

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: