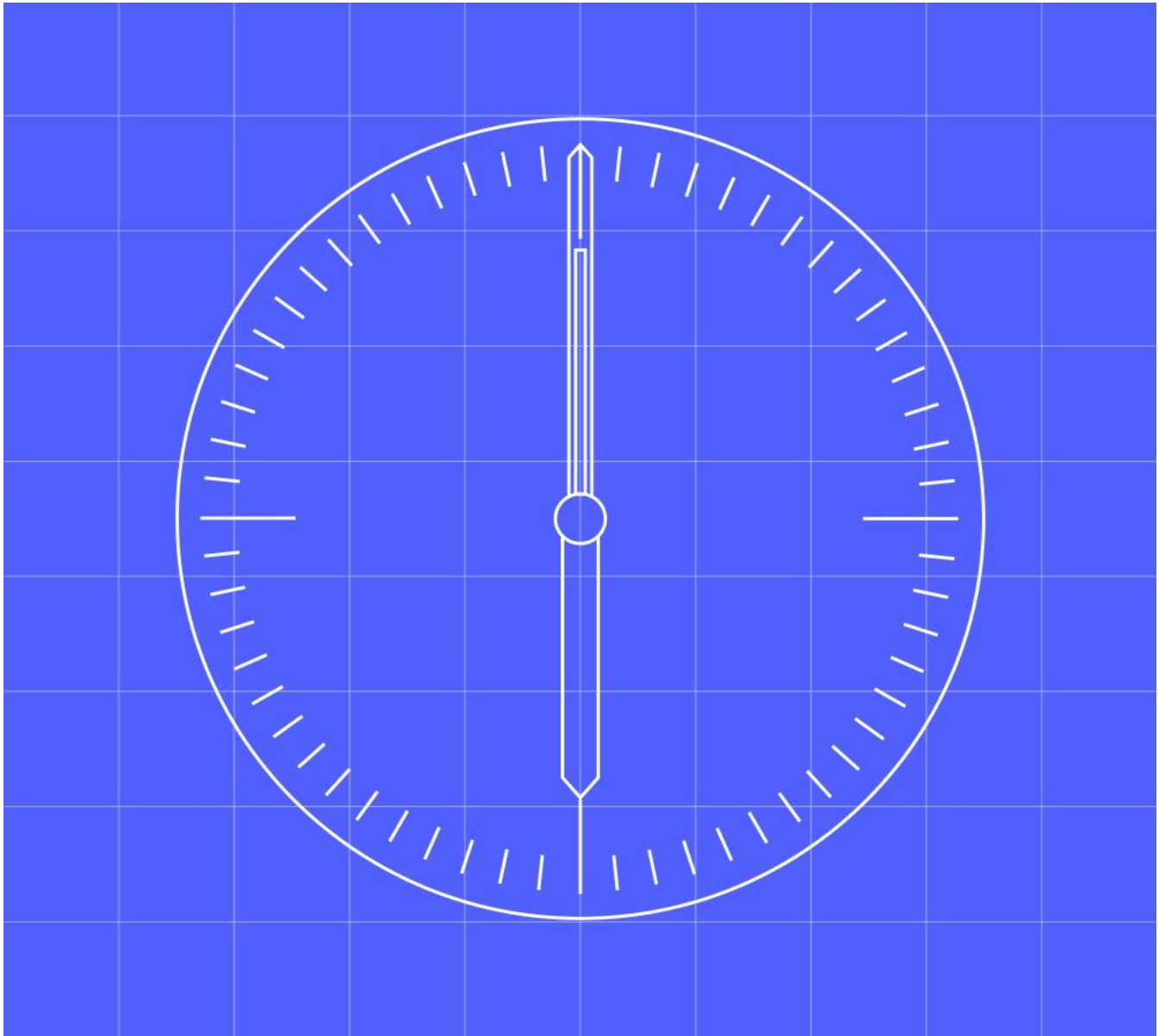


# Exemption Process for Smart Market Segment Guidance



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# 1 Contents

<b>1 Contents</b>	<b>2</b>
<b>2 House Keeping</b>	<b>2</b>
2.1 Change Record	2
2.2 Linked Documents	2
<b>3 Exemption Process for Smart Market Segment</b>	<b>3</b>
3.1 Applying for Smart Market Segment Exemption	3
3.2 Appealing an Exemption Decision	4
3.3 Detective Techniques	4
3.4 Incentive Techniques	5

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## 2 House Keeping

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### 2.1 Change Record

Date	Author	Version	Change Detail

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### 2.2 Linked Documents

Name	Link

### 3 Exemption Process for Smart Market Segment

#### 3.1 Applying for Smart Market Segment Exemption

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	Initial contact from Participants	Participant confirms they meet the eligibility criteria for the exemption and notifies the Code Bodies 3 months before QAD application start date.	Participants	BSC and REC	Intention to Apply for Exemption Letter	Written Communication
3.1.2	15 WDs after 3.1.1	Assess the exemption application and provide a decision on the request for exemption	Code Bodies	Participants		
3.1.3	After 3.1.2	If Participant disagrees with Code Body decision on the exemption proceed to 3.2 <i>"Appealing an Exemption Decision"</i> .	Participants	Code Bodies		Written Confirmation
3.1.4	Any time after 3.1.3	Applicant completes the relevant section of the QAD and submits to the Code Bodies for initial review. Applicant to include Code Bodies decision communication to confirm exemption.	Participants	Code Bodies	Completed QAD.	QAD Portal
3.1.5	After 3.1.4	QAD is reviewed and agreed in line with the processes and timelines set out in the Qualification Approach & Plan Appendix C	Code Bodies	Participants		QAD Portal
3.1.6	After 3.1.5	Participants submits final version of QAD signed by an Authorising Director of the Organisation.	Participants	Code Bodies	QAD	QAD Portal

3.1.7	After 3.1.6	BSC PAB Approval/REC Code Manager Approval	Code Bodies	BSC PAB/REC Code Manager	Outcome Report	Meeting
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### 3.2 Appealing an Exemption Decision

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	Within 10 WDs of 3.1.2	If Participants disagrees with any aspect of the decision carried out by Code Bodies in relation to the Participant's Exemption request. The Applicant may request that the PAB makes an Exemption determination. For the REC, in line with other Qualification decisions, the Participant may raise an appeal to the REC Performance Assurance Board within 10 Working Days of receiving the Code Manager's decision. Appeals should be made in writing by submitting the appeal proforma available on the REC Portal.	Participant	PAB	Details of Participants Appeal	Written Confirmation
3.2.2	At the PAB Meeting following 3.2.1	PAB decides whether the Participant should have the Exemption Approved. If yes, then proceed to 3.1.8 If the application is deferred or not approved, then proceed to 3.2.3.	PAB	Code Bodies	Exemption Decision.	Meeting
3.2.3	Within 5 WD of 3.2.2	Participant informed in writing of the rationale for the decision. Code Bodies to provide guidance, assistance and clarification to Participants	Code Bodies	Participants		Written Confirmation

### 3.3 Detective Techniques

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	As Required	Code Bodies to monitor portfolios of Suppliers who have the exemption in place.	BSCCo			Performance Assurance Framework
3.3.2	Where a breach is identified	There will be a cross-code notification.	BSCCo/RECCo	BSCCo/RECCo		Written Confirmation
3.3.3	After 3.3.2	Participants informed of the Breach and corrective action required	Code Bodies	Exempt Supplier		Written Communication

3.3.4	After 3.3.3	If breach is not remediated Code Bodies will apply PATs. Please see 3.4 <i>Incentive Techniques</i>	Code Bodies	Exempt Supplier	Performance Assurance Techniques (PATs)	Written Communication
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### 3.4 Incentive Techniques

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	As Required	Code Bodies have provisions under the BSC/REC to apply escalation techniques where severe breaches are noted and not remediated on time.	Code Bodies	Exempt Supplier		Written Communication