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EXTERNAL PROCEDURE

PROCEDURE: **ITSO/PROC/6S**

FUNCTION: APPLYING FOR A TESTING SESSION

Version Control

Procedure: ITSO/PROC/6S – Applying for a Testing Session

Issue No.	Date Issued	Date Approved	Author/Editor	Summary of Changes
v 1.0	November 2007		M Roper	Working Draft



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Procedure: ITSO/PROC/6S – Applying for a Testing Session

Objective of Procedure	The processing of an application for a test session with the ITSO Testing Service
Responsibility for Procedure	The Registrar, ITSO Limited
Internal Procedure Number	
Document Reference No.	ITSO/FORM/6S – Testing Session Application Form
Documents Superseded	
References	
Abbreviations	C&T – Certification and Testing
Record Placement	ITSO Limited, 16 Summer Lane, Birmingham B19 3SD

PROCEDURE

1. Upon receipt of ITSO/FORM/6S – Testing Session Application Form, the ITSO Registrar will confirm that the form has been completed correctly, if not the he will return it to the Applicant for amendment.
2. When the ITSO Registrar is satisfied that the submitted details on ITSO/FORM/6S – Testing Session Application Form are correct he will send the request on to the ITSO Certification & Testing Service Supplier to allocate the requested testing session.
3. The ITSO Certification & Testing Service Supplier will then allocate a commencement date for the testing session and period. (This may differ from those requested.)
4. The ITSO Registrar will then update ITSO/FORM/6S – Testing Session Application Form with the allocated testing session start date and period to the Applicant.
5. The ITSO Registrar will issue an Invoice to the ITSO Registered Supplier for the Reservation Fee as defined in the following table:

Product	Reservation Fee
Media	Free of Charge
POST	£ 2,000
HOPS	£ 2,000

6. The Applicant **MUST** pay the Invoice for the Reservation Fee within 21 days of its issue in order to confirm the booking. In the event that the payment is not received by ITSO within the required timescale, then the testing session allocation will be deemed as cancelled.
7. Upon receipt of payment for the Reservation Fee, the ITSO Registrar will then update ITSO/FORM/6S – Testing Session Application Form with the confirmed testing session start date and period to the Applicant.
8. The ITSO Registrar will notify the ITSO Certification & Testing Service Supplier that this is now a confirmed testing session
9. Before testing commences, then procedure ITSO/PROC/6A – Applying for Certification of Equipment or Software will apply.
10. When the testing session has been completed and providing that the Applicant commenced their testing on the confirmed start date, then the ITSO Registrar will issue a Credit Note to the Applicant for the Reservation Fee that they have already paid.