

Standard Development Job Aids

Dan Mulkey, Enclosure Integrity Working Group Chair

Standard Development Job Aids

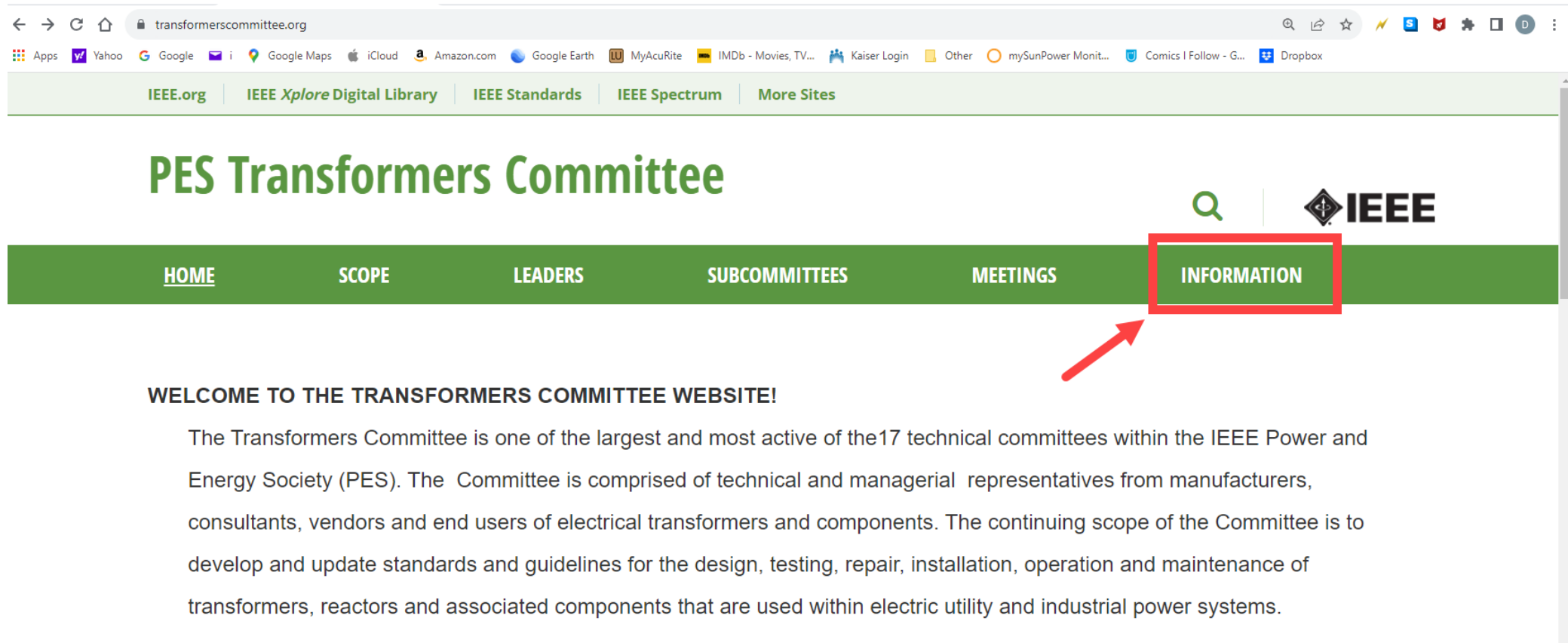
Topics

- **Where are they?**
- **What do they cover?**
- **Homework Assignment**
- **In depth review of *How to Resolve Comments***

Job Aids Location

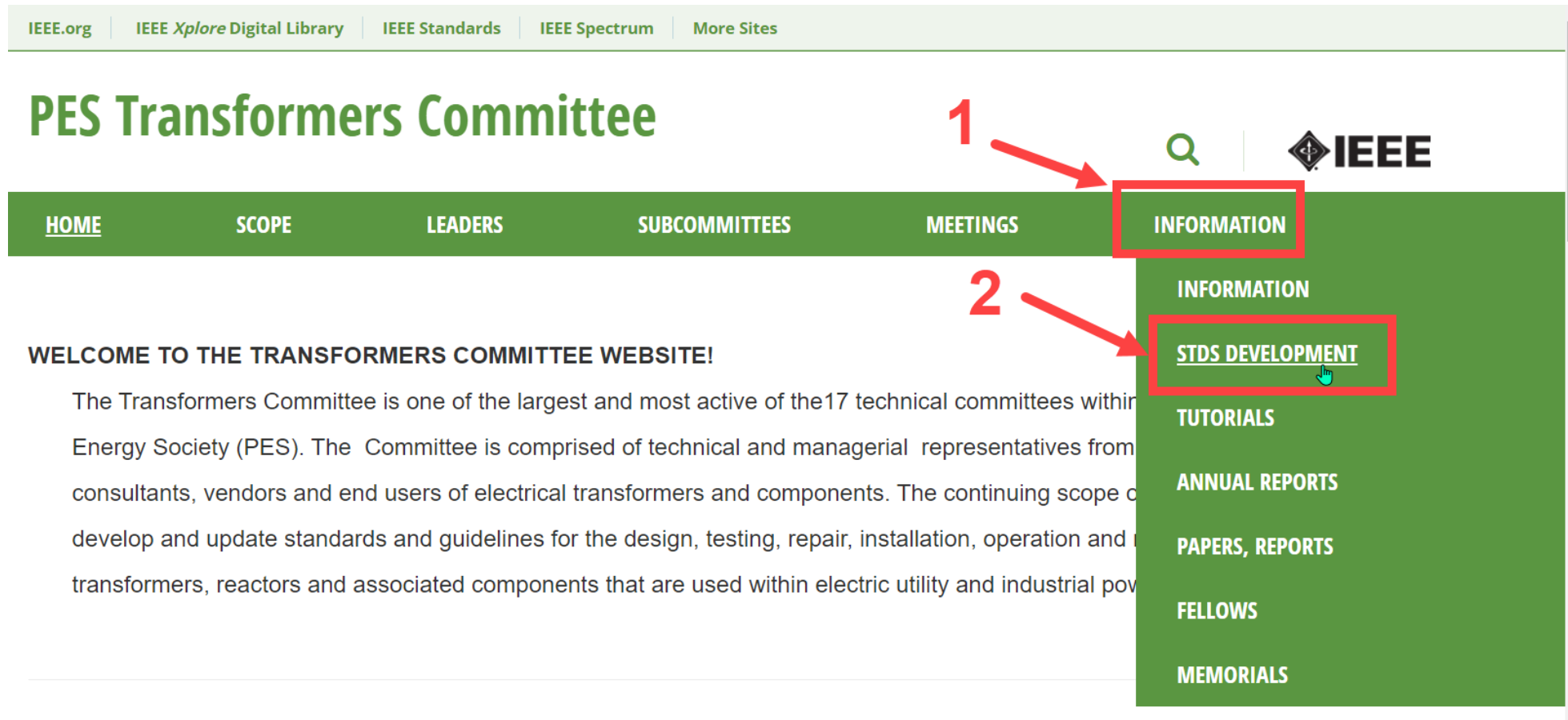
Go to: <https://www.transformerscommittee.org/>

Click on: *INFORMATION*



Job Aids Location

1. Hover over **INFORMATION**
2. Click on **STDS DEVELOPMENT**



Job Aids Location

STANDARDS DEVELOPMENT page opens

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

PES Transformers Committee

Q | IEEE

HOME SCOPE LEADERS SUBCOMMITTEES MEETINGS INFORMATION

STANDARDS DEVELOPMENT

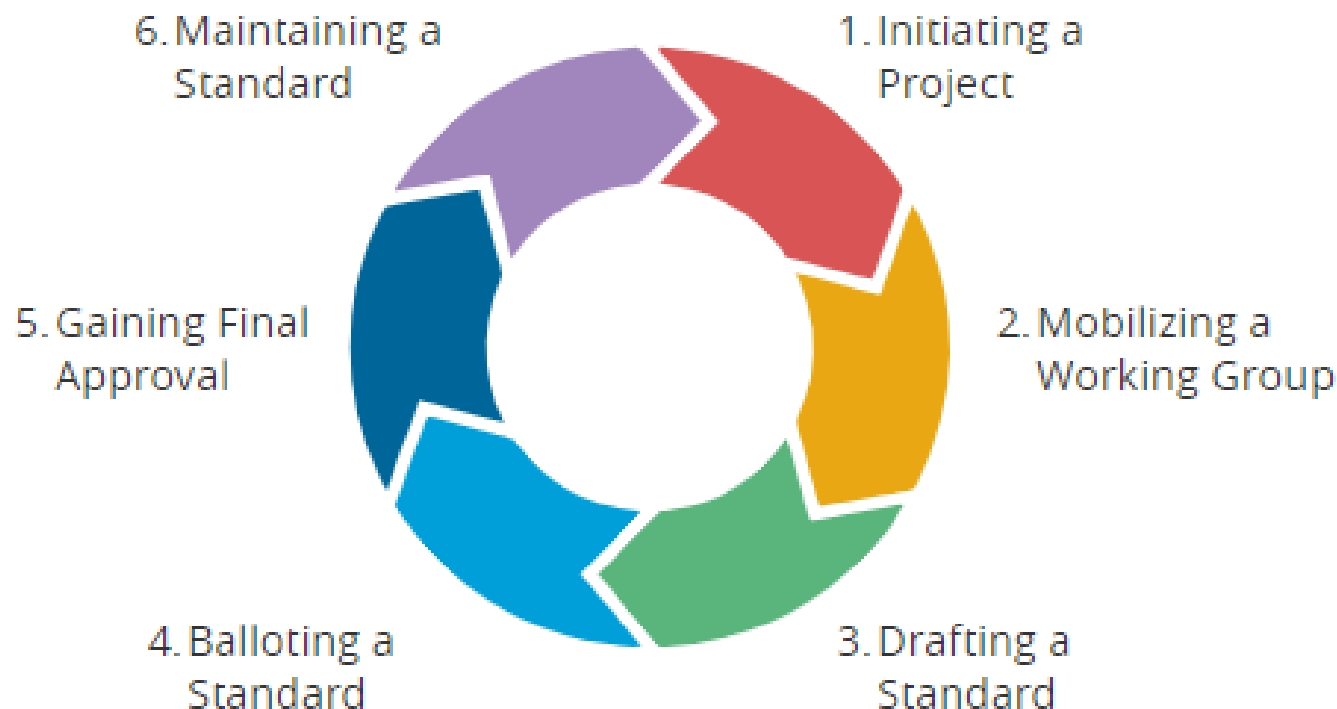
The latest Transformers Committee Standards Report can be found on the [Latest Mtg Minutes](#) page or on the last meeting minutes page.

IEEE Standards Board Meeting Schedule and deadlines for NESCOM and REVCOM submissions ([2023 IEEE-SA calendar](#)):

Scroll down to STANDARD DEVELOPMENT JOB AIDS

STANDARD DEVELOPMENT JOB AIDS

The tools are organized by the color wheel stages in myProject:



This is a work in progress – at present:

- Stage 1 has 4 tools
- Stage 3 needs 3 tools
- Stage 4 has 3 done and needs 1
- Stage 5 has 1 tool

Also expect ongoing revisions

No tools are planned for Stage 2 or Stage 6

Thanks to:

Susan McNelly – Website

Authors Ben Garcia and Will Elliot

Stage 1 – INITIATING THE PROJECT



JOB AIDS:

- [Calendar Plan for Approving a Draft Standard](#) 7Jul2023
- [How to Initiate a Standard Revision](#) 20Sep2023
- [How to Request a PAR Extension](#) 7Jul2023
- [How to Create an IEEE Collabratec Group](#) 7Jul2023

Stage 2 – MOBILIZING THE WORKING GROUP



STAGE 2

Mobilizing a Working Group

With PAR approval, a Working Group is defined and it can officially begin its work to develop or write the standard.

- [Manage Interests in Standards Development Groups](#)
- [Manage My Groups](#)

No identified job aids

Stage 3 – DRAFTING A STANDARD



JOB AIDS:

- How to Use the IEEE MS Word Template [\[under development/volunteer needed\]](#)
- How to Submit for MEC Review [\[under development/volunteer needed\]](#)
- How to Initiate a Ballot Invitation [\[under development/volunteer needed\]](#)

Stage 4 – BALLOTING A STANDARD



JOB AIDS:

- How to Start a Ballot [\[under development/volunteer needed\]](#)
- How to Send a Vote Reminder Email to only Those Who Have Not Voted [7Jul2023](#)
- How to Resolve Comments [28Sep2023](#)
- How to Submit a Ballot Re-Circulation [1Aug2023](#)

Stage 5 – GAINING FINAL APPROVAL



JOB AIDS:

- [How to Submit a Ballot to RevCom R1 20Sep2023](#)

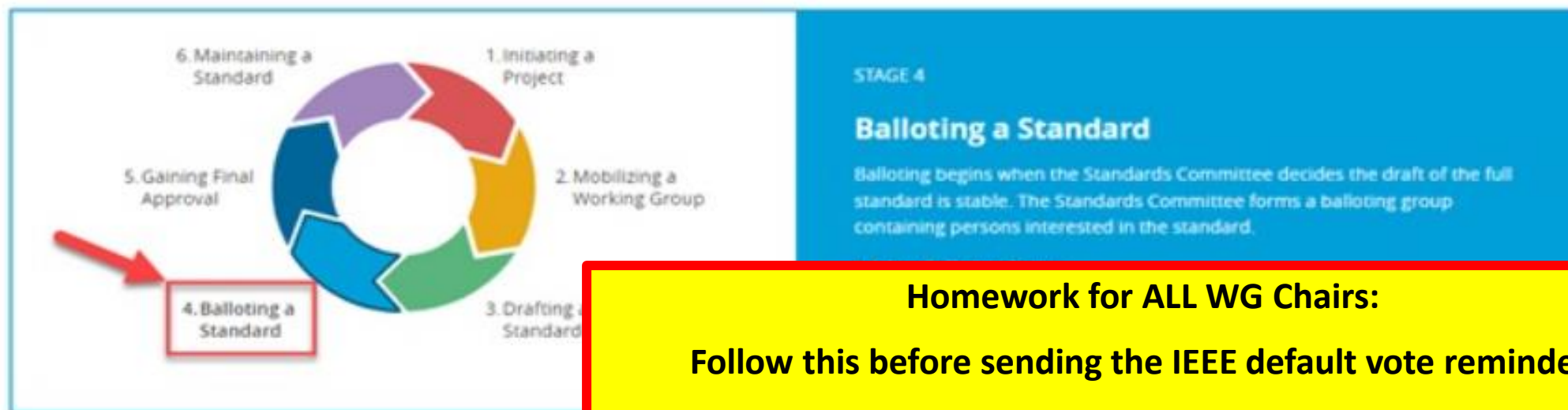
Return to Stage 4 for:

❖ Homework Assignment

&

**❖ In depth look at
*How to Resolve Comments***

Stage 4 – BALLOTING A STANDARD



Homework for ALL WG Chairs:

Follow this before sending the IEEE default vote reminder.

In other words, STOP bugging all of us who have already voted!!!!

JOB AIDS:

- How to Start a Ballot [under development/volunteer needed]
- How to Send a Vote Reminder Email to only Those Who Have Not Voted 7Jul2023
- How to Resolve Comments 28Sep2023
- How to Submit a Ballot Re-Circulation 1Aug2023

Stage 4 – BALLOTING A STANDARD



JOB AIDS:

- How to Start a Ballot [under development/volunteer needed]
- How to Send a Vote Reminder Email to only Those Who Have Not Voted 7Jul2023
- How to Resolve Comments 28Sep2023 (highlighted with a red box and a red arrow pointing to it from the left)
- How to Submit a Ballot Re-Circulation 1Aug2023

How to Resolve Comments

From Stage 4 - Balloting a Standard

How to Resolve Comments

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

The diagram illustrates the IEEE Standards Development Lifecycle as a continuous cycle of six stages. Stage 4, 'Balloting a Standard', is highlighted with a red box and a red arrow, indicating it is the current step in the process.

myProject Quick Links

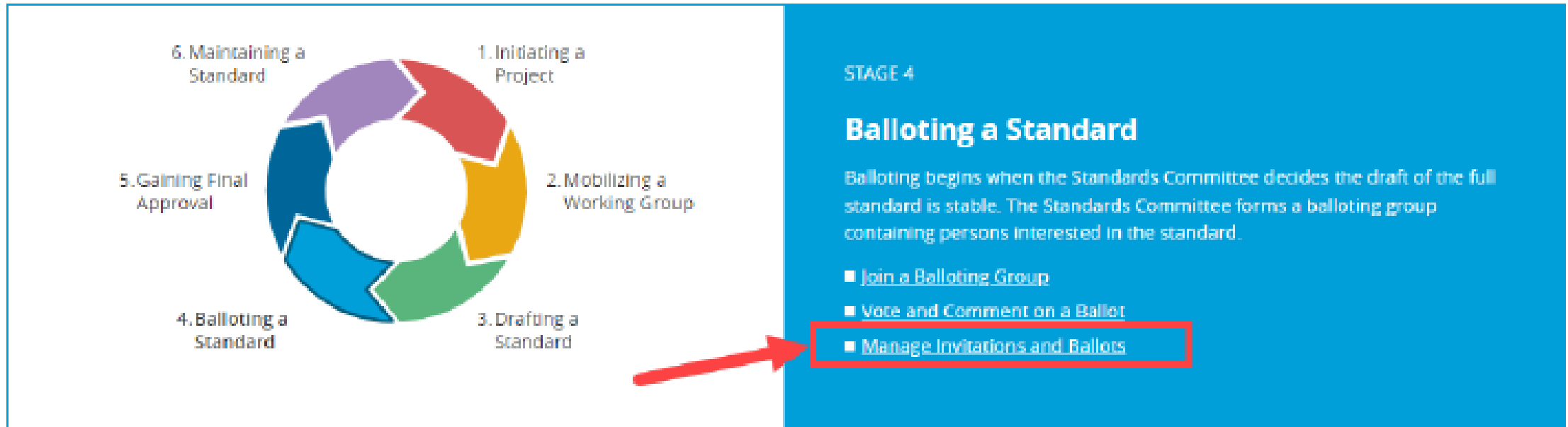
For links to commonly used features please click on a stage of the standards development lifecycle on the left.

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>

How to Resolve Comments

3. Click on “Manage Invitations and Ballots”:



How to Resolve Comments

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

Open Invitations My Ballots (Voter) Manage Ballots Submit Draft to MEC Initiate Ballot Invitation

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 <input type="button" value="i"/>	Approval Rate	Balance	Comments	Collapse All
PC57.12.28	Standard for Pad-Mounted Equipment--Enclosure Integrity	PE/TR/Enc Int WG <input type="button" value="i"/>	Recirculation - 1	10 Mar 2023	28 Sep 2023	111	85%	96%	Yes	0	<input type="button" value="-"/>

PAR for PC57.12.28

PAR

PC57.12.28 Draft 7.3

PC57.12.28 - D7.3 Marked.pdf

Other Attachments

CoverLetter .28.pdf

PC57.12.28 - D7.3 Clean.pdf

How to Resolve Comments

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"**:

Vote-Comment | Ballot Group | Ballot Notifications | Public Review

Comments | Open Date: 13 Mar 2023 | Close Date: 12 Apr 2023 | Status: Closed

Ballot Stage: Initial Ballot ☐ View all rounds of Balloting

Showing 1-20 of 83

Export Comments
As Excel
As CSV

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		

How to Resolve Comments

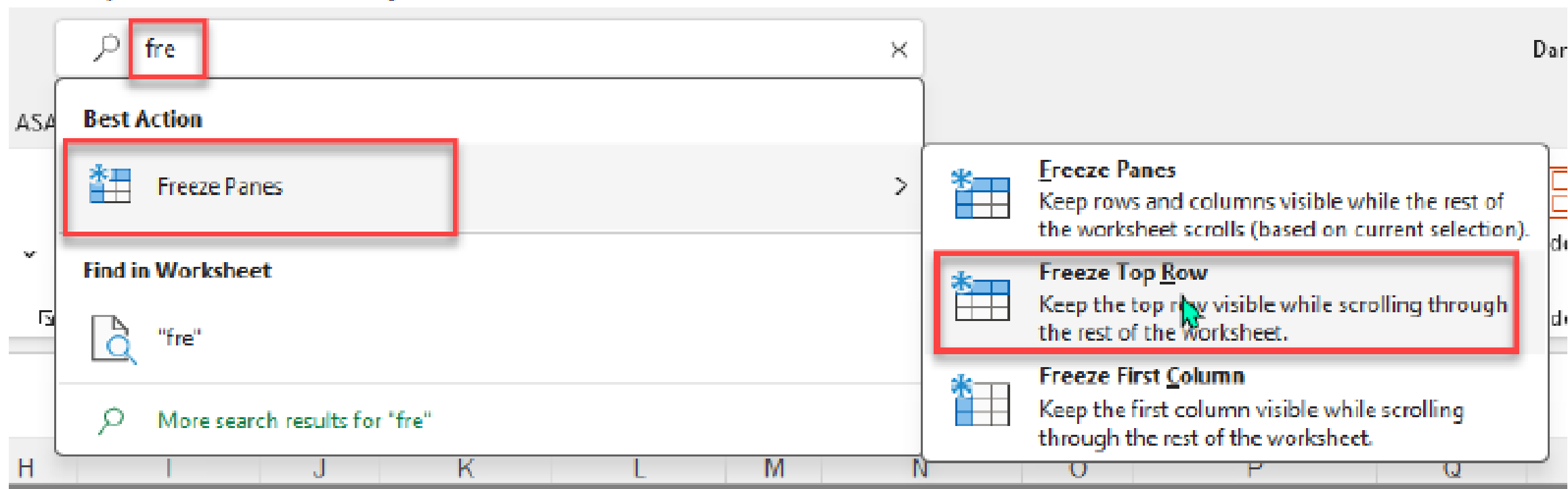
6. Save the ZIP file, extract the Excel spreadsheet and save it.
7. Open the spreadsheet.

	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	1-84	Blackburn, Thomas			Ballot	3	Consulting	Approve	Gese Blackburn Engineering Southern California Edison Company	Editorial	11	5.3	901	... applied to panels used in Section 1.1.1.1. There is no Section 1.1.1.		No	Investigate and correct if necessary
3	311898	11-Apr-2023 11:15:06 UTC-12	1-83	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. CS7.12.23 should be located between 12.26 and 12.24, it's the only IEEE reference out of numerical order.		No	All footnotes need to be evaluated correct number references.
4	311897	11-Apr-2023 11:15:06 UTC-12	1-82	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: - Annex A is referenced in 5.4.6 - Annex B is referenced in 4.2.2.2 - Annex C is referenced in 4.1.18 - Annex D is referenced in 5.3 - Annex E is properly located. section 1.1.1 is an incorrect reference and needs to be updated. Looking at the references of the		No	CS7.12.23 should be on line 916
5	311896	11-Apr-2023 11:15:06 UTC-12	1-81	Garcia, Benjamin			Ballot	9	User - Other	Approve	Southern California Edison Company	Editorial	19		795			No	Suggest re-ordering in order of ref in the text, as follows: - Annex C as "A" as referenced in 4.2.2.2 - Annex D as "B" as referenced in 4.2.2.2 - Annex D as "C" as referenced in Annex A as "D" as referenced in Annex E is properly located, so should be
6	311895	11-Apr-2023 11:14:08 UTC-12	1-80	Garcia, Benjamin			Ballot	8	User - Other	Approve	Southern California Edison Company	Editorial	11	5.3	901			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 **Create a copy** box, rename the new tab if desired

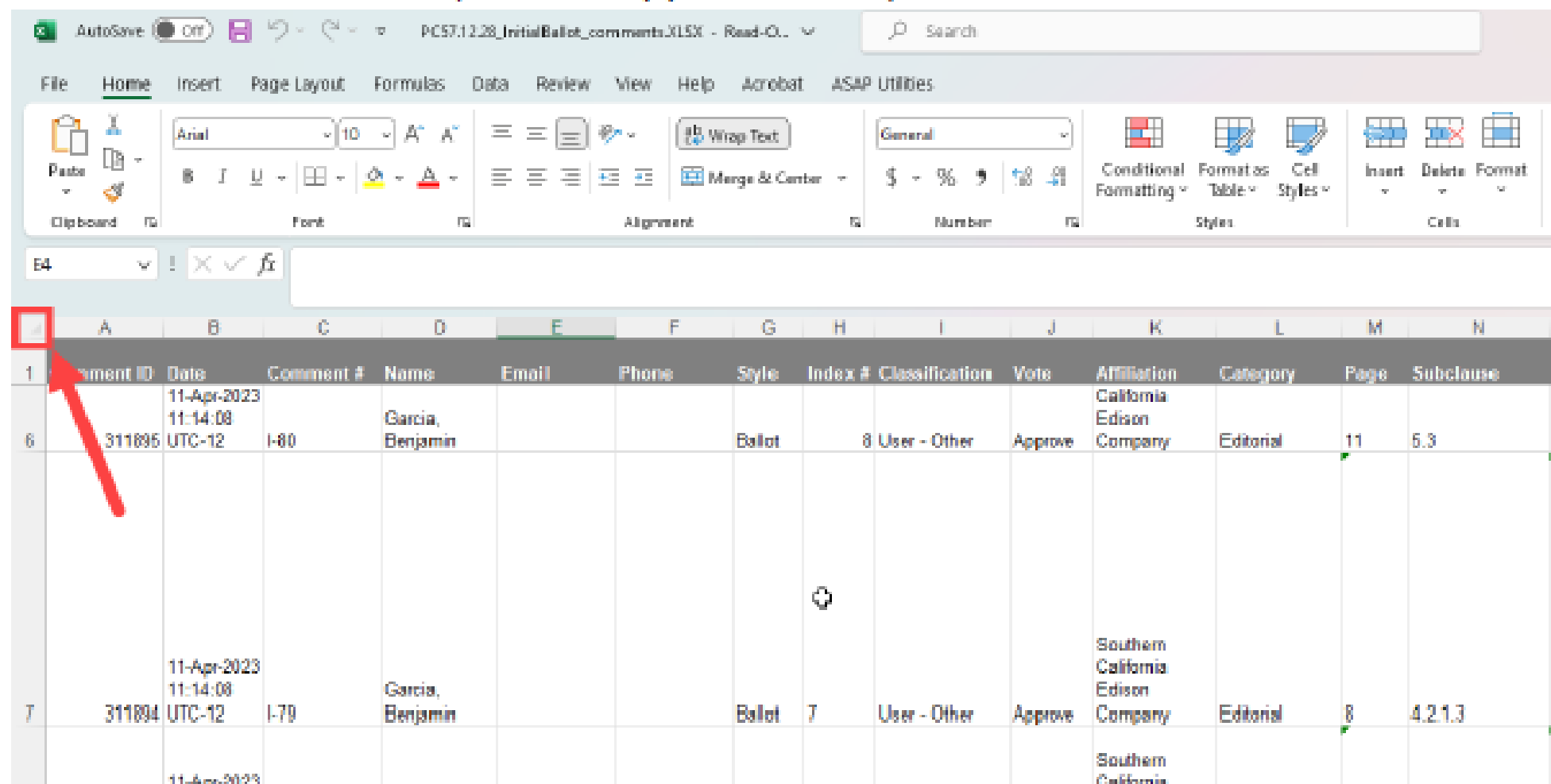
How to Resolve Comments

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



How to Resolve Comments

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

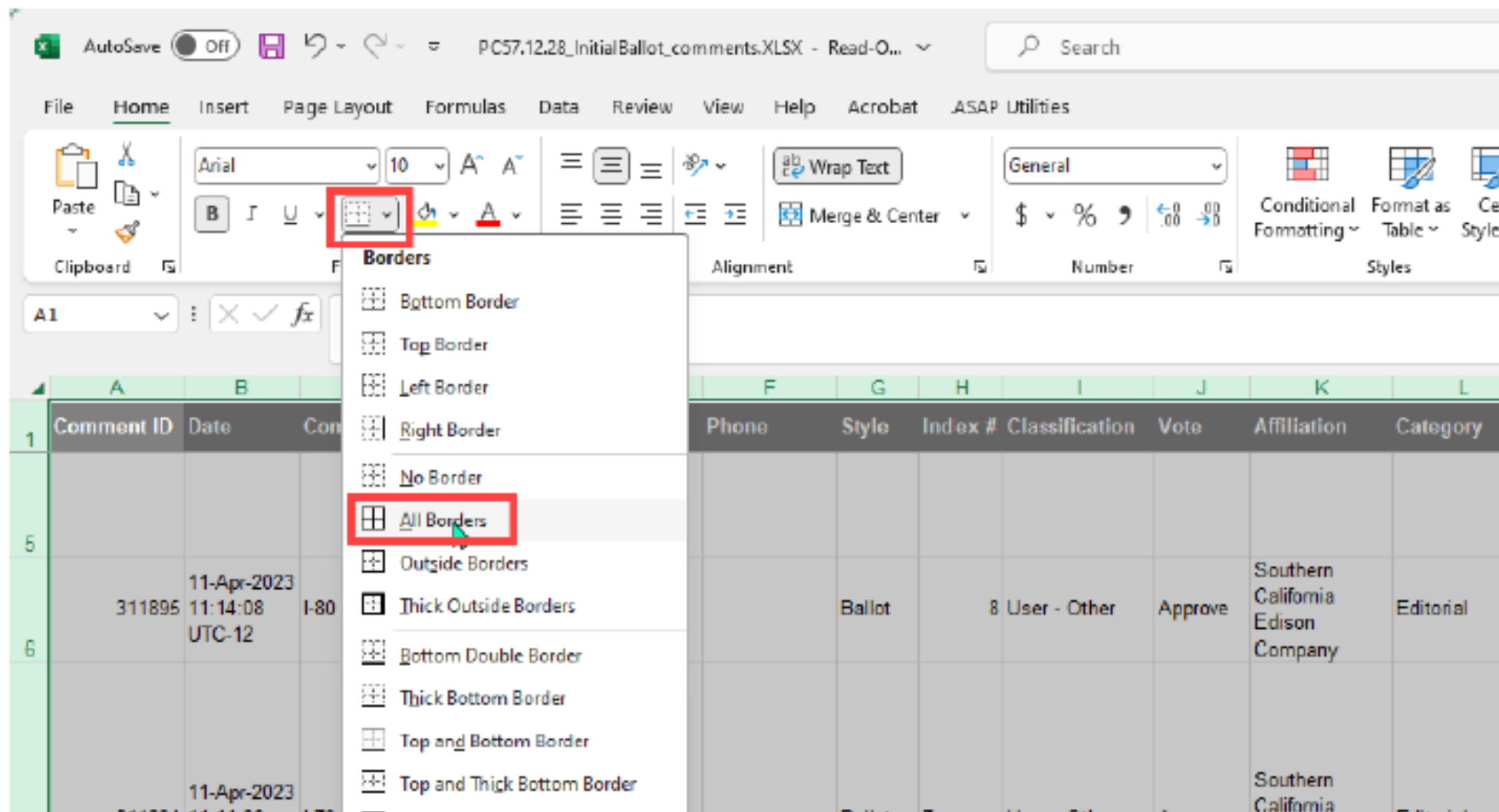


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, Styles, and Cells. The formula bar shows 'E4'. The table below contains comment data with columns for Comment ID, Date, Comment #, Name, Email, Phone, Style, Index #, Classification, Vote, Affiliation, Category, Page, Subclause, and Location.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Comment ID	Date	Comment #	Name	Email	Phone	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Location
6	311895	11-Apr-2023 11:14:08 UTC-12	I-80	Garcia, Benjamin			Ballot	8	User - Other	Approve	California Edison Company	Editorial	11	5.3	6
7	311894	11-Apr-2023 11:14:08 UTC-12	I-70	Garcia, Benjamin			Ballot	7	User - Other	Approve	Southern California Edison Company	Editorial	8	4.2.1.3	5
		11-Apr-2023									Southern California				

How to Resolve Comments

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



How to Resolve Comments

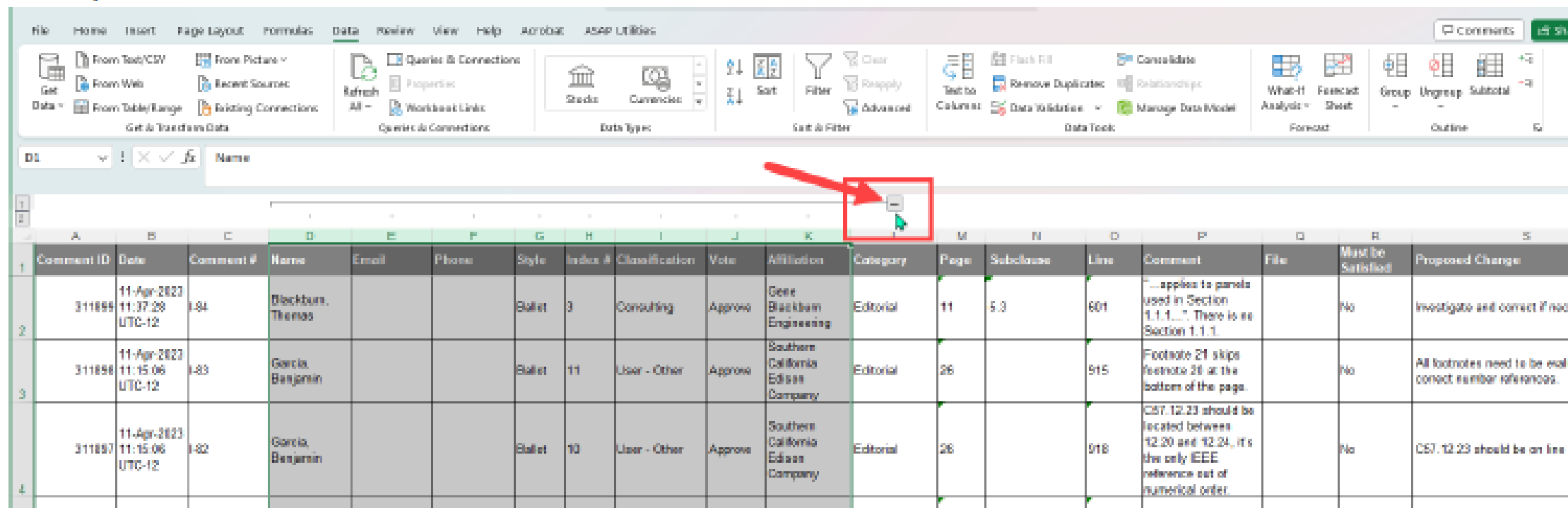
e) Select columns D through K, click on the **Data** tab, Click on **Group**, then **Group**

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected on the ribbon. A red arrow points to the 'Data' tab, and another red arrow points to the 'Group' button in the 'Data Tools' group. The table below contains comment data with columns A through S.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Comment ID	Date	Comment #	Name	Email	Phone	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Line	Comment	File	Must be Satisfied	Proposed Change
1	311899	11-Apr-2023 11:37:28 UTC-12	184	Blackburn, Thames			Ballot	3	Consulting	Approve	Gene Blackburn Engineering	Editorial	11	5.3	601	"... applies to panels used in Section 1.1.1.1." There is no Section 1.1.1.		No	Investigate and correct if necessary
2	311898	11-Apr-2023 11:15:44 UTC-12	183	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 evaluated correct number references.
3	311897	11-Apr-2023 11:15:44 UTC-12	182	Garcia, Benjamin			Ballot	10	User - Other	Approve	Southern California Edison Company	Editorial	26		918	CS7.12.23 should be located between 12.21 and 12.24, it's the only IEEE reference out of numerical order.		No	CS7.12.23 should be on line 916
4	311896	11-Apr-2023 11:15:44 UTC-12	181	Garcia, Benjamin			Ballot	8	User - Other	Approve	Southern California Edison Company	Editorial	19		765	Annex references are not in line with text from the document. For example: - Annex A is referenced in 5.4.6 - Annex B is referenced in 4.2.2.2 - Annex C is referenced in 4.1.10 - Annex D is referenced in 5.3 - Annex E is properly located.		No	Suggest re-ordering in order of ref in the text, as follows: - Annex C as "A" as referenced in 4.2.2.2 - Annex D as "B" as referenced in 5.3 - Annex E as "C" as referenced in 4.1.10 - Annex A as "D" as referenced in 5.4.6 - Annex B is properly located. Annex should be
5	311895	11-Apr-2023 11:14:44 UTC-12	180	Garcia, Benjamin			Ballot	8	User - Other	Approve	Southern California Edison Company	Editorial	11	5.3	601	section 1.1.1 is an incorrect reference and needs to be updated. Looking at the reference of the		No	

How to Resolve Comments

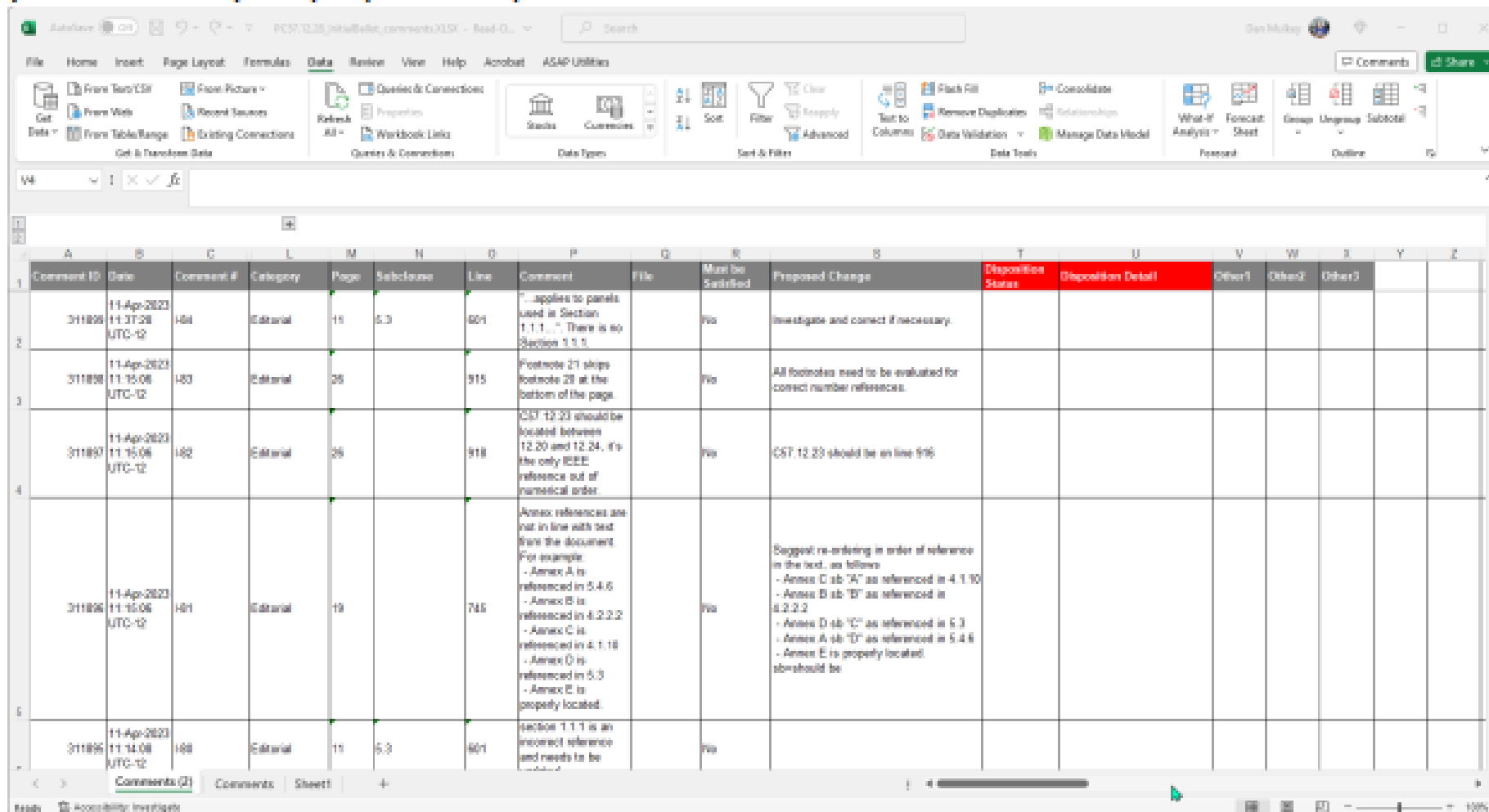
f) Collapse columns D-K – Click on the minus box:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Comment ID	Date	Comment #	Name	Email	Phone	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Line	Comment	File	Must be Satisfied	Proposed Change
1	311855	11-Apr-2023 11:37:28 UTC-12	1-84	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
2	311856	11-Apr-2023 11:15:06 UTC-12	1-83	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.
3	311857	11-Apr-2023 11:15:06 UTC-12	1-82	Garcia, Benjamin			Ballot	10	User - Other	Approve	Southern California Edison Company	Editorial	26		918	C87.12.23 should be located between 12.20 and 12.24, it's the only IEEE reference out of numerical order.		No	C87.12.23 should be on line
4																			

How to Resolve Comments

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



The screenshot shows an Excel spreadsheet with a table containing comment data. The table has columns for Comment ID, Date, Comment #, Category, Page, Subcolumn, Line, Comment, File, Must be Satisfied, Proposed Change, Disposition Status, Disposition Detail, and three Other columns (Other1, Other2, Other3). The Disposition Status and Disposition Detail columns are highlighted in red. The table contains five rows of data, each representing a comment that needs to be resolved.

	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
	Comment ID	Date	Comment #	Category	Page	Subcolumn	Line	Comment	File	Must be Satisfied	Proposed Change	Disposition Status	Disposition Detail	Other1	Other2	Other3										
1	311898	11-Apr-2023 11-37:28 UTC-12	184	Editorial	11	5.3	601	"...applies to panels used in Section 1.1.1.1. There is no Section 1.1.1.1.		No	Investigate and correct if necessary.															
2	311898	11-Apr-2023 11-15:08 UTC-12	183	Editorial	28		915	Footnote 21 skips footnote 23 at the bottom of the page.		No	All footnotes need to be evaluated for correct number references.															
3	311897	11-Apr-2023 11-15:08 UTC-12	182	Editorial	28		918	CST 12.23 should be located between 12.20 and 12.24, it's the only IEEE reference out of numerical order.		No	CST 12.23 should be in line 916															
4	311896	11-Apr-2023 11-15:08 UTC-12	181	Editorial	19		745	Annex references are not in line with text from the document. For example: - Annex A is referenced in 5.4.6 - Annex B is referenced in 4.2.2.2 - Annex C is referenced in 4.1.18 - Annex D is referenced in 5.3 - Annex E is properly located.		No	Suggest re-ordering in order of reference in the text, as follows: - Annex C sub "A" as referenced in 4.1.18 - Annex B sub "B" as referenced in 4.2.2.2 - Annex D sub "C" as referenced in 5.3 - Annex A sub "D" as referenced in 5.4.6 - Annex E is properly located, should be															
5	311896	11-Apr-2023 11-14:08 UTC-12	180	Editorial	11	5.3	601	Section 1.1.1 is an incorrect reference and needs to be		No																

How to Resolve Comments

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

How to Resolve Comments

- 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	Subclass	Line	Comment	File	Must be Satisfied	Proposed Change	Disposition Status	Disposition Detail	Other1	Other2	Other3										
82	310967	20-Mar-2023 09-05-24 UTC-12	I-3	Editorial	4	4	419	non-paragraph 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														
83	310968	20-Mar-2023 09-05-24 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														
84	310968	20-Mar-2023 09-05-24 UTC-12	I-1	Editorial	2	2	362	ASTM D1654 is called out as -45 in the normative reference and utilized in 5.4.6 and normative Annex A. D1954-08 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 updated reference in the normative reference list.	REVISED	Corrected "-08" to "-05"													
85																										
86																										
87																										
88																										
89																										

How to Resolve Comments

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

The screenshot shows the Microsoft Excel interface with the **Data** tab selected. The **Sort** button in the **Sort & Filter** group is highlighted with a red box. A **Sort** dialog box is open, showing the **Sort by** list with **Line** selected and highlighted in a red box. The **OK** button in the dialog is also highlighted in a red box. The background shows a spreadsheet with columns for Comment ID, Date, Comment #, Editorial, and Comment text.

Comment ID	Date	Comment #	Editorial	Comment
310967	20-Mar-2023 09:05:24 UTC-12	I-3	Editorial	How to Resolve Comments
310966	20-Mar-2023 09:05:24 UTC-12	I-2	Editorial	This is a general comment regarding footnotes, the first instance of this issue occurs on line 379. The footnotes skip several numbers relating 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.
310965	20-Mar-2023 09:05:24 UTC-12	I-1	Editorial	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.

How to Resolve Comments

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

1
2

	A	B	C	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Comment ID	Date	Comment #	Category	Page	Subclause	Line	Comment	File	Must be Satisfied	Proposed Change	Disposition Status	Disposition Detail	Other1	Other2	Other3	
74																	
75	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					
76	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					
77	311825	18-Apr-2023 02:46:29 UTC-12	I-49	Editorial	26	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					
78	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					
	311720	04-Apr-2023 15:16:23	I-39	Editorial	25	D.2	889	Appears that "SPC" should be "SSPC".		No	Change.	ACCEPTED					

How to Resolve Comments

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:

Balloted PDF

453 **4.1.10 Door hardware**

454 Locking bolts and associated threaded receptacles, hinges, and hinge pins shall be AISI type 304 stainless
455 steel⁹ 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.

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

465 **4.1.14 Fire resistance**

How to Resolve Comments

Balloted PDF

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.

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

465 4.1.14 Fire resistance

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 inserted into hasp until the access door is fully latched and the pentahead device is securely
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

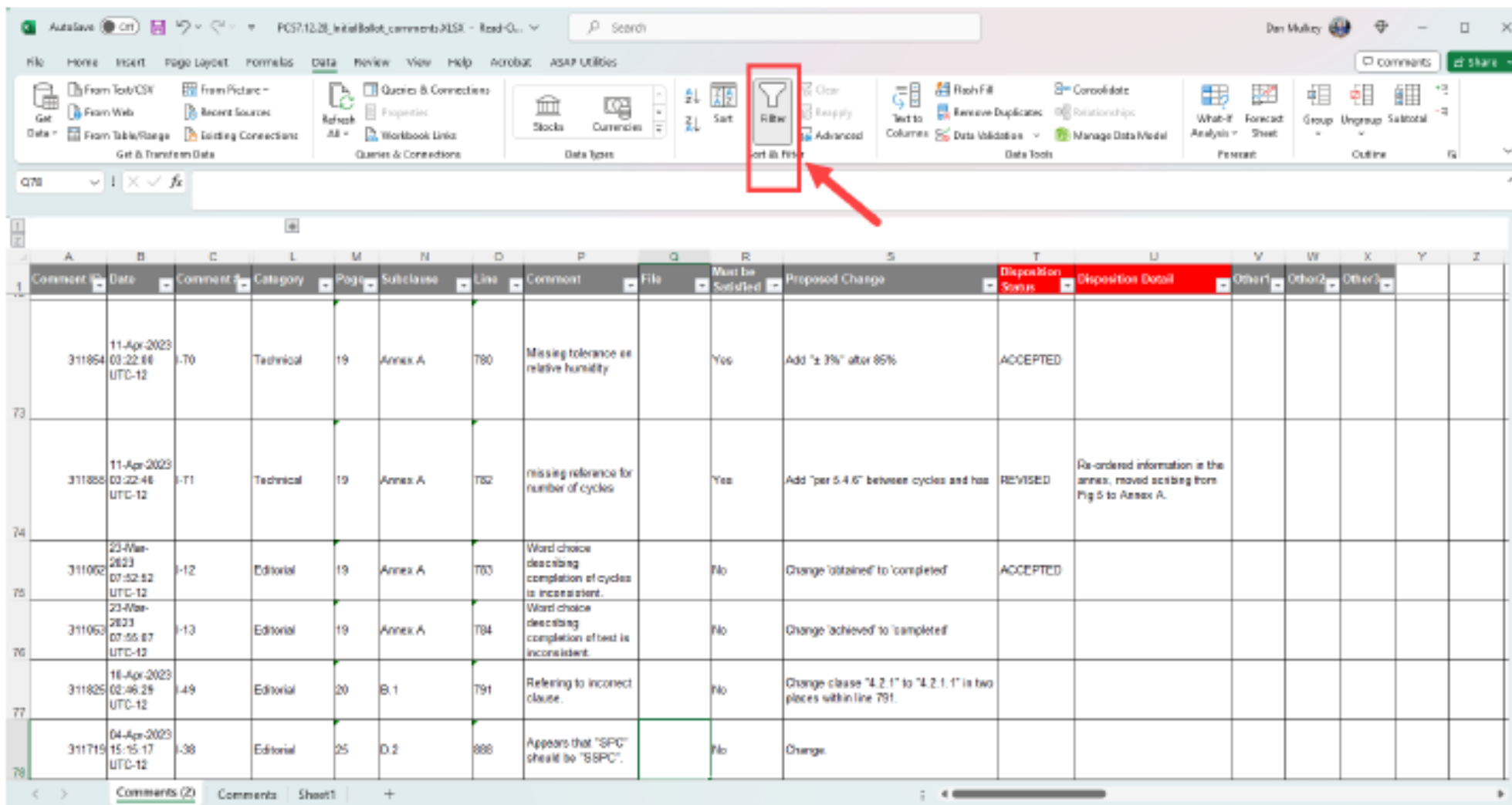
How to Resolve Comments

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 recommended 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 responses. 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 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 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 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 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 REJECTED REVISED				
77	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.					
78	311719	04-Apr-2023 15:15:17 UTC-12	I-38	Editorial	25	D.2	888	Appears that "SPC" should be "SSPC".		No	Change.					

How to Resolve Comments

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

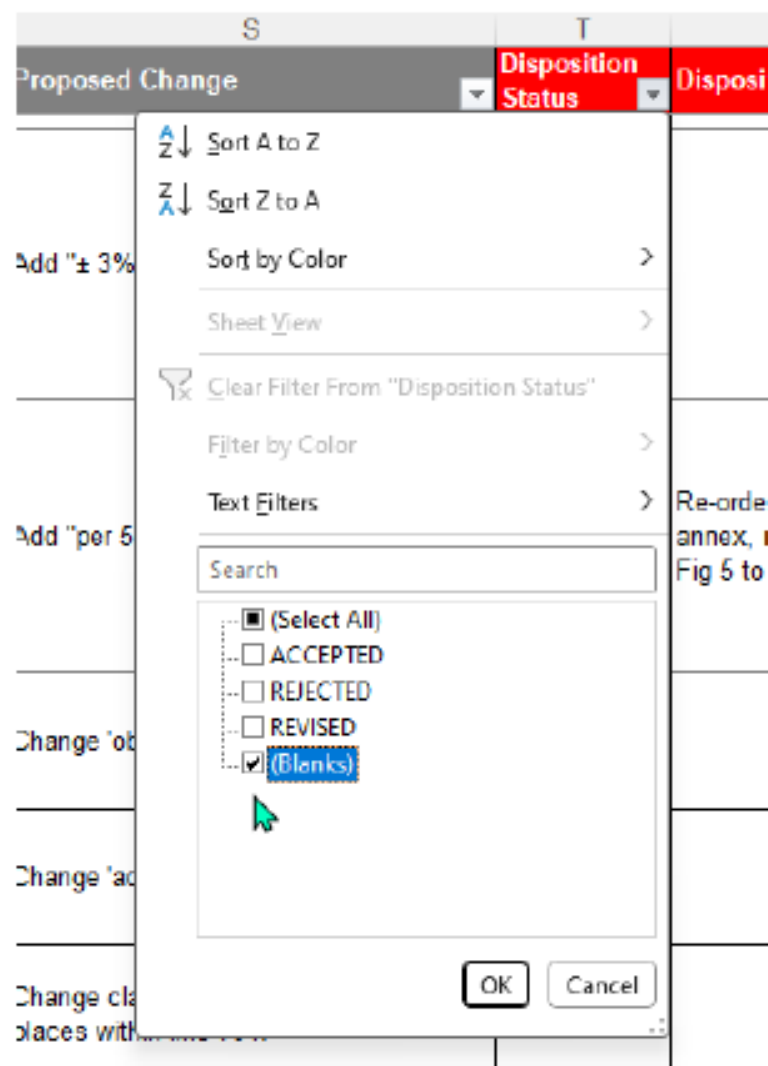


The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Filter' button, represented by a funnel icon, is highlighted with a red box and a red arrow. Below the ribbon, a table is displayed with the following columns: Comment ID, Date, Comment, Category, Page, Subclass, Line, Comment, File, Must be Satisfied, Proposed Change, Disposition Status, Disposition Detail, Other1, Other2, and Other3. The table contains several rows of data, including comments about technical specifications and editorial changes.

Comment ID	Date	Comment	Category	Page	Subclass	Line	Comment	File	Must be Satisfied	Proposed Change	Disposition Status	Disposition Detail	Other1	Other2	Other3
311854	11-Apr-2023 03:22:46 UTC-12	I-70	Technical	19	Annex A	780	Missing tolerance on relative humidity		Yes	Add "± 3%" after 85%	ACCEPTED				
311855	11-Apr-2023 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 scoping from Fig 5 to Annex A.			
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				
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'					
311825	18-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.					
311719	04-Apr-2023 15:15:17 UTC-12	I-38	Editorial	25	D.2	888	Appears that "SPC" should be "SSPC".		No	Change					

How to Resolve Comments

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



How to Resolve 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:

7		
	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

How to Resolve Comments

Thanks for your attention