Incremental Document Revision Request

Once completed, email to [Shannon.Banchero@concrete.org](mailto:Shannon.Banchero@concrete.org).

Reminders:

* Incremental revisions are not used for standards.
* Incremental revisions are not used for documents that are 10 years or more since their last full review.
* Incremental revisions should only be used for substantive changes, such as technical changes or updated examples.
* Incremental revisions are limited to once per year.
* Revisions must be balloted and approved through the full committee voting process before review by TAC, consistent with full document reviews.
* All proposed changes must be shown within the full document using MS Word Track Changes or at a minimum, strikeout/underline.

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| 1. | Document title |  |
| 2. | Document’s previous full-revision date |  |
| 3. | Justification for the incremental review request?  Provide one or two brief paragraphs to justify this request. For example, technical changes are needed to be consistent with content in other new ACI documents, or content will be added to cover new construction techniques, test methods or analysis techniques. |  |
| 4. | Summary of major changes proposed for the incremental revision (i.e., technical changes, updated examples, etc.) |  |
| 5. | New business  List business items from the previous TAC review that will be included in this revision and any that will not be included. Provided a reason for those that will not be included. |  |
| 6. | Will all references (including referenced standards) be updated? |  |
| 7. | Will the notations and definitions be updated, if applicable? |  |
| 8. | Has the document been reviewed to ensure that the proposed incremental revisions will not cause any inconsistencies within the remainder of the document?  Briefly summarize any needed changes that will be made to address potential inconsistencies. |  |
| 9. | Is an extension of the 8-year cycle for full document review requested? If so, what is the length of the requested extension? |  |
| 10. | Estimated time to TAC  When does the committee intend to submit the document to TAC for review (i.e., May 2023)? |  |