BS ISO 14298:2013

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Graphic technology — Management of security printing processes

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National foreword

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The UK participation in its preparation was entrusted to Technical Committee PAI/43, Graphic technology.

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

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Technologie graphique — Management des procédés d'impression de sécurité

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2. www.iso.org/directives

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The committee responsible for this document is ISO/TC 130, *Graphic technology*.

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Introduction

General

This International Standard specifies requirements for a security printing management system for security printers.

Current security printing management practices lack sufficient guarantees that effective security controls are maintained to protect the interest of the customer as well as the general public. Using this International Standard the organization establishes, documents, implements and maintains a security printing management system. This security printing management system is regularly reviewed to continually improve its effectiveness. It is recognized that customer requirements sometimes exceed the requirements of this International Standard so the security printing management system also addresses customer requirements that are beyond the scope of this International Standard.

The adoption of a security printing management system is a strategic decision of an organization. The design and implementation of an organization's security printing management system is influenced by varying needs, particular objectives, products provided, processes employed, security environment, cultural issues, legal limitations, risk assessment and by size and structure of the organization.

To achieve the objectives of this security printing management system standard measures are taken to mitigate all of the security threats determined by an organizational risk assessment. Such controls focus upon reducing, eliminating and preventing acts that compromise the security printing management system of the organization.

It is not the intent of this International Standard to obtain uniformity in the structure of the security printing management system or uniformity of documented information. The security printing management system complies with laws and regulations in force. The requirements specified in this International Standard are supplementary to requirements for products and processes of an organization and allow for additional specific requirements from the customer.

This International Standard is intended to apply to security printers. It contains requirements that when implemented by a security printer may be objectively audited for certification/registration purposes.

Process approach

This International Standard promotes the adoption of a process approach when developing, implementing and improving the effectiveness of a security printing management system.

The application of a system of processes within an organization, together with the identification and interaction of these processes, and their management, is referred to as a "process approach". An advantage of a "process approach" is the ongoing control that it provides over the interaction between individual processes within the system of processes, as well as over their combination.

Basic principles

When implemented, the security printing management system:

a) achieves the security of products, processes, means of production, premises, information, raw material supplies;

b) is used to continue to meet demonstrably the requirements, and naturally, the needs of customers;

c) affords management the confidence that the targeted degree of security is actually achieved and remains effective;

d) affords the customers the confidence that the agreed nature and degree of security is or will be attained.

This International Standard prescribes which elements a security printing management system contains and not how a specific organization implements these elements.

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INTERNATIONAL STANDARD ISO 14298:2013(E)

Graphic technology — Management of security printing processes

1 Scope

This International Standard specifies requirements for a security printing management system for security printers.

This International Standard specifies a minimum set of security printing management system requirements. Organizations ensure that customer security requirements are met as appropriate provided these do not conflict with the requirements of this International Standard.

2 Normative references

No normative references are cited.

3 Terms and definitions

For the purposes of this document the following terms and definitions apply.

NOTE Italic type in a definition indicates a cross-reference to another term defined in this clause; the number reference for the term is given in parentheses.

3.1
organization
person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.8)

Note 1 to entry: The concept of organization includes but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

3.2
interested party
stakeholder
person or *organization* (3.1) that can affect, be affected by, or perceive themselves to be affected by a decision or activity

3.3
requirement
need or expectation that is stated, generally implied or obligatory

Note 1 to entry: "Generally implied" means that it is custom or common practice for the organization and interested parties that the need or expectation under consideration is implied.

Note 2 to entry: A specified requirement is one that is stated, for example in documented information.

3.4
management system
set of interrelated or interacting elements of an *organization* (3.1) to establish *policies* (3.7) and *objectives* (3.8), and *processes* (3.12) to achieve those objectives

Note 1 to entry: A management system can address a single discipline or several disciplines.

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Note 2 to entry: The system elements include the organization's structure, roles and responsibilities, planning, operation, etc.

Note 3 to entry: The scope of a management system may include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.

Note 4 to entry: A management system contains documented information to direct and control the organization.

3.5
top management
person or group of people who directs and controls an *organization* (3.1) at the highest level

Note 1 to entry: Top management has the power to delegate authority and provide resources within the organization.

Note 2 to entry: If the scope of the *management system* (3.4) covers only part of an organization then top management refers to those who direct and control that part of the organization.

3.6
effectiveness
extent to which planned activities are realized and planned results achieved

3.7
policy
intentions and direction of an *organization* (3.1) as formally expressed by its *top management* (3.5)

3.8
objective
result to be achieved

Note 1 to entry: An objective can be strategic, tactical, or operational.

Note 2 to entry: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels [such as strategic, organization-wide, project, product and *process* (3.12)].

Note 3 to entry: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as a *security objective* (3.32) or by the use of other words with similar meaning (e.g. aim, goal, or target).

Note 4 to entry: In the context of security printing management systems *security objectives* (3.32) are set by the organization, consistent with the security policy, to achieve specific results.

3.9
risk
effect of uncertainty

Note 1 to entry: An effect is a deviation from the expected — positive or negative.

Note 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

Note 3 to entry: Risk is often characterized by reference to potential *events* (ISO Guide 73, 3.5.1.3) and *consequences* (ISO Guide 73:2009, 3.6.1.3), or a combination of these.

Note 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated *likelihood* (ISO Guide 73:2009, 3.6.1.1) of occurrence.

3.10
competence
ability to apply knowledge and skills to achieve intended results

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