



From the Vendor Trace document or declaration, identify all documents that incorporate the System Operations Procedures. 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 your 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)
- **Comments** column:
 - "Y" indicates that the document(s) fulfill the requirement.
 - "N" indicates that the document(s) do not fulfill the requirement.
 - "P" indicates that the document(s) partially fulfill the requirement
 - "NT" (not tested) indicates documents that are part of the system configuration but outside the scope of this certification review effort (only if not a full cert).
 - "NS" (not supported) indicates requirements that apply to features that are not supported in the configuration being tested (such as paper ballots).
 - Explain "P", "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):	Georgia Fortun
Voting System:	Verity Voting 2.0	Review Date:	11/17/2015, 11/19/2015, 11/20/2015, 02/08/2016

Applicable TDP Documents

Document Title (from cover pg), version, date	Doc #	File name
Verity Build Election Definition and Device Settings Technical Reference Manual, Document number 6600002 B01, Draft 11/19/2015	#1	Verity Build Technical Reference Manual 6600002 B01.pdf
Verity Central Ballot Scanning and Review Software Technical Reference Manual, Document	#2	Verity Central Technical Reference Manual 6600003 B01.pdf

Attachment E3 - PCA Doc - System Operations Procs Rev02.doc

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Document Title (from cover pg), version, date	Doc #	File name
number 6600003 B01, Draft 10/29/2015		
Verity Count Vote Tabulation Software Technical Reference Manual, Document number 6600004 B01, Draft 10/29/2015	#3	Verity Count Technical Reference Manual 6620004 B01.pdf File name incorrect according to references
Verity Service and Maintenance Verity Voting Maintenance Information Operations Technical Reference Manual, Document number 6610-001-B01, no date	#4	Verity Service and Maintenance Operations Technical Reference Manual 6610001 B01.pdf
Verity System Description Technical Document, Rev B.00, 08/14/2015	#5	Verity System Description 4005466 B00.pdf
Verity 1.3.0 Technical Data Package Overview, Rev B.00, 10/10/2015	#6	Verity 2.0 TDP Overview 4005511 B00.pdf
Verity 2.0 Build Election Definition and Device Settings Technical Reference Manual, Document number 6600009 A01, no date	#7	Verity Build Technical Reference Manual 6600009 A01.pdf
Verity 2.0 Central Ballot Scanning and Review Software Technical Reference Manual, Document number 6600010 A01, no date	#8	Verity Central Technical Reference Manual 6600010 A01.pdf
Verity 2.0 Count Vote Tabulation Software Technical Reference Manual, Document number 6600011 A01, no date	#9	Verity Count Technical Reference Manual 6600011 A01

Trace Table

Req #	VVSG 2005 Testing Standards - Vol.2 unless otherwise specified	Traced	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.)		
g.	At minimum, the TDP shall contain the following documentation: User/system operations procedures;	Doc #1 - Entire Document. Doc #2 - Entire Document. Doc #3 - Entire Document. Doc #4 - Entire Document.	Y Informational discrepancies - DISC HVII-3: Doc # 1 labeled as Draft Discrepancy resolved by Doc # 7 DISC HVII-4: Doc # 2 labeled as Draft Discrepancy resolved by Doc # 8 DISC HVII-5: Doc # 3 labeled as Draft Discrepancy resolved by Doc # 9 DISC HVII-6: Doc # 3 file name appears to be incorrect (Verity Count Technical Reference Manual 6620004 B01.pdf)



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			According to document #3 pg. 1 Document number 6600004 B01 & pg. 2 Document number 6600004 B01. According to Doc #6, pg. 14 6600004 Verity Count Technical Reference Manual <i>Verity Count Technical Reference Manual 6600004 B01.pdf</i> Discrepancy resolved by Doc # 9
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 - Entire Document. Doc #6 - Entire Document.	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.	Traced through Doc #6 The following are NOT proprietary - in Doc #6 all of the following files are listed as Public: Doc #1 -(Verity Build Technical Reference Manual). Doc #2 (Central Technical Reference Manual). Doc #3 (Count Technical Reference Manual). Doc #4 - (Service and Maintenance Operations Technical Reference Manual). Doc #5 (Verity System Description).	Y - Doc #6 (Verity 2.0 TDP Overview) All referenced files are listed as Public
2.8	System Operations Procedures		
	This documentation shall provide all information necessary for system use by all personnel who support	Doc #1 - Entire Document. Doc #2 - Entire Document.	Y



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	pre-election and election preparation, polling place activities and central counting activities, as applicable, with regard to all system functions and operations identified in Section 2.3 above. The nature of the instructions for operating personnel will depend upon the overall system design and required skill level of system operations support personnel.	Doc #3 - Entire Document. Doc #4 - Entire Document.	
	The system operations procedures shall contain all information that is required for the preparation of detailed system operating procedures, and for operator training, as described below:	Doc #1 - Entire Document. Doc #2 - Entire Document. Doc #3 - Entire Document. Doc #4 - Entire Document.	Y
2.3	System Functionality Description		
	<p>The vendor shall declare the scope of the system's functional capabilities, thereby establishing the performance, design, test, manufacture, and acceptance context for the system.</p> <p>The vendor shall provide a listing of the system's functional processing capabilities, encompassing capabilities required by the Guidelines and any additional capabilities provided by the system.</p> <p>Additional capabilities shall be clearly indicated. Required capabilities that may be bypassed or deactivated during installation or operation by the user shall be clearly indicated.</p> <p>Additional capabilities that function only when activated during installation or operation by the user shall be clearly indicated.</p> <p>Additional capabilities that normally are active but may be bypassed or deactivated during installation or operation by the user shall be clearly indicated.</p>	<p>Traced in:</p> <p>PCA Doc - System Functionality Desc Rev01.pdf</p> <p>Req: 2.3 System Functionality Description a-e</p>	<p>Y - For details please see:</p> <p>PCA Doc - System Functionality Desc Rev01.pdf</p>
2.8.1	Introduction		
	The vendor shall provide a summary of system	Doc #1 - Chapter 1 Introduction, pgs. 9-28.	Y



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	operating functions and modes, in sufficient detail to permit understanding of the system's capabilities and constraints. The roles of operating personnel shall be identified and related to the operating modes of the system. Decision criteria and conditional operator functions (such as error and failure recovery actions) shall be described.	Doc #2 - Chapter 1 Introduction, pgs. 9-28. Doc #3 - Chapter 1 Introduction, pgs. 11-29. Doc #4 - Chapter 1 Introduction, pgs. 11-28. Doc #5 - Section 1 Brief Description, pgs. 8-24, Section 2.3 User Access Management, pgs. 29-31.	
	The vendor shall also list all reference and supporting documents pertaining to the use of the system during elections operations.	Doc #1 - Chapter 1 Section - How to Use This Manual, pg. 12.	Y
2.8.2	Operational Environment		
	The vendor shall describe the system environment , and the interface between the user or operator and the system .	Doc #1 - Chapter 1 Section - Navigating Build, pgs. 21-27. Appendix B - User Interface Buttons, pgs. 177-180. Doc #2 - Chapter 1: Section - About Verity Voting, pg. 10. Section - About Central, pgs. 10-12. Chapter 7 Scan Chevron, pgs. 107-124. Chapter 8 Review Chevron, pgs. 125-142. Chapter 9 Write Ballots Chevron, pgs. 144-148. Chapter 10 Reports Chevron, pgs. 150-156. Appendix B: User Interface Buttons, pgs. 173-176. Doc #3 - Chapter 1 Section - Count Overview, pgs. 11-16. Appendix B: User Interface Buttons, pgs. 195-198. Doc #4 - Chapter 2 Procedures: Storage, Delivery, and Maintenance, pgs. 29-98. Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 4 Procedures: Pre- and Post-Election, pgs. 117-132.	Y
a.	The vendor shall identify all facilities, furnishings, fixtures, and utilities that will be required for equipment operations, including equipment that operates at the:	Doc #4 - Chapter 1 Section - 1.6.6 Power Sources, pg. 27. Chapter 2 Procedures: Storage, Delivery, and	Y



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	Polling place;	Maintenance, pgs. 29-98. Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 4 Procedures: Pre- and Post-Election, pgs. 117-132.	
b.	The vendor shall identify all facilities, furnishings, fixtures, and utilities that will be required for equipment operations, including equipment that operates at the: Central count facility;	Doc #4: Chapter 4 Procedures: Pre- and Post-Election, pgs. 79-88.	Y
c.	The vendor shall identify all facilities, furnishings, fixtures, and utilities that will be required for equipment operations, including equipment that operates at the: Other locations.	Doc #4: Chapter 2 Procedures: Storage, Delivery, and Maintenance, pgs. 29-98.	Y
2.8.3	System Installation and Test Specification		
	The vendor shall provide specifications for validation of system installation, acceptance, and readiness.	Doc #4 - Section - 2.9 Predefine Procedures, pgs. 49-57. Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 7 Device Reports, pgs. 171-194. Chapter 8 vDrive Processing and Election Night Procedures, pgs. 195-199.	Y
a.	These specifications shall address all components of the system and all locations of installation (e.g., polling place central count facility), and shall address all elements of system functionality and operations identified in Section 2.3 above, including: Pre-voting functions;	Doc #4 - Section - 2.9 Predefine Procedures pgs. 49-57.	Y
b.	These specifications shall address all components of the system and all locations of installation (e.g., polling place central count facility), and shall address all elements of system functionality and operations identified in Section 2.3 above, including:	Doc #4 - Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 7 Device Reports, pgs. 171-194.	Y



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	Voting functions;		
c.	These specifications shall address all components of the system and all locations of installation (e.g., polling place central count facility), and shall address all elements of system functionality and operations identified in Section 2.3 above, including: Post-voting functions.	Doc #4 - Chapter 8 vDrive Processing and Election Night Procedures, pgs. 195-199.	Y
d.	These specifications shall address all components of the system and all locations of installation (e.g., polling place central count facility), and shall address all elements of system functionality and operations identified in Section 2.3 above, including: General capabilities.	Doc #4 - Chapter 2 Procedures: Storage, Delivery, and Maintenance, pgs. 29-98. Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 7 Device Reports, pgs. 171-194. Chapter 8 vDrive Processing and Election Night Procedures, pgs. 195-199.	Y
END	These specifications also serve to provide guidance to the procuring agency in developing its acceptance test plan and procedure according to the agency's contract provisions, and the election laws of the state.	Doc #4 - Chapter 2- Procedures: Storage, Delivery, and Maintenance, pgs. 29-98. Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 7 Device Reports, pgs. 171-194. Chapter 8 vDrive Processing and Election Night Procedures, pgs. 195-199.	Y
2.8.4	Operational Features		
a.	The vendor shall provide documentation of system operating features that meets the following requirements: A detailed description of all input, output, control, and display features accessible to the operator or voter;	Doc #1 - Chapter 1 - Section - Navigating Build, pgs. 21-27. Appendix B User Interface Buttons, pgs. 177-180. Doc #2 - Chapter 1 Section - About Central, pg. 10-11. Appendix B User Interface Buttons, pgs. 173-176. Doc #3 Chapter 1 Section - Count Overview, pgs. 12-14. Appendix B User Interface Buttons, pgs. 195-198. Doc #4 - Chapter 2- Procedures: Storage,	Y



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		Delivery, and Maintenance, pgs. 29-98. Chapter 3 Verity Device Equipment Testing, pgs. 99-116. Chapter 4 Procedures: Pre- and Post-Election, pgs. 79-88.	
b.	The vendor shall provide documentation of system operating features that meets the following requirements: Examples of simulated interactions in order to facilitate understanding of the system and its capabilities;	Doc #1 - Chapter 1 Section - Build Workflow, pg. 15. Doc #2 - Chapter 1 Section - Central Workflow, pg. 15. Doc #3 - Chapter 1: Section - Verity Workflow, pg. 15. Section - Count Workflow, pg. 16.	Y
c.	The vendor shall provide documentation of system operating features that meets the following requirements: Sample data formats and output reports;	Doc #1 - Appendix A - Sample Reports pgs. 163-175 . Doc #2 - Chapter 10 Reports Chevron pgs. 149-156, Sample data formats only, no sample output reports. Doc #3 - Chapter 9 Results Chevron pgs. 127-158, Sample data formats only, no sample output reports. Doc #4 - Chapter 7 Device Reports, pgs. 171-194.	Y
d.	The vendor shall provide documentation of system operating features that meets the following requirements: Illustrate and describe all status indicators and information messages.	Doc #1 - Chapter 1 Section - Text Boxes, pg.26. Chapter 3 Section - Copying an Election, pg. 49. Chapter 6 Section Password Changes, pg. 91. Section - Message Windows, pg. 95. Chapter 8 Section - Device Passcodes, pg. 131. Section - Accept Election Tab, pg. 137. Chapter 9 Section - Export Button, pg. 145. Appendix C Section Save Message, pg. 181. Section - Write vDrive Button, pgs. 149-153. Section - Administrator Password, pg. 155. Section - Write Button, pg. 157. Appendix C System Reference: Section- Save Message, Database Issues, pg. 181. Error Handling, pg. 188. Appendix D Status Indicators, pgs. 183-184.	Y



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		Doc #2 - Appendix C System Reference pgs. 177-178. Appendix D - Status Indicators pgs. 163-164. Doc #3 - Chapter 1 Navigating Count pgs. 20-26. Appendix D Status Indicators pgs. 179-180. Doc #4 - Chapter 6 Troubleshooting Procedures for Support Personnel pgs. 145-169.	
2.8.5	Operating Procedures		
a.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Provides a detailed description of procedures required to initiate, control, and verify proper system operation ;	Doc #1 - (Build) Entire doc and in particular Appendix D re verifying (status indicators). Doc #2 - (Central) Entire doc and in particular Appendix D re verifying (status indicators). Doc #3 - (Count) Entire doc and in particular Appendix D re verifying (status indicators). Doc #4 - CHAPTER 3 Verity Device Equipment Testing pgs.99-116 - Verity Scan and Verity TouchWriter.	Y
b.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Provides procedures that clearly enable the operator to assess the correct flow of system functions (as evidenced by system-generated status and information messages);	Doc #1 - Entire Document. Doc #2 - Entire Document. Doc #3 - Entire Document. Doc #4 - Entire Document.	Y
c.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Provides procedures that clearly enable the operator to intervene in system operations to recover from an abnormal system state ;	Doc #1 - (Build) Chapter 6 Section - Message Windows, pg. 95. Doc #2 - (Central) Chapter 6 Section - Message Windows, pg. 95. Doc #3 - (Count) Chapter 6 Section - Message Windows, pg. 91. Doc #4 - Chapter 6 Troubleshooting Procedures for Support Personnel pgs. 145-169.	Y
d.	The vendor shall provide documentation of system	Doc #1 - (Build) Chapter 6 Getting Started with	Y



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	operating procedures that meets the following requirements: Defines and illustrates the procedures and system prompts for situations where operator intervention is required to load, initialize, and start the system;	Build, pgs. 87-121. Doc #2 - (Central) Chapter 6 Getting Started with Central, pgs. 87-106. Doc #3 - (Count) Chapter 6 Getting Started with Count, pgs. 83-106. Doc #4 - Chapter 3 Verity Device Equipment Testing, pgs. 99-116 -(Verity Scan and Verity TouchWriter).	
e.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Defines and illustrates procedures to enable and control the external interface to the system operating environment if supporting hardware and software are involved. Such information shall also be provided for the interaction of the system with other data processing systems or data interchange protocols;	Doc #4 - Chapter 4 Procedures: Pre- and Post-Election, pgs. 117-132.	Y
f.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Provides administrative procedures and off-line operator duties (if any) if they relate to the initiation or termination of system operations, to the assessment of system status, or to the development of an audit trail;	Doc #4 - Chapter 4 Procedures: Pre- and Post-Election, pgs. 117-132..	
g.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Supports successful ballot and program installation and control by election officials, provides a detailed work plan or other form of documentation providing a schedule and steps for the software and ballot installation, which includes a table outlining the key dates, events and deliverables	Doc #4 - Chapter 2 Section - 2.10 Delivery Procedures pgs. 58-74 - Verity Scan and Verity TouchWriter.	
h.	The vendor shall provide documentation of system operating procedures that meets the following	Doc #4 - Chapter 3, Verity Device Equipment Testing pgs. 99-116.	



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	requirements: Supports diagnostic testing, specifies diagnostic tests that may be employed to identify problems in the system, verifies the correction of maintenance problems; and isolates and diagnoses faults from various systems states.		
2.8.6	Operations Support		
a.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Defines the procedures required to support system acquisition, installation, and readiness testing. These procedures may be provided by reference, if they are contained either in the system hardware specifications, or in other vendor documentation;	Doc #4 - Entire document.	
b.	The vendor shall provide documentation of system operating procedures that meets the following requirements: Describes procedures for providing technical support, system maintenance and correction of defects, and for incorporating hardware upgrades and new software releases.	Doc #4 - Entire document.	
2.8.7	Appendices		
	The vendor may provide descriptive material and data supplementing the various sections of the body of the System Operations Manual. The content and arrangement of appendices shall be at the discretion of the vendor. Topics recommended for discussion include: Glossary: A listing and brief definition of all terms that may be unfamiliar to persons not trained in either voting systems or computer operations; References: A list of references to all vendor documents and to other sources	Doc #1 - Appendix A, pgs. 161-177. Appendix C, D, pgs. 181-184. Glossary, pgs. 195-224. Index, pgs. 225-231. Doc #2 - Appendix A, pgs. 157-172. Appendix C, D, pgs. 177-180. Glossary, pgs. 191-224. Index, pgs. 225-228. Doc #3 - Appendix A, pgs. 167-194. Appendix C, D, pgs. 199-202. Glossary, pgs. 213-246. Index, pgs. 247-249.	Y Informational discrepancy: DISC HVII-7: Doc #1 typo page 224 WYSIWYG-- What You See Is What You t. should be: "What You See Is What You Get." Discrepancy resolved by Doc#7 pg. 227.



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	related to operation of the system; Detailed Examples: Detailed scenarios that outline correct system responses to faulty operator input. Alternative procedures may be specified depending on the system state; and Manufacturer's Recommended Security Procedures: This appendix shall contain the security procedures that are to be executed by the system operator.	Doc #4 - Appendix A Security Best Practices, pgs. 201-208. Glossary, pgs. 217-246.	
4.1.2	Environmental Requirements – Paragraph 2		
	The TDP supplied by the vendor shall include a statement of all requirements and restrictions regarding environmental protection, electrical service, recommended auxiliary power, telecommunications service, and any other facility or resource required for the proper installation and operation of the system.	Doc #5 Chapter 4 Section 4.2.9 Telecommunications Security, pg. 79. Chapter 5 Section - 5.1.10 Power, pg. 90. Section - 5.1.11 Product Regulatory Compliance and Environmental Specifications, pg. 91.	Y
Vol. 1, 7.9.4	Equipment Security and Reliability		
k.	Vendor documentation shall include procedures for investigating and resolving printer malfunctions including, but not limited to; printer operations, misreporting of votes, unreadable paper records, and power failures.	Doc #4 - Chapter Section - 3 3.11 Print Testing Supplies, pgs.113-116. Chapter 6 Troubleshooting Procedures for Support Personnel pgs. 145-170.	Y

End of Document
