

# Checklist for ANS Draft Standards Submitted for Consensus Committee Ballot

- Project Initiation Notification System (PINS) form was approved by the consensus committee and the Standards Board before submittal to the American National Standards Institute (ANSI). A copy of the approved PINS form should be uploaded to the document page of the working group's workspace and is available upon request by contacting ANS staff at [standards@ans.org](mailto:standards@ans.org). A [blank PINS form](#) is available along with [guidance](#) for completing the PINS form. When drafting the scope on the PINS form, 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, review a paper prepared by a long-time standards member titled, "[The Introduction to the Preparation of ANSI/ANS Standards and Their Role in the Licensing Process](#)."*)
- 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. *(Forewords are publicly available as part of all "Sneak Peeks" in the [ANS Store](#). Just click on any standard for the link to the sneak peek.)*
- The scope from the approved PINS is included in the draft (usually Sec. 1) and remains unchanged. *(Editorial changes to the scope are acceptable; substantive changes to the scope and stakeholders require a new PINS.)*
- Standards language of "Shall, Should, and May" is used for ALL directions/actions in the draft. (This could be the most important step!) Guidance on the use of "Shall, Should, and May" in ANS standards is found in the [Policy for Specifying Requirements, Recommendations, and Permissions in a Standard](#).
- The definition for "Shall, Should, and May" is required in all standards and shall precede the definition section to give prominence. The definition for "Shall, Should, and May" to be used in all standards is as follows:  
**shall, should, and may:** The word "shall" is used to denote a requirement; the word "should" is used to denote a recommendation; and the word "may" is used to denote a permission, neither a requirement nor a recommendation.
- 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, Sec. 3, on p. 16.
- Values that are made a part of the requirements of a standard have a sound technical basis and are traceable/documented. For guidance, see C.2, Policy on the Substantiation of Values Cited in ANS Standards on p. 18 of the [Policy Manual for the ANS Standards Committee](#).
- NRC regulations, current standards, draft standards, withdrawn standards, and other documents are referenced properly. See C3, Policy on Handling References in Standards, in the [ANS Policy Manual for ANS Standards Committee](#), p. 20 for guidance.
- Referenced documents have been checked to make sure that only the most recent versions are referenced and that all are publicly available at a reasonable cost.
- Required statements on the use of references, risk-informed insights, and performance-based requirements are included in the draft. For guidance see Sec. 9.3, Statements to be Included in the Foreword and in the References Section of All Standards, p. 32, in the [ANS Standards Committee Procedures Manual for Consensus Committees](#).  
*(NOTE: The statement for inclusion in the foreword regarding the use of risk-informed insights may be modified as appropriate. The statements regarding references in the policy are required; no other reference statements are permitted unless approved by the ANS Standards Board.)*
- The draft was approved by its subcommittee and/or subcommittee chair and is ready for ballot with concurrent public review! (Not applicable for working groups under the Nonreactor Nuclear Facilities Consensus Committee because this committee does not have subcommittees.)