**SACT\_v3.0:**

**Confirmation of readiness to start uploading**

**This checklist must be completed and returned to the SACT team (**[SACT@phe.gov.uk](mailto:SACT@phe.gov.uk)**) before uploading your first SACTv3 file to the SACT portal.**

**Please note:**

* Return of the checklist represents your formal agreement to proceed with SACTv3 upload.
* Trusts are required to complete and return this form once your first SACT v3 file has been tested and is ready to upload.
* In the absence of this document we will not enable SACTv3 for your trust on the live SACT upload portal.

1. **Please complete the table below:**

|  |  |  |
| --- | --- | --- |
| **Trust name** | **List all files (specialty or hospital site)** | **Confirm readiness to start uploading SACT v3** |
| *XXX Trust name XXX* | *e.g Adult patients* | *Yes / No* |
| *e.g XXX hospital* | *Yes / No* |
| *e.g XXX hospital* | *Yes / No* |

1. **Please confirm the following:**

|  |  |
| --- | --- |
| 1. **My trust has followed the pre-upload checklist and we are confident our file meets the SACTv3 format requirements**   *The pre-upload checklist is available on the SACT website* [www.chemodataset.nhs.uk](http://www.chemodataset.nhs.uk) | Y  N |
| 1. **All relevant staff members and teams have been informed of the move to SACTv3 and are ready to proceed** | Y  N |
| 1. **All relevant staff are aware that once we switch to SACTv3, the SACT upload portal will no longer accept SACTv2 files** | Y  N |

Thank you for time. Please return your completed checklist to [SACT@phe.gov.uk](mailto:SACT@phe.gov.uk)