Measurement Assurance and Certification Scotland

Operator document change request form

Section A: Request (to be completed by the operator and communicated to SEPA)

Operator details			
Name		**Date of request**	

Details of document change request (including specific clause(s) the request refers to) NOTE: If the request is for production of a new technical guide, please include details of the MACS performance standard clause/process that the technical guide would support.			
Document title		**Document number**	

Please email completed forms to: operator.monitoring@sepa.org.uk; with the subject line "**MACS Operator DCR**".

Section B: Admin. details (FOR SEPA INTERNAL USE ONLY)

Request information	Date of receipt	Request approved	Operator notified	Notification date
		Y / N	Y / N	

Q-Pulse information	DCR logged	Date	By	DCR ref. no.
	Y / N			

If request approved:

Document update	Document updated	Reviewed by UKAS (if applicable)	Date document re-issued on Q-Pulse	Date website updated	Date operators notified
	Y / N	Y / N / NA			