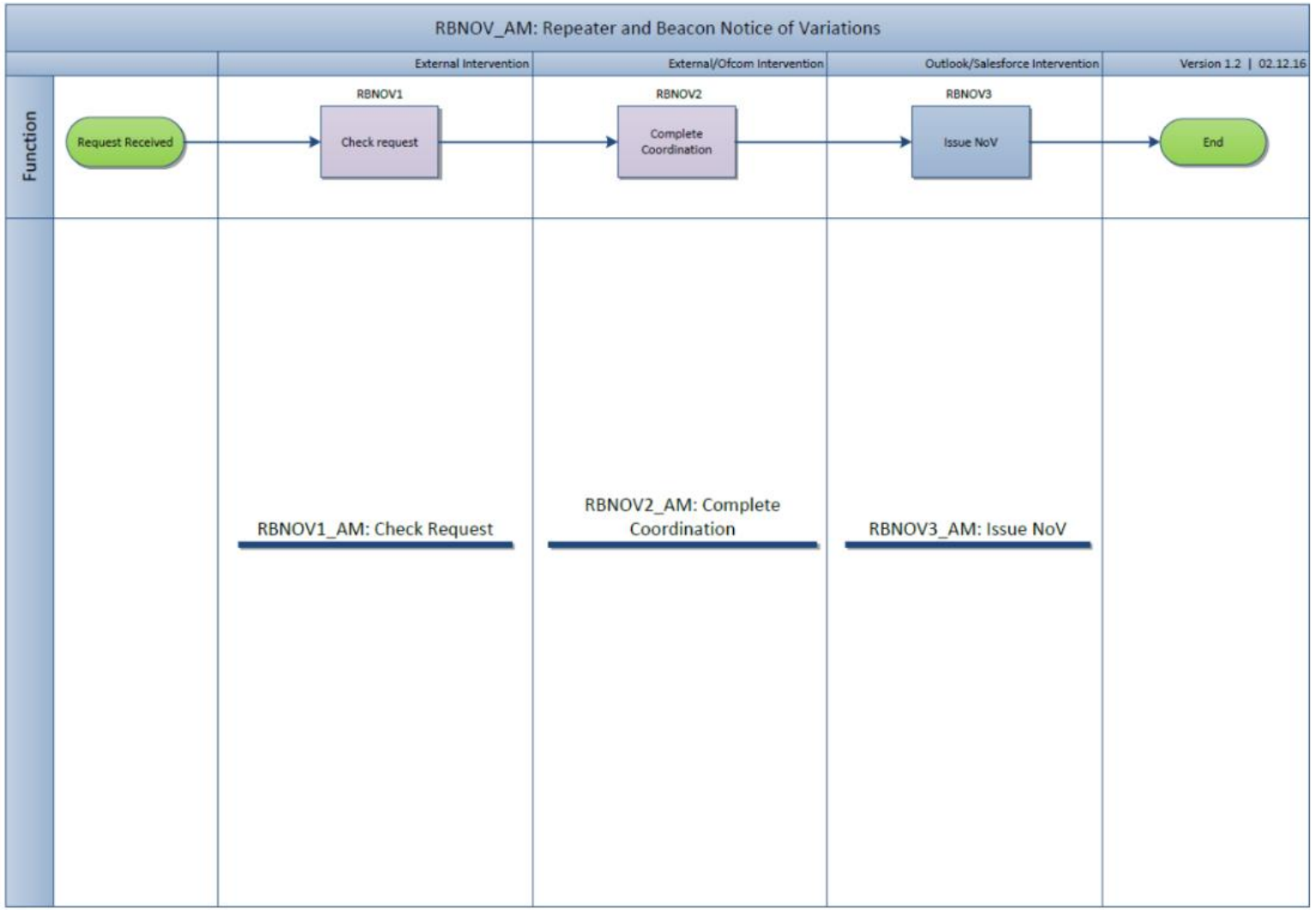
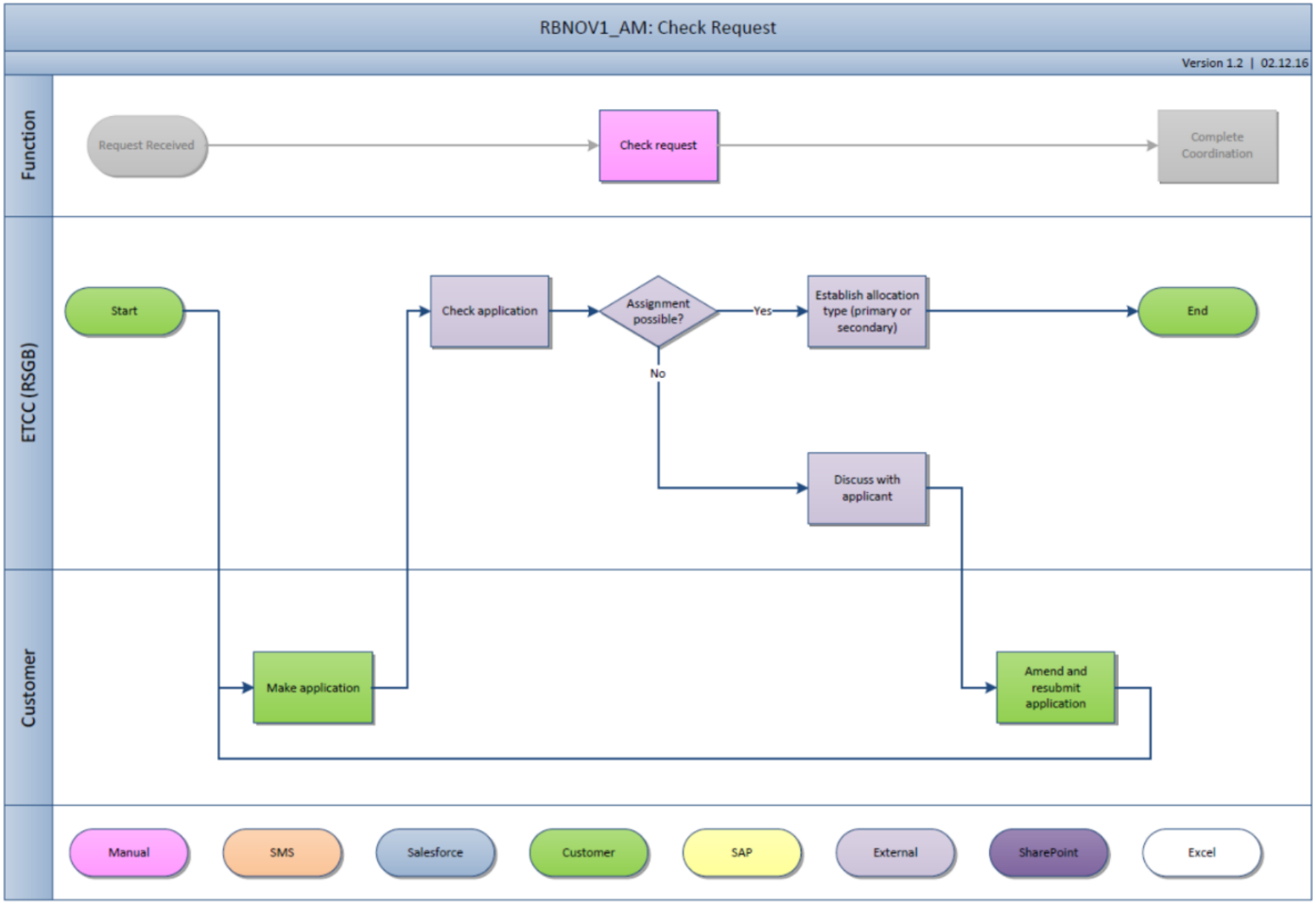
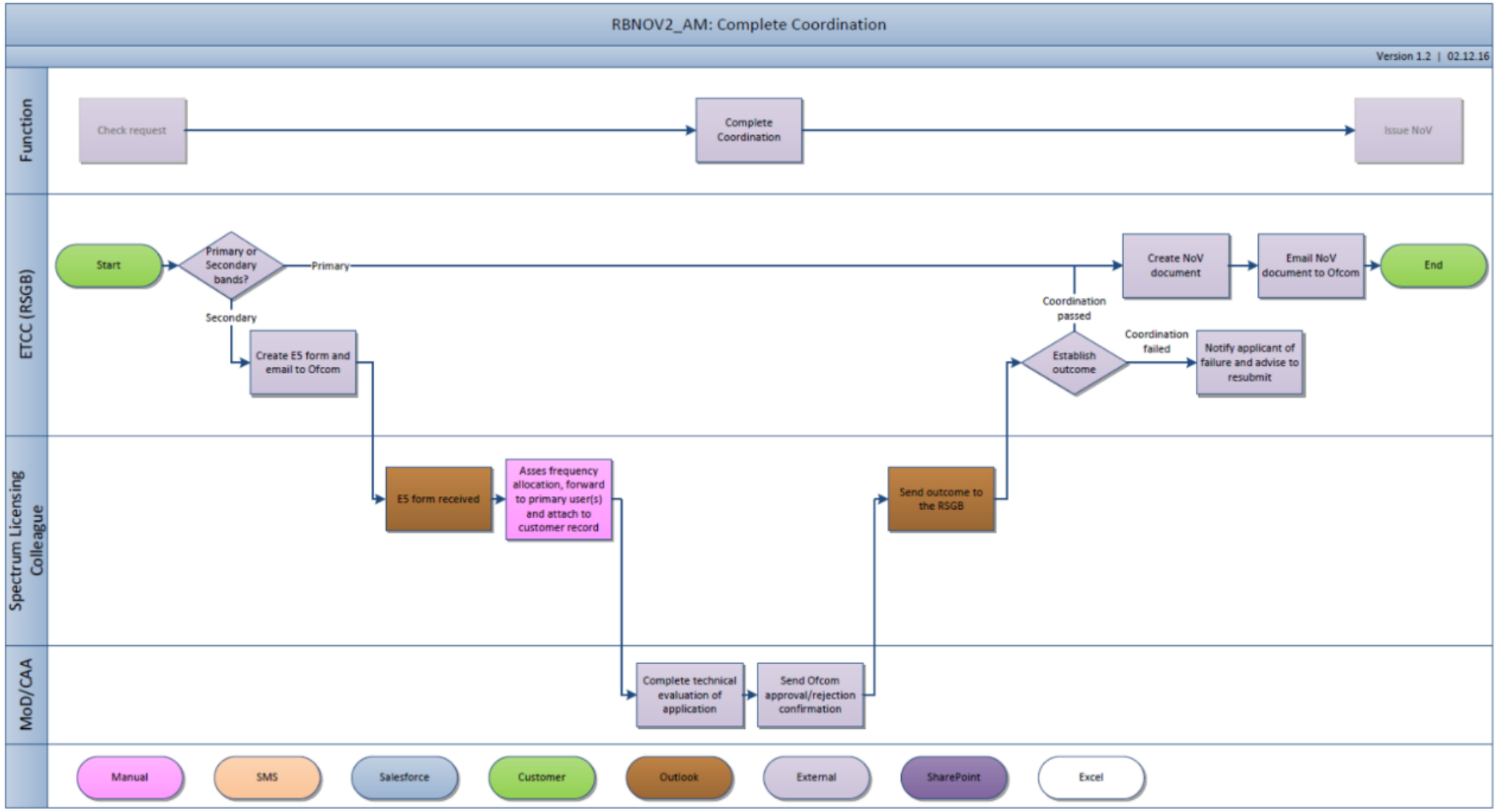
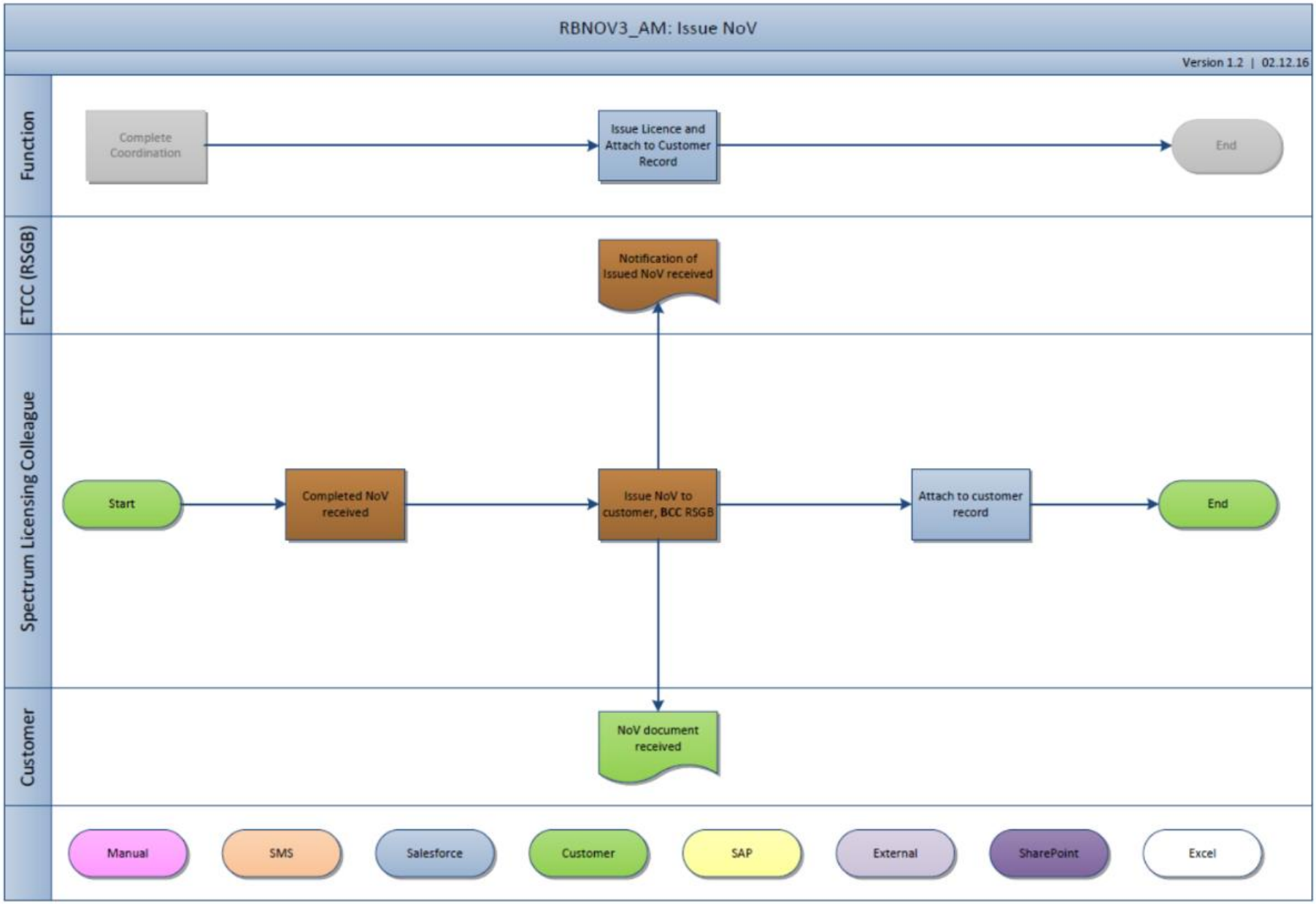
Repeater and Beacon Notice of Variations Process Maps




RBNOV1_AM: Check Request
Version 1.2 | 02.12.16
Function
Request Received
Check request
Complete Coordination
ETCC (RSGB)
Start
Check application
Assignment possible?
Yes
No
Establish allocation type (primary or secondary)
End
Discuss with applicant
Customer
Make application
Amend and resubmit application
Manual
SMS
Salesforce
Customer
SAP
External
SharePoint
Excel


RBNOV2_AM: Complete Coordination
Version 1.2 | 02.12.16
Function
ETCC (RSGB)
Spectrum Licensing Colleague
MoD/CAA
Check request
Complete Coordination
Issue NoV
Start
Primary or Secondary bands?
Primary
Secondary
Create E5 form and email to Ofcom
E5 form received
Asses frequency allocation, forward to primary user(s) and attach to customer record
Complete technical evaluation of application
Send Ofcom approval/rejection confirmation
Send outcome to the RSGB
Establish outcome
Coordination passed
Coordination failed
Notify applicant of failure and advise to resubmit
Create NoV document
Email NoV document to Ofcom
End
Manual
SMS
Salesforce
Customer
Outlook
External
SharePoint
Excel


RBNOV3_AM: Issue NoV
Version 1.2 | 02.12.16
Function
ETCC (RSGB)
Spectrum Licensing Colleague
Customer
Complete Coordination
Issue Licence and Attach to Customer Record
End
Notification of Issued NoV received
Start
Completed NoV received
Issue NoV to customer, BCC RSGB
Attach to customer record
End
NoV document received
Manual
SMS
Salesforce
Customer
SAP
External
SharePoint
Excel