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| **NOS IMPORTATION REQUEST (CHANGE TO METADATA)** |  |

This form is to be used when you are importing standards whether they are from your own organisation or from another organisation.

**Please note if a standard is currently under review we are unable to import until it has been fully approved**. If a standard is under review we suggest you contact the Originating Organisation to request they add the metadata on your behalf prior to their submission of the Final NOS.

Please submit this form by email to nos@sds.co.uk

If you are importing standards from more than one organisation, **please use a separate request** form for each different organisation you are importing from. Where the organisation no longer exists please submit this request to the Standards & Frameworks panel for approval.

By importing NOS, you are agreeing that they have been considered in their current form and have not been changed in any way.

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| **Date:** |  |

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| **Importing Organisation Name:***Who is importing the standard (SSC/O)?* |
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| **Originating Organisation Name:***Who developed the standard you are importing (SSC/O)?* |
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| **Permission granted to import the standard(s):**  |  |

**Please list within the table below the details of the standard(s) you are importing**

* Include URN(s) and full title of the standard(s) you are importing
* List the suite title you are importing the standard(s) into and include any occupation(s) and key word(s) you wish to add to the metadata page

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| URN |  Title of the Standard | Suite(s) you are Importing the Standard(s) into | Additional Occupation(s) | Additional Key Word(s) |
|  |  | Multiple suites must be separated by a semi colon ; | Multiple occupations must be separated by a semi colon ; | Multiple Key Words must be separated by a semi colon ; |
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