



ACIF G614:2003

AUSTRALIAN COMMUNICATIONS INDUSTRY FORUM

INDUSTRY GUIDELINE

**INTEGRATION TESTING STRATEGY FOR ACIF
C515:2003 PRE-SELECTION**

Industry Guideline – *Integration Testing Strategy for ACIF C515:2003 Pre-selection*

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Document Control Sheet

If you have any questions regarding this document please contact:

Contact for Enquiries

Name Terry Andersen, Project Manager ACIF

Phone 02 9959 9123

Fax 02 9954 6136

Email t.andersen@acif.org.au

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INDUSTRY GUIDELINE

PARTICIPANTS

The Working Committee that developed this Industry Guideline consisted of the following organisations and their representatives:

Organisation	Membership	Representative
AAPT	Voting	Lee-Ann Sutton
AAPT	Non-Voting	Jackie Lim
AAPT	Non-Voting	Lisa Grady
ATUG	Voting	John Pack
Australian Communications Authority	Non-Voting	Helen Papazoglou
Comindico	Non-Voting	Maree Mayo
KDD	Non-Voting	Hiroyuki Mtasumoto
Optus	Voting	Melina Rohan
Optus	Non Voting	Robert Van Der Hoevan
Optus	Non-Voting	Tracey Everson (Chair)
PowerTel	Voting	Paul Teng
PowerTel	Non-Voting	Russell Symons
PowerTel	Non-Voting	Colin Barker
Primus Telecommunications	Voting	Mario Verruso
Primus Telecommunications	Non-Voting	Robert Moody
Primus Telecommunications	Non-Voting	Barry Foster
Primus Telecommunications	Non-Voting	Paul Andronikou
RSL Com	Voting	John Green
RSL Com	Non-Voting	Mark Kubale
Telstra Corporation	Voting	Ian Somerville
Telstra Corporation	Non-Voting	John Spencer
TransACT	Non-Voting	Darryl Tough
Worldcom	Non-Voting	Chris Omant

This Working Committee was chaired by Tracey Everson. Terry Andersen of ACIF provided project management support.

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1 INTRODUCTION

1.1 Introduction

- 1.1.1 As a result of changes being made in the ACIF C515:2003 Pre-selection Code, including changes to the associated IT Specification, Integration Testing for the new processes is a requirement for all ASDs/PSDs.
- 1.1.2 Integration testing must be successfully completed to ensure continuity of processing after the implementation of the revised Code and associated processes, planned for October 27, 2003.
- 1.1.3 A common procedure for managing Multi Carrier Pre-selection (MCP) Integration Testing among all ASDs/PSDs has been established. This document outlines the framework that all ASDs/PSDs need to adopt for successful MCP Integration Testing to take place.
- 1.1.4 This document is the generic test strategy for the industry specifically for the implementation of C515:2003. A generic scope for testing and test plan for the industry will be documented and agreed upon by the ACIF MCP IT Sub-group. Individual test plans may vary components of this generic strategy.
- 1.1.5 There are currently two ASDs and up to thirteen PSDs active in pre-selection. The Integration Testing will apply to all active ASDs and all active PSDs. By convention, within this document:
 - the ASDs are referred collectively as ASD
 - where it is necessary to refer to the ASDs separately, they are shown as ASD-1 or ASD-2
 - the PSD is referred to as OtherCarrier.
- 1.1.6 This document should be read in conjunction with:
 - ACIF C515:2003 Pre-selection Code, together with the associated Guidelines:
 - ACIF G597:2003 Pre-selection Operations Manual
 - ACIF G598:2003 Pre-selection Billing Information Specification
 - ACIF G599:2003 Pre-selection IT Specification

2 SCOPE AND OBJECTIVES

2.1 Scope

2.1.1 Features to be Tested

Record Type	Description	Class Code Values	
01	Header Record		
99	Trailer Record		
10	Churn Notification		
15	Completion	01	Churn
		02	New Service
		03	Move - Same Number
		04	Change of Number
		06	Move - New Number
		08	Reversal
20	Rejection	01	Service Number not found
		04	Disconnected Service
		07	Real Time metering found
		21	No CNO file found
21	Invalid format record		
25	Loss Report	01	Churn to other PSD
		04	Reversal loss
30	Pre-selection Port		
50	Reversal Request		

2.1.2 Features NOT Being Tested

The following features will not be tested during MCP Integration Testing. However, they should be tested by the individual Carrier organisations, as the responsibility lies solely within each of the Carrier organisations.

- (a) Billing Information Interface. No testing will be carried out on the Billing Information Interface. It is expected that affected Carriers will perform the changeover of file header format on the implementation date, Oct 27 2003.
- (b) User Procedures. User procedure testing included in the MCP Integration Test is limited to Multi Carrier Pre-selection procedures among the carriers and verification of the ACIF agreed file specification. It is assumed that each carrier will perform such other testing of user procedures as is appropriate.
- (c) Operator Procedures. Operator procedures will not be included in the MCP Integration Test. It is assumed that each carrier will perform such testing where appropriate.
- (d) Security Testing. Security Testing will not be included in the MCP Integration Test, with the exception of security required to properly

transmit data files between the testing carriers. It is assumed that each carrier will perform additional security testing where appropriate.

- (e) Recovery Testing. The test performed for recovery testing will only be that related to data transmission between the testing carriers. This data transmission should cover multiple or null or no CNO file transfer per day between the testing carriers. It is assumed that each carrier will perform additional recovery testing where appropriate.
- (f) Stress Testing. Stress Testing will not be included in the MCP Integration Test. It is assumed that each carrier will perform performance and stress testing where appropriate.

2.2 Test Objectives

The objective of MCP Integration Testing is to achieve the following:

- Transaction records are generated in accordance with the ACIF agreed file specification contained in the ACIF G599:2003 Pre-selection IT Specification.
- Transaction records are correctly processed, transmitted and received between the participating carriers.

3 CODE ADMINISTRATION AND COMPLIANCE

3.1 Guideline review

Review of this Guideline will be conducted in conjunction with a revision of ACIF C515:2003 Pre-selection Industry Code.

4 ACRONYMS, DEFINITIONS AND INTERPRETATIONS

4.1 Acronyms

For the purposes of this Industry Code, the following acronyms apply:

ACA	Australian Communications Authority
ACIF	Australian Communications Industry Forum
ASD	Access Service Deliverer
CSP	Carriage Service Provider
SMS	Short Message Service
CA	Customer Authorisation
CNO	Customer Notified Order
PSD	Prime Service Deliverer

4.2 Definitions

For the purposes of this Industry Guideline, the following definitions apply:

Act

means the *Telecommunications Act 1997*

Carriage Service Provider

has the meaning given by section 87 of the *Act*.

Carrier

has the meaning given by section 7 of the *Act*.

Access Service Deliverer

means the carriage service provider to whose local exchange is connected directly over that carriage service provider's network facilities.

Actual Results

Results generated as a product of executed tests.

Churn Request

Request for a change in pre-selection from a losing PSD to the gaining PSD.

Customer Authorisation

means an electronic or paper document that contains the authorisation of the Customer (or the Customer's authorised representative) of a change in Pre-selection.

Customer Notified Order

means an electronic notification file used to transfer Churn information between PSDs and ASDs.

Completion

means a record which provides a successful response to a request contained in a CNO

Customer

means the party or end user who has contracted with the ASD for that standard telephone service. Where the Customer is the end user, this end user may appoint an authorised representative to act on their behalf.

Expected Results

means results that should be produced by the system if everything was produced according to the given specifications.

MCP Integration Test

means testing performed between two or more systems or organisations to determine correct operation of system interfaces and passing of correct data performed by developers.

Loss Report

means a report generated by the ASD to the previously owning PSD resulting from the loss of the long distance carrier service.

Port

means a change of ASD where the same service number is retained. The words Ported and Porting have corresponding meanings

Prime Service Deliverer

means the carriage service provider selected by the Customer in accordance with the procedures in the ACIF C515:2003 Pre-selection Code for the carriage of all pre-selectable calls originating from that standard telephone service.

Query Request

means a request by the gaining PSD querying outstanding Churn Requests which have exceeded the 15 calendar day time period for implementation from the date the request was sent to the ASD.

Query Completion

means a response to the Query Request. It contains a response code that indicates the status of the Churn Request.

Regression Test

means a test to confirm existing functionality in a new release.

Rejection

means a record from the ASD that provides an unsuccessful response to a Churn Request contained in a CNO due to either product or service restrictions.

Reversal

means a transaction which reinstates the Customer's authorised PSD which existed prior to an unauthorised churn occurring.

Test Case

means a collection of test conditions with specified input data values, expected and Actual Results.

Test Condition

means a business / Technical / Control requirement that is to be tested.

Test Cycle

means a logical grouping of Test Conditions for administrative and monitoring purposes.

Test Data

Data to support test cases

Test Schedule

Schedule of testing activities.

Test Strategy

Method of testing given software and the testing plan of action

Test Verification

Process of confirming from Expected Results and Actual Results that the system is working according to specifications.

4.3 Interpretations

In this Code, unless the contrary appears:

- (a) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (b) words in the singular includes the plural and vice versa;
- (c) words importing persons include a body whether corporate, politic or otherwise; and
- (d) a reference to a person includes a reference to the person's executors, administrators, successors, officer, employee, volunteer, agent and/or subcontractor (including but not limited to, persons taking by novation) and assigns.

5 REFERENCES

Publication	Title
Industry Codes	
ACIF C515:2003	Pre-selection
Industry Guidelines	
ACIF G597:2003	Pre-selection Operations Manual
ACIF G598:2003	Pre-selection Billing Information Specification
ACIF G599:2003	Pre-selection IT Specification
ACIF G615:2003	Inter-Carrier Test Plan ACIF C515:2003 Pre-selection
Industry Documents	

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6 TEST APPROACH

This document has been developed to ensure that Multi Carrier Pre-selection processes will comply with the processes described in the ACIF C515:2003 Pre-selection Code.

For the purpose of this MCP Integration Testing, all raw test records of the Customer Notified Order (CNO) are designated to represent live production instances. In addition, this set of manufactured test data should be consistent between both participating carriers' systems. Normally, this MCP Integration Testing lasts for 2 weeks. As this testing is, for the most part, a confirmation of existing application functionality, any requirement for additional testing time should be negotiated between the ASD and the PSD.

To ensure the completeness of MCP Integration Testing, and that data can be traced through all the system interfaces, the testing occurs over 3 cycles:

- Cycle 0 will verify that the testing environment is properly set-up and files are correctly transferred between the participating carriers
- Cycle 1 will establish the ASD/PSD relationship, and verify that Churn Request records are processed correctly in accordance with the ACIF specification
- Cycle 2 will verify that Churn Request and Reversal request records are processed correctly in accordance with the ACIF specification

Each PSD is expected to complete all test cycles with each inter-connected ASD.

Cycle 0

Transmission Testing

ASD-n

- Transmission of ACIF CNO file to OtherCarrier
- Receipt of ACIF CNO file from OtherCarrier

Other Carrier as a PSD

- Transmission of ACIF CNO file to ASD-n
- Receipt of ACIF CNO file from ASD-n

Cycle 1

Initial ACIF CNO file

11 Churn Requests

- 1 incorrectly formatted request that is rejected
- 10 nominate ASD-n as ASD
 - · 5 services to be completed
 - · 3 services to be rejected
 - · 2 cause no advice to be generated

Completions file generated

- 5 Churn Completions
- 3 Churn Rejections
- 3 Completion advice ie. New Service, etc.
- 1 Pre-selection Port transaction

Cycle 2

Churn, Losses and Reversals

3 Churn Requests

- 3 nominate ASD-n as ASD
 - 1 service to be completed
 - 1 service to be rejected
 - 1 causes no advice to be generated

2 reversal requests

- 1 Reversal to be completed
- 1 Reversal to be Rejected, not in nominated Churn file

Completions file generated

- 1 churn Completion
- 1 Churn Rejection
- 1 Reversal rejection
- 1 Reversal loss
- 4 losses of previously advised implementations
- 3 other Completion types ie. change of number, change of address, etc.
- 2 Pre-selection Port transaction

This approach will require the cooperation and assistance of all relevant groups involved in the carrier organisation to prove the interface functionality. Agreement and formal sign-off on the completeness of each step will be required from each ASD and PSD, and must be given prior the next step. Testing will not proceed until sign-off has been received from both parties.

Note: Refer Appendix 2 for detailed Cycle Description

7 PASS / FAIL CRITERIA

If any of the following conditions occur, MCP Integration Testing has not been successfully completed:

- Either the ASD or the PSD has not been able to start or complete testing as agreed
- Any Severity H or M faults exist after testing
- System workings are inconsistent with ACIF G597:2003 Pre-selection Operations Manual or the G599:2003 Pre-selection IT Specification.

For each PSD, pre-selection activity cannot be continued after 24/10/2003 until MCP Integration Testing has been successfully completed.

8 TEST DELIVERABLES

The ACIF MCP IT Sub-group will generate and approve the following documents :-

Test Cases

- Test Data
- Expected Results

The MCP Integration Test Coordinators will generate the following documents. These will be considered as the deliverables from the testing phase.

Test Cycles

- Actual Results
- Comparison of Expected and Actual Results

Test Outcomes Summary Report

Sign-off document as per completeness of each cycle

9 SCHEDULE

Refer to Appendix 1.1.

10 COMMUNICATION PLAN

To progress the acceptance and sign-off of the above mentioned approach and testing deliverables, a regular meeting or conference call should be held between the Test Coordinators. The purpose of this call is to review test planning and sign-off the agreed deliverables as they are documented. This is also expected to foster commitment between all parties and enhance the current communication channels.

The central contact points within all organisations are:

Carrier	Role	Performed By		
TELSTRA	Escalation Contact	Michael Gould michael.gould@team.telstra.com	Phone Fax Mobile	(03) 9634 6799 (03) 9650 1861 0419 883 918
	Test Coordinator	John Spencer john.spencer1@team.telstra.com	Phone Fax Mobile	(03) 9634 2024 (03) 9650 1861 0418 475 376
OPTUS	Escalation Contact	Tracey Everson tracey.everson@optus.com.au	Phone Fax Mobile	(02) 9342 7291 (02) 9342 6201 0412 450 550
	Test Coordinator	Robert Van Der Hoeven Robert.Van.Der.Hoeven@optus.com.au	Phone Fax Mobile	(02) 9342 9088 (02) 9342 5877
POWERTEL	Escalation Contact	Colin Barker barkerc@powertel.com.au	Phone Fax Mobile	(02) 8264 4521 (02) 8264 4555
	Test Coordinator	Russell Symons symonsr@powertel.com.au	Phone Fax Mobile	(02) 8264 3867 (02) 8264 4555
RSLCom	Escalation Contact	Mark Kubale mark_kubale@rslcom.com.au	Phone Fax Mobile	(02) 9030 1517 (02) 9030 6235 0411 769 988
	Test Coordinator	Linda Biala linda_biala@rslcom.com.au	Phone Fax Mobile	(02) 9030 1932 (02) 9030 1777
TRANSACT	Escalation Contact	Michael Lamothe Michael.Lamothe@transact.com.au	Phone Fax Mobile	(02) 6229 8195 (02) 6229 8001 0421 181 757
	Test Coordinator	Rachael Wicks rachael.wicks@transact.com.au	Phone Fax Mobile	(02) 6229 8008 (02) 6229 8001 0402 969 671
KDD	Escalation Contact	Hiroyuki Matsumoto h-matsumoto@kddi.com.au	Phone Fax Mobile	(02) 9411 0103 (02) 9411 0180 0413 043 304
	Test Coordinator	Hitomi Nakamura h-nakamura@kddi.com.au	Phone Fax Mobile	(02) 9411 0124 (02) 9411 0180
MCI	Escalation Contact	Kim Begoff kim.begoff@au.mci.com	Phone Fax Mobile	(02) 8210 3389 (02) 8210 3060
	Test Coordinator	Chris Omant omant.chris@au.mci.com	Phone Fax Mobile	(02) 9434 5948 (02) 9434 5893
AAPT	Escalation Contact	Angus Gaunt agaunt@aapt.com.au	Phone Fax Mobile	(02) 82821010 (02) 82821106
	Test Coordinator	Lee-Ann Sutton lsutton@aapt.com.au	Phone Fax Mobile	(02) 82821250 (02) 82821099 0414 605 086
PRIMUS	Escalation Contact	Robert Moody rmoody@primustel.com.au	Phone Fax Mobile	(03) 9923 4579
	Test Coordinator	Daryl Clancy dclancy@primustel.com.au	Phone Fax Mobile	(03) 9923 4421 (03) 9923 4360

In the case of a dispute, initial negotiations are conducted between the Test Coordinators. If not resolved at this level, the Test Coordinators will escalate the matter to the listed Escalation Contacts for immediate resolution.

11 SYSTEM DEFECT REPORTING PROCEDURES

All errors will be recorded on a Defect Form so that system defects or incidents can be tracked. A sample Defect Form and Defect Log are attached in Appendix 3.

All incident reports must be raised within 24 hours of execution of the test step to which they are relevant.

The following severity levels will apply to system faults during MCP Integration Test:

Severity H: Major failure or system abend causes testing to stop, pending problem resolution.

Severity M: Error with no acceptable circumvention. Limited testing continues.

Severity L: Error with acceptable circumvention. Test execution continues.

When a carrier identifies an anomaly during MCP Integration Testing, the following procedures will be performed:

- The anomaly will be recorded on a Defect Form.
- The Test Coordinator of that carrier will determine the severity of the anomaly and E-mail all relevant information to their counterpart. For severity H problems, a confirmation notification will be by telephone after an E-mail has been sent.
- Each carrier will enter the anomaly into its Defect Log.
- Each Test Coordinator will provide status reports back to their counterpart on a daily basis for all open incident reports. The owner of the anomaly will be identified and assigned ownership.
- Once a carrier has corrected an anomaly, the other carrier's Test Coordinator will be notified.

Distribution of information relating to the anomaly to relevant people within each organisation will be the responsibility of the Test Coordinator of that organisation.

The Communication Plan described in Section 8.0 will be the forum for the Test Coordinators to report on the status of all open incidents, any new incidents and any system software changes.

12 RESOURCING

It is the responsibility of each organisation to ensure that sufficient resources are made available to support all the tasks identified for a successful integration test.

13 ENVIRONMENTAL REQUIREMENTS

The test environment should replicate the production environment as closely as possible. Both participating carriers need to review their respective integration test environments to ensure correctness.

14 LIMITATIONS AND CONSTRAINTS

- This MCP Integration Test is restricted to an interface format level.
- A full end to end test is outside the scope of this MCP Integration Test.
- Due to the timing requirements of the MCP Integration Test, the scope of the test will not extend to provisioning of CNOs within the ASDs' telephony networks.

15 RISKS AND CONTINGENCIES

An implementation date of 27/10/2003 has been agreed for all ASDs and PSDs to launch the Code. Consequently, a date of 10/10/2003 should be targeted for a Quality Assurance milestone where the decision to proceed with implementation will be made. This date does not imply that testing between the carriers will cease, however time is needed to allow for setting up the production environments, plus a allowance for contingencies.

15.1 OtherCarrier Development Timetable

Any timetable where the end date is fixed and the timetable is set around the end date must be considered a risk.

15.2 ASDs Development Timetable

Similarly, the ASD timetable is set around the same fixed end date and bears the equivalent risk as OtherCarrier.

15.3 Re-run of MCP Integration Test Cycles

Where anomalies are found, continued iterations of MCP Integration Testing cycles may occur, allowing program modifications specific only to MCP processing to continue in the background. However, a re-run of any aborted test cycle must be performed successfully for each new version to detect any unexpected impact from the modified program.

Depending upon the severity of the error detected, the strategy for re-running a test cycle will vary from running all of the affected tests on the new version that were run on the previous version (and comparing the results), to running only a specific test to re-test the error condition. The extent of the re-run will be agreed between the relevant Test Coordinators.

APPENDIX 1 Test Schedule & Cycle Descriptions

1.1 - MCP Schedule for testing documentation & preparation

Task No	Task Description	Resp.	Start	Status
1.00	Test Strategy			
1.01	Determine Test Conditions	ACIF IT SUB-GROUP		
1.02	Review Test Strategy	ACIF IT Sub-group	12/3/2003	
1.03	Sign-off Test Strategy	ACIF IT Sub-group		15/4/2003 Signed off for content
2.00	Test Plan			
2.01	Prepare Test Plan		16/4/2003	
2.02	Prepare Test Data		16/4/2003	
2.03	Prepare Expected Results		16/4/2003	
2.04	Review Test Plan (incorporating Test Data & Expected Results)	ACIF IT SUB-GROUP	16/4/2003	
2.05	Sign-off Test Plan	ACIF IT SUB-GROUP	14/8/2003	
	Optus IC Testing with Telstra ASD		12/9/2003	
	AAPT IC Testing with Optus ASD		16/9/2003	
	AAPT IC Testing with Telstra ASD		1/10/2003	
	KDD IC Testing with Telstra ASD		22/9/2003	
	MCI Worldcom IC Testing with Telstra ASD		1/10/2003	
	PowerTel IC Testing with Optus ASD		18/9/2003	
	PowerTel IC Testing with Telstra ASD		16/9/2003	
	Primus IC Testing with Telstra ASD		23/9/2003	
	RSLCom IC Testing with Telstra ASD		17/9/2003	
	TransACT IC Testing with Telstra ASD		30/9/2003	
	Telstra IC Testing with Optus ASD		18/9/2003	

1.2 - MCP Integration Testing Timetable

Assumptions: Cycle 0 (Test File Transfers) is allowed 2 Attempts/Runs

Cycle 1 (Churn Requests) is allowed 3 Attempts

Cycle 2 (Churn, Losses & Reversals) is allowed 2 Attempts

Elapsed Day	Event
(a) Week 1	(Cycle 0 Run 1 & 2)
Day 1	<ul style="list-style-type: none"> Establish file transfer capability
Day 2	<ul style="list-style-type: none"> Transfer test file <p>Note: Cycle 0 must be completed before the start of Cycle 1.</p>
(b) Week 1	(Cycle 1 Run 1, 2 & 3)
Day 3	<ul style="list-style-type: none"> Receipt of CNO files from other PSDs & ASDs Execute Churn Requests & verify results in the outgoing CNO file Send CNO file with records to other PSDs & ASDs for checking or processing (churning).
Day 4	<ul style="list-style-type: none"> Verify results & review cycle. If no issues, sign-off Cycle 1.
Day 5	<ul style="list-style-type: none"> Contingency
If Cycle 1 sign-off achieved, then start Cycle 2 Run 1.	
(c) Week 2	(Cycle 2 Run 1 & 2)
Day 6	<ul style="list-style-type: none"> Receipt of CNO files from other PSDs & ASDs Execute Churn and Reversal requests & verify results in the outgoing CNO file Send CNO file with records to other PSDs & ASDs for checking or processing (churning).
Day 7	<ul style="list-style-type: none"> Verify results & review cycle. If no issues, sign-off Cycle 2 as the completion of Testing.
Day 8	<ul style="list-style-type: none"> Contingency
Day 8	<ul style="list-style-type: none"> Verify results & review cycle
Day 8	<ul style="list-style-type: none"> If no issues, sign-off Cycle 2 as the completion of Testing.

APPENDIX 2 - Cycle Descriptions

This section contains descriptions of each cycle. Three test cycles have been identified, ie. Cycles 0, 1 and 2. Cycle 0 is to test and check the test environment setup. Refer to Appendix 1.1 for the MCP Integration Test Schedule.

Cycle 0 Test Setup

Purpose:

To verify the respective integration test environments of both carriers prior to Cycle 1.

The objectives of this cycle are to verify that:

- All relevant MCP software, input data file¹ and modified network are installed correctly.
- Allow for an environment 'shake-out' period to iron out any technical, environmental and security access problems.

System Features

- Transmission of ACIF CNO file from ASD-n to Other Carrier.
- Receipt of ACIF CNO file from OtherCarrier to ASD-n.

Cycle 1 Churn Requests

Purpose

To verify that the Churn Request records in the imported CNO file are processed correctly on a daily basis according to the ACIF G599:2003 Pre-selection IT Specification.

The objectives of this cycle are to verify that:

- Each Churn Request record in the CNO file is checked to ensure it conforms with the ACIF file specification.
- Churn Requests are validated against the business rules. Depending on the outcome of validation, Completion, Rejection or Completion without advice can occur.

System Features

- **ASD-n**
 - receives 11 Churn Request records from each PSD via a CNO file and processes them.
 - transmits 5 Churn Completion, 3 Churn Rejection, 3 Completion advice and 1 Pre-selection Port records to each PSD via a CNO file and processes.
 - Completion records are generated.
 - Rejection records are generated.
 - Incorrect format records are tracked.

¹ Manufactured data will be used in all test cycles.

Cycle 2 Churns, Loss and Reversals

Purpose

To verify that the Churn Request and Reversal request records the imported CNO file are processed correctly on a daily basis according to the ACIF G599:2003 Pre-selection IT Specification. In addition, verify that the Loss Reports are produced correctly.

The objectives of this cycle are to verify that:

- Each Churn Request record or Reversal record in the CNO file are checked to ensure the records conform with the ACIF file specification.
- Churn Requests and Reversal requests are validated against the business rules. Depending on the outcome of validation, Completion, Rejection, Loss Report or Completion without advice can occur.
- Completion records arising from change of service number, change of address etc. are also loaded to the MCP system for further processing.

System Features

- **ASD-n**
 - receives 3 Churn Requests and 2 Reversal request records from each PSD via a CNO file and processes them.
 - transmits 1 Churn Completion, 1 Churn Rejection, 1 Reversal Rejection, 1 Reversal Loss, 4 Churn Loss, 3 Completion advice and 2 Pre-selection Port records to each PSD via a CNO file and processes.
 - Completion records are generated.
 - Loss Reports arising from both Churn and Reversal requests are generated.
 - Rejection records are generated.

APPENDIX 3 - Sample Forms

3.1 - Sample Defect Form

SDDF520: Defect Form

Defect number:

Application acronym:

Work Order number:

Project name:

Severity: H/M/L:

Priority: H/M/L:

1. Defect description (include attachments if required)

2. Projects and areas impacted:

3. Originator:

Signature

Name

Date

4. Planned action to resolve:

Resolution Owner: _____

Defect to be resolved by date: _____

5. Action Log

Date	Actions	Resp	Target Date	Actual Date

6. Comments:

7. Defect resolved:

Signature

Name

Date

INDUSTRY GUIDELINE

ACIF is an industry owned, resourced and operated company established to implement and manage communications self-regulation within Australia. ACIF's role is to develop and administer technical and operating arrangements to foster a thriving, effective communications industry serving the Australian community through

- the timely delivery of Standards, Codes and other documents to support competition and protect consumers;
- widespread compliance; and
- the provision of facilitation, coordination and implementation services to enable the cooperative resolution of strategic and operational industry issues.

ACIF comprises a Board, an Advisory Assembly, standing Reference Panels, task specific Working Committees, Industry Facilitation/Coordination Groups, Consumer Advisory Bodies and a small Executive. Its members include carriers, carriage/content service providers, business and residential consumer groups, industry associations and individual companies.

The ACIF Standards and Codes development process involves the ACIF Board, Reference Panels, Working Committees and the ACIF Executive. The roles and responsibilities of all these parties and the applicable operating procedures are specified in the ACIF Operating Manual.

These procedures are based upon ACIF's openness, consensus, representation and consultation imperatives and have been designed to ensure that all sectors of Australian society are reasonably able to influence the development of Standards and Codes. Reference Panels and Working Committees must be representative of parties interested in the subject matter of the body of work being undertaken. All draft Codes/Standards are also released for public comment prior to publication to ensure outputs reflect the needs and concerns of all stakeholders.

Care should be taken to ensure that material used is from the current version of the Standard or Industry Code and that it is updated whenever the Standard or Code is amended or revised. The number and date of the Standard or Code should therefore be clearly identified. If in doubt please contact ACIF.



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Level 9, 32 Walker Street
North Sydney NSW 2060

Correspondence: PO Box 444
Milsons Point NSW 1565

Telephone: (02) 9959 9111
Facsimile: (02) 9954 6136
TTY: (02) 9923 1911

E-mail: acif@acif.org.au

Web Site: <http://www.acif.org.au/>