
**Information technology — Unique
identification of transport units —**

**Part 2:
Registration procedures**

*Technologies de l'information — Identification unique des unités de
transport —*

Partie 2: Procédures d'enregistrement

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Printed in Switzerland

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this part of ISO/IEC 15459 may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

International Standard ISO/IEC 15459-2 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 31, *Automatic identification and data capture techniques*.

ISO/IEC 15459 consists of the following parts, under the general title *Information technology — Unique identification of transport units*:

- *Part 1: General*
- *Part 2: Registration procedures*

Annex A forms a normative part of this part of ISO/IEC 15459. Annex B is for information only.

Introduction

Transport units are often handled by several parties - the sender, the receiver, one or more carriers, customs authorities, etc. Each of these parties needs to identify the unit so that reference can be made to associated information such as address, order number, contents of the unit, weight, sender, etc. There are considerable benefits if the identity of the unit is common between all the relevant parties.

The procedures and obligations to construct a unique identifier for transport units are defined in this part of ISO/IEC 15459.

This part of ISO/IEC 15459 was developed using CEN EN 1572 as a primary reference. It is envisaged that CEN EN 1572 will provide the initial version of the ISO/IEC Registration Authority's register of Issuing Agency Codes (IACs). This international register of IAC will then replace that held by CEN.

Information technology — Unique identification of transport units —

Part 2: Registration procedures

1 Scope

This part of ISO/IEC 15459

- specifies the procedural requirements to maintain a non-significant, license plate number.
- outlines the obligations of the Registration Authority and issuing agencies.

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this part of ISO/IEC 15459. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of ISO/IEC 15459 are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO/IEC 15459-1,	<i>Information technology - Unique identification of transport units - Part 1: General.</i>
ISO 3166,	<i>Codes for the representation of names of countries and their subdivisions.</i>
ISO/IEC 646,	<i>Information technology – ISO 7-bit coded character set for information interchange.</i>
CEN EN 1556,	<i>Bar coding - Terminology.</i>

3 Definitions

For the purposes of this part of ISO/IEC 15459, the definitions given in CEN EN 1556 apply.

4 Issuing agencies

4.1 Responsibilities

Issuing agencies shall:

- a) authorise any organisation wishing to allocate license plate numbers;

NOTE 1: An individual organisation or company wishing to issue license plates in accordance with this part of ISO/IEC 15459, shall do so through umbrella organisations such as their trade associations, or a public or state agency.

- b) define rules which ensure that no license plate issuer can issue a number which is the same as a number which may be issued by another issuer;
- c) define rules which ensure that every license plate issued with their authority shall begin with one of their IACs;

NOTE 2: The purpose of this is to ensure that the same license plate number can never be issued by another issuer, no matter which agency is used to ensure uniqueness in the total marketplace.

- d) defines rules so that a license plate number is only re-issued after the previously issued number has ceased to be of significant to any user responsible to the issuing agency. The length of such period should be dependent upon the environment in which the license plate number will be used.

4.2 Application

Issuing agencies shall apply to the Registration Authority for registration and the assignment of an IAC using the form shown in annex B. Application forms are also available on request from the Registration Authority, the national standards bodies, the ISO/IEC JTC 1 Secretariat (*to be clarified*) and the secretariat of ISO/IEC JTC 1/SC 31. The Registration Authority may request additional information where further clarification is needed. A separate form should be sent in for every IAC requested.

NOTE: At the date of publication of this part of ISO/IEC 15459, *IT IS ASSUMED* the Registration Authority *WILL BE THE SAME AS FOR CEN EN 1572*:

NNI - Registration Authority of ISO/IEC 15459
PO box 5059
2600 GB Delft
THE NETHERLANDS
Fax: + 31 15 26 90 242
E-mail: RA-ISO15459@nni.nl

Applicants shall:

- a) comply fully with the procedures for application for IACs as contained in this part of ISO/IEC 15459;
- b) forward to the Registration Authority a completed application form (see annex B) and transfer the requisite fee;
- c) retain the completed application form containing the IAC assigned to the applicant by the Registration Authority;
- d) within a reasonable timeframe, preferably within 12 months of the date of assignment of the IAC, start to authorise any organisation who wishes to allocate license plate numbers using the IAC.

4.2.1 Criteria for approval

Applications for an IAC shall meet all the criteria for approval below and shall not comply with any of the criteria for rejection in 4.2.2.

The criteria for approval are:

- a) The IAC shall be for immediate use, preferably within 12 months of the date of issue of the IAC.
- b) The license plate being issued using the IAC shall be for use in an open interchange environment;
- c) The applicant shall be a single corporate entity operating under specific legislative regulation.

4.2.2 Criteria for rejection

Any applications for an IAC shall be rejected by the Registration Authority when any of the following conditions exist:

- a) The license plates issued using the IAC assigned to the applicant would not be used in an open interchange environment;
- b) The IAC will be used solely for purposes other than to facilitate uniqueness of the license plate, for example to identify or differentiate between products or services or solely to facilitate routing, or to identify geographic location;
- c) No license plate will be issued for immediate use, e.g., within 12 months from the date of issue of an IAC;
- d) ineligibility of applicant;
- e) the absence of proper fee;
- f) incomplete or incomprehensible information in application.

4.2.3 Appeal

When an application has been rejected the applicant may appeal to the convenor of the ISO/IEC JTC 1/SC 31 appeals committee (see annex A) or, if the appeals committee has rejected the request, to ISO/IEC JTC 1/SC 31. Appeal against rejection of an application shall be lodged with the appropriate body within 90 days of the date of receipt of the letter of rejection.

Where an application to become an issuing agency has been rejected by the Registration Authority, the following information shall be provided by the applicant to the appeals committee in support of the appeal:

- a) statement of which rejection clause (see 4.2.2) is disputed and why the applicant believes that the rejected application fulfils the criteria for approval (see 4.2.1);
- b) statement of special considerations whereby a specific requirement of the rejected application can be met, but such requirement is outside the current procedures and criteria for approval outlined in this part of ISO/IEC 15459.

5 Registration Authority

5.1 Responsibilities

The Registration Authority shall be responsible to ISO/IEC JTC 1/SC 31 and its responsibilities shall be:

- a) to receive and acknowledge applications from organisations wishing to become issuing agency in accordance with this part of ISO/IEC 15459 (see 4.2);
- b) to process applications, within 30 days of receipt of the application form;
- c) to notify the applicant in writing, within 30 days of receipt of the application form, as to the disposition of their application;
- d) to register applications meeting the criteria for approval set out in 4.2.1 as issuing agencies and assign an IAC within 30 days of receipt of the application form;
- e) to notify unsuccessful applicant organisations with reference to the relevant rejection clauses within 30 days of receipt of the application form;
- f) to forward to the appeals committee, within 30 days of receipt of the application, requests for more than one IAC or any applications where special circumstances exist;
- g) where an application is referred to the appeals committee to notify the applicant, in writing, that a reply may not be received within the usual timeframe, and the reason for referring the application to the appeals committee;
- h) to notify the appeals committee, in writing, within 30 days of receipt of the application, if the application has been rejected;
- i) to maintain the database of Issuing Agency identification information (see 5.4);
- j) to produce a register of IACs (see 5.4);
- k) to submit a copy of the register of IACs, each January and July, to the secretariat of ISO/IEC JTC 1/SC 31;
- l) to retain as a permanent record copies of all applications submitted to it, along with the disposition of each application.

Note: The Registration Authority will advise successful applicants of the IAC assigned. The applicant may not demand a specific IAC.

5.2 Appointment

One of the members of ISO/IEC JTC 1/SC 31, or a body approved by ISO/IEC JTC 1/SC 31, shall be appointed to act as the Registration Authority.

5.3 Resignation

If the Registration Authority finds it necessary to resign, twelve months' notice shall be given to the ISO/IEC JTC 1/SC 31 Secretariat. The secretariat of ISO/IEC JTC 1/SC 31 shall initiate a search for a new Registration Authority. If a new Registration Authority cannot be found within twelve months, the ISO/IEC JTC 1/SC 31 secretariat shall assume the responsibilities of the Registration Authority on a temporary basis until a replacement is found.

5.4 The register of issuing agency codes (IACs)

The Registration Authority shall maintain a database of information taken directly from the application form.

NOTE: A copy of each application received shall be maintained on file by the Registration Authority.

Based on the information contained in this database, the Registration Authority shall publish a register of IACs. The register shall be published in alphabetical order (in English) of issuing agency names, and of IACs. The register of IACs is a publicly available document. It is available free of charge to the national members of ISO/IEC JTC 1/SC 31. It is available at a reasonable charge to all other parties.

The register of IACs shall contain the following information:

- a) name of issuing agency
- b) address as indicated on the application form
- c) IAC assigned to the issuing agency by the Registration Authority

5.5 IAC allocation

IACs shall be allocated from the upper case character A to Z (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) and the numeric digits (0, 1, 2, 3, 4, 5, 6, 7, 8, 9).

- a) IACs A – J shall be reserved for organisations which are allocated a single character code. These organisations shall, in addition to the criteria for approval as set out in 4.2.1, meet the following criteria:
 - 1) be multi-national and be represented in all of the national members countries of ISO/IEC JTC 1/SC 31;
 - 2) have official external liaison status with ISO/IEC JTC 1/SC 31;
 - 3) be a not for profit organisation;
 - 4) have a formal, long term relationship with at least five thousand license plate issuers.
- b) IACs with first character K shall be reserved for national public administration, and shall be completed with the relevant alpha-2 country code as established by ISO 3166. Public administrations using the IAC K shall apply to the Registration Authority;
- c) IACs with first character L-U shall be reserved for organisations which are allocated a two character IAC. These organisations must, in addition to the criteria for approval as set out in 4.2.1, meet the following criteria:
 - 1) be represented in more than three of the national members countries of ISO/IEC JTC 1/SC 31;
 - 2) have a formal, long term relationship with at least one thousand license plate issuers.
- d) IACs with first characters V-Z shall be reserved for organisations which are allocated a three character IAC. These organisations shall, in addition to the criteria for approval as set out in 5.2.1, meet the following criteria:
 - 1) be represented in more than one of the national members countries of ISO/IEC JTC 1/SC 31;
 - 2) have a formal, long term relationship with at least one hundred license plate issuers.
- e) EAN International/UCC is allocated a block of IACs ranging from 0 to 9, and no other organisation shall be allocated a block.

Annex A

(normative)

Appeals Committee

Constitution

In order to effectively manage the relationship between ISO/IEC JTC 1/SC 31 and the Registration Authority, ISO/IEC JTC 1/SC 31 had established an Appeals Committee.

The Appeals Committee shall be made up of:

- A) a representative of the Registration Authority who shall be a non-voting member of the Appeals Committee and shall attend all meetings;
- B) the Convenor of the Appeals Committee who shall be a non-voting member of the Appeals Committee, appointed by the P-members of ISO/IEC JTC 1/SC 31;
- C) the Secretary of the Appeals Committee who shall be a non-voting member of the Appeals Committee, appointed by the P-members of ISO/IEC JTC 1/SC 31.

In addition each P-member of ISO/IEC JTC 1/SC 31 is entitled to nominate one delegate and one alternate to the Appeals Committee. The alternate may attend all meetings, but is entitled to vote only in the absence of the principal delegate.

Responsibilities

The responsibilities of the Appeals Committee shall be:

- A) to enforce the criteria for approval and rejection of an issuing agency by the Registration Authority (see 4.2.1 and 4.2.2);
- B) to process within 60 days of receipt any queries arising from the Registration Authority.

Voting procedures

Any appeal will be circulated to the Appeals Committee as a postal ballot (if the convenor believes there is a case for a ballot). If the postal ballot fails, at the discretion of the convenor, a meeting of the Appeals Committee will be called. Quorum of the meeting will be those present, a majority of votes cast is required overturn a decision of the Registration Authority.

If the Appeals Committee cannot resolve the issue after a ballot at a meeting, the matter shall be referred to ISO/IEC JTC 1/SC 31.

Annex B

(informative)

Application form for issuing agency code (IAC)

This application is submitted in accordance with ISO/IEC 15459.

A. TO BE COMPLETED BY APPLICANT (Issuing Agency)

Name of organisation (maximum 40 characters). Abbreviate where necessary.		
Address (maximum 60 characters), starting street, city. Abbreviate where necessary.		
Principal contact in organisation		Position
E-mail	Telephone number	Fax number
Legal status of organisation	Anticipated date of first use of IAC	
	Expected number of license plate issuers	
	Expected number of license plates issued annually	
	List the countries in which you are represented (attach separate sheet)	
	Confirmation of not for profit status (if requesting a single character IAC)	

Address for correspondence/billing

(On separate sheet) Details of provisions made by the application to safeguard conformance with this part of ISO/IEC 15459 (required to ensure compliance with the IA responsibilities (subclause 4.1))

(On separate sheet) Details of fees and conditions imposed upon users of the IAC (required to ensure compliance with the IA responsibilities (subclause 4.1))

We hereby apply for the assignment of an IAC, and state that the use of the IAC will be in accordance with this part of ISO/IEC 15459

Signature/date

VAT NUMBER OF THE APPLICANT *if applicable*

Please return application to: The (*ASSUMED TO BE*) Registration Authority
 NNI - Registration Authority for ISO/IEC 15459
 PO box 5059
 2600 GB Delft
 THE NETHERLANDS
 Fax: + 31 15 26 90 242
 E-mail: RA-IS015459@nni.nl

B. TO BE COMPLETED BY THE REGISTRATION AUTHORITY

Form received on	IAC	IAC issued on
Signature/date		

