

Postal services — Apertures of private letter boxes and letter plates — Requirements and test methods

The European Standard EN 13724:2002 has the status of a
British Standard

ICS 03.240

National foreword

This British Standard is the official English language version of EN 13724:2002. It supersedes BS 2911:1974 which is withdrawn.

The UK participation in its preparation was entrusted to Technical Committee SVS/4, Postal services, which has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international/European committee any enquiries on the interpretation, or proposals for change, and keep the UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

A list of organizations represented on this committee can be obtained on request to its secretary.

Cross-references

The British Standards which implement international or European publications referred to in this document may be found in the *BSI Catalogue* under the section entitled “International Standards Correspondence Index”, or by using the “Search” facility of the *BSI Electronic Catalogue* or of British Standards Online.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

This British Standard, having been prepared under the direction of the Management Systems Sector Policy and Strategy Committee, was published under the authority of the Standards Policy and Strategy Committee on 15 November 2002

Summary of pages

This document comprises a front cover, an inside front cover, the EN title page, pages 2 to 22, an inside back cover and a back cover.

The BSI copyright date displayed in this document indicates when the document was last issued.

Amendments issued since publication

Amd. No.	Date	Comments

© BSI 15 November 2002

ISBN 0 580 40750 0

English version

Postal services - Apertures of private letter boxes and letter plates - Requirements and test methods

Services postaux - Fenêtres d'introduction de boîtes aux lettres et d'entrées de courrier particulières - Prescriptions et méthodes d'essai

Einwurföffnungen von Hausbriefkästen - Anforderungen und Prüfungen

This European Standard was approved by CEN on 1 August 2002.

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 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 Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.



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

Management Centre: rue de Stassart, 36 B-1050 Brussels

Contents

Foreword	3
1 Scope	4
2 Normative references	4
3 Terms and definitions	4
4 Classification	5
4.1 Aperture types	5
4.2 Aperture sizes	6
4.3 Corrosion resistance	6
4.4 Security.....	6
5 Requirements	6
5.1 Components	6
5.2 Dimensions.....	6
5.2.1 Smaller apertures – Types 1, 2 and 3.....	6
5.2.2 Gauge mail.....	6
5.3 Ergonomics and safety.....	7
5.3.1 Installation height of the aperture	7
5.3.2 Safety.....	7
5.3.3 Opening force of the flap	7
5.3.4 Closing of the flap	7
5.3.5 Fire protection regulations	7
5.4 Confidentiality	7
5.5 Corrosion and water penetration.....	7
5.5.1 Corrosion	7
5.5.2 Water penetration (types 1, 3 and 4)	7
5.6 Security.....	8
5.6.1 Theft prevention - types 1, 2 and 3.....	8
5.6.2 Theft prevention - type 4.....	8
5.6.3 Security and locks - types 1, 2 and 3.....	8
5.6.4 Protection against the opening of doors and windows - type 4	8
5.6.5 Security - type 4	9
6 Tests	9
6.1 Components	9
6.2 Dimensions.....	9
6.3 Ergonomics and safety.....	9
6.3.1 Installation height of the aperture	9
6.3.2 Safety.....	9
6.3.3 Opening force of the flap	9
6.3.4 Closing of the flap	9
6.4 Confidentiality	9
6.5 Corrosion and water penetration.....	10
6.5.1 Corrosion	10
6.5.2 Water penetration	10
6.6 Security.....	13
6.6.1 Theft prevention - types 1, 2 and 3.....	13
6.6.2 Theft prevention - type 4.....	14
6.6.3 Security and locks - types 1, 2 and 3.....	15
6.6.4 Protection against the opening of doors and windows - type 4	17
6.6.5 Security – type 4	17
7 Marking and labelling	18
Annex A (normative) Dimensions	20
Annex B (informative) A-deviations	22

Foreword

This document (EN 13724:2002) has been prepared by Technical Committee CEN/TC 331 "Postal services", the secretariat of which is held by NEN.

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 May 2003, and conflicting national standards shall be withdrawn at the latest by May 2003.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

Annex A is normative. Annex B is informative.

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

1 Scope

This European Standard specifies the requirements and the test methods of the apertures for the delivery of letter post items when fitted in accordance with the manufacturers instructions.

It takes into account security, impregnability, safety and performance for the recipient, and ergonomics and efficiency for delivery personnel. It allows the daily delivery in good condition of a great majority of letter post items.

2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

ISO 269 Correspondence envelopes - Designation and sizes

EN 1670 Building Hardware - Corrosion resistance - Requirements and test methods

3 Terms and definitions

For the purposes of this European Standard, the following terms and definitions apply.

3.1

aperture

opening through which a letter post item is delivered

3.2

aperture components

all parts supplied by the manufacturer of the private letter boxes and the letterplates, including installation material

3.3

burglary prevention

protecting against unauthorised opening of doors and windows

3.4

casing

enclosure receiving the letter post items delivered excluding the box door, flap and frame

3.5

delivery floor level

floor level on the delivery side of the aperture, adjacent to the background or door where it is mounted and of sufficient area for the delivery person to stand on

3.6

door installation

installation of a letterplate or private letter box in a door

3.7

flap

pivoted component, generally flat, whose purpose is to cover and/or seal the aperture. Flaps can open inwards or outwards

3.8

frame

parts directly surrounding the aperture

3.9**gauge mail**

envelope used to test the clear delivery of letter post items

3.10**key differ**

variation between lock mechanism of similar design that allow each lock to be operated by only its corresponding key(s)

3.11**letterplate**

aperture with flap located on door, door-side-panel or a wall consisting of a frame, a flap and installation material

3.12**letter post item**

item classified according to the speed of processing or the contents

NOTE Classification according to the speed of processing, for example: priority item, non-priority item. Classification according to the contents, for example: letter, postcard, printed paper, literature for the blind and small packet.

3.13**lock mechanism**

locking device which is operated mechanically, electronically or by other means provided by the postal operator

3.14**private letter box**

receptacle into which mail is delivered at the domicile of the addressee

3.15**receiving floor level**

floor level on the receiving side of the aperture of sufficient area, adjacent to the background or door where the recipient is standing

3.16**slide-through box**

aperture at the delivery side, item removal at the opposite side

3.17**theft prevention**

protection against the theft of letter post items

4 Classification**4.1 Aperture types**

According to this standard apertures may be classified in four categories using the following criteria.

- a) type 1: apertures of private letter boxes for outdoor use (see 6.6.1 and Figure A.1)
- b) type 2: apertures of private letter boxes for indoor use
- c) type 3: apertures of slide-through boxes
- d) type 4: apertures of letterplates (fixed to doors or side-panels)

4.2 Aperture sizes

Two sizes are identified (for dimensions see Table A.1 and Figure A.1)

- a) size 1
- b) size 2

4.3 Corrosion resistance

Three grades of corrosion are identified according to EN 1670 (see 5.5.1)

- a) grade 0
- b) grade 3
- c) grade 4

4.4 Security

Two grades of security are identified (see 5.6.2)

- a) grade 1
- b) grade 2

5 Requirements

The test methods required to meet these requirements are described in clause 6 using the same sequence as below.

5.1 Components

Fixing instructions shall be supplied with each individual product enabling the correct installation in accordance with this standard.

Generally, the aperture shall be fitted with a flap. This is not necessary if the components are specified for indoor use only.

5.2 Dimensions

Generally, the aperture shall have the dimensions given in annex A.

5.2.1 Smaller apertures – Types 1, 2 and 3

Where letter items can be delivered by another means than through the aperture, the aperture dimensions may be smaller than the dimensions given in Table A.1. The means shall be designed so that, when opened, the size of the opening shall meet the minimum requirement of Table A.1. The means shall fulfil the appropriate requirements of clause 5.

5.2.2 Gauge mail

It shall be possible to push gauge mail through the aperture without folding or damaging it. It shall be possible to empty gauge mail from a private letter box without folding or damaging it (types 1, 2 and 3 only).

The overall thickness of gauge mail (including the envelope, size C4-ISO [ISO 269]) is 24 mm with a tolerance of + 0 mm and - 1 mm. The envelope shall be filled with A4 papers with a mass per area of 80 g/m².