



SABS commenting template

User Guide

Introduction

The **commenting template** is used by participants in committees and working groups during balloting and commenting processes to submit their comments and observations to secretaries and support teams of committees and convenors of working groups.

The commenting template has been created in the Word 97-2003 format and can therefore be used with older versions of Word.

Please use only the authorized version of the commenting template for the submission of comments and do not modify the commenting template in any form (e.g. by deleting or adding columns or merging cells).



Rules for using the Commenting Template

- 1. Do not modify the template, i.e. do not delete or add any columns, and also do not change the width of the columns.*
- 2. Do not re-create the template using your own styles. Use only the original template made available by SABS.*
- 3. Do not add any text, image or file outside of the template body.*
- 4. Each comment must be entered in a separate row. Additional rows must be added manually to the commenting template, if required.*
- 5. For each comment, all mandatory fields must be completed.*

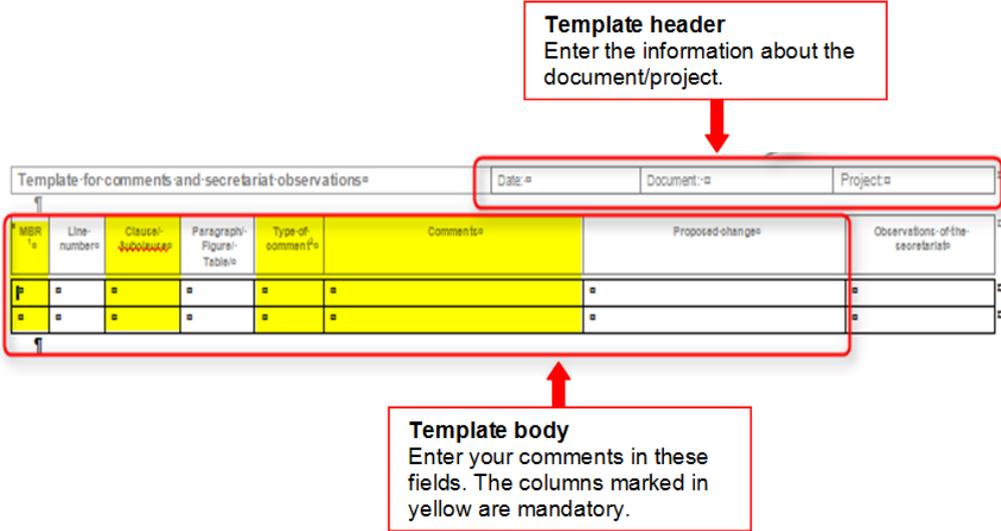
This user guide to the commenting template describes how to complete and use the template. Should you need further assistance, please contact the SABS eCommittee Helpdesk at ecom@sabs.co.za.

The SABS commenting template and User Guide to its use are available in the [SABS documentation](#) folder on the SABS ISolutions landing page.



Any previous version of the template is no longer compatible with the collation tool and cannot be used.

The commenting template is composed of a header and a body.



Template header

The commenting template header contains core information about the document and/or project to be commented upon.

Field	Description
Date	Enter the date on which you submit the comments.
Document	Enter the reference number of the draft document to which your comments relate. E.g. <i>SABS/TC 027/N61</i>
Project	Enter the project reference number of the draft standard to which your comments relate. E.g. <i>SANS/CD 12345</i>

Template body

The commenting template body is where you enter your comments and observations. The fields in the table below marked with an * are mandatory and must be completed for each comment line in the template.

Field	Description
MBR*	<p>Used to identify from whom the comment originates.</p> <p>This field is compulsory and must be completed.</p> <p>NOTE 1 For Committee members and DSS commenters: Enter your organization acronym or abbreviation.</p> <p>NOTE 2 For WG experts: Enter your initials.</p>
Line number	Indicate the line number to which your comment relates.
Clause/Subclause*	<p>Indicate the clause/subclause to which your comment relates. If your comment relates to the whole document, please choose <i><general></i> (ge) in this column.</p> <p>Enter only the number of the clause and do not add <i><clause></i> or <i><cl.></i> in front of the number.</p> <p>This field is compulsory and must be completed.</p>
Paragraph/Figure/Table	Indicate the paragraph (in a clause), figure or table to which your comment relates.
Type of comment*	<p>Choose the type most relevant for your comment. The following types are available:</p> <ul style="list-style-type: none"> - general (ge) - technical (te) - editorial (ed) <p>Only enter the short form for the type: ge, te or ed.</p> <p>This field is compulsory and must be completed.</p>
Comment*	<p>Enter your comment in this column and explain the reason for the comment.</p> <p>If you wish to submit figures or complex objects in addition to the textual comments on the particular clause/subclause referred to the field <i>Clause</i>, insert them as separate files either in this column or the column <i>Proposed change</i>.</p> <p>This field is compulsory and must be completed.</p>
Proposed change	If appropriate, enter a modified version of the clause, paragraph or section of the clause or paragraph in this column. You may wish to insert a separate file in this column.
Observations of the secretariat	<p>This column is reserved for the committee secretariat and convenors to indicate the decision taken on each comment submitted.</p> <p>It must be left empty by members when they submit their comments.</p>