

General Quality Review Checklist
(Not comprehensive for all types of reviews)

Reviewer Name:

Reviewer Organization:

Document Name:

Date of Review:

General

- An electronic spell check has been completed.
- Each page has been visually inspected for correct page numbers.
- Each page has been visually inspected for correct spacing.
- Each page has been visually inspected for accurate headers and footers.
- Each page has been visually inspected for correct margins (left and right, top and bottom).
- Each page has been visually inspected for appropriate page breaks (no headings or subheadings at the end of a page without following text).
- Footnotes or endnotes are numbered in sequence.

Comments:

Table of Contents

- Each section of the document that should appear in the Table of Contents, does appear.
- The sequence of numbers in the Table of Contents is correct.
- The indentation of the Table of Contents is correct.
- The format of each entry in the Table of Contents is correct (for example, level two entries appear in accordance with the formatting standards for level two entries).
- Appendices are identified in sequence by letter or number.

Comments:

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Body of Document

- The writing style and grammar are of high quality.
- The document uses consistent tense.
- The language is appropriate for the audience.
- Sentences use simple structures - there are no complex and confusing sentences.
- The transitions from one section to another are smooth.
- Unnecessary information and words are eliminated.
- Each acronym or abbreviation is introduced the first time it is used.
- Text is of the same font, color, and size.

Comments:

Consistency

- Internal cross-references within the document are accurate.
- References to other existing documents are valid.
- The material is consistent with other existing documents.
- The material is consistent with the Glossary of Terms.

Comments:

Content

- The document satisfies the defined goals and objectives.
- The potential impact on future versions has been considered.
- The material appears to be technically accurate.

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- The material appears to be feasible.
- The potential cost and/or schedule impact have been considered, where appropriate.
- Risk factors have been considered, where appropriate.

Comments:

NERC Quality Benchmarks

- Applicability:** Each reliability standard shall clearly identify the functional classes of entities responsible for complying with the reliability standard, with any specific additions or exceptions noted.
- Purpose:** Each reliability standard shall have a clear statement of the purpose of the standard. The purpose shall describe how the standard contributes to the reliability of the bulk power system.
- Performance Requirements:** Each reliability standard shall state one or more performance requirements, which if achieved by the applicable entities, will provide for a reliable bulk power system, consistent with good utility practice and the public interest.
- Measurability:** Each performance requirement shall be stated so as to be objectively measurable by a third party with knowledge or expertise in the area. Each performance requirement shall have one or more associated measures used to objectively evaluate compliance with the requirement.
- Technical Basis in Engineering and Operations:** Each reliability standard shall be based upon sound engineering and operating judgment, analysis, or experience.
- Completeness:** Reliability standards shall be complete and self-contained.
- Consequences for Noncompliance:** In combination with guidelines for penalties and sanctions, as well as other ERO and regional entity compliance documents, the consequences of violating a standard are clearly known to the responsible entities.
- Clear Language:** Each reliability standard shall be stated using clear and unambiguous language. Responsible entities, using reasonable judgment and in keeping with good utility practice, are able to arrive at a consistent interpretation of the required performance.
- Practicality:** Each reliability standard shall establish requirements that can be practically implemented by the assigned responsible entities within the specified effective date and thereafter.

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Consistent Terminology: To the extent possible, reliability standards shall use a set of standard terms and definitions that are approved through the NERC reliability standards development process.

Comments: