



Standards Request Form Approval Process

- When an issue is identified, the manufacturer, distributor, or IDEA staff member wishing to address that issue completes the appropriate change request form (may seek assistance from IDEA's Data Management Specialists, if needed) and submits it to standards@idea4industry.com.
- When IDEA's Standards Development team receives the request, it is loaded into the [Kavi Workspace tool](#), and the requester is emailed to confirm the receipt of the request.
- Next, the [Industry Standards Committee \(ISC\) Governance Body](#) reviews/discusses the request and if approved, assigns the work to the correct ISC Subcommittee, prioritizing it amongst the workload or other requests within the Subcommittee.
- When the request comes up for review/discussion, the Subcommittee Chairs will make a preliminary straw-man recommendation and put it to the Subcommittee for commenting. The requester will be notified when this happens.
- Once the commenting period is over, the Subcommittee Chairs will schedule the request for final review at the next meeting of the Subcommittee. At that point, there will be a final approval vote within the Subcommittee, and the requester will be notified of the outcome.
- The final result will then be presented to the ISC Governance Body to determine if the proper procedures were followed during the development. If yes, the change will be put in queue for the next annual standards release.

If you have any questions about this process, please contact standards@idea4industry.com.