

ACIF - ASSISTING ORGANISATIONS IN MEETING THEIR CODE RESPONSIBILITIES

The purpose of this checklist is to assist Code Participants in assessing their internal compliance programs when signing up and complying with an ACIF Code. This information does not in any way limit the obligations of Code Signatories under the ACIF Code Administration and Compliance Scheme or particular Industry Codes to which the checklist applies.

COMPLIANCE CHECKLIST
ACIF C519:2004 END-TO-END NETWORK PERFORMANCE FOR THE
STANDARD TELEPHONE SERVICE INDUSTRY CODE
GENERAL CHECKLIST

1. Is your organisation aware that by signing up to this code, you agree to abide by the ACIF Code Administration and Compliance Scheme.	Yes <input type="checkbox"/>
2. Does your organisation understand the requirements of the Code Administration and Compliance Scheme, including the potential for awarding a graduated scale of sanctions for breaches of Codes.	Yes <input type="checkbox"/>
3. Has your organisation had regard to the requirements under the Australian Standard AS 3806:1998 - Compliance Programs in implementing internal compliance systems as appropriate? For example: <ul style="list-style-type: none">• does the organisation have clear policies supporting its commitment to comply with this Code and how this will be carried out?• does the organisation have a system for identifying, recording and rectifying non-compliance with this Code?• does the organisation have a visible and accessible complaints handling system to record complaints from a variety of sources?• how often does the organisation review its compliance program to ensure its effectiveness? <p><i>(Further information regarding internal compliance programs is contained in ACIF's Code Administration and Compliance Operating Guidelines)</i></p>	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/>

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ACIF C519:2004 END-TO-END NETWORK PERFORMANCE FOR THE
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CODE SPECIFIC CHECKLIST

1. Does your organisation have internal processes that deliver the network Performance Requirements? (see Section 6.2)	Yes <input type="checkbox"/>
2. Is your organisation committed to providing adequate resources to meet all the compliance requirements of the End-To-End Network Performance for the Standard Telephone Service Industry Code?	Yes <input type="checkbox"/>
3. Is your organisation committed to annually verify the performance of its networks ? (see Sections 7.1 and 7.3)	Yes <input type="checkbox"/>
4. Is your organisation committed to provide annual declaration that the design of its network meets the internal end-to-end requirements of this Industry Code ? (see Sections 7.1, 7.2, 7.3)	Yes <input type="checkbox"/>
5. Is your organisation committed to establishing and maintaining network design documentation that substantiates compliance with the transmission performance requirements of this Industry Code ? (see Section 8.2)	Yes <input type="checkbox"/>

Further information on planning and implementing effective internal compliance programs can be obtained by calling ACIF on 02 9959 9111.