



SLOVENSKI STANDARD

SIST EN 14943:2006

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Transportne storitve – Logistika – Slovar izrazov

Transport services - Logistics - Glossary of terms

Transportdienstleistungen - Logistik - Glossar

Services de transport - Logistique - Glossaire de termes

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ICS 01.040.03; 03.100.10

English Version

Transport services - Logistics - Glossary of terms

Services de transport - Logistique - Glossaire de termes

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This European Standard was approved by CEN on 4 November 2005.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CEN member.

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 Central Secretariat has the same status as the official versions.

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Contents	Page
Foreword	3
Introduction	4
1 Scope	6
2 Normative references	6
3 Terms and definitions	6
Annex A (informative) Proposed structure for a logistics system	140
Annex B (informative) Glossary of logistics related acronyms	145
Annex C (informative) Terms of delivery	149
Bibliography	150

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[SIST EN 14943:2006](https://standards.iteh.ai/catalog/standards/sist/d3fbbecc-1304-4f49-8c57-2ba6d2b8af40/sist-en-14943-2006)

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Foreword

This European Standard (EN 14943:2005) has been prepared by Technical Committee CEN/TC 320 "Transport - Logistics and services", the secretariat of which is held by DS.

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of an identical text or by endorsement, at the latest by June 2006, and conflicting national standards shall be withdrawn at the latest by June 2006.

This European Standard has been prepared by Working Group 6 "Transport Services: Logistics" of CEN/TC 320 "Transport Services".

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

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EN 14943:2005 (E)

Introduction

Logistics is now widely recognised as a highly important function of every organisation dealing with physical goods (and of many that do not). In order to make it work effectively along the total physical and information chains of supply, delivery and planning, it uses a number of terms that, while in frequent use, are rarely fully defined. The wider dissemination of logistics concepts has brought about the creation of new terms and changes in meaning of older terms; these need to be understood throughout Europe.

Although the word "logistics" has military origins, the concepts and functions of logistics are nowadays adopted by all kinds of private-sector and public-sector organisations as well as in the military sector. In this European Standard the terms are defined with reference to the needs of commercial organisations, i.e. business systems. Most of the definitions are also appropriate for non-commercial organisations.

In preparing this list of terms stringent selection criteria have been applied. The Glossary lists only those terms that have a realistic relationship with logistics. Terms of a general nature, having a meaning which is identical to or very similar to the definition to be found in a conventional dictionary, are not listed.

Similarly, terms which are frequently used in a logistics environment but which originate from a different business function or are of a specialist nature are not listed. This refers in particular to terms in the areas of:

- finance;
- commerce, including payment terms;
- information technology;
- mathematics.

Terms are defined by reference to their usage in European organisations, although some terms and definitions of American origin that have achieved wide acceptance are also included.

Important sources of information have included:

- *Terminology in Logistics: Terms & Definitions*. European Logistics Association (ELA), Brussels, 1994
- *BS 5191 Production Planning and Control Terms - Vocabulary*. British Standards Institution (BSi), London (new edition in press).
- *APICS Dictionary (10th edition)*. APICS, Falls Church, VA, USA, 2000

Where possible, reference has been made to existing *de jure* and *de facto* standards such as:

- *UN Trade Data Elements Directory*
- Delivery conditions as described by the International Chamber of Commerce

- *UN / EDIFACT: United Nations Electronic Data Interchange for Administration and Transport*. Economic Commission for Europe, ISBN 92-1-116650.

Throughout, consistency with terms used in ISO, EDI and other publications has been sought.

This Glossary is an update and extension of pEN 12777, although some terms which are now considered out-of-date have been eliminated. A number of new terms have been added as a consequence of new developments in the field of logistics.

The sequence of entries in the Glossary is purely alphabetical, for simplicity and ease of use. In addition an Annexe provides a categorisation of terms. A second Annex lists logistics-related acronyms.

A recent CEN Report (CR 13908), prepared by CEN/TC 273/WG 4 “Logistics Performance Measures, Requirements and Measuring Methods”, deals comprehensively with the definition and measurement of performance in logistics. Consequently only a limited number of logistics performance indicators has been included in this Glossary of terms.

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EN 14943:2005 (E)**1 Scope**

This European Standard establishes definitions for commonly used terms in logistics. It encompasses all aspects of logistics and supply chain management including transport. The terms, with their definitions, are presented in strict alphabetical order with no attempt to relate them to any particular function within the logistics concept.

2 Normative references

Not applicable.

3 Terms and definitions**3.1****A item**

small group of items (material or product) that according to an ABC classification, represent a large part of the total consumption value, production value, turnover value or stocks

[See: ABC classification]

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3.2**ABC analysis** (Pareto-analysis) (standards.iteh.ai)

method of analysis where items are sorted according to certain characteristics (e.g. historical or anticipated consumption multiplied by unit value), into sequential order and stratified into classes

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3.3**ABC classification**

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classification of a group of items (materials or products) into three or more categories stratified in sequence of their importance or magnitude, e.g. for the purpose of stock control and planning.

NOTE The classification is the result of an ABC analysis.

The categories being designated, for example, A, B and C, where:

A: small group of items (materials or products) that represents a large part of the total consumption value, production value, turnover value or stocks. Most attention is paid to this category;

B: intermediate group that is paid less attention;

C: large group of items (materials or products) that represent only a small part of the total consumption value, production value, turnover value or stocks. Relatively speaking, this category receives the least attention and requires mostly a different solution

3.4**ABC zoning**

assignment of storage locations in a store to one of three or more areas (zones) according to travel distance/time to the point of supply in order to minimise travel time

3.5**abnormal demand**

see: incidental demand

3.6**accessibility**

ability of a carrier to provide service between a provenance and a destination

3.7**accessorial service**

service rendered by a carrier in addition to its transportation service, e.g. such as stopping in transit to complete loading or for partial unloading, or heating, refrigerating, or storing shipped goods

3.8**accompanied transport**

transport of complete road vehicles through another mode of transport (e.g. by ferry or train) accompanied by the driver

3.9**accumulation bin (assembly bin)**

physical location used to accumulate all of the components that go into an assembly before sending the assembly order out to the assembly floor

3.10**active stock**

stock that covers raw material, work in process, finished products which will be used or sold within a given period

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3.11**acknowledgement of receipt**

notification relating to the receipt of something such as goods, messages and documents

3.12**actual demand**

demand that represents firm customer orders

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3.13**actual stock**

amount of stock at a particular moment in time

3.14**add/delete bill of material**

planning bill of material to forecast options

NOTE

In this bill of material a standard item can be replaced by another item.

3.15**additional loading device**

standardised carrying platform suited to materials handling equipment or surrounding/bordering vessel that loads quantities of goods and combines them for transportation, transshipment or storing

3.16**additional requirement**

supplementary need of materials which is calculated according to a predetermined schedule from supplementary needs arising from rejects and technical changes etc., and/or a known incidental need

NOTE

It is a part of the gross requirements.

EN 14943:2005 (E)**3.17**

ADR(Accord européen relatif au transport international des marchandises Dangereuses par Route) regulations which govern the international movement of dangerous goods by road

3.18**advance material request (AMR)**

ordering materials before the release of the formal product design

3.19**advanced planning and scheduling (APS)**

decision support tools employing computer based optimisation, that deal with analysis and planning of logistics and manufacturing over short, intermediate, and long-term time periods

3.20**advanced ship notice (ASN)**

EDI notification of shipment of product

3.21**agent**

person or organization authorized to act for or on behalf of another person or organization

3.22**aggregate forecast**

estimate of sales for some grouping of products, perhaps for all products or within a family of products, produced by some manufacturing facility

NOTE Stated in terms of units or money worth or both, the aggregate forecast is used for sales and operations planning purposes and to control the total company forecast.

3.23**aggregate inventory management**

establishing the overall levels of stock desired and implementing controls to ensure that individual replenishment decisions achieve this goal

3.24**aggregate plan**

plan that includes data relating to all items or to groups or families of items

NOTE Usually the basis of the production plan.

3.25**aggregate stock**

stock for any grouping of items or products, involving multiple stock keeping units

3.26**aggregation** (- level, - plan, - reporting, - stock etc.)

combining parts to form sets on the basis of certain criteria, the aim being to enable these sets to be regarded as a single whole with respect to particular points of consideration or planning functions. These sets can again be combined to form new sets

NOTE 1 Figures relating to sets frequently possess more reliability for (long term) planning than the figures relating to the parts. For the aggregation of products, the criteria can, for example, be selected on the basis of commercial considerations (e.g. all products with a particular performance) or production considerations (e.g. all products with a particular type of labour content). The sets of products created in this way can be regarded as a single whole for the purpose of planning.

NOTE 2 Reverse of aggregation is detailing.

3.27**aggregation level**

extend to which products or items are grouped in an aggregate plan

3.28**air consignment note**

see: air way bill

3.29**air container**

container conforming to European Standards laid down for air transportation

3.30**air/surface (intermodal) container**

article of transport equipment having an internal volume of 1 m³ (35,3 ft³) or more, fitted with top and bottom corner fittings, with restraint provisions compatible with an aircraft restraint system, and an entirely flush base bottom to allow handling on roll conveyor cargo handling systems

NOTE The container is primarily intended for transport by air and interchange with surface transport modes (road, rail and sea). Containers of these types have type codes 90 to 99.

3.31**air way bill (AWB), (air consignment note)**

document made out by or on behalf of the carrier(s), confirming receipt of the goods by the carrier and evidencing the contract between the shipper and the carrier(s) for the carriage of goods by aircraft as described therein

3.32**all time order**

last order for a particular product in the last phase of its life cycle

NOTE This order is of such a size that the total demand for and/or consumption of this product that is to be expected in the future can be satisfied.

3.33**all time requirement**

total requirement for a particular product to be expected in the future

NOTE Used for products in the last phase of their life cycles, when production is (nearly) stopped.

3.34**all time stock**

stock accumulated in view of the fact that the relevant product is not to be produced any longer

3.35**allocated material**

material on hand or on order that is assigned to specific future production or customer order.

[See also: reserved material]

3.36**allocation (reservation)**

division and/or allotment/assignment of goods, activities, capacity, costs, and/or (production) resources to organizational units such as customers, suppliers, factory or department or to products

EN 14943:2005 (E)**3.37****allotment**

(in transport) share of the capacity of a means of transport assigned to a certain party, e.g. a carrier or an agent, for the purpose of the booking of cargo for a specific voyage

3.38**amplification effect (bullwhip effect, business chain effect, Forrester effect)**

see: Forrester effect

3.39**ancillary material (indirect material)**

material used in production which is no longer found as such in the product, e.g. cutting oil, maintenance material

3.40**approved demand**

units ordered and accepted in an ordering system, due for immediate delivery

NOTE Forward orders become approved demand when they are released for immediate delivery.

3.41**areas/fields of application**

application of logistics in subsystems such as procurement, production, distribution, product maintenance, and reversed distribution is described as logistics with the appropriate pre-fix

3.42**assemble to order**

type of manufacturing in which components and/or subassemblies are assembled or configured only when a customer order is received.

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[See also : Decoupling point]

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3.43**assembled part (sub-assembly)**

assembled product which itself is used in a higher level assembled product

3.44**assembly**

1. (process) stage of production in which components are put together into an end product appropriate to the process concerned

2. (product) combination of parts and possibly raw materials put together to make up a composite article

3.45**assembly lead time**

period of time between the moment a work order is issued to the assembly floor and the moment of delivery of the assembled product to the store or receiving organisations

3.46**assembly level**

relative position of a part or sub-assembly within a hierarchy of assemblies

NOTE It is recommended that a final assembly be designated assembly level 0; the sub-assemblies and/or parts constituting a final assembly should be designated assembly level 1, 2, and so on.

3.47**ATA carnet (Admission Temporaire / Temporary Admission)**

international customs document that enables travellers taking goods abroad temporarily (e.g. samples, goods for exhibitions) to avoid all duty payments and formalities at the frontier

3.48**auto-discrimination**

ability of a bar code reader to distinguish automatically between two or more symbologies (e.g. Interleaved 2 of 5, Code 39)

3.49**automatic guided vehicle (AGV)**

unmanned vehicle controlled electronically

NOTE AGV's follow a prescribed path, stopping at each machining or assembly station for automatic or manual loading and unloading of parts.

3.50**automatic identification and data capture (AIDC)**

identification and/or direct collection of data into a microprocessor controlled device such as a computer system or a programmable logic controller (PLC), without manual input

3.51**automatic identification (Auto ID)**

mode of identifying an item by machine (and entering the data automatically into a computer)

NOTE Usually data is automatically input via a computer. The most widely used recognition technology, at present, is probably bar code; others include, optical character recognition (OCR), magnetic ink character recognition (MICR), and radio frequency (RFID), machine vision, magnetic stripes and voice systems.

3.52**automatic storage/retrieval system (AS/RS)**

high-density rack storage system with vehicles automatically loading and unloading the racks

3.53**available to promise (ATP)**

uncommitted portion of a company's stock or planned production of an item, to support customer order promising.

[See also: capable to promise]

NOTE The figure is frequently calculated from the master production schedule.

3.54**available stock**

stock of products or end items free to meet customer orders

3.55**available work**

work that is actually in a department ready to be worked on

NOTE opposed to scheduled work which may not yet be physically on hand.

EN 14943:2005 (E)**3.56****averaging**

(in shipping) apportionment of the loss of a vessel, cargo or freight through unavoidable accident or through unintentional damage to the vessel or sacrifice of cargo, among the owners or insurers

3.57**B-item**

item (material or product) that according to an ABC classification belongs to a group of items that represents the second largest part of the total consumption value, production value, turnover value or stocks

NOTE E.g. of the total value consumed / produced or stored.

3.58**back haul**

return movement of a means of transport which has provided a transport service in one direction

3.59**back order (unfilled order)**

open order or commitment for which the delivery time has passed

3.60**back scheduling (backward scheduling)**

method of obtaining a production schedule by working backwards from the required due date in order to predict the latest start date consistent with meeting that due date

3.61**back flushing (post deduct)**

deduction from inventory of the component parts used in an assembly or subassembly by exploding the bill of material by the production count of assemblies produced

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3.62**backlog**

quantity of goods still to be delivered, received, produced or issued, for which the planned or agreed date has expired

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3.63**balance**

(in transport) case where there is an equal tonnage traffic flow in the two directions, between provenance and destination

NOTE Ideally, the case where a loaded truck sent from provenance to destination would return fully loaded.

3.64**balance of load record**

comparative loading on machines or other work centres, that is imposed by outstanding orders, at a particular moment in time

3.65**balanced product set**

set of all the components needed to complete a particular assembly

3.66**balanced scorecard**

set of enterprise-wide performance measures designed to drive a business towards strategic objectives

3.67**balancing work load (BW)**

concept of running a manufacturing process with the goal of achieving a constant throughput time (and controlled improvement)

3.68**bar charts planning**

planning process in which the activities are schematically represented by means of bars with the length of the bar representing the time and the position of the bar showing the mutual relationship between the activities.

[See also: Gantt chart]

3.69**bar code**

code representing characters by sets of parallel bars of varying thickness and separation which are read optically by transverse scanning

3.70**bar coding**

method of encoding data, employing a series of alternating bars and spaces of varying thickness and separation, designed to be interpreted by electronic readers

3.71**base demand**

percentage of a company's demand that derives from continuing contracts and/or existing customers

3.72**base stock system**

pull ordering system used at a stock point in which supplies are ordered when the echelon stock level has dropped below a certain point.

[See also: "re-order level ordering system" (B-Q system)]

3.73**batch**

definite quantity of a product or a component that is treated and identified as one entity with respect to certain operations e.g. handling, processing, purchasing, production, transport.

[See also: lot]

3.74**batch operation cycle time**

length of time required from the start of set-up to the end of cleanup for a production batch at a given operation. Includes set-up, production, cleanup etc.

3.75**batch production**

production process where products or components are produced in batches and where each separate batch consists of a number of the same products or components

3.76**batch size stock**

residual stock which arises because input and output batches respectively are not equal in size

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