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## Using the ISO Commenting Template for the OSD Platform

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# ISO Commenting Template

When submitting comments, it's important to make sure that you're utilizing the current version of the ISO Commenting Template, which can always be found on the ISO Website ([www.iso.org/forms](http://www.iso.org/forms)) or on ANSI's SharePoint site ([share.ansi.org/isot](http://share.ansi.org/isot)) in the "ISOT Voting Resources" folder.

Once you have the current version of the template, using it correctly will ensure that the ISO system can process it automatically. In the following example template below, the yellow cells are mandatory fields that must be completed for each comment.

Template for comments and secretariat observations					Date:	Document:	Project:
MB/ NC <sup>1</sup>	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat

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Template for comments and secretariat observations							
Date:		Document:			Project:		
MB/ NC <sup>1</sup>	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat

The fields in the Header are optional and can be completed as follows:

- **Date** – The date that the comments are being submitted.
- **Document** – The project reference number, such as **ISO/CD 12345** or **N6789**.
- **Project** – The project ID number for the document that can be found in the ISO Project Portal.

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The fields in the Body of the template should be completed as follows:

- **MB/NC** – (**Mandatory field.**) The two-letter country code, which for the United States is "US".

Please don't add any additional characters, such as "US-01" or "USA" to this field.

Please do enter "US" in each line where a comment appears.

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The fields in the Body of the template should be completed as follows:

- **Line number** – If the document contains line numbers, that line number should be included. (Most ISO documents are not numbered, so usually this field is left blank.)

Please don't add line numbers if the document is not numbered. If you wish to specify a line in an un-numbered document, please do so in the "Comments" column.

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The fields in the Body of the template should be completed as follows:

- **Clause/Subclause** –The **number** of the clause that the comment relates to, or **Introduction, Scope, Title, Annex #**, or **Annex #.1**, as appropriate, or if applicable to the whole document, leave the field blank.

Listing the Clause/Subclause will apply the comment to the relevant part of the draft in the OSD portal.

Please only list the Clause/Subclause number (“3.5” and not “3.5.”; “4.7” and not “4.7 b”; “5.9” and not “5.9 Table 2”). Additional information should be included in the “Paragraph/Figure/Table” column or in the “Comments” column.

Please do not list a range of clauses, such as “4.5 through 4.9”. List each clause individually, or mention the range in the comment itself.

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The fields in the Body of the template should be completed as follows:

- **Paragraph/Figure/Table** – The name of the Paragraph, Figure or Table that is a part of the “Clause/Subclause” listed in the same line.

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The fields in the Body of the template should be completed as follows:

- **Type of comment** – (Mandatory field.) The abbreviation for the type most relevant to the comment:
  - technical (**te**) – related to statements of fact
  - editorial (**ed**) – related to spelling/grammar and layout
  - general (**ge**) – related to the logical flow of ideas

Please only list only one abbreviation (“te” and not “technical” or “te.”) per line. If more than one type applies to the comment, either choose the most important, or divide the comment into two lines.



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The fields in the Body of the template should be completed as follows:

- **Comments** – (Mandatory field.) The comments and reason for the comments.

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The fields in the Body of the template should be completed as follows:

- **Proposed change** – The modified version of the clause, paragraph, section, or action that will address the comments.

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The fields in the Body of the template should be completed as follows:

- **Observations of the secretariat** – This column should be left empty. The committee's answers to the comments will be entered here after they have been considered.

# ISO Commenting Template

Some common errors to avoid when submitting comments:

- Do not modify the template by deleting or adding columns, or by changing the width of any of the columns.
- Do not add any text or other information outside of the table. (Any graphs, tables, charts, etc. should be included in one of the “Comments” fields, and should be sized so that they do not change the width of the column.)
- Do not submit more than one template per ballot, as the ISO system will only accept one template for each ballot. Multiple templates should be combined before submitting to ISOT.
- Only submit the Word version of the template. The ISO system will not accept PDFs or any other version of the template.

If the ISO balloting portal does not accept your commenting template, ANSI’s ISO Team (ISOT) may reach out to you to correct and resubmit the file before the final due date. This is one of the reasons that ISOT requests that you send U.S. TAG consensus positions at least one week prior to the deadline.

# Contact Information

**ANSI's ISO Team**

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