Non-SIT Supplier and Agent PIT & QT Documentation FAQ
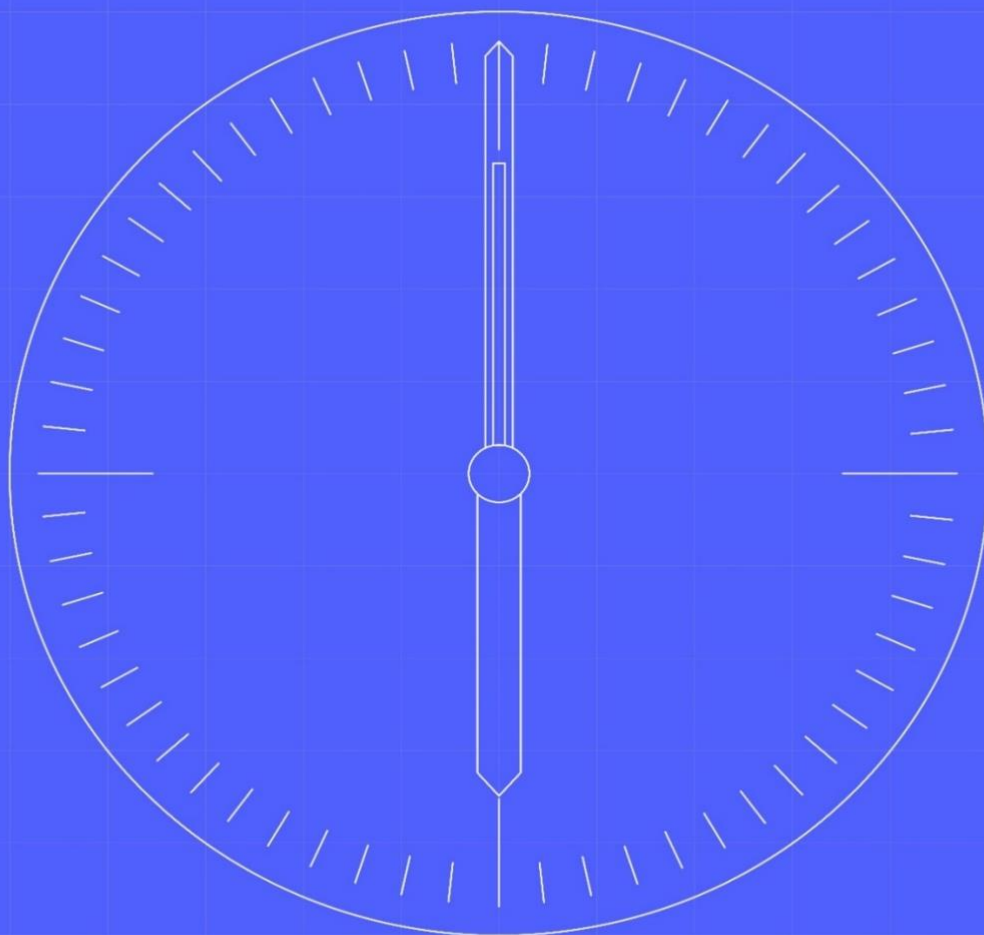
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1 Contents

1.1 Change Record

Date	Author	Version	Change Detail
02/09/2025	Non-SIT S&A QT Team	1.0	Published version.

1.2 Reviewers

Reviewer	Role
Various	Non-SIT S&A QT Team

1.3 References

Ref No.	Document/Link	Publisher	Published	Additional Information

1.4 Terminology

Term	Description
Various	For terminology, see MHHSP Glossary on the MHHS portal: Programme Glossary (SharePoint.com) Please see Appendix 15 in QA&P: List of Acronyms

2 Executive Summary

This document outlines in detail the FAQ from participants and popular feedback point during the document submission and review process.

3   Frequently Asked Questions

3.1   All Documents – what do I need to reconcile?

- **I've been asked to re-submit a document, is there anything I should do?**
  - o Ensure you complete cover page and change control details on all documents.
  - o Ensure all comments are addressed before re-submitting. If you are unsure how to address comments, request a call with an Analyst.
- **I'm placing full reliance on another Participant, do I need to submit all documents?**
  - o Participants placing full reliance don't need to submit all documents. For QT Checkpoint 1 it is just the QT RTTM. For QT checkpoint 2 there is nothing to submit. Please ensure that placing reliance arrangements are called out on every line against all applicable requirements.
- **What happens if I'm late on submitting documents?**
  - o Late submission of checkpoint documents will have a direct impact on QT Wave entry and should be avoided wherever possible.

3.2   How can I ensure my PIT RTTM will be accepted?

- **Why has my PIT RTTM been rejected due to version?**
  - PIT RTTMs must be submitted with latest RTTM template. These can be downloaded from MHHS website - <u>Qualification Requirements to Test Traceability Matrix (RTTM) - MHHS Programme</u> Or Collaboration Base.
  - The RTTM templates are available based on market role (Supplier, Metering Service, Data Service).
- **I am Placing Reliance but my RTTM has been refused?**
  - Please Ensure the columns dedicated to placing reliance details are updated as per the participant's PIT A&P document for all 4 testing areas. Columns names are:
  - *Placing Reliance Applicable (Y/N)*
  - *Placing Reliance Info - this should include the organisation conducting the test. This will need to be reviewed by code bodies*
  - *Partial reliance Detail*
- **I am either not placing reliance or placing partial reliance, but the PIT RTTM has been rejected. Why?**
  - If the participant is not placing any reliance, then column "**PIT Scenario ID - at least one but could be multiple**" must be updated with PIT Scenario ID which must be aligned/mapped correctly with the PIT Test evidence provided by the participant.
- **My final PIT RTTM submission has been returned?**
  - Please ensure the following RTTM columns are updated along with Test Completion Report submission.
  - *PIT Status (Passed, Failed, Blocked, Not Run)*
  - *PIT Test Evidence Captured*
  - *Work Off Plan (Y/N)*
  - *Comments*

- **My Test Plan, Catalogue and QT RTTM have all been rejected. Why?**
  - The number of QTC's in the QT Plan should match across your QT Test Catalogue and QT RTTM:
    - o Ensure that you filter the catalogue by role before counting the distinct tests to run; check the sum before updating the QT Test Plan, Section 4.2.
    - o The total number of distinct tests for your role MUST MATCH the total number of tests declared in Section 4.2 of the QT Test Plan.
  - Make sure the QT Test Catalogue covers both included and excluded QTCs. DO NOT delete rows or alter the catalogue in any way apart from identifying exclusions and rationale.
    - o Ensure that any QTCs marked as 'excluded' have a reason/rationale stated in the column provided; this should align with your QT RTTM declarations.

- **My Test Catalogue was rejected due to altered content. Why?**
  - The test catalogue contains protected content. Certain areas of the catalogue have been protected to prevent alterations to role requirements and distinct test run counts. If you require changes that are not possible with the document protection, please contact an Analyst for further support.

- **My Test Catalogue was rejected because of missing user information?**

  - o The Pro-Forma tab in the QT Test Catalogue needs to be updated with MPID, role and QTF & ADO users correctly to facilitate QT Onboarding.
  .
- **My Test Catalogue has been rejected due to lack of minimum coverage?**
  - Ensure the minimum QTC set is covered for both No reliance and partial reliance from DEL3445 – any deviation from the minimum must have code bodies prior approval.

3.4 QT RTTM – What can cause submissions to be rejected?

- **My QT RTTM has been refused due to incorrect version, how do I correct this?**
    - Make sure you are using the correct most up-to-date template specific to your Participant role which can be found here - Qualification Requirements to Test Traceability Matrix (RTTM) - MHHS Programme.
    - Participants should bear in mind that future submissions should always use the most up-to-date template.
- **I am placing full reliance on another Participant, do I need to submit a QT RTTM?**
    - Yes! If you are placing reliance, columns AA and AB (Placing reliance applicable (Y/N) and Placing Reliance Info) must be populated for ALL requirements required for QT. You are not required to provide any other QT documents.
- **My QT RTTM was rejected due to missing QTCs. Why?**
    - Column Z (QT Test Scenario/s to be executed) must include all QTCs you intend to execute and should align with your included tests selected in the QT Test Catalogue. Your QT RTTM must also align with the Minimum Test Set for No Reliance (if no placing reliance applies) or the Minimum Test Set for Partial Reliance (if partial reliance applies).

3.5 QT Readiness Report – what should I consider?

- **My Readiness Report has been rejected due to lack of completion?**
    - Section 2.8 – Test Readiness Status should be updated as much as you can up to the time of sending the report.
    - Section 2.10-2.13 – Should have comments within these sections or put N/A with an explanation; these sections are NOT to be left blank.
    - Section 2.14 – QT Readiness Declaration should be signed off.

3.6   QT Test Plan – What needs to be provided?

- **Why has my QT Test Plan been rejected?**
  - Reconciliation concerns:
    - The number of distinct tests identified in Section 4.2 of the QT Test Plan MUST MATCH the sum of the 'distinct tests to run' column for your role and for the tests you have marked 'included'.
    - The selected QTCs in the Test Catalogue must also align with the declared QTCs in the QT RTTM otherwise Section 4.2 of the Test Plan cannot be accepted, and by extension the entire QT Test Plan.
  - Insufficient completion of Section 4.2:
    - In section 4.2 please complete the Qualification Test Execution plan following the template. This is required for programme reporting.
    - If there are multiple roles being tested you MUST split by role by adding extra tables for each role to be tested with individual fortnightly test counts, start dates and total tests to be run.
  - Placing Reliance declaration errors:
    - If placing reliance, please make sure section 3.1 is updated.
    - Participants should be aware that Placing Reliance arrangements are distinct from 'TOBO' (Testing on behalf of) arrangements.
      - Placing Reliance implies that no testing will be carried out and must rely on another Participant who has qualified.
      - If a third-party IS carrying out testing in PIT and QT for a Participant, the Participant is still required to submit all PIT and QT documents.
    - Participants who are unsure as to what to declare should contact the Analyst for further support.
  - Section 10 is not complete:
    - All fields in Section 10 should be updated or marked N/A if not applicable with an explanation provided.

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3.7 QTF / Smoke Testing

To be updated on a future version