Change requests

The following document outlines the process for making a formal change request related to the tick mark process and technical documents. For further information about the tick mark please see here: [www.getdigitalradio.com/industry](http://www.getdigitalradio.com/industry). In order to submit a change request, please see below.

1. Please complete the change request form (below)
2. Once complete, send this change request form back to **tickmark@digitalradiouk.com**
3. Following its receipt, Digital Radio UK will consider the change request
	1. Digital Radio UK will respond to change requests which highlight either an error or something that is factually incorrect
		1. Digital Radio UK will consider these change requests as and when required
	2. Once a year Digital Radio UK will respond to change requests which ask for an addition to the documents
		1. This will take place annually in June
	3. Digital Radio UK may ask questions about the change request, as appropriate
	4. Digital Radio UK may refer the change request to a group of technical experts if required.
		1. Digital Radio UK will notify the person/organisation who has made the change request if this is required
4. Once Digital Radio UK has come to a conclusion, they will pass on the response to the organisation/person who has requested the change.
	1. This process will happen as quickly as possible.
5. All changes will be recorded at the front of the Digital Radio Certification Mark technical documents in the Change History section.

Any questions please email **tickmark@digitalradiouk.com**.

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| **Change Request Form** |
| **Change category (Check all that apply):**Domestic Minimum Receiver SpecificationIn-Vehicle Minimum Receiver Specification Technology Provider Testing SpecificationPer Product Testing SpecificationOther (please provide details) | **Date:**  |
| **Change Requestor:**  | **Change number:**  |
| **Describe the change being requested:** |
| **Describe the reason for the change:** |
| **When should this change be made? (Please provide justification for this)**  |
| **What are the risks if this change request is not approved?** |
| **Estimate costs to implement this change:** |
| **Describe the implications to quality if this change is approved:** |

FOR DIGITAL RADIO UK PURPOSES ONLY…

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| **Who has actioned this change request?**  |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
| **Disposition:** Approve Reject Defer |
| **Justification of Approval, Rejection, or Deferral:** |