

BS EN 13724:2013

Incorporating corrigendum January 2016



BSI Standards Publication

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

bsi.

National foreword

This British Standard is the UK implementation of EN 13724:2013, incorporating corrigendum January 2016. It supersedes BS EN 13724:2002 which is withdrawn.

The start and finish of text introduced or altered by corrigendum is indicated in the text by tags. Text altered by CEN corrigendum January 2016 is indicated in the text by AC1 AC1.

The UK participation in its preparation was entrusted to Technical Committee SVS/4, Postal services.

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.

© The British Standards Institution 2016.
Published by BSI Standards Limited 2016.

ISBN 978 0 580 93224 3

ICS 03.240

Compliance with a British Standard cannot confer immunity from legal obligations.

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 30 April 2013.

Amendments issued since publication

Date	Text affected
30 April 2016	Implementation of CEN corrigendum January 2016

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

Postalische Dienstleistungen - Einwurföffnungen von Hausbriefkästen - Anforderungen und Prüfungen

This European Standard was approved by CEN on 9 February 2013.

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 CEN-CENELEC 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 CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.



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

Management Centre: Avenue Marnix 17, B-1000 Brussels

Contents

Page

Foreword.....	4
1 Scope.....	5
2 Normative references.....	5
3 Terms and definitions	5
4 Classification.....	6
4.1 Aperture types.....	6
4.2 Aperture sizes	7
4.3 Corrosion resistance	7
4.4 Security.....	7
5 Requirements	7
5.1 General requirements	7
5.2 Components	7
5.3 Dimensions.....	8
5.3.1 Aperture dimensions	8
5.3.2 Smaller apertures – Types 1, 2 and 3	8
5.3.3 Gauge mail.....	8
5.4 Ergonomics and safety	8
5.4.1 Installation height of the aperture and lock	8
5.4.2 Safety.....	9
5.4.3 Opening force of the flap	9
5.4.4 Closing of the flap.....	9
5.4.5 Fire protection regulations	9
5.4.6 Easy removal.....	9
5.5 Confidentiality	9
5.6 Corrosion and water penetration.....	9
5.6.1 Corrosion.....	9
5.6.2 Water penetration (types 1, 3 and 4).....	9
5.7 Security.....	10
5.7.1 Security requirements.....	10
5.7.2 Theft prevention - types 1, 2 and 3	10
5.7.3 Theft prevention - type 4.....	13
5.7.4 Security and locks - types 1, 2 and 3.....	13
5.7.5 Protection against the opening of doors and windows - type 4.....	13
5.7.6 Security - type 4	13
6 Tests	15
6.1 General test requirements	15
6.2 Components	15
6.3 Dimensions.....	15
6.4 Ergonomics and safety	15
6.4.1 Installation height of the aperture and lock	15
6.4.2 Safety.....	15
6.4.3 Opening force of the flap	15
6.4.4 Closing of the flap.....	15
6.5 Confidentiality	15
6.6 Corrosion and water penetration.....	15
6.6.1 Corrosion.....	15
6.6.2 Water penetration.....	16
6.7 Security.....	18
6.7.1 Security requirements.....	18

6.7.2	Theft prevention - types 1, 2 and 3	18
6.7.3	Theft prevention - type 4	18
6.7.4	Security and locks - types 1, 2 and 3	19
6.7.5	Protection against the opening of doors and windows - type 4	21
6.7.6	Security – type 4	21
7	Marking and labelling	23
Annex A	(normative) Dimensions	26
Annex B	(informative) Installation height of aperture	27
Annex C	(informative) Installation height of lock	28
Annex D	(informative) A-deviations	30
Bibliography	33

Foreword

This document (EN 13724:2013) 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 October 2013, and conflicting national standards shall be withdrawn at the latest by October 2013.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

This document supersedes EN 13724:2002.

With regard to EN 13724:2002, the following changes have been carried out:

- a) Revision of the definition of the term "grade";
- b) Raising the number of aperture sizes from 2 to 3;
- c) Extension of security grades by security grade 0;
- d) Introduction of 3 new gauge envelopes;
- e) Adaptation of the paragraph entitled "installation height of aperture":
 - 1) Adding requirements for the installation height of locks;
 - 2) Adding Annex B and C with further informative requirements on the installation height for apertures and locks in order to better meet the needs of elderly and disabled persons;
- f) Adding the term "easy removal" under 5.4 "Ergonomics and safety";
- g) Specification of the item "security";
- h) Modification of the figures entitled "Distances for theft prevention";
- i) Adding of an enhanced security device (letter plate deflector) for apertures type 4;
- j) Removal of the Belgian A-Deviation and inclusion of an A-Deviation for Poland and Denmark.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association.

According to the CEN-CENELEC Internal Regulations, the national standards organisations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey 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 manufacturer's 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

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 1670:2007, *Building hardware — Corrosion resistance — Requirements and test methods*

3 Terms and definitions

For the purposes of this document, 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 letter plates, including installation material

3.3

theft and burglar resistance

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 letter plate or private letter box in a door

3.7

flap

pivoted component, generally flat, whose purpose is to cover and/or seal the aperture

Note 1 to entry: Flaps can open inwards or outwards.

3.8

frame

parts directly surrounding the aperture