



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 :	Hart InterCivic	Reviewer(s):	Lesley Hoppert
Voting System:	Verity 2.2.1	Review Date:	2/2/2017; Re-review 2/8/2017

Applicable TDP Documents

Document Title (from cover pg), version, date	Doc #	File name
Change Notes: Verity Voting, Version 2.2 to 2.2.1, A.01, 2/3/2017	#1	Change Notes Verity Voting Version 2.2 to 2.2.1 A01
Verity 2.2.X Technical Data Package Overview, B.08, 1/20/2017	#2	Verity 2.2.x TDP Overview 4005511 B08
	#3	



Document Title (from cover pg), version, date	Doc #	File name
	#4	
	#5	
	#6	

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 (<i>Indicate "***" if this document does not fall into the identified category of documentation.</i>)			
i.	At minimum, the TDP shall contain the following documentation: System change notes.	Doc #1: Entire doc	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 #1: Entire doc (Doc #2 lists all documents in the current TDP)	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 analysis and corrective actions.	Doc #2: 2.7 System Test and Verification Specifications	Y	This is a "may" requirement. Hart indicated they will provide 2.2.1 test cases following the trusted build.
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: Table of Contents Doc #2: Entire doc	Y	
2.1.3	Protection of Proprietary Information			



Req #	VVSG 2005 – Vol. 2 unless otherwise specified	Traced	Y, N, NT or NS	Comments
	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.		Y	Neither Doc #1 or #2 is identified as proprietary
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.			
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 #1: Section 2 Brief Description	Y	See below
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;	Specific changes made to the voting system: Doc #1 - entire doc	Y	DISC 1: The System Change Notes document does not provide detailed references to the documentation sections changed, the specific sections of the documentation that are changed (or completely revised documents, if more suitable to address a large number of changes). CLOSED 2/8/17, LH: Confirmed that "Change Notes Verity Voting Version 2.2 to 2.2.1 A01" contains a list of added and changed documents, and details of what changes were made.
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).		Y	See 2.13.b above
d.	The system change notes shall include the following		Y	DISC 2: The System Change Notes



Req #	VVSG 2005 – Vol. 2 unless otherwise specified	Traced	Y, N, NT or NS	Comments
	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.			document does not include or reference 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. CLOSED 2/8/17, LH: Confirmed that "Change Notes Verity Voting Version 2.2 to 2.2.1 A01" contains a reference to the procedures used by the vendor to test the changed functionality within the system. Also confirmed receipt of the referenced test record.

End of Document
