

**Title:** **Rapid Revision Procedure**

**Purpose:** This document presents a procedure, permitted by the Standard Processes Manual (SPM), to develop a limited and narrowly defined revision to a reliability standard. It is intended that this procedure will accelerate the development and approval of narrow revisions, while ensuring consistent application and better transparency to the industry regarding use of the procedure.

**Conditions:** When the following conditions are met:

1. requirement(s) or other component(s) of an approved reliability standard is(are) determined to be unclear,
2. the lack of clarity or an incorrect interpretation could result in incorrect or inconsistent implementation of the requirement(s),
3. a determination is made that Interpretation is not possible without revision of the standard language,
4. the revision to the standard that would resolve the lack of clarity is narrow in scope, and
5. the proposal is to revise a standard whose scope is judged to be simple and straight-forward,

then this Rapid Revision Procedure may be used in lieu of including the issue within the scope of a Standard Authorization Request (SAR) governing a normal standards project.

| Responsibility       | Activity  |
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| NERC Standards Staff | <p>Review the issue and prepare a recommendation to the Standards Committee regarding whether the request should move forward as a Rapid Revision. If the recommendation is to proceed with Rapid Revision, and the submitter has not previously presented a SAR, prepare a draft SAR for limited and narrowly defined revision(s) to the standard and put together a recommended slate of 5-7 nominees for appointment to the Rapid Revision Drafting Team, considering the following:</p> <ul style="list-style-type: none"> <li>• If the proposed revision is associated with a standard recently developed, solicit volunteers from the Standard Drafting Team that developed the standard.</li> <li>• If appropriate, seek nominations for a new team through NERC’s technical committees and other industry groups, or through the usual nomination process.</li> </ul> |

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| <p>NERC Standards Staff</p>         | <p>Submit the request and any associated slate of nominees for the Rapid Revision Drafting Team with a recommendation to the Standards Committee.</p>  |
| <p>Standards Committee</p>          | <p>Review the draft SAR and accept or decline NERC staff's recommendation to proceed with Rapid Revision.</p> <p>If proceeding with the Rapid Revision, appoint a Rapid Revision Drafting Team.</p>  |
| <p>NERC Standards Staff</p>         | <p>Have a project number assigned and a web page developed with the request and the drafting team roster posted.</p> <p>Appoint a Standards Developer to facilitate the drafting team in developing a SAR and proposed revision to the standard.</p> <p>Seek input from the compliance department to assist the drafting team in identifying compliance-related issue(s) that need resolution.</p> <p>Forward this information to the coordinator/advisor assigned to the project.</p> <p>Appoint any other members as needed to support the team with regulatory and technical writing expertise and to incorporate quality review into the drafting.</p> |
| <p>Standards Developer</p>          | <p>Review issues database and Compliance Application Notices (CANs) for related issues.</p> <p>Provide related issues to drafting team.</p>  |
| <p>Standards Developer</p>          | <p>Organize and facilitate a meeting (may be done during a conference call) with the drafting team to refine the SAR and proposed revision to the standard if necessary, and develop the implementation plan, comment form, and project schedule.</p>  |
| <p>Rapid Revision Drafting Team</p> | <p>Refine the SAR and proposed revision to the standard for posting (if necessary), and develop the implementation plan, comment form, possible changes to the Reliability Audit Standard Worksheet (RSAW) and project schedule.</p>   |
| <p>Standards Developer</p>          | <p>Work with technical writer, legal, and compliance staff assigned to support the project to finalize documents for posting and ensure that documents meet quality review criteria.</p> <p>Submit the finalized work products to the Manager of Standards Information for posting.</p>  |

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| <p>NERC Standards Staff</p>         | <p>At the next scheduled Standards Committee or Standards Committee’s Executive Committee meeting/conference call, seek authorization to post the SAR and proposed revisions to the standard for a parallel 45-day formal comment period and initial ballot, with ballot pool formation during the first 30 days of the comment period.</p>   |
| <p>NERC Standards Staff</p>         | <p>Post the SAR and proposed revisions for a 45-day comment period with the formation of a ballot pool during the first 30 days and an initial ballot during the last 10 days of that 45-day period. (Only conduct a non-binding poll if there are modifications to Violation Risk Factors or Violation Severity Levels.)</p> <p>Ensure the announcements for the comment period and the ballot, as well as the introduction to the comment form, clarify the narrow focus of the team’s work and clarify that the team is not working to address other aspects of the standard.</p>  |
| <p>NERC Standards Staff</p>         | <p>Assemble comments submitted and distribute to the Rapid Revision Drafting Team.</p>  |
| <p>Rapid Revision Drafting Team</p> | <p>Review and respond to all comments. If the comments result in non-substantive changes (or no changes) to the proposed revisions, submit the response to comments and any conforming changes to the standard and its implementation plan to the Manager of Standards Information for posting for a recirculation ballot.</p> <p>If the comments (or the results of the ballot) do not indicate consensus for the proposed revisions:</p> <ul style="list-style-type: none"> <li>• Consider whether to proceed to a successive ballot, or refer back to the Standards Committee for possible alternative actions.</li> </ul> |
| <p>NERC Standards Staff</p>         | <p>If the comments indicate consensus for the proposed revisions, announce and conduct a recirculation ballot for 10 calendar days.</p> <p>If the comments do not indicate consensus for the proposed revisions, announce that the revisions needed are more significant than originally envisioned, announce and conduct a successive ballot, or notify the Standards Committee and provide a recommendation for next steps.</p> <p>Send a notice of the status/outcome to the requester.</p>  |