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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 process the import until it has been fully approved**.

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.

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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| **NB** It is good practice to contact the originator Standard Setting Organisation/NOS Developer, if you have access to them, to inform them of your plans to import NOS. |

**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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