

ANNEX C: INMM ASC N15 STANDARDS ACTION CHECKLIST

N15 CHECKLIST FOR DEVELOPMENT OR REVISION OF STANDARDS

(Standard Number &/or Name)

Date Checklist is Started

Writing Group Chair

Name:

Email:

Phone:

- Balance of interest in writing group members
(Names and affiliations submitted to N15 Board)
- Assurance that potential conflict and/or duplication have been addressed. Follow procedures regarding harmonization and coordination found in section 2.4 of N15 Operating Procedures.
Comments:
- Subcommittee with which the Writing Group will coordinate (if applicable)
(Subcommittee: _____)
- Writing Group Chair has reviewed the current version of the N15 Operating Procedures and resolved any uncertainties with the N15 Board of Officers liaison
(Name of Liaison: _____)
- Is there an intention to submit the standard for consideration as an ISO or ISO/IEC JTC-1 standard, or to adopt an ISO as an ANS? (Yes or No)
- Writing Group Chair submits this form to the N15 Board of Officers with: 1) the title and (if any) designation of the standard, 2) the type of action requested (e.g., issue new standard, reaffirm existing standard), 3) an explanation of the need for the standard, 4) a description of the scope and content of the standard, 5) a list of project stakeholders, and 6) discussion of the potential for duplication or conflict with other consensus standards.
- Board of Officers submits PINS form to ANSI. (Date PINS is submitted to ANSI: _____)
Note: 'Print' and save Web PINS Form before submitting to ANSI.
- Writing Group activities documented and placed in N15 files.
- Writing Group submits the draft standard to the N15 Board of Officers.
- Standard is submitted for review by the N15 Technical Editor.
 - Editor's comments are addressed by the Writing Group.

- N15 Secretary conducts a ballot vote on the draft standard, and maintains records of votes and any objections or negative votes. Coordinates activities until the standard is ready for submittal to ANSI.
 - Ballot draft of standard sent to voting members and alternates, allowing 6 weeks for response
(Date ballot sent: _____)
 - Reminder to non-responders within 10 days of the end of the voting period.
(Date of follow-up correspondence: _____)

- Comments and negative votes referred to Writing Group for resolution:
 - Writing Group provides the ASC N15 Board of Officers with written response to comments or objections,
 - Incorporated immediately.
 - Incorporate at next standard revision.
 - Informed of Appeals process.
 - Written disposition of comments or objections provided to consensus body members and placed in files (N15 Secretary).
 - Copy of change of vote from negative to affirmative placed in files (N15 Secretary).

- All negative ballots resolved.

- N15 Secretary submits the standard and the BSR-8 form to ANSI requesting announcement of public review and comment period.

Date BSR-8 submitted to ANSI:

Date announcement published in *ANSI Standards Action*:

Date(s) comments received by N15 Board (if any):

- Writing Group provides N15 Board with written reply to comments.

- N15 Board provides written disposition of comments to public review commenters.

- Have substantive changes been made in response to comments? If so, revised standard must be re-balloted and submitted for additional public review.

[This page of the checklist may be repeated to document additional balloting and public review.]

- After the review and comment period is over, N15 Secretary submits BSR-9 form with copy of ballot totals, the N15 Ballot roster, any unresolved negative ballots and an explanation of the reasons for overriding them, and the approved draft standard.
 - Date BSR-9 is due (close of comment period + 1 year):
 - Submitted within 1 year of close of ANSI public comment period.
 - Requested extension to submit BSR-9. New submission by date:
- Standard approved by ANSI Board of Standards Review (approval date):
 - Approval announced in *ANSI Standards Action* (publication date):
- N15 requests ANSI to publish the standard on behalf of INMM (N15 Secretary).
 - Standard is formatted by ANSI for electronic publication.

Next action on this standard required NLT:

[For periodic maintenance, indicate the date to initiate review of the standard for potential revision, reaffirmation or withdrawal.]

Ref. INMM ASC N15 Operating Procedures, approved by ANSI 12/20/2013.