CHECKLIST FOR BANK MAINTENANCE

RATING	SERIES

Bank maintenance must be completed at the end of each exam series. Use notes you have made during development of the last series and the information below. Remember, your Team Leader is there to help you.	INT/Date
1. **REVIEW/UPDATE BANK ORGANIZATION.**	
• Verify OCCSTDs/SKILL OBJECTS. Ensure you have the current approved standards.	
• Compare OCCSTDs/Skill Objects to subjects and sub-subjects. Add/delete subjects and sub-subjects as needed. (See EDS administrator.)	
2. **VERIFY REFERENCES.**	
• Verify the Advancement Examination Reference List (AERL) is updated and current.	
• Ensure data is changed in EDS program to reflect this action. Request changes from Librarian.	
3. **LOAD LEGAL ITEMS.** Ensure all "legal" available series of questions are unlocked and the stats are loaded. Contact your Team Leader (TL) for assistance.	
4. **REVIEW CAT III.** **Review** all CAT III items.	
• Delete dupes, old, inaccurate, and invalid items.	
• Verify reference details on each question and/or cross-reference bib.	
• Ensure item OCCSTDs/Skill Objects and Subject are current, valid, and accurate.	
• Verify that graphics and questions are tied to the graphics, when possible. Update graphics; ensure they are up to date, legible, and correctly formatted.	
5. **REVIEW CAT II.** **Review/revise** all CAT II items.	
• Review/revise all items. Ensure statistical methodologies are applied—stats are particularly useful when reviewing Cat II items.	
• Delete dupes, old, inaccurate, and invalid items.	
• Verify reference details on each question and/or cross-reference bib.	
• Ensure item OCCSTDs/Skill Objects and Subject are current, valid, and accurate.	
• Verify that graphics and questions are tied to the graphics, when possible. Update graphics; ensure they are up to date, legible, and correctly formatted.	
6. **REVIEW CAT I.** **Delete or revise** all items (if any doubt, delete).	
• Delete dupes, old, inaccurate, and invalid items.	
• Verify reference details on each question and/or cross-reference bib.	
• Ensure item OCCSTDs/Skill Objects and Subject are current, valid, and accurate.	
• Verify that graphics and questions are tied to the graphics, when possible. Update graphics; ensure they are up to date, legible, and correctly formatted.	
7. **Review Upgrades and Downgrades.** Take action to upgrade, downgrade, revise, or remain the same.	
8. **WRITE NEW ITEMS.** Write new items based upon analysis of your bank. Develop new graphics as needed. (See graphics illustrators for help.)	

SME Signature and Date	TL Signature and Date

RESET

EMAIL TO: