SPCR 004

Certification rules for
archival materials

RISE Research Institutes of Sweden AB
Certification

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CERTIFIERAD
SVENSKT ARKIV

English version

Foreword

Certification means verification from an independent third party that a product satisfies requirements set in a standard or other requirement specification. Certification of products by RISE is performed in accordance with EN ISO/IEC 17065. Tests, that are performed as basis for certification, are performed in accordance with EN ISO/IEC 17025.

These certification rules specify the requirements for certification, technical requirements and requirements for continuous quality control of archival materials.

The technical requirements specified in section 3 relate to durability and are based on the requirements from the Swedish National Archives (RA-FS 2006:4 as latest amended by RA-FS 2016:1) and the standards ISO 9706, ISO 11108, ISO 11798 and ISO 16245. They were defined by RISE together with the continuous quality control requirements specified in sections 4 and 5. Continuous quality control mainly comprises internal quality control and supervisory control. The internal quality control is carried out by the manufacturer or supplier and includes acceptance control of raw materials and finished products. The supervisory control is performed by RISE through visits to the manufacturer's or supplier's premises and verification that internal quality control is working at a satisfactory level. In addition, random samples of finished products are collected for testing.

The certification is performed by RISE Certification as specified in section 2.

The certification rules are based on applicable standards but may be revised in future, e.g. for adaptation to European or international standards. Revision may also be necessary if new regulations are introduced or as a consequence of experience of the application of the certification rules. Any need to clarify or supplement the rules is handled through the issue of a memo that is worked into the upcoming new version of the rules.

These rules replace the previous version of the rules dated Rev 02 - 2017-02-09.

This is a translation from the Swedish original document. In the event of any dispute as to the content of the document, the Swedish text shall take precedence.

Borås, May 2019

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Contents

1 Scope

These rules apply to paper, writing materials for print on paper (ballpoint pens, stamp pad ink, printing ink, etc.) machinery for producing print on paper (copiers, printers, faxes, etc., as well as file covers and archive boxes.

The rules include the following elements:

1. Evaluation of product's properties
2. Evaluation of the manufacturer's internal quality control and then follow-up regular monitoring to continually verify the product's properties Quality control is done through the testing of specimens taken from the market or from the manufacturer's warehouse. The manufacturer's quality system shall be assessed every 3 years as specified in section 5 of this document.

2 Conditions for archival material certification

2.1 General

In order for certification to be issued, the product and the continuous quality control shall undergo an evaluation. If the evaluation shows that the technical requirements are met and there is a well-function continuous quality control system in place, certification is issued. This applies provided that, among other things, the continuous quality control works. The certified products may be marked with RISE certification symbol and "Svenskt Arkiv".
There are also markings indicating compliance with standards ISO 9706, ISO 11108, ISO 11798 and ISO 16245. Permanent paper may be marked with the symbol of compliance with ISO 9706.

- The certification process is described below.
- The technical requirements and marking requirements are described in section 3.
- Internal quality control requirements are described in section 4.

2.2 Certification process

2.2.1 Application

An application for certification can be submitted on a special application form, and shall be accompanied by:

- technical documentation
  For the product in question, the applicant must present technical documentation consisting of test report(s), and certificates for certain properties in file covers, archive boxes, etc., as specified in section 3.1.
  The test report(s) shall demonstrate that the technical requirements specified in section 3 are fulfilled. The reports must not be more than two years old at the time of application.
- description of the manufacturer's or supplier's internal quality control
  The manufacturer or supplier shall report documented internal quality control as specified in section 4.
- manufacturer's declaration, see section 4.5.6 for information
- proposed marking; see section 3.3 for information

There shall be an agreement on continuous quality control, as specified in section 4, between the manufacturer/supplier and RISE. For a new customer which does not yet have an agreement, RISE shall verify that the reported internal quality control satisfies the requirements specified in section 4 through a site visit. After that, this agreement can be drawn up.

2.2.2 Review of application

When reviewing the application, RISE checks that the application is complete and that the application can be handled within the rules. The review may mean that the RISE cannot accept the assignment, which is then communicated to the customer with a justification.

If the application is accepted, this is communicated to the customer through an order confirmation being sent to the customer. An evaluation plan is established. If a subcontractor must be hired for testing and/or calculations, etc., the customer will be notified of this. The customer is entitled to object to the selected subcontractor.

2.2.3 Object of testing

The object of testing shall be provided by the customer in the required scope. RISE shall determine whether the customer can send in the test objects or if sample collection is required. Sample collection can be done by RISE or by an independent supplier appointed by RISE.

2.2.4 Evaluation

During evaluation, the product's properties are reviewed through testing, calculations, etc. as specified in the requirements in section 3. Evaluation also includes a review of the technical documentation and proposed marking.
Through a site visit, RISE shall check that the reported internal quality control satisfies the requirements specified in section 4 and shall set up an agreement regarding continuous quality control.

2.2.5 Review and decision

The evaluation work is reviewed, and following successful results, the process proceeds to the decision phase. When a decision on certification has been taken, a certificate is provided to the applicant.

2.3 Period of validity

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

RISE will extend the period of validity by one year if the supervisory control indicates acceptable results.

2.4 Revision of certificate, etc.

2.4.1 Addition of new product

A product that complies with the certified product can be added to the certificate after testing and/or document review. The scope of testing is based on the principles in section 3.2.

Amendment on the grounds that a certified product has been discontinued and replaced with a modified product is permitted provided that

- the differences are clearly specified and the implemented changes do not affect the properties which are subject to requirements
- the original product is certified when the revision is made
- the added product fulfils the requirements of a reduced testing, e.g. resistance to wear

The validity period of the certificate for the new product shall be the same as that of the original product.

If the certificate has expired at the time the product is to be certified, supervisory control of the modified product shall be performed as a minimum in the scope that would have applied to the original product. The certificate is given the same date (month-day) as the previous certificate.

2.4.2 Change of name for the company or product

If the company (certificate holder) changes name, this change is implemented next time the certificate is renewed. However, the new designation of the product or accessory will be revised immediately to the certificate. A notation is made in the agreement appendix and on the web site.

2.4.3 Product change

A product change affecting the properties subject to the requirements requires new testing to the extent dictated by the guidelines in section 3.2.

If the changes are minor, the existing certificate is revised.
If the changes are major so that practically all test elements are performed, the product is considered new.

2.4.4 Certificate based on another supplier's certificate

If a product, which has a certificate issued by RISE, means to be sold under another supplier's brand, an own brand labelling certificate can be issued for this supplier, provided that

- the supplier who ordered and paid for testing gives their written permission for the other supplier to use the test results
- the manufacturer of the products confirms in writing that the products and any accessories are identical; the written confirmation shall include designations for the products and accessories
- other conditions for certification are fulfilled

The validity period of the obl certificate shall be the same as that of the original certificate.

2.5 Certificate with limited scope, etc.

A certificate with limited scope can be issued for equipment that can also be used to produce documents that are not archival but are subject to the requirements from the Swedish National Archives (example 1).

A certificate can be issued for equipment that will have a setting for production of archival documents that differs from the normal pre-set (example 2).

One condition is that all equipment with the designation in question is labelled with information about the deviation or limitation. The marking must be clear, durable and highly visible. Copiers/printers shall be fitted with a sign near the control panel. The following examples serve as a guide.

Example 1: A colour copier is certified for the production of print with black tones. One or more colour tones does not meet the requirements.

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Archival documents according to the requirements from the Swedish National Archives

The equipment is only certified for the production of print with black toner.

Example 2: A printer produces archival print with a setting that is different than the normal setting. Printer set-up is done by the user on the control panel or in the print routine. No change to the print settings for documents is required.

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Archival documents according to the requirements from the Swedish National Archives

Normal setting does not produce archival documents.
Use the “tick paper” setting

“Thick paper” setting

Go to the xxxxxxxx menu.
Select xxxxxxxxxx, xxxxxxx, yyyyyyyyyy, zzzzzzzzzz.

Example 3: A printer produces archival print with a setting that is different than the normal setting. Printer set-up is done in the software by the supplier by selecting this setting as the default. It is possible for the user to change to the original normal setting.

In general, the equipment must be set according to the supplier's instructions. In such cases, no marking is required.

As an alternative to this marking, the supplier can ensure (in a documented manner) that the user is informed about the deviation from the default setting.

3 Requirement specifications

3.1 Type testing and assessment

Test methods, assessment and criteria for each product and property are indicated 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 ISO 10716/SP-metod 1134 ISO 5626 ISO 1974 Visual inspection	ISO 11108, clause 4, and RA-FS 2006:4*
Permanent paper	Kappa number pH-value Alkali reserve Tearing resistance Colour (only for RA-FS 2006:4*)	ISO 302/SP-metod 1135 ISO 6588 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

Product	Characteristic	Test method	Assessment and criteria
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 ISO 536 ISO 302/SP-metod 1135 ISO 5626 ISO 1974 ISO 5-3 and ISO 5-4 ISO 16245 Manufacturer's statement Manufacturer's statement Visual inspection	ISO 16245
Archival boxes	Alkali reserve pH-value Kappa number 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 ISO 16245 ISO 16245 Manufacturer's statement Manufacturer's statement Visual inspection	ISO 16245

* as latest amended by RA-FS 2016:1

The above specification of properties is a summary of what is set out in detail in the respective standard or in requirements from the Swedish National Archives (RA-FS).

The product is defined by the product description, which is also indicated in the certificate. Variations may be allowed provided they do not affect the properties subject to the requirements according to the above requirements specifications. Verification of this can be done through reduced-scale testing; see section 3.2.

Any conditions which must be met to achieve the certified properties, e.g. copier settings, must be reported in the certificate.

3.2 Testing in reduced extent

3.2.1 Introduction

The basic requirement for certification is that each product has undergone full-scale testing as specified in section 3.1.

If two (or more) products differ in design or the like, without this affecting the properties subject to requirements, full-scale testing is only performed on one of the products. For the other products, reduced-scale testing may be considered sufficient. The test programme can also be distributed over two or more products.
Products to undergo reduced-scale testing must normally be tested at the same time as the product undergoing full-scale testing.

During testing of a product variant that is performed at a later date, the supplier must provide a written report of the similarities and differences between the products. The scope of testing for the new variant depends on the type of change. In some cases, review of the documentation may be sufficient. RISE decides if an additional testing is necessary.

3.2.2 Application

If the products only differ in respect of *software or peripherals*, the supplier shall confirm this through a written report of similarities and differences. Full-scale testing shall be performed on one of the products. During supervisory control, one of the other products may be examined.

The cases reported below are examples of differences that may be accepted and can serve as guidance when assessing how other cases should be assessed.

3.2.2.1 Ballpoint pens

For ballpoint pens with *different tips* (fine, medium), writing samples with both products shall be produced. The colour intensity and resistance to light, water and abrasion shall be tested for the fine-tipped pen. Resistance to water with respect to bleeding shall also be tested for the pen with the larger tip. The mechanical strength of the document with print shall be tested for the pen with the larger tip.

If the same ink/paste is found in *containers of different size*, a writing sample shall be created with each variant. One of these shall undergo all test elements. For the others, the appearance of the print is reviewed.

3.2.2.2 Copiers, laser printers, etc. for printing on paper

If the equipment differs as regards *fuser temperature, roller pressure or other vital properties*, full-scale testing is performed as specified in section 3.1.

Reduced-scale testing can be performed if the equipment uses the same toners and only differs as regards *print speed* (= output speed).
Equipment that feeds out documents at different speeds but have the same speed for fusing
(= process speed) are considered equivalent.

Samples are produced with all equipment with different print speeds (otherwise identical) and are examined as regards appearance and colour intensity.
The fastest and the slowest variant are examined in relation to resistance to wear.
The fastest is examined for resistance to light and transfer of recording.
The lowest is examined for mechanical strength properties and resistance to heat.
Resistance to water is examined for one of the speeds.
For an equipment series where there is a large* difference in speed, random samples are also taken to check resistance to wear for intermediate-speed equipment.
* = maximum 10% difference in process speed compared to the slowest equipment in the series.

Characteristics	The slowest equipment in series	The equipment with intermediate speed	The fastest equipment in series
Resistance to wear	X	X	X
Appearance	X	X	X
Light fastness			X
Water resistance	Optional equipment		
Resistance to heat	X		
Transfer of recording			X
Tensile energy absorption	X		

When testing equipment with a fuser temperature that differs marginally (max. approx. 10°C) from the previously tested unit, resistance to wear is tested.
If the fuser temperature of the new equipment is higher, mechanical strength shall be tested if the percentage reduction of folding endurance and tensile energy absorption is close to the requirement limit for the previously tested equipment.

3.2.2.3 Permanent paper

Paper supplied with different *moisture contents* are considered the same.

Paper with different *surface sizing* shall be tested as regards all properties.

Paper produced using the same recipe but with different *grammage* shall be considered the same. However, the tear strength shall be determined for the paper with the highest and lowest grammage.

3.2.3 Change of certified product

If a certified product is changed, a reduced examination may be required if the change is such that it is possible to clearly specify which properties (subject to requirements) are affected by the change.

3.3 Marking requirements

Certified products shall be marked with a label or printing that contains a clear product designation. In addition, certified products may be marked with the words “Svenskt Arkiv” and/or the RISE certification symbol.
Ballpoint pens and stamp pad inks may be marked with the words “Svenskt Arkiv” and the RISE certificate number.

The design of the label must be approved by RISE.

Certified archival paper may also be marked with a watermark that includes the words “Svenskt Arkiv” as well as information about the manufacturer, year of manufacture and grammage.

RISE certification symbol for products subject to the requirements of the Swedish National Archives RA-FS 2006:4*.

* as latest amended by RA-FS 2016:1

Permanent and archival paper may also have the following marking:

Permanent and archival paper

Archival paper

Printing devices, copiers, etc., as well as archive boxes and file covers may have the following marking:

Printing devices, copiers, etc.

File covers and archive boxes

4 Supplier's internal quality control

4.1 General

The supplier shall have internal quality control in place to ensure that products marked with RISE certification symbols satisfy the requirements in these certification rules. The internal quality control shall be described in a quality manual or the like and shall include the requirements laid out in this section. The internal quality control can be a part of a quality management system.

The continuous quality control shall verify that certified products continuously fulfil the requirements of the certification rules. It shall consist of *internal quality control*, which is the responsibility of the certificate holder, and *supervisory control*, which is handled by RISE.

Requirements for testing and verification through internal quality control are specified in Appendix A for archival paper and in Appendix B for permanent paper. For other materials, the manufacturer's internal quality control is reported through a manufacturer's declaration.

4.2 Organisation

4.2.1 Responsibilities and authority

The organisation for internal quality control shall be described with the names of the persons who are authorised to intervene to prevent improper quality.

4.2.2 Company's representative

There shall be a person who represents the supplier as regards internal quality control. The person shall have the necessary authority and responsibility to ensure that the intended quality of the certified products is achieved and maintained.

4.3 Management review, internal audit

Management shall conduct documented reviews of the internal quality control at set intervals in order to ensure its effectiveness.

4.4 Document control

Only the correct editions of documents may be available to relevant personnel in the company. There shall be a register and a distribution list for documents, as well as procedures for producing new documents, changing documents and collecting invalid documents.

Company management of certification matters shall be described, e.g. where information about certified products is located and how information related to the change of certified products shall be handled internally and externally.

4.5 Inspection and testing

4.5.1 Training of personnel

There shall be a description of how personnel are trained for their work tasks.

4.5.2 Acceptance inspection

An acceptance inspection shall be carried out in the scope considered necessary to verify that the incoming materials and products comply with specified requirements.

4.5.3 Inspection during production

An inspection of the finished product shall be carried out in the scope considered necessary to ensure that the products satisfy the specified requirements. The sampling plan shall specify sampling, relevant test methods and actions in the event of a fail result.

4.5.4 Inspection of the finished product

An inspection of the finished product shall be carried out in the scope considered necessary to ensure that the products satisfy the specified requirements.

4.5.5 Equipment

Calibration, inspection, adjustment and maintenance of equipment shall be specified where relevant.

4.5.6 Manufacturer's declaration

Supplier who do not perform their own manufacturing often do not have internal resources to check product properties. A large proportion of the products in question are imported. In such cases, product quality must be ensured by the manufacturer providing guarantees to the supplier or customer. Together with the supervisory control and the ability to perform market surveillance, the manufacturer's declaration provides sufficient quality control of the product.

A manufacturer's declaration shall contain the following information:

- name and address of the manufacturer providing the declaration
- identification of the product (name, type, model designation and any other relevant information, such as lot designation, origin, etc.)
- a guarantee from the manufacturer that the manufactured products continuously conform to the design and composition of the one/ones used in type testing
- a commitment by the manufacturer to notify the supplier if changes are made and what these mean in respect of matters subject to the requirements in the relevant requirement specification.
- date of the declaration
- signature and title or an equivalent marking by the individual issuing the declaration
- any restrictions and limitations in e.g. time

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

Manufacturer's declarations shall be available at the supervisory control (appendix E, F and G).

Supplier with their own manufacturing shall provide RISE with a manufacturer’s declaration in accordance with the information above.

4.6 Handling of product nonconformity

Products that do not meet the specified requirements shall be separated out. Any marking that suggests approval shall be removed. Nonconforming products must not be sold under the same name or designation as certified products.

4.7 Corrective action

Deviations found through internal quality control and/or supervisory control shall be investigated by the supplier and corrective action shall be taken to prevent them from recurring.

4.8 Marking

There shall be a description of how, where and when (after approved final inspection) the RISE-approved marking (see section 3.3) is applied to the product.

4.9 Handling of finished products

There shall be a description of how damage and deterioration are prevented during handling, storage, packing and delivery.

4.10 Traceability

Delivered products shall be traceable to manufacturing lot, batch or the like.

4.11 Complaints

Complaints about certified products, marking, marketing, etc. – for example, from customers – shall be documented together with actions taken and kept available for RISE.

4.12 Quality documents – record keeping

The supplier shall be able to prove that the products meet the specified requirements by collecting and preserving relevant documentation.

Documentation of inspections and testing shall be carried out to such an extent that the required traceability can be maintained. Records shall include comments when abnormal results occur along with a description of actions taken.

Archiving times shall be specified for documents related to internal quality control. Records from testing and inspection shall be kept available for RISE and retained at least five years.

5 RISE supervisory control

5.1 General

The supervisory control consists of two independent parts. One part is the assessment of the supplier's internal quality control, which is executed every third year and is described below under 5.2. The other part is a follow-up test of the products which is performed before every renewal of the certificate and is described under 5.3.

5.2 Assessment of the supplier's internal quality control

Through site visits, RISE shall check that the internal quality control described by the supplier is working as intended and fulfils the requirements in chapter 4. If applicable, test samples for the follow-up inspection can be sampled.

For a new supplier, an initial visit shall be performed before the certificate is issued. This will be followed by visits every third year.

The supplier shall give RISE representative free access for execution of the supervisory control.
At the assessment, the points in chapter 4 are used as specification. Non-conformities, if any, are recorded. The non-conformities will be classified as major, minor or note. A major non-conformity is more severe than a minor and requires an immediate action from the supplier.

5.2.2 Reporting

The result of the assessment shall be reported in writing to the supplier and, if the holder of the certificate is another than the supplier, to the holder of the certificate. In the report, any non-conformities found at the assessment will be presented.

5.2.3

If non-conformities in respect to the requirements are found, the supplier shall take actions, and report the result to RISE. Non-conformities shall be handled as soon as possible, and the result shall be reported to RISE within the time limit given in the report. The response time is shorter for major non-conformities, normally 2 weeks, while it can be up to 8 weeks for minor non-conformities. If the non-conformity is of that kind that there is a risk that non-conforming products can be released to the market, the certificate can be withdrawn with immediate effect. Several minor non-conformities can also result in a withdrawal. A note can be regarded as a suggestion for improvement, and the supplier does not have to respond to it.
At the reporting of taken actions to RISE, confirming documentation shall be applied. The inspector which performed the assessment will check and judge the actions and will accept or reject them. If the reported action is rejected, a request for supplementation will be sent. If there are major non-conformities, a new assessment to check the action in place can be necessary.

5.3 Follow-up tests on products

Before the certificate can be renewed after two years, and then every year, RISE will perform a follow-up test of the certified products. At this test, the same tests will be performed as by the initial type testing, although in another extent: The extent is presented in appendices according to the table below

Product	Appendix
Archival paper	C
Permanent paper	D
Inks, pens etc. and copying machines, laser printers, fax machines etc. for the production of documents on paper	E
File covers	F
Boxes	G

The sampling for the follow-up tests will be performed by RISE, a RISE appointed partner or by the supplier self. Which alternative will be used is stated by RISE at each occasion. If the result of the follow-up test fails, the course shall be investigated: A new test shall be carried out. The extent of this test will be stated by RISE, depending on the art and size of failure. The result of the follow-up test will be reported in written.

6 Other conditions for certification

See General certification rules for certification of products CR000.

7 References

SS-EN ISO 17065	Conformity assessment - Requirements for bodies certifying products, processes and services.
RA-FS 2006:4*	Riksarkivets föreskrifter och allmänna råd om vissa krav vid upphandling av skrivmateriel och förvaringsmedel, och om tekniska krav för olika medier * As latest amended by RA-FS 2016:1
SS-ISO 9706	Information and documentation - Paper for documents - Requirements for permanence.
SS-ISO 11108	Information and documentation - Archival paper - Requirements for performance and durability.
SS-ISO 11798	Information and documentation - Permanence and durability of writing, printing and copying on paper - Requirements and test methods.
ISO 16245	Information and documentation - Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents.

Annex A

Requirements for testing and verification in internal quality control of archival paper

The verification can be performed on the inspection under ISO 11108, which as a minimum is performed to the extent specified in point A.3, or as inspection of the raw materials as specified in point A.1 and continuous process monitoring as specified in point A.2.

The company itself specifies the inspection performed under point A.2. The inspection shall be designed so that uniformity in product quality is ensured and defective products can be identified in the event of production disruptions.

A.1 Acceptance inspection

For each lot of fibres received, there is a check of compliance with the specification.

For each batch, other raw materials are checked for compliance with the manufacturing instructions.

A.2 Inspection during production

The scope of the inspection performed during the manufacturing process, how these results are registered, and the procedure when the results deviate from the manufacturing instructions shall be reported.

A.3 Inspection of the finished product

A.3.1 Sampling and testing

Samples are taken from each manufactured roll. After the paper has been conditioned at 23 ± 1°C and 50 ± 2% RH for at least one hour, the folding endurance is checked. If the folding endurance requirements (at least 150 in each direction) is not met, the folding endurance is determined again after the above-specified conditioning for at least 15 hours.

The alkaline reserve in the paper and the pH of the water extract from the paper are checked for a collective sample of 10 rolls.

The kappa number is checked during each manufacturing run. Alternatively, a check of raw materials as specified in point A.1 can be carried out.

A.3.2 Retesting

In the event of a fail result, the lot can be approved after retesting, at which time testing as specified in A.3.1 shall be carried out in at least double the scope and no result of any individual element may be a fail.

Annex B

Requirements for testing and verification in internal quality control of permanent paper

The verification can be performed on the inspection under ISO 9706, which as a minimum is performed to the extent specified in point B.3, or as inspection of the raw materials as specified in point B.1 and continuous process monitoring as specified in point B.2.

The company itself specifies the inspection performed under point B.2. The inspection shall be of the scope and design required so that uniformity in product quality is ensured and defective products can be identified in the event of production disruptions.

B.1 Acceptance inspection

For each lot of fibres received, there is a check of compliance with the specification.
Other raw materials are checked for compliance with the manufacturing instructions.

B.2 Inspection during production

The scope of the inspection performed during the manufacturing process, how these results are registered, and the procedure when the results deviate from the manufacturing instructions are reported here.

B.3 Inspection of the finished product

B.3.1 Sampling and testing

Samples are taken from ongoing production once per production month. With periodic production, samples are taken during each production run.

The kappa number, alkaline reserve in the paper and the pH of the water extract from the paper are checked as specified in ISO 9706.

B.3.2 Retesting

In the event of a fail result, the lot can be approved after retesting, at which time testing as specified in B.3.1 shall be carried out in at least double the scope and no result of any individual element may be a fail.

Annex C
Supervisory control of archival paper

C.1 Execution of supervisory control

The supervisory control is performed through visits to the factory or warehouse every 3 years, at which time compliance with the described internal quality control is checked. Moreover, testing is performed once a year. The time point of the control is determined by RISE. During other manufacturing runs, the company shall send samples to RISE.

C.2 Testing

C.2.1 Sampling plan

Samples are collected during each production run each day by the manufacturer, who then sends the samples to RISE. Samples can also be collected during a control visit.

C.2.2 Testing

For each grammage during each production run, all elements of the test programme (as per SPCR 004) are conducted on one of the sample collections. The examination is the spread over two sample collections. However, the kappa number is determined for one sample per grammage.

C.3 Retesting

In the event of a fail result after review of the manufacturer's internal quality control or after testing, the causes shall be analysed. The analysis can result in retesting or reporting about the failure.

C.4 Reporting

After inspection of the internal quality control and the product, the supervisory control shall be reported. The report is sent to the client and a copy is sent to RISE Certification together with other documentation and certificates for signing.

Annex D

Supervisory control of permanent paper

D.1 Execution of supervisory control

The supervisory control is performed through visits to the factory or warehouse every 3 years, at which time compliance with the described internal quality control is checked. Moreover, testing is performed once a year. The time point of the control is determined by RISE. During other manufacturing runs, the company shall send samples to RISE.

D.2 Testing

D.2.1 Sampling plan

Samples are collected randomly from at least two different parts of the warehouse or production in connection with the control visit.

D.2.2 Testing

The paper is examined using all elements of the test programme.

D.3 Retesting

In the event of a fail result after review of the manufacturer's internal quality control or after testing, the causes shall be analysed. The analysis can result in retesting or reporting about the failure.

D.4 Reporting

After inspection of the internal quality control and the product, the supervisory control shall be reported. The report is sent to the client and a copy is sent to RISE Certification together with other documentation and certificates for signing.

Annex E

Supervisory control of writing materials, equipment and methods for production of print on paper

E.1 Execution of supervisory control

The supervisory control is performed through visits to the factory or warehouse every 3 years, at which time compliance with the described internal quality control is checked. Moreover, testing is performed once a year. The time point of the control is determined by RISE.

E.2 Testing

E.2.1 Sampling plan

Samples are taken randomly every 3 years from the warehouse or factory in connection with the control visit. In the intervening years, RISE shall procure samples from the market. Alternatively, writing samples shall be produced by the supplier at the request of RISE. If special reasons exit, samples can be collected from the factory or warehouse at a time point between control visits.

E.2.2 Testing

The product is tested according to a selection of about 25% of the elements of the test programme (as per SPCR 004) or through identity verification of the product's compliance with the previously tested and certified product. The selection is varied between testing sessions so that the results are gradually obtained from all elements e.g. as follows:

Year*	Examination
1	- -
2	print's resistance to water and heat
3	print's resistance to light, print's appearance
4	print's resistance to wear, transfer of recording
5	tensile energy absorption, folding endurance

* after type testing

E.3 Retesting

In the event of a fail result after review of the manufacturer's internal quality control or after testing, the causes shall be analysed. The analysis can result in retesting or reporting about the failure.

E.4 Reporting

After inspection of the internal quality control and the product, the supervisory control shall be reported. The report is sent to the client. A copy is sent to RISE Certification together with other documentation and certificates for signing.

Annex F
Supervisory control of file covers

F.1 Execution of supervisory control

The supervisory control is performed through visits to the factory or warehouse every 3 years, at which time compliance with the described internal quality control is checked. Moreover, testing is performed once a year. The time point of the control is determined by RISE.

F.2 Testing

F.2.1 Sampling plan

Samples are taken randomly from the warehouse or factory in connection with the control visit. In the intervening years, RISE shall procure samples from the market. Alternatively, writing samples shall be produced by the supplier at the request of RISE.
If special reasons exit, samples can be collected from the factory or warehouse at a time point between control visits.

F.2.2 Testing

The product is tested according to a selection of about 25% of the elements of the test programme (as per SPCR 004) or through identity verification of the product's compliance with the previously tested and certified product. The selection is varied between testing sessions so that the results are gradually obtained from all elements e.g. as follows (regards ISO 16245):

Year*	Examination
1	-
2	alkaline reserve, colour
3	kappa number
4	folding endurance, shape, etc.
5	grammage, pH value, bleeding

* after type testing

F.3 Retesting

In the event of a fail result after review of the manufacturer's internal quality control or after testing, the causes shall be analysed. The analysis can result in retesting or reporting about the failure.

F.4 Reporting

After inspection of the internal quality control and the product, the supervisory control shall be reported. The report is sent to the client and a copy is sent to RISE Certification.

Annex G
Supervisory control of archive boxes

G.1 Execution of supervisory control

The supervisory control is performed through visits to the factory or warehouse every 3 years, at which time compliance with the described internal quality control is checked. Moreover, testing is performed once a year. The time point of the control is determined by RISE.

G.2 Testing

G.2.1 Sampling plan

Samples are taken randomly from the warehouse or factory in connection with the control visit. In the intervening years, RISE shall procure samples from the market. Alternatively, archive boxes, etc. are sent in by the supplier at the request of RISE. If special reasons exit, samples can be collected from the factory or warehouse at a time point between control visits.

G.2.2 Testing

The product is tested according to a selection of about 25% of the elements of the test programme (as per SPCR 004) or through identity verification of the product's compliance with the previously tested and certified product. The selection is varied between testing sessions so that the results are gradually obtained from all elements e.g. as follows:

Year*	Examination
1	-
2	alkaline reserve, kappa number
3	Cobb value, shape
4	mechanical strength
5	grammage, pH value, bleeding

* after type testing

G.3 Retesting

In the event of a fail result after review of the manufacturer's internal quality control or after testing, the causes shall be analysed. The analysis can result in retesting or reporting about the failure.

G.4 Reporting

After inspection of the internal quality control and the product, the supervisory control shall be reported. The report is sent to the client. A copy is sent to RISE Certification together with other documentation and certificates for signing.