BS ISO 19445:2016



BSI Standards Publication

Graphic technology —
Metadata for graphic arts
workflow — XMP metadata for
image and document proofing



BS ISO 19445:2016 BRITISH STANDARD

National foreword

This British Standard is the UK implementation of ISO 19445:2016.

The UK participation in its preparation was entrusted to Technical Committee PAI/43, Graphic technology.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

© The British Standards Institution 2016. Published by BSI Standards Limited 2016

ISBN 978 0 580 85457 6

ICS 35.240.30

Compliance with a British Standard cannot confer immunity from legal obligations.

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 30 June 2016.

Amendments/corrigenda issued since publication

Date Text affected

INTERNATIONAL STANDARD

ISO 19445:2016 ISO 19445

First edition 2016-06-01

Graphic technology — Metadata for graphic arts workflow — XMP metadata for image and document proofing

Technologie graphique — Métadonnées pour le flux de travail des arts graphiques — Métadonnées XMP pour la relecture de document et d'image



BS ISO 19445:2016 ISO 19445:2016(E)



COPYRIGHT PROTECTED DOCUMENT

© ISO 2016, Published in Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office Ch. de Blandonnet 8 • CP 401 CH-1214 Vernier, Geneva, Switzerland Tel. +41 22 749 01 11 Fax +41 22 749 09 47 copyright@iso.org www.iso.org

CO	Contents			
Fore	word		iv	
Intr	oductio	on	v	
1	Scop	oe	1	
2	Norr	mative references	1	
3	Tern 3.1	ns, definitions and abbreviated terms Terms and definitions		
	3.2	Abbreviated terms		
4	4.1 4.2 4.3 4.4 4.5 4.6 4.7	uirements General Namespace XMP packet structure ImageApprovals property ProofingApprovals property ProofPrinter record ProofingDevice record	2 2 2 2 2 3 4 5	
5	Soft- 5.1 5.2	-Proofing PDF specifications Encoding PDF/X output conditions Using digital signatures	6	
Ann	ex A (in	nformative) XMP examples	7	
Rihl	ingrank	hv	Q	

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 130, *Graphic technology*.

Introduction

This International Standard describes a set of metadata that can be used to communicate the approval status for images or documents that are used for graphic arts print production workflow.

It is based on the soft-proofing ticket defined by the Ghent PDF Workgroup which uses XMP. This specification includes the specification of the Ghent PDF Workgroup soft-proofing ticket and extends it to include metadata required for the image preparation stage of the workflow.

The intent of this metadata is to track who has approved the image or document, how the proof was prepared, and what the viewing conditions were during the approval. To achieve this, the approver is identified along with the document output conditions, the software used for the approval and details of the device configuration.

Graphic technology — Metadata for graphic arts workflow — XMP metadata for image and document proofing

1 Scope

This International Standard specifies the set of metadata to be used to communicate the approval status, proof preparation and viewing parameters for images and documents that are used in the graphic arts print production workflow.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 15076-1, Image technology colour management — Architecture, profile format and data structure — Part 1: Based on ICC.1:2010

ISO 15930 (all parts), Graphic technology — Prepress digital data exchange using PDF

ISO 16684-1, Graphic technology — Extensible metadata platform (XMP) specification — Part 1: Data model, serialization, and core properties

ISO 32000-1, Document management — Portable document format — Part 1: PDF 1.7

3 Terms, definitions and abbreviated terms

For the purposes of this document, the following terms, definitions and abbreviated terms apply.

3.1 Terms and definitions

3.1.1

ICC CMYK characterization data registry

central registry for CMYK print characterization data maintained by the ICC

3.1.2

ICC profile

set of colorimetric transforms prepared in accordance with ICC.1 or ISO 15076-1

3.1.3

PDF/X

file format for reliable exchange of print-ready data defined in ISO 15930

3.1.4

URI

Uniform Resource Identifier as defined in IETF RFC 3986

3.1.5

XMP

eXtensible Metadata Platform

standard format for the creation, processing, and interchange of metadata as defined by ISO 16684-1

3.2 Abbreviated terms

GWG Ghent PDF Workgroup (see www.gwg.org)

ICC International Color Consortium (see www.color.org)

URI Uniform Resource Identifier
XMP eXtensible Metadata Platform

4 Requirements

4.1 General

XMP shall be used to store information about the image and document preparation and approval and shall conform to the requirements of ISO 16684-1 and additional requirements as defined by this International Standard.

This metadata shall be added, as described in ISO 16684-1, as an XMP packet to the image or document to which it refers.

4.2 Namespace

The namespace URI for XMP properties and fields defined in this International Standard shall be "http://gwg.org/spt/xmlns/".

The preferred namespace prefix is **spt**.

4.3 XMP packet structure

An XMP packet conforming to this International Standard shall include either the ImageApprovals property or the ProofingApprovals property but not both. An XMP packet conforming to this International Standard may contain other XMP properties.

4.4 ImageApprovals property

The ImageApprovals property shall be a non-empty ordered array of ImageApproval records as specified in Table 1.

The ImageApprovals record shall contain entries for all fields marked as *Required* and, where appropriate, should contain entries for those fields marked as *Optional*.

NOTE There is currently no defined purpose to the ImageApprovals order. An ordered array is used for compatibility with earlier GWG specifications.

The fields of the ImageApproval record are shown in <u>Table 1</u>.

Table 1 — ImageApproval record

Name	Туре	Field content
PrintingConditionIdentifier	open Choice of Text	Required. The reference name for the printing condition that was used when the image was approved.
		This is an open choice - preferred options are those indicated in the ICC CMYK characterization data registry (see www.color.org).
PrintingConditionDescription	Text	Required. A non-empty human readable string that describes the printing condition.
PrintingConditionProfileID	Text	Required. The ICC profile ID of the printing condition profile used when the image was approved. Note that if the ICC profile ID was not set (i.e. is zero) the profile ID shall be calculated as described in ISO 15076-1 (ICC profile format specification).
		The 16-byte ICC profile ID shall be expressed as a hexadecimal text string with dash separators between every 8 characters (4 bytes) making a total string length of 35 characters.
RenderingIntent	closed Choice of Text	Required. The rendering intent used when approving the image; closed choice of Absolute-Colorimetric, RelativeColorimetric, Perceptual or Saturation.
		NOTE If using BlackPointCompensation as defined in ISO 18619, then RenderingIntent cannot be AbsoluteColorimetric.
BlackPointCompensation	Boolean	Required. Indicates whether BlackPoint Compensation was used when the image was approved. BlackPoint Compensation should be performed as described in ISO 18619.
ApproverName	ProperName	Required. A human readable name.
ApprovalDevice	closed Choice of Text	Required. Closed choice of Monitor or Printer.
ApprovalStatus	closed Choice of Text	Required. The status of approval; closed choice of Approved or Rejected.
ApprovalDate	Date	Required. The date and time of approval.
ProofPrinters	ordered array of ProofPrinter records	Required when hard copy proofing is performed. One or more ProofPrinter records defined in 4.6 describing the hard copy proof.
ProofingDevices	ordered array of ProofingDevice records	Required when soft proofing is performed. One or more ProofingDevice records defined in 4.7 describing the proofing device(s).

4.5 ProofingApprovals property

The ProofingApprovals property shall be a non-empty ordered array of ProofingApproval records as specified in Table 2.

The Proofing Approvals record shall contain entries for all fields marked as *Required* and, where appropriate, should contain entries for those fields marked as *Optional*. When writing the Proofing Approvals record entries for those fields indicated as *Deprecated* should not be used, fields marked in this way indicate past usage and are provided in this International Standard for information only.

NOTE There is currently no defined purpose to the ProofingApprovals order. An ordered array is used for compatibility with earlier GWG specifications.

The fields of the ProofingApproval record are shown in <u>Table 2</u>.

Table 2 — ProofingApproval record

Name	Туре	Field content
UsePDFXOutputCondition	Boolean	Required. A flag that indicates that the output conditions used for proofing are exactly the one found in the OutputIntent of PDF/X, TIFF or JPEG.
OldOutputConditionIdentifier	Text	Deprecated. A string identifying the intended output device or production condition in human- or machine- readable form that was formerly used in PDF/X.
OldDestOutputProfile	Text	Deprecated. The ICC profile data converted to Base64 notation (according to RFC 2045, section 6.8) defining the transformation from the PDF document's source colors to output device colorants that was formerly used in PDF/X.
UseSimulation	Boolean	Deprecated. A flag that indicates that the document was approved using a simulation profile.
SimulationConditionIdentifier	Text	Deprecated (was Required if UseSimulation is True). A string identifying the simulation profile.
SimulationProfile	Text	Deprecated (was Required if UseSimulation is true). An ICC profile used for simulation. The ICC profile data converted to Base64 notation (according to RFC 2045, section 6.8).
ProofingUserName	ProperName	Optional. A human readable name.
ProofingUserLogin	Text	Required. A (non-empty) user identification used by the user to connect on the proofing software. ^a
ProofingSoftwarePlatform	open choice of text	Required. A (non-empty) human readable identification of the OS of the platform on which the proofing was performed. This is an open choice whose values include MacOS, Windows and Linux.
ProofingSoftwareVendor	Text	Required. A (non-empty) human readable identification of the vendor company that made the proofing solution.
ProofingSoftwareMake	Text	Required. A (non-empty) human readable name describing the proofing solution used.
ProofingSoftwareVersion	Text	<i>Optional</i> . The version number of the solution used to proof the file.
ProofingApprovalStatus	closed Choice of Text	Required. The status of approval; closed choice of Approved or Rejected.
ProofingApprovalDate	Date	Required. The date and time of approval.
ProofingDevices	ordered array of ProofingDevice records	Required if soft proofing is performed. One or more ProofingDevice records defined in 4.7 describing the proofing device(s).
ProofPrinters	ordered array of ProofPrinter	Required if hard copy proofing is performed. One or more ProofPrinter records defined in 4.6 describ-

^{4.6} ProofPrinter record

The use of the ProofPrinter record is optional. When used, the ProofPrinter record shall contain entries for all fields marked as *Required* in <u>Table 3</u> and, where appropriate, should contain entries for those fields marked as *Optional*.

The fields of the ProofPrinter record are shown in Table 3.

Table 3 — ProofPrinter record

Name	Туре	Field content
ProofingDeviceCalibrated	Boolean	Required. A flag that describes whether the output device was calibrated or not when the user approved the document.
ProofingDeviceCalibrationDate	Date	<i>Optional</i> . Date and time when the proof printer was last calibrated.
PrintDate	Date	Required. Date and time when the proof was printed.
ProofProfileID	Text	Required. The ID of the ICC profile of the proof printer used when making the proof. The 16-byte ICC profile ID shall be expressed as a hexadecimal text string with dash separators between every 8 characters (4 bytes) making the total string length 35 characters.
SoftwareName	Text	Required. A (non-empty) human readable identification of the proofing software used for proofing.
SoftwareVersion	Text	Required. The software version of the proofing software used (non-empty string).
ProofingDeviceName	Text	Optional. A human readable identification of the manufacturer of the device used for proofing. In case of soft-proofing, this is the identification of the monitor used.
ProofingDeviceSerialNumber	Text	Optional. The serial number of the device used.

4.7 ProofingDevice record

The ProofingDevice record shall be used when approval is performed on a monitor.

NOTE While it would be more meaningful to name this a DisplayDevice record, the name ProofingDevice record has been used to maintain backwards compatibility with the original GWG specification.

The fields of the ProofingDevice record are shown in Table 4.

The ProofingDevice record shall contain entries for all fields marked as *Required* and, where appropriate, should contain entries for those fields marked as *Optional*.

Table 4 — ProofingDevice record

Name	Туре	Field content
ProofingDeviceCalibrated	Boolean	Required. A flag that describes whether the output device was calibrated or not when the user approved the document.
ProofingDeviceCalibrationDate	Date	Optional. Date/time when monitor was last calibrated.
ProofProfileID	Text	Required. The ID of the ICC profile of the output device used when making the proof. The 16-byte ICC profile ID shall be expressed as a hexadecimal text string with dash separators between every 8 characters (4 bytes) making the total string length 35 characters.
ProofingDeviceLuminance	Real	Optional. Measured value of the display's luminance (cd/m²) after calibration.
ProofingDeviceColorTemperature	Real	Optional. Value of the display's color temperature (Kelvin) after calibration.
ProofingDeviceWhitePointX	Real	Optional. CIE_X chromaticity value of the device white point.

Table 4 (continued)

Name	Туре	Field content
ProofingDeviceWhitePointY	Real	Optional. CIE_Y chromaticity value of the device white point.
ProofingDeviceName	Text	Optional. A human readable identification of the manufacturer and model name of the device used for proofing. In case of soft-proofing, this is the identification of the monitor used.
ProofingDeviceSerialNumber	Text	Optional. The serial number of the device used.

5 Soft-Proofing PDF specifications

5.1 Encoding PDF/X output conditions

In order to conform with the existing PDF/X standard, the output conditions, as specified in ISO 15930 (all parts) should match the condition in which a user has soft-proofed the file.

The reference printing conditions and ICC profile in the output intent of a PDF/X file should be modified, if necessary, to match the conditions used for approval. This is consistent with the requirements of ISO 15930 (all parts) and is recommended by the GWG best practices.

Multiple approvals may be stored in the file provided they are all ProofingApprovals or all ImageApprovals. The PDF/X output conditions apply to the last approval made (the last entry in the ProofingApprovals array or the ImageApprovals array).

5.2 Using digital signatures

When approving PDF documents, in order to identify the person making the approval, the approver shall digitally sign the PDF as specified in ISO 32000-1.

Annex A

(informative)

XMP examples

A.1 Example XMP for image preparation and approval

Example 1 shows the metadata used to record a single approval of an image on a single hard copy proof printer.

Example 1 Single approval, single proof printer.

```
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
 <rdf:Description rdf:about="" xmlns:spt="http://gwg.org/spt/xmlns/">
  <spt:ImageApprovals>
     <rdf:li rdf:parseType="Resource">
       <spt:PrintingConditionIdentifier>FOGRA39</spt:PrintingConditionIdentifier>
<spt:PrintingConditionDescription>Offset commercial and specialty printing according to ISO 12647-2, gloss or
matte coated offset, 115 g/m2, screen frequency 60/cm/spt:PrintingConditionDescription>
       <spt:PrintingConditionProfileID>fcfc1110-14da77bf-28e1a620-12edcfdb</spt:PrintingConditionProfileID>
      <spt:RenderingIntent>Perceptual</spt:RenderingIntent>
<spt:BlackPointCompensation>True</spt:BlackPointCompensation>
       <spt:ApproverName>W Craig Revie</spt:ApproverName>
       <spt:ApprovalDevice>Printer</spt:ApprovalDevice>
<spt:ApprovalStatus>Approved</spt:ApprovalStatus>
<spt:ApprovalDate>2007-06-30T00:002</spt:ApprovalDate>
       <spt:ProofPrinter>
        <rdf:Seq>
         crdf:li rdf:parseType="Resource">
    <spt:ProofingDeviceCalibrated>True</spt:ProofingDeviceCalibrated>
          <spt:ProofingDeviceCalibrationDate>2007-06-24T06:42:23Z/spt:ProofingDeviceCalibrationDate>
<spt:ProofProfileID>12345678-abcdefef-87654321-fefedcba</spt:ProofProfileID>
           <spt:SoftwareName>Fujifilm XMF</spt:SoftwareName>
           <spt:SoftwareVersion>4.2</spt:SoftwareVersion>
         </rdf:li>
        </rdf:Seq>
       </spt:ProofPrinter>
     </rdf:li>
    </rdf:Seq>
  </spt:ImageApprovals>
 </rdf:Description>
</rdf:RDF>
```

A.2 Example XMP for PDF document proofing and approval

Example 2 shows the metadata used to record approval from two approvers. The first approval was made based on viewing on a single display and the second approval was made based on viewing on two displays.

Example 2 Approval from two approvers.

```
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
<rdf:Description rdf:about="" xmlns:spt="http://gwg.org/spt/xmlns/">
   <spt:ProofingApprovals>
    <rdf:Seq>
     <rdf:li rdf:parseType="Resource">
       <spt:UsePDFXOutputCondition>True</spt:UsePDFXOutputCondition>
       <spt:ProofingUserName>Jeremy Long/spt:ProofingUserName>
      <spt:ProofingUserLogin>jeremy.long</spt:ProofingUserLogin>
<spt:ProofingSoftwarePlatform>MacOS</spt:ProofingSoftwarePlatform>
<spt:ProofingSoftwareVendor>ICS</spt:ProofingSoftwareVendor>
       <spt:ProofingSoftwareMake>Remote Director</spt:ProofingSoftwareMake>
       <spt:ProofingSoftwareVersion>1.0</spt:ProofingSoftwareVersion>
<spt:ProofingApprovalStatus>Approved</spt:ProofingApprovalStatus>
       <spt:ProofingApprovalDate>2007-06-30T00:00:00Z</spt:ProofingApprovalDate>
       <spt:ProofingDevices>
        <rdf:Seq>
         <rdf:li rdf:parseType="Resource">
              <spt:ProofingDeviceCalibrated>True</spt:ProofingDeviceCalibrated>
          <spt:ProofingDeviceCalibrationDate>2007-06-24T06:42:23Z/spt:ProofingDeviceCalibrationDate>
<spt:ProofingDeviceLuminance>183</spt:ProofingDeviceLuminance>
            <spt:ProofingDeviceColorTemperature>4997</spt:ProofingDeviceColorTemperature>
```

BS ISO 19445:2016 ISO 19445:2016(E)

```
<spt:ProofingDeviceWhitePointX>0.9642</spt:ProofingDeviceWhitePointX>
          <spt:ProofingDeviceWhitePointY>0.8249/spt:ProofingDeviceWhitePointY>
<spt:ProofingDeviceName>Apple Cinema Display 21"</spt:ProofingDeviceName>
<spt:ProofingDeviceSerialNumber>AB0484674BC </spt:ProofingDeviceSerialNumber>
        </rdf:Seq>
      </spt:ProofingDevices>
     </rdf:li>
     <rdf:li rdf:parseType="Resource">
      <spt:UsePDFXOutputCondition>True</spt:UsePDFXOutputCondition>
      <spt:ProofingUserName>Stephane Georges</spt:ProofingUserName>
<spt:ProofingUserLogin>stephaneg</spt:ProofingUserLogin>
      <spt:ProofingSoftwarePlatform>MacOS</spt:ProofingSoftwarePlatform>
      <spt:ProofingSoftwareVendor>Dalim Software</spt:ProofingSoftwareVendor>
      <spt:ProofingSoftwareMake>DALiM DiALOGUE</spt:ProofingSoftwareMake>
      <spt:ProofingSoftwareVersion>4.0</spt:ProofingSoftwareVersion>
      <spt:ProofingApprovalStatus>Rejected</spt:ProofingApprovalStatus>
      <spt:ProofingApprovalDate>2007-07-01T00:00:00z</spt:ProofingApprovalDate>
      <spt:ProofingDevices>
       <rdf:Seq>
<rdf:li rdf:parseType="Resource">
          <spt:ProofingDeviceCalibrated>True</spt:ProofingDeviceCalibrated>
<spt:ProofingDeviceCalibrationDate>2007-06-26T07:22:21Z</spt:ProofingDeviceCalibrationDate>
          <spt:ProofingDeviceLuminance>161</spt:ProofingDeviceLuminance>
          <spt:ProofingDeviceColorTemperature>5012</spt:ProofingDeviceColorTemperature>
          <spt:ProofingDeviceWhitePointX>0.9640/spt:ProofingDeviceWhitePointX>
<spt:ProofingDeviceWhitePointY>0.8252/spt:ProofingDeviceWhitePointY>
<spt:ProofingDeviceName>EIZO CG210/spt:ProofingDeviceName>
          <spt:ProofingDeviceSerialNumber>FF1323274CD </spt:ProofingDeviceSerialNumber>
         </rdf:li>
         <spt:ProofingDeviceCalibrationDate>2007-06-26T07:29:39Z/spt:ProofingDeviceCalibrationDate>
          <spt:ProofingDeviceLuminance>159</spt:ProofingDeviceLuminance>
<spt:ProofingDeviceColorTemperature>5008</spt:ProofingDeviceColorTemperature>
<spt:ProofingDeviceWhitePointX>0.9640</spt:ProofingDeviceWhitePointX>
          <spt:ProofingDeviceWhitePointY>0.8252</spt:ProofingDeviceWhitePointY>
          <spt:ProofingDeviceName>EIZO CG210</spt:ProofingDeviceName>
<spt:ProofingDeviceSerialNumber>FF1327274CD </spt:ProofingDeviceSerialNumber>
         </rdf:li>
        </rdf:Seq>
      </spt:ProofingDevices>
     </rdf:li>
    </rdf:Seq>
  </spt:ProofingApprovals>
 </rdf:Description>
</rdf:RDF>
```

Bibliography

- [1] ISO 18619, Image technology colour management Black point compensation
- [2] GHENT PDF WORKGROUP SOFT-PROOFING TICKET V1. available from http://www.gwg.org/wp-content/uploads/GWG_v1_SP2.pdf
- [3] IETF RFC 2045, Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies, November 1996
- [4] IETF RFC 3986, Uniform Resource Identifier (URI): Generic Syntax, https://www.ietf.org/rfc/rfc3986.txt (accessed 15 April 2016)





British Standards Institution (BSI)

BSI is the national body responsible for preparing British Standards and other standards-related publications, information and services.

BSI is incorporated by Royal Charter. British Standards and other standardization products are published by BSI Standards Limited.

About us

We bring together business, industry, government, consumers, innovators and others to shape their combined experience and expertise into standards -based solutions.

The knowledge embodied in our standards has been carefully assembled in a dependable format and refined through our open consultation process. Organizations of all sizes and across all sectors choose standards to help them achieve their goals.

Information on standards

We can provide you with the knowledge that your organization needs to succeed. Find out more about British Standards by visiting our website at bsigroup.com/standards or contacting our Customer Services team or Knowledge Centre.

Buying standards

You can buy and download PDF versions of BSI publications, including British and adopted European and international standards, through our website at bsigroup.com/shop, where hard copies can also be purchased.

If you need international and foreign standards from other Standards Development Organizations, hard copies can be ordered from our Customer Services team.

Copyright in BSI publications

All the content in BSI publications, including British Standards, is the property of and copyrighted by BSI or some person or entity that owns copyright in the information used (such as the international standardization bodies) and has formally licensed such information to BSI for commercial publication and use.

Save for the provisions below, you may not transfer, share or disseminate any portion of the standard to any other person. You may not adapt, distribute, commercially exploit, or publicly display the standard or any portion thereof in any manner whatsoever without BSI's prior written consent.

Storing and using standards

Standards purchased in soft copy format:

- A British Standard purchased in soft copy format is licensed to a sole named user for personal or internal company use only.
- The standard may be stored on more than 1 device provided that it is accessible
 by the sole named user only and that only 1 copy is accessed at any one time.
- A single paper copy may be printed for personal or internal company use only.

Standards purchased in hard copy format:

- A British Standard purchased in hard copy format is for personal or internal company use only.
- It may not be further reproduced in any format to create an additional copy.
 This includes scanning of the document.

If you need more than 1 copy of the document, or if you wish to share the document on an internal network, you can save money by choosing a subscription product (see 'Subscriptions').

Reproducing extracts

For permission to reproduce content from BSI publications contact the BSI Copyright & Licensing team.

Subscriptions

Our range of subscription services are designed to make using standards easier for you. For further information on our subscription products go to biggroup com/subscriptions.

With **British Standards Online (BSOL)** you'll have instant access to over 55,000 British and adopted European and international standards from your desktop. It's available 24/7 and is refreshed daily so you'll always be up to date.

You can keep in touch with standards developments and receive substantial discounts on the purchase price of standards, both in single copy and subscription format, by becoming a **BSI Subscribing Member**.

PLUS is an updating service exclusive to BSI Subscribing Members. You will automatically receive the latest hard copy of your standards when they're revised or replaced.

To find out more about becoming a BSI Subscribing Member and the benefits of membership, please visit bsigroup.com/shop.

With a **Multi-User Network Licence (MUNL)** you are able to host standards publications on your intranet. Licences can cover as few or as many users as you wish. With updates supplied as soon as they're available, you can be sure your documentation is current. For further information, email subscriptions@bsigroup.com.

Revisions

Our British Standards and other publications are updated by amendment or revision.

We continually improve the quality of our products and services to benefit your business. If you find an inaccuracy or ambiguity within a British Standard or other BSI publication please inform the Knowledge Centre.

Useful Contacts

Customer Services

Tel: +44 345 086 9001

Email (orders): orders@bsigroup.com **Email (enquiries):** cservices@bsigroup.com

Subscriptions

Tel: +44 345 086 9001

Email: subscriptions@bsigroup.com

Knowledge Centre

Tel: +44 20 8996 7004

 $\textbf{Email:} \ knowledge centre @bsigroup.com$

Copyright & Licensing

Tel: +44 20 8996 7070 Email: copyright@bsigroup.com

BSI Group Headquarters

389 Chiswick High Road London W4 4AL UK

