

## Checklist for Drafts Submitted to the NFSC for Formal Ballot

- Project Initiation Notification System (PINS) Form was approved and submitted to ANSI. A copy of the approved PINS form is available upon request by contacting the Standards Administrator. A blank PINS form is available at <http://www.ans.org/standards/resources/toolkit/docs/pinsform.doc> with guidance for completing the form at <http://www.ans.org/standards/resources/toolkit/docs/pinsform-instructions.pdf>. (When drafting the scope on the PINS, please remember that “should, shall and may” are not to be used in the scope. Additionally the word “criteria” verses “guidance” is preferred.)

*For guidance on developing standards, working group members may want to review a paper prepared by a long-time standards member entitled, “The Introduction to the Preparation of ANSI/ANS Standards and Their Role in the Licensing Process,” available at <http://www.ans.org/standards/resources/downloads/docs/prepintro.pdf>.*

- Foreword of the draft was prepared or updated with identification of need/history on development of the standard, any major controversy encountered and how resolved in addition to a roster of working group members. (Sample of forewords available from the ANS Standards Administrator upon request.)
- The scope from the approved PINS is included in the draft in Section 1 and remains unchanged. (Editorial changes to the scope are acceptable; substantive changes to the scope and stakeholders require a new PINS.)
- Terms and definitions are consistent with NFSC Glossary of Terms and Definitions available at <http://www.ans.org/standards/resources/toolkit/docs/glossary.pdf>. Acronyms, terms, and definitions are included Section 2 of the draft. (Definition for Shall, Should, and May must be included.)
- Standards language of “Shall, Should, and May” is used for all directions/actions in the draft. See NFSC Policy and Procedures, Section 7.3, Specifying Requirements in a Standard, for specific rules governing the use of “Shall, Should, and May.” (This could be the most important step!)  
<http://www.ans.org/standards/resources/downloads/docs/nfscpolicies.pdf>.
- SI units are provided parenthetically alongside English units, or SI units alone are used unless to do so would significantly impede the progress of the standard. For reference, see ANS Standards Committee Rules and Procedures, Annex D, Section 3, available at <http://www.ans.org/standards/resources/downloads/docs/rulesproc.pdf>.
- Values that are made a part of the requirements of a standard have a sound technical basis and are traceable/documented. For reference, see the Policy on the Substantiation of Values Cited in ANS Standards in the Policy Manual for the ANS Standards Committee, Page 30, available at <http://www.ans.org/standards/resources/downloads/docs/policymanual.pdf>.
- NFSC plant criteria, design basis, and system criteria standards are developed in compliance with the NFSC Policy and Procedures Manual Section 7.5, Types of Nuclear Facility Standards, available at <http://www.ans.org/standards/resources/downloads/docs/nfscpolicies.pdf>.
- Performance-based drafts are in compliance with the NFSC Policy and Procedures, Appendix D, available at <http://www.ans.org/standards/resources/downloads/docs/nfscpolicies.pdf>.
- Regulatory guidance documents are cited properly. See NFSC Policy and Procedures Manual, Section 7.1 for guidance available at <http://www.ans.org/standards/resources/downloads/docs/nfscpolicies.pdf>.
- Referenced documents have been checked to make sure that only the most recent versions are included and that all are publicly available at a reasonable cost.
- NRC regulations, current standards, draft standards, withdrawn standards, and other documents are referenced properly. See the Policy on Handling References in Standards in the ANS Policy Manual for ANS Standards Committee, Page 34 - 35 at <http://www.ans.org/standards/resources/downloads/docs/policymanual.pdf>.
- Required statements on use of references, risk-informed insights, and performance-based requirements are included in the draft. For guidance see the Policy on the Implementation of Maintenance Procedures, Section 2.3, Page 15, available at <http://www.ans.org/standards/resources/downloads/docs/policymanual.pdf>.
- The draft was approved by its subcommittee and/or subcommittee chair and is ready for NFSC ballot with concurrent public review!