

## IEEE-SA Standards Board RevCom Review Checklist

1. Is the submittal form signed, and is the title indicated?
2. <sup>\*/\*\*</sup> Do the Purpose and Scope of the submitted draft match the ones in the PAR?
  - a. If the PAR was approved prior to 1 January 2007, the scope and purpose (if included) need to be within the scope and purpose of the PAR.
  - b. If the PAR was approved on or after 1 January 2007, the scope and purpose (if included) have to be identical to the PAR's scope and purpose.
3. \*Is the Title of the submitted draft within the Scope of the PAR?
4. Was the ballot valid ( $\geq 75\%$  return and  $< 30\%$  abstentions)?
5. Was the balloting group balanced (no category  $\geq 50\%$ )?
6. Did the ballot pass ( $\geq 75\%$  affirmative)?
7. \*Do all recirculation ballot packages include the verbatim text of each unresolved negative, the name of the negative voter, and a rebuttal?
8. Were all members of the balloting group given an opportunity to see all the unresolved negatives and reasons why they could not be resolved?
9. \*Were all members of the balloting group given an opportunity to change their votes as a result of non-editorial change(s), especially those made to resolve negative ballots?
10. Was the resolution of any negative ballot based on promise of a future change?  
If so, the draft must be recirculated. Consideration of a future change is acceptable.
11. \*Was required coordination with SCC-14 and the Editorial Staff achieved?  
The Sponsor must supply the most recent coordination comments and indicate either acceptance or request a waiver.
12. \*Is the submitted draft identical to the balloted draft?  
Only editorial changes are allowed after balloting (with revision bars or list of changes). If any non-editorial changes were made after balloting, the draft must be recirculated.
13. \*Do any proposed editorial changes to the balloted draft appear to be technical?
14. \*Are all normative references cited in the body of the draft?
15. \*For submittals containing copyrighted material, has confirmation of permission release letters been provided by staff (in the submittal package)?

\* = not applicable for Reaffirmations

\*\* = does not apply to amendments/corrigenda

*Changes approved by RevCom on 25 September 2008.*