SLOVENSKI STANDARD

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Poġtne storitve - Odprtine na hiġnih predalļ nikih in vratne reġe za pisma - Zahteve in preskusne metode

Postal services - Apertures of private letter boxes and letter plates - Requirements and test methods

Postalische Dienstleistungen - Einwurföffnungen von Hausbriefkästen - Anforderungen und Prüfungen

Services postaux - Fenetres d'introduction de boîtes aux lettres et d'entrées de courrier particulieres - Prescriptions et méthodes d'essai

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Postal services - Apertures of private letter boxes and letter plates - Requirements and test methods

Services postaux - Fenêtres d'introduction de boîtes aux lettres et d'entrées de courrier particulières - Prescriptions et méthodes d'essai

Einwurföffnungen von Hausbriefkästen - Anforderungen und Prüfungen

This European Standard was approved by CEN on 1 August 2002.

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This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Management Centre has the same status as the official versions.

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Contents

Foreword **3**

1 Scope **4**

2 Normative references **4**

3 Terms and definitions **4**

4 Classification **5**
4.1 Aperture types 5
4.2 Aperture sizes 6
4.3 Corrosion resistance 6
4.4 Security 6

5 Requirements **6**
5.1 Components 6
5.2 Dimensions 6
5.2.1 Smaller apertures – Types 1, 2 and 3 6
5.2.2 Gauge mail 6
5.3 Ergonomics and safety 7
5.3.1 Installation height of the aperture 7
5.3.2 Safety 7
5.3.3 Opening force of the flap 7
5.3.4 Closing of the flap 7
5.3.5 Fire protection regulations 7
5.4 Confidentiality 7
5.5 Corrosion and water penetration 7
5.5.1 Corrosion 7
5.5.2 Water penetration (types 1, 3 and 4) 7
5.6 Security 8
5.6.1 Theft prevention - types 1, 2 and 3 8
5.6.2 Theft prevention - type 4 8
5.6.3 Security and locks - types 1, 2 and 3 8
5.6.4 Protection against the opening of doors and windows - type 4 8
5.6.5 Security - type 4 9

6 Tests **9**
6.1 Components 9
6.2 Dimensions 9
6.3 Ergonomics and safety 9
6.3.1 Installation height of the aperture 9
6.3.2 Safety 9
6.3.3 Opening force of the flap 9
6.3.4 Closing of the flap 9
6.4 Confidentiality 9
6.5 Corrosion and water penetration 10
6.5.1 Corrosion 10
6.5.2 Water penetration 10
6.6 Security 13
6.6.1 Theft prevention - types 1, 2 and 3 13
6.6.2 Theft prevention - type 4 14
6.6.3 Security and locks - types 1, 2 and 3 15
6.6.4 Protection against the opening of doors and windows - type 4 17
6.6.5 Security – type 4 17

7 Marking and labelling **18**

Annex A (normative) **Dimensions** **20**

Annex B (informative) **A-deviations** **22**

Foreword

This document (EN 13724:2002) has been prepared by Technical Committee CEN/TC 331 "Postal services", the secretariat of which is held by NEN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by May 2003, and conflicting national standards shall be withdrawn at the latest by May 2003.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

Annex A is normative. Annex B is informative.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

1 Scope

This European Standard specifies the requirements and the test methods of the apertures for the delivery of letter post items when fitted in accordance with the manufacturers instructions.

It takes into account security, impregnability, safety and performance for the recipient, and ergonomics and efficiency for delivery personnel. It allows the daily delivery in good condition of a great majority of letter post items.

2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

ISO 269	Correspondence envelopes - Designation and sizes
EN 1670	Building Hardware - Corrosion resistance - Requirements and test methods

3 Terms and definitions

For the purposes of this European Standard, the following terms and definitions apply.

3.1
aperture
opening through which a letter post item is delivered

3.2
aperture components
all parts supplied by the manufacturer of the private letter boxes and the letterplates, including installation material

3.3
burglary prevention
protecting against unauthorised opening of doors and windows

3.4
casing
enclosure receiving the letter post items delivered excluding the box door, flap and frame

3.5
delivery floor level
floor level on the delivery side of the aperture, adjacent to the background or door where it is mounted and of sufficient area for the delivery person to stand on

3.6
door installation
installation of a letterplate or private letter box in a door

3.7
flap
pivoted component, generally flat, whose purpose is to cover and/or seal the aperture. Flaps can open inwards or outwards

3.8
frame
parts directly surrounding the aperture

3.9
gauge mail
envelope used to test the clear delivery of letter post items

3.10
key differ
variation between lock mechanism of similar design that allow each lock to be operated by only its corresponding key(s)

3.11
letterplate
aperture with flap located on door, door-side-panel or a wall consisting of a frame, a flap and installation material

3.12
letter post item
item classified according to the speed of processing or the contents

NOTE Classification according to the speed of processing, for example: priority item, non-priority item. Classification according to the contents, for example: letter, postcard, printed paper, literature for the blind and small packet.

3.13
lock mechanism
locking device which is operated mechanically, electronically or by other means provided by the postal operator

3.14
private letter box
receptacle into which mail is delivered at the domicile of the addressee

3.15
receiving floor level
floor level on the receiving side of the aperture of sufficient area, adjacent to the background or door where the recipient is standing

3.16
slide-through box
aperture at the delivery side, item removal at the opposite side

3.17
theft prevention
protection against the theft of letter post items

4 Classification

4.1 Aperture types

According to this standard apertures may be classified in four categories using the following criteria.

a) type 1: apertures of private letter boxes for outdoor use (see 6.6.1 and Figure A.1)

b) type 2: apertures of private letter boxes for indoor use

c) type 3: apertures of slide-through boxes

d) type 4: apertures of letterplates (fixed to doors or side-panels)

4.2 Aperture sizes

Two sizes are identified (for dimensions see Table A.1 and Figure A.1)

a) size 1

b) size 2

4.3 Corrosion resistance

Three grades of corrosion are identified according to EN 1670 (see 5.5.1)

a) grade 0

b) grade 3

c) grade 4

4.4 Security

Two grades of security are identified (see 5.6.2)

a) grade 1

b) grade 2

5 Requirements

The test methods required to meet these requirements are described in clause 6 using the same sequence as below.

5.1 Components

Fixing instructions shall be supplied with each individual product enabling the correct installation in accordance with this standard.

Generally, the aperture shall be fitted with a flap. This is not necessary if the components are specified for indoor use only.

5.2 Dimensions

Generally, the aperture shall have the dimensions given in annex A.

5.2.1 Smaller apertures – Types 1, 2 and 3

Where letter items can be delivered by another means than through the aperture, the aperture dimensions may be smaller than the dimensions given in Table A.1. The means shall be designed so that, when opened, the size of the opening shall meet the minimum requirement of Table A.1. The means shall fulfil the appropriate requirements of clause 5.

5.2.2 Gauge mail

It shall be possible to push gauge mail through the aperture without folding or damaging it. It shall be possible to empty gauge mail from a private letter box without folding or damaging it (types 1, 2 and 3 only).

The overall thickness of gauge mail (including the envelope, size C4-ISO [ISO 269]) is 24 mm with a tolerance of + 0 mm and - 1 mm. The envelope shall be filled with A4 papers with a mass per area of 80 g/m^2.

5.3 Ergonomics and safety

5.3.1 Installation height of the aperture

The following text shall form part of the installation instructions:

For ergonomic reasons the centreline of the aperture should be at a height between 700 mm and 1 700 mm measured from the delivery floor level. In special cases such as groups of apertures the range may be extended but shall be between 400 mm and 1 800 mm.

The accuracy of the measuring instrument shall have a tolerance of less than ± 2 mm.

Failure to comply with these installation requirements shall result in non-conformity with this standard.

5.3.2 Safety

Aperture components that can be reached when inserting a letter post item shall not have sharp edges.

5.3.3 Opening force of the flap

The force required to fully open the flap shall not exceed 8 N (as shown in Figure 6a, point a).

5.3.4 Closing of the flap

The flap shall be self-closing after a letter post item has been inserted.

5.3.5 Fire protection regulations

The component materials and the location for types 1, 2, 3 or 4 and/or installation within any building shall be in accordance with the requirements for fire protection in staircases and access routes provided for rescue operations as laid down in the relevant planning laws and building regulations.

NOTE It should be referred to national legal and administrative regulations.

5.4 Confidentiality

Private letter boxes, types 1, 2 and 3 shall be provided without a sight window unless specifically required. If a sight window is required, it shall be translucent.

5.5 Corrosion and water penetration

5.5.1 Corrosion

Corrosion resistance shall be in accordance with EN 1670

Aperture components of types 1, 3 and 4 shall meet grade 3 or better

For type 2 the corrosion resistance may be grade 0.

5.5.2 Water penetration (types 1, 3 and 4)

Delivered letter post items shall not be affected by water penetration in accordance with 6.5.2. The requirement can only be fulfilled if all openings are closed. The product shall be mounted according to the manufacturer's instructions without any modification. Tests shall be carried out at a temperature between 10 ºC and 30 ºC. The environment shall be free from draughts.

NOTE To prevent rainwater or snow entering through apertures, all delivery personnel are recommended to insert all items completely through the aperture at the time of delivery and not to leave part of them outside, ensuring that the flap is closed.

5.6 Security

The requirements are intended to make the theft of letter post items more difficult. For type 4, additional requirements are given in order to make it difficult to open doors or windows through a letterplate, or to open doors and windows after the forcible removal of the letterplate components.

5.6.1 Theft prevention - types 1, 2 and 3

If the distance between a 40 mm high pile of letter post and the bottom of the aperture is less than 260 mm, the aperture shall be provided with a security attachment which makes access to and removal of letter post item(s) more difficult (see Figure A.1).

If an aperture with or without a flap is smaller than indicated in Table A.1 - but of a size which makes it possible to remove letter post item(s) whose smallest dimension (length or width) is 90 mm - then the aperture shall be positioned in such a way that the distance between the aperture and the 40 mm high pile of letter post items shall be at least 130 mm (see Figure A.1).

5.6.2 Theft prevention - type 4

The following requirements shall form part of the installation instructions (see also Table A.1 and Figure A.1):

If the distance between the bottom of the aperture and the receiving floor level is at least 680 mm, the maximum aperture height may be 40 mm and a security attachment shall not be required.

For distances less than 680 mm, a security attachment shall be required as for types 1, 2 and 3.

Failure to comply with these installation requirements shall result in non-conformity with this standard.

5.6.3 Security and locks - types 1, 2 and 3

Types 1, 2 and 3 private letter boxes shall have adequate strength to resist mechanical forces in accordance with security grades 1 or 2:

a) grade 1 shall resist a tensile force of 150 N

b) grade 2 shall resist a tensile force of 220 N.

After the test, the permanent deformation shall be lower than 2 mm for both grades.

Two grades of private letter box door locks are identified which refer to the number of key differs.

a) security grade 1 shall have at least 200 key differs.

b) security grade 2 shall have a minimum of 500 key differs. The manufacturer of the private letter boxes shall ensure that the specified key differs are available and used. It is not sufficient that the lock has the theoretical possibility of the specified key differs.

5.6.4 Protection against the opening of doors and windows - type 4

The following requirements shall form part of the installation instructions:

A letterplate shall not be fitted within 400 mm of a door or window lock unless an auxiliary locking device is also fitted more than 400 mm from the letterplate. If the door or window can be locked from the inside with a key and the key withdrawn, these requirements do not apply.

If a box is placed behind the letterplate, it shall meet all the requirements for types 1, 2 and 3.

The accuracy of the measuring tape shall be within ± 2 mm.

Failure to comply with these installation requirements shall result in non-conformity with this standard.

5.6.5 Security - type 4

For type 4 only security grade 2 is identified. It shall meet the following requirements.

Letterplates shall be supplied with fixings which, once installed, cannot be removed from the outside. The fixing shall remain intact when tested in accordance with 6.6.5.

6 Tests

All items shall be installed in accordance with the manufacturer's fixing instructions as supplied with the product.

6.1 Components

The requirements of 5.1 shall be satisfied.

6.2 Dimensions

The requirements of 5.2 shall be satisfied.

The dimensions are measured at 90^0 to the introducing direction (see Figure 4).

The accuracy of the measuring instrument shall have a tolerance of less than ± 0,5 mm.

6.3 Ergonomics and safety

6.3.1 Installation height of the aperture

The requirements of 5.3.1 shall be satisfied.

6.3.2 Safety

The requirements of 5.3.2 shall be satisfied.

6.3.3 Opening force of the flap

The force shall be determined by means of a measuring device with a max. tolerance of ± 0,25 N.

6.3.4 Closing of the flap

The requirements of 5.3.4 shall be satisfied.

The test shall be carried out before and after the corrosion test has been performed.

6.4 Confidentiality

The requirements of 5.4 shall be satisfied.