

# SVENSK STANDARD

## SS-EN 16095:2012



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### **Bevarande av kulturarv – Tillståndsrapport för flyttbart kulturarv**

### **Conservation of cultural property – Condition recording for movable cultural heritage**

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EUROPEAN STANDARD

**EN 16095**

NORME EUROPÉENNE

EUROPÄISCHE NORM

August 2012

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English Version

## Conservation of cultural property - Condition recording for movable cultural heritage

Conservation des biens culturels - Constater l'état du  
patrimoine culturel mobilier

Erhaltung des kulturellen Erbes - Zustandsaufnahme an  
beweglichem Kulturerbe

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

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## **Foreword**

This document (EN 16095:2012) has been prepared by Technical Committee CEN/TC 346 “Conservation of cultural property”, the secretariat of which is held by UNI.

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of an identical text or by endorsement, at the latest by February 2013, and conflicting national standards shall be withdrawn at the latest by February 2013.

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## **Introduction**

Individuals and organizations responsible for the conservation of tangible cultural heritage are required to maintain a record of its condition. A condition record is an essential tool in the management of tangible cultural heritage; it may even contribute to a decision that something should be preserved. A condition record is of historical value and can provide evidence when defining conservation needs and priorities. The information it contains can be of interest to the public, enhancing their understanding and appreciation of cultural heritage.

A condition record is archival in principle. Condition records should be added to the archive of objects or collections.

There are different circumstances under which condition recording is carried out (see Clause 4). Condition recording usually culminates in a condition report, the depth and breadth of which may vary depending on its purpose, context or author. There is a diversity of formats of condition report currently in use, for example: free text, text with a glossary, free text within a pre-defined framework or pro-forma etc. This European Standard deals with the contents of a condition report and not the format in which it is produced, whether on paper or digital. It provides a guide to collecting essential and relevant information in a logical and well organized order for the purpose of making a condition report. This purpose is further illustrated in an annex which sets out examples of information and how they may be collected. It does not claim to impose the use of a universal model for a condition report, but it does set a standard for core information.

This European Standard provides guidance on producing individual reports (which may be about individual objects or whole collections) but does not cover the methodology for collection surveys. An understanding of the condition of a collection may be gained from survey data derived from individual condition reports, whether of all of the items in the collection or from a statistical sample.



## 1 Scope

This European Standard sets out the purpose and context of condition recording for movable cultural heritage and provides a framework for a condition report. It specifies the status of a condition report and its essential contents.

This European Standard applies to all kinds of movable cultural heritage, whether individual objects or whole collections. It can also be used for immovable features in buildings or monuments.

## 2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 15946, *Conservation of cultural property — Packing principles for transport*

## 3 Terms and definitions

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

### 3.1

#### **condition report**

record of condition for a specific purpose, dated and authored

Note 1 to entry: A condition report normally results from a condition survey.

[SOURCE: EN 15898:2011]

### 3.2

#### **condition survey**

inspection to assess condition

[SOURCE: EN 15898:2011]

### 3.3

#### **diagnosis**

process of identifying the present condition of an object and determining the nature and causes of any change, as well as the conclusions drawn

Note 1 to entry: Diagnosis is based on observation, investigation, historical analysis, etc.

[SOURCE: EN 15898:2011]

## 4 Purpose of a condition report

### 4.1 General

The purpose of making a condition report is to record the condition of cultural heritage following an inspection and assessment. The contents of a condition report can provide not only technical data but also knowledge and understanding about an object or collection, information produced by monitoring its change over time and information that will assist with future planning. Changes in the condition of cultural heritage may diminish its significance and reduce its potential benefits to present and future generations.

## SS-EN 16095:2012 (E)

The condition report is an essential tool:

- a) in the short term and on an ad-hoc basis: prior to any movement of cultural property, and in support of the decision to undertake this movement, based on a risk assessment; as part of the sale of property, etc.;
- b) in the short to medium term and for a limited period: before, during and after exhibition and up to return of the property; before treatment; following an emergency and before subsequent treatment, etc.;
- c) in the long term and for an unlimited period: as a contribution to the material history of the object, etc.

A condition report will therefore be completed under a variety of circumstances that reflect its purpose. The following is a summary of the purposes of condition reports and the circumstances in which they are commonly created (see Table A.1).

### 4.2 Knowledge and understanding

Condition reports are part of the documentation of cultural heritage objects and collections, in which their state and status are recorded. They also serve to deepen knowledge and understanding of cultural heritage. Condition reports contain information that may be of interest to the public and are a source of knowledge for present and future research.

### 4.3 Monitoring and recording changes in condition

Comparative analyses of condition reports may be used to track the condition of cultural heritage over time. Such a comparison assists in understanding the reasons for change and enables decisions to be made about future care. Condition reports may help in assessing the effects of earlier conservation interventions or of changes to location or environment.

The contents of a condition report specifically intended to accompany objects in transit are also specified in EN 15946.

### 4.4 Planning

An understanding of condition is a pre-requisite in planning the care or use of cultural heritage. Decisions leading to actions or measures that affect the future condition of cultural heritage should follow an assessment and diagnosis of condition.

## 5 Status of the condition report

A condition report has permanent validity and should be archived. Signed and dated condition reports may have validity for contractual purposes or as evidence. As a reference document, the condition report may also have a contractual legal value provided that it has been agreed and signed jointly by both parties (e.g. by the owner and borrower of an object).

Formal condition reports may vary in scale and content but their status remains the same.

Informal observations and notes may contribute to the creation of a condition report.

## 6 Recommended contents of a condition report

### 6.1 Introduction

It is important that a condition report includes a minimum set of information, clearly laid out for future retrieval. The following is considered to be basic expected information; it is not set out in a hierarchical order. All

relevant information about an object or a collection should be made available to the person producing a report on its condition.

A possible format in which this essential information can be held is suggested in Annex B.

## 6.2 Reporting information

A condition report shall include the following information concerning its creation:

- a) person(s) who has performed the survey, position and qualifications;
- b) the date of inspection and date of the report;
- c) tools and methodologies used;
- d) the purpose and context of the report;
- e) the name of the client/commissioner;
- f) the working conditions (see Clause 8) under which the report was created;
- g) reliability of collected data (not available, incomplete or exhaustive).

A condition report may also include:

- 1) contact persons for the inspection;
- 2) person(s) present during the inspection;
- 3) inaccessibility of parts of the object, if relevant;
- 4) time used to complete the survey.

## 6.3 Object identification

An object shall be identified through the inclusion of the following information:

- a) identification number (e.g. inventory or accession number etc.) or statutory protection number (date of the classification or registration order, etc.), and/or acquisition date;
- b) title, heading, designation or object name;
- c) author, creator, attribution, origin, civilisation, etc. and date of creation if known;
- d) ownership, even if reported as unknown;
- e) protection information, where it exists;
- f) a summary of significance, i.e. cultural or functional nature or indicator of relative importance, when determined.

## 6.4 Object description

The nature of the cultural heritage shall be described before its condition is assessed and recorded. When possible, an established methodology for describing the type of object or collection of objects should be used and referenced. Otherwise, a consistent methodology should be used for describing similar objects (e.g. general to specific; support followed by media, structure to surface, etc.).