

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	If the error falls into the errata category, produce a clean and red line version of the standard that shows the proposed correction(s). If the error is associated with an active project notify the drafting team of the error so that the error is not duplicated. 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.
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, return to staff and direct staff to file the errata with regulatory authorities.
Standards Administrator	Modify the Standards Committee’s approved version of the standard to include the approved correction, update the standard’s identification 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 the applicable regulatory approved version and send a notice to the standards list servers.