

Standards Committee Procedure

- Title:** Approving Errata in an Approved Reliability Standard
- Purpose:** To provide objective oversight when classifying errors in an approved standard as “errata” and to ensure that stakeholders receive notice of all approved errata
- Conditions:** When someone notifies the Standards Administrator that there is an error in an approved standard and the standards staff identifies the error as “errata.”
- Errata:** For the purpose of this procedure, errata are errors in approved standards that, if corrected, do not change the scope or intent of the associated approved standard and do not have a material impact on the end users of the standard.

Responsibility	Activity
Standards Administrator	Forward each notice of an error in an approved standard to the Standards Process Manager
Standards Process Manager	<p>If the error falls into one of the following categories, produce a red line version of the standard that shows the proposed correction:</p> <ul style="list-style-type: none"> – A misspelled word – An incorrect reference to a requirement or measure – A missing word that, when added, improves readability but does not seem to change the technical content – An error that, if corrected, does not seem to change the scope or technical content of the standard – A discrepancy between the redline and clean versions of a balloted standard <p>If the error does not fall into the above categories as errata, add the error to the “Standards Issues Database” for inclusion in the next SAR submitted to revise the associated standard.</p>
Standards Committee	Review the clean and red line versions of the standard, and if the proposed modification seems to fall into the category of errata as defined above, then direct staff to post the clean and red line versions of the standard for a 30-day comment period.
Standards Process Manager	If the Standards Committee authorizes posting for stakeholder comment, post the clean and redline versions of the standard for a 30-day comment period. The comment form must ask stakeholders if they agree that the proposed modification is immaterial, and if stakeholders believe the modification is material, stakeholders must identify the specific material impact of the proposed modification.
Standards Process Manager	Announce the errata to stakeholders along with a notice indicating when the BOT will act on the errata.
Standards	Prepare a response to stakeholder comments and submit a recommendation to

Committee's Process Subcommittee	the entire Standards Committee.
Standards Committee	Determine whether to authorize moving the errata forward for BOT adoption and filing with regulatory authorities.
Director, Standards	Submit the errata to the BOT for their approval and then send notice of the errata to applicable regulatory authorities.
Standards Administrator	Modify the BOT approved version and all regulatory approved versions of the standard to include the approved correction and send a notice of the approval and associated modification to the standards list servers.