

Record of Letter Ballot Review by TC Chapter for Procedural Review

Region/Locale: [China](#)

Global Technical Committee: [Photovoltaic](#)

TC Chapter Cochairs: [Guangchun Zhang/CSI](#), [Jun Liu/CESI](#)

Standards Staff: [Sophia Huang/SEMI China](#)

	Scheduled in Background Statement	Actual
Date	10/13/2017	10/13/2017
Location	Huang He Grand Hotel NO.666 Middle Renmin Road, Jiangyan,Taizhou,Jiangsu,China	Huang He Grand Hotel NO.666 Middle Renmin Road, Jiangyan,Taizhou,Jiangsu,China
Reason for Change of Date and/or Location <i>(if changed)</i>		

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

I. Document Number and Title

Document Number	Document Title
5968A	Guide for Sample Preparation Method for Photovoltaic Backsheet Performance Tests

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 ¶ 9.7.1.1)

Voting Tally (with example values):

Voting Interest:	Returned Votes		Distribution	=	Return Rate		
Letter Ballot	98	÷	163	=	60.1%	≥60%	>=90%
Intercommittee Ballot	21						
Voting Interest Reject(s)	1		Total Voters with Rejects		1		
Voting Interest Accept(s)	55						

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

III. Rejects

Voting Interest Reject 1 (Voting Interest Name: Kelly, George)

Voter Reject 1 (Voter: Kelly, George and BPS)

Negative 1

Negative	Referenced Section/ Paragraph	*TF/TC Chapter to fill in, including text in the ballot if necessary. The relation between Doc 5968 and IEC 62788-2.		
	Negative Text	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied. There is a potential conflict between this standard and IEC 62788-2 which will be Published by TC82 within next month.		
TF input (optional)				
Withdrawal (check one)	<input checked="" type="checkbox"/>	No Negative withdrawal made by Voter.	GO TO "Related" subsection	
	<input type="checkbox"/>	Withdrawal document received by Standards staff on MM/DD/YYYY.	GO TO "Final" subsection → (A)	
Related	Motion and Reason (check one)	<input checked="" 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.)	
		Reason	XXXX	

	Motion by/ 2nd by	Jianxiong NI (YINGLI)/ Tongrong Zhao (Jolywood)				
	Discussion	<p>TF Discussion</p> <p>Compared with the draft IEC 62788-2, the differences are as follows:</p> <p>1) The sample size is different. IEC 62788-2 is sampled from multiple samples, but this standard is sampled in the same sample.</p> <p>2) The original sample preparation is different, the IEC 62788-2 is directly cut out the backsheet, this standard is sampled after laminated, so it is much closer to practical application.</p>				
	Result of Vote (check one)	38 Y-0 N; Motion passed				
		<input type="checkbox"/>	[Negative is not related.] < 2/3	GO TO "Persuasive" subsection		
	<input checked="" type="checkbox"/>	2/3 ≤ [Negative is not related.]	GO TO "Final" subsection → (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.)		
		<input type="checkbox"/>	Reason			
	Motion by/ 2nd by	None				
Discussion	None					
	XX Y-XX N; Motion passed					
Result of Vote (check one)	<input type="checkbox"/>	[Negative is related and persuasive.] > 1/3	Is a technical change recommended? (check one)	<input type="checkbox"/>	Y	GO TO "Address by Technical Change Option" subsection
	<input type="checkbox"/>	[Negative is related and not persuasive.] < 2/3		<input type="checkbox"/>	N	GO TO "Final" subsection → (E)
	<input type="checkbox"/>	2/3 ≤ [Negative is related and not persuasive.] < 90%	GO TO "Final" subsection → (C)			
	<input checked="" type="checkbox"/>	90% ≤ [Negative is related and not persuasive.]	GO TO "Not Significant Finding Option" subsection			

Technical Change Recommendations			
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/2nd 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 Change	Motion		To incorporate the technical change(s).
	Motion by/2nd by		Name (Company)/Name (Company)
	Discussion		
			XX Y-XX N; Motion passed/failed.

	Result of Vote (check one)	<input type="checkbox"/>	90% ≤ [Agree to incorporate.]	GO TO “Final” subsection → (F)
		<input type="checkbox"/>	[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 ¶ 9.6.4.4.2)			
	Use of “Not significant finding option” (check one)	<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.	
	Motion	The Negative is “not significant”.		
	Motion by/ 2nd by	Name (Company)/Name (Company)		
	Vote	<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)	
Final	(check if applicable)	<input type="checkbox"/>	(A) Withdrawn (counted under h in disposition)	
		<input checked="" 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)		
(check if applicable)	<input type="checkbox"/>	Comment generated. See Section V-(ii) Comment # X.		

Disposition of Voting Interest Reject 1

Check only when the Document has not been failed.

1	Original number (#) of Negatives	(g)
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0	Number of Negatives withdrawn		(h)
1	Number of Negatives found not related		(i)
0	Number of Negatives found not significant		(j)
0	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

IV. Other Technical Issues

No Other technical issues

V. Comments

No comments

V- (i) Voters' Comments

Commenter 1 (**Vargas-Bernal, Rafael/Instituto Tecnológico Superior de Irapuato**) -
Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.	
	Accept Comments: Vargas-Bernal, Rafael There are typing errors, spaces must be ' ' added in several places.	
Action	The TC Chapter agreed to do one of the following actions.	
	*No motion is required in this step.	
		Already addressed by Commenter #, Comment #
	X	No further action was taken by the TC Chapter.
		Refer to the TF for more consideration.
		New Business
	Editorial Change	
	X	Case 1: No vote in this section:

	Options for editorial		To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.
	change (check one)		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 xxx	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
	2	FROM: Section/Paragraph xxx	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
Motion		To approve above editorial change(s)	
Motion by/2nd by		None	
Discussion		None	
Vote		XX Y-XX N; Motion passed/failed.	

This table is needed for each Comment.

Commenter 2 (Yang Gan/Harbin Institute of Technology) - Comment 2

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.
	Yang Gan/Harbin Institute of Technology: 1. Please rewrite 6.1. It does not make sense.
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)	<input type="checkbox"/> Case 1: No vote in this section: <i>To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.</i>
		<input checked="" type="checkbox"/> Case 2: Voted in this section: <i>Original section number and at least one full sentence are required in "FROM" and "TO" fields.</i>
Editorial Changes	1	FROM: Section/Paragraph Section 6.1 Laminate the laminates under qualified lamination parameters (Confirm the qualified lamination technology based on different encapsulation materials and equipment) stacking with the structure of Glass, The first Encapsulation adhesive film, The second Encapsulation adhesive film,High temperature non-stick fabric (The thickness no more than the cell's), backsheet in sequence.
		TO: Section/Paragraph Section 6.1 Laminate a stack as follows: glass, the first encapsulation adhesive film, the second encapsulation adhesive film,high temperature non-stick fabric and backsheet.
		Justification (If necessary)
Motion		To approve above editorial change(s)
Motion by/2nd by		Jianxiong NI (YINGLI)/ Tongrong Zhao (Jolywood)
Discussion		accept
Vote		38Y-0 N; Motion passed

Commenter 3 (Yang Gan/Harbin Institute of Technology) - Comment 3

	<i>*TF/TC Chapter to fill in section/paragraph #, if necessary.</i>
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Comment	Yang Gan/Harbin Institute of Technology: 2、 Replace Chinese symbols with English ones. For example, Celsius degree, brackets, and the inequality sign in 8.1.	
	The TC Chapter agreed to do one of the following actions. *No motion is required in this step.	
Action	<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
	<input type="checkbox"/>	Options for editorial change (check one)
Editorial Changes	1	FROM: Section/Paragraph Section 8.1 Before sample preparation, the backsheet should be stored in the environment which the temperature (23±2) °C and relative humidity≤ 75 %, with no less than 24 hours.
		1.1 TO: Section/Paragraph Section 8.1 Before sample preparation, the backsheet should be stored in the environment with appropriate temperature (23±2 °C) and relative humidity (≤75%) for no less than 24 h.
		Justification (If necessary)
Motion	To approve above editorial change(s)	
Motion by/2 nd by	Jianxiong NI (YINGLI)/ Tongrong Zhao (Jolywood)	
Discussion	accept	
Vote	38 Y-XX0 N; Motion passed	

Commenter 4 (Yang Gan/Harbin Institute of Technology) - Comment 4

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.		
	<p>Yang Gan/Harbin Institute of Technology:</p> <p>3、 Remove the space between the numerical values the % and degree units in 8.1.</p>		
Action	The TC Chapter agreed to do one of the following actions.		
	*No motion is required in this step.		
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #	
	<input checked="" 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 type="checkbox"/>	Editorial Change	
Editorial Changes	Options for editorial change (check one)	<input checked="" type="checkbox"/> Case 1: No vote in this section: <i>To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.</i>	
		<input type="checkbox"/> Case 2: Voted in this section: Original section 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	To approve above editorial change(s)
Motion by/2nd by	Name (Company)/Name (Company)
Discussion	accept
Vote	XX Y-XX N; Motion passed/failed.

Commenter 5 (Yang Gan/Harbin Institute of Technology) - Comment 5

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.	
	Yang Gan/Harbin Institute of Technology: 4、 Change “Of” into “of” in Figure 1, Figure 2 and Figure 3.	
Action	The TC Chapter agreed to do one of the following actions.	
	*No motion is required in this step.	
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #
	<input checked="" 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
Editorial	Options for editorial change (check one)	<input checked="" type="checkbox"/> Case 1: No vote in this section:
		To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.
		<input type="checkbox"/> Case 2: Voted in this section:
		Original section number and at least one full sentence are required in “FROM” and “TO” fields.
1	FROM: Section/Paragraph xxx	

2	TO: Section/Paragraph xxx
	Justification (If necessary)
	FROM: Section/Paragraph xxx
	TO: Section/Paragraph xxx
	Justification (If necessary)
Motion	To approve above editorial change(s)
Motion by/2 nd by	Name (Company)/Name (Company)
Discussion	accept
Vote	XX Y-XX N; Motion passed/failed.

Commenter 6 (Yang Gan/Harbin Institute of Technology) - Comment 6

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.
	<p>Yang Gan/Harbin Institute of Technology:</p> <p>5、 The background statement should be rewritten.The following usages or words are wrong. “ react ” , “ that not subject to ” , “ can’t ” , “ raises the different sample preparation ” , “to subject to ” ,because of the ageing test emphasized”, “more colse to” , “that design in this standard” .</p>
Action	The TC Chapter agreed to do one of the following actions.
	*No motion is required in this step.
	<input type="checkbox"/> Already addressed by Commenter #, Comment #
	<input checked="" 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 type="checkbox"/> 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>
			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 xxx	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
	2	FROM: Section/Paragraph xxx	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
Motion		To approve above editorial change(s)	
Motion by/2nd by		Name (Company)/Name (Company)	
Discussion		According to SEMI Regulation: 9.2.5.1.4 Voting Prohibited on Background Statement — In all cases, material within the Background Statement is not part of the material to be voted upon.	
Vote		XX Y-XX N; Motion passed/failed.	

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 ¶ 9.7.1.2*)

APPROVAL CONDITION 2: At least 90% of the sum of valid Voting Interest Accept and Voting Interest Reject Votes must be Accept. (Regulations ¶ 9.7.1.3)

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

			Accepts		(Accepts + Valid Rejects)				
Approval Rate	=	55	/	56	=	98.2%		≥90%	

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

Note: See Regulations § 9.7.2 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 checked="" type="checkbox"/>	This is not a Safety Document , when all safety-related information is removed, the Document is still technically sound and complete. (Regulations ¶ 8.7.1)
	<input type="checkbox"/>	This is a Safety Document , when all safety-related information is removed, the Document is not technically sound and complete. (Regulations ¶ 8.7.2)
	<input type="checkbox"/>	Safety Checklist (Regulations ¶ 15.3) is complete and has been included with the Document throughout the balloting process. (Regulations ¶ 15.1.2)
Motion by/2nd by		Jianxiong NI (YINGLI)/ Tongrong Zhao (Jolywood)

Discussion	None
Vote	38 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. This IP check applies to the entire Standard or Safety Guideline. See Regulations § 16 for further information.

The TC Chapter meeting chair asked those participating, if they were aware of any potentially material patented technology or copyrighted items* in the Standard or Guideline. (<i>Regulations ¶ 8.8.1</i>)	
<input checked="" type="checkbox"/>	No potentially material patented technology or reproduction of copyrighted items is known. GO TO SECTION X.
<input type="checkbox"/>	Potentially material patented technology or reproduction of copyrighted items is known, but a Letter of Assurance (LOA) or copyright release letter for such items has been obtained or presented to the TC Chapter. GO TO SECTION X.
<input type="checkbox"/>	Potentially material patented technology or reproduction of copyrighted items is known and use of such materials is technically justified by the TC Chapter, but an LOA or copyright release letter for some of the item(s) has NOT been obtained or presented to the TC Chapter.
Motion	<input type="checkbox"/> Ask ISC for special permission to publish.
	<input type="checkbox"/> Quit activity.
	<input type="checkbox"/> Wait for LOA for patented technology or release of copyrighted items.
Motion by/2nd by	Name (Company)/Name (Company)
Discussion	XXXX
Vote	XX Y-XX N
Final Action	<input type="checkbox"/> Motion passed
	<input type="checkbox"/> Motion failed

*** Note: Such potentially material patented technology or copyrighted items might have become known since the Standard or Safety Guideline was last reviewed, or might become relevant due to this Letter Ballot.**

X. Action for This Document

<input type="checkbox"/>	This Document passed TC Chapter review as balloted and will be forwarded to the ISC A&R SC for procedural review.
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Motion	<input checked="" type="checkbox"/>	This Document passed TC Chapter review with editorial changes and will be forwarded to the ISC A&R SC for procedural review.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	This Document failed TC Chapter review and will be returned to the TF for rework.
	<input type="checkbox"/>	This Document failed TC Chapter review and work will be discontinued.
Motion by/ 2nd by	Jianxiong NI (YINGLI)/ Tongrong Zhao (Jolywood)	
Discussion	None	
Vote	38 Y-0 N	
Final Action	<input checked="" type="checkbox"/>	Motion passed
	<input type="checkbox"/>	Motion failed

Standards staff to record the result of the A&R procedural review here:

A&R	<input type="checkbox"/>	Approved for publication
	<input type="checkbox"/>	Approved pending acceptance of the Ratification Ballot
	<input type="checkbox"/>	Not approved
	Reason:	