Proposal for Change

Standard Number:_____
Standard Title: _____

Instructions
This form is used to submit proposed revisions to an IAPMO standard. Proposals may be submitted for new requirements, revisions to existing requirements, clarifications, editorial corrections, deletions, or other improvements that enhance the usability, accuracy, or effectiveness of a standard.

When preparing a proposal:
- Identify the applicable standard designation and title.
- Identify the relevant section, table, figure, or annex affected by the proposed change.
- Clearly show proposed revisions using tracked changes:
  - Deletions shall be shown using strikeout text.
  - Additions shall be shown using underlined text.
- Provide complete replacement text where necessary to ensure the proposal can be fully understood without interpretation.
- Include supporting rationale explaining the need for the proposed change and the benefit of its adoption.
- Include supporting documentation, technical data, research, or other substantiation when available.

Submission Requirements
Proposals shall contain the following information:
- "Proposal for Change" in the subject line;
- Standard designation (number);
- Relevant section, table, or figure number, as applicable;
- Wording of the proposed change, tracking the changes between the original and proposed wording; and
- Rationale for the change.

Submission Methods
Completed forms may be submitted by email to standards@IAPMOstandards.org.

Review Process
All proposals receive documented consideration in accordance with the applicable standards development procedures. Proposed changes may be assigned to a consensus body, technical subcommittee, or working group for review and may be incorporated into an active standards development project, as appropriate.

This proposal identifies deletions as text ~~*strike through*~~ and text additions as text *underline*.

Proposal:

Rationale:

Note: *This draft is still under development and subject to change; it should* ***not*** *be used for reference purposes*.

Signature:_____

Date: _____

I hereby irrevocably grant and assign to IAPMO all and full rights in copyright, in this proposal. I understand and intend that I acquire no rights, including rights as a joint author, in any publication of IAPMO in which this proposal in this or another similar or analogous form is used. **I hereby warrant that I am the author of this proposal and that I have full power and authority to enter into this copyright assignment.**

For Standards Department Staff Only:

Date Proponent Notified of Receipt of Proposal: _____

Maintenance Type: Periodic Continuous

Note(s):

- For periodic maintenance, file proposal for amendment in the appropriate Standard project folder labeled “for next time”
- For continuous maintenance, this form shall be submitted to the chair of the standing committee (WG).