

MCS CHANGE PROCESS



Change Process for MCS



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2. AMENDMENTS ISSUED SINCE PUBLICATION

| Document no. | Approval | Amendment details | Date |
|--------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.0 | Approved | First Issue | 12/03/2019 |
| 2.0 | | Updated for the replacement of brand elements including fonts and logos. Clarification of roles post-novation i.e. removal of Administrator. | 19/06/2019 |

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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

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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

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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.

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- 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.

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- 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.

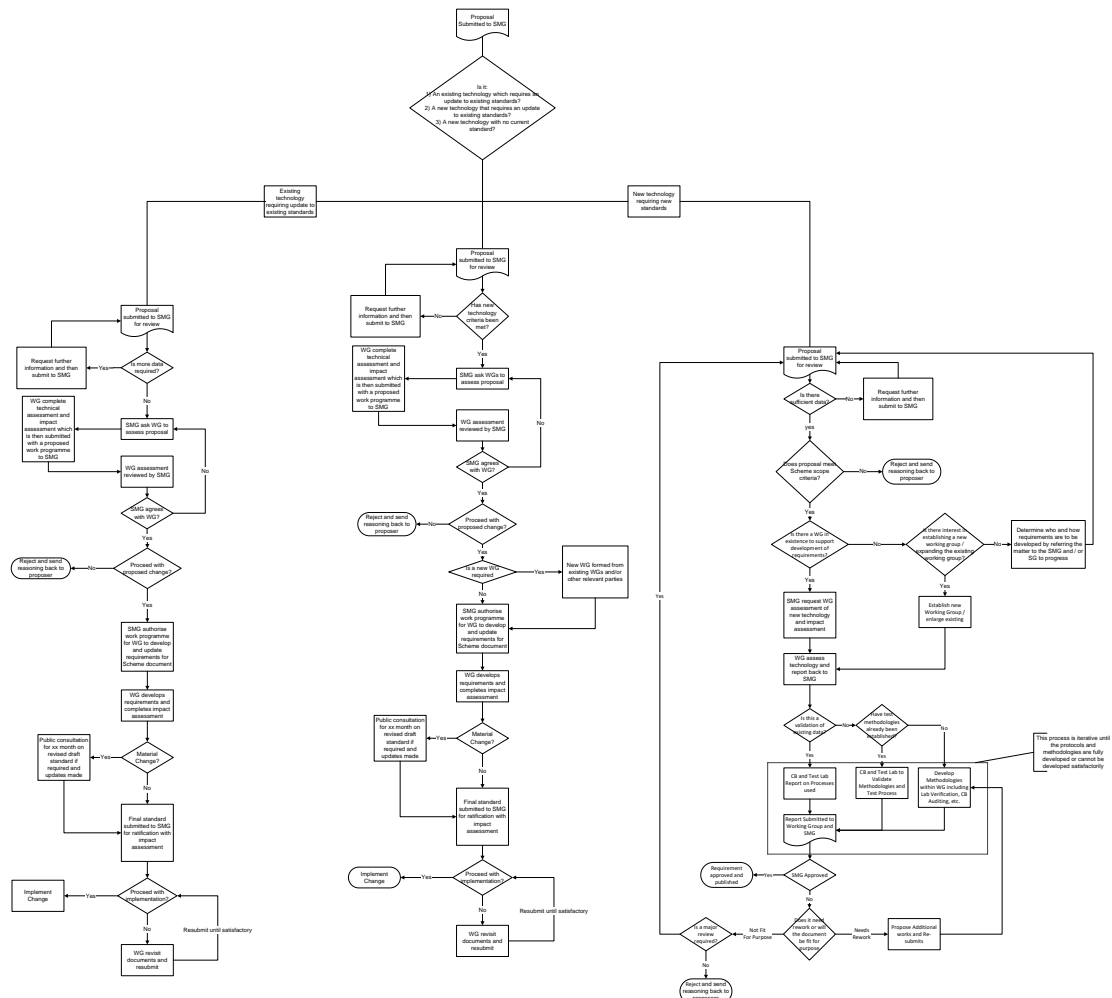
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7. CHANGE PROCESS FOR THE SCHEME

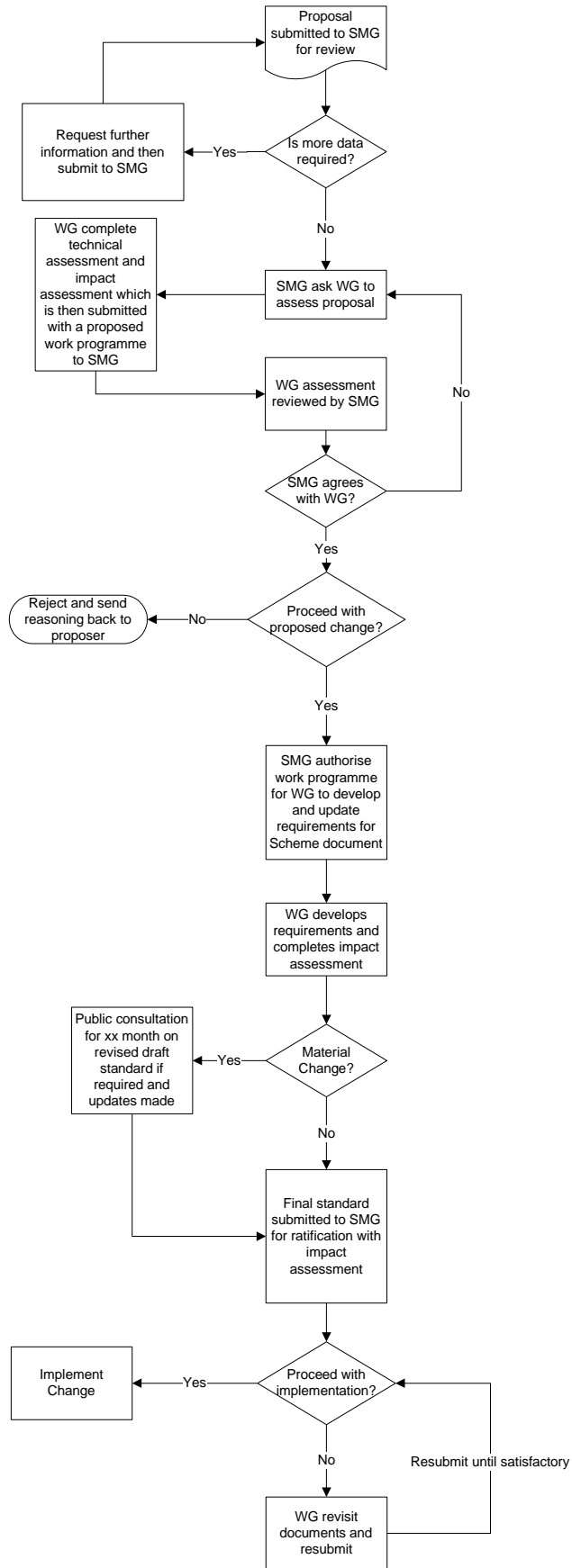
The change process for the Scheme shall be similar to that documented in the MCS document updates and utilises the template in Appendix 2 which has been drafted so that it may be submitted by anyone to the MCS SMG through the MCS Secretariat. Should the work to be undertaken be approved by the SMG, then 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.

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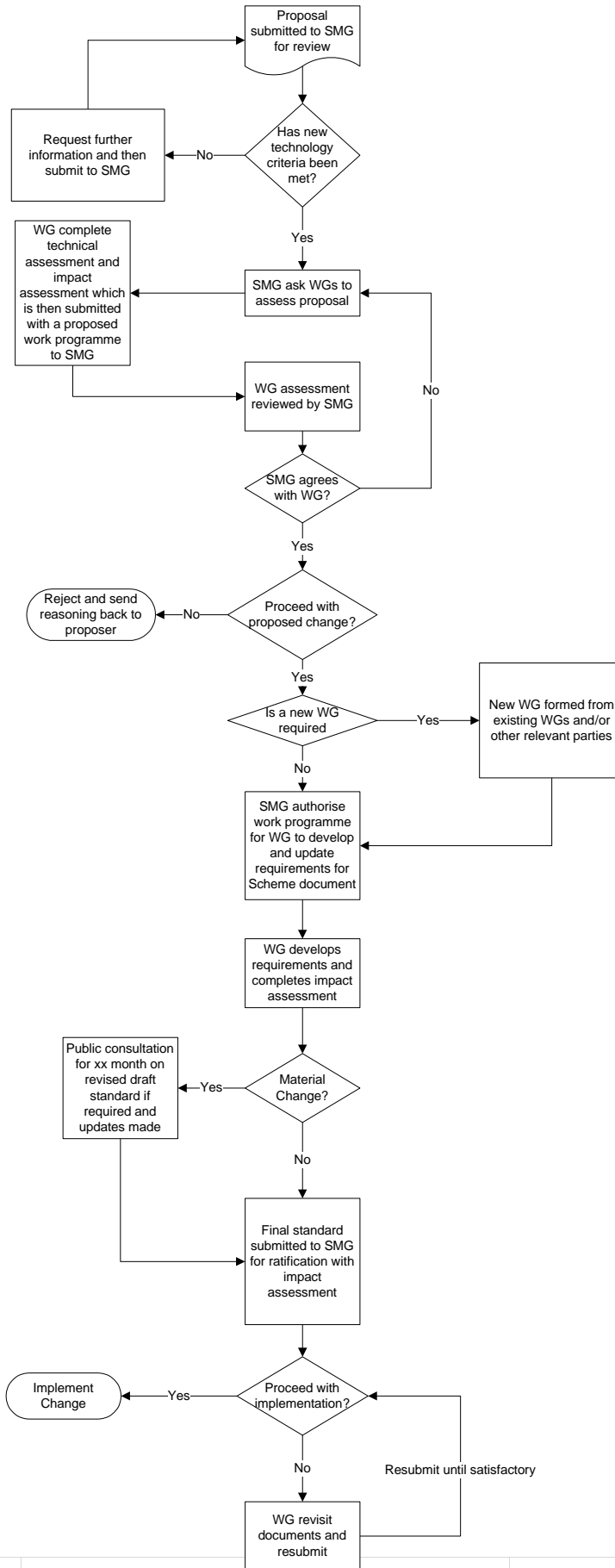
APPENDIX 1 - FLOW CHART OF OVERALL CHANGE PROCESS



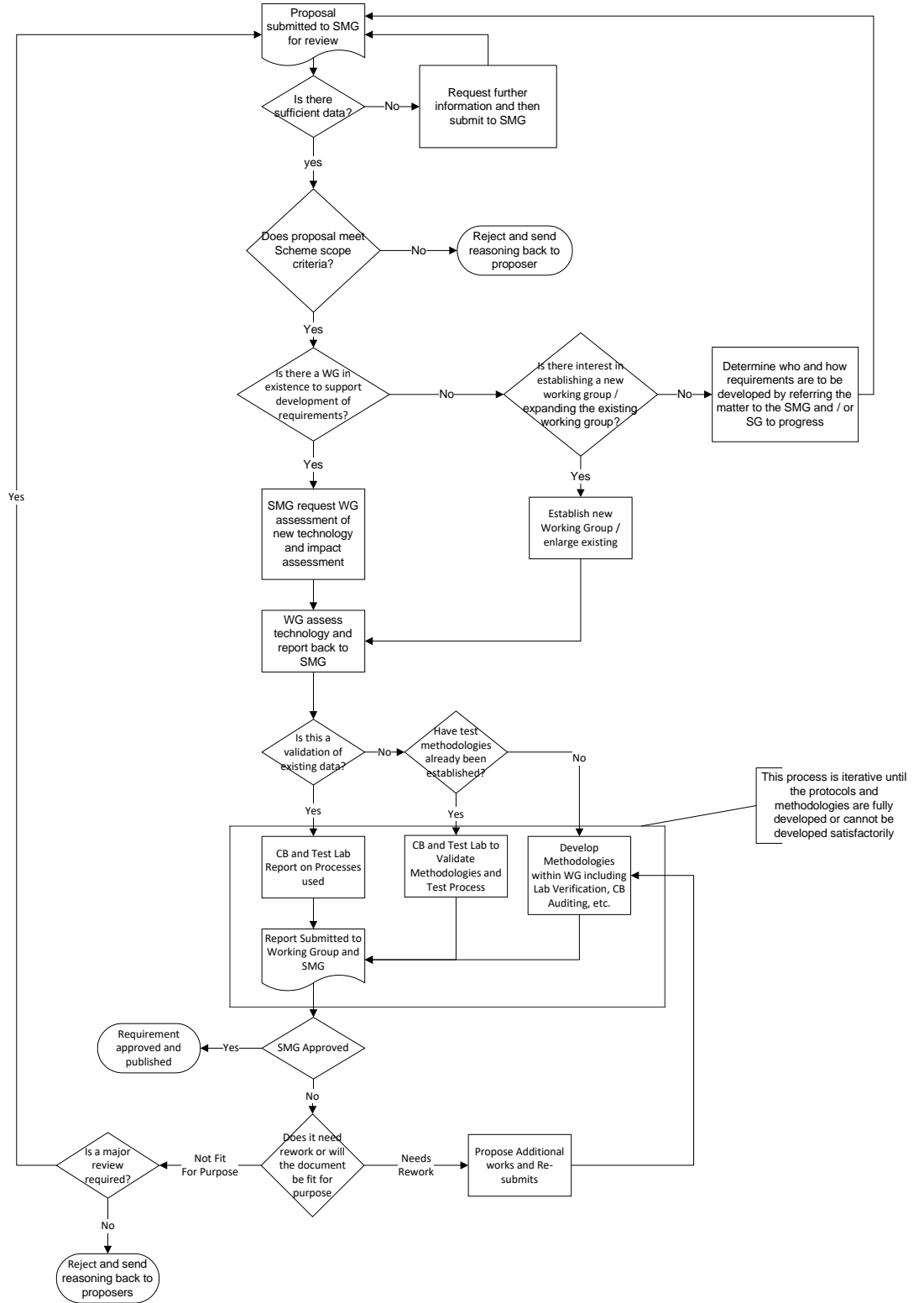
Existing technology requiring updates to existing standards



New technology requiring updates to existing standards



New technology requiring updates to existing standards



APPENDIX 2 - CHANGE REQUEST FORM (PROPOSED)

| | |
|-------------------------------------------------------------------------------------------------------|---------------------------------------|
| Change request number | <i>001 (assigned by MCS Licensee)</i> |
| Date change request raised | <i>01/01/2011</i> |
| Change request raised by | |
| Title of change request | <i>To amend MIS 3001 section 3.2</i> |
| Details of change request including work plan | |
| <i>To update MIS 3001 section 3.2 to bring in line with latest updates to building regulations...</i> | |
| Justification for change request | |
| <i>To ensure MIS 3001 is fit for purpose following building regulations updates by DCLG...</i> | |
| Proposed number of meetings required | <i>3</i> |
| Completion date | <i>3 months from work commencing</i> |
| Print Name of proposer | |
| Signature of proposer | |

APPENDIX 3 - TECHNICAL ASSESSMENT AND IMPACT ASSESSMENT FORM

| | |
|------------------------------------------------------------------------------------------|------------------------------------------|
| Change request number | <i>001 (assigned by MCS Secretariat)</i> |
| Date of response | <i>01/01/2011</i> |
| Response by | <i>MCS PV Working Group</i> |
| Title of change request | <i>To amend MIS 3001 section 3.2</i> |
| Accept Change Request (Y / N) | <i>Y</i> |
| Funding Accepted (Y / N) | <i>Y</i> |
| Response to proposed work plan | |
| <i>Accepted, but would add additional meeting for final sign off</i> | |
| Response to change requested and funding arrangements | |
| <i>Accepted, but would suggest including updates to appendix B of MIS 3001 as well..</i> | |
| Print Name of SMG Chair | |
| Signature of SMG Chair | |

APPENDIX 4 - FINAL IMPACT ASSESSMENT FORM

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Change request number | 001 (assigned by MCS Secretariat) |
| Date of response | 01/01/2011 |
| Response by | MCS WG 1 |
| Title of change request | To amend MIS 3001 section 3.2 |
| Impact on current marketplace | |
| <p>To include:</p> <ul style="list-style-type: none"> • Impact on currently approved companies • Impact on costs for approval • Response from sector in general to changes following consultation on changes | |
| Print Name of WG Chair | |
| Signature of WG Chair | |

APPENDIX 5 - SCHEME SCOPE CRITERIA

The scheme scope criteria is as follows:

- Near market ready
- Etc

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