



SLOVENSKI STANDARD

SIST EN 16648:2015

01-oktober-2015

Ohranjanje kulturne dediščine - Načini prevoza

Conservation of cultural heritage - Transport methods

Erhaltung des kulturellen Erbes - Transportmethoden

Conservation du patrimoine culturel - Méthodes de transport

Ta slovenski standard je istoveten z: **EN 16648:2015**

[SIST EN 16648:2015](https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015)

<https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015>

ICS:

55.180.01	Distribucija blaga s prevozom na splošno	Freight distribution of goods in general
97.195	Umetniški in obrtniški izdelki	Items of art and handicrafts

SIST EN 16648:2015

en,fr,de

iTeh STANDARD PREVIEW
(standards.iteh.ai)

[SIST EN 16648:2015](#)

<https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015>

EUROPEAN STANDARD

EN 16648

NORME EUROPÉENNE

EUROPÄISCHE NORM

August 2015

ICS 55.180.99; 97.195

English Version

Conservation of cultural heritage - Transport methods

Conservation du patrimoine culturel - Méthodes de transport

Erhaltung des kulturellen Erbes - Transportmethoden

This European Standard was approved by CEN on 10 July 2015.

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 CEN-CENELEC Management Centre 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 CEN-CENELEC Management Centre has the same status as the official versions.

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

[SIST EN 16648:2015](https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015)

<https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015>



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

CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

Contents

Page

European foreword	3
Introduction	4
1 Scope	5
2 Normative references	5
3 Terms and definitions	5
4 Symbols and abbreviations	6
5 General principles.....	7
6 Before transport.....	7
6.1 Risk assessment.....	7
6.2 Qualifications of the transport agent.....	8
6.3 Requirements of the owner/custodian	8
6.4 Transport planning and coordination.....	8
6.5 Insurance / indemnity cover	8
6.6 Drafting of a contract	8
6.7 Content of the transport file and the couriering file.....	9
7 Transport methods and environment.....	9
7.1 Choice of the mode of transport.....	9
7.2 Preparation for the transport.....	10
7.3 By road.....	10
7.4 By air	12
7.5 By rail	13
7.6 By sea	13
8 Warehouse for objects in transit.....	14
Annex A (informative) Role of the courier	15
Annex B (informative) Information to be communicated to the transport agent.....	17
Annex C (informative) Specifications of a secure building/warehouse for objects in transit.....	19
Bibliography	21

European foreword

This document (EN 16648:2015) has been prepared by Technical Committee CEN/TC 346 “Conservation of Cultural Heritage”, the secretariat of which is held by UNI.

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 February 2016 and conflicting national standards shall be withdrawn at the latest by February 2016.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

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

iTeh STANDARD PREVIEW (standards.iteh.ai)

[SIST EN 16648:2015](https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015)

<https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015>

EN 16648:2015 (E)**Introduction**

Increases in the worldwide mobility of cultural heritage and the emergence of new participants have had significant consequences on packing and transport. In previous years there have been several initiatives to regulate all aspects of collection mobility. Therefore the need to structure and harmonize packing and transport practices and to define responsibilities has become more important than ever.

Transportation of cultural heritage requires an appropriate range of knowledge, skills and competencies of those involved in the process.

This European Standard is the result of a collaboration of a large range of professionals from most European countries. It is intended for all parties involved in the transport of cultural heritage.

This European Standard defines the successive steps of moving objects, using relevant means of transport.

This European Standard lists requirements (the word shall is used) and provides recommendations (the word should is used) for the safe and secure transport of cultural heritage.

iTeh STANDARD PREVIEW
(standards.iteh.ai)

[SIST EN 16648:2015](https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015)

<https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015>

1 Scope

This European Standard defines principles to be considered when transporting movable cultural heritage in accordance with EN 15946.

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.

EN 15898:2011, *Conservation of cultural property - Main general terms and definitions*

EN 15946:2011, *Conservation of cultural property - Packing principles for transport*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 15898:2011 and EN 15946:2011 and the following apply.

3.1

commissioner

person or organization ordering the shipment of cultural heritage

3.2

consignee

person or organization to whom the shipment of cultural heritage is addressed

[SOURCE: EN 15946:2011, 3.3, modified – The note has been deleted, “cultural property” has been replaced by “cultural heritage”, “to be delivered” has been replaced by “addressed”.]

3.3

consignor

person or organization from whom the shipment of cultural heritage originates

3.4

consolidated transport

transport of packages in any combination of one or several locations to one or several destinations for one or several commissioners/owners/custodians

3.5

direct transport

transport of packages from one location to one other location with no other collections/deliveries during the transport

3.6

exclusive transport

use of a whole transport unit direct from one location to one other location for a single commissioner/owner/custodian

3.7

load plan

document showing the arrangement of packages within a given transport unit

EN 16648:2015 (E)**3.8****object**

single manifestation of tangible cultural heritage

Note 1 to entry: The term "object" is used in this standard for **cultural heritage**, both immovable and movable. In specific professional contexts, other terms are used, e.g. "artefact", "cultural property", "item", "ensemble", "site", "building", "fabric".

[SOURCE: EN 15898:2011, 3.1.3]

3.9**package**

object(s) prepared, packed in accordance with EN 15946 and ready for transport

3.10**packing list**

list of the packages in a single consignment attached to the shipping, delivery and receipt notes

[SOURCE: EN 15946:2011, 3.11]

3.11**secure area**

mechanically and/or electronically enclosed area protected for safety and/or security purposes

[SOURCE: EN 14383-1:2006, 3.38]

3.12**significance**

combination of all the values assigned to an object

[SOURCE: EN 15898:2011, 3.1.6]

iteh STANDARD PREVIEW
(standards.iteh.ai)

[SIST EN 16648:2015](https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015)

<https://standards.iteh.ai/catalog/standards/sist/9e89a76f-e9c7-4ad5-b293-1d38227bb4cb/sist-en-16648-2015>

3.13**transit**

act of passing, or being conveyed through, a location or area

[SOURCE: EN 14943:2005, 3.1155, modified – Only definition 1 (general) has been kept.]

3.14**transshipment**

action by which goods are transferred from one means of transport to another during the course of one transport operation

[SOURCE: EN 14943:2005, 3.1154, modified – Only definition 1 (in transport) has been kept.]

4 Symbols and abbreviations

CCTV Closed circuit television

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

IATA International Air Transport Association

ISPM International Standards For Phytosanitary Measures

ULD Unit load device

5 General principles

Several parties can be involved in the organization of the transport of an object among which the following ones have a key role:

- the owner/custodian and/or his representative;
- the consignor;
- the commissioner;
- the transport agent;
- the consignee.

In some cases, a single party can play different roles in the chain of transport.

All parties involved shall comply with national and international law and regulations.

Sustainability should be taken into account when using this standard.

Transport shall only take place following an agreement between the owner/custodian, the commissioner, the transport agent and confirmed in writing.

Many different parties can be involved in arranging and undertaking transportation. The role and the responsibility of each party shall be clarified in advance and each party shall have a clear understanding of each other's role. Responsibility for the object(s) shall be clear at all stages of the transport.

The choice of the transport agent and his subcontractors shall be approved by the owner/custodian. Other involved parties (e.g. insurers) may request involvement in the decision.

The commissioner shall ensure that the transport agent has access to all information and documentation necessary to carry out the requested service.

All parties involved in the transport shall keep each other informed of developments in the operation until completion. Any damage or incident shall be recorded and relevant documents completed. All involved parties shall be immediately informed.

Confidentiality shall be taken into account by all parties at all stages.

Evaluation of the transport may be carried out during and at the very end of the process.

All relevant documents shall be archived according to legal requirements.

6 Before transport

6.1 Risk assessment

Any transport of an object involves risks. The planning of the transport shall begin with the assessment of these risks, in order to choose the mode of transport appropriate to the particular situation, to take necessary measures to avoid damage to the object(s) and whether to send a courier (see Annex A).

The risk assessment of a transport is based on the characteristics of the object (see EN 15946:2011, 5.1.2 "Risks related to the object") and issues related to moving (see EN 15946:2011, 5.1.3 "Risks related to moving cultural property").

EN 16648:2015 (E)

The choice of the mode of transport shall take into account all requirements. This decision should be approved by all parties involved.

The significance of the object(s) shall be taken into account when planning shipments. Separate shipments may be required by the owner/custodian.

Where insurance or indemnity terms specify a limit on the value of a single shipment this shall be adhered to.

6.2 Qualifications of the transport agent

The transport agent shall have the solvency, resources, capacity, knowledge, training, qualifications, technical expertise and management capabilities required for delivering a safe and secure, high quality and specialized transport service for cultural heritage.

The transport agent shall be able to provide a detailed estimate. The more complete the information provided to the transport agent, the more detailed the estimate will be (see Annex B).

6.3 Requirements of the owner/custodian

The transport agent shall meet the terms and conditions applying to the transport which have been agreed between the commissioner and the owner/custodian.

6.4 Transport planning and coordination

Transport planning identifying all steps of the operation as well as orders shall be done as far in advance as possible. Transport planning shall be in accordance with the specifications provided by the commissioner.

Transport planning shall take into account the following:

- a) the routing (e.g. access at collection and delivery points, size of vehicle, load plans);
- b) any insurance/indemnity terms and conditions;
- c) all human and material resources needed at each stage of transport;
- d) transshipment and scheduled stops.

The transport agent should appoint a coordinator with the appropriate experience and provide backup cover as necessary.

The transport agent and the commissioner shall maintain regular communication and keep each other fully informed of relevant issues.

6.5 Insurance / indemnity cover

The commissioner and the owner/custodian shall inform the transport agent the start and end dates of cover and all insurance/indemnity conditions relevant to the shipment. The transport agent shall organize transport within those dates. Insurance/indemnity shall be in place before handling begins.

The insurer has the right to ask for the name of the transport agent and the chosen transport methods.

6.6 Drafting of a contract

A contract shall be formalized between the transport agent and the commissioner in accordance with the transport arrangements. It should be in writing and signed before the beginning of the service.

6.7 Content of the transport file and the couriering file

6.7.1 Documents to be compiled by the owner/custodian

The following documents shall be compiled by the owner/custodian:

- a) the accompanying condition report, created upon departure from the collection location. It shall be checked and annotated at each (un)packing (see EN 15946:2011, 5.3 and Clause 7);
- b) a copy of the owner/custodian's requirements relating to the care of the object during its movement;
- c) provide a list of contact telephone numbers during, and out of office hours for consignor, transport agent and consignee.

6.7.2 Documents to be compiled by the transport agent

The following documents shall be compiled by the transport agent:

- a) the packing list;
- b) customs documents, if necessary;
- c) legal documentation relating to national and international regulations on the circulation of cultural heritage, e.g. CITES, cultural permit, if necessary;
- d) detailed schedule of the movement of the object and any applicable security arrangements.

6.7.3 Documents for couriered transport

The following documents shall be compiled if the object is couriered:

- a) courier instructions;
- b) itinerary;
- c) a copy of the loan agreement if there is one;
- d) contact information of all relevant parties.

A copy of the insurance certificate may be included.

7 Transport methods and environment

7.1 Choice of the mode of transport

The choice of the mode of transport shall depend on the result of the risk assessment and take into consideration:

- a) the type of object, and its condition;
- b) the dimensions and weight of the object;
- c) the number, type, dimensions and weight of packages;
- d) the means of transport between the starting point and the destination;
- e) the options for the intended route;