

<b>ICL Pathway</b>	<b>Policies &amp; Standards Acceptance Specification</b>	Ref.: CR/ACS/021 Version: 1.0 Date: 11/1/99
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**Document Title** Policies & Standards Acceptance Test

**Document Type** Acceptance Specification

**Abstract** This document describes the Acceptance Test for Policies & Standards

**Status** APPROVED

**Author** J C C Dicks

**Approval By** Approved

<b>Distribution</b>	Pathway	Management Team Test & Integration Managers Pathway Library
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<b>Recommended for Approval</b>	ICL Pathway Test Manager	Authority(ies) Test Manager
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**Signature**

**Name  
Date**

<b>Approved</b>	For and behalf of ICL Pathway	For and behalf of Authority(ies)
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**Signature**

**Name  
Date**

## 0.\_ DOCUMENT CONTROL

**ICL Pathway****Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99**0.1 DOCUMENT HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason</b>
0.1	3/4/98	First issue
0.2	23/7/98	For approval
0.3	13/11/98	For approval following comments and incorporating effect of CCN 238
0.4	10/12/98	For approval following further comments
0.5	18/12/98	For approval following resolution of outstanding issues
0.6	5/1/99	For approval following further resolution of outstanding issues
1.0	11/1/99	For signature

**0.2 ASSOCIATED DOCUMENTS**

	<b>Reference</b>	<b>Version</b>	<b>Date</b>	<b>Title</b>	<b>Source</b>
(1)					
(2)	Acceptance Standard	0.1	13/09/96	Standard for Raising and Progressing Acceptance Incidents.	Pathway
(3)	Acceptance Standard	1.2	13/7/98	Standard for documenting Acceptance Specifications	Pathway
(4)	Authorities' Agreement	7.2	22/5/97	Acceptance Procedures Schedule (A)A07	DSS/POCL
(5)	POCL Agreement	7.2	22/5/97	Acceptance Procedures Schedule (P)A11	POCL
(6)	DSS Agreement	7.2	22/5/97	Acceptance Procedures Schedule (D)A11	DSS
(7)	Authorities' Agreement	8.1	8/3/98	Requirements Schedule (A)B04	DSS/POCL
(8)	Authorities' Agreement	8.1	8/3/98	Solutions Schedule (A)B05	Pathway
(9)	DSS Agreement	8.1	8/3/98	Requirements Schedule (D)A15	DSS
(10)	DSS Agreement	8.1	8/3/98	Solutions Schedule (D)A16	Pathway
(11)	POCL Agreement	8.0	13/11/97	Requirements Schedule (P)A15	POCL

<b>ICL Pathway</b>	<b>Policies &amp; Standards Acceptance Specification</b>	Ref.: CR/ACS/021 Version: 1.0 Date: 11/1/99
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(12)	POCL Agreement	8.1	8/3/98	Solutions Schedule (P)A16	Pathway
(13)	CR/FSP/004	4.0	30/9/97	Service Architecture Design Document	Pathway
(14)	PA/STR/009	2.0	24/2/98	Release Contents Definition for Pathway New Release 2	Pathway
(15)	PA/POL/001	1.0	19/7/97	Pathway Policy for Quality	Pathway
(16)	PA/POL/002	2.0	5/2/96	Pathway Quality Management System	Pathway
(17)	ST/STD/001	1.2	26/3/97	Pathway Horizon OPS Style Guide	Pathway
(18)	SD/SPE/016	2.0	19/5/98	OPS Horizon Menu Hierarchy Release 2	Pathway
(19)	SD/DOC/001	1.0	24/6/98	Horizon OPS Desktop Messages	Pathway
(20)	tba			Declaration of Conformity	Pathway
(21)				Rollout Completion Packs	Pathway
(22)	CR/ACS/011	1.1	tba	Audit Acceptance Test Specification	Pathway
(23)	SU/TRN/001	1.0	19/3/97	Training Needs Analysis for the BA/POCL Counter Automation Project	Pathway
(24)	CR/ACS/007	1.2	tba	POCL Infrastructure Acceptance Test Specification	Pathway
(25)	RS/FSP/001	3.2	5/8/98	Security Functional Specification	Pathway
(26)	RS/POL/003	2.0	24/2/98	Access Control Policy	Pathway
(27)	RS/POL/002	3.3	23/2/98	Pathway Security Policy	Pathway
(28)	RS/PR0/028	0.1	27/4/98	ICL Pathway Security Management Procedures	Pathway
(29)	RS/PRP/002	1.0	21/12/95	BPS - Security Proposal	Pathway
(30)				Customer Service DPA Procedure	Pathway
(31)	RS/SPE/003	2.0	8/4/98	Extended Verification Process Requirement	Pathway
(32)	RS/SPE/001	4.0	12/12/97	Fraud Risk Management Service Design Specification	Pathway

ICL Pathway		Policies & Standards Acceptance Specification			Ref.: CR/ACS/021 Version: 1.0 Date: 11/1/99
(33)				National Weights & Measures Laboratory Approval Report	NWML
(34)	SU/STD/001	0.1	20/7//94	DSS Business Data Standards (Referenced)	DSS
(35)	CAP/IFS/002	6.04	10/10/97	CAPS to PAS/CMS Data Interface Definitions & Validation Rules (R3) (Release 2)	DSS
(36)	RS/PRO/030	0.2	4/8/98	Evidential Information - Production & Certification PACE Procedures	Pathway
(37)	CR/FSP/006	2.2	8/9/97	Audit Trail Functional Specification	Pathway
(42)	BS/DOC/001	01	30/11/95	BPS Security Statement	DSS/POCL
(43)	RS/REQ/0001	2.0	12/12/96	ICL Pathway Security Objectives	Pathway
(45)	RS/PRO/031	0.1	17/8/98	Security Awareness Training	Pathway
(46)	RS/PRO/032	0.1	17/8/98	Security Event Management	Pathway
(47)	RS/PRO/013	1.0	25/6/98	Horizon Security Passes Procedure	Pathway
(48)	RS/PRO/002	1.0	28/7/98	Security Vetting Process	Pathway
(49)	IA/PLA/001	0.1	28/4/98	Audit Plan	Pathway
(50)	-	-	16/12/98	Updated threats analysis papers 1. Memo with note (NOTESMAP.DOC) 2. BPS Mapping Bpsmap02.doc) 3. Help Desk Document Hierarchy (explanation in memo)	Pathway / Horizon
51			tba	Sample PACE declaration	Pathway



### 0.3 ABBREVIATIONS

APS	Automated Payment Service
BABT	British Approvals Board for Telecommunications
BES	Benefit Encashment Service
BS	British Standard
BT	Business Thread
CCN	Change Control Note
CMS	Card Management Service
DSS	Department of Social Security
EEC	European Economic Community
EMC	Electromagnetic Compatibility
EN	European Norm
EU	European Union
HAPS	Host APS
HCI	Human-Computer Interface
HLTP	High Level Test Plan
IEC	International Electrotechnical Committee
ISO	International Standards Organisation
NWL	National Weights & Measures Laboratory
OBCS	Order Book Control Service
PAS	Payment Authorisation Service
PDA	Programme Delivery Authority
POCL	Post Office Counters Ltd
QMS	Quality Management System
SSR	Statement of Service Requirements

### 0.4 CHANGES IN THIS VERSION

Signatures version. Criterion 27 reason text in Section 5.2 conforms with Test Condition text in Section 5.1.2.

### 0.5 CHANGES FORECAST

Maintenance of the associated documents referenced in Section 0.2.

### 0.6 GENERAL CAVEAT

Approval of this Acceptance Specification is subject to the relevant caveats in the extant version of *Acceptance Specification Consolidated Caveats*.

**0.5 TABLE OF CONTENT**

<b>0._</b>	<b>DOCUMENT CONTROL.....</b>	<b>2</b>
0.1	DOCUMENT HISTORY .....	2
0.2	ASSOCIATED DOCUMENTS.....	2
0.3	ABBREVIATIONS.....	5
0.4	CHANGES IN THIS VERSION.....	6
0.5	CHANGES FORECAST.....	6
0.6	GENERAL CAVEAT.....	6
0.5	TABLE OF CONTENT.....	7
<b>1.</b>	<b>PURPOSE &amp; SCOPE.....</b>	<b>9</b>
<b>2.</b>	<b>ACCEPTANCE INCIDENTS.....</b>	<b>9</b>
<b>3.</b>	<b>ACCEPTANCE PERIOD.....</b>	<b>10</b>
<b>4.</b>	<b>DELIVERABLES &amp; SERVICES.....</b>	<b>10</b>
<b>5.</b>	<b>ACCEPTANCE CRITERIA.....</b>	<b>10</b>
5.1	ACCEPTANCE CRITERIA AND TEST CONDITIONS.....	11
5.1.1	<i>Description Of Tests Conducted By Acceptance Trial.....</i>	<i>11</i>
5.1.2	<i>Description of tests conducted by Acceptance Review.....</i>	<i>12</i>
5.2	CRITERIA FOR LATER ACCEPTANCE.....	58
5.3	CRITERIA SUMMARY .....	59
<b>6.</b>	<b>ACCEPTANCE INCIDENT SEVERITY.....</b>	<b>61</b>
6.1	HIGH SEVERITY INCIDENTS.....	61
6.2	MEDIUM SEVERITY INCIDENTS.....	61
6.3	LOW SEVERITY INCIDENTS.....	61
<b>7.</b>	<b>TEST DATA.....</b>	<b>62</b>
<b>8.</b>	<b>AUTHORITY RESPONSIBILITIES.....</b>	<b>63</b>
8.1	APPOINT TEST MANAGER.....	63
8.2	ACCEPTANCE INCIDENT REPORTS.....	63
8.3	ACCEPTANCE INCIDENT ANALYSIS REPORTS.....	63
8.4	ATTENDANCE AT TRIALS AND REVIEWS.....	63
8.5	MANAGEMENT AND Co-ORDINATION.....	63
8.6	PROGRESS REVIEWS.....	63
<b>9.</b>	<b>CONTRACTOR RESPONSIBILITIES.....</b>	<b>63</b>
<b>10.</b>	<b>ACCEPTANCE TRIAL TEST CONDITIONS.....</b>	<b>65</b>

## 1. PURPOSE & SCOPE

This document describes the Acceptance Test for Policies & Standards in accordance with the Acceptance Procedures that are set out in the Schedules referred to in section 0.2 and also in the Pathway document "Standard for Documenting Acceptance Specifications". This Test will determine that Policies & Standards meets all the Acceptance Criteria that are agreed in the Acceptance Specification and that are within the scope of the "Pathway Release Contents Specification" document for New Release 2, if applicable.

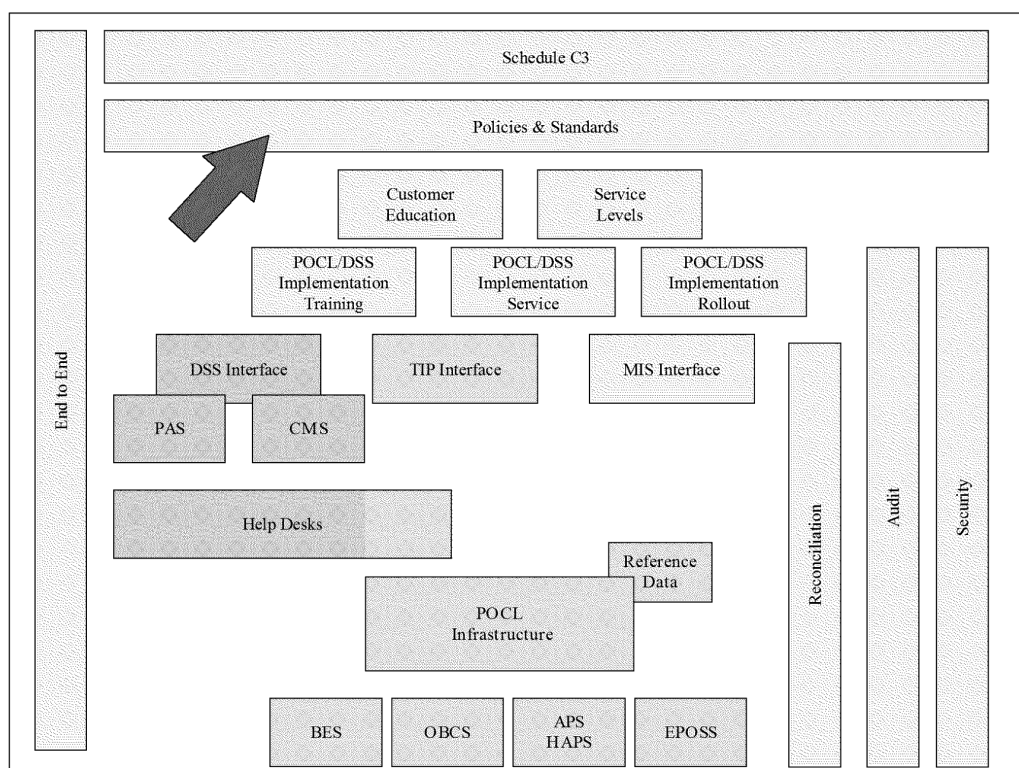


Figure1-1: This Acceptance Test in relation to others

## 2. ACCEPTANCE INCIDENTS

The standard and method for originating, progressing and resolving Acceptance Incidents shall be as described in the associated Document "Standard for Raising and Progressing Acceptance Incidents".

## 3. ACCEPTANCE PERIOD

The Acceptance Period for the Acceptance Tests, which comprise the

Operational Trial, is as determined by schedule B07 of the AUTHORITIES' Agreement.

The Pathway programme plan details the schedule for the Policies & Standards Acceptance Test.

#### 4. DELIVERABLES & SERVICES

This section details the Deliverables and Services that are the subject of this Acceptance Test and as defined by the related Agreements.

Deliverable or Service.	Contract Reference	Method
All Requirements All Solutions All deliverables and Services	(A)B04, (D)A15, (P)A15 (A)B05, (D)A16, (P)A16 A03, (A)B08 (D)D01, (D)D08, (D)E01, (D)E08, (D)C01 (empty), (D)B06, (D)01; (P)D01, (P)D08, (P)E01, (P)E08, (P)F01, (P)F08,(P)G01, (P)G06, (P)G10, (P)H01, (P)H08,(P)C01 (now empty), (P)01;	Acceptance Review

*Table of Deliverables and Services.*

#### 5. ACCEPTANCE CRITERIA

This section lists the identifier of each Acceptance Criterion that will be demonstrated by the Acceptance Test. It also lists the Acceptance Test Conditions that are used to determine whether (or not) the Acceptance Criterion has been met together with the applicable test Phase, Technical Test, or Live Trial.

Acceptance Criteria are split into three sets of tables according to the nature of the acceptance method, one set for those tested by Acceptance Trial, a second for those tested by Acceptance Review and a third which lists those criteria which are for Acceptance at a later release. The Release on which Acceptance is to be conducted is defined by reference to the Release Contents Description included in the Associated Documents section of the Acceptance Specification. Exceptionally, it may be necessary for one particular Acceptance Criterion to be tested by a combination of trial and review in which case there are entries for Trial and Review.

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## 5.1 ACCEPTANCE CRITERIA AND TEST CONDITIONS

Conformance of the Policies & Standards Acceptance Criteria will be demonstrated through Acceptance Trials and/or Acceptance Reviews.

Tests conducted by Acceptance Trials comprise practical tests using prepared test scripts. If applicable the Test Condition(s) appropriate to a criterion are specified in section 5.1.1 together with a description of the test. Detailed composition of the test in terms of sequences of Test Conditions is contained in Section 10. In the tables in section 5.1.1 the rows labelled Function Run Entry will be populated immediately prior to the running of the Acceptance Trials in a working version of the Acceptance Specification. These will provide invigilators with references to the checklists used to monitor the progress of the testing. The order of running of Test Conditions will not necessarily correspond to the order presented in HLTPs because of the “physicalisation” of the testing. The Function Run Entry will allow the invigilator to read across from the criterion to the checklist.

Tests conducted by Acceptance Review comprise typically Document inspections, site visits or presentations. If applicable the Test Condition(s) are described in section 5.1.2.

### 5.1.1 Description Of Tests Conducted By Acceptance Trial

No Acceptance Criteria will be met by Acceptance Trial.



**5.1.2 Description of tests conducted by Acceptance Review**

The table below shows which Acceptance criteria are to be met by Acceptance Review. Acceptance Tests will use the versions of any relevant documents (as referenced from section 0.2) contained in the approved version of the Acceptance Specification.

Requirement ID	P&S
Criterion Number	1
Derivation	Schedule (A) A02
Criterion Description	The policies and standards ... shall apply to all relevant aspects of the Services unless amended in accordance with Clause 101.3 or Clause 101.4 [classes of Change Control] as appropriate.
Test Condition	The Acceptance Specification for Policies & Standards is a complete and accurate statement of the Criteria to be applied.
Method	Document inspection
References	This document (CR/ACS/021)
Phase	Technical Test

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	2
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall not knowingly undertake any activity which would prevent the AUTHORITIES from, or hinder them in, complying with these policies and standards, without the prior written consent of the AUTHORITIES.
Test Condition	No test is required
Method	Not applicable
References	Not applicable
Phase	Not applicable



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	3
Derivation	Schedule (A) A02
Criterion Description	Without limitation to the specific areas identified below, which shall not limit the generality of this [criterion], all Services, and all Equipment, shall comply to the extent required by law with all relevant [General & Health & Safety] legislation, including all relevant UK Regulations and, from the due date of UK implementation, EC Directives.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/2
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	4
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that Services and Equipment are maintained in compliance with any subsequent [General & Health & Safety] legislation throughout the term of the AUTHORITIES' Agreement, and shall perform any modifications necessary to ensure such continued compliance, subject to Clause 410 of the DSS Agreement and Clause 409 of the POCL Agreement[new products and services].
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/2
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	5
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall, on request by the AUTHORITIES, establish to the AUTHORITIES' satisfaction the compliance of Services or Equipment with legislation or specified policies and standards. In the event that the CONTRACTOR and the AUTHORITIES fail to agree that compliance has been demonstrated satisfactorily, the matter shall be treated in accordance with Clause 807 [dispute resolution].
Test Condition	No test is required
Method	Not applicable
References	Not applicable
Phase	Not applicable

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	6
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall ensure that, where the installation of Equipment or the delivery of Services involves the alteration or extension of existing building services, such work complies with the standards set out in <i>British Standards and Approved Codes of Practice</i> which are deemed therein to satisfy the relevant regulations, including without limitation:</p> <p>(a) the Electricity at Work Regulations, 1989 and Electricity at Work Regulations (NI) 1991 (S.R. 1991 No. 13) and BS 7671:1992, Requirements for Electrical Installation;</p> <p>and</p> <p>(b) the Environmental Protection Act 1990 and insofar as it relates to Northern Ireland any corresponding Northern Ireland legislation and the publication <i>Waste Management: The Duty of Care - A Code of Practice</i>.</p>
Test Condition	The installer has declared the standards to which he has performed the work involved in installation, alteration or extension of existing building services.
Method	Document inspection of the installers' declarations.
References	(21), 540/1, 2
Phase	Operational Trial



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	7
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall ensure that any Equipment installed at the Premises does not prevent the AUTHORITIES and the AUTHORITIES' Agents from meeting their legal health and safety responsibilities as employers, including without limitation those defined in:</p> <p>(a) the Provision and Use of Work Equipment Regulations 1992 and the Provision and Use of Work Equipment Regulations (NI) 1993 (S.R. 1993 No. 19), and</p> <p>(b) the Workplace (Health, Safety and Welfare) Regulations 1992 and Workplace (Health, Safety, and Welfare) Regulations (NI) 1993 (S.R. 1993 No. 37).</p>
Test Condition	The installer has declared the standards to which he has performed the work involved in installation, alteration or extension of existing building services.
Method	Document inspection of the installers' declarations.
References	(21), 474/2
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	8
Derivation	Schedule (A) A02
Criterion Description	The Equipment shall not interfere with the health or safety of work of Users, office staff or others in the vicinity, including but without limitation as a result of emission of acoustic noise, vibrations, heat, fumes or other radiation, or as a result of its construction.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/2, 3, 922/1
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	9
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all Equipment is rated for continuous operation, and capable of functioning safely and reliably for an unlimited period, attended or unattended, in the installed environment.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/1
Phase	Operational Trial



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	10
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all information technology, telecommunications or electrical business Equipment complies with BS EN60950:1992 (BS7002:1992) and any subsequent amendments, and that Equipment comprising AC power adapters complies with EN60065:1993.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/6
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	11
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that workstation aspects of the Equipment shall comply with The Health and Safety (Display Screen Equipment) Regulations 1992, which implement Council Directive 90/270/EEC on working with display screen Equipment.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/7
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	12
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that any Equipment containing laser emitters (including without limitation laser printers and laser bar-code scanners) complies with BS EN 60825:1992.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/8
Phase	Operational Trial

**ICL Pathway****Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	13
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all telecommunications Equipment shall conform to Council Directive 91/263/EEC (the Telecommunication Terminal Equipment Directive) and have a current BABT certificate or equivalent for connection to the public telephone network.
Test Condition	The Declaration of Conformity is issued by Pathway for the applicable configurations includes a declaration to EU directive 91/263/EEC and references the BABT certification.
Method	Document inspection of the Declaration of Conformity. Sample site visit or visits.
References	(20), 474/9
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	14
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all machinery in the Equipment complies with the Supply of Machinery (Safety) Regulations 1992, which implement the Machine Directive 89/392/EEC as amended by 91/368/EEC.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/10
Phase	Operational Trial



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	15
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall ensure that all electrical Equipment complies with:</p> <p>(a) the Electrical Equipment (Safety) Regulations 1994, which implement the Low Voltage Directive 73/23/EEC as amended by 93/68/EEC, and</p> <p>(a) the requirements of BS7671:1992 in relation to the method of connection to the main supply and associated equipment earth leakage currents.</p>
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/11
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	16
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that any Equipment connected, or intended for connection, to weighing devices meets the requirements of the Non-automatic Weighing Instruments (EEC Requirements) Regulations 1992 Schedule 3 Applications.
Test Condition	A copy of documentation received from the National Weights & Measures Lab is supplied.
Method	Document inspection of NWML documentation.
References	(33), 474/12
Phase	Operational Trial



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

---

Requirement ID	P&S
Criterion Number	17
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all visual display terminal Equipment (including without limitation keyboards) complies with the relevant requirements of either BS 7179:1990 or ISO 9241:1992.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/13
Phase	Operational Trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	18
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall ensure that all Equipment that falls within the scope of The Electromagnetic Compatibility (EMC) Regulations 1992, which implement Council Directive 89/336/EEC (as amended by 92/31/EEC), complies with these regulations, specifically, but without limitation, to the minimum EMC requirements of both residential and commercial installations, including compliance with BS EN 50081 and BS EN 50082 with the following amended test severity levels and with no degradation of performance:</p> <p>(a) IEC 801 part 2 class 3, 6kV contact discharge;</p> <p>(a) IEC 801 part 3 3V/m;</p> <p>(a) IEC 801 part 4 +/- 1kV injected onto mains AC supply;</p> <p>(a) IEC 801 part 5 +/- 2kV.</p>
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/14, 15
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	19
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that Equipment covered by EN45501:1992 complies with clause A4.5 (voltage variations) and Annex B of that standard.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/16
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	20
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that the acoustic noise emission of any item of Equipment does not materially add to average background noise levels within the environment in which it is installed, and shall in no event exceed 60dB(A) measured at a distance of 1 metre.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 922/1
Phase	Operational Trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	21
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all items of Equipment to which BS EN 60529:1992 applies, have an Index of Protection rating of IP3X as defined in BS EN 60529:1992.
Test Condition	A Declaration of Conformity is issued by Pathway for the applicable configurations. This references the Original Equipment Manufacturer declarations for constituent material and is in respect of the configurations as wholes.
Method	Document inspection of the Pathway Declaration of Conformity
References	(20), 474/17
Phase	Operational Trial



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	22
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall adhere to the relevant parts of the AUTHORITIES' security standards and requirements listed below, and co-operate with the AUTHORITIES to assist the AUTHORITIES in complying with those standards and requirements:</p> <p>(a) 'Social Security IT Security Standards' (reference DITSG\ITSS\0001.04, version 6.3 dated September 1996);</p> <p>(a) 'Post Office Counters Information Systems Security Policy' (as provided in Appendix 4-1 of the BA/POCL SSR issued in April 1995);</p> <p>(a) 'A Code of Practice for Post Office Information Systems Security' (Version 1.5 dated 28/10/94, as provided in Appendix 4-2 of the BA/POCL SSR issued in April 1995);</p> <p>(a) the 'BPS Security Statement', version 01, dated 30 November 1995 and issued to Service Providers in that month.</p> <p>Any changes to the list [above] shall be made in accordance with Clause 101.3.</p>
Test Condition	<p>That (28) satisfactorily incorporates the relevant parts of these standards and requirements.</p> <p>The requirement to co-operate is a statement of obligation and no test is appropriate.</p>
Method	Document inspection, no test
References	(28)
Phase	Operational Trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	23
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall comply with the audit standards described in Schedule A03.
Test Condition	<p>The Acceptance Criteria within (22) are met.</p> <p>[Note there are three Schedules A03 for the three agreements, two with the same text, to be incorporated into the contract. Note also that the incorporation of these schedules into the agreements is the subject of CCN 121 which has been withdrawn. See Changes Forecast]</p>
Method	Document inspection
References	(22)
Phase	Operational Trial



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	24
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall prepare all training events and training material - and, where required by the AUTHORITIES' Agreement to provide them, shall provide such training events and training material - used to train the AUTHORITIES' staff or agents and the AUTHORITIES' Agents and their staff or agents, in conformance with:</p> <p>(a) either the Kirkpatrick structured training evaluation methodology (levels 1 to 4 for all training events; levels 1 and 2 for all training documentation), or</p> <p>(a) any alternative structured training evaluation methodology which the CONTRACTOR may propose, subject to obtaining the prior written agreement of the relevant AUTHORITY.</p>
Test Condition	Training events and material conform with Kirkpatrick or other agreed methodology
Method	Document inspection
References	(23), <i>Pathway Training Evaluation</i> , SU/TRN/005, para 3.2.
Phase	Operational Trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	25
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all documentation, whether paper-based or electronically produced, relating to the POCL Services, harmonises with the design principles identified in the <i>POCL Visual Identity Design Applications Guideline</i> , unless prior written consent to the contrary has been obtained from POCL.
Test Condition	<p>No Test required. Pathway does not at New Release 2 originate material which is required to conform to the "house styles" within the reference.</p> <p>[The most recent document held by Pathway is called <i>Post Office Counters Ltd Visual Identity Basic Elements Guideline</i>.]</p> <p>Pathway provides input to POCL departments which in turn use these to produce material in the required house style. The formats and media of this Pathway material are in agreed proprietary formats which are operationally supportive of production of appropriately styled documents.</p> <p><i>[DN: The style adopted for visual presentation of Help material is defined in Horizon OPS Platform Service Style Guide. This document will contain a statement that agreement thereto constitutes any necessary prior written consent that the documentation covered by this guide may not harmonise with the design principles identified in the POCL Visual Identity Design Applications Guideline (or its successor(s) as may be introduced subsequently).]</i></p>
Method	Not applicable
References	Not applicable
Phase	Not applicable

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	26
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all materials which are used for producing documentation relating to the POCL Services, conform to relevant parts of POCL's <i>Environmental Policy Summary</i> .
Test Condition	Documentation materials conform to the referenced policy.  [The document held by Pathway is <i>Guide to Environmental Best Practices in Post Office Counters Ltd.</i> ]
Method	Document inspection of acceptance criteria 540/1, 2 within (24)
References	(24)
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	27
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall operate a quality management system which complies with BS EN ISO 9001:1994 for all its activities within the scope of the AUTHORITIES' Agreement.</p> <p>The quality management system shall be applied to all aspects of the delivery of Services [ ].</p>
Test Condition	<p>Pathway operates a compliant quality management system applicable to its current activities.</p> <p>Pathway will conduct a walk through of the current status of Pathway's QMS with competent Authority auditors.</p> <p>This would partly address P&amp;S 27.</p>
Method	Contractor presentation and document inspection
References	(15), (16)
Phase	Live Trial



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	30
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall create and maintain, as a controlled document and to the documentation standards [harmonising with the design principles identified in the <i>POCL Visual Identity Design Applications Guideline</i> , unless prior written consent to the contrary has been obtained from POCL] a Human-Computer Interface specification.
Test Condition	A Human-Computer Interface specification is created and maintained.  [These documents are prepared to Pathway documentation standards, are not for use outside of the Horizon project within POCL and are for approval in this form.]
Method	Document inspection of the three constituent documents
References	(17), (18), (19)
Phase	Operational trial



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	31
Derivation	Schedule (A) A02
Criterion Description	This [Human Computer Interface] specification shall set out general guidelines for the Human-Computer Interface, including without limitation details of screen layouts, system navigation routes and help and manual entry facilities.
Test Condition	The Human-Computer Interface specification documents contain general HCI guidelines, including screen layouts, system navigation routes and help and manual entry facilities.
Method	Document inspection of the three constituent documents
References	(17), (18), (19)
Phase	Operational trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	32
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall use reasonable endeavours to specify a Human-Computer Interface which is intuitive and easy to use by Users, including Counter Clerks, to minimise errors and delays.
Test Condition	Reasonable endeavours to specify an intuitive, easy-to-use HCI are used. Satisfactory resolution of all HCI-related Known Problem Register entries raised during NR2 testing.
Method	Document inspection of the three constituent documents. Document inspection of all HCI-related test incidents raised.
References	(17), (18), (19)
Phase	Operational trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	33
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that the Human-Computer Interface provides a consistent look and feel across all Applications delivered by the CONTRACTOR over the POCL Service Infrastructure, and that it is easily adapted to facilitate the introduction of new Applications.
Test Condition	The HCI documents provide a consistent look and feel across applications and is adaptable for new applications
Method	Document inspection of the three constituent documents
References	(17), (18), (19)
Phase	Operational trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	34
Derivation	Schedule (A) A02
Criterion Description	<p>DSS requires access to information covered and provided under the Data Protection Act 1984. The nature and form of the access is not as yet defined in detail but needs to support some or all of the following:</p> <p>(a) fraud detection and prevention;</p> <p>(a) security violation investigation;</p> <p>(a) probity assurance;</p> <p>(a) criminal investigations;</p> <p>(a) information to support DSS policy questions.</p>
Test Condition	<p>Pathway is registered with the Data Protection Registrar as a Bureau (changing to Data Processor) operating on behalf of the DSS and POCL. As such Pathway is not permitted to modify any personal details, which is in accord with Requirements 700, 934, and 935.</p> <p>Any subject request from a member of the public must be referred by Pathway to the DSS. Such reference will include data drawn from the RED if applicable.</p> <p>This was covered at a meeting between Pathway and the Authorities on Friday 13<sup>th</sup> March 1998 (minutes ref tp.dpagenda).</p>
Method	Document inspection
References	(30) Same as 938/1 (DSS Interface Acceptance Specification)
Phase	Operational Trial

**ICL Pathway****Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	35
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall provide a detailed functional specification for approval by DSS prior to implementing any Services affected by the Data Protection Act 1984.
Test Condition	This criterion is not applicable to Pathway. See response to Requirement 938 criterion 1.
Method	Not applicable
References	Same as 938/2 (DSS Interface Acceptance Specification)
Phase	Not applicable



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	36
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall provide all Services to support the functional specification.
Test Condition	This criterion is not applicable to Pathway. See response to Requirement 938 criterion 1.
Method	Not applicable
References	Same as 938/3 (End-to-End Acceptance Specification)
Phase	Not applicable

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	37
Derivation	Schedule (A) A02
Criterion Description	<p>1. The CONTRACTOR shall ensure that any information supplied under the Data Protection Act 1984 is accurate and that assurances can be given as to the integrity of that information.</p> <p>1. The CONTRACTOR shall record all written requests for a data protection print from a Customer, representative or DSS within five (5) days [ <b><i>DN Apparently negotiated during preparation of FS: requests have to be responded to within 40 days, so the CONTRACTOR will need to respond faster</i></b> ] of receipt of the request, and deal with queries raised within a timescale to be agreed with the AUTHORITIES by a date consistent with the project plan agreed by the parties, such that the date does not adversely impact contractual milestones as defined in Clause 605.1 of the AUTHORITIES' Agreement, such agreement not to be unreasonably withheld or delayed.</p> <p>1. All information provided under the Data Protection Act 1984 shall be available to facilitate inspection.</p> <p>1. Details of a request and response made under the Data Protection Act 1984 shall be retained consistent with the Data Protection Act 1984 requirements.</p>
Test Condition	<p>(1), (3) and (4) not applicable to Pathway See response to Requirement 938 criterion 1.</p> <p>(2) Pathway refers requests from members of the public to DSS in accordance with agreement of 13 March 1998.</p>
Method	Document inspection
References	Same as 938/4, 7, 8 (End-to-End Acceptance Specification) (30)
Phase	Operational trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	38
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall deliver any information requested under the Data Protection Act 1984 to the requesting body, person or DSS as appropriate.
Test Condition	<p>Any subject request from a member of the public must be referred by Pathway to the DSS. Such reference will include data drawn from the RED if applicable.</p> <p>This Criterion is applicable to the same extent at Criterion 34, q.v.</p> <p>See response to Requirement 938 criterion 1.</p>
Method	Document inspection
References	(30) Same as 938/5 (End-to-End Acceptance Specification)
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	39
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall minimise and control liabilities to itself and the AUTHORITIES.
Test Condition	Appropriate policy and standards are in place.
Method	Document inspection
References	Same as 698/1 (General Security Policy) (Security Acceptance Specification) (25), (26), (27), (28), (31), (32)
Phase	Operational trial



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	40 (a) and (c) to (p)
Derivation	Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall, by a date consistent with the project plan agreed by the parties, such that the date does not adversely impact contractual milestones as defined in Clause 605.1 of the AUTHORITIES Agreement, set up an organised security infrastructure covering:</p> <ul style="list-style-type: none"><li>a) the agreement of a security policy;</li><li>a) [see next criterion];</li><li>a) security education and training;</li><li>a) reporting security Incidents;</li><li>a) physical security control;</li><li>a) virus control;</li><li>a) business continuity;</li><li>a) control of Software;</li><li>a) safeguarding DSS and POCL records;</li><li>a) information classification;</li><li>a) compliance with data protection and other legislation;</li><li>a) information exchange control;</li><li>a) CONTRACTOR's sub-contractors and suppliers;</li><li>a) compliance with security policy;</li><li>a) the management of fraud and risk during Service operation;</li><li>a) <b>the management of fraud risk within the end-to-end Service and associated Service environments.</b></li></ul> <p><b>[From BPS Security Statement, to complete the list above]</b></p>
Test Condition	An organised security infrastructure is in place.
Method	Document Inspection ; Site Visits
References	Same as 698/2 (a) and (c) to (p) (Security Acceptance



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

	<p>Specification) Review of (27):</p> <ul style="list-style-type: none"><li>(a) (27) is approved by the Authorities</li><li>(a) (see next page)</li><li>(a) Section 5.3 ; and (45)</li><li>(a) Section 3.8 ; and (46) ; (47)</li><li>(a) Section 6.3</li><li>(a) Section 7.4</li><li>(a) Section 8; and (28) Section 9. See also 830/1</li><li>(a) Section 7.6; and (28) Section 8</li><li>(a) Section 6.2 . See also 828/1</li><li>(a) Section 6.1; and (28) Section 3.2. see also 830/1</li><li>(a) Section 9.2; and (28) Section 10.1.3. See also 830/1</li><li>(a) Section 7.5. See also 828/1</li><li>(a) Section 7.7; and (48)</li><li>(a) Section 9.1; and (49)</li><li>(a) Section 4. See also 897/1</li><li><b>(a) Section 4. See also 897/1</b></li></ul>
Phase	Operational trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	40 (b)
Derivation	Requirement
Criterion Description	Allocation of security responsibilities
Test Condition	An organised security infrastructure is in place.
Method	Demonstration or Presentation
References	Same as 698/2 (b) (Security Acceptance Specification) (27) Section 3
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	41
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall be compliant with BS7799.
Test Condition	Pathway complies with BS7799
Method	Document inspection
References	Same as 698/3 (Security Acceptance Specification) (27) Section 9.3 ; See also 828/1 Site Visit Reports, scope to include operational procedures.
Phase	Operational Trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	42
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall provide an appropriate countermeasure to each threat identified in the BPS Security Statement. [R897]
Test Condition	An appropriate countermeasure is provided to each threat.
Method	Document inspection
References	Same as 897/2 (Security Acceptance Specification) (50) (42); (29) as updated by (43) and (25; (27)
Phase	Operational trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	43
Derivation	Schedule (A) A02
Criterion Description	The confidentiality, integrity, validity and completeness of data shall be maintained throughout all storage, processes and transmissions, including during periods of Service Failure and recovery from Service Failure. [R828]
Test Condition	The Trials conducted per Acceptance Criterion 828/1 (Security Acceptance Specification) are satisfactory.
Method	Document inspection (of associated test reports)
References	Same as 828/1 (Security Acceptance Specification) q.v.
Phase	Operational trial



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	44
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all data passed from PAS and CMS to CAPS adhere to the current DSS Business Data Standards Document and any future amendments. [R828]
Test Condition	The agreed Test Reports from CAPS DIT and E2E contain no non conforming entries relating to PAS/CMS to CAPS transfers.
Method	Document inspection. New Release 2 KPR has no non-conforming entries relating to PAS/CMS to CAPS transfers.
References	Same as 828/2 (Security Acceptance Specification) (34), (35) ; E2E Test Report
Phase	Operational trial

## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

Requirement ID	P&S
Criterion Number	45
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall ensure that all relevant information produced by the Service Infrastructure at the request of the AUTHORITIES shall be evidentially admissible and capable of certification in accordance with the Police and Criminal Evidence Act (PACE) 1984, the Police and Criminal Evidence (Northern Ireland) Order 1989 and equivalent legislation covering Scotland. [R829 para 1]
Test Condition	Such information is evidentially admissible and certifiable.
Method	Document Inspection, meeting to inspect documentary evidence
References	Same as 829/1 (Security Acceptance Specification) (27) Section 9.2; CFM data centre logs and Powerhelp Call Management System logs; (36); (28). See also 828/1 & 830/1 (51) (Sample PACE declaration)
Phase	Operational Trial

## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

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Requirement ID	P&S
Criterion Number	46
Derivation	Schedule (A) A02
Criterion Description	At the direction of the AUTHORITIES, audit trail and other information necessary to support live investigations and prosecutions shall be retained for the duration of the investigation and prosecution irrespective of the normal retention period of that information. [R829 para 2]
Test Condition	Processes provide for information to be so retained at the direction of the Authorities
Method	Document Inspection
References	Same as 829/2 (Security Acceptance Specification) (32); (37); (36)
Phase	Operational Trial

## 5.2 CRITERIA FOR LATER ACCEPTANCE

The table below shows which Acceptance Criteria are for Acceptance at a later level of specification.

Requirement Id Criterion Derivation	P&S 27 Schedule (A) A02
Criterion Description	<p>The CONTRACTOR shall operate a quality management system which complies with BS EN ISO 9001:1994 for all its activities within the scope of the AUTHORITIES' Agreement.</p> <p>The quality management system shall be applied to all aspects of the delivery of Services [ ].</p>
Reason	<p>Pathway operates a compliant quality management system applicable to its current activities.</p> <p>Pathway will conduct a walk through of the current status of Pathway's QMS with competent Authority auditors.</p> <p>This partly addresses P&amp;S 27.</p> <p>A full test is not possible at New Release 2 because an independent BSI accredited auditor may not audit and certify Pathway until it is operating in its intended form of normal operation</p>

Requirement Id Criterion Derivation	P&S 28 Schedule (A) A02
Criterion Description	<p>The quality management system shall be audited and certified by a BSI accredited auditor, who is independent of both the CONTRACTOR and of the AUTHORITIES:</p> <p>(a) in any event, at intervals of not longer than twelve (12) months, and</p> <p>(a) in addition, within twenty (20) Working Days of any</p>



## ICL Pathway

**Policies & Standards  
Acceptance Specification**Ref.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

	(a) such request.
Reason	No test is possible at New Release 2 because an independent BSI accredited auditor may not audit and certify Pathway until it is operating in its intended form of normal operation  Pathway operates a compliant quality management system applicable to its current activities.

Requirement Id	P&S
Criterion	29
Derivation	Schedule (A) A02
Criterion Description	The CONTRACTOR shall within one (1) month of each audit (i) provide the AUTHORITIES with copies of all reports produced by the auditor on the quality management system, and (ii) notify the AUTHORITIES of and carry out the CONTRACTOR's proposed follow up actions where required.
Reason	No test is possible at New Release 2 because an independent BSI accredited auditor may not audit and certify Pathway until it is operating in its intended form of normal operation  Pathway operates a compliant quality management system applicable to its current activities.

**5.3 CRITERIA SUMMARY**

Req ID	Criterion	Trial	Review	Later Acceptance
P&S	1.		✓	
P&S	2.		No test	
P&S	3.		✓	
P&S	4.		✓	
P&S	5.		No test	
P&S	6.		✓	
P&S	7.		✓	
P&S	8.		✓	
P&S	9.		✓	
P&S	10.		✓	



## ICL Pathway

Policies & Standards  
Acceptance SpecificationRef.: CR/ACS/021  
Version: 1.0  
Date: 11/1/99

P&S	11.		✓	
P&S	12.		✓	
P&S	13.		✓	
P&S	14.		✓	
P&S	15.		✓	
P&S	16.		✓	
P&S	17.		✓	
P&S	18.		✓	
P&S	19.		✓	
P&S	20.		✓	
P&S	21.		✓	
P&S	22.		✓ & No test	
P&S	23.		✓	
P&S	24.		✓	
P&S	25.		No test	
P&S	26.		✓	
P&S	27.		✓	✓
P&S	28.			✓
P&S	29.			✓
P&S	30.		✓	
P&S	31.		✓	
P&S	32.		✓	
P&S	33.		✓	
P&S	34.		No test	
P&S	35.		No test	
P&S	36.		No test	
P&S	37.		✓ (2) only	
P&S	38.		No test	
P&S	39.		✓	
P&S	40.		✓	
P&S	41.		✓	
P&S	42.		✓	
P&S	43.		✓	
P&S	44.		✓	
P&S	45.		✓	
P&S	46.		✓	

## 6. ACCEPTANCE INCIDENT SEVERITY

This section identifies the guidelines to be applied during the analysis of Acceptance Incidents, in order to establish the severity of such Acceptance Incidents.

### 6.1 HIGH SEVERITY INCIDENTS

Failure to meet an Acceptance Criterion which would have a substantive impact on the service received by the Customer, e.g. failure to pay benefits to the right person, at the right place, at the right time.

Failure to meet an Acceptance Criterion which would have a major impact on the ability of the AUTHORITY or AUTHORITIES to perform their business, or where there was a major impact on the resources of the AUTHORITY or AUTHORITIES necessary to overcome that impact on their business, e.g. failure to support accurate POCL accounting.

Failure to meet an Acceptance Criterion which would impact the security of the service where there is no acceptable procedural workaround.

Consistent failure to meet Minimum Acceptable Thresholds for Service Levels, e.g. where particular transactions do not meet the minimum Acceptable Threshold under normal loading.

### 6.2 MEDIUM SEVERITY INCIDENTS

Failure to meet an Acceptance Criterion which is visible to the Customer and is likely to give rise to an adverse public perception of the service, but does not substantively impact the service received by the Customer, e.g. incorrect spelling on a receipt.

Failure to meet an Acceptance Criterion which would have a medium impact on the ability of the AUTHORITY or AUTHORITIES to perform their business, or where there was a medium impact on the resources of the AUTHORITY or AUTHORITIES necessary to overcome that impact on their business, e.g. non-production of a weekly report, resulting in its manual transcription, which causes additional resource or effort at every outlet of the average duration of one hour per week per outlet.

Occasional failure to meet Minimum Acceptable Thresholds for Service Levels, e.g. at peak loading, some transactions fail to meet Minimum Acceptable Thresholds, but on average all transactions within the service do achieve Minimum Acceptable Thresholds.

### 6.3 LOW SEVERITY INCIDENTS

Failure to meet an Acceptance Criterion that is neither visible to nor has substantive impact on the service received by the Customer e.g. presentational, style and other cosmetic faults that are only visible to the user.

Failure to meet an Acceptance Criterion which would have a minor impact on the ability of the AUTHORITY or AUTHORITIES to perform their business, or where

there was a minor impact on the resources of the AUTHORITY or AUTHORITIES necessary to overcome that impact on their business, e.g. non-production of a weekly report, resulting in its manual transcription, which causes additional resource or effort at ten or fewer outlets of the average duration of one hour per week per outlet.

Failure to meet an Acceptance Criterion which would impact the security of the service but where the workaround is as secure as the original solution (i.e. the only impact on risk is in ensuring that the workaround is performed, but where procedures have been agreed and are in place).

## **7. TEST DATA**

Test data including any operator entered scripts that are required to run the Acceptance Test are defined below.

**Business Test Thread:** Not applicable  
**High Level Test Plan(s):** Not applicable  
**Organisation:** Not applicable

## 8. AUTHORITY RESPONSIBILITIES

This section describes the AUTHORITY's or AUTHORITIES' Responsibilities in relation to this Acceptance Test. Particular Acceptance Tests may also require additional participation and responsibility by the AUTHORITY or AUTHORITIES.

### 8.1 APPOINT TEST MANAGER

The AUTHORITY or AUTHORITIES shall nominate a Test Manager and other representatives to review the tests prior to commencement of the test.

### 8.2 ACCEPTANCE INCIDENT REPORTS

The nominated representatives and Test Manager shall be diligent in raising complete, accurate and timely Acceptance Incident Reports as set out within this Acceptance Specification.

### 8.3 ACCEPTANCE INCIDENT ANALYSIS REPORTS

The Test Manager shall be diligent in returning signed Acceptance Incident Analysis Reports with their decision (e.g. Accept, Reject, Discuss) normally within five working days, or when urgency is requested by Pathway, within two working days of receipt from Pathway. A copy of all correspondence will be faxed to reduce delay.

### 8.4 ATTENDANCE AT TRIALS AND REVIEWS

The nominated representatives shall at their discretion attend Acceptance Test Trials and Reviews including repeat Tests at reasonable times and reasonable locations and with reasonable advance notice by Pathway.

### 8.5 MANAGEMENT AND CO-ORDINATION

The Test Manager shall be the single point of communication and co-ordination with Pathway's nominated Test Manager for all matters concerning this Acceptance Test from its initial planning through to Acceptance.

### 8.6 PROGRESS REVIEWS

Unless otherwise waived by both parties, Pathway's Test Manager and the AUTHORITY's or AUTHORITIES' Test Manager shall meet each week to review the progress and actions of both parties until Acceptance of the Acceptance Test is achieved. The time and location of review meetings will be scheduled with at least two week's advance notice by Pathway.

## 9. CONTRACTOR RESPONSIBILITIES

The Contractor shall nominate a Test Manager for each Test who shall be the single point of communication and co-ordination with the AUTHORITY's or AUTHORITIES' Test Manager for all matters concerning this Acceptance Test from its initial planning through to Acceptance.

Upon receipt of a signed Acceptance Incident Analysis Report from the AUTHORITY or AUTHORITIES, where correction is required to be re-tested within the same phase of Acceptance Test, the Contractor will return the amended component(s), on average, within 4 days. This will include re-testing necessary as per the agreed test strategies.



**ICL Pathway**

**Policies & Standards  
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**10. ACCEPTANCE TRIAL TEST CONDITIONS**

None.