

## **Procedures for Amending Approved FSP Standards Regimes**

The following procedures apply when there is a need to amend an existing, **approved** FSP Stocking Standard. These procedures do not apply if the Standard is not in Approved (APP) status as the Standard has not yet been applied to any openings, and the standard can be updated while the FSP is in Draft (DFT) status. If the FSP is in Submitted (SUB) status, it can set back to DFT status for updating. These procedures also do not apply to making a minor correction to an approved standard. For minor corrections, see scenario 7 in the 'RESULTS FSPTS Scenarios' spreadsheet.

### **Step 1:**

Log in to the FSP Tracking System and initiate an amendment to the FSP that the Standard to be amended is associated with. Notice that even though the FSP status changes to DFT, the Standard remains in APP status.

### **Step 2:**

Select the Stocking Standards tab and navigate to the FSP500 – Stocking Standards screen. Select the hyperlink of the Standards ID of the Standard to be amended. On the FSP550 – Standards Proposal screen, scroll to the bottom of the screen and click on the Copy button. This will create a new Stocking Standard that is a copy of the existing Standard. This Standard will be in DFT status. Make the required changes to this Standard and save the changes.

It is important to note that it is not possible to change an existing approved Stocking Standard as it may have already been used on Openings in RESULTS. It is also not possible to delete approved Stocking Standards in FSPTS or in RESULTS for the same reason. The only option available is to create a new 'amended' Standard, and have the old Standard expired.

### **Step 3:**

Contact the FSP System Administrator to have the 'old' Standard expired.

### **Step 4:**

Submit the amended FSP for approval.