

How to download and comment on a draft Australian Standard or amendment

This document covers:

- How to create an SAI Global Infostore login
- How to download a public comment draft of an Australian Standard or amendment
- How to create a Standards Hub login
- How to submit comment on a public comment draft of an Australian Standard or amendment
- How to download a published amendment to a standard

How to create an SAI Global Infostore login

A login is required to download any content from the SAI Global Infostore including draft Australian Standards and amendments.

Note: An SAI Global Infostore login enables you to download for free any public comment drafts of Australian Standards and amendments as well as published amendments to Australian Standards. This login is also required to obtain an electronic copy of a published Australian Standard; however, electronic copies of published Australian Standards must be purchased.

To create an SAI Global Infostore login:

1. Go to the SAI Global Infostore homepage—<http://infostore.saiglobal.com/store/>.
2. Click “Login/Register” at the top right of this page.
This takes you to the “Registered User Log In” page.
3. Click “Create a FREE Registered User Account”.
This takes you to the “Create My User Profile” page.
4. Fill out the required details on the “Personal details” tab and click “Register Me”.
This will take you to the “Contact Details” tab.
5. Fill out the required details on the “Contact details” tab and click “Update details”.
This will take you to the “Preferences” tab.
6. On the “Preferences” tab you may select the preferred language, currency and publisher for your profile with the SAI Global Infostore. Once done, click “Confirm My Preferences”.
This will take you to the “Memberships” tab.
7. On the “Memberships” tab you may add any organisations from the “Organisation” drop down member that you are part of. Once done, or if not applicable, click “Finished” to complete the registration process.

This will return you to the SAI Global Infostore home page; however, you will now be logged in using your newly created login.

How to download a public comment draft of an Australian Standard or amendment

Before you can download a public comment draft of an Australian Standard or amendment, you must first create a Login, see “How to create an SAI Global Infostore login” above.

To download a public comment draft of an Australian Standard or amendment:

1. Go to <https://infostore.saiglobal.com/store/login.aspx> and log in by entering your email address and password then clicking “log in”.

This will log you in and take you to the home page - <http://infostore.saiglobal.com/store/>.

2. Search for a public comment draft of an Australian Standard or amendment by:
 - a. Typing in the text box at the top left of the home page the name of the standard you wish to download the public comment draft of or the public comment draft of an amendment to;

For example, type in “2941” for the public comment draft of a revision of AS 2941 or for the public comment draft of an amendment to AS 2941.
 - b. Selecting “AS” (for Australian Standard) from the drop down menu; and
 - c. Clicking “Go”.

This will bring up a search results page.

3. Select the public comment draft of the standard or amendment from the search results. (This will be indicated by the prefix “DR”, e.g. for AS 2941 this would be “DR AS 2941...”).

This will take you to the page for that public comment draft.

4. Click on the “Add to Cart” link next to the PDF product where the price is indicated as “Free”.

Note: If this does not appear or it is not free, contact SAI Global for assistance on 131 242.

A box will appear stating: “The following item has been added to your shopping cart: [name of draft standard]” and with the options “Continue shopping” or “Proceed to check out”.

5. Click “Proceed to check out”.

This will take you to the “Your shopping cart” page

6. Click “Process Order”.

This will take you to the “Conditions of Purchase” page

7. Click the “Accept Terms & Conditions” button to continue.

The “Free Transaction” page appears.

8. Should you wish to, you can:
 - Enter in the “For Use By” text box the name that will appear as the licensee on the document (by default this will be the name from your login)
 - Enter in the “Purchase Order No” text box a number for your internal reference

Once done (or you choose not to make any changes), click “Proceed”.

This will take some time to process after which the “Thank-you for your order” page appears stating that you will receive confirmation of this order by email including the download location of your electronic purchases.

9. To download the “purchased” draft standard you can either:

- Check your email for an email from SAI Global and follow the instructions included to download the draft standard.

OR

- Click the “No” button under “Have you downloaded from us before”.

If you select this option you will be taken to a “Your publications are ready” page where there is a link with the name of the public comment draft (e.g. “DR AS 2941”). Right click on this link and select “Save target as” to save the PDF of the public comment draft of the Australian Standard or amendment to your computer.

IMPORTANT PDF documents are only available to download for 7 days, after which they will be deleted from the download page. Therefore, if you do not download the draft standard pdf within the 7 days of this free online purchase you will need to go through the above process again

How to create a Standards Hub login

A login for the Standards Hub is required to submit comment on draft Australian Standards and amendments.

To create this login:

1. Go to <https://www.cas.standards.org.au/cas/login>.
2. Click on the “clicking here to register” link under “New public user” on the right of this page

This takes you to the “Register for a Standards Hub public account” page.

3. Fill out the required details and click “Register” to create your login for the Standards Hub.

This takes you to a new page which thanks you for registering and informs you that an email has been sent to you confirming your login details.

How to submit comment on a public comment draft of an Australian Standard or amendment

Before you can submit comment on a public comment draft of an Australian Standard or amendment, you must first create a Login, see “How to create a Standards Hub login” above.

To submit comment on a public comment draft of an Australian Standard or amendment:

1. Go to <https://www.cas.standards.org.au/cas/login> and log in by:
 - Entering your username and password;
 - Clicking the tick box “I have read the Conditions of Use and I Accept the conditions set therein”; and

- Clicking the “login” button.

This will log you in and take you to the Standard Hub.

2. Click the “Drafts Open for Comment” button.

This will take you to the “Public Comment” page.

3. Click the “Make a comment” button next to the draft Australian Standard or amendment you wish to submit comment on.

This will take you to the “Comment Overview” page.

To submit 10 or less comments, go to **Step 4**.

To submit 10 or more comments, go to **Step 7**.

4. **To submit 10 or less comments**, select the “Online Comment” button.

This takes you to the “Online Commenting” page

5. Enter your comment by:

- Selecting the “Section/Subsection” (Title, Preface, Table of Contents, Introduction, Clause, Forward, Appendix, Bibliography or Index) from the drop down menu.
- Selecting the “Comment Type” (General, Editorial or Technical).
- Entering the Page Number.
- Entering your Comment.
- Entering your Proposed change.

You may also upload supporting documentations.

6. Once you have entered your comment you can:

- Click “Add another comment” to add another comment.

Repeat **Step 6**.

- Click “Save Comment(s) As Draft” to save the comment.

This will allow you save any entered comments so you can review them later before submitting them.

- Click “Submit Comment(s)”.

This will submit all entered comments.

- Click “Return to Comment Overview”.

This will return you to the “Comment Overview” page.

IMPORTANT If you select this option any comments entered will be lost. To save your comments select “Save Comment(s) As Draft”.

7. To submit 10 or more comments, click on the “Download” button to download the Commenting Form.

Depending on your browser and browser settings a box will appear asking you to open or save the Commenting Form (file name “Standards_Australia_Public_Comment_Template.doc”).

It is recommended that you save this file.

8. Open the Commenting Form.
9. Following the instructions on the Commenting Form, enter your comments in the table included.
10. Once you have entered all comments, save the completed Commenting Form.
11. To submit the completed Commenting Form follow **Steps 1 to 3** to get back to the “Commenting Overview” page of the Standards Hub then proceed to **Step 12**.
12. Click “Upload” under “Comment via Microsoft Word Document.

This will take you to the “Upload Comment(s)” page.

13. To attach and submit your completed Commenting Form:

- Click “Browse”.
- Find and select your completed Commenting Form.
- Click “Open”.

*The “Upload Comment(s)” page will scan your file for any missing information. If any is found you will need to resolve these errors (follow **Steps 8 to 10**) and resubmit the form (**Steps 11-13**)*

- If you wish to add any supporting documents, click the new “Browse” button, find and select the document and click “Open”. Repeat this until all supporting documents are attached.
- Once you have attached the commenting form and any supporting documentation, click “Submit Comment(s)” to submit your comments.

How to download a published amendment to a standard

Electronic copies of published amendments to Australia Standards are also available from the SAI Global Infostore for free.

To download an electronic copy of an amendment to a standard follow the same steps as the “How to download a public comment draft of an Australian Standard or amendment” process but searching for and selecting the published amendment rather than a public comment draft of a Standard or amendment.