

# Certification rules for Archival materials



# Abstract

## Certification rules for archival materials

Products can be certified by SP Technical Research Institute of Sweden. Issue of the approval certificate is subject to establishment that the product meets the requirements of relevant standards, regulations etc., and that the manufacturer, supplier or distributor operates an approved inspection and quality control procedure.

This report sets out the requirements for certification of archival materials. The technical requirements are based on the following requirements from the Swedish National Archives (RA-FS 2006:4) and the standards ISO 9706, ISO 11108, ISO 11798 and SS 62 81 07.

The continuous quality control comprises internal quality control and surveillance control. The internal quality control is carried out by the manufacturer or supplier and comprises acceptance control of raw-materials and finished products.

The supervisory control is performed by SP, by visits at the manufacturer's or supplier's place, as inspection of the internal quality control at the plant or the location for import. .

If initial assessment shows that the technical requirements are fulfilled, and there is a working continuous quality control, a certificate is issued. Thereafter the products may be market with SP's certification-symbol and 'Svenskt arkiv'. In addition, there are four markings referring to the standards ISO 9706, ISO 11108, ISO 11798 and SS 62 81 07. Permanent paper may be market with the symbol of compliance in ISO 9706:1994.

Key words: certification rules, archival materials, permanent paper, marking, requirements, quality control.

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SPCR 004  
Borås 2007

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## Preface

These certification rules set out the terms and conditions for certification, technical requirements and requirements in respect of ongoing inspection of archival materials.

The technical requirements set out in Section 3 are related to permanence and are based on the Swedish National Archives' regulations RA-FS 2006:4 and on the standards ISO 9706, ISO11108, ISO 11798 and SS 62 81 07. The rules have, together with the requirements for continuous inspection as set out in Section 4 and 5, have been prepared by SP Chemistry and Materials Technology. Certification, as described in Section 2, is performed by SP Certification.

The ongoing inspection consists of the manufacturer's own inspection - which covers constituents and the end products - and SP's supervisory or surveillance inspection, which is performed by visits to the supplier and involves examination and auditing of the supplier's own inspection procedures. In addition, random samples of finished products can be taken for subsequent testing to confirm the results of the supplier's own inspection.

Certification is performed by SP Certification, as described in Chapter 2.

The certification rules are based on current standards. However, they may be revised in the future, e.g. to bring them into line with the requirements of European or international standards. They may also be revised if new regulations are introduced, or as a result of experience of application and operation of the rules.

This version of SPCR 004 is an English version of the Swedish issue dated February 2006.

Borås in February 2007

**SP Technical Research Institute of Sweden  
Certification**



Lennart Månsson

# 1 Introduction

## 1.1 General

Certification involves confirmation by an independent third party that a product fulfils requirements set out in standards or some other form of specification. Certification by SP is performed by SP Certification, a unit that is completely separate from the other testing and inspection units. It answers to a certification board, whose members are drawn from across the range of industry areas involved. The board can appoint expert groups for various product areas, e.g. as technical working parties. Certification of products by SP is performed in accordance with EN 45011.

Products which, after an initial assessment - which includes testing and other aspects - show that they fulfil specified requirements can be certified by SP. This certification is confirmed by means of a certificate, one of the rights of which is permission (under licence) to use the certification symbol.

The requirements that must be fulfilled in order to obtain approval for using SP's certification symbol are set out in special certification rules (SPCR), developed for each product sector. The certification rules can also relate to other marking systems. Before certification starts, the certification rules must have been discussed with interested parties and then have been approved by SP's certification board. This procedure ensures that certification is based on rules that have been thoroughly considered and are firmly based.

The marking and the certificates assist third parties, e.g. purchasers, in assessing the suitability of a product.

Certified products are included in SP's list of approved products.

## 1.2 Scope

These certification rules apply for paper, writing materials for use on paper (ball pens, printer ribbons, Indian ink, ink for use with rubber and similar stamps, carbon paper, duplicating ink, printing ink etc.), equipment for the production of recording on paper (copying machines, laser printers, fax machines etc.), drawing materials (draughting films and reprographic films, Indian ink, erasers, printing methods and copying machines for use with these films), microfilms, storage enclosures (file folders, boxes, portfolios etc) and self adhesive labels for boxes.

In addition, the rules are valid for certification of an official authority's control of exposed and processed microfilm.

## 2 Conditions for certification of archival materials

### 2.1 General

Before a certificate can be issued, the product must have successfully undergone an initial assessment of the product and of continuous inspection procedures. When the requirements are fulfilled, a certificate can be issued. The certificate applies thereafter subject to various conditions, one of which is that the continuous inspection process must be operating correctly.

Certified products may be marked with SP's certification symbol and with the words "svenskt arkiv".

In addition there are symbols with references to the standards ISO 9706, ISO 11108, ISO 11798 and SS 62 81 07. Permanent paper may be marked with the symbol in accordance with ISO 9706.

Other terms and conditions are set out in Chapter 6.

### 2.2 Application for approval

Application for certification shall be submitted in writing, and shall be accompanied by:

- Technical data;
- A description of the manufacturer's or supplier's own inspection procedures;
- agreement between the manufacturer or supplier and SP concerning surveillance inspection
- A manufacturer's declaration (not for certification of an official authority's control of exposed and processed microfilm), and
- Proposals for use of the marking permission.

Details of the above documents etc. are described below.

### 2.3 Initial assessment

Initial assessment involves examination of the *technical data*, *continuous inspection procedures* and *marking procedures*, in accordance with the requirements set out below. The initial assessment can also include inspection of the place of manufacture, the manufacturer's or the supplier's own inspection procedures etc.

#### 2.3.1 Provision of technical data

The applicant shall submit technical data for the product concerned, in the form of test reports, processing instructions (only for reprographic film and microfilm) and a declaration for some properties of file covers, archival boxes, portfolios etc. and for self-adhesive labels in accordance with the specification in section 3.1.

The test report(s) shall show that technical requirements in accordance with section 3 are fulfilled. The report(s) must not be more than two years old at the time of application.

#### 2.3.2 Requirement for continuous inspection

The manufacturer or supplier shall submit documentation concerning in-house inspection, as set out in section 4.

A valid agreement must be in force between the manufacturer or supplier and SP concerning surveillance inspection, as described in section 4. Before this agreement can be reached, SP shall have visited the manufacturer's or supplier's premises to determine whether the manufacturer's or

supplier's in-house inspection procedures, as described, fulfil the requirements in accordance with Section 4.

### 2.3.3 Marking requirements

Certified archival materials and supplies shall be marked with labels or nameplates that clearly and unambiguously identify the product and which may also voluntarily include the words 'Svenskt arkiv', SP's registration number and/or SP's certification symbol.

Certified archival paper may also include a watermark comprising the words 'Svenskt arkiv' together with details of the name of the manufacturer and the year of manufacture.



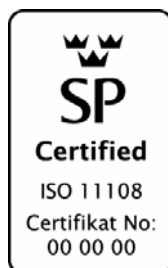
SP's certification symbol for products with requirements in the Swedish National Archives regulations RA-FS 2006:4

This symbol must not be used with self adhesive labels.

Permanent and archival paper may also be marked with the following symbols:



Permanent and archival paper



Archival paper

Pens, inks, copying machines etc. and file covers and boxes may also be marked with the following symbols:



Pens, inks, copying machines etc.



File covers and boxes

The design of the marking shall be approved by SP.

## 2.4 (This section is not applicable in this English version)

## **2.5 Validity of the certificate**

The validity of the first certificate is two years after the date of the report of the type testing. This means that the validity is less than one year for a certificate based on a report older than one year.

If the results of surveillance inspection are approved, the certificate's validity will be automatically extended by SP for a further year.

## **2.6 Revision of certificate etc.**

### **2.6.1 Addition of a new product**

A product that is in agreement with the certified product may be added to the certificate after testing and/or document inspection. The extent of the testing is based on the principles described in section 3.2.

A certificate may be revised if a certified product has been replaced by a modified product, provided that

- The differences are clearly specified and the changes made do not affect any property of importance for the archival quality of the documents.
- The original product is certified when the revision is made.

The validity time of the certificate for the new product is the same as that for the original product.

If the certificate is no longer valid when the modified product is to be certified, the surveillance inspection shall be performed for the modified product to at least the same extent as that for the original product. The validity time (day-month) shall be the same as for the original product.

### **2.6.2 Change of name of company or product**

Change of name of company or product (including accessories) shall be entered in the certificate the next time it is extended. The new designation shall be entered in the register of certified products immediately. A note is made in the Appendix to the Agreement concerning continuous inspection.

### **2.6.3 Change of product**

Product changes, which may affect the archival quality, will lead to new testing. The extent of the testing is based on the principles described in section 3.2.

If the changes are small, the existing certificate will be revised.

If the changes are so extensive that almost all of the test moments have to be remade, the product will be classified as new.

### **2.6.4 Certificate based on testing for another company**

A certificate may be issued for a product that has been tested for another company provided that

- There is a written permission from the company that has ordered and paid for the testing that the other company may use the test results.
- There is a written attest from the manufacturer of the products that the products and the accessories are identical. The attest shall give the designations of products and accessories.
- The other conditions for certification are met.

The validity time of the certificate is the same as for the original product.

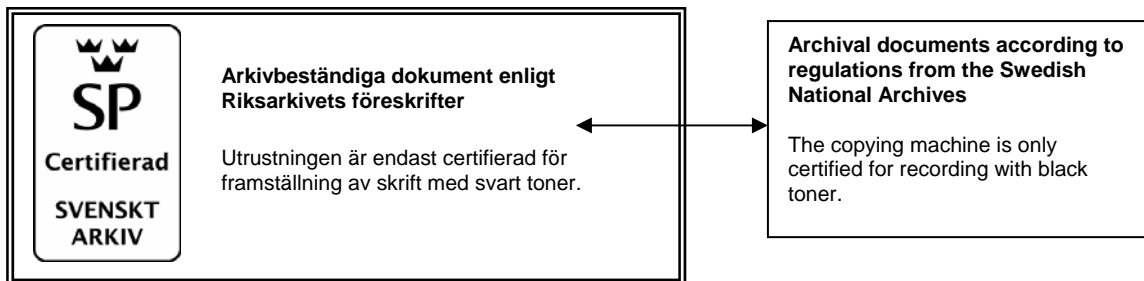
## 2.7 Certificate of limited validity

Certificates with a limited validity may be issued for equipment that may be used also for production of documents, within the scope of the regulations from the Swedish National Archives, which are not of archival quality (example 1).

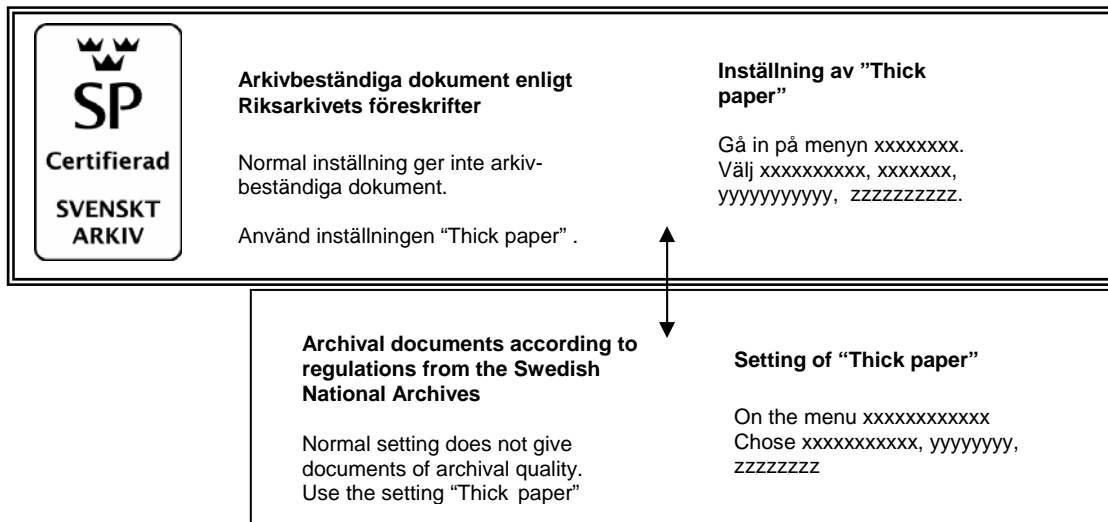
Certificates may be issued for equipment with a setting that differs from the original setting for the production of documents with archival quality (example 2).

The condition is that all products with the same designation shall be marked with particulars about the deviation or the limitation. The marking shall be distinct, permanent and clearly visible. Copying machines and printers shall have a plate close to the control panel. The following examples act as guidance.

Example 1: A colour copying machine is certified for the production of recording with black toner. One or more of the coloured toners do not meet the requirements.



Example 2: A printer gives recording of archival quality with another setting than the normal. The change has to be made on the control panel by the user. No change of the setting for each document is needed.



Example 3: A printer gives recording of archival quality with another setting than the normal. The supplier changes the setting, in the program, so that this setting is chosen as "normal". It is possible for the user to change back to the initial setting.

Printers etc. shall be adjusted as recommended by the supplier. In this case, no marking is required.

Example 4: A printer gives recording of archival quality with another setting than the normal. The user has to change settings for each document. In this case, no certificate can be issued.

### 3 Technical requirements

#### 3.1 Type testing and assessment

Test methods, assessment methods and criteria for the respective products/items and characteristics are shown in the following table.

Product	Characteristic	Test method	Assessment and criteria
Archival paper	Kappa number pH-value Alkali reserve Folding endurance Tearing resistance Colour (only for RA-FS 2006:4)	ISO 302/SP-metod 1135 ISO 6588-1 ISO 10716/SP-metod 1134 ISO 5626 ISO 1974 Visual inspection	ISO 11108, clause 4, and RA-FS 2006:4 <sup>1</sup>
Permanent paper	Kappa number pH-value Alkali reserve Tearing resistance Colour (only for RA-FS 2006:4)	ISO 302/SP-metod 1135 ISO 6588-1 ISO 10716/SP-metod 1134 ISO 1974 Visual inspection	ISO 9706, clause 5, and RA-FS 2006:4
Inks, pens etc. and copying machines, laser printers, fax machines etc. for production of recording on paper	Appearance of the recording Light fastness Resistance to water Resistance to wear Transfer of recording Tensile energy absorption Folding endurance Resistance to heat	ISO 11798	ISO 11798
Microfilm	Appearance after storage in warm, moist conditions Adhesion Sticking Optical density Tensile strength Stretch at break Fold number	RA-FS 2006:4, appendix 4	RA-FS 2006:4, appendix 4

<sup>1</sup> The Swedish National Archives regulations and recommendations on technical requirements and certification. The regulations can be revised with new number 20XX:1.

Product	Characteristic	Test method	Assessment and criteria
Draughting film and reprographic film	Appearance after storage in warm, moist conditions Resistance to water Resistance to cleaning agents Adhesion Sticking Tensile strength Stretch at break Fold number Hygroscopic coefficient of expansion Optical density Light fastness (reprographic film)	SP-metod 3101	SP-metod 3101 by reference in RA-FS 2006:4
Indian ink, printers and copying machines for production of recording on draughting film and reprographic film	Appearance after storage in warm, moist conditions Colour strength Light fastness Resistance to water Resistance to cleaning agents Resistance to wear Adhesion of recording to the film Transfer of recording Erasure and redraughting (Indian ink and erasers) Tensile strength and stretch at break (printers and copying machines) Fold number (printers and copying machines)	SP-metod 3102	SP-metod 3102 by reference in RA-FS 2006:4
File covers	Alkali reserve  pH-value Grammage Kappa number Folding endurance Tearing resistance Colour Bleeding Adhesive Dimension Fasteners etc. Design Acceptance of marking	ISO 10716/SP-metod 1134 ISO 6588-1 ISO 536 ISO 302/SP-metod 1135 ISO 5626 ISO 1974 ISO 5-3 and ISO 5-4 SS 62 81 07 Manufacturer's statement Manufacturer's statement Visual inspection Visual inspection Visual inspection	SS 62 81 07 (2 <sup>nd</sup> edition, 2004)

<b>Product</b>	<b>Characteristic</b>	<b>Test method</b>	<b>Assessment and criteria</b>
Archival boxes	Alkali reserve pH-value Kappa number (additional requirement) Cobb-number Mechanical strength Bleeding Adhesive Dimension Fasteners etc. Design Acceptance of marking	ISO 10716/SP-metod 1134 ISO 6588-1 ISO 302/SP-metod 1135  ISO 535 SS 62 81 07 SS 62 81 07 Manufacturer's statement Manufacturer's statement Visual inspection Visual inspection Visual inspection	SS 62 81 07 (2 <sup>nd</sup> edition, 2004)
Portfolios	Alkali reserve pH-value Kappa number (additional requirement) Cobb-number Bleeding Design Acceptance of marking	ISO 10716/SP-metod 1134 ISO 6588-1 ISO 302/SP-metod 1135  ISO 535 SS 62 81 07 Visual inspection Visual inspection	SS 62 81 07 (2 <sup>nd</sup> edition, 2004)
Tubes (for drawings)	Alkali reserve pH-value Kappa number (additional requirement) Bleeding Design Acceptance of marking	ISO 10716/SP-metod 1134 ISO 6588-1 ISO 302/SP-metod 1135  SS 62 81 07 Visual inspection Visual inspection	SS 62 81 07 (2 <sup>nd</sup> edition, 2004)
Self adhesive labels for boxes	Adhesion Acceptance of marking Resistance to heat Resistance to water and wear of recording	RA-FS 2006:4, appendix 3	RA-FS 2006:4, appendix 3
Processed microfilm, control at the laboratory	Control of residues of processing chemicals Control of technical quality	SP-metod 0194 and SP-metod 0195 SP-metod 1127	SP-metod 1127 by reference in RA-FS 2006:4

The above table of characteristics and properties is an extract from the material described in more detail in the standard or the RA-FS referred to.

Products and items are described by the product (item) description, which is also specified in the certificate. Variations can be permitted provided that they do not affect characteristics or properties covered by requirements as set out in the above requirement specifications. This can be determined by reduced extent testing, as described in Section 3.2.

Any special conditions required for the certified characteristics to be maintained - e.g. control settings of copying machines - shall be stated in the certificate.

## **3.2 Testing (reduced extent)**

### **3.2.1 Introduction**

The basic requirement for certification is that each product shall have undergone testing to the full extent as shown in Section 3.1.

If two or more products differ in their design etc. in such a way as not to affect the characteristics for which requirements are specified, full-extent testing may be performed on only one of the products. For other products, reduced extent testing is sufficient. The test program may also be divided over two or more products.

Products to be tested by the reduced extent procedure shall normally be tested at the same time as the product that is tested using the full extent procedure.

When a **differing** product is tested on a later occasion, the supplier shall submit a written presentation of the differences and similarities of the products. The extent of testing of the new product depends on the type of change. In some cases, inspection of documents may be sufficient.

### **3.2.2 Application**

If the products differ only in respect of *software or accessories*, the supplier shall confirm this by a written presentation of the differences and similarities of the products. Full extent testing shall be performed on one of the products. Another of the products may be selected for examination and inspection during surveillance inspection.

The cases described below are examples of differences that can be accepted, and can serve as guides to assessing how other cases will be decided.

#### **3.2.2.1 Ball pens**

In the case of ball pens with *different tips* (fine, medium), writing tests shall be performed with all the products. Colour strength and light fastness, resistance to water and wear shall be tested for the fine tip pen. Resistance to water in respect of bleeding of the recording shall also be tested for the pen with the coarser tip.

If the same ink/paste is used in *bodies etc. of different sizes*, writing performance shall be tested for all variants. One of these shall be put through the full range of tests. The appearance of the writing shall be inspected for the others.

#### **3.2.2.2 Ribbons for various equipment, simultaneous testing**

In principle, each and every combination of printer ribbon and equipment shall be put through the full range of tests, as described in Section 3.1. Reduced extent testing can be considered as follows.

##### **Textile ribbons**

Ribbons intended for *different kinds of equipment* can be tested in combination with a selection of these items. A prerequisite for this is that details of the similarities and differences of the

equipment in terms of their characteristics that are of importance for the quality and durability of the writing are available.

In the case of ribbons with *differing degrees of ink saturation*, tests shall be performed on all variants, and the sample having the lowest colour strength shall be submitted to the full range of tests as described in Section 3.1. The other ribbons shall be tested for their resistance to wear and water.

#### **Carbon ribbons**

If the equipment's print units differ only in respect of *recording speed*, tests shall be performed on the fastest and the slowest, examining the resistance to water, wear and light for the fastest, with the others being examined for appearance of the recording. If the difference in recording speed of a range of equipment is wide, sample tests shall also be performed of the resistance to wear for products in between the two limits.

If the print units of the equipment are completely different, the resistance to water and wear, and the appearance of the recording, shall be examined for all variants. Light fastness shall be tested of the variant producing recording having the lowest colour strength.

#### **3.2.2.3 Copying machines, laser printers etc. for recording on paper**

Reduced extent testing may be performed if the items use the same toner but differ only in respect of *recording speed*. Samples shall be made using all the items and shall be inspected for appearance and colour strength. The fastest and slowest variants shall be examined in respect of resistance to water, wear and light for the fastest, with the others being examined for appearance of the recording. The mechanical properties shall be investigated for the slowest, and tendency for transfer of recording for the fastest. In addition, if the difference in speed of a range of equipment is wide, sample tests shall also be performed of the resistance to wear for products in between the two limits.

Equipment where the documents pass the processing unit with the same speed but leaves the unit at different speeds is considered as equal.

If the equipment differs in respect of *processing temperature, pressure or other key characteristics*, full-extent testing shall be performed in accordance with Section 3.1. If the same toner is used in these items, it is sufficient if light fastness is investigated for a selection of test samples.

When testing of machines with a processing temperature slightly different from a machine tested earlier (maximum 10 °C) resistance to wear is tested. If the processing temperature is higher for the new machine, testing of the mechanical strength of the new machine shall be performed if the retention of folding endurance and tensile energy absorption is close to the requirement level for the machine tested previously.

#### **3.2.2.4 Microfilm**

Microfilms of different *physical sizes/presentations* (different widths, microfiche or roll form) shall be regarded as equivalent.

If different *processing chemicals* are used, samples shall be prepared using all sets of them. The full range of tests (Section 3.1) shall be performed for one of the variants: the others shall be tested for appearance, adhesion and tendency to stick together.

In the case of microfilms that differ only in respect of *base thickness*, it is the mechanical properties of the thinnest that shall be tested. Other properties shall be tested for all variants.

In the case of microfilms having the same base, but with different *emulsions*, the mechanical properties of one of the films shall be tested. Other properties shall be tested for all variants.

### **3.2.2.5 Draughting film**

In the case of draughting films that differ only in respect of *base thickness*, it is the tensile strength, stretch at break and fold number of the thinnest that shall be tested. Other properties shall be tested for all variants.

In the case of draughting films having the same base thickness, but with different *coatings*, the tensile strength, stretch at break, fold number and hygroscopic coefficient of expansion of one of the films shall be tested. Other properties shall be tested for all variants.

### **3.2.2.6 Reprographic film**

In the case of reprographic films that differ only in respect of *base thickness*, it is the tensile strength, stretch at break and fold number of the thinnest that shall be tested. Other properties shall be tested for all variants.

In the case of reprographic films having the same base thickness, but with different *coatings*, the tensile strength, stretch at break, fold number and hygroscopic coefficient of expansion of one of the films shall be tested. Other properties shall be tested for all variants.

If different *processing chemicals* are used, samples shall be prepared using all sets of them. The full range of tests (Section 3.1) shall be performed for one of the variants: the others shall be tested for appearance, adhesion and tendency to stick together.

### **3.2.2.7 Indian ink and erasers for recording on draughting film**

In principle, every combination of Indian ink, eraser and draughting film/reprographic film shall be tested using the full range of tests (Section 3.1). However, if the draughting films are the same in all respects except *base thickness*, the Indian ink shall be tested in combination with one of the films. All combinations of Indian ink and erasers shall be tested.

### **3.2.2.8 Copying machines and printers for recording on draughting film**

In principle, every combination of draughting film and copying machine or printer shall be tested using the full range of tests (Section 3.1). However, reduced testing can be employed if the draughting films are the same in all respects except *base thickness*. Test samples shall be prepared using all draughting films, and the mechanical properties shall be tested for the thinnest film. All combinations shall be examined and tested in respect of adhesion and transfer of recording. Other tests shall be performed for any combination.

See also section 3.2.2.3.

### **3.2.2.9 Permanent paper**

Paper supplied with different *moisture contents* shall be regarded as the same.

Paper with different *sizing* shall be tested for Kappa number, pH and alkali reserve.

Paper made from the same stock and by the same method etc. but with different *grammages* shall be regarded as the same. Tearing resistance is determined for papers with the highest and lowest grammages.

## **3.2.3 Changes of certified products**

If change(s) is/are made of certified products, reduced testing may be sufficient if the change(s) is/are such that it can be clearly specified which characteristics (as covered by requirements) are

affected by the change(s). The following example is intended as a guide to how such cases shall be dealt with.

If the *adhesive layer* of a draughting film is changed, the adhesion between the layers shall be tested before and after ageing. Appearance shall be examined and optical density measured.

If the *drawing surface* is altered, then the adhesion, tendency of films to stick together, appearance and optical density shall be tested. All combinations of Indian ink, printer or copying machine shall be examined with respect to adhesion before and after ageing, resistance to water and cleaning agent and, for Indian ink and erasers, erasure and redraughting.

## **4 The manufacturer's own inspection procedures**

### **4.1 General**

The manufacturer or supplier shall operate inspection procedures to ensure that products marked with SP's certification symbol fulfil the requirements set out in these certification rules. These procedures shall be described in a quality manual, inspection instructions or corresponding document(s), and shall fulfil the requirements set out in this chapter. If the manufacturer or supplier has an ISO 9001 quality management system that has been certified by an accredited certification body, it can be accepted without further examination as fulfilling the following requirements in respect of organisation, management reviews, document management, processing of defective products, corrective actions, handling of completed products and complaints.

Continuous inspection shall verify that certified products at all times fulfil the requirements of the certification rules. This inspection shall consist of the manufacturer's/supplier's in-house inspection, for which the manufacturer/supplier is responsible, complemented by surveillance inspection, for which SP is responsible.

Requirement on testing and control of archival paper are given in Appendix 1.2 and of permanent paper in Appendix 1.2. Requirement on testing and control of exposed and processed microfilm are given in Appendix 1.3. For other products, the manufacturer's in-house control shall be reported in the form of a manufacturer's declaration.

### **4.2 Organisation**

#### **4.2.1 Responsibilities of the holder of the certificate**

The organisation of the manufacturer's/supplier's own inspection system shall be described, with the names of those persons responsible for inspection and details of their authority to act in order to prevent sub-standard quality.

#### **4.2.2 Representative in the quality control**

The manufacturer/supplier shall appoint a person to represent him for the purpose of contact with SP concerning manufacturer's own inspection procedures. He/she shall be responsible, and shall have the necessary authority, for ensuring that the intended quality of the certified products is fulfilled and maintained.

### **4.3 Management reviews and internal auditing**

The management shall conduct documented reviews of the company's inspection procedures at reasonably regular intervals in order to ensure that the procedures are remaining effective.

### **4.4 Document management**

Only the correct editions of documents may be available to persons concerned within the company. There shall be a list of the documents and a distribution list for them, together with written procedures for the preparation of new documents, changes to existing documents and the collection of invalid or replaced documents.

Handling of certification shall be described, e.g. where information on certified products is available, and the procedure for handling of changes of certified products both within the company and contacts with customers and SP.

## **4.5 Inspection and testing**

### **4.5.1 Training of personnel**

The manufacturer/supplier shall describe how its personnel are given the necessary instructions for their duties.

### **4.5.2 Reception inspection (materials inward inspection)**

Reception inspection shall be performed to the extent necessary in order to verify that incoming materials etc. conform to specified requirements.

### **4.5.3 Manufacturing inspection**

Manufacturing inspection shall be performed to the extent regarded as necessary in order to ensure that manufactured products fulfil the specified requirements. A sampling plan shall indicate the procedures for sampling, the methods of testing employed and state what measures are taken to deal with products or processes that fail inspection.

### **4.5.4 Inspection of finished products**

Finished products shall be inspected to the extent regarded as necessary in order to ensure that they fulfil the specified requirements.

### **4.5.5 Equipment**

Equipment shall be calibrated, inspected, adjusted and maintained as appropriate.

### **4.5.6 Manufacturer's declaration**

Companies who have no production have means to control the properties of the products. The majority of the products are imported. In those cases the quality of the products has to be secured through guaranties from the manufacturer to the supplier and the customer. Together with the surveillance inspection, performed each year, and the possibility to check products on the market, the manufacturer's declaration gives a sufficient control of the product.

A manufacturer's declaration shall contain the following details:

- The name and address of the manufacturer issuing the declaration
- Identification of the product (name, type, model number etc., together with all other relevant information such as batch number, origin etc.)
- A guarantee from the manufacturer that manufactured products continue to accord with the design and construction etc. of the item(s) submitted for type testing
- an undertaking by the manufacturer to notify the supplier if changes are made, together with information on what these changes involve in respect of aspects covered by requirements in the relevant specification
- The date of the declaration
- Signature and title, or similar marking, of the person who has issued the declaration
- Any restrictions and limitations, e.g. in respect of time.

A copy of the manufacturer's declaration shall be attached to the application for certification.

Manufacturer's declarations shall be available when surveillance inspection is being carried out (see Appendix 2.3 and below).

## **4.6 Actions if products fail manufacturer's own inspection**

Products that do not meet specified requirements shall be separated, while deciding what is to be done with them. Non-compliant products may not be sold under the same name or designation as certified products.

## **4.7 Corrective actions**

Any non-compliance detected shall be investigated by the supplier, and appropriate corrective action shall be taken as needed to prevent a repetition.

## **4.8 Marking**

Instructions must be provided describing how and when marking in respect of certification is to be applied. The design of the marking shall be approved by SP.

## **4.9 Handling of finished products**

Damage and deterioration in connection with handling, storage, packing and delivery shall be prevented.

## **4.10 Traceability**

It shall be possible to trace products that have been supplied back to the relevant production batch, materials batch etc.

## **4.11 Complaints**

Complaints from customers or others in respect of certified products, marking, marketing etc., shall be documented, together with details of the action taken in response thereto, with the documentation being kept available for inspection by SP.

## **4.12 Quality documents – Keeping of records**

The manufacturer/supplier shall be able to confirm, by means of collecting and retaining relevant documents, that the products fulfil specified requirements.

Inspection and testing shall be documented to such an extent that the necessary traceability can be assured. Records shall contain comments when results depart from those expected, together with descriptions of actions taken in response thereto.

Archiving times shall be stated for documents relating to manufacturer's/supplier's own inspection. Test and inspection records shall be kept available for inspection by SP, and shall be retained for at least two years.

## 5 SP's surveillance inspection

### 5.1 Procedure

SP shall inspect that the manufacturer's/supplier's described inspection procedures are operating as intended, and will take samples of certified products.

The manufacturer/supplier shall grant SP's representative unrestricted access as needed in order to perform the surveillance inspection. If the manufacturer has a quality management system that is certified by an accredited certification body, SP's examination of the manufacturer's inspection procedures can normally be restricted to inspection of audit reports and documentation from inspection and testing.

### 5.2 Testing and control

Requirements in respect of surveillance inspection for the respective product types are listed in appendices as shown in the table below.

Product	Appendix
Archival paper	2.1
Permanent paper	2.2
Inks, pens etc. and copying machines, laser printers, fax machines etc. for the production of documents on paper	2.3
Microfilm	2.4
Draughting film and reprographic film	2.5
Indian ink, printers and copying machines for the production of recording on draughting film and reprographic film	2.6
File covers	2.7
Boxes, portfolios etc.	2.8
Self adhesive labels for boxes	2.9

### 5.3 Actions if SP's surveillance inspection results in failure

If inspection testing and/or surveillance inspection of the manufacturer's/supplier's own inspection procedures results in failure, the reasons for the failure shall be investigated. The results of this investigation may lead to a further surveillance visit, further testing or failure to approve the manufacturer's/supplier's own inspection procedures.

### 5.4 Reporting

A written report of the surveillance inspection shall be sent to the manufacturer/supplier and – if the holder of the certificate is not the manufacturer/supplier – also to the holder of the certificate.

## **6 Other terms and conditions for certification**

### **6.1 General**

The terms and conditions in these certification rules, Chapters 2 and 6 are based on principles set out in SP's Quality Manual for Certification.

### **6.2 Responsibilities of the certificate holder**

The holder of the certificate is responsible for ensuring that the products covered by the certificate and which are marked with SP's certification symbol conform in all respects with the certified product in accordance with the certificate, and that the products are suited for their purposes and cannot in any way cause damage or harm. This applies even if the holder of the certificate is not the supplier of the product, although the agreement on surveillance inspection has been signed by the supplier and SP.

### **6.3 Use of SP's certification symbol by the certificate-holder**

The holder of the certificate shall be entitled to mark the products covered by the certificate with SP's certification symbol, and shall also be entitled to use the symbol in connection with advertising or marketing of the products. Advertising shall not be performed in such a way that there is any risk of confusion between marked and unmarked products.

### **6.4 Recall of the certificate**

With immediate effect, SP can recall certificates definitively or temporarily if:

- a) the holder of the certificate has applied SP's certification symbol to, or used it in connection with, products that do not fulfil the requirements, *or*
- b) The holder of the certificate has applied SP's certification symbol to, or used it in connection with, products not covered by the certificate, *or*
- c) Surveillance inspection has ceased, or has resulted in failure, *or*
- d) The holder of the certificate has in some other way failed to comply with the terms and conditions associated with the certificate, *or*
- e) The holder of the certificate has not paid fees within the prescribed time, *or*
- f) The holder of the certificate has been declared bankrupt, has gone into liquidation or has transferred the business, *or*
- g) The certificate has been found to have been issued incorrectly. However, the holder of the certificate shall be granted a reasonable time for adjusting to changed circumstances, unless there are special reasons to the contrary. *or*
- h) The product shows itself to be unsuitable for its purpose or in another way can cause harm or nuisance.

In addition to recall of the certificate, misuse of SP's certification symbol or certificate can result in legal action.

## **6.5 Obligations of the certificate holder in the event of recall of the certificate**

The holder of a certificate who has been notified that the certificate has been recalled, whether definitively or temporarily, shall:

- a) Immediately cease making any reference to the certificate in advertisements or other publicity material for the product(s) concerned;
- b) Ensure that SP's P-symbol is removed from all products that are in stock, if so required by SP;
- c) Meet all costs associated with replacing the sub-standard products by products that fulfil the requirements in the certification rules, if so required by SP.

## **6.6 Re-issue of the certificate**

The same rules apply to re-issue of a certificate that has been temporarily recalled as applied to the original issue of the certificate, as described in Section 2.3. If a period of less than one year has passed since the certificate was recalled, no renewed type testing is required unless the rules for certification, or production conditions, have been changed.

## **6.7 SP's responsibility**

SP is responsible for ensuring that the technical requirements in these certification rules are based on available knowledge and experience, such as accepted standards or corresponding specifications, and also for ensuring that the rules reflect what is generally regarded by the interested parties as a relevant quality level.

SP is responsible for ensuring that assessment of the certified products against the requirements in these rules has been carried out with all due care and in accordance with the procedures set out in SP's quality system.

SP is not responsible for certified products (see Section 6.2).

## **6.8 Confidentiality**

With the following exceptions, all information obtained by SP will be regarded as commercially confidential:

- Certificates and, if relevant, associated documents
- SP - or other parties working with SP - maintain(s) registers of guilty certificates. These registers contain details of the names and addresses of the holders of each certificate, the certificate number, certified products, classification, date of issue and validity period of the certificate. The registers are published on SP's web site, [www.sp.se](http://www.sp.se). The registers can also be published in publications, issued by for instance trade associations.
- SP shall be entitled to publish decisions concerning recall of certificates and misuse of certificates or marking.

## **6.9 Revised certification rules**

SP reserves the right to modify certification rules. In the event of extension of the validity of certificates issued under older rules, the holder of the certificate will be required to comply with the revised rules. However, unless special reasons to the contrary apply, the holder of the certificate shall be allowed a reasonable time for adjustment to the revised rules.

## **6.10 Fees**

Fees for initial assessment (certification) and for review and extension of the validity of a certificate shall be paid by the applicant/holder of the certificate.

Costs of other inspection, as set out in Section 6.11, will be billed to the holder of the certificate only if the results of such inspection show that the requirements in the certification rules are not being fulfilled.

## **6.11 Other inspection**

SP shall be entitled, at any time and in/at any place, to carry out other inspection of the products, to ensure that the products are continuing to fulfil the requirements set out in the relevant certification rules.

## **6.12 Appeals**

Appeals against SP's decisions shall be submitted in writing. Action in response to such appeals will be decided by SP's Certification Board.

## 7 References

EN ISO 9001:2000	Quality management systems – Requirements.
EN 45011	General requirements for bodies operating product certification systems.
RA-FS 2006:4	Riksarkivets föreskrifter och allmänna råd om tekniska krav och certifiering
ISO 9706:1995	Information and documentation – Paper for documents – Requirements for permanence
ISO 11108:1997	Information and documentation – Archival paper - Requirements for permanence and durability
ISO 11798:2000	Information and documentation – Permanence and durability of writing, printing and copying on paper – Requirements and test methods
SS 62 81 07:2004	Dokumentförvaring – Förvaringsmedel för handlingar på papper – Arkivboxar och aktomslag av papper eller papp.
SP-metod 3101	Provningsmetoder och krav vid utvärdering av ritfilm och reprografisk film.
SP-metod 3102	Provningsmetoder och krav vid utvärdering av tusch, skrivare, kopiatorer m.m. för framställning av skrift på ritfilm och reprografisk film.

## **Appendix 1.1 Requirements for manufacturer/supplier's testing and inspection of archival paper**

This inspection can comprise inspection in accordance with ISO 11108:1996, section 4, performed to at least the extent specified in Item 3, or can comprise inspection of the constituent raw materials in accordance with Item 1 and continuous process supervision in accordance with Item 2.

The company shall itself specify the inspection performed under Item 2. This inspection shall be so structured that consistency of the quality of the product is assured and that, in the event of any problems during manufacture, defective products can be identified.

### **1. Reception inspection**

Each consignment of pulp shall be inspected for compliance with the specification.

Other raw materials for each batch of paper shall be inspected and tested for compliance with the manufacturing instructions.

### **2. Inspection during manufacture**

The extent of the inspection performed during the manufacturing process, how the results are recorded and the response if the results depart from those called for in the manufacturing instructions, shall be described.

### **3. Inspection of the finished product**

#### **3.1 Sampling and testing**

Samples shall be taken from each roll manufactured. The paper shall be conditioned at  $23 \pm 1$  °C and  $50 \pm 2$  % RH for at least one hour, after which the fold number shall be determined. If the requirement in respect of the fold number (at least 150 folds in the respective direction) is not fulfilled, the fold number shall be re-determined after conditioning as above for at least 15 hours.

Alkali reserve in the paper and the pH of the water extract from the paper shall be checked on the basis of common tests for ten rolls.

The Kappa number shall be determined for each batch: alternatively, inspection in accordance with Item 1 shall be performed.

#### **3.2 Retesting**

In the case of a failed result, the batch can still be approved after retesting, provided that testing as described in Item 3.1 has been performed to at least twice the extent described there and that none of the results fails the test.

## **Appendix 1.2 Requirements for manufacturer/supplier's testing and inspection of permanent paper**

This inspection can comprise inspection in accordance with ISO 9706:1995, section 5, performed to at least the extent specified in Item 3, or as inspection of the constituent raw materials in accordance with Item 1 and continuous process supervision in accordance with Item 2.

The company shall itself specify the inspection performed under Item 2. This inspection shall be sufficiently extensive and so structured that consistency of the quality of the product is assured and that, in the event of any problems during manufacture, defective products can be identified.

### **1. Reception inspection**

Each consignment of pulp shall be inspected for compliance with the specification.

Other raw materials for each batch of paper shall be inspected and tested for compliance with the manufacturing instructions.

### **2. Inspection during manufacture**

The extent of the inspection performed during the manufacturing process, how the results are recorded and the response if the results depart from those called for in the manufacturing instructions, shall be described.

### **3. Inspection of the finished product**

#### **3.1 Sampling and testing**

Samples shall be taken from continuous production once per manufacturing month. If production is not continuous, samples shall be taken each time that the product is manufactured.

The Kappa number, alkali reserve in the paper and pH of the water extract of the paper shall be tested in accordance with ISO 9706.

#### **3.2 Retesting**

In the case of a failed result, the batch can still be approved after retesting, provided that testing as described in Item 3.1 has been performed to at least twice the extent described there and that none of the results fails the test.

## **Appendix 2.1 Surveillance inspection of archival paper**

### **1. Implementation of surveillance inspection**

Surveillance inspection will be performed 1-2 times a year, in the form of a visit to the factory or stores, at times as determined by SP. On these visits, SP will be concerned to determine whether the manufacturer's/supplier's described inspection procedures are operating as intended, and will take samples for testing. Samples to be tested, taken on other occasions, shall be sent to SP by the company.

### **2. Testing**

#### **2.1 Testing basis**

Samples shall be taken by the manufacturer for testing on each day that the product is being made, The manufacturer shall send the samples to SP for testing. Samples may also be taken in connection with surveillance inspection visits.

#### **2.2 Testing**

For each grammage from each manufacturing run, all the tests described in SPCR 004 shall be performed on one of the test samples. After this, tests will be split up over two lots of samples. The Kappa number, however, will be determined for one sample from each grammage.

### **3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### **4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## **Appendix 2.2 Surveillance inspection of permanent paper**

### **1. Implementation of surveillance inspection**

Surveillance inspection will be performed 1-2 times a year, in the form of a visit to the factory or stores, at times as determined by SP. On these visits, SP will be concerned to determine whether the manufacturer's/supplier's described inspection procedures are operating as intended, and will take samples for testing.

### **2. Testing**

#### **2.1 Testing basis**

Samples will be taken at the time of the visit for testing, from at least two different parts of the store or production.

#### **2.2 Testing**

The paper will be tested in accordance with all the tests as described ISO 9706.

### **3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### **4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## Appendix 2.3 Surveillance inspection of writing materials, equipment or other methods for the production of recording on paper

### 1. Implementation of surveillance inspection

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for inspection will be determined by SP.

### 2. Testing

#### 2.1 Testing basis

Samples will be taken for testing from the factory or stores every third year in connection with surveillance inspection visits. During the intervening years, SP will obtain samples for testing on the market. Alternatively, recording will be performed by the supplier at the request of SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### 2.2 Testing

The product will be tested with a selection of about 25 % of the individual tests described in the test programme (according to SPCR 004), or by determination of compliance of the product with that previously examined and certified. The selection will be varied from one test occasion to another, so that results are progressively obtained from all the individual tests, e.g. as follows:

Years after type testing	Test method
2	Resistance of the recording to water and heat
3	Resistance of the recording light, appearance
4	Resistance of the recording to wear, blocking
5	TEA, fold number

### 3. Retesting

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### 4. Reporting

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## **Appendix 2.4 Surveillance inspection of microfilm**

### **1. Implementation of surveillance inspection**

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for inspection will be determined by SP.

### **2. Testing**

#### **2.1 Testing basis**

Samples will from the factory or stores in connection with surveillance inspection visits. During intervening years, the client will process the films and send them to SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### **2.2 Testing**

The product will be tested with a selection of about 25 % of the individual tests described in the test programme (according to SPCR 004), or by determination of compliance of the product with that previously examined and certified. The selection will be varied from one test occasion to another, so that results are progressively obtained from all the individual tests, e.g. as follows:

<b>Years after type testing</b>	<b>Inspection</b>
2	Adhesion after ageing at 90 °C and 50 % RH
3	Tendency of the films to stick together
4	Appearance, optical density after ageing at 90 °C and 50 % RH
5	Tensile strength, stretch at break, fold number.

### **3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### **4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## Appendix 2.5 Surveillance inspection of draughting film and reprographic film

### 1. Implementation of surveillance inspection

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for testing will be determined by SP.

### 2. Testing

#### 2.1 Testing basis

Samples will be taken from the factory or stores in connection with surveillance inspection visits. Reprographic film will be processed in the presence of SP's representative. During intervening years, SP will obtain samples on the market. Alternatively, samples will be supplied by the supplier upon request of SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### 2.2 Testing

The product will be tested with a selection of about 25 % of the individual tests described in the test programme (according to SPCR 004), or by determination of compliance of the product with that previously examined and certified. The selection will be varied from one test occasion to another, so that results are progressively obtained from all the individual tests, e.g. as follows:

Years after type testing	Inspection
2	Adhesion after ageing at 90 °C and 50 % RH
3	Tendency of the films to stick together, resistance to cleaning agents, appearance
4	Tensile strength, stretch at break, fold number, appearance, light fastness (reprographic film)
5	Resistance to water, hygroscopic coefficient of expansion, appearance.

### 3. Retesting

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### 4. Reporting

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## Appendix 2.6 Surveillance inspection of Indian ink, printers and copying machines for the production of recording on draughting film and reprographic film

### 1. Implementation of surveillance inspection

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for testing will be determined by SP.

### 2. Testing

#### 2.1 Testing basis

Samples will be taken from the factory or stores in connection with surveillance inspection visits. Reprographic film will be processed in the presence of SP's representative. During intervening years, SP will obtain samples on the market. Alternatively, the supplier will supply Indian ink and recording from copying machines and printers upon request of SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### 2.2 Testing

The product will be tested with a selection of about 25 % of the individual tests described in the test programme (according to SPCR 004), or by determination of compliance of the product with that previously examined and certified. The selection will be varied from one test occasion to another, so that results are progressively obtained from all the individual tests, e.g. as follows:

#### Indian ink

Years after type testing	Inspection
2	Adhesion, appearance, colour strength after ageing at 90 °C, 50 % RH
3	Tendency to transfer of recording, resistance to cleaning agent
4	Light fastness, colour strength, erasure and redraughting (Indian ink and erasers)
5	Resistance to water and wear.

#### Copying machines, printers

Years after type testing	Inspection
2	Adhesion, appearance, colour strength after ageing at 90 °C, 50 % RH
3	Tendency to transfer of recording, resistance to cleaning agents
4	Light fastness, colour strength, tensile strength, stretch at break, fold number
5	Resistance to water and wear.

**3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

**4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## **Appendix 2.7 Surveillance inspection of file folders**

### **1. Implementation of surveillance inspection**

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for testing will be determined by SP.

### **2. Testing**

#### **2.1 Testing basis**

Samples will be taken from the factory or stores in connection with surveillance inspection visits. Reprographic film will be processed in the presence of SP's representative. During intervening years, SP will obtain samples on the market. Alternatively, the supplier will supply file folders upon request of SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### **2.2 Testing**

The product will be tested with a selection of about 25 % of the individual tests described in the test programme (according to SPCR 004), or by determination of compliance of the product with that previously examined and certified. The selection will be varied from one test occasion to another, so that results are progressively obtained from all the individual tests, e.g. as follows:

<b>Years after type testing</b>	<b>Inspection</b>
2	Alkali reserve, colour
3	Kappa number
4	Folding endurance, design etc.
5	Grammage, pH-value, bleeding

### **3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### **4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## **Appendix 2.8 Surveillance inspection of archival boxes, portfolios etc.**

### **1. Implementation of surveillance inspection**

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for testing will be determined by SP.

### **2. Testing**

#### **2.1 Testing basis**

Samples will be taken from the factory or stores in connection with surveillance inspection visits. Reprographic film will be processed in the presence of SP's representative. During intervening years, SP will obtain samples on the market. Alternatively, the supplier will supply file folders upon request of SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### **2.2 Testing**

The product will be tested with a selection of about 25 % of the individual tests described in the test programme (according to SPCR 004), or by determination of compliance of the product with that previously examined and certified. The selection will be varied from one test occasion to another, so that results are progressively obtained from all the individual tests, e.g. as follows:

<b>Years after type testing</b>	<b>Inspection</b>
2	Alkali reserve
3	Cobb number, design
4	Mechanical strength
5	Grammage, pH-value, bleeding

### **3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### **4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## **Appendix 2.9 Surveillance inspection of pressure sensitive labels for boxes**

### **1. Implementation of surveillance inspection**

Surveillance inspection will be performed by means of visits to the factory or stores every third year, with SP being concerned to see that the described inspection procedures are being followed. Samples will also be taken for testing 1-2 times a year. The time for testing will be determined by SP.

### **2. Testing**

#### **2.1 Testing basis**

Samples will be taken from the factory or stores in connection with surveillance inspection visits. Reprographic film will be processed in the presence of SP's representative. During intervening years, SP will obtain samples on the market. Alternatively, the supplier will supply file folders upon request of SP. If special reasons so indicate, samples may be taken from the factory or stores at other times between the surveillance inspection visits.

#### **2.2 Testing**

The product will be tested with respect to adhesion of non-aged label.

### **3. Retesting**

In the case of non-approved results after review of the manufacturer's/supplier's own inspection procedures, or after testing, the reasons therefore shall be investigated. This investigation may result in a further surveillance visit or failure of inspection.

### **4. Reporting**

Surveillance inspection visits shall be reported. The report will be sent to the client, with one copy to SP Certification together with other documents and the certificate for signing.

## **Application for certification of archival materials**

Company (applicant) .....

Organisation No. ....

Address .....

Telephone .....

Telefax .....

Mail address .....

Contact person .....

Telephone (direct) .....

Product .....

Product designation .....

.....

This application implies acceptance of the terms and conditions of SPCR 004.

Date .....

Signature .....

Company .....

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In addition to this application form, the following documents are required for certification:

- test report,
- a description of the manufacturer's/supplier's own inspection procedures,
- an agreement concerning surveillance inspection,
- a manufacturer declaration and
- a proposal for marking,

in accordance with the SPCR 004 certification rules. Test report and agreement are written by SP. The manufacturer/supplier makes the description of its routines for in-house inspection and, if applicable, gets a Manufacturer's declaration from the manufacturer.

Registration No. xxx-xx-xxx

Dated

## **Agreement concerning continuous inspection**

The following agreement has this day been entered into between SP and Manufacturer Ltd (company registration no. xxxxxxxxxxx-xx).

### **1. The purpose of inspection**

The purpose of continuous inspection is to ensure that certified products accord with applicable certificates, certification rules or other specifications. This agreement relates to products as listed in Appendix 1.

### **2. Extent and application of inspection**

Continuous inspection comprises the manufacturer's own inspection, as undertaken to be performed by Manufacturer Ltd, and surveillance inspection, undertaken to be performed by SP. Inspection is described in separate documents, listed in Appendix 1.

SP will submit a written report concerning surveillance inspection. Unless otherwise stated, any non-compliances noted therein shall immediately be rectified by Manufacturer Ltd.

### **3. Costs and other terms and conditions**

Costs for inspection in accordance with this agreement, and for associated tests, shall be met by Manufacturer Ltd. This agreement is governed by SP's General Terms and Conditions. Other terms and conditions as listed in Appendix 1.

### **4. Validity of this agreement**

This agreement shall come into force when signed by both parties. Notification of termination of the agreement can be given by either party, and shall be submitted in writing. The agreement shall then cease to apply three months after such notice. If the manufacturer fails to comply with the terms of this agreement, and if such non-compliance is other than negligible, SP shall be entitled to terminate the agreement with immediate effect.

Two copies of this agreement have been drawn up and signed, with SP retaining one copy and Manufacturer Ltd retaining the other.

Borås,

YY,

**SP Technical Research Institute  
of Sweden AB  
Surface Technology**

**Manufacturer Ltd**

NN

NN

(This agreement replaces an earlier agreement dated . . .)

Appendices: Appendix 1 - list of documents and terms  
SP's General Terms and Conditions

**Appendix 1 to agreement**

Registration no. xxx-xx-xxx  
Dated

This Appendix forms part of the Agreement, dated 200x-xx-xx, and replaces the earlier Appendix dated 200z-zz-zz.

<b>Product type</b>	<b>Product name</b>	<b>Certificate</b>	<b>Manufacturer's inspection described in document:</b>	<b>Surveillance inspection described in document</b>
Copying machine	Brand X	10 26 01 (SP-cert.)*	'Manufacturer's inspection procedures for Brand X copier', dated . . .	SPCR 004

\*Terms and conditions in accordance with SP's certification rules, SPCR xxx.

Contact person: .....

Visiting addresses: .....

Telephone: .....

Fax: .....

Borås,

YY,

**SP Technical Research Institute  
of Sweden AB  
Surface Technology**

**Manufacturer Ltd**

XX

XX

This Appendix shall be revised in the event of any changes.



# CERTIFIKAT

No. 00 00 00

## Product

Appendix 5.1  
to SPCR 004

Example of certificate

### Holder

Company name, address

### Product

XXX designated xxx with toner designated XX. The equipment shall have normal settings.

### Characteristics/class

This certificate relates to documents produced on archival paper and permanent paper with grammage 80, single and double sided and 100, single sided.

### Specification of requirements

The Swedish National Archives regulations (RA-FS 2006:4) on technical requirements and certification, chapter 4, 4 §, which refers to SS-ISO 11798:2000, for test methods and requirements, and SP's certification rules SPCR 004 (February 2006).

### Testing

Testing has been performed in accordance with ISO 11798:2000 Information and documentation – Permanence and durability of writing, printing and copying on paper – Requirements and test methods, by SP, Borås. The results have been described in SP's report(s) No(s). F6 0000 (200x-xx-xx).

### Marking

Each product shall be marked with an unambiguous product designation as above. Marking of the product or package may also include the words 'Svenskt arkiv' and the number of this certificate, or the certification symbol (see below).

### Validity

Until and including Month X, 200

Borås Month X, 200

## SP Technical Research Institute of Sweden Certification

NN  
Certification Manager

NN  
Certification Officer



Certificate issued by an Accredited Certification Body

### SP Technical Research Institute of Sweden

<i>Postal address</i>	<i>Phone / Fax</i>	<i>Reg. number</i>	<i>E-mail / Internet</i>
SP Box 857 SE-501 15 Borås SWEDEN	+46 10 516 50 00 +46 33 13 55 02	556464-6874	info@sp.se www.sp.se

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