NSI Development Process 1.0

Conformance Statement

Version 1.0.4  
March 2017



# Introduction

# *This form contains a series of questions that need to be answered. Please complete ALL the fields in the questionnaire below to produce a conformance statement for your Development Process. Your completed form should be submitted to the Certification and Verification Authority along with your Registration Form. Please ensure that you use the current version of the questionnaire. See the Guide to the NSI Certification and Verification Program and Guide Supplements for more information. Please note that all information in this conformance statement will appear on the public Register of verified practices, except for the name of the individual Business Practice Manager(s). Revision History showing the changes in this Conformance Statement from prior versions is contained at the end of this document*

# Submitter Information

## Enter the name of the organization:

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## Enter the name of the author of this Conformance Statement:

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# Business Practice Information

## Business Practice Location

This is the Business Practice Location in which product development is carried out under the leadership of the Business Practice Management, and in which the documented processes and procedures for the development process are accessible. The Business Practice Location is where the on-site assessments are performed.

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## Business Practice Management

These are the lead technical and quality persons within your organization who have overall responsibility for managing the technical and quality aspects of the product development process on a day-to-day basis and ensuring that it is carried out in accordance with the documented processes and procedures. The specified Technical and Quality Managers may be the same person.

Technical Manager:

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| --- |
| Name:  Title: |

Quality Manager:

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| Name:  Title: |

# Best Practice Implementation

*Your Organization is required to implement all of the "Should" requirements in which the Practitioner is identified as "Vendor" in Appendix A of the Development Process Best Practice, or provide rationale for why the recommendation is not implemented. If there are any "Should" requirements that your Business Practice does not support at all or does not support as a normal course of business for each product you produce, please identify each such requirement and your rationale for why your organization believes the requirement is not applicable or required.*

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| --- |
| **Requirement:**  **Rationale:** |
| **Requirement:**  **Rationale:** |
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| **Requirement:**  **Rationale:** |
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| **Requirement:**  **Rationale:** |

*Your Organization is also required to implement all of the "Should" requirements in which the Practitioner is identified as "Vendor" in Appendix A of the Acceptance Testing Best Practice, or provide rationale for why the recommendation is not implemented. If there are any "Should" requirements that your Business Practice does not support at all or does not support as a normal course of business for each product you produce, please identify each such requirement and your rationale for why your organization believes the requirement is not applicable or required.*

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| **Requirement:**  **Rationale:** |

# Characterization of the Vendor’s Development Process

*This section identifies the optional requirements associated with the Development Process. Your Organization is not required to provide support for these optional requirements, but you are required to indicate which ones you support and in what capacity. Please answer each question below and provide supporting text, as appropriate.*

## Implementation

### Which software development practices does your organization employ?

*(Please select all that apply)*

\_\_\_\_\_ Utilize documented coding standards for all software coding

\_\_\_\_\_ Perform code walkthroughs, inspections, or reviews

\_\_\_\_\_ Utilize formal methods to establish correctness of the implementation of each requirement

\_\_\_\_\_ Utilize other specified methods to ensure the correctness of the implementation

**If “utilize other specified methods” is selected, please identify those other methods:**

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**If any of the selected practices are only used on some lottery product development projects, please indicate the situations in which they would be used:**

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Rationale:

An organization should implement one or more of the software development practices identified above.

Reference:

*Quality Assurance of Product Development in the Lottery Industry: Development Process, April 2004 - Section 4.3.2.1, Best Practice Requirements for Implementation.*

## Internal Testing

*Question 2: Does your defined testing process utilize root cause analysis?*

\_\_\_\_\_ Yes, Always

\_\_\_\_\_ Yes, sometimes

\_\_\_\_\_ No

### If you selected “Yes, sometimes”, please explain the situations in which your organization might utilize root cause analysis:

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### If you selected “Yes, Always” or “Yes, sometimes”, please explain which root cause analysis techniques your organization utilizes (e.g., Ishikawa diagrams):

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Rationale:

Utilizing root cause analysis as part of the internal testing process is optional.

Reference:

Quality Assurance of Product Development in the Lottery Industry: Development Process, April 2004 – Section 4.3.3.1, Best Practice Requirements for Internal Testing.

## Problem Reporting Process

### Does your organization invite the lottery’s quality assurance team to participate in the team that performs the reviews of problem reports?

Response:

\_\_\_\_\_ Yes, Always

\_\_\_\_\_ Yes, sometimes

\_\_\_\_\_ No

**If you selected “Yes, sometimes”, please explain the situations in which your organization would invite the lottery’s quality assurance team to participate in the review group:**

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Rationale:

Problem report reviews should be performed by a team of representatives from each key party. Inclusion of the lottery’s quality assurance team in this review group is optional.

Reference:

Quality Assurance of Product Development in the Lottery Industry: Develop Process, April 2004 – Section 4.3.7.1, Best Practice Requirements for Problem Reporting.