BS ISO 17451-1:2016

BSI Standards Publication

Packaging — Codification of contents for inventories for shipments of household goods and personal effects

Part 1: Numeric codification of inventories

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National foreword

This British Standard is the UK implementation of ISO 17451-1:2016.

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

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

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INTERNATIONAL STANDARD

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Packaging — Codification of contents for inventories for shipments of household goods and personal effects —

Part 1: Numeric codification of inventories

Emballages — Codification du contenu pour inventaires pour les expéditions des biens d'équipement ménager et d'effets personnels —

Partie 1: Codification numérique des inventaires

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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 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

The committee responsible for this document is Technical Committee ISO/TC 122, *Packaging*.

A list of all parts in the ISO 17451 series can be found on the ISO website.

This document is based upon *ANSI/HHGFAA NCC 2008-001-2010* and has been revised during the ISO standards development process. *ANSI/HHGFAA NCC* 2008-001-2010 will be withdrawn upon publication.

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Introduction

This document seeks to codify the components of household goods and personal effects shipments. These shipments consist of items which are for residential and/or professional use, not for commercial resale and belong to private individuals.

By codifying the components of these shipments, the international moving industry seeks to provide a common codified language, which will enable users and industry stakeholders to communicate this information regardless of their language of choice and, as a result, promote transparency and visibility for these shipments.

A secondary motivation for the development of this document is to encourage standardization and, in turn, efficiency within the industry.

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INTERNATIONAL STANDARD ISO 17451-1:2016(E)

Packaging — Codification of contents for inventories for shipments of household goods and personal effects —

Part 1: Numeric codification of inventories

1 Scope

This document relates to the moving of household goods and personal effects. It provides the codification of items and their condition, the transportation modes and associated data relating to a shipment. The relevant codes can be found in the related annexes and information regarding their use can be found in Clause 4.

The objective of this document is to provide a common set of codes which allow movers of household goods and personal effects to exchange shipment-related information with each other and with external partners.

2 Normative references

There are no normative references cited in this document.

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 21067 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— IEC Electropedia: available at http://www.electropedia.org/

— ISO Online browsing platform: available at http://www.iso.org/obp

3.1
inventory
complete list of items in a particular *shipment* (3.9)

3.2
household goods (HHG) items
goods and personal effects normally used within private residences

Note 1 to entry: They are tangible and movable personal property found in domestic premises.

3.3
HHG packaging type
product to be used for the containment, protection, handling, delivery, storage, and transport of a HHG item

3.4
method of preparation of HHG items
status of HHG items when control is transferred to the moving company

3.5
mode
means by which a *shipment* (3.9) is transported from origin to destination including storage

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3.6
location
place where household goods can be found in the domestic premises

3.7
exception
suspected or actual damage or irregularities of an HHG item or its packaging

3.8
exception location
place where an *exception* (3.7) can be found on an HHG item or its packaging

3.9
shipment
HHG items transported and/or stored under the terms of a single bill of lading, waybill, or contract of carriage irrespective of the quantity or number of containers, packages, or pieces

4 Application

The following words are used to make the distinctions within this document:

— requirements: shall, shall not;

— recommendations: should, should not;

— permissions: may, may not;

— possibility and capability: can, cannot.

The following elements are codified in this document:

— HHG items;

— packaging types;

— methods of preparation of HHG items;

— modes;

— locations;

— exceptions;

— exception locations.

The code lists have been set up in the following languages:

— English;

— French;

— German;

— Spanish.

More information on each set of codes can be found below.

4.1 HHG item codes (Annex A)

The objective of Annex A is to list the items which comprise a typical Household Goods shipment and their corresponding numerical item codes.

Users shall utilize this codification in order to classify the items which constitute the shipment.

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It is recommended that users should describe items with the most specific code practical, for example, "table-coffee", "table-computer", or "table-kitchen". However, Annex A also provides users with the ability to classify an item as a "Generic Item", for example, "table", whenever the term "not further specified" follows at the next level.

Where a specific code does not exist for an item and "other" is selected, users shall provide a description of that item. For example, if users need to classify an unlisted item, they shall use the term "other" and provide details such as "African Mask", "Cuckoo Clock", etc. in the description.

4.2 HHG packaging type codes (Annex B)

The objective of Annex B is to list the types of packaging which may be used in a Household Goods shipment and their corresponding numeric codes.

Users should utilize Annex B to classify the packaging types which have been used in the preparation of HHG items for the shipment. Multiple codes can be used to describe the packaging.

Users can describe the packaging type with a specific code, for example, "carton-book", "carton-file", or "carton-china". However, Annex B also provides users with the ability to classify the packaging as "Generic", for example, "carton", whenever the term "not further specified" follows at the next level.

If a specific code does not exist for packaging and "other" is selected, users shall provide a description of the packaging. For example, if users classify packaging as "other", they shall provide details such as "Steel Frame Pallet", "Roll File Container", etc. in the description.

4.3 Method of preparation of HHG items (Annex C)

The objective of Annex C is to list the types of preparation methods of HHG items when control is transferred to the moving company and their corresponding codes.

Users should utilize Annex C to describe the method of preparation of the HHG items for transport or storage. Multiple codes can be used to describe the methods of preparation.

If a specific code does not exist for a method of preparation and "other" is selected, users shall provide a description of the method of preparation. For example, if users classify method of preparation as "other", they shall provide details such as "Sealed by customer" in the description.

4.4 Mode codes (Annex D)

The objective of Annex D is to list the types of HHG transportation modes and their corresponding codes.

Users shall utilize Annex D to describe how the shipment will be transported and/or stored from origin to destination. If multiple modes are to be used, the primary transport mode shall be stated at least.

If a specific code does not exist for a mode and "other" is selected, users shall provide a description of the mode. For example, if users classify the mode as "other", they shall provide details such as "Helicopter" in the description.

4.5 Location codes (Annex E)

The objective of Annex E is to list the places where HHG items are located in the home and the corresponding location codes.

Users may utilize Annex E to describe either or both of the places in which the HHG item was located at origin and/or where it will be placed at destination.

It is recommended that users should describe locations with the most specific code practical, for example, "bathroom-first" or "bathroom-second". However, Annex E also provides users with the ability to classify a location as a "Generic Location", for example, "bathroom", whenever the term "not further specified" follows at the next level.

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If a specific code does not exist for a location and “other” is selected, users shall provide a description of the location. For example, if users classify the location as “other”, they shall provide details such as “Landing”, “Prayer Room”, “Mud Room”, etc. in the description.

4.6 Exception codes (Annex F)

The objective of Annex F is to list the exceptions which explain the condition of the contents within a HHG shipment and the corresponding exception codes.

Users should utilize Annex F to describe the condition of the HHG item and/or packaging at origin as well as when it was received. Multiple exceptions can be recorded.

If a specific code does not exist for an exception and “other” is selected, users shall provide a description of the exception. For example, if users classify the exception as “other”, they shall provide details such as “bowed”, “bubbled”, etc. in the description.

In the event that exceptions are identified between origin and destination, these codes should be utilized.

Note Absence of exceptions can imply good condition.

4.7 Exception location codes (Annex G)

The objective of Annex G is to list the place where an exception has been identified on a HHG item or its packaging and the corresponding exception location code.

If an exception has been identified, users shall utilize Annex G to describe the location of the exception. Multiple locations can be recorded.

If a specific code does not exist for an exception location and “other” is selected, users shall provide a description of the exception location. For example, if users classify the exception location as “other”, they shall provide details such as “Hose”, etc. in the description.

4.8 Basic information

The following basic information shall be provided with the inventory:

— first and last name of the client;

— address of origin (street, town, postal code, country);

— creation date of the inventory.

The following basic information should be additionally provided with the inventory, if available:

— address of destination (street, town, postal code, country);

— date of delivery;

— for sealed container: Seal Code.

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Annex A
(normative)

HHG item codes

The translations in French, German and Spanish of the HHG item descriptions presented in Annex A are available at the following link:

http://standards.iso.org/iso/17451/-1

The user is permitted to use the translation in its original format without any modifications for the purposes specified in this document.

1st Level		2nd Level		3rd Level	
Baby Item	001	Not further specified	000		
		Baby Changing Table	001	Not further specified	000
		Baby Toys	002	Not further specified	000
		Carriage/Stroller	003	Not further specified	000
		Cradle	004	Not further specified	000
		Crib	005	Not further specified	000
		Crib-Canopy	006	Not further specified	000
		Mattress Crib	007	Not further specified	000
		Other	999		
Bathroom Items	002	Not further specified	000		
		Hairdryer/Curling Iron	001	Not further specified	000
		Medicine	002	Not further specified	000
		Toiletries/Cosmetics	003	Not further specified	000
		Washlet	004	Not further specified	000
		Other	999		
Books	003	Not further specified	000		
		Album	001	Not further specified	000
		Children's Book	002	Not further specified	000
		Computer Book	003	Not further specified	000
		Cookbook	004	Not further specified	000
		Encyclopaedia	005	Not further specified	000
		Literature	006	Not further specified	000
		Magazine	007	Not further specified	000
		Manual	008	Not further specified	000
		Professional Book	009	Not further specified	000
		Religious Literature	010	Not further specified	000
		Other	999		
Children's Items	004	Not further specified	000		

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1st Level		2nd Level		3rd Level	
		School Item	001	Not further specified	000
		Toy	002	Not further specified	000
				Bicycle - Child	001
				Boogie Board	002
				Car/Truck - Child's	003
				Dollhouse	004
				Plush toy	005
				Tricycle	006
				Other	999
		Other	999		
Clothing Items	005	Not further specified	000		
		Accessories	001	Not further specified	000
				Belt	001
				Handbag	002
				Hat	003
				Other	999
		Clothes - Baby	002	Not further specified	000
		Clothes - Children	003	Not further specified	000
		Clothes - Men	004	Not further specified	000
		Clothes - Women	005	Not further specified	000
		Clothes - Occasional	006	Kimono	001
				Tailcoat	002
				Traditional costume	003
				Wedding Dress	004
				Other	999
		Clothes - Professional	007	Not further specified	000
		Organization	008	Not further specified	000
				Clothes Hamper	001
				Coat Rack	002
				Hangers	003
				Other	999
		Shoes	009	Not further specified	000
				Men	001
				Women	002
				Children	003
				Other	999
		Other	999		
Decoration	006	Not further specified	000		
		Artificial Plant	001	Not further specified	000
				Artificial Flower	001
				Other	999
		Artwork	002	Not further specified	000
				Column	001

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1st Level		2nd Level		3rd Level	
				Figurine	002
				Painting	003
				Painting - Wall Framed	004
				Poster	005
				Sculpture	006
				Sign	007
				Sign - Neon	008
				Statue	009
				Other	999
		Curtains	003	Not further specified	000
		Doll	004	Not further specified	000
		Flower / Plant	005	Not further specified	000
				Dried Flower	001
				Other	999
		Mirror	006	Not further specified	000
		Seasonal Items	007	Not further specified	000
		Taxidermy/Stuffed Animal	008	Not further specified	000
		Other	999		
Electronic Equipment and Items	007	Not further specified	000		
		Cables and Wires	001	Not further specified	000
		Computer Equipment	002	Not further specified	000
				Computer - External Hard Drive	001
				Computer - Keyboard	002
				Computer - Monitor	003
				Computer - Scanner	004
				Other	999
		Computer	003	Not further specified	000
				Desktop	001
				Laptop	002
				Other	999
		Digital or Electronic Media	004	Not further specified	000
				Blu-ray Disc	001
				Cassette	002
				Compact Disc (CD)	003
				DVD	004
				Video Game	005
				Video Tape	006
				Other	999
		Game Console/Machine	005	Not further specified	000
				Arcade Machine	001
				Jukebox	002
				Pinball Machine	003

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