



CP1283 - REDLINE CHANGES TO BSCP18 V3.0 SECTION 3.1 – 3.2:

3.1. Identification and Agreement of Changes to Data (excluding changes arising from Emergency Instructions)

REF.	WHEN ¹	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	As required and <u>No less than 8 WD's</u> before SF Run.	Identify that a data correction is required to data submitted to SAA.	BSC Party or TC ²	TC	Details of data correction.	E-mail or fax, -TC Internal reporting.
3.1.2	Within 1 WD of 3.1.1.	Review proposed data correction and determine if data correction request is valid.	TC		Proposed data correction.	Internal Process.
3.1.3	Within 2 WD of 3.1.2.	Provide details of proposed data correction and agree action to be taken.	TC	BSC Party BSCCo	Proposed data correction.	Telephone contact with authorised personnel at BSC Party followed by e-mail.
3.1.4	Within 1 WD of 3.1.3.	Log proposed data correction and allocate reference number.	BSCCo		Proposed data correction.	Internal Process.
3.1.5	Within 1 WD of 3.1.4.	Provide reference number of proposed data correction.	BSCCo	TC BSC Party	Helpdesk reference number.	E-mail.
3.1. 4 ⁶	By 15:00 hrs 2 WD before the SF Run. <u>within 2 WD of 3.1.3.</u>	Agreed Data Correction received <u>by TC</u> . Proceed to Section 3.2.1.	BSC Party	TC	Refer to Section 3.2.1.	E-mail.

¹ The relevant BSC Party and TC are required to adhere to the timeframes set out above. However, in exceptional circumstances, which shall be determined by the TC e.g. where a number of data corrections are issued in close succession, these timeframes may not be practical. Where the TC has deemed that exceptional circumstances exist, the TC and the SAA shall determine and notify the BSC Party of the alternative process to be used. For the avoidance of doubt, BSC Parties are expected to contact the TC as soon as they become aware of any potential issues.

² The SAA may also notify TC of any such errors.

3.1. 57	After By 15:00 hrs within 2 WD of 3.1.3.2 WD before the SF Run.	No agreement reached on proposed corrections Proceed to BSCP 11.	BSCCo TC or BSC Party	BSCCo, TC or BSC Party as appropriate.	Refer to BSCP 11.	E-mail.
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3.2. Corrections of SAA databases (excluding Changes arising from Emergency Instructions)

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	Following 3.1. 46 and by 15:00hrs 2 WD before SF Run.	Provide SAA data correction.	TC	SAA BSCCo	Receive Request for Data Change (SAA-I033).	E-mail.
3.2.2	As soon as practical following 3.2.1 and to meet timescales of SF run.	Recommend the most appropriate amendments to accurately reflect the actions taken for the BOA and send for approval.	SAA	BSCCo	Report Recommended Data Change (SAA-I034).	E-mail.
3.2.3	As soon as practical following 3.2.2 and to meet timescales of SF run.	Check recommended amendments and notify approval changes to be completed.	BSCCo	SAA	Receive Instruction for Data Change (SAA-I035).	E-mail.
3.2. 24	Prior to Up to 1 WD before SF Run.	Update SAA database and confirm database updates have been implemented.	SAA	BSCCo TC	Report Confirmation of Data Change (SAA-I036).	E-mail.
3.2.5	Within 1 WD of 3.2.4	Confirm database updates have been implemented.	BSCCo	BSC Party	Updates made before SF run	E-mail.

SECTION 3.3 TO END OF DOCUMENT WILL NOT BE IMPACTED BY CP1283