

AREMA C&S MANUAL REVIEW PROCESS CYCLE

Revised November 19, 2002

In order to facilitate a timely release of the revised C&S Manual of Recommended Practices each year, the following review process cycle is to be adopted by all C&S Committees.

The process is worked backwards, beginning with the publication date:

1. The C&S Manual is to be printed and available in **August** of each year.
2. Final minor editorial changes to Manual Parts are to be completed by AREMA HQ by **mid July**.
3. Publication Review Committee is to meet in conjunction with the **June** full AREMA Board Meeting.
4. Final Manual Part submissions from Technical Committees are to be posted on the WEB for public comment a minimum of 30 days prior to the June AREMA board meeting.
5. Technical Committee approval, including completion of all Letter Balloting, completion of the FINAL Manual Part Voting Summary Form, and forwarding of all final Manual Part materials to AREMA HQ is to be completed by **May 1st** of each year.
6. The balloting process will take **three weeks**, so Technical Committees should send revised Manual Parts for Letter Ballot approval no later than **April 1st** of each year.
7. Full Technical Committees should meet no later than **mid March** to allow time to submit revised Manual Parts to AREMA HQ for Letter Balloting, beginning on April 1st.