

## ADDENDUM S-1

### CONFIGURATION CONTROL OF THE STANDARD PROCEDURE MANUAL (SPM)

#### 1. FORMAT

- **Numbering:**

- **Procedures:**

- Beginning with the initial issue package SPM-000 approved on 7/26/2004, for the generation of SPM-001, Rev. 001 all other changes or revisions shall be consecutively numbered as a package.

- **Pagination:**

- Bottom of page, centered

- **Revision level & change date:**

- Change packages shall be number beginning with R002 and be consecutively numbered with the approval date listed.

- **Index & Cross-Reference to KWVA Table of Contents:**

- Shall be updated if any change(s) or addition(s) require a heading or page number change.

- **Font:**

- Text: Times New Roman – Not less than 11 Pt
  - Headers: Times New Roman – 11 Pt Bold
  - PDF: PDF Conversion is preferred for its ease in downloading and cross-platform viewing.

- **Title Page of SPM:**

- Includes provisions for date of Board approval and the SPM Number under the Title.

- **Table of Contents:**

- Shall be updated if any change(s) or addition(s) require a heading or page number change.

#### 2. CHANGES

The Website SPM Change Page shall have each change made using a Revision Number, followed by the procedure changed, including the pages effected, the reason for the change, and the date of approval by the Board of Directors.

**Example:** *R005, page (32) and Appendix E-1 page (45) were changed when a requirement to include a new date for elections was approved by the Board of Directors on 1/25/06. The changes now match a Bylaws date change. SPM-005 has this change included.*

Any downloaded single page changes that are required will still have a new SPM number that matches the Revision Number no matter how many revision may be in a package approved on the same date.

The Bylaws Committee Chairman will be responsible for notifying the Webmaster of a change requirement and checking the SPM for the update. A check that all updates are included can be accomplished by looking at the Website Page for revision packages and seeing that they are all included in the current SPM in effect.

Those individuals who ordered printed copies of SPMs before this change occurred (10/23/2007) will be sent updated pages by Mail. Any further SPMs ordered after (10/23/2007) will require downloading from the Website.