## 4.7 Issue Form

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| **Issue Form - BSCP40/04** | **Issue Number***(mandatory by BSCCo)* |
| **Issue Title *(****Mandatory by originator)* |
| **Issue Description** *(Mandatory by originator)* |
| **Justification for Examining Issue** *(Mandatory by originator)* |
| **Potential Solution(s)** *(Optional by originator)* |
| **Proposer’s Details** |
| ***Name*** |
| ***Organisation*** |
| ***Email Address*** |
| ***Telephone Number*** |
| ***Date*** |

## 4.8. Issue Form Guidelines

These guidelines are to be used to assist in the completion of the Issue Form, contained in Appendix 4.7. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further support on completing this Issue Form, please contact BSCCo. Once completed this form should be submitted to BSCCo.

* **Issue Number –**mandatory to be completed by BSCCo once the proposed issue has been received. This is a unique number.
* **Issue Title –** mandatory and is completed by the proposer of the Issue at the time the issue is raised. This should be unique where possible.
* **Issue Description** – mandatory and is completed by the proposer of the Issue. The description should include as much detail as possible of the issue being encountered.
* **Potential Solution(s) - optional** by originator – This is to be completed where the proposer of the Issue has potential solutions that they want to be discussed as part of a potential solution to the issue.
* **Justification for Examining Issue** – mandatory by proposer of the Issue – details of the business case for examining the issue. This section should also include a brief assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality and probability of occurrence.
* **Proposer’s Details** – mandatory completion by proposer of the Issue – the name, organisation, email address and telephone number of the proposer. This should include details of any originators of the Issue, for example if BSCCo is raising an Issue on behalf of another participant.