

# How to Resolve Ballot Comments

10/3/2023

1. Log into myProject with your login credentials.
2. Click #4 of the color wheel in the middle of the page:



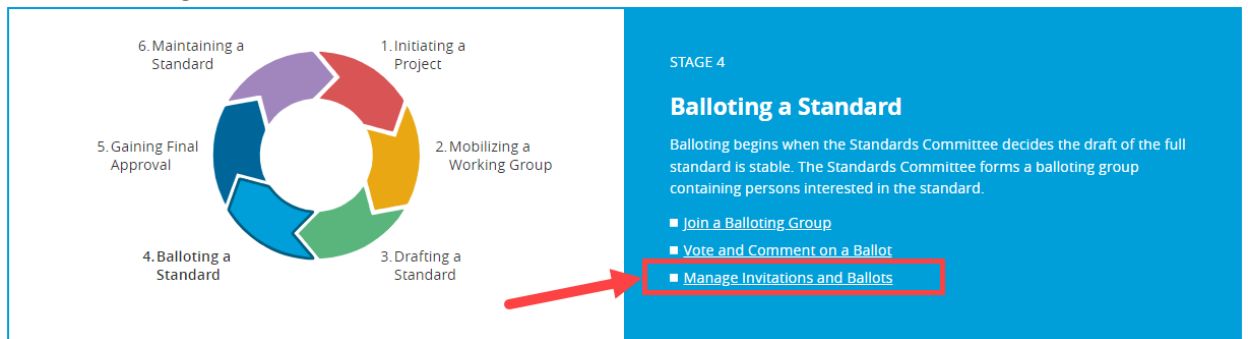
**myProject Quick Links**

For links to commonly used features please click on a stage of the standards development lifecycle on the left.

**The Standards Development Lifecycle**

IEEE Standards are developed using a time-tested, effective and trusted process that is easily explained in a six stage lifecycle diagram. For more information on our process, please visit <http://standards.ieee.org/develop>

3. Click on “Manage Invitations and Ballots”:



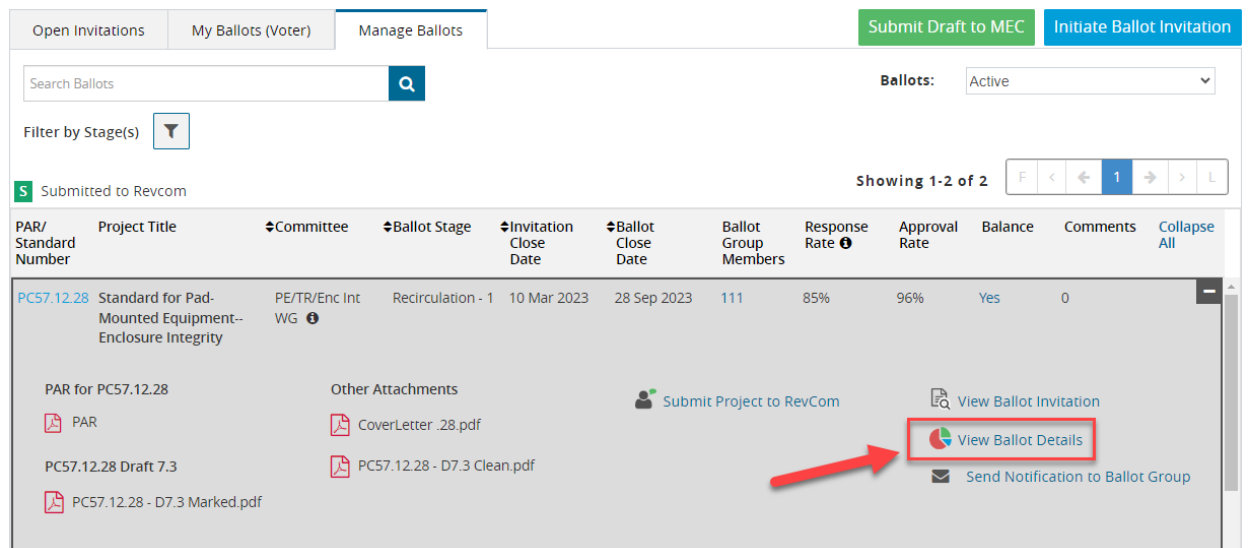
**STAGE 4**

**Balloting a Standard**

Balloting begins when the Standards Committee decides the draft of the full standard is stable. The Standards Committee forms a balloting group containing persons interested in the standard.

- [Join a Balloting Group](#)
- [Vote and Comment on a Ballot](#)
- [Manage Invitations and Ballots](#)

4. Find your Standard, in this case PC5.12.28, and click on “**View Ballot Details**”.



Open Invitations My Ballots (Voter) Manage Ballots

Search Ballots

Ballots: Active

Filter by Stage(s)

Showing 1-2 of 2

| PAR/Standard Number | Project Title                                           | Committee        | Ballot Stage      | Invitation Close Date | Ballot Close Date | Ballot Group Members | Response Rate | Approval Rate | Balance | Comments | Collapse All |
|---------------------|---------------------------------------------------------|------------------|-------------------|-----------------------|-------------------|----------------------|---------------|---------------|---------|----------|--------------|
| PC5.12.28           | Standard for Pad-Mounted Equipment--Enclosure Integrity | PE/TR/Enc Int WG | Recirculation - 1 | 10 Mar 2023           | 28 Sep 2023       | 111                  | 85%           | 96%           | Yes     | 0        |              |

PAR for PC5.12.28

PAR

PC5.12.28 Draft 7.3

PC5.12.28 - D7.3 Marked.pdf

Other Attachments

CoverLetter .28.pdf

PC5.12.28 - D7.3 Clean.pdf

Submit Project to RevCom

View Ballot Invitation

**View Ballot Details**

Send Notification to Ballot Group

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5. Scroll down until you see the 4 tabs (Vote-Comment, Ballot Group, etc.). In the **Vote-Comment** tab:
  - a) Select the appropriate ballot stage,
  - b) Then click **"Export Comments"** and select **"As Excel"**:

| Comment# | Style  | Commenter        | Index# | Category  | Page | Subclause | Line | Vote    | Comment                              | Proposed Change                       | Must Be Satisfied | Disposition Status | Disposition Detail                   | File |
|----------|--------|------------------|--------|-----------|------|-----------|------|---------|--------------------------------------|---------------------------------------|-------------------|--------------------|--------------------------------------|------|
| I-84     | Ballot | Thomas Blackburn | 3      | Editorial | 11   | 5.3       | 601  | Approve | "...applies to panels used in ...[-] | Investigate and correct if nec... [-] | No                | REVISED            | Moved the scribe line and its ...[-] |      |
| I-83     | Ballot | Benjamin Garcia  | 11     | Editorial | 26   |           | 915  | Approve | Footnote 21 skips footnote 20 ...[-] | All footnotes need to be evalu...[-]  | No                | ACCEPTED           |                                      |      |
| I-82     | Ballot | Benjamin Garcia  | 10     | Editorial | 26   |           | 918  | Approve | C57.12.23 should be located be...[-] | C57.12.23 should be on line 91...[-]  | No                | ACCEPTED           |                                      |      |
| I-81     | Ballot | Benjamin Garcia  | 9      | Editorial | 19   |           | 745  | Approve | Annex references are                 | Suggest re-ordering in                | No                | ACCEPTED           |                                      |      |

6. Save the ZIP file, extract the Excel spreadsheet and save it.
7. Open the spreadsheet.

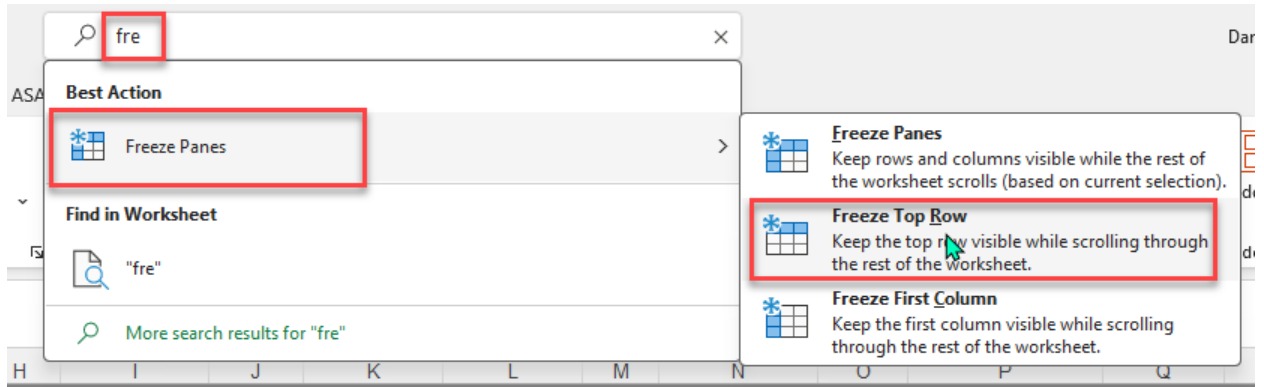
| Comment ID | Date                 | Comment # | Name              | Email | Phone | Style  | Index # | Classification | Vote    | Affiliation                                                   | Category  | Page | Subclause | Line | Comment                                                                                                                                                                                                                                                                                                                                                           | File | Must be Satisfied | Proposed Change                                                                                                                                                                                                                                                        |
|------------|----------------------|-----------|-------------------|-------|-------|--------|---------|----------------|---------|---------------------------------------------------------------|-----------|------|-----------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | 11-Apr-2023 11:37:28 | I-84      | Blackburn, Thomas |       |       | Ballot | 3       | Consulting     | Approve | Gene Blackburn Engineering Southern California Edison Company | Editorial | 11   | 5.3       | 601  | "... applies to panels used in Section 1.1.1. There is no Section 1.1.1.                                                                                                                                                                                                                                                                                          |      | No                | Investigate and correct if necessary                                                                                                                                                                                                                                   |
| 2          | 11-Apr-2023 11:15:06 | I-83      | Garcia, Benjamin  |       |       | Ballot | 11      | User - Other   | Approve | Southern California Edison Company                            | Editorial | 26   |           | 915  | Footnote 21 skips footnote 20 at the bottom of the page. C57.12.23 should be located between 12.20 and 12.24, it's the only IEEE reference out of numerical order.                                                                                                                                                                                                |      | No                | All footnotes need to be evaluated correct number references.                                                                                                                                                                                                          |
| 3          | 11-Apr-2023 11:15:06 | I-82      | Garcia, Benjamin  |       |       | Ballot | 10      | User - Other   | Approve | Southern California Edison Company                            | Editorial | 26   |           | 918  | Annex references are not in line with text from the document. For example:<br>- Annex A is referenced in 5.4.6<br>- Annex B is referenced in 4.2.2.2<br>- Annex C is referenced in 4.1.10<br>- Annex D is referenced in 5.3<br>- Annex E is properly located, section 1.1.1 is an incorrect reference and needs to be updated.<br>Looking at the reference of the |      | No                | Suggest re-ordering in order of ref in the text, as follows<br>- Annex C sb "A" as referenced in<br>- Annex B sb "B" as referenced in 4.2.2.2<br>- Annex D sb "C" as referenced in<br>- Annex A sb "D" as referenced in<br>- Annex E is properly located, sb should be |
| 4          | 11-Apr-2023 11:15:06 | I-81      | Garcia, Benjamin  |       |       | Ballot | 9       | User - Other   | Approve | Southern California Edison Company                            | Editorial | 19   |           | 745  |                                                                                                                                                                                                                                                                                                                                                                   |      | No                |                                                                                                                                                                                                                                                                        |
| 5          | 11-Apr-2023 11:14:08 | I-80      | Garcia, Benjamin  |       |       | Ballot | 8       | User - Other   | Approve | Southern California Edison Company                            | Editorial | 11   | 5.3       | 601  |                                                                                                                                                                                                                                                                                                                                                                   |      | No                |                                                                                                                                                                                                                                                                        |

8. I find that the supplied formatting makes reading the comments hard, so I:
  - a) Make a copy of the Comments sheet – select that tab, right-click **Move or Copy**, check the **Creata copy** box, rename the new tab if desired

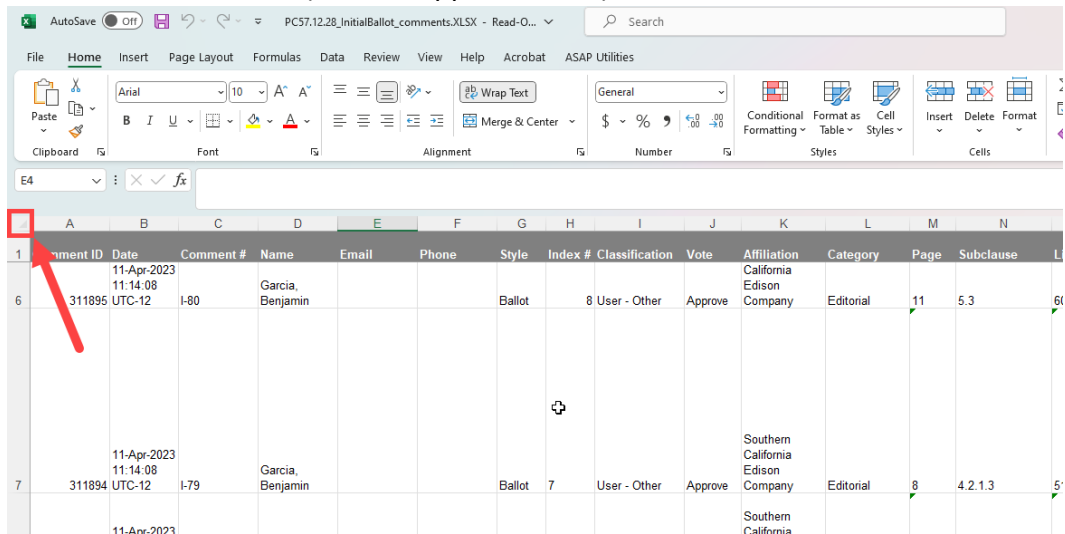
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- b) Freeze the top row so it doesn't scroll away, type **fre** in the search box, select **Freeze** **Panes**, select **Freeze Top Row**



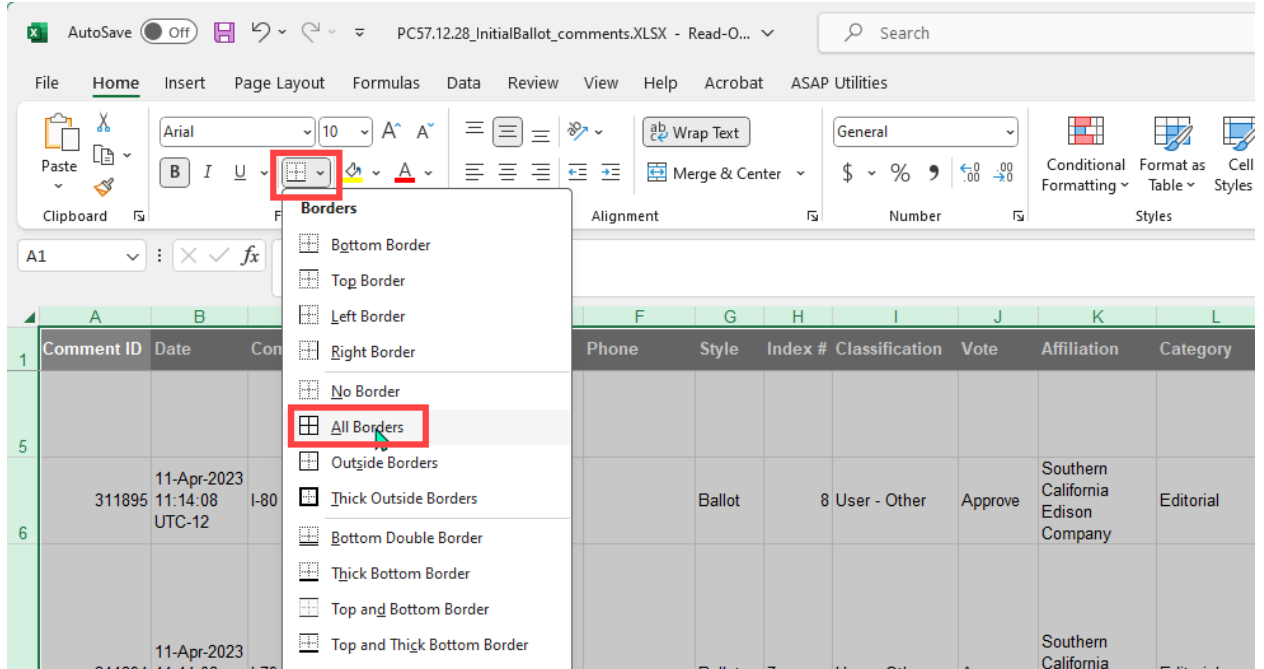
- c) Format cells: Select ALL (click on upper left box)



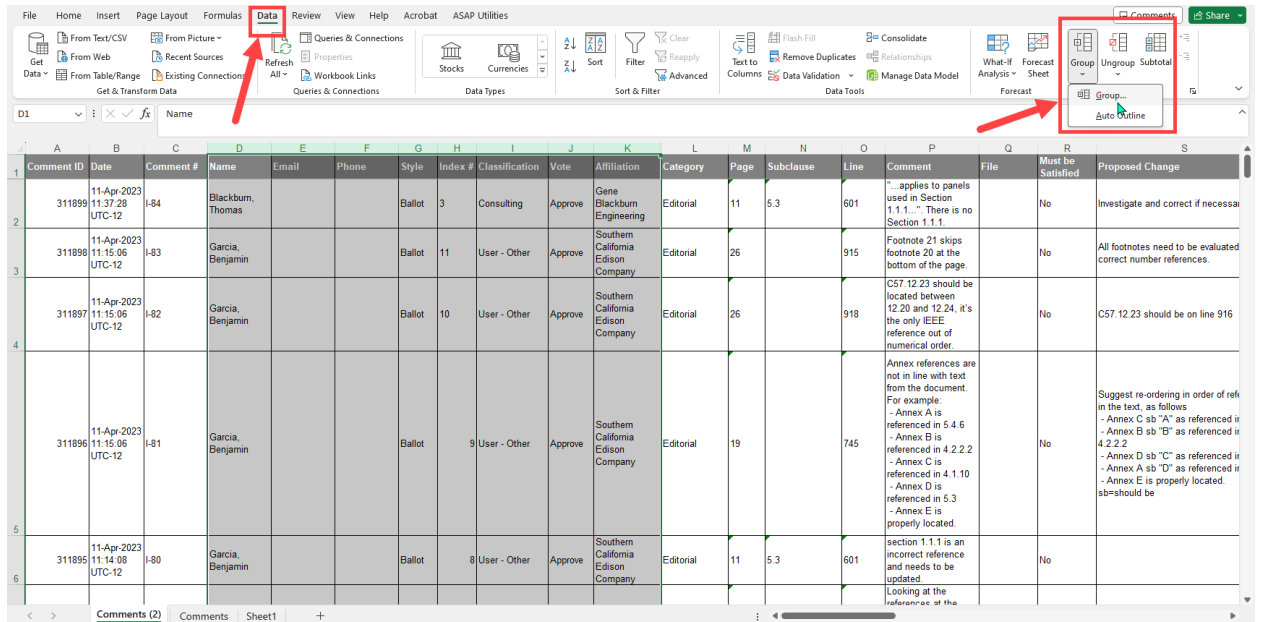
# How to Resolve Ballot Comments

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d) Select the borders box and then **All Borders**



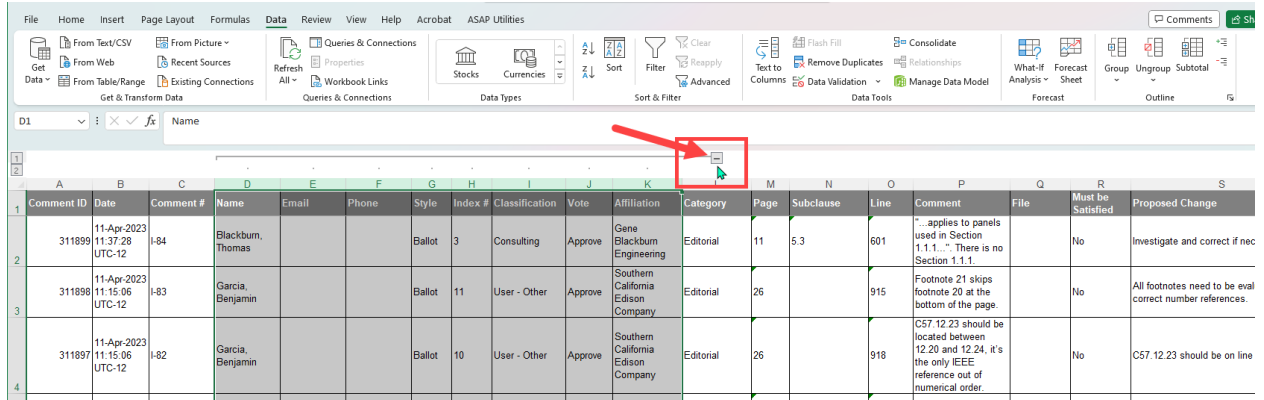
e) Select columns D through K, click on the **Data** tab, Click on **Group**, then **Group**



# How to Resolve Ballot Comments

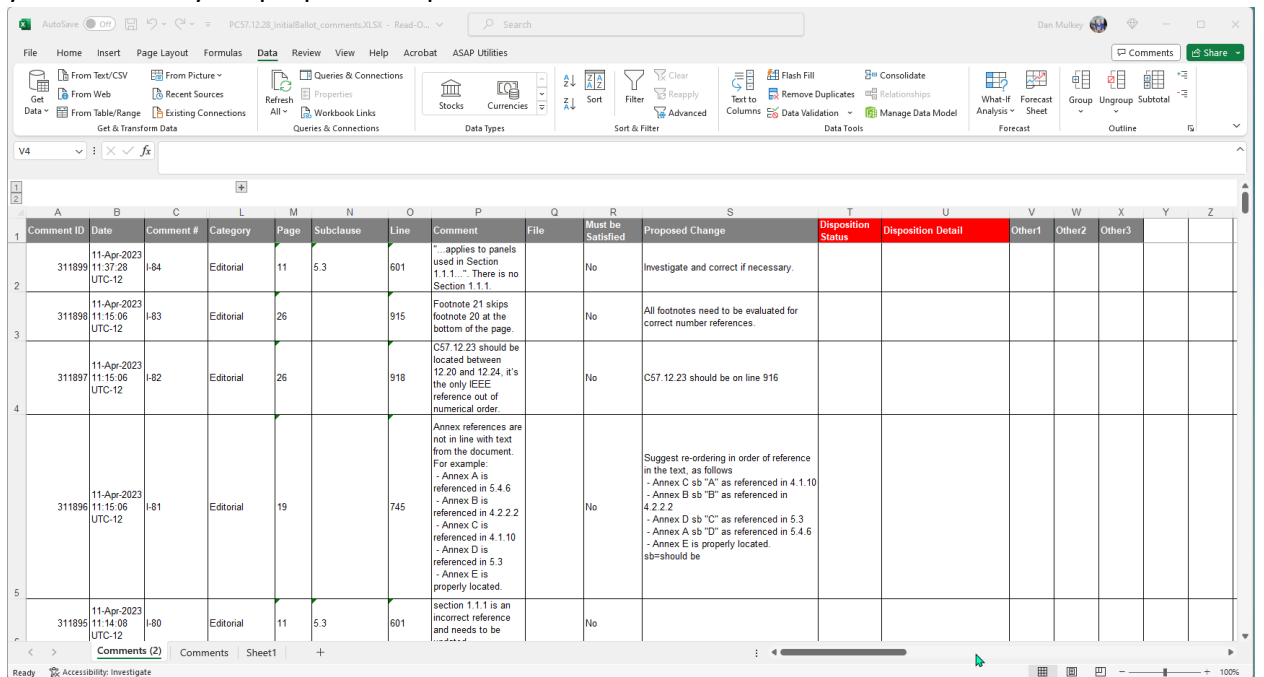
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f) Collapse columns D-K – Click on the minus box:



|   | A          | B                           | C         | D                 | E     | F     | G      | H       | I              | J       | K                                  | L         | M    | N         | O    | P                                                                                                         | Q    | R                 | S                                                        |
|---|------------|-----------------------------|-----------|-------------------|-------|-------|--------|---------|----------------|---------|------------------------------------|-----------|------|-----------|------|-----------------------------------------------------------------------------------------------------------|------|-------------------|----------------------------------------------------------|
| 1 | Comment ID | Date                        | Comment # | Name              | Email | Phone | Style  | Index # | Classification | Vote    | Affiliation                        | Category  | Page | Subclause | Line | Comment                                                                                                   | File | Must be Satisfied | Proposed Change                                          |
| 2 | 311899     | 11-Apr-2023 11:37:28 UTC-12 | I-84      | Blackburn, Thomas |       |       | Ballot | 3       | Consulting     | Approve | Gene Blackburn Engineering         | Editorial | 11   | 5.3       | 601  | "...applies to panels used in Section 1.1.1." There is no Section 1.1.1.                                  |      | No                | Investigate and correct if nec                           |
| 3 | 311898     | 11-Apr-2023 11:15:06 UTC-12 | I-83      | Garcia, Benjamin  |       |       | Ballot | 11      | User - Other   | Approve | Southern California Edison Company | Editorial | 26   |           | 915  | Footnote 21 skips footnote 20 at the bottom of the page.                                                  |      | No                | All footnotes need to be eval correct number references. |
| 4 | 311897     | 11-Apr-2023 11:15:06 UTC-12 | I-82      | Garcia, Benjamin  |       |       | Ballot | 10      | User - Other   | Approve | Southern California Edison Company | Editorial | 26   |           | 918  | C57.12.23 should be located between 12.20 and 12.24, it's the only IEEE reference out of numerical order. |      | No                | C57.12.23 should be on line                              |

g) Now you have a decent sized work space – the Red headed columns T and U are where you will enter your proposed dispositions



|   | A          | B                           | C         | L         | M    | N         | O    | P                                                                                                                                                                                                                                                             | Q    | R                 | S                                                                                                                                                                                                                                                                                                 | T                  | U                  | V      | W      | X      | Y | Z |
|---|------------|-----------------------------|-----------|-----------|------|-----------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------|--------|--------|---|---|
| 1 | Comment ID | Date                        | Comment # | Category  | Page | Subclause | Line | Comment                                                                                                                                                                                                                                                       | File | Must be Satisfied | Proposed Change                                                                                                                                                                                                                                                                                   | Disposition Status | Disposition Detail | Other1 | Other2 | Other3 |   |   |
| 2 | 311899     | 11-Apr-2023 11:37:28 UTC-12 | I-84      | Editorial | 11   | 5.3       | 601  | "...applies to panels used in Section 1.1.1." There is no Section 1.1.1.                                                                                                                                                                                      |      | No                | Investigate and correct if necessary.                                                                                                                                                                                                                                                             |                    |                    |        |        |        |   |   |
| 3 | 311898     | 11-Apr-2023 11:15:06 UTC-12 | I-83      | Editorial | 26   |           | 915  | Footnote 21 skips footnote 20 at the bottom of the page.                                                                                                                                                                                                      |      | No                | All footnotes need to be evaluated for correct number references.                                                                                                                                                                                                                                 |                    |                    |        |        |        |   |   |
| 4 | 311897     | 11-Apr-2023 11:15:06 UTC-12 | I-82      | Editorial | 26   |           | 918  | C57.12.23 should be located between 12.20 and 12.24, it's the only IEEE reference out of numerical order.                                                                                                                                                     |      | No                | C57.12.23 should be on line 916                                                                                                                                                                                                                                                                   |                    |                    |        |        |        |   |   |
| 5 | 311896     | 11-Apr-2023 11:15:06 UTC-12 | I-81      | Editorial | 19   |           | 745  | Annex references are not in line with text from the document. For example:<br>- Annex A is referenced in 5.4.6<br>- Annex B is referenced in 4.2.2.2<br>- Annex C is referenced in 4.1.10<br>- Annex D is referenced in 5.3<br>- Annex E is properly located. |      | No                | Suggest re-ordering in order of reference in the text, as follows<br>- Annex C sb "A" as referenced in 4.1.10<br>- Annex B sb "B" as referenced in 4.2.2.2<br>- Annex D sb "C" as referenced in 5.3<br>- Annex A sb "D" as referenced in 5.4.6<br>- Annex E is properly located.<br>sbm should be |                    |                    |        |        |        |   |   |
| 6 | 311895     | 11-Apr-2023 11:14:08 UTC-12 | I-80      | Editorial | 11   | 5.3       | 601  | section 1.1.1 is an incorrect reference and needs to be                                                                                                                                                                                                       |      | No                |                                                                                                                                                                                                                                                                                                   |                    |                    |        |        |        |   |   |

h) Sort the comments so they match the flow of the document [NOTE: Previously forming your draft with continuous line numbers makes this easy, otherwise you will have to correct erroneous page numbers and use a multi-layerd sort]

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- i. Scroll down to the last row and click in the last data cell in column X, then Shift + click in cell A1 – this selects all of the data

|    | A          | B                                 | C         | D         | E    | F         | G    | H                                                                                                                                                                                                                                                                                  | I    | J                 | K                                                                                                                                                                        | L                  | M                        | N      | O      | P      | Q | R | S | T | U | V | W | X | Y | Z |
|----|------------|-----------------------------------|-----------|-----------|------|-----------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|--------|--------|--------|---|---|---|---|---|---|---|---|---|---|
| 1  | Comment ID | Date                              | Comment # | Category  | Page | Subclause | Line | Comment                                                                                                                                                                                                                                                                            | File | Must be Satisfied | Proposed Change                                                                                                                                                          | Disposition Status | Disposition Detail       | Other1 | Other2 | Other3 |   |   |   |   |   |   |   |   |   |   |
| 2  | 310967     | 20-Mar-2023<br>09:05:24<br>UTC-12 | I-3       | Editorial | 4    | 4         | 419  | The paragraph on lines 419-421 appears to be a hanging paragraph (style manual 13.1).                                                                                                                                                                                              |      | No                | Add a subhead "General" or move the text to eliminate the hanging paragraph.                                                                                             | ACCEPTED           |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 82 | 310966     | 20-Mar-2023<br>09:05:24<br>UTC-12 | I-2       | Editorial | 3    | 3         | 379  | This is a general comment regarding footnotes, the first instance of this issue occurs on line 379. The footnotes skip several numbers starting with footnote "4". (Footnote 3 appears on page 2, clause 2. Footnote 5 is called out on page 3, clause 3.) Also missing: 6 and 11. |      | No                | Correct footnotes where appropriate.                                                                                                                                     | ACCEPTED           |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 83 | 310965     | 20-Mar-2023<br>09:05:24<br>UTC-12 | I-1       | Editorial | 2    | 2         | 367  | ASTM D1654 is called out as -05 in the normative reference and utilized in 5.4.6 and normative Annex A. D1654-08 is called out in d. of Figure 5.                                                                                                                                  |      | Yes               | If possible, utilize the same standard year for all uses of D1654. If not, per style manual 12.3.2 recommend using an undated reference in the normative reference list. | REVISED            | Corrected "-08" to "-05" |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 84 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 85 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 86 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 87 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 88 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 89 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |

- ii. On the **Data** tab, select **Sort** with the headers box selected, then scroll down to **Line** and click on **Ok**

AutoSave On | PC57.12.28\_initialBallot\_comments.XLSX - Read-Only | Search | Dan Mulvey

File Home Insert Page Layout Formulas **Data** Review View Help Acrobat ASAP Utilities

Data: From Text/CSV, From Web, From Table/Range, Recent Sources, Existing Connections, Get & Transform Data

Queries & Connections: Refresh All, Properties, Workbook Links, Queries & Connections

Data Types: Stocks, Currencies

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Flash Fill, Remove Duplicates, Text to Columns, Data Validation, Manage Data Model

Forecast: What-If Analysis, Forecast Sheet

Outline: Group, Ungroup, Subtotal

X84 | fx

|    | A          | B                                 | C         | D         | E    | F         | G    | H                                                                                                                                                                                                                                                                                  | I    | J                 | K                                                                                                                                                                        | L                  | M                        | N      | O      | P      | Q | R | S | T | U | V | W | X | Y | Z |
|----|------------|-----------------------------------|-----------|-----------|------|-----------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|--------|--------|--------|---|---|---|---|---|---|---|---|---|---|
| 1  | Comment ID | Date                              | Comment # | Category  | Page | Subclause | Line | Comment                                                                                                                                                                                                                                                                            | File | Must be Satisfied | Proposed Change                                                                                                                                                          | Disposition Status | Disposition Detail       | Other1 | Other2 | Other3 |   |   |   |   |   |   |   |   |   |   |
| 2  | 310967     | 20-Mar-2023<br>09:05:24<br>UTC-12 | I-3       | Editorial | 4    | 4         | 419  | The paragraph on lines 419-421 appears to be a hanging paragraph (style manual 13.1).                                                                                                                                                                                              |      | No                | Add a subhead "General" or move the text to eliminate the hanging paragraph.                                                                                             | ACCEPTED           |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 82 | 310966     | 20-Mar-2023<br>09:05:24<br>UTC-12 | I-2       | Editorial | 3    | 3         | 379  | This is a general comment regarding footnotes, the first instance of this issue occurs on line 379. The footnotes skip several numbers starting with footnote "4". (Footnote 3 appears on page 2, clause 2. Footnote 5 is called out on page 3, clause 3.) Also missing: 6 and 11. |      | No                | Correct footnotes where appropriate.                                                                                                                                     | ACCEPTED           |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 83 | 310965     | 20-Mar-2023<br>09:05:24<br>UTC-12 | I-1       | Editorial | 2    | 2         | 367  | ASTM D1654 is called out as -05 in the normative reference and utilized in 5.4.6 and normative Annex A. D1654-08 is called out in d. of Figure 5.                                                                                                                                  |      | Yes               | If possible, utilize the same standard year for all uses of D1654. If not, per style manual 12.3.2 recommend using an undated reference in the normative reference list. | REVISED            | Corrected "-08" to "-05" |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 84 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 85 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 86 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 87 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 88 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |
| 89 |            |                                   |           |           |      |           |      |                                                                                                                                                                                                                                                                                    |      |                   |                                                                                                                                                                          |                    |                          |        |        |        |   |   |   |   |   |   |   |   |   |   |

Sort dialog box:

- Column: Sort by
- Sort On: Cell Values
- Order: A to Z
- My data has headers: ☒
- Sort by: Line
- OK

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- iii. Save the spreadsheet. Comments are now in the best order for finding them in the balloted document.

|    | A          | B                           | C         | L         | M    | N         | O    | P                                                            | Q    | R                 | S                                                                 | T                  | U                  | V      | W      | X      | Y |
|----|------------|-----------------------------|-----------|-----------|------|-----------|------|--------------------------------------------------------------|------|-------------------|-------------------------------------------------------------------|--------------------|--------------------|--------|--------|--------|---|
|    | Comment ID | Date                        | Comment # | Category  | Page | Subclause | Line | Comment                                                      | File | Must be Satisfied | Proposed Change                                                   | Disposition Status | Disposition Detail | Other1 | Other2 | Other3 |   |
| 74 | 311062     | 23-Mar-2023 07:52:52 UTC-12 | I-12      | Editorial | 19   | Annex A   | 783  | Word choice describing completion of cycles is inconsistent. |      | No                | Change 'obtained' to 'completed'                                  | ACCEPTED           |                    |        |        |        |   |
| 75 | 311063     | 23-Mar-2023 07:55:07 UTC-12 | I-13      | Editorial | 19   | Annex A   | 784  | Word choice describing completion of test is inconsistent.   |      | No                | Change 'achieved' to 'completed'                                  | ACCEPTED           |                    |        |        |        |   |
| 76 | 311825     | 10-Apr-2023 02:46:29 UTC-12 | I-49      | Editorial | 20   | B.1       | 791  | Referring to incorrect clause.                               |      | No                | Change clause "4.2.1" to "4.2.1.1" in two places within line 791. | ACCEPTED           |                    |        |        |        |   |
| 77 | 311719     | 04-Apr-2023 15:15:17 UTC-12 | I-38      | Editorial | 25   | D.2       | 888  | Appears that "SPC" should be "SSPC".                         |      | No                | Change.                                                           | ACCEPTED           |                    |        |        |        |   |
| 78 | 311720     | 04-Apr-2023 15:16:23        | I-39      | Editorial | 25   | D.2       | 889  | Appears that "SPC" should be "SSPC".                         |      | No                | Change.                                                           | ACCEPTED           |                    |        |        |        |   |

9. Although it is a fair amount of work, putting all of the comments on the balloted PDF document greatly simplifies review and discussion of the comments. I use the comment functions in Adobe Reader to add the comment numbers and the commenter's suggestion in context:

## 453 4.1.10 Door hardware

454 Locking bolts and associated threaded receptacles, hinges, and hinge pins shall be AISI type 304 stainless  
455 steel<sup>9</sup> or material of equivalent corrosion resistance.

## 456 4.1.11 Handhole covers

There shall be no handhole covers that can be opened from outside of the enclosure. I-26

457 If handhole covers are exposed, they shall be secured from the inside of the enclosure.

## 458 4.1.12 Locking/latching devices

459 The latching device(s) shall be designed and constructed of such a material so as to resist breaking or bending.  
460 The provision for locking device(s) on the enclosure door(s) shall be designed and located as to comply with  
461 the defined tests.

## 462 4.1.13 Attachments

463 Any attachments to the assembled equipment (e.g., sight glass, viewing window, gauge, etc.) that are exposed  
464 to the external environment must retain their intended functionality.

## 465 4.1.14 Fire resistance

"and be tested for the same external environment as the overall enclosure." I-27

466 The enclosure shall be constructed of fire-resistant material.

## 467 4.1.15 Enclosure access

"Non-metallic enclosures shall be made from material having an Underwriters Laboratories 94-5V rating, or the enclosure shall comply with the 5 inch flame test specified in UL 746C." I-28

468 All access doors shall be fastened with a device that uses a pentahead tool to permit unlatching the door only  
469 after the padlock has been removed. This pentahead device or bolt shall be coordinated such that the padlock  
470 cannot be engaged only by the proper tool. The dimensions of the pentahead bolt and non-rotating recess shall  
471 engaged.

into the hasp I-55

Insert a comma I-45

472 Enclosures without latches shall have padlock and pentahead bolt provisions and shall be coordinated to  
473 prevent insertion of a padlock until the access door is fully closed and the pentahead device or bolt is securely  
474 engaged. The padlock shall be removed before the pentahead bolt can be disengaged.

"It shall not be possible to disengage the pentahead bolt until the padlock is removed." I-29

475 A minimum of one pentahead device or bolt and padlocking means shall be provided. The pentahead device  
476 or bolt shall be surrounded by a non-rotating guard or shall be recessed such that the pentahead device or bolt  
477 can be engaged only by the proper tool. The dimensions of the pentahead bolt and non-rotating recess shall  
478 comply with Figure 1. The pentahead device or bolt shall not be readily removable until the padlock has been  
479 removed. More than one door may be fastened with a single padlock and pentahead device or bolt. In the

DHM - duplicated text

# How to Resolve Ballot Comments

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10. Convene your Comment Resolution Group (CRG) to discuss and recommend a resolution to each comment. Either record the CRG's decision in the text boxes on the PDF or have a volunteer record it in the spreadsheet.
11. Enter the CRG's remended action in the comment spreadsheet. Click in the lower right of the cell in column T to select the appropriate one of the three allowed entries [ACCEPTED, REJECTED, REVISED]. In column U enter the reason for REJECTED OR REVISED resonses. ACCEPTED should have no comment in column U.

|    | A          | B                              | C         | L         | M    | N         | O    | P                                                            | Q    | R                 | S                                                                 | T                               | U                                                                          | V      | W      | X      |
|----|------------|--------------------------------|-----------|-----------|------|-----------|------|--------------------------------------------------------------|------|-------------------|-------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------|--------|--------|--------|
|    | Comment ID | Date                           | Comment # | Category  | Page | Subclause | Line | Comment                                                      | File | Must be Satisfied | Proposed Change                                                   | Disposition Status              | Disposition Detail                                                         | Other1 | Other2 | Other3 |
| 73 | 311854     | 11-Apr-2023<br>03:22:00 UTC-12 | I-70      | Technical | 19   | Annex A   | 780  | Missing tolerance on relative humidity                       |      | Yes               | Add "± 3%" after 85%                                              | ACCEPTED                        |                                                                            |        |        |        |
| 74 | 311855     | 11-Apr-2023<br>03:22:46 UTC-12 | I-71      | Technical | 19   | Annex A   | 782  | missing reference for number of cycles                       |      | Yes               | Add "per 5.4.6" between cycles and has                            | REVISED                         | Re-ordered information in the annex, moved scribing from Fig 5 to Annex A. |        |        |        |
| 75 | 311062     | 23-Mar-2023<br>07:52:52 UTC-12 | I-12      | Editorial | 19   | Annex A   | 783  | Word choice describing completion of cycles is inconsistent. |      | No                | Change 'obtained' to 'completed'                                  | ACCEPTED                        |                                                                            |        |        |        |
| 76 | 311063     | 23-Mar-2023<br>07:55:07 UTC-12 | I-13      | Editorial | 19   | Annex A   | 784  | Word choice describing completion of test is inconsistent.   |      | No                | Change 'achieved' to 'completed'                                  | ACCEPTED<br>REJECTED<br>REVISED | for value<br>it                                                            |        |        |        |
| 77 | 311825     | 10-Apr-2023<br>02:46:29 UTC-12 | I-49      | Editorial | 20   | B.1       | 791  | Referring to incorrect clause.                               |      | No                | Change clause "4.2.1" to "4.2.1.1" in two places within line 791. |                                 |                                                                            |        |        |        |
| 78 | 311719     | 04-Apr-2023<br>15:15:17 UTC-12 | I-38      | Editorial | 25   | D.2       | 888  | Appears that "SPC" should be "SSPC".                         |      | No                | Change.                                                           |                                 |                                                                            |        |        |        |

12. Another useful tool is the **Filter** function.

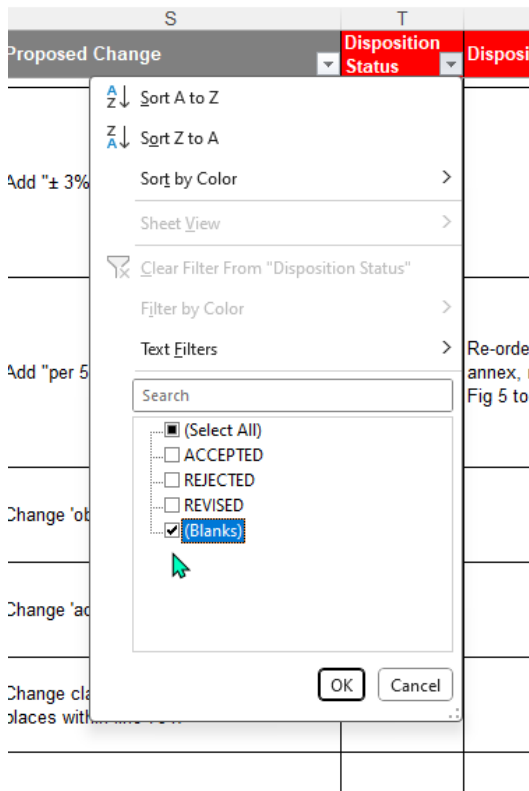
|    | A          | B                              | C         | L         | M    | N         | O    | P                                                            | Q    | R                 | S                                                                 | T                  | U                                                                          | V      | W      | X      | Y | Z |
|----|------------|--------------------------------|-----------|-----------|------|-----------|------|--------------------------------------------------------------|------|-------------------|-------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------|--------|--------|--------|---|---|
|    | Comment ID | Date                           | Comment # | Category  | Page | Subclause | Line | Comment                                                      | File | Must be Satisfied | Proposed Change                                                   | Disposition Status | Disposition Detail                                                         | Other1 | Other2 | Other3 |   |   |
| 73 | 311854     | 11-Apr-2023<br>03:22:00 UTC-12 | I-70      | Technical | 19   | Annex A   | 780  | Missing tolerance on relative humidity                       |      | Yes               | Add "± 3%" after 85%                                              | ACCEPTED           |                                                                            |        |        |        |   |   |
| 74 | 311855     | 11-Apr-2023<br>03:22:46 UTC-12 | I-71      | Technical | 19   | Annex A   | 782  | missing reference for number of cycles                       |      | Yes               | Add "per 5.4.6" between cycles and has                            | REVISED            | Re-ordered information in the annex, moved scribing from Fig 5 to Annex A. |        |        |        |   |   |
| 75 | 311062     | 23-Mar-2023<br>07:52:52 UTC-12 | I-12      | Editorial | 19   | Annex A   | 783  | Word choice describing completion of cycles is inconsistent. |      | No                | Change 'obtained' to 'completed'                                  | ACCEPTED           |                                                                            |        |        |        |   |   |
| 76 | 311063     | 23-Mar-2023<br>07:55:07 UTC-12 | I-13      | Editorial | 19   | Annex A   | 784  | Word choice describing completion of test is inconsistent.   |      | No                | Change 'achieved' to 'completed'                                  |                    |                                                                            |        |        |        |   |   |
| 77 | 311825     | 10-Apr-2023<br>02:46:29 UTC-12 | I-49      | Editorial | 20   | B.1       | 791  | Referring to incorrect clause.                               |      | No                | Change clause "4.2.1" to "4.2.1.1" in two places within line 791. |                    |                                                                            |        |        |        |   |   |
| 78 | 311719     | 04-Apr-2023<br>15:15:17 UTC-12 | I-38      | Editorial | 25   | D.2       | 888  | Appears that "SPC" should be "SSPC".                         |      | No                | Change.                                                           |                    |                                                                            |        |        |        |   |   |



# How to Resolve Ballot Comments

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For example, selecting **(blanks)** in column T to find any unanswered comments.



13. Be cautious about inserting columns and sorting incorrectly.
14. Columns V, W, and X can be renamed and used for various purposes.
15. Comments beyond the scope of the current revision or without sufficient suggested change detail can be answered along the lines of:

|          |                                                                                                                                     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| REJECTED | No specific language was proposed, however this comment will be left for the WG to consider if there is a possible future revision. |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|

16. Obtain WG approval for the changes.
17. Create a new draft and make the agreed to red line changes.
18. The upload is finicky and you will likely need to copy and paste your T and U data into your original download. Sort both tabs by the **Comment ID** (not the **Comment #**) select all of the data from T2 through the last row in column U, then paste them at cell T2 of the original sheet. The data should now upload.
19. Proceed to initiating a Ballot Re-Circulation