From the Vendor Trace document or declaration, identify all documents that pertain to the System Change Notes. Each submitted (Vol. 1, Sect. 1.1) Technical Data Package document (Vol.2 Sect. 6.6) is reviewed (Vol. 1, Sect. 1.6.2.2).

Note about revisions: The first time a review form is completed, the form revision number is 01. As the review process continues, newer versions of vendor documents, or additional documents, will be submitted to close discrepancies. Each time new versions of documents are examined, the review form is saved with a new revision number. Save the form with the new revision (Save As) before you update the document names, versions and/or file names. Enter Reviewer name and date on the new revision.

Applicable TDP Documents table: List each applicable TDP document. Put the Title from inside the document in the first column, along with the version and date. Under "File name," copy the full document file name.

Trace Table: Verify whether the vendor correctly documented each applicable VVSG requirement listed in this template. Use the following notations to indicate results:

- **Traced** column: For each positive finding, enter the document number(s) corresponding to the **Applicable TDP Documents** Table below, with the section number(s) in each applicable document where the requirement is fulfilled. (Example: Doc. 2, Sec. 1.2)
- **Y, N, NT or NS** (Findings) column:
  - **"Y"** indicates that the document(s) fulfill the requirement.
  - **"N"** indicates that the document(s) do not fulfill the requirement.
  - **"NT"** (not tested) indicates requirements that are applicable to the system configuration but outside the scope of this certification review effort (only for a partial or delta cert).
  - **"NS"** (not supported) indicates requirements that apply to features that are not supported in the configuration being tested (such as paper ballots).
- **Comments** column
  - Explain "**N**", "**NT**" or "**NS**" findings here.
  - In addition, use the Comments column to enter any comments that would be helpful throughout the project.
  - **Discrepancies:**
    - List discrepancies in red
    - A Documentation discrepancy is written when a VVSG requirement is not fulfilled or is partially fulfilled in the TDP.
    - An Informational discrepancy is written when the issue is outside the scope of the certification; Informational discrepancies are provided to the client but do not preclude certification.
    - Enter the discrepancy number of any discrepancies written (from the separate discrepancy report), with a short description in the Comments column.

Vendor :	**ES&S**	Reviewer(s):	M. Schirmer, Jon Panek
Voting System:	**EVS 6.0.2.0**	Review Date:	9/6/2018, 9/7/2018, 9/10/2018, 9/11/2018, 9/28/2018

Applicable TDP Documents

Document Title (from cover pg), version, date	Doc #	File name
TDP Change Report	#1	Documentation Change Report (ESSYS_6'0'2'0_L_DocChgRpt_TDPRev00to01)
TDP Change Report	#1-a	Documentation Change Report

Document Title (from cover pg), version, date	Doc #	File name
		(ESSYS_6'0'2'0_L_DocChgRpt_TDPRev01to02)
TDP Change Report	#1-b	Documentation Change Report (ESSYS_6'0'2'0_L_DocChgRpt_TDPRev02to03)
System Change Notes Rev 1.2, 9/11/2018	#2	ESSYS_6'0'2'0_D_CHANGENOTES
System Change Notes w/QA Test Notes Rev1.1, 9/11/2018	#3	ESSYS_6'0'2'0_D_ChangeNotes_QA
System Test Plan Rev 1.0, 8/24/2018	#4	ESSYS_6'0'2'0_D_TESTPLAN
2018 Fall General Test Rail 9/11/2018	#5	2018 Fall General-TestRail
Test Cases for Electionware – Results Rev 1.0, 9/6/2018	#6	ESSYS_6'0'2'0_QA_TC_Eware_Results
Certification Test Cases for the General Election Rev 1.0, 9/10/2018	#7	EVS6020_CERT_TC_General
Certification Test Cases for the Primary Election Rev 1.0, 9/10/2018	#8	EVS6020_CERT_TC_Primary
COTS Product Implementation Plan	#9	ESSSYS_6'0'2'0_CM_L_COTSPIP *ESSYS_6'0'2'0_L_COTSPIP*
VVSG 1.0 Requirements Trace Matrix for TDP Rev 1.0, 8/29/2018	#10	ESSSYS_6'0'2'0_L_RequirementsMatrix_TDP
Voting System Overview Rev 1.4, 9/28/2018	#12	ESSSYS_6'0'2'0_D_SysOvr
Approved Parts List: DS450 HW 1.0 Version 1.2, 8/2/2018	#13	Approved Parts List (DS450_1'0_L_APL)
Software Design and Specification - Electionware Rev1.0, 8/28/2018	#14	EWARE 5'0'1'0_SDS
SDS Appendices – XML Diagrams	#15	EWARE_99'5_D_XML Diagrams_EVS6020
Verification Procedure: ExpressVote Rev 1.0, 8/24/2018 *Verification Procedures – ExpressVote HW 2.1*	#16	ESSYS_6'0'2'0_D_VERPROC_EVOTE_HW2'1
Verification Procedure: ExpressVoteXL Rev 1.0, 8/24/2018 *Verification Procedures – ExpressVoteXL HW 1.0*	#17	ESSYS_6'0'2'0_D_VERPROC_EVOTEXL
Verification Procedure: DS200 Precinct Scanner and Tabulator Rev1.1, 9/6/2018 *Verification Procedures – DS200 HW1.3*	#18	ESSYS_6'0'2'0_D_VERPROC_DS200
Verification Procedure: DS450 High-Throughput Scanner & Tabulator Rev 1.1, 9/6/2018 *Verification Procedures – DS450 HW1.0*	#19	ESSYS_6'0'2'0_D_VERPROC_DS450
Verification Procedure: DS850 High-Speed Scanner & Tabulator Rev 1.1, 9/6/2018 *Verification Procedures – DS850 HW1.0*	#20	ESSYS_6'0'2'0_D_VERPROC_DS850
Validation File List: Electionware– Electionware Rev 1.1, 8/31/2018 *Static/Dynamic File List - Electionware*	#21	Static/Dynamic File List (EWARE_5'0_L_ValFileList)
Validation File List: ExpressVote HW2.1 Rev 1.1, 9/6/2018 *Static/Dynamic File List – ExpressVote HW 2.1*	#22	Static/Dynamic File List (EVOTE_2'4_L_ValFileList)
ExpressTouch Operator's Guide Rev 1.11, 8/29/2018 *System Operations Procedures – ExpressTouch*	#23	ETOUCH_1'0'0'0_SOP
ExpressVote Operator's Guide Rev 1.13, 9/7/2018 *System Operations Procedures – ExpressVote HW 1.0*	#24	EVOTE_1'5'0'0_SOP_HW1.0
ExpressVote Operator's Guide Rev 1.14, 9/7/2018 *System Operations Procedures – ExpressVote HW 2.1*	#25	EVOTE_1'5'0'0_SOP_HW2.1
ExpressVoteXL Operator's Guide Rev 1.13, 9/7/2018	#26	EVOTEXL_1'0'0'0_SOP

Document Title (from cover pg), version, date	Doc #	File name
System Operations Procedures – ExpressVote XL		
Electionware Vol 1: Administrator Guide Version 1.0, 8/29/2018 *Electionware Administrator's Guide*	#27	EWARE 5'0'1'0_SOP_01Admin
Electionware Vol. IV: Deliver User Guide Version 1.0, 8/29/2018 *Electionware Deliver: User's Guide*	#28	EWARE_5'0'1'0_SOP_04Deliver
Electionware Vol. V: Results User Guide Version 1.0, 8/29/2018 *Electionware Results: User's Guide*	#29	EWARE_5'0'1'0_SOP_05Results
Electionware Vol. VI: Appendicies Version 1.0, 8/29/2018 *Electionware Appendices: User's Guide*	#30	EWARE_5'0'1'0_SOP_06Appendices
ExpressLink Operator's Guide Version 1.3, 3/2/2018 *System Operations Procedures - ExpressLink*	#31	ELINK_1'4'0'0_SOP
Electionware Toolbox User Guide Version 1.2, 8/23/2018 *System Operations Procedures – Electionware Toolbox*	#32	EWToolbox_3'4'0'0_SOP
Engineering Change Order Process Rev 1.5, 7/13/2018	#33	ESSYS_1'0_P_ECOProcess

Trace Table

Req #	VVSG 2005 – Vol. 2 unless otherwise specified	Traced	Y, N, NT or NS	Comments
2	**Technical Data Package**			
2.1	**Scope**			
2.1.1	**Content and Format**			
2.1.1.1	**Required Content for Initial Certification** *(Indicate "*" if this document does not fall into the identified category of documentation.)*			
I.	At minimum, the TDP shall contain the following documentation: System change notes.	Doc #2, entire document Doc #3, entire document	Y	
2.1.1.2	**Required Content for System Changes and Re-certification**			
	For systems seeking re-certification, vendors shall submit System Change Notes as described in Section 2.13, as well as current versions of all documents that have been updated to reflect system changes.	Doc #2, entire document Doc #3, entire document	Y	
	Vendors may also submit other information relevant to the evaluation of the system, such as test documentation, and records of the system's performance history, failure	Doc #5 - #8, entire document	Y	Test documentation

Req #	VVSG 2005 – Vol. 2 unless otherwise specified	Traced	Y, N, NT or NS	Comments
	analysis and corrective actions.			
2.1.1.3	**Format**			
	The requirements for formatting the TDP are general in nature; specific format details are of the vendor's choosing. The TDP shall include a detailed table of contents for the required documents, an abstract of each document and a listing of each of the informational sections and appendices presented. A cross-index shall be provided indicating the portions of the documents that are responsive to documentation requirements for any item presented.	Doc #1, #1a & #1, entire document Doc #2, Table of Contents Doc #3, Table of Contents	Y	
2.1.3	**Protection of Proprietary Information**			
	The vendor shall identify all documents, or portions of documents, containing proprietary information not approved for public release. Any person or test agency receiving proprietary information shall agree to use it solely for the purpose of analyzing and testing the system, and shall agree to refrain from otherwise using the proprietary information or disclosing it to any other person or agency without the prior written consent of the vendor, unless disclosure is legally compelled.	Doc #1, #1a & #1b, NA Doc #2 – 33, Pg. 2 of all documents	Y	
2.13	**System Change Notes**			
	Vendors submitting modifications for a system that has been tested previously and received national certification shall submit system change notes. These will be used by the accredited test lab to assist in developing and executing the test plan for the modified system.	Doc #2, entire document Doc #3, entire document	Y	
a.	The system change notes shall include the following information: Summary description of the nature and scope of the changes, and reasons for each changes;	Doc #2 & Doc #3, Section 1 – Introduction, Section 1.1 - Scope	Y	
b.	The system change notes shall include the following information: A listing of the specific changes made, citing the specific system configuration items changed and providing detailed references to the documentation sections changed;	Doc #2 & #3, Section 2.2.4 – Electionware – listing of specific changes made. Doc #9 - #33 Revision History – detailed references to the documentation sections changed.	Y	

Req #	VVSG 2005 – Vol. 2 unless otherwise specified	Traced	Y, N, NT or NS	Comments
c.	The system change notes shall include the following information: The specific sections of the documentation that are changed (or completely revised documents, if more suitable to address a large number of changes).	Doc#2 & Doc #3, Section 1 – Introduction refers to Doc #1 for a list of updated documents and also the Revision History of each updated document.	Y	"See the Revision History of updated documents for details of documentation changes"
d.	The system change notes shall include the following information: Documentation of the test plan and procedures executed by the vendor for testing the individual changes and the system as a whole, and records of test results.	Doc #2 & Doc #3, Section 1 – Introduction refers to Doc #1 & #4 Doc #4, entire document – test plan and procedures executed by the vendor for testing the individual changes and the system as a whole Doc #5 - #8, entire document – records of test results.	Y	

End of Document