MCS CHANGE PROCESS

Change Process for MCS
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## 2. Amendments Issued Since Publication

<table>
<thead>
<tr>
<th>Document no.</th>
<th>Approval</th>
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<tr>
<td>1.0</td>
<td>Approved</td>
<td>First Issue</td>
<td>12/03/2019</td>
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<tr>
<td>2.0</td>
<td></td>
<td>Updated for the replacement of brand elements including fonts and logos.</td>
<td>19/06/2019</td>
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<tr>
<td></td>
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<td>Clarification of roles post-novation i.e. removal of Administrator.</td>
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3. DOCUMENT PURPOSE

The purpose of this document is to detail the change process for MCS standards and scheme documents. Additionally, this document also details the process to be followed for proposing and implementing any changes to MCS, e.g. scheme procedures.

4. SCOPE

The scope of this document covers the following:

- The process for an existing technology requiring updates to existing MCS Standards and Scheme documents
- The process for a new technology which requires an update to existing MCS Standards and Scheme documents
- The process for a new technology which requires brand new MCS Standards and Scheme documents
- The process for proposing and implementing any changes to MCS procedures

5. EXECUTIVE SUMMARY

Following on from work completed by the MCS Standards Management Group, a change process that is required for MCS in relation to updates to its Scheme documents and Standards has now been approved. As well as this, a formal change process for making any changes to the Scheme governance itself is also documented here. This document has been developed to detail these procedures.

6. CHANGE PROCESS - MCS SCHEME DOCUMENTS

The process to be followed for making changes to the MCS Scheme documents and Standards is provided in the flow chart in Appendix 1, and identifies three clear processes:

1) The process for an existing technology requiring updates to existing MCS Standards and Scheme documents
2) The process for a new technology which requires an update to existing MCS Standards and Scheme documents
3) The process for a new technology which requires brand new MCS Standards and Scheme documents
Each of the processes listed above and shown in Appendix 1 are summarised separately in this section.

6.1 CHANGE PROCESS FOR AN EXISTING TECHNOLOGY REQUIRING UPDATES TO EXISTING MCS STANDARDS AND SCHEME DOCUMENTS

1) Before work is to begin on updating the Scheme documents, there will need to be a formal proposal in the format of Appendix 2 is to be developed. This proposal is submitted to the MCS Secretariat to take forward to the next MCS SMG meeting for consideration. The MCS SMG will review the proposal and determine whether more information is required. If so, the proposal will be sent back to the proposer to request the additional information required. This will then be resubmitted to the SMG for consideration once more.

2) Once no further information is required, the MCS SMG will then ask the relevant MCS Working Group for that technology to assess the proposal and provide a technical assessment and impact assessment using the form outlined in Appendix 3 of this document. The technical assessment and impact assessment are then submitted to the MCS SMG for review.

3) The MCS SMG will review the technical assessment and the impact assessment from the Working Group and determine whether they agree with what has been proposed. If there is disagreement, the technical assessment and impact assessment are then resubmitted to the Working Group once more for further information to be provided.

4) Once the MCS SMG agrees with the Working Group assessments they will determine whether to proceed with the proposal. If the MCS SMG decide to reject the proposal, the reasoning will be sent back to the proposer and a new proposal may be submitted by the proposer again. If the MCS SMG decide to proceed with the proposal, a work programme will be authorised for the MCS Standards and Scheme documents to be updated.

5) Following the development of the requirements, the Working Group will develop an impact assessment as per the form in Appendix 4 and submit this to the MCS SMG. The MCS SMG will decide whether the changes are a material change to the Standards and Scheme documents.

6) If the changes are material, a public consultation will be arranged for a suitable period, e.g. one month, two months, or three months.

7) The Standard and Scheme documents will then be presented once more to the MCS SMG with the impact assessment (as detailed in Appendix 4) following a review and consideration of the comments received by the working group. Following this, the MCS SMG will decide whether to ratify and approve the changes proposed. If the changes are not material the MCS SMG will
decide whether to ratify and approve the changes without the need to go through a public consultation.

8) Once a decision has been made by the MCS SMG, the MCS standards and scheme documents will either be updated as per the implementation timetable presented to the MCS SMG with the proposed changes and updates or will be passed back to the Working Group for further work until satisfactory.

6.2 CHANGE PROCESS FOR A NEW TECHNOLOGY REQUIRING UPDATES TO EXISTING MCS STANDARDS AND SCHEME DOCUMENTS

1) Before work is to begin on updating the Scheme documents, there will need to be a formal proposal in the format of Appendix 2 is to be developed. This proposal is submitted to the MCS Secretariat to take forward to the next MCS SMG meeting for consideration. The MCS SMG will review the proposal and determine whether more information is required. If so, the proposal will be sent back to the proposer to request the additional information required. This will then be resubmitted to the SMG for consideration once more.

2) Once no further information is required, the MCS SMG will then ask the relevant MCS Working Group for that technology to assess the proposal and provide a technical assessment and impact assessment using the form outlined in Appendix 3 of this document. The technical assessment and impact assessment are then submitted to the MCS SMG for review.

3) The MCS SMG will review the technical assessment and the impact assessment from the Working Group and determine whether they agree with what has been proposed. If there is disagreement, the technical assessment and impact assessment are then resubmitted to the Working Group once more for further information to be provided.

4) Once the MCS SMG agrees with the working group assessments they will determine whether to proceed with the proposal. If the MCS SMG decide to reject the proposal, the reasoning will be sent back to the proposer and a new proposal may be submitted by the proposer again. If the MCS SMG decide to proceed with the proposal, they will identify whether a new Working Group is required to be set up for MCS.

5) If a new Working Group is required for MCS, a new Working Group will be formed from existing MCS Working Groups and relevant interested parties for the technology. Following this a work programme will be authorised by the MCS SMG for the MCS Standards and Scheme documents to be updated.
6) The MCS Working Group will then develop the requirements and impact assessment (as per Appendix 4) for the proposed changes. The Working Group will also decide whether the changes are material or not.

7) If the changes are not material the MCS SMG will review the submitted MCS Standards and Scheme documents along with the impact assessment and decide whether to implement the changes proposed. If the changes are material, a public consultation will take place for a certain period of time, e.g. one month, two months or three months. The MCS Working Group will then review the comments received and resubmit the MCS Standards and Scheme documents to the MCS SMG along with the final impact assessment (see Appendix 4). The MCS SMG will then decide whether to implement the changes proposed.

8) Once a decision has been made by the MCS SMG, the MCS Standards and Scheme documents will either be updated as per the implementation timetable presented to the MCS SMG with the proposed changes and updates or will be passed back to the Working Group for further work until satisfactory.

6.3 CHANGE PROCESS FOR A NEW TECHNOLOGY REQUIRING NEW MCS STANDARDS AND SCHEME DOCUMENTS

1) Before work is to begin on updating the Scheme documents, there will need to be a formal proposal in the format of Appendix 2 is to be developed. This proposal is submitted to the MCS Secretariat to take forward to the next MCS SMG meeting for consideration. The MCS SMG will review the proposal and determine whether more information is required. If so, the proposal will be sent back to the proposer to request the additional information required. This will then be resubmitted to the SMG for consideration once more.

2) The MCS SMG review the proposal against the scheme scope criteria which is documented in Appendix 5 below. If the proposal does not meet the scheme scope criteria it is rejected and the reasoning is provided to the proposer by the MCS Secretariat. If the proposal does meet the scheme scope criteria, the MCS SMG will need to decide if there is an existing Working Group which can support the development of the new Standards and Scheme documents.

3) Where there is not an MCS Working Group that can be used, the MCS SMG will need to determine whether there is interest in establishing a new MCS Working Group from existing MCS Working Groups or from interested parties. If there is no interest to develop a new MCS Working Group, the proposal will need to be referred back to the MCS SMG and/or the Executive Board for a decision on how to proceed. If there is interest, a new MCS Working Group will be formed.
4) Where a new MCS Working Group has been formed it will review the proposal and develop a technical assessment and impact assessment for the MCS SMG. The MCS SMG will then decide whether the technology is a validation of existing data already available. If there is validation of existing data, the proposer of the technology (manufacturer/supplier/distributor) will then be expected to engage with an MCS Certification Body and an ISO 17025 accredited test laboratory to develop and explain the processes which are currently being used. These will then be submitted to the MCS SMG through regular reports from the new MCS Working Group developing the new MCS Standards and Scheme documents.

5) If there is no validation of existing data then the MCS SMG will need to determine whether there are existing methodologies which have been established. If these exist, the proposer of the technology (manufacturer/supplier/distributor) will then be expected to engage with an MCS Certification Body and an ISO 17025 accredited test laboratory to develop and validate the methodologies and test process. These will then be submitted to the MCS SMG as they are developed through regular reports from the newly developed MCS Working Group.

6) If there are no existing methodologies established, then the methodologies will need to be developed by the Working Group and include test laboratory verification and certification body auditing. These methods will then be submitted to the MCS SMG through regular reports until such time as the requirements have been developed fully. The proposer may complete this work with a couple of appointed representatives from the newly developed Working Group to assist in the completion of reports for the MCS SMG.

9) Once the MCS Standards and Scheme documents have been developed, these will then be submitted to the MCS SMG along with an impact assessment (see Appendix 4). The MCS SMG will then decide whether to implement the new MCS Standards and Scheme documents.

10) Once a decision has been made by the MCS SMG and they accept the new MCS Standards and Scheme documents they will be published as per the implementation timetable presented to the MCS SMG. If the new MCS Standards and Scheme documents are not accepted, the MCS SMG will decide whether more work is required, or whether a major review of the technology will be required. If further work is required, feedback will be passed back to the Working Group for additional work to be completed until satisfactory. If a major review is required, the Working Group will be informed and feedback on next steps will be proposed by the SMG.
7. CHANGE PROCESS FOR THE SCHEME

The change process for the Scheme shall be similar to that documented in the MCS document updates and utilises the template in Appendix 2 which has been drafted so that it may be submitted by anyone to the MCS SMG through the MCS Secretariat. Should the work to be undertaken be approved by the SMG, then this will be arranged accordingly by the MCS Secretariat to ensure the change or update is incorporated into the Scheme. An example of a particular change to the Scheme could be for a change to the appeals process, or for a change to the innovative technologies process.
Existing technology requiring updates to existing standards

Proposal submitted to SMG for review

Is more data required?

Yes

Request further information and then submit to SMG

No

SMG ask WG to assess proposal

WG complete technical assessment and impact assessment which is then submitted with a proposed work programme to SMG

SMG assess with WG?

Yes

Proceed with proposed change?

No

Reject and send reasoning back to proposer

No

SMG authorise work programme for WG to develop and update requirements for Scheme document

WG develops requirements and completes impact assessment

Material Change?

Yes

Public consultation for xx month on revised draft standard if required and updates made

No

Final standard submitted to SMG for ratification with impact assessment

Proceed with implementation?

Yes

Implement Change

No

Resubmit until satisfactory

SMG agree with WG?

Yes

No

WG revisit documents and resubmit
New technology requiring updates to existing standards

Proposal submitted to SMG for review

Has new technology criteria been met?

Request further information and then submit to SMG

WG complete technical assessment and impact assessment which is then submitted with a proposed work programme to SMG

SMG ask WGs to assess proposal

WG assessment reviewed by SMG

SMG agreed with WG?

Proceed with proposed change?

Yes

New WG formed from existing WGs and/or other relevant parties

Yes

Request further information and then submit to SMG

No

Reject and send reasoning back to proposer

Yes

SMG authorise work programme for WG to develop and update requirements for Scheme document

WG develops requirements and completes impact assessment

Public consultation for x month on revised draft standard if required and updates made

Material Change?

Yes

Final standard submitted to SMG for ratification with impact assessment

Proceed with implementation?

Yes

Implement Change

No

Resubmit until satisfactory

No

WG revisit documents and resubmit

Yes

New WG formed from existing WGs and/or other relevant parties

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New technology requiring updates to existing standards

Proposal submitted to SMG for review

Is there sufficient data?

- Yes
  - Does proposal meet Scheme scope criteria?
    - Yes
      - SMG request WG assessment of new technology and impact assessment
    - No
      - Reject and send reasoning back to proposer

- No
  - Request further information and then submit to SMG

Is there a WG in existence to support development of requirements?

- Yes
  - Establish new Working Group / enlarge existing

- No
  - Determine who and how requirements are to be developed by referring the matter to the SMG and / or SG to progress

SMG assess technology and report back to SMG

Is this a validation of existing data?

- Yes
  - CB and Test Lab to Validate Methodologies and Test Process
  - Develop Methodologies within WG including Lab Verification, CB Auditing, etc.

- No
  - New tech methodologies already been established

Is there interest in establishing a new working group / expanding the existing working group?

- Yes
  - CB and Test Lab Report on Processes used
  - Report Submitted to Working Group and SMG

- No
  - Does it need rework or will the document be fit for purpose

Requirement approved and published?

- Yes
  - SMG Approved

- No
  - Determine who and how requirements are to be developed by referring the matter to the SMG and / or SG to progress
  - Proposal Additional works and Re-submit

This process is iterative until the protocols and methodologies are fully developed or cannot be developed satisfactorily.
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<td><strong>Change request raised by</strong></td>
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<tr>
<td><strong>Title of change request</strong></td>
<td>To amend MIS 3001 section 3.2</td>
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<td><strong>Details of change request including work plan</strong></td>
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<td><strong>Proposed number of meetings required</strong></td>
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<td><strong>Completion date</strong></td>
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## APPENDIX 3 - TECHNICAL ASSESSMENT AND IMPACT ASSESSMENT FORM

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<td>Accept Change Request (Y / N)</td>
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<tr>
<td>Funding Accepted (Y / N)</td>
<td>Y</td>
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<tr>
<td><strong>Response to proposed work plan</strong></td>
<td><strong>Accepted, but would add additional meeting for final sign off</strong></td>
</tr>
<tr>
<td><strong>Response to change requested and funding arrangements</strong></td>
<td><strong>Accepted, but would suggest including updates to appendix B of MIS 3001 as well...</strong></td>
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**Print Name of SMG Chair**

**Signature of SMG Chair**
## APPENDIX 4 - FINAL IMPACT ASSESSMENT FORM

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**Impact on current marketplace**

To include:

- Impact on currently approved companies
- Impact on costs for approval
- Response from sector in general to changes following consultation on changes

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APPENDIX 5 - SCHEME SCOPE CRITERIA

The scheme scope criteria is as follows:

- Near market ready
- Etc