

PJM Compliance Bulletin

CB003 Definition of “Annual” and Related Terms

General

This compliance Bulletin is retired. Members are directed to the NERC Compliance Application Notice (CAN) on the same subject: <http://www.nerc.com/files/CAN-0010%20Implementation%20of%20Annual%20in%20Reliability%20Standards%20Requirements.pdf>

The purpose of this Compliance Bulletin is to define the term “annual” and related terms such as “yearly” and “annually”, as they apply to NERC and Regional Reliability Standards. This bulletin is intended to provide clearly defined parameters for standards which do not adequately describe the intended timeframe.

Applicability

This document does not supersede clear language and definitions already included in the applicable standards and/or established PJM Policies or Procedures.

Clarification of Terms

The term “annual” and similar terms such as “yearly” and “annually”, as applied to the specific requirements of the NERC and Regional Reliability Standards in which it is not already clearly defined, is defined by PJM as once per calendar year, with not more than 15 months between events or activities.

Example #1: A generator with a requirement to test “annually” fulfills its obligation on December 31, 2009. This unit must retest before December 31, 2010, in order to fulfill the “once per calendar year” requirement in the definition.

Example #2: A generator with a requirement to test “annually” fulfills its obligation on January 1, 2010. This unit must retest between January 1, 2011 and anytime before April 30, 2011, in order to fulfill the “no more than 15 months between events or activities” and the “once per calendar year” requirements in the definition.

Document Retention

All evidence of compliance shall be retained in accordance with the document retention requirement as stated in the applicable NERC or Regional Reliability Standard. If there is no specific data retention requirement, the data will be retained for four years.

Development History

Revision: 6	Date: 01/24/2017
Author:	Tom Moleski, Senior Compliance Specialist Mark Kuras, Senior Lead Engineer NERC and Regional Coordination
Reviewers:	Mark Holman, Manager NERC and Regional Coordination Thomas Foster, Manager CIP Compliance
Approver:	Robert Eckenrod, Chief Compliance Officer Reliability and Compliance
Reason for Change:	Retired. Members will be directed to the latest NERC Compliance Application Notice (CAN). This Bulletin will not be subject to annual review in the future.

Revision: 5	Date: 09/10/2015
Author:	Tom Moleski, Senior Compliance Specialist Mark Kuras, Senior Lead Engineer NERC and Regional Coordination
Reviewers:	Mark Holman, Manager NERC and Regional Coordination Stephanie Monzon, Manager CIP Compliance

Approver:	Tom Bowe, Executive Director Reliability and Compliance
Reason for Change:	Clarified applicability such that the bulletin does not supersede definitions for “annual,” “annually” or “yearly” contained in existing policies, procedures, etc.

Revision: 4	Date: 1/12/2015
Author:	Tom Moleski, Senior Compliance Specialist Mark Kuras, Senior Lead Engineer NERC and Regional Coordination
Reviewers:	Mark Holman, Manager NERC and Regional Coordination Stephanie Monzon, Manager CIP Compliance
Approver:	Tom Bowe, Executive Director Reliability and Compliance
Reason for Change:	Reviewed as a part of the annual review of PJM Compliance Bulletins. Change made to make PJM’s definition consistent with the NERC CAN.

Revision: 3	Date: 12/01/2012
Author:	Bradley Hofferkamp, Senior Analyst NERC and Regional Coordination
Reviewers:	Stephanie Monzon, Manager NERC and Regional Coordination Medha Pai, Manager CIP Compliance
Approver:	Tom Bowe, Executive Director Reliability and Compliance
Reason for Change:	Reviewed as a part of the annual review of compliance bulletins. NERC CAN reviewed for consistency. PJM’s definition is more restrictive, with

	good rationale. No changes identified.
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Revision: 2	Date: 01/12/2011
Author:	Bradley Hofferkamp, Senior Analyst NERC and Regional Coordination
Reviewers:	Patrick Brown, Manager NERC and Regional Coordination
Approver:	Tom Bowe, Executive Director Reliability and Compliance
Reason for Change:	Revised as a part of the annual review of compliance bulletins. No changes identified.

Revision: 1	Date: 06/15/2010
Author:	Bradley Hofferkamp, Senior Analyst NERC and Regional Coordination
Reviewers:	Patrick Brown, Manager NERC and Regional Coordination
Approver:	Tom Bowe, Executive Director Reliability Integration Division
Reason for Change:	Revised as a part of the annual review of compliance bulletins. No changes identified.

Revision: 0	Date: 05/10/2010
Author:	Bradley Hofferkamp, Senior Analyst NERC and Regional Coordination
Reviewers:	Patrick Brown, Manager NERC and Regional Coordination
Approver:	Tom Bowe, Executive Director Reliability Integration Division
Reason for Change:	This is a newly developed document.