

# Record of Letter Ballot Review by TC Chapter for Procedural Review

Region/Locale: **Japan**

Global Technical Committee: **Environmental, Health and Safety**

TC Chapter Cochairs: **Hidetoshi Sakura (Nuflare), Supika Mashiro (Tokyo Electron), Moray Crawford (Hatsuta)**

Standards Staff: **Mami Nakajo**

	Scheduled in Background Statement	Actual
Date	<b>05/26/2022</b>	<b>05/26/2022</b>
Location	<b>Web</b>	<b>Web</b>
Reason for Change of Date and/or Location (if changed)		

Note: See *Regulations* ¶ 9.5 Exceptions for allowable reason to change.

## I. Document Number and Title

<b>Document Number</b> <b>6910</b>	<b>Document Title</b> <b>Revision of SEMI S19-0311 (Reapproved 0816), Safety Guideline for Training of Manufacturing Equipment Installation, 00 Maintenance and Service Personnel</b>
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## II. Tally

Standards staff to fill in.

Voting Tally: **As-cast tally after close of voting period**

Note: A minimum of 60% of the Voting Interests that have TC Members within the global technical committee that issued the Letter Ballot must return Votes. (*Regulations* ¶ 9.6.2.1.1)

Voting Tally (with example values):

Voting Interest:	Returned Votes		Distribution		Return Rate	
Letter Ballot	<b>64</b>	÷	<b>103</b>	=	<b>62.1%</b>	≥60%
Intercommittee Ballot	<b>40</b>					
Voting Interest Reject(s)	<b>1</b>		Total Voters with Rejects		<b>1</b>	
Voting Interest Accept(s)	<b>56</b>					

Note: See *Regulations* § 3.2.1 for definition of Voting Interest.

### III. Rejects

#### Voting Interest Reject 1 (Voting Interest Name: TEL)

#### Voter Reject 1 (Voter: Yuta Oikawa / TEL)

#### Negative 1

	Referenced Section/ Paragraph	*TF/TC Chapter to fill in, including text in the ballot if necessary. TELYO-1			
		5.2.1			
Negative	Negative Text	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied.			
		<p>Technical Comment</p> <p><i>authorized employee — a person trained and proficient in performing a hazardous energy isolation procedure on an energy source ensuring that the energy isolating device and the equipment being controlled cannot be operated until the locking device is removed.</i></p> <p>"authorized employee" is not only used for CoHE. The term is also used in fall protection as an example. See the attached TEA Fall Protection Training document slide and the following web-site open to the public. <a href="https://ei1.com/2017/05/25/understanding-authorized-qualified-and-competent-persons/">https://ei1.com/2017/05/25/understanding-authorized-qualified-and-competent-persons/</a></p> <p>=====</p> <p>Correct as follows.</p> <p>—an employee whom the employer assigns or grants authorization to perform a specific type of duty, or allows in a specific location or area.</p>			
TF input (optional)					
	Withdrawal (check one)	<input type="checkbox"/>	No Negative withdrawal made by Voter.	GO TO "Related" subsection	
		<input checked="" type="checkbox"/>	Withdrawal document received by Standards staff on 05/26/2022.	GO TO "Final" subsection → (A)	
Related	Motion and Reason (check one)	<input type="checkbox"/>	'Related' is mutually agreed upon. (Needs no motion.)		GO TO "Persuasive" subsection
		<input type="checkbox"/>	Negative is not related. (Needs ≥2/3 votes to pass.)		
		<input type="checkbox"/>	Reason	XXXX	
	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)			
	Discussion				
	Result of Vote (check one)	XX Y-XX N; Motion passed/failed.			
		<input type="checkbox"/>	[Negative is not related.] < 2/3		GO TO "Persuasive" subsection
<input type="checkbox"/>		2/3 ≤ [Negative is not related.]		GO TO "Final" subsection → (B)	
	Motion and Reason	<input type="checkbox"/>	Negative is related and persuasive. (Needs >1/3 votes to pass.)		

Persuasive	(check one)		Negative is related and not persuasive. (Needs $\geq 2/3$ votes to pass.)					
			Reason					
	Motion by/ 2 <sup>nd</sup> by		Name (Company)/Name (Company)					
	Discussion							
	Result of Vote (check one)		XX Y-XX N; Motion passed/failed.					
				[Negative is related and persuasive.] $> 1/3$	Is a technical change recommended? (check one)		Y	GO TO "Address by Technical Change Option" subsection
				[Negative is related and not persuasive.] $< 2/3$			N	GO TO "Final" subsection $\rightarrow$ (E)
				$2/3 \leq$ [Negative is related and not persuasive.] $< 90\%$	GO TO "Final" subsection $\rightarrow$ (C)			
		$90\% \leq$ [Negative is related and not persuasive.]	GO TO "Not Significant Finding Option" subsection					
	<b>Technical Change Recommendations</b> Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.							
Address by Technical Change Option	Technical Changes	1	FROM: Section/Paragraph XXX					
			TO: Section/Paragraph xxx					
			Justification (if necessary)					
		2	FROM: Section/Paragraph XXX					
			TO: Section/Paragraph xxx					
			Justification (if necessary)					
Motion		Negative is addressed by the technical change(s).						
Motion by/2 <sup>nd</sup> by		Name (Company)/Name (Company)						
Discussion								
Result of Vote (check one)		XX Y-XX N; Motion passed/failed.						
			$2/3 \leq$ [Negative is addressed by the technical change(s).]	GO TO "Incorporation of the Technical Change" subsection				
	[Negative is not addressed by the technical change(s).] $< 2/3$	GO TO "Final" subsection $\rightarrow$ (E)						
Incorporation of the	Motion		To incorporate the technical change(s).					
	Motion by/2 <sup>nd</sup> by		Name (Company)/Name (Company)					
	Discussion							
			XX Y-XX N; Motion passed/failed.					

		<b>Result of Vote (check one)</b>	90% ≤ [Agree to incorporate.]	GO TO “Final” subsection → (F)	
			[Disagree to incorporate.] > 10%	GO TO “Final” subsection → (E)	
<b>Not Significant Finding Option</b>	This option can be used only “if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action”. (Regulations ¶ 9.6.1.4.5.2)				
	<b>Use of “Not significant finding option” (check one)</b>		It is mutually agreed upon to term the Negative “not significant”.	GO TO “Final” subsection → (D)	
			It is mutually agreed upon to term the Negative “significant”.	GO TO “Final” subsection → (C)	
			Whether or not the Negative is “not significant” is decided by a vote.		
	<b>Motion</b>	The Negative is “not significant”.			
<b>Motion by/ 2<sup>nd</sup> by</b>	Name (Company)/Name (Company)				
	<b>Vote</b>		XX Y-XX N; Motion passed with simple majority	GO TO “Final” subsection → (D)	
			XX Y-XX N; Motion failed with simple majority	GO TO “Final” subsection → (C)	
<b>Final</b>	<b>(check if applicable)</b>	X	(A)	Withdrawn (counted under h in disposition)	
			(B)	Not related (counted under i in disposition)	
			(C)	Related and not persuasive (significant)	
			(D)	Not significant (counted under j in disposition)	
			(E)	Related and persuasive and not addressed by technical change	DOCUMENT FAILS
			(F)	Addressed by technical change (counted under k disposition)	
	<b>(check if applicable)</b>		Comment generated. See Section V-(ii) Comment # X.		

This table is needed for each Negative.

## Negative 2

<b>Negative</b>	<b>Referenced Section/ Paragraph</b>	*TF/TC Chapter to fill in, including text in the ballot if necessary. TELYO-2 Part1 8.1
	<b>Negative Text</b>	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied.

		Technical and Editorial Comment  <ul style="list-style-type: none"> <li>• respiratory protection</li> <li>• arsenic safety</li> <li>• confined space entry</li> <li>• forklift operations</li> <li>• hearing conservation</li> <li>• laser safety</li> <li>• radiation safety</li> <li>• energized electrical work – qualified employee</li> <li>• high voltage (&gt;600 V) electrical work</li> <li>• fire extinguisher Use</li> <li>• fixed extinguishing systems</li> <li>• basic first aid</li> <li>• cardiopulmonary resuscitation (CPR)</li> <li>• bloodborne pathogens</li> </ul> "respiratory protection" is a clerical error. .	
TF input (optional)			
Withdrawal (check one)		<input type="checkbox"/>	No Negative withdrawal made by Voter. <b>GO TO "Related" subsection</b>
		<input checked="" type="checkbox"/>	Withdrawal document received by Standards staff on 05/26/2022. <b>GO TO "Final" subsection → (A)</b>
Related	Motion and Reason (check one)	<input type="checkbox"/>	'Related' is mutually agreed upon. (Needs no motion.) <b>GO TO "Persuasive" subsection</b>
		<input type="checkbox"/>	Negative is not related. (Needs ≥2/3 votes to pass.)
		<input type="checkbox"/>	Reason XXXX
	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)	
	Discussion		
	Result of Vote (check one)	XX Y-XX N; Motion passed/failed.	
		<input type="checkbox"/>	[Negative is not related.] < 2/3 <b>GO TO "Persuasive" subsection</b>
<input type="checkbox"/>		2/3 ≤ [Negative is not related.] <b>GO TO "Final" subsection → (B)</b>	
Persuasive	Motion and Reason (check one)	<input type="checkbox"/>	Negative is related and persuasive. (Needs >1/3 votes to pass.)
		<input type="checkbox"/>	Negative is related and not persuasive. (Needs ≥2/3 votes to pass.)

		Reason	
Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)		
Discussion			
Result of Vote (check one)	XX Y-XX N; Motion passed/failed.		
	<input type="checkbox"/>	[Negative is related and persuasive.] > 1/3	Is a technical change recommended? (check one)
	<input type="checkbox"/>	[Negative is related and not persuasive.] < 2/3	
	<input type="checkbox"/>	2/3 ≤ [Negative is related and not persuasive.] < 90%	
	<input type="checkbox"/>	90% ≤ [Negative is related and not persuasive.]	
		Y	GO TO "Address by Technical Change Option" subsection
		N	GO TO "Final" subsection → (E)
			GO TO "Final" subsection → (C)
			GO TO "Not Significant Finding Option" subsection

  

Address by Technical Change Option	<b>Technical Change Recommendations</b> Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.			
	1	FROM: Section/Paragraph XXX		
		TO: Section/Paragraph xxx		
		Justification (if necessary)		
	2	FROM: Section/Paragraph XXX		
		TO: Section/Paragraph xxx		
		Justification (if necessary)		
	Motion	Negative is addressed by the technical change(s).		
	Motion by/2 <sup>nd</sup> by	Name (Company)/Name (Company)		
	Discussion			
Result of Vote (check one)	XX Y-XX N; Motion passed/failed.			
	<input type="checkbox"/>	2/3 ≤ [Negative is addressed by the technical change(s).]	GO TO "Incorporation of the Technical Change" subsection	
	<input type="checkbox"/>	[Negative is not addressed by the technical change(s).] < 2/3	GO TO "Final" subsection → (E)	
Incorporation of the Technical	Motion	To incorporate the technical change(s).		
	Motion by/2 <sup>nd</sup> by	Name (Company)/Name (Company)		
	Discussion			
		XX Y-XX N; Motion passed/failed.		
	<input type="checkbox"/>	90% ≤ [Agree to incorporate.]	GO TO "Final" subsection → (F)	

		<b>Result of Vote (check one)</b>	<input type="checkbox"/> [Disagree to incorporate.]>10%	GO TO "Final" subsection → (E)	
<b>Not Significant Finding Option</b>	This option can be used only "if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (Regulations ¶ 9.6.1.4.5.2)				
	<b>Use of "Not significant finding option" (check one)</b>	<input type="checkbox"/>	It is mutually agreed upon to term the Negative "not significant".	GO TO "Final" subsection → (D)	
		<input type="checkbox"/>	It is mutually agreed upon to term the Negative "significant".	GO TO "Final" subsection → (C)	
		<input type="checkbox"/>	Whether or not the Negative is "not significant" is decided by a vote.		
	<b>Motion</b>	The Negative is "not significant".			
	<b>Motion by/ 2<sup>nd</sup> by</b>	Name (Company)/Name (Company)			
	<b>Vote</b>	<input type="checkbox"/>	XX Y-XX N; Motion passed with simple majority	GO TO "Final" subsection → (D)	
		<input type="checkbox"/>	XX Y-XX N; Motion failed with simple majority	GO TO "Final" subsection → (C)	
<b>Final</b>	<b>(check if applicable)</b>	<input checked="" type="checkbox"/>	(A)	Withdrawn (counted under h in disposition)	
		<input type="checkbox"/>	(B)	Not related (counted under i in disposition)	
		<input type="checkbox"/>	(C)	Related and not persuasive (significant)	
		<input type="checkbox"/>	(D)	Not significant (counted under j in disposition)	
		<input type="checkbox"/>	(E)	Related and persuasive and not addressed by technical change	DOCUMENT FAILS
		<input type="checkbox"/>	(F)	Addressed by technical change (counted under k disposition)	
	<b>(check if applicable)</b>	<input checked="" type="checkbox"/>	Comment generated. See Section V-(ii) Comment # 1		

### Negative 3

<b>Negative</b>	<b>Referenced Section/ Paragraph</b>	*TF/TC Chapter to fill in, including text in the ballot if necessary. TELYO-2 Part2 8.1
	<b>Negative Text</b>	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied.

		<ul style="list-style-type: none"> <li>• respiratory protection</li> <li>• arsenic safety</li> <li>• confined space entry</li> <li>• forklift operations</li> <li>• hearing conservation</li> <li>• laser safety</li> <li>• radiation safety</li> <li>• energized electrical work – qualified employee</li> <li>• high voltage (&gt;600 V) electrical work</li> <li>• fire extinguisher Use</li> <li>• fixed extinguishing systems</li> <li>• basic first aid</li> <li>• cardiopulmonary resuscitation (CPR)</li> <li>• bloodborne pathogens</li> </ul> <p>"respiratory protection" is a clerical error. <i>Adjudicated as Negative #2</i></p> <p>"fall protection" should be added.</p> <p>=====</p> <p>Correct "respiratory protection" to "respiratory protection". <i>To be addressed in Section V-(ii) Comment # 1</i></p> <p>Fall protection training, including practical training for wearing the fall arrest system (harness), has been added to the guidelines of the Ministry of Health, Labor and Welfare for at least 17 years in the United States and 4 years in Japan.</p> <p>See the link below and the attached TEA EHS Training Policy page 4/6 yellow highlights.</p> <p>Given the high number of opportunities for semiconductor manufacturing equipment manufacturers start-up/field service engineers, "fall protection" should be near the top of the Additional Training List.</p> <p>This list is not in alphabetical order either.</p> <ul style="list-style-type: none"> <li>• fall protection</li> <li>• respiratory protection</li> </ul>		
TF input (optional)				
Withdrawal (check one)		<input type="checkbox"/>	No Negative withdrawal made by Voter.	GO TO "Related" subsection
		<input checked="" type="checkbox"/>	Withdrawal document received by Standards staff on 05/26/2022	GO TO "Final" subsection → (A)
Related	Motion and Reason (check one)	<input type="checkbox"/>	'Related' is mutually agreed upon. (Needs no motion.)	
		<input type="checkbox"/>	Negative is not related. (Needs ≥2/3 votes to pass.)	
	Motion by/ 2 <sup>nd</sup> by		Reason	
		Name (Company)/Name (Company)		



	Discussion						
	Result of Vote (check one)	XX Y-XX N; Motion passed/failed.					
			[Negative is not related.] < 2/3			GO TO "Persuasive" subsection	
			2/3 ≤ [Negative is not related.]			GO TO "Final" subsection → (B)	
	Persuasive	Motion and Reason (check one)		Negative is related and persuasive. (Needs >1/3 votes to pass.)			
			Negative is related and not persuasive. (Needs ≥2/3 votes to pass.)				
			Reason				
Motion by/ 2 <sup>nd</sup> by		Name (Company)/Name (Company)					
Discussion							
Result of Vote (check one)		XX Y-XX N; Motion passed/failed.					
			[Negative is related and persuasive.] > 1/3	Is a technical change recommended? (check one)		Y	GO TO "Address by Technical Change Option" subsection
			[Negative is related and not persuasive.] < 2/3			N	GO TO "Final" subsection → (E)
			2/3 ≤ [Negative is related and not persuasive.] < 90%	GO TO "Final" subsection → (C)			
			90% ≤ [Negative is related and not persuasive.]	GO TO "Not Significant Finding Option" subsection			
Address by Technical Change Option	Technical Change Recommendations Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.						
	Technical Changes	1	FROM: Section/Paragraph XXX				
			TO: Section/Paragraph xxx				
			Justification (If necessary)				
		2	FROM: Section/Paragraph XXX				
			TO: Section/Paragraph xxx				
			Justification (If necessary)				
	Motion		Negative is addressed by the technical change(s).				
	Motion by/2 <sup>nd</sup> by		Name (Company)/Name (Company)				
	Discussion						
Result of Vote		XX Y-XX N; Motion passed/failed.					

	(check one)		2/3 ≤ [Negative is addressed by the technical change(s).]	GO TO “Incorporation of the Technical Change” subsection	
			[Negative is not addressed by the technical change(s).] < 2/3	GO TO “Final” subsection → (E)	
	Incorporation of the Technical Change	Motion	To incorporate the technical change(s).		
		Motion by/2 <sup>nd</sup> by	Name (Company)/Name (Company)		
		Discussion			
		Result of Vote (check one)	XX Y-XX N; Motion passed/failed.		
	90% ≤ [Agree to incorporate.]		GO TO “Final” subsection → (F)		
	[Disagree to incorporate.] > 10%		GO TO “Final” subsection → (E)		
Not Significant Finding Option	This option can be used only “if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action”. (Regulations ¶ 9.6.1.4.5.2)				
	Use of “Not significant finding option” (check one)		It is mutually agreed upon to term the Negative “not significant”.	GO TO “Final” subsection → (D)	
			It is mutually agreed upon to term the Negative “significant”.	GO TO “Final” subsection → (C)	
			Whether or not the Negative is “not significant” is decided by a vote.		
	Motion	The Negative is “not significant”.			
	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)			
Vote		XX Y-XX N; Motion passed with simple majority	GO TO “Final” subsection → (D)		
		XX Y-XX N; Motion failed with simple majority	GO TO “Final” subsection → (C)		
Final	(check if applicable)	X	(A)	Withdrawn (counted under h in disposition)	
			(B)	Not related (counted under i in disposition)	
			(C)	Related and not persuasive (significant)	
			(D)	Not significant (counted under j in disposition)	
			(E)	Related and persuasive and not addressed by technical change	DOCUMENT FAILS
			(F)	Addressed by technical change (counted under k disposition)	
	(check if applicable)		Comment generated. See Section V-(ii) Comment # X.		

## Disposition of Voting Interest Reject 1

Check only when the Document has not been failed.

3	Original number (#) of Negatives	(g)
3	Number of Negatives withdrawn	(h)
#	Number of Negatives found not related	(i)
#	Number of Negatives found not significant	(j)

#	Number of Negatives addressed by technical change (Negative becomes not significant)		(k)
Final	X	$g - (h + i + j + k) = 0$	Reject is Not Valid and is not included in the denominator of § VI. <i>Approval Conditions Check</i>
		$g - (h + i + j + k) > 0$	Reject is included in the denominator of § VI. <i>Approval Conditions Check</i>
		Reject without a Negative	Not Valid

*This table is needed for each Voting Interest Reject.*

Note: If all of the Negatives included with a Reject Vote are withdrawn, determined to be not related, or determined to be not significant, the Reject Vote is not valid. (*Regulations* ¶ 9.4.3.3)

Note: A Negative addressed by a technical change is automatically considered to be not significant. (*Regulations* ¶ 9.6.1.4.5.2)

## IV. Other Technical Issues

None

## V. Comments

### V- (i) Voters' Comments

Commenter 1 (Yuta Oikawa/TEL) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.		
	10.1.1 · are made available upon request by relevant AHJ for verification of conformance with this Safety Guideline.  There is no explanation for the term "AHJ" in the text. ===== Explain "AHJ" somewhere.		
Action	The TC Chapter agreed to do one of the following actions.		
	*No motion is required in this step.		
		Already addressed by Commenter #, Comment #	
		No further action was taken by the TC Chapter.	
		Refer to the TF for more consideration.	
		New Business	
	X	Editorial Change	
	Options for editorial change (check one)		Case 1: No vote in this section:  To be included and voted on as a group in § VI. <i>Editorial Changes Other than Those Voted on in § V.</i>
		X	Case 2: Voted in this section:  Original section number and at least one full sentence are required in "FROM" and "TO" fields.

Editorial Changes	1	<b>FROM: Section/Paragraph 10.1</b> <ul style="list-style-type: none"><li>are made available upon request by relevant AHJ for verification of conformance with this Safety Guideline.</li></ul>
		<b>TO: Section/Paragraph 10.1</b> are made available upon request by relevant AHJ ( <a href="#">Authority Having Jurisdiction</a> ) for verification of conformance with this Safety Guideline.
		<b>Justification (If necessary)</b>
	2	<b>FROM: Section/Paragraph xxx</b>
		<b>TO: Section/Paragraph xxx</b>
		<b>Justification (If necessary)</b>
<b>Motion</b>		To approve above editorial change(s)
<b>Motion by/2<sup>nd</sup> by</b>		<a href="#">Supika Mashiro (TEL)/ Takayuki Nishimura(SCREEN Semiconductor Solution)</a>
<b>Discussion</b>		<a href="#">None</a>
<b>Vote</b>		<a href="#">7 Y-0 N</a> ; <i>Motion passed.</i>

*This table is needed for each Comment accompanied a Vote*

Commenter 2 ([Name/Company](#)) - Comment 1

Commenter 3 ([Name/Company](#)) - Comment 1

## V-(ii) Comments Created by Handling Negative

Comment (Created by Handling Negative) NC – 1

Comment	8.1 first bullet	
	<a href="#">"respiratory orotection" is a clerical error.</a>	
Action	The TC Chapter agreed to do one of the following actions.	
	<b>*No motion is required in this step.</b>	
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #
	<input type="checkbox"/>	No further action was taken by the TC Chapter.
	<input type="checkbox"/>	Refer to the TF for more consideration.
	<input type="checkbox"/>	New business
	<input checked="" type="checkbox"/>	Editorial change
		Case 1: No vote in this section:

		Options for editorial change (check one)		To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.
			X	Case 2: Voted in this section:
				Original section number and at least one full sentence are required in “FROM” and “TO” fields.
Editorial Changes	1	FROM: Section/Paragraph 8.1 first bullet <ul style="list-style-type: none"><li>respiratory orotection</li></ul>		
		TO: Section/Paragraph 8.1 first bullet <ul style="list-style-type: none"><li>respiratory <u>protection</u> <del>orotection</del></li></ul>		
		Justification (If necessary)		
	2	FROM: Section/Paragraph xxx		
		TO: Section/Paragraph xxx		
		Justification (If necessary)		
Motion		To approve above editorial change(s)		
Motion by/2 <sup>nd</sup> by		Supika Mashiro (TEL)/ Takayuki Nishimura(SCREEN Semiconductor Solution)		
Discussion		None		
Vote		8Y-0 N; Motion passed.		

*This table is needed for each Comment created by handling Negative.*

## VI. Editorial Changes Other than Those Voted on in § V

### None

## VII. Approval Conditions Check

### VII. - (i). Approval Rate

**APPROVAL CONDITION 1:** All Negatives have been discussed and were withdrawn, found not related, found not persuasive, or addressed by a technical change. (*Regulations* ¶ 9.6.2.1.2)

**APPROVAL CONDITION 2:** At least 90% of the sum of valid Voting Interest Accept and Voting Interest Reject Votes must be Accept. (*Regulations* ¶ 9.6.2.1.3)

Note: If both approval conditions are not satisfied, the Document fails.

		Accepts		(Accepts + Valid Rejects)				
Approval Rate	=	56	/	56	=	100.0%		≥90%

## VII. – (ii) Approval Level (check one)

Note: See *Regulations* § 9.6.2 for further information.

- ☒ **Globally Approved (No Ratification Ballot needed):**  
The Letter Ballot meets the Letter Ballot approval conditions for the global technical committee.
- ☐ **Need a Ratification Ballot:**  
The Letter Ballot meets the Letter Ballot approval conditions for the TC Chapter and a Ratification Ballot will be issued to validate technical changes.

## VIII. Safety Check

Note: See *Regulations* § 15 for further information.

Motion	<input type="checkbox"/>	This is not a <b>Safety Document</b> , when all safety-related information is removed, the Document is still technically sound and complete. ( <i>Regulations</i> ¶ 8.7.1)
	<input checked="" type="checkbox"/>	This is a <b>Safety Document</b> , when all safety-related information is removed, the Document is not technically sound and complete. ( <i>Regulations</i> ¶ 8.7.2)
	<input checked="" type="checkbox"/>	Safety Checklist ( <i>Regulations</i> ¶ 15.3) is complete and has been included with the Document throughout the balloting process. ( <i>Regulations</i> ¶ 15.1.2)
Motion by/2 <sup>nd</sup> by		Supika Mashiro (TEL)/ Takayuki Nishimura(SCREEN Semiconductor Solution)
Discussion		None
Vote		7 Y-0 N; Motion passed

## IX. Intellectual Property (IP) Check

**Note:** This Letter Ballot may cover all or part of a Standard or Safety Guideline. Regardless of the coverage, this IP check applies to the entire Standard or Safety Guideline\*. See *Regulations* § 16 for further information.

X	The TC Chapter meeting chair asked those participating, if they were aware of any patented technology that might be relevant (see <i>Regulations</i> ¶ 16.3.1.1) to the Standard or Safety Guideline; or, any copyrighted items or trademarks that are used/reproduced (see <i>Regulations</i> ¶ 16.4.1.2) in the Standard or Safety Guideline. (Also see, <i>Regulations</i> § 8.8)				
	X	The question is NOT answered in affirmative (No potentially material patented technology or use/reproduction of copyrighted items/trademarks is known.)	GO TO SECTION X.		
		The question is answered in affirmative	Is any of the known IPs a patented technology?	Yes, at least one of them is a patented technology	GO TO IX (a) "Patented Technology" subsection
				No	GO TO IX (b) "Copyright items" subsection

### IX(a) Patented Technologies subsection

#### IX(a1) Total numbers of Patented Technologies to be dealt with

# Fill number	(l) Known Patented Technology that might be relevant to the Standard/Safety Guideline	# Fill number	(m) Number of patented technologies first became known to the TC Chapter on or after the day of the issuance of this Letter Ballot	Postpone assessment of such patented technologies to be performed at the next scheduled TC Chapter meeting.
		# Fill number	(n) Number of patented technologies first became known to the TC Chapter before the day of the issuance of this Letter Ballot	GO TO IX (a2)

#### IX(a2) Assessment of disclosed patented technologies

Disclosed patented technology #1 (Brief description, e.g., patent title and number):			Date of Assessment (If different from the date of Letter Ballot adjudication) MM/DD/YYYY		
Is disclosed patented technology #1 found to be "might be material" to the Standard/Safety Guideline?		YES (It is a PMPT)	Is the use of this PMPT technically justified?	YES	PROCEED to assess NEXT one, or if this is the last one, GO TO IX(a3)
				NO	The Document is failed and returned to the TF
		NO	No further action is needed for patented technology #1		

This table is needed for each disclosed patented technology.

### IX(a3) LOA status check of PMPT of which inclusion assessed to be justified

LOA Status of PMPT #1						
Has an LOA for this patented technology been received from every owner ?		YES	PROCEED to check NEXT one, or if this is the last one, GO TO IX(b)			
		NO	MOTION		Ask ISC for special permission to publish.	
					Quit activity.	The Document is failed and returned to the TF
					Wait for LOA	PROCEED to check NEXT one, or if this is the last one, GO TO IX(b1)
			Motion by/ 2 <sup>nd</sup> by		Name (Company)/Name (Company)	
			Discussion		XXXX	
			Vote		XX Y-XX N; Motion passed (or failed)	

This table is needed for each PMPT of which inclusion assessed to be justified.

### IX(b1) Total numbers of copyrighted items to be dealt with

# Fill number	(o) Known copyrighted items that are used or reproduced to the Standard/Safety Guideline	o > 0 There is at least one known copy righted items that might be relevant to the Standard/Safety Guideline	GO TO IX (b2)
		o = 0 There is no disclosed copyrighted item	GO TO IX (c)

### IX(b2) Assessment of disclosed copyrighted items

Disclosed copyrighted item #1 (Brief description of its use in the Document):						
Is disclosed copyrighted item #1 used or reproduced in the Standard/Safety Guideline?		YES	Is the use/reproduction of this copyrighted item technically justified?		YES	PROCEED to assess NEXT one, or if this is the last one, GO TO IX(b3)
					NO	The Document is failed and returned to the TF
		NO	No further action is needed for copyrighted item #1			

This table is needed for each disclosed copyrighted item.

### IX(b3) Copyright release status check of copyrighted item of which inclusion assessed to be justified

Copyright release Status of copyrighted item #1					
Has the copyright release been received from its owner ?.		YES	PROCEED to assess NEXT one, or if this is the last one, GO TO IX(c)		
		NO	≤		Ask ISC for special permission to publish.



				Quit activity.	The Document is failed and returned to the TF
				Wait for copyright release letter	PROCEED to check NEXT one, or if this is the last one, GO TO IX(c)
				Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)
				Discussion	XXXX
				Vote	XX Y-XX N; Motion passed (or failed)

*This table is needed for each copyrighted item of which use/reproduction assessed to be justified.*

### IX(c) Assessment of disclosed (identified) trademark

Is there any trademark in the Standard/Safety Guideline?		YES	Is every instance of trademark use technically justified?	YES	GO TO IX(d)
				NO	The Document is failed and returned to the TF
		NO	GO TO IX(d)		

### IX(d) IP check completion condition check

The co-chair checks if any Patented Technologies first become known to the TC Chapter on or after the day of the issuance of this Letter Ballot? i.e., m>0 in IX(a1)		YES	Sections IX(a2) and IX(a3) shall be completed and recorded for such patented technologies at next scheduled meeting of the TC Chapter. Until then, the TC Chapter shall NOT go to X (making motion to pass/fail this Document) (see Regulations ¶ 16.4.1.2) Until then this Letter Ballot Review is on hold.
		NO	GO TO X

## X. Action for This Document

Motion		This Document passed TC Chapter review as balloted and will be forwarded to the ISC A&R SC for procedural review.
	X	This Document passed TC Chapter review with editorial changes and will be forwarded to the ISC A&R SC for procedural review.
		This Document passed TC Chapter review with technical changes and with or without editorial changes and will be forwarded to the ISC A&R SC for procedural review. A Ratification Ballot will be issued to verify the technical changes.
		This Document failed TC Chapter review and will be returned to the TF for rework.
		This Document failed TC Chapter review and work will be discontinued.
Motion by/ 2 <sup>nd</sup> by		Supika Mashiro (TEL)/ Takayuki Nishimura(SCREEN Semiconductor Solution)
Discussion		None
Vote		8 Y-0 N
Final Action	X	Motion passed
		Motion failed

**Note:** If the use of PMPT or copyrighted item is justified by the TC Chapter, LOA or release form must be received before publication can proceed.