

User tips for ISO/OSD



ASABE Agricultural
Equipment Technology
Conference | est 1995

Some tips from my experience using
the ISO Online Standards
Development Platform

Jean Walsh

ASABE Standards Administrator





News from ISO/OSD

Author exercise walkthrough video

Follow along our [training exercises for authors](#) video walkthrough!

Timestamps have been added on [Youtube directly](#) if you want to focus on specific exercises.

Don't have access? Contact helpdesk@iso.org to receive the log-in information.

Latest release – December 9th

Key highlights include

- Additional metadata on who resolved a comment
- Changes to table header behavior
- Ability to cross-reference the entire bibliography

NEW for 2026 We will hold sessions every two months to highlight these latest OSD updates. Registration is available here [on the ISO Connect page](#).
Subscribe to the page notifications to stay informed!

Skill bite training schedule 2026

Dates for the next OSD virtual trainings are now up ! Sign up at: [OSD - Virtual Skill Bite Trainings - ISO helpdesk knowledge base](#).

[ISO Connect for OSD](#) (ISO login required)

[ISO Helpdesk links for training resources](#) (ISO login required)

[General training, self-guided options](#)

- [Quick start guide for voters](#)
- [Getting started for Officers/Authors](#)



How do you get to your project on OSD?

There are two avenues to access your OSD project.

Log into the ISO portal and select

1. Projects

- Use your general search filters to see your committee projects (reset, select your committee/subcommittee, search)
- Select your project from the list
- Select the tab at the top labeled **Online Document**



My projects (1)



Full-text

Document N°

Part N°

Project ID

Title

Committee

My Committees - As Officer x

ISO/TC 293/WG 4 x

Sort by : Alert severity desc



Per page : 20

Reference

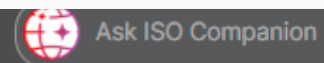
Title

ISO/DIS 24142.2
ed.1- id.85199



Safe design aspects for machinery in feed processing mills

Project Detail



Overview

Submissions

Online document

ISO/DIS 24142.2 ed.1 - id.85199 ISO/TC 293/WG 4 40.60



My preferred method

2. Access Documents as you normally would on your WG page on the ISO portal.
 - You then just need to scroll alllllll the way to the bottom right corner and select your OSD document link.
 - This will take you right in.



ISO/TC 293

WG

ISO/TC 293/WG 4 "Safety"

walsh-iso@asabe.org

Committee structure

Committee documents

Administration

General

Meetings

Decisions

Projects

Member area

Mail archive

Committee documents

See all documents...

Ballot documents

WG

ISO/TC 293/WG 4 "Safety"

179

Comments addressed during meeting of 17 October. Due to a clause deletion, some previously accepted resolutions must be revisited.

2025-10-22

Info

184

TC 293 WG 4 Agenda 11 December 2025 Meeting

2025-10-22

Info

183

TC 293 WG 4 AgendaV3 and Minutes 17 October 2025 Meeting

2025-10-17

Info

182

position paper explosion protection on bucket elevators_final version_en

2025-09-09

Info

181

2025_09_02_DIN CommentsOnDIS_24142_resolution
Comments added after close of ballot due to upload issues. Presented by DIN. To be considered during meeting of 17 October 2025

2025-09-09

Info

180

2025_09_09_Post DIS.2 ballot draft partial resolution to date
Amended text to date in regards to partial resolution and proposed resolutions up to Section 4.6.3.

2025-09-09

Info

179

TC 293 WG 4 AgendaV3 17 October 2025 Meeting
Updated agenda for 17 October

2025-09-09

Info

178

N255_Voting result and comments of DIS 24142.2_awaiting resolutions

2025-08-28

Info

CSA Corporate Head Office, 178 Rexdale Blvd., Toronto (Canada) 16 Oct 2025

5

VIRTUAL 9 Sep 2025

3

VIRTUAL 18 Apr 2025

4

Project documents

ISO/DIS 24142.2
Safe design aspects for machinery in feed processing mills

105

ISO/WD 24142
Safety requirements for dry and semi-dry single feed machine, processing systems and complete production line

51

Online documents

Safe design aspects for machinery in feed processing mills
ISO/DIS 24142.2





Adding to your document on OSD

- Any previous document meant for revision should be available and imported into the OSD for you to edit as needed.
- I assume a draft posted to NP, once approved will be imported as well.
- If that doesn't happen or you need to insert text, know that you can easily copy and paste.
- General Word actions are effective.
- Be mindful of the Section and Clause structure

Disclaimer: When I started my project, we had the base platform and needed to copy/paste the entire document, clause by clause so I don't speak from experience.



Selecting “+ Subclause” will provide options for new clauses. You will need to move up the hierarchy to the previous section to add a new section. Note the options – same level, subclause, numbered paragraph

This document is not applicable to machinery intended for feed processing mills manufactured before the date of its publication.

+ SUBCLAUSE

CLAUSE 1.1 ...

Type the clause title here

Type some text or add other contents here

+ CLAUSE AT SAME LEVEL + SUBCLAUSE + NUMBERED PARAGRAPH



Draft Comments in Working Group

- The designated authors or “Leaders” (project lead, secretary) are the only persons able to make changes to the draft
- All WG members need to be identified and provided reader/comment rights
- Once the Leaders are ready to open the draft for comments to the WG, they will be locked out and the authorized WG commenters can insert comments connected to various parts of the draft.
- This is a specified time during which the Leaders cannot comment online. (Best to enter your comments before opening it to others if you have issues you wish to bring to discussion or attention of your team.)



Assigning Roles

- This should be done at the start of your project and updated as new members join.

The screenshot displays the online document interface for ISO/DIS 24142.2, ed.1 - id.85199, ISO/TC 293/WG 4, 40.60. The interface includes a top navigation bar with 'Overview', 'Submissions', and 'Online document' tabs. Below this, the document title and version information are shown. A toolbar contains various editing and viewing tools such as 'Whitespace', 'Wide balloons', 'Wide canvas', 'Zoom', 'Show tracked changes', 'Show comments', 'Quality check (off)', and 'Other actions'. The 'Other actions' menu is open, showing options like 'Change current role', 'OSD Roles for ISO/DIS 24142.2', 'Content quality', 'Unlock clauses', 'Preview', 'Comments', and 'Logout'. The 'Change current role' option is highlighted. A dropdown menu for 'Change current role' is also visible, listing roles such as 'LEADER - Convenor/Secretary Support Team (ISO/TC 293/WG 4)(current)', 'READER - Committee member (ISO/TC 293/WG 4)', 'READER - DIS Ballot monitor (ISO/TC 293)', 'READER - FDIS Ballot monitor (ISO/TC 293)', 'READER - Committee member (ISO/TC 293)', 'READER - SR Ballot monitor (ISO/TC 293)', and 'READER - CIB Ballot monitor (ISO/TC 293)'. The left sidebar shows the document structure with sections like 'Front matter' (Foreword, Introduction) and 'Body' (1 Scope, 2 Normative references, 3 Terms and definitions, 3.1 confined space). The main content area shows the 'Explosion/fire' section, with 'General' as a sub-section. A comment box at the bottom right shows a comment from 'Technical Qingxin ZHOU' submitted by DIN.



Comments

- Each WG member or country (CD, DIS, FDIS), will submit comments.
- These will live on the platform for the life of the project. You can filter as you move through.
- Each comment will show and provide the option to accept or reject with space for the resolution
- I believe there is a method that allows the OSD to update language that is proposed and accepted in full
- It may be easier to maintain your own control of language changes



Rearranging text after comments

- Each comment is linked to a clause or section of a clause.
- If you wish to delete the clause, moving text from one to another clause, or deleting the text, the comment must first be moved and linked elsewhere.
- It is best if you can move the comment to an adjacent clause, especially if moving the affected text there as well. Comments are linked to words.
- Once all comments are moved from a clause, the clause can be deleted.



US TAG Comments and OSD

- Only TAG members with ISO Global Directory registrations may access documents in the OSD for commenting.
- All WG members will have access but other TAG members may not during CD, DIS, or FDIS.
- At this time, ANSI still requires the use of the standard Comment Template for submittal.
 - They will import all country comments.
- This is important to realize as more of our TAG members are NOT in the directory than are registered.



Exporting Drafts and Comments

- The “tools” tab at the top is your go to spot.

The screenshot displays the ASABE online document interface for ISO/DIS 24142.2. The top navigation bar includes 'Overview', 'Submissions', and 'Online document'. The document title is 'ISO/DIS 24142.2 ed.1 - id.85199 ISO/TC 293/WG 4 40.60'. The 'TOOLS' tab is selected, showing options like 'Whitespace', 'Wide balloons', 'Wide canvas', 'Zoom', 'Show tracked changes', 'Show comments', 'Quality check (off)', and 'Other actions'. The 'Other actions' dropdown menu is open, displaying options: 'Change current role', 'OSD Roles for ISO/DIS 24142.2', 'Content quality', 'Unlock clauses', 'Preview' (highlighted), 'Comments', and 'Logout'. The 'Preview' option has a sub-menu with 'HTML', 'DOCX', and 'PDF'. The left sidebar shows the document outline with sections like 'Front matter', 'Body', '1 Scope', '2 Normative references', '3 Terms and definitions', and '3.1 confined space'. The main content area shows the document text, including 'Explosion/fire' and 'General'.



- Download Comments in Excel

The screenshot displays the online document interface for ISO/DIS 24142.2, ed.1 - id.85199, ISO/TC 293/WG 4 40.60. The interface includes a top navigation bar with 'Overview', 'Submissions', and 'Online document' tabs. Below this is a header section with the document title and version information. A toolbar contains various editing and viewing tools, including 'Whitespace', 'Wide balloons', 'Wide canvas', 'Zoom', 'Show tracked changes', 'Show comments', 'Quality check (off)', and 'Other actions'. The 'Other actions' menu is open, showing options like 'Change current role', 'OSD Roles for ISO/DIS 24142.2', 'Content quality', 'Unlock clauses', 'Preview', 'Comments', and 'Logout'. The 'Comments' option is highlighted, and a sub-menu is visible with options: 'Export comments with replies', 'Export comments without replies', 'Export resolution file', and 'Load comments from file'. On the left, a sidebar shows the document outline with sections like 'Front matter' (Foreword, Introduction) and 'Body' (1 Scope, 2 Normative references, 3 Terms and definitions, 3.1 confined space, 3.2 liquid feed). The main content area shows the document text, including sections for 'Explosion/fire' and 'General'.



Providing drafts for balloting

- It is still necessary to provide your Committee Manager with a downloaded draft for submission to CD, DIS or FDIS ballots due to the discrepancy with TAG members not registered in the global directory. Other countries have this problem as well.
- Be sure to compare your draft with the OSD and the OSD to your draft prior to submitting for ballot
- There are still bugs as I found an entire clause was deleted from the OSD when I went back to edit. Luckily my Word draft maintained the original language.
- When you see anomalies in the OSD, be sure to notify the help desk



Unlocking clauses

- Once you edit anything, that clause is locked. Before you exit, unlock all clauses, especially if a partner is working with you or they will be unable to access that locked clause.
- It is good practice because it also assures that your work is saved.

The screenshot shows the online document editor for ISO/DIS 24142.2. The top navigation bar includes 'Overview', 'Submissions', and 'Online document'. The document title is 'ISO/DIS 24142.2 ed.1 - id.85199 ISO/TC 293/WG 4 40.60'. The interface features a ribbon with 'START', 'INSERT', 'REFERENCE', and 'TOOLS' tabs. Below the ribbon are buttons for 'Whitespace', 'Wide balloons', 'Wide canvas', 'Zoom', 'Show tracked changes', 'Show comments', 'Quality check (off)', and 'Other actions'. The left sidebar contains an outline with 'Front matter' (Foreword, Introduction) and 'Body' (1 Scope, 2 Normative references, 3 Terms and definitions, with '3.1 confined space' selected). The main editing area shows a table with clauses. A context menu is open over the 'Explosion/fire' clause, displaying options: 'Change current role', 'OSD Roles for ISO/DIS 24142.2', 'Content quality', 'Unlock clauses' (highlighted), 'Preview', 'Comments', and 'Logout'. A sub-menu for 'Unlock clauses' is also visible, showing 'Unlock all clauses' and 'Unlock all my clauses'.



Final thoughts

- As you begin this journey, participate in the training experiences as much as you can. It will save you some frustration. Training links can be found on most of the TAG agendas. Contact ASABE staff if needed.
- Know that the platform is continually being updated so watch for those update notes
- Do reach out to the Help Desk if the AI feature doesn't provide your answer. They are pretty responsive.
- Don't be afraid to familiarize yourself with all of the features. It may not be very intuitive but learning the lay of the land will help in the long run.