

# User tips for ISO/OSD



ASABE Agricultural  
Equipment Technology  
Conference | est 1995

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

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# 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](mailto:helpdesk@iso.org) to receive the log-in information.

**\*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)

Ask ISO Companion

Full-text

Document N°

Part N°

Project ID

Title

Committee

My Committees - As Officer

ISO/TC 293/WG 4

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

Ask ISO Companion

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 4 "Safety"

View Members list Access list

Administration General Meetings Decisions Projects Member area Mail archive

Committee documents

See all documents... Ballot documents

WG ISO/TC 293/WG 4 "Safety"

View Members list Access list

ID	Description	Date	Type
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 documents)

VIRTUAL 9 Sep 2025 (3 documents)

VIRTUAL 18 Apr 2025 (4 documents)

Project documents

ISO/DIS 24142.2 (105 documents)  
Safe design aspects for machinery in feed processing mills

ISO/WD 24142 (51 documents)  
Safety requirements for dry and semi-dry single feed machine, processing systems and complete production line

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, after which they will be able to review and insert comments on the draft.
- There will be certain blocks of time when either the Leaders or all will be locked out of action (all WG consultations – no leaders; CD, DIS, FDIS – member body submissions only)



# Assigning Roles

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

The screenshot displays the ISO/TC 293/WG 4 online document interface for ISO/DIS 24142.2. The document title is "ISO/DIS 24142.2 ed.1 - id.85199 ISO/TC 293/WG 4 40.60". The interface includes a navigation bar with "Overview", "Submissions", and "Online document" tabs. Below the title, there is a toolbar with options like "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: "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, and a sub-menu is open, listing roles: "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 document content shows sections like "Front matter", "Body", "Explosion/fire", and "General". A comment by "Technical Qingxin ZHOU" is visible at the bottom right.



# 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 (mirror committee) 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. (There are financial roadblocks with ANSI.)
- 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 shows the ISO/TC 293/WG 4 40.60 document editor interface. The 'TOOLS' tab is active, and the 'Other actions' dropdown menu is open, showing options like 'Preview', 'Comments', and 'Logout'. The 'Preview' option is highlighted, and a sub-menu is visible with 'HTML', 'DOCX', and 'PDF' options. The document title is 'ISO/DIS 24142.2 ed.1 - id.85199'. The interface includes a search outline on the left, a toolbar with options like 'Whitespace', 'Wide balloons', 'Wide canvas', 'Zoom', 'Show tracked changes', 'Show comments', 'Quality check (off)', and 'Other actions'. The document content is visible in the center, showing sections like 'Explosion/fire' and 'General'.



- Download Comments in Excel

The screenshot displays the ISO/TC 293/WG 4 40.60 document interface. The top navigation bar includes 'Overview', 'Submissions', and 'Online document'. The main title is 'ISO/DIS 24142.2 ed.1 - id.85199 ISO/TC 293/WG 4 40.60'. The interface features a top menu with 'START', 'INSERT', 'REFERENCE', and 'TOOLS'. Below this is a toolbar with options like 'Whitespace', 'Wide balloons', 'Wide canvas', 'Zoom', 'Show tracked changes', 'Show comments', 'Quality check (off)', and 'Other actions'. The left sidebar shows a 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 a table of contents with entries like 'Explosion/fire' and 'General'. A context menu is open over the 'Explosion/fire' section, with the 'Comments' option highlighted. The 'Comments' menu includes options: 'Export comments with replies', 'Export comments without replies', 'Export resolution file', and 'Load comments from file'.



# 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 displays the online document editor for ISO/DIS 24142.2. The interface includes a top navigation bar with 'Overview', 'Submissions', and 'Online document' tabs. Below this, the document title 'ISO/DIS 24142.2 ed.1 - id.85199 ISO/TC 293/WG 4 40.60' is shown. A toolbar contains various editing tools like '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 such as 'Change current role', 'OSD Roles for ISO/DIS 24142.2', 'Content quality', 'Unlock clauses', 'Preview', 'Comments', and 'Logout'. The 'Unlock clauses' option is highlighted in yellow. A sub-menu for 'Unlock clauses' is also visible, containing 'Unlock all clauses' and 'Unlock all my clauses'. The document content shows sections like 'Front matter', 'Body', and 'Explosion/fire'.



# 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.