limited purposes and will instruct the return of the report and material to the Service Requester using ITSO/FORM/6V - Application For CMD Validation Service - Section 5
11. Service Requestors may require additional support as to implications as a result of CMD Validation. Enquiries on report findings can be made to validation@itso.org.uk or for ITSO Services Ltd. customers through Helpdesk@itso.org.uk

¹ It should be noted that whilst access to provisional availability is published via the ITSO Limited website, such publication is indicative only and no provisional slot is deemed as allocated until the applicant is in receipt of an official confirmation from the Registrar