



SLOVENSKI STANDARD
oSIST prEN 15946:2009
01-september-2009

Conservation of cultural property - Packing methods

Conservation of cultural property - Packing methods

Erhaltung des kulturellen Erbes - Verpackungsverfahren

Conservation des biens culturels - Méthodes d'emballage

Ta slovenski standard je istoveten z: prEN 15946

<https://standards.iteh.ai/catalog/standards/sist/5669055e-6d91-4e2a-a18a-38c1953f180b/sist-en-15946-2011>

ICS:

- | | |
|--------|-------------------------------------|
| 55.040 | Packaging materials and accessories |
| 97.195 | Items of art and handicrafts |

oSIST prEN 15946:2009

en,fr,de

EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

DRAFT
prEN 15946

May 2009

ICS 55.040; 97.195

English Version

Conservation of cultural property - Packing methods

Conservation des biens culturels - Méthodes d'emballage

Erhaltung des kulturellen Erbes - Verpackungsverfahren

This draft European Standard is submitted to CEN members for enquiry. It has been drawn up by the Technical Committee CEN/TC 346.

If this draft becomes a European Standard, 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.

This draft European Standard was established by CEN 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 CEN Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

Warning : This document is not a European Standard. It is distributed for review and comments. It is subject to change without notice and shall not be referred to as a European Standard.



EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

Management Centre: Avenue Marnix 17, B-1000 Brussels

prEN 15946:2009 (E)

Foreword

This document (prEN 15946:2009) has been prepared by Technical Committee CEN/TC 346 "Conservation of cultural property", the secretariat of which is held by UNI.

This document is currently submitted to the CEN Enquiry.

iTeh STANDARD PREVIEW
(standards.iteh.ai)

SIST EN 15946:2011

<https://standards.iteh.ai/catalog/standards/sist/5669055e-6d91-4e2a-a18a-38cf953f180b/sist-en-15946-2011>

Introduction

This document provides recommendations and lists requirements for packing of cultural property for transport.

It is intended for individuals or organizations responsible for preservation of cultural property.

The range of knowledge, skills and competencies of those involved in the process of packing for transport requires the use of a common terminology proposed in the standard.

iTeh STANDARD PREVIEW
(standards.iteh.ai)

SIST EN 15946:2011

<https://standards.iteh.ai/catalog/standards/sist/5669055e-6d91-4e2a-a18a-38cf953f180b/sist-en-15946-2011>

prEN 15946:2009 (E)**1 Scope**

This European Standard defines the principles of packing stabilized or conditioned objects in transit.

2 Normative references

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

EN ISO 780:1999, *Packaging – Pictorial marking for handling of goods (ISO 780:1997)*.

EN 15898, *Conservation of cultural property – Main general terms and definitions concerning conservation of cultural property*.

3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 15898 and the following terms and definitions apply.

3.1 consignee

person or organization to whom the shipment is to be delivered

NOTE The last consignee is called final consignee.

3.2 courier

person authorized by the owner/custodian to escort shipment of objects from the collecting point to the final consignee

3.3 cushioning

material or devices incorporated in a packaging system to reduce the effects of shock and/or vibration during handling and transport

NOTE Adapted from EN 14182:2002.

3.4 custodian

person or organization to whom possession of the cultural property has been granted by the owner

3.5 facility report

document giving information about the institution, its physical and technical specifications, environment and security

3.6 file of movement

set of documents accompanying cultural property during its transport

3.7 owner

person or organization who has legal title of ownership

3.8

packaging

materials or constructions used for the packing of cultural property

EXAMPLE Case, crate, box, wrap, cardboard, etc.

3.9

packing list

list of the packages constituting the shipment, with their numbers, dimensions, list of objects inside each one, identification number of the objects, name of the owner or custodian, established by the packer or the transport company

3.10

representative

any person acting through delegated authority on behalf of the owner or custodian of cultural property

3.11

site visit

technical survey of an object prior to its packing and transport. It is performed by the packer and the owner or custodian, or their representative

3.12

travelling condition report

document recording the present state of an object and of any changes during transit

4 Symbols and abbreviated terms

CITES Convention on International Trade in Endangered Species of Wild Fauna and Flora.

5 Before packing

5.1 Risk analysis

5.1.1 General principles

A risk analysis shall be drawn up jointly by all parties involved (owner/custodian, packer/transporter, insurer, final consignee). The choice of packing and materials and of the type of transport should result in mutual agreement. As a last resort the final decision falls on the owner/custodian.

Packing and materials shall be selected according to the results of the risk analysis. Some packing solutions according to risk are proposed in Annex A. To make a risk analysis, the following considerations shall be made: the object itself, the number, size and weight of all objects in the consignment and everything related to their moving.

5.1.2 Risks related to the object

Risks directly related to the object depend on its nature, manufacturing technique, its condition, any previous intervention and environmental conditions.

Information concerning the object and its current state will already have been given in the condition report, drawn up before the decision was made to move the object. The condition report should have been produced by a conservator-restorer. The condition report indicates any area of fragility in the object, if the object can be moved and under what conditions ; it includes recommendations for preventative conservation, display (mounting, frame, base, etc.), conservation-restoration, as well as handling, packing and transportation.

prEN 15946:2009 (E)

Any special precautions shall have been taken and documented in advance to ensure the welfare of the object during movement.

5.1.3 Risks related to moving

Several factors shall be taken into account :

- international working conditions and regulations (i.e. customs), security risks, political stability ;
- the existence of professional packing and transport companies experienced in handling cultural property ;
- situation and accessibility at the points of collection and delivery (access routes, type of pathway, floor; goods lift, elevator; lighting; security, etc.); refer to the final consignee's facility report ;
- handling (manual or mechanical) ;
- means of transport (by truck, plane, ship or train; exclusive or consolidated transport; handcarried or freight; direct trip or not; transport with or without transshipment) ;
- logistics, total journey time and any overnight stops ;
- physical environment during transport (state of roads, weather, etc.) ;
- presence of a courier or not.

5.1.4 Information on moving the object to be communicated to the packer

The request for service should arrive in a range of 2 to 4 months before the planned date for packing, according to the size and complexity of that service, and provide the following information for each object :

- purpose of transport (exhibition, moving, restoration, etc.) ;
- identity of the owner/custodian (name, status, contact details) ;
- date(s), name(s) and precise address(es) (number and name of the street, number or name of the building, city, state or department, country) of the collecting point, of the delivery location and of the restitution location, if it differs from the collecting point ;
- details of the collecting point, the delivery location and the restitution location, if necessary (floor, goods lift, access, etc.) ;
- name of the maker of the object, if known ;
- title or name of the object ;
- date of creation of the object, if known ;
- nature of the object (techniques, materials);
- inventory number or any identifying number;
- colour photographs, if necessary ;
- insurance value of the object, if necessary ;
- period covered by the insurance ;

- customs status of the object, at the collecting point ;
- export licence and CITES certificates ;
- dimensions (height, length, depth, diameter) and weight of the object, with and without frame, base or mounting; for an installation or multi-part work, give the dimensions and weight of each part and number of parts ;
- special conditions under which the object is kept or transported, if necessary (environment, security, hazards, legal requirements or permissions, etc.) ;
- requirements of the owner/custodian (presence of courier(s), type of packaging and transport).

An example of a form completed by the owner/custodian and the final consignee with information for the packer is given in Annex B. This form can be of any type (e.g. spreadsheet).

5.1.5 Site visit

Before packing, in order to measure the object and to evaluate its condition and the risks of transport, a site visit should be performed by the packer or transport company.

For this site visit, the packer or transport company shall have access to the object and meet a representative of the owner/custodian who has full knowledge of the object's file. A conservator-restorer should be present on site during this visit.

Following this visit, suggestions can be made by the packer or transport company and conservator-restorer, to be agreed by the owner/custodian.

5.2 Choice of packaging

5.2.1 General principles

Packaging shall provide optimum protection to the object. It shall be appropriate to the given object. It should comprise material in contact with the object, which will not abrade or interfere, a cushioning, and protection against shocks, vibrations and the elements (light, temperature, humidity) and for handling purposes.

Packaging shall maintain all its protective properties during use. It shall be used only during transport and shall not be used for permanent storage.

If data loggers/control indicators accompany the object, packaging shall include provision for them.

Packaging shall be designed to facilitate manual or mechanical handling according to the situation. Dimensions shall be adapted to those of the object and take into account the constraints of the selected means of transport (truck, plane, etc). External dimensions shall be compatible with the narrowest point to be passed during the object's journey.

Small objects should be packed together if they are compatible and going to the same destination.

Sustainability should be kept in mind at the outset with recyclable materials and low carbon emission transport employed wherever possible.

5.2.2 Surface protection

The surface protection for the object should mainly protect the object from deposits. It shall be chemically as inert as possible.

Some object surfaces shall not be in direct contact with any packaging.

prEN 15946:2009 (E)**5.2.3 Cushioning**

Cushioning is selected for its capacity to absorb shocks and vibrations. The type, density, thickness, quantity and position of cushioning shall be selected according to weight of object, weight of packaging, surface of the object in contact with the cushioning and fragility of the object.

5.2.4 External protection

Material for external protection shall be rigid in order to protect the object from shocks. It shall protect the object from water under normal conditions. Insulation materials should limit variations in humidity and temperature during transport.

5.3 Travelling condition report

To record any possible changes to the object, a travelling condition report shall be drafted and signed by the owner/custodian of the object. It shall be performed by a conservator-restorer or a representative of the owner/custodian.

The purpose of this travelling condition report is to describe the specific object and to list any changes occurring as a result of this particular transaction.

The travelling condition report shall be completed at the collecting point before packing; it shall form part of the file created for this particular transaction and shall accompany the object throughout.

It is one of the reference documents that can be used in case of a claim.

The travelling condition report shall be checked, annotated and countersigned by the courier, if there is one, and by a representative of the receiving institution, at each stage of the journey, i.e. on arrival and departure at every point. Final check shall be performed on receipt of the object at the final destination by the owner/custodian together with the last courier.

The condition check shall be carried out in a clean and safe place. The examination shall be performed under "daylight" quality lighting. If specific conditions of examination are necessary in order to view particular characteristics, these requirements shall be noted on the travelling condition report so that the inspection will be made under the same conditions.

The terminology used in the travelling condition report shall be precise and unequivocal. The authors of the travelling condition report should be able to check against a pre-established list with a defined glossary. For movements outside the originating country, a translation should be included.

The travelling condition report shall contain the following information :

a) information relating to the object :

- title or name of the object ;
- name of the maker of the object, if known ;
- inventory number or any number allowing identification of the object ;
- dimensions and weight of the object ;
- number of constituting items ;
- environmental conditions under which the object is kept ;

- b) information relating to movement of the object :
- name of the collection site ;
 - name of the place(s) of reception ;
 - name of the restitution place, if it differs from the collecting point ;
 - dates of the exhibitions or events ;
- c) record of changes to the object :
- general condition of the object. Information on the condition shall contribute to assessment of the risks which the object could meet during movement: vulnerability, description and location of fragile areas and/or their history to be checked at any stage of the movement ;
 - structural condition of the object (cohesion, construction, former interventions, etc.) ;
 - surface condition of the object ;
 - condition of the mounting/frame/base ;
 - images (or photocopies of photos) of all sides of the object showing the condition before transit, shall be added to the travelling condition report. Photos should have good definition and be at least 13cm x 18cm. The date of photography and the inventory number or any identification number of the object should be visible on the photo ;
- d) recommendations :
- recommendations for handling (e.g. type of gloves to be used) ;
 - recommendations for assembly and installation of the object ;
 - recommendations for environmental conditions, if necessary ;
 - type and description of the packaging which has been chosen and recommendations for its storage ;
- e) dates and signatures :
- before packing : date on which the travelling condition report is created; name and position of the writer of the report ;
 - at each stage of the movement of the object: date on which the travelling condition report is checked; name and position of the various signatories of the travelling condition report.

5.4 Constitution of the file relating to a specific movement

The documents which shall accompany the object or group of objects during movement are :

- original document of the travelling condition report, created upon departure from the collection location. It shall be checked and annotated at each stage of the journey ;
- packing list ;
- copy of the loan contract or other agreements ;
- copy of the insurance certificate ;