

## ***What does OCS stand for?***

OCS is the abbreviation for Online Comment System.

## ***What is the website for the OCS?***

Visit the Codex OCS website at <https://ocs.codexalimentarius.org/>

## ***What are the system requirements?***

You can access the OCS through all major browsers, including Internet Explorer, Google Chrome, Firefox, Safari and Opera, and devices, including PCs, laptops and tablets.

## ***I have not yet received my username and password for the OCS. Can you please send it to me?***

The Codex Alimentarius Secretariat only manages OCS user accounts for the Codex Contact Points. Your Contact Point has already received their username and password and can create a user account for you. Request an account from your Contact Point. You can find their contact information on the [Codex website](#).

## ***I can't remember my password. Can you please send it to me?***

If you are already an OCS user and have forgotten your password, please go to <https://ocs.codexalimentarius.org/> and select "**Reset password**". Enter your email address in the field and select "**Send Email**". You will receive an email with a link to reset your password.

Note that some email systems may consider messages from the Codex OCS ([Codex-OCS@fao.org](mailto:Codex-OCS@fao.org)) as "junk". If you do not receive the login information please check your email software's "junk" folder.

## ***How many licenses are available for each Codex member?***

Up to five licenses: one (mandatory) for each contact point; one (optional) for an OCS Deputy; and up to three (optional) for reviewers.

## ***How many licenses are available for each Codex member?***

One contact point license is available for each observer showing an interest in commenting on Codex standards, on a "first come, first served" basis due to limitations in the number of available licenses.

## ***What are the comment categories in the OCS?***

The classification of comments and their definitions are below:

- **EDITORIAL:** This type of comment clarifies or simplifies the text without changing the meaning. This includes spelling or grammatical corrections, suggestions of different but equivalent words, and simplification of sentence structure.
- **SUBSTANTIVE:** This type of comment takes into account conceptual changes and the addition of new aspects or ideas. This class of comments contains additions or extensions as well as changes, reorganization of the text or deletions resulting in alteration of the content of a sentence / paragraph / section of the draft. It is that this point is addressed in the revision process in some way.
- **TECHNICAL:** This type of comment takes into account scientific corrections and technical adjustments. It aims at further clarification and improvement of the standard and sometimes at conformity with other standards from the technical viewpoint. These comments are incorporated unless there is disagreement or some misunderstanding.
- **TRANSLATION:** This type of comment corrects points that are considered to be inaccurately translated into another language version of the text.

General comments can also be sent to comment on the draft document overall.

## ***Is there a user manual for the OCS?***

Yes, on the [OCS resource page](#) on the Codex website.

## ***Who do I contact for Technical Support and suggestions for new features and improvements to the OCS?***

You can go to the OCS at <https://ocs.codexalimentarius.org/> and select "Contact Us: here" at the bottom of the page, or send an email to [Codex-OCS@fao.org](mailto:Codex-OCS@fao.org).