

Temporary Stoppage of the Addendum process -Released November 30, 2023

This message is to notify you of a new bulletin related to the [temporary stoppage of the Addendum process](#) effective November 30, 2023.

As of today, November 30, 2023, the Addendum process (see [QA Manual](#) section 8) will be on hold until further notice. Addendums already submitted to the VOO will be processed, but any new requests will be rejected. A warning notification has been issued to facilities in the SLCP Facility Newsletter.

This means that you do not have to use resources after finalization of the report to engage in edits with the facility and the VOO. However, this means report quality, report QA review, closing meeting procedures and alerting the facility to the importance of reviewing the report become critical.

Please engage in the following steps:

Closing meeting:

- Share the Verification Summary with the facility. All Inaccurate and legal Non-compliances must be visible to the facility. They should understand what the final report will contain.
- Remind the facility that they have a review period of 14 days that they must use to review the entire report and see if any changes or additions are necessary to the report data. Verifiers are open to making necessary edits in the review period. Verifiers are not able to make edits after the report is finalized by the facility.

Verification report writing and quality review:

- Pay special attention to correct Assessor/Verifier Selections.
- Ensure the Assessor/Verifier Explanations are clear and give enough data for report end users to understand the facility circumstances and inform remediation. This applies to any Assessor/Verifier Selections, not only the Inaccurate-Incorrect selections.

Please contact slcp@summera.com with any questions.