

Standards Committee Procedure

- Title:** Approving Errata in an Approved Reliability Standard
- Purpose:** To provide an approval process for incorporating errata changes in approved reliability standards
- 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. Errata can include such things as:
- A misspelled word
 - An incorrect reference to a requirement or measure
 - An error, such as a missing word etc. that, when added or corrected, does not change the scope or technical content 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 the errata category, produce a clean and red line version of the standard that shows the proposed correction(s).</p> <p>If the error is associated with an active project notify the drafting team of the error so that the error is not duplicated.</p> <p>If the error does not meet the errata criteria, and there are no active standards projects involving the applicable standard, 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 proposed errata modification and determine if it qualifies as errata as defined above. The Standards Committee may seek the opinion of a technical committee. If approved as errata, direct staff to post the clean and red line versions of the standard for a 30-day comment period.
Standards Process Manager	<p>If the Standards Committee authorizes posting for stakeholder comment:</p> <ul style="list-style-type: none"> – Post the clean and redline versions of the standard for a 30-day comment period. – Identify the posting as an errata change and ask stakeholders if they agree that the proposed modification is immaterial and if they support the modification. – Provide timetable including when the board will act on the errata.
Stakeholders	Provide comments on proposed errata. If stakeholders do not support the revision as errata they should include reasons why they believe the change is material or does not qualify as errata.

Standards Committee's Process Subcommittee	Prepare responses to stakeholder comments and submit with a recommendation to the Standards Committee for review and action.
Standards Committee	Review Process Subcommittee recommendation and determine whether to make further modifications to the draft standard and post again if necessary, seek the opinion of a technical committee, or authorize moving the errata forward for board adoption and filing with regulatory authorities.
Director, Standards	Submit the revised standard and errata to the board for its approval.
Board of Trustees	The board shall adopt or reject the revised standard as errata, but may not modify the proposed reliability standard. If the board chooses not to adopt the revised standard, it shall provide its reasons for not doing so.
Standards Administrator	Modify the board approved version of the standard to include the approved correction, update the standard's version number and send a notice of the approval and associated modification to the standards list servers.
Director, Standards	Submit the revised standard and errata to applicable regulatory authorities for approval.
Standards Administrator	Once approval is received from applicable regulatory authorities, modify applicable regulatory approved version and send a notice to the standards list servers.