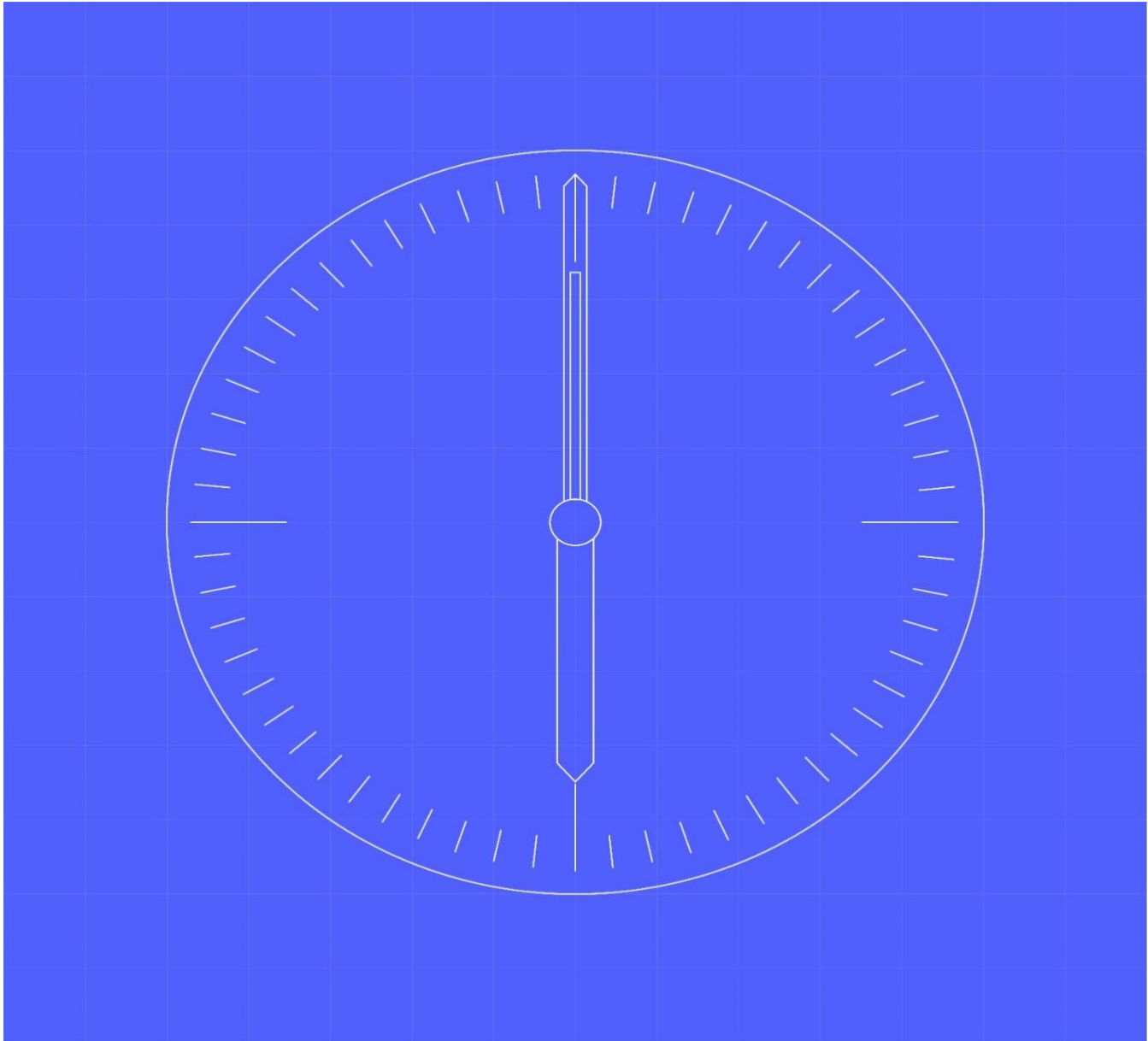




# Qualification Assessment Document Guidance

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## 1.1 Change Record

Date	Author	Version	Change Detail
25/02/2025	Code Bodies	1.0	Approved Version
19/03/2025	Code Bodies	1.1	Approved Version

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## 1.2 Reviewers

Reviewer	Role
Code Bodies	BSC, REC and DIP Manager

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## 2 Introduction

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### 2.1 Qualification Assessment document guidance

This document provides guidance to all participants undergoing MHHS Qualification, specifically in relation to the Qualification Assessment Document (QAD) and the QAD Portal. We will be updating the guidance document regularly to capture frequently asked questions from Participants, as well as guidance from the Code Bodies based on the progress of other Participants. .

You can find past webinar recording and slides on the [MHHS Webinars & Open Days page](#) on the MHHS website.

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## 3 QAD Top Tips

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### 3.1 Code Bodies Comments

Based on common comments from QAD reviews, Code Bodies have provided the following guidance for Participants to consider when completing the QAD:

1. Please refer to both the Question and Guidance in the QAD to ensure each and every element of the question is responded to. In some questions, these elements are specified as bullet points. Please refer to these in your responses, and where possible structure according to these Question/Guidance elements.
2. For questions surrounding controls, while explaining the 'what' is useful, please also discuss the 'how' and 'so what' in your responses. For instance, for a question about data validation controls, while confirming that 'we validate the data' (the 'what') is helpful, illustrating the 'how' such as steps/configurations you used to achieve the control objective and who is responsible for implementing/supervising the control (i.e., how the system or manual controls work), as well as the 'so what', i.e., what the outputs/outcomes are in relation to the question/guidance (e.g, does it help you achieve data integrity/completeness/accuracy requirements), is key to a response that is comprehensive and easy-to-follow.
3. For Section 5, (the role-specific questions over business processes and data management), please make sure your response captures the entire end-to-end business process, and not just the automated data flow management part. For example, rather than just noting "we will monitor for any exceptions", please provide further details including how these exceptions will be identified, such as through a report or dashboard, how will you decide who is responsible for resolving these exceptions, what steps they will need to take to resolve those actions, etc.
4. As a reminder, we are qualifying participants in a role, and we are not qualifying just your technical solution or your Service Provider. As a specific example, for Section 4.4 on how you have reviewed whether there are any new or changed Information Security and Data Protection risks, part of that may involve considering your relationship with any third Parties and any activities they have done. However, we also want you to include what you as a participant have reviewed, and how you have determined whether any ISMS policy or control changes are needed to mitigate any new risks.
5. We have received some queries regarding the feedback and the level of detail needed around system functionality for Non-SIT LDSO's. To clarify, the purpose of the QAD is to provide Code Bodies with assurance that you will put in place appropriate systems, staff, and processes to meet MHHS requirements and BSC/REC Code obligations; your QAD submission should therefore focus on areas such as monitoring controls you have in place and how you will handle exceptions.

Your QAD submission will supplement the Testing you are undertaking to prove the functionality of the systems, hence whilst you are not required to reiterate all elements of your system functionality in the QAD, you may be required to reference some system functionality to provide further context to your response.

## 4 Frequently Asked Questions

### 4.1 Questions & Answers (Q&A)

#### Q01: How do I submit my QAD?

You need to click 'Submit' at the bottom of each page for each section of the QAD. Therefore please don't wait until the last section to submit, as this will not result in the entire QAD being submitted.

#### Q02: How can we download the QAD sections?

Currently, you can only download individual sections of your QAD, to do this please click on the download button on the top right corner of the section table



Users should be able to download the section contents individually i.e. Questions, Responses, Reviewer dates and comments in excel format.

#### Q03: When do I need to respond to QAD review comments?

We advise all Participants to respond to feedback sooner rather than waiting till the end of the Review window, as it would allow the QSP and/or REC to review your amendments, and if required, provide further feedback (iterative process) to ensure each section has been answered to a satisfactory standard for the initial and final submission.

#### Q04: Can I start on the Final QAD as soon as the relevant Final QAD Submission window opens?

You can only progress to the Final QAD if two conditions are met:

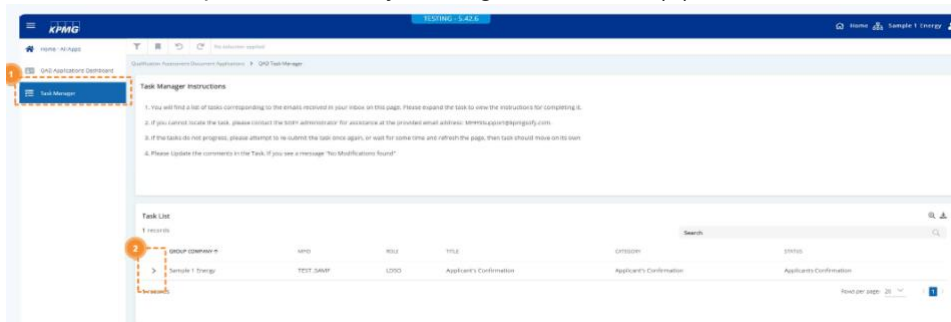
1. All sections within an Application must be approved (After approval section statuses should change to Complete) and:
2. QT Results have to be submitted for all roles applied for e.g. ADS: PASS

If there are QAD sections rejected and awaiting your update in the initial QAD, then the QAD will not progress to the final QAD until the relevant information has been added and has been approved.

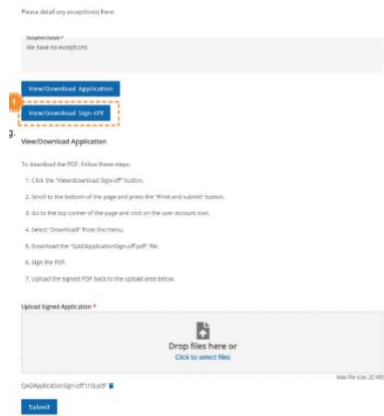
#### Q05: Does the Director need to log into the portal to sign the Final QAD?

The Director can either log into the portal to sign the Final QAD or a user can upload a PDF containing the Director signatures on their behalf.

- 1) To download the PDF, navigate to QAD Applications > Task Manager page > Locate the task titled "Applicant's Confirmation, Expand the task by clicking on the arrow (>).



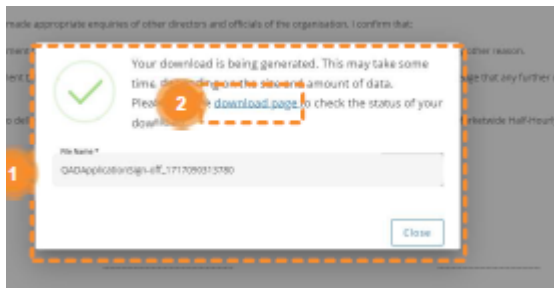
2) Click "View/Download Sign-off" on the unfolded task



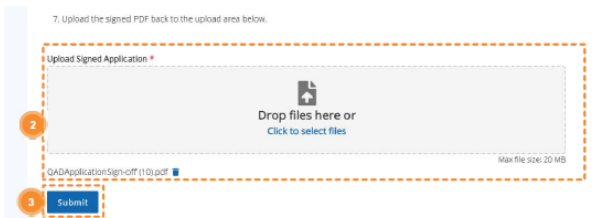
3) After a new page opens with the company sign-off template, scroll down and press Print and submit button to generate PDF version of the template for signing



4) This will generate a pop up, you then click the 'download page' to navigate to the download page, once the PDF has been generated you can click the download button to download the PDF



5) You can then upload the signed PDF by navigating to QAD applications > Task Manager, and once uploaded click the submit button



For MOA-only applications, a signed copy of the application is not required. Follow the steps below to complete the task.

- 1) Unfold the task.
- 2) Enter any "Exception details" if necessary.
- 3) View the application.
- 4) Confirm the application by checking the confirmation.
- 5) Click the submit button to complete the process.

### Q06: How will I know when Code Bodies have reviewed an Initial QAD submission?

You will receive email notifications notifying you that a QAD section has been reviewed by all applicable reviewers. If this email notes that your QAD section has been rejected, you will need to resubmit the QAD based on those comments provided. If the email notes the section has been accepted, then no further review comments would be provided for that QAD section within the same review iteration (though an accepted Initial QAD may include some observations that need to be actioned as part to the Final QAD).

### Q07: When do we get credentials for Qualification Assessment Document (QAD) Portal - SOFY?

Users will get credentials to the QAD Portal around a week before the initial QAD submission window opens for their wave, we strongly advise all users to log in as soon as you receive the email notification to mitigate any access issues.

### Q08: When can I expect a response to my initial QAD submission from Code Bodies?

The review deadlines are set out in the QA&P Appendix C, namely 6 weeks for the Initial QAD and 4 weeks for the Final QAD. However, where possible, Code Bodies will endeavour to review the application earlier where possible; on the BSC QSP side, there is a 5WD target to review any QAD submissions, and from the REC side there is a 15WD target.

However, the actual time it would take to review your QAD submission would depend on the availability of resources of the Code Bodies at the time. In addition, reviews on the BSC QSP side is largely based on a first-come-first-served basis. Therefore, the sooner you submit your QAD sections for review, the more time you will have to make any updates to your QAD sections

### Q09. Do I need to wait until both BSC and REC have reviewed my QAD before receiving comments'?

It depends on if the QAD section is jointly reviewed by the BSC QSP and REC. You will only receive queries after ALL reviewers relevant to that QAD section have completed their review and raised any queries/feedback if applicable. Furthermore, for jointly- reviewed sections, Code Bodies have agreed not to raise duplicate comments, therefore if you only see comments from one Code Body then those comments may be applicable for both Codes.

### Q10. Does every query raised need to be answered as part of the initial QAD submission?

Not necessarily, if you can only respond to certain queries later, you can simply respond to that query by noting the context and/or expected timelines by which you expect to have updates in your response.

### Q11. Where do I enter a response for comments/queries left by the Code Bodies for a particular section?

Please overwrite the old response with an updated response, alongside any commentary should you wish to.

**Q12. Where we use the same artefacts/evidence to support multiple responses, are we required to upload the artefact for each separate response?**

Where the same artefact is used to support multiple responses, you only need to upload it once and clearly reference the artefact's name and upload location when re-referencing within a different response. However, please upload evidence for Section 4.5 separately, as the DIP Manager only reviews Section 4.5 and does not have access to other sections.

**Q13. In the QAD the questions and guidance points are split out into separate sections, e.g. A – F, but in the QAD Portal there is only a single text entry field for the whole question, how do I go about answering sections on the QAD Portal?**

Applicants can simply label their responses by Guidance Pointers (A to F etc.) and skip lines between their responses to each guidance pointer.

**Q14. Where we have multiple MPIDs across different legal entities, but the content for the QADs are identical, can we submit a single QAD to cover the multiple MPIDs?**

By default, each legal entity, regardless of the number of associated MPIDs will be treated as a separate application and require a QAD submission. You can internally decide if there are any contents that can be repurposed, but each submission will be treated and reviewed independently.

If the contents will be the same/similar across the different QAD submissions you can use the download functionality, where users can download the section contents, and copy and paste your answers to the second QAD application, and update where necessary.

**Q15. Can you provide details on the security arrangements in place when submitting supporting evidence for our QAD submission?**

Code Bodies and DIP Manager advise Participants that they should only provide information that is relevant to their MHHS Qualification application. We would expect confidential information to be shared where this is required to answer a QAD question. If confidential information is not required, then parties should not provide this.

Where the information required is confidential or sensitive, Participants can share an abridged or summary view of any confidential information that meets the requirements of their MHHS Qualification, whilst protecting Participant's Confidential Information.

Code Bodies would also like to point customers to the sections of the BSC and the REC that relate to their Handling of Participant Data.

- Please see the BSCCo Obligations outlined in [BSC Section H 4.3](#)
- Please see the REC Obligations outlined in [REC Main Body](#) Section 18.
- Please see the DIP Manager Obligations outlined in [DSD006 - DIP Data Management](#) Section 2