

RevCom Review Checklist

IEEE-SASB RevCom Review Checklist

1. Effective 30 June 2011, RevCom is no longer required to review the scope and purpose (if included) located within draft standards submitted for consideration.
Note - PARS approved on or after 1 January 2007, required that the scope and purpose located in the draft for consideration match the PAR. This is no longer a requirement based on the 30 June 2011 update.
2. Is the Title of the submitted draft within the Scope of the PAR?
3. Was the ballot valid:
 - a) \geq 75% ballots returned on the first successful ballot?
 - b) $<$ 30% abstentions obtained by the final ballot period?
4. Was the balloting group balanced:
 - a) If the invitation request was initiated prior to March 1, 2012 then was there no interest category greater than half?
 - b) If the invitation request was initiated on or after March 1, 2012 then was there no interest category greater than one third?
5. Did the ballot pass (\geq 75% affirmative) and was the entire draft open for comments prior to meeting this requirement? (refer to SASB OpMan 5.4.3.3)
6. Is there evidence of consideration of all comments and are responses provided for all revised and rejected comments?
7. Do all recirculation ballot packages include the verbatim text of each unresolved negative, the name of the negative voter, and a response?
8. Were all members of the balloting group given an opportunity to see all the unresolved negatives deemed not out of scope and reasons why they could not be resolved?
9. Is there evidence that negative balloters who submitted un-recirculated negative comments were informed of the reason why the comments were not required to be recirculated?
10. Were all members of the balloting group given an opportunity to change their votes as a result of substantive change(s), especially those made to resolve negative ballots?
11. Was the resolution of any negative ballot(s) based on promise of a future change? If so, the draft must be recirculated. Stating that comments may be considered in the future may be acceptable. [See *RevCom Convention 6.*]
12. Were comments from mandatory coordination entities accepted? If not, did the Sponsor request a waiver?:
 - a) SCC-14 (mandatory)
 - b) Editorial (mandatory)
 - c) RAC (mandatory if a Registration is required for the standard)
13. Have any post-balloting changes to the draft been promised? Only changes that are deemed editorial by Editorial Staff are allowed after balloting . If any non-editorial changes were promised after balloting, the draft must be recirculated. [See *RevCom Convention 2.*]

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