

# Standard Development Process Worksheet

Complete the following worksheet if the standard or guideline submitted for addition to the OSAC Registry was not developed by a recognized standards development organization (SDO) but might meet the process requirements. Provide all documentation to support the responses as attachments.

<b>DATE</b>	<b>SUBMITTING SUBCOMMITTEE</b>
<b>CHAIR</b>	<b>TECHNICAL CONTACT</b> <i>( if different than Chair )</i>
<b>Name:</b>	<b>Name:</b>
<b>Affiliation:</b>	<b>Affiliation:</b>
<b>Email:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Phone:</b>

Document Title, Number, and Year:

1. Was a written procedure used to govern the creation of this standard or guideline?  
 Yes      No    (If yes, describe below.)
  
2. Did an established organization organize the development of this document?  
 Yes      No    (If yes, describe the organization or organizations.)
  
3. Was a process used to seek participants from diverse interest categories with the objective of achieving balance?  
 Yes      No    (If yes, describe the process and list the diverse categories.)

4. Was the document open for comment to anyone who is directly or materially affected by the content of the standard?  
Yes      No (If yes, describe how the notification of availability for comment was conducted.)
5. Was voting conditional on membership or technical qualifications/requirements?      Yes      No
6. Were there any discriminatory financial barriers to participation in the vote?      Yes      No (If yes, describe below.)
7. In the development of the document did any single interest, individual or organization dominate (e.g. members of a single group accounting for more than half of the participants)?      Yes      No (If yes, describe below.)
8. Was there a mechanism to ensure that all comments are addressed or maintained?      Yes      No  
(If yes, describe how comments and concerns were documented and adjudicated. Please provide supporting documentation as attachments.)

9. Was a process used for the impartial handling of disputes regarding technical or procedural issues?  
Yes      No      (If yes, describe below.)

10. Was the document developed or revised in the last 5 years?      Yes      No      (If yes, describe below.)

11. Does a process exist for formal revisions of this document?      Yes      No      (If yes, describe below.)



Please use this box if you need extra space for a response. Please include the question number(s) with the continuation of your response.

