

# AudCom Conventions

## Approved

### 24 September 2008

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**These conventions serve as a guideline to some of the internal procedures that AudCom observes as part of its review and recommendations concerning IEEE-SA Sponsor Policies & Procedures (P&Ps). For more in-depth information on the IEEE-SA standards development process, please see the [IEEE-SA Standards Board Operations Manual](#).**

1. P&P Submissions: For reasons of accountability and in accordance with Section 5.1.1.1 the *IEEE-SA Standards Board Operations Manual*, AudCom will only accept P&Ps approved for submittal by the Sponsor or Sponsor Liaison.

P&P submittals should be done through the myProject system, but may also be sent to the AudCom Administrator.

2. Approved Sponsors: AudCom maintains a list of Sponsors who have accepted procedures on file with the IEEE-SA Standards Board Audit Committee. This list is available in the myProject system. Updates to this list are approved by the SASB. If a revised P&P is submitted to AudCom, the sponsors previously accepted P&P remain accepted until the revised P&P is accepted by SASB.
3. Mentor Review: Upon receipt of a P&P for review, the AudCom chair or administrator will usually assign at least 2 AudCom members to review the P&P and serve as mentors to the Sponsor. One of the two assigned members will be designated as lead reviewer. The lead reviewer shall be responsible for comparing their co-reviewer's checklist/comments with his/her own, contacting the co-reviewer for discussion if their comments are at odds with one another and providing the administrator with one merged set of checklist/comments for the administrator to send to the Sponsor.
4. Review process: Mentors will use a checklist table to compare sponsor P&P to baseline P&P, and may also create a list of comments. Examples of issues that the members of AudCom look for are:
  - a. Adherence to the "mandatory" elements of the baseline P&P.
  - b. Consistency in selection of optional elements in various sections of the P&P.
  - c. Addition of substantial amounts of "new" text, beyond the limits of the baseline P&P. Note that such additional text is not cause for disapproval but does result in additional scrutiny.
  - d. Unusual revisions of the text from that of the baseline P&P.

5. AudCom review: AudCom administrator will post the mentor reviews on the AudCom agenda at least 2 weeks in advance of the meeting at which a decision on the P&P will be made.
6. 5 year review: In accordance with Section 5.1.1.1 the *IEEE-SA Standards Board Operations Manual*, a sponsor's P&P shall be subject to review every 5 years. Since the baseline P&Ps are subject to frequent review, it is inevitable that significant changes in the baseline P&P will be made in the 5 year period following approval of a Sponsor's P&P. Therefore, AudCom will initiate the 5-year review process by requiring the sponsor to submit a revised P&P reflecting the latest baseline P&P to AudCom for review. AudCom will review the revised P&P against the current baseline P&P.
7. SASB recommendations: The AudCom recommendations on a sponsor's P&P are submitted as recommendations to SASB for approval.
8. MyProject updating: The AudCom administrator will update the myProject database state based on the SASB AudCom recommendations. This includes initiating a myProject process block for sponsors that have P&P that are not accepted.