

## NAAWS Committee Policy 104 – Errata Procedures for Standards and/or Derivative Works

### Purpose

To facilitate the review and handling of comments and/or suggestions received for improvement of the the North American Architectural Woodwork Standards and/or derivative works.

### Definitions

- **Conflict** – An issue created by opposing or contrary standards related to the same subject within the publication.
- **Edition** – An original publication of primary content, appearance, format and identified by specific title and/or Edition/Version number.
- **Edition/Version** – A derivative of the original Edition to which errata have been integrated while maintaining the same appearance, format, and content as the original edition of the publication. Each Edition/Version release shall be referenced sequentially.
- **Errata** – For the purpose of this document, an error falling into one of the following classes:
  - **Error of Commission** (Construction) – An issue created by conflict or erroneous information within any section or area of the publication.
  - **Error of Omission** – An issue created by information either deliberately or erroneously omitted from the publication. This type of issue may also be created by insufficient information in the original Edition, creating confusion or the need for potentially subjective interpretation due to a lack of clarity or intent.
  - **Grammatical Errors** – Issues that are editorial in nature such as incorrect punctuation, spelling, formatting, or text format (when not related to the Standard’s intent).
- **Future Consideration** – An issue or subject that has been brought to the attention of the committee that does not meet any of the above definitions for errata and therefore will be archived for review during future standards writing activities.
- **Material Change** – A change that results in new standards content and or intent as an addition to the current Edition.
- **Substantive Change** – A change that results in a different level of acceptance or interpretation of an existing standard or rule that affects conformance assessments.

(continued)

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### NAAWS Committee Sponsor Associations:

#### AWMAC

Architectural Woodwork Manufacturers Association of Canada  
Unit 02A, 4803 Centre Street NW, Calgary, Alberta, T2E 2Z6, Canada  
Email [info@awmac.com](mailto:info@awmac.com) <http://awmac.com>

#### WI

Woodwork Institute  
P. O. Box 980247, West Sacramento, CA 95798-0247  
Email: [info@woodinst.com](mailto:info@woodinst.com) <http://woodworkinstitute.com>

# North American Architectural Woodwork Standards Committee

[www.naaws-committee.com](http://www.naaws-committee.com)



## Review

- Suggestions shall be processed by the NAAWS Committee Secretary/Editor and added to the Committee's NAAWS Suggestion Tracking Data Base.
  - Processing shall include the categorization of each suggestion into either Errata or Future Consideration as defined herein.
  - Grammatical Errors and items for Future Consideration shall be combined into individual groupings to facilitate the Committee's review. Any committee member who believes a specific suggestion warrants discussion may request its removal for individual consideration.
  - Errors of Omission or Commission shall be reviewed individually by the Committee.
- The Committee shall approve, modify, reject and/or defer for future consideration comments and/or suggestions as it deems appropriate.

## Publication

- The Committee shall attempt to review and post any errata resolves on the NAAWS website Errata Listing quarterly on the 1st of January, April, July and October.
- While NAAWS website Errata Listings may be updated quarterly, the NAAWS:
  - Digital files will only be updated semi-annually starting in July 2018.
  - Print on Demand (POD) files will only be updated on the editions annual anniversary.

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#### **WI**

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