

[www.bsigroup.com/shop](http://www.bsigroup.com/shop)

ICT  
Management  
Fire  
Construction  
Sustainability  
Manufacturing  
Healthcare



## Book Catalogue 2008

BSI's essential guide to books,  
CD-ROMs and online tools

*raising standards worldwide™*

**BSi**  
Business  
Information

# Welcome to the BSI British Standards Book Catalogue 2008

## BSI and our Authors

BSI publish more than just standards. We publish a wide range of business-related books, CD-ROMs and electronic products explaining and interpreting business issues and standards, written by qualified experts. Our portfolio of publications and products is about improving systems, applications and processes in business, trade and industry, public and private sectors. The emphasis is firmly on the application of best practice in all sectors of the working environment. Take a look through the catalogue to see the wide range of areas we publish in. BSI authors are respected industry experts and include Jenny Dugmore for IT Service Management, Colin Todd for Fire Safety and David Smith for Health and Safety. All our authors benefit from BSI's global reputation. We value our creative partnership with authors.

## You could be one too!

If you are an expert in your field, with an idea for a new publication, we would like to hear from you. BSI's dedicated publishing team is always looking for new titles that will advance industry and business. If you are a professional with a publishing proposal, please contact our Commissioning Editors by email: [publishing@bsigroup.com](mailto:publishing@bsigroup.com)

## Visit our new look website

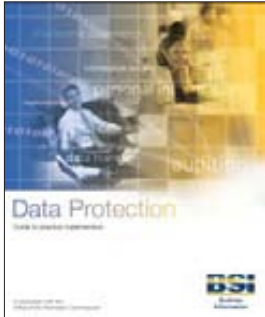
All our products are now available to order through the BSI website [www.bsigroup.com/shop](http://www.bsigroup.com/shop)



## Contents

<b>ICT</b>	<b>2</b>	<b>Fire</b>	<b>34</b>
Data Protection	2		
Freedom of Information	3		
Information Security	3		
Information Management	6	<b>Construction</b>	<b>36</b>
UDC	11	Electrical Equipment and Components	37
IT Service Management	13		
<hr/>		<b>Sustainability</b>	<b>39</b>
<b>Management</b>	<b>18</b>	Environmental Management	39
ISO 9000 & Quality Management	18	Food	43
Quality	21	CSR	45
Integrated Management Systems	22		
Risk & Business Continuity Management	25	<b>Manufacturing</b>	<b>46</b>
Health & Safety	28		
<hr/>		<b>Healthcare</b>	<b>48</b>

# ICT – Data Protection



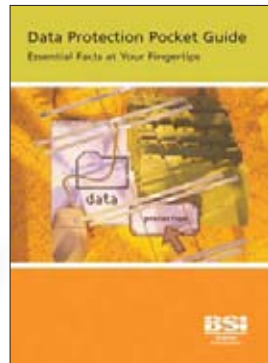
## Data Protection Guide

This guide will provide you with guidance for the implementation of the Data Protection Act (DPA), and will also deal specifically with areas such as email policy, database management, subject access and e-commerce. The guide, which is regularly updated, will take you through, step by step, all aspects of the DPA to ensure that you are protecting customer and employee privacy.

- A4 Loose-leaf with binder
- BSI order ref BIP 0012
- Published by BSI

### Price

12-month subscription £350 + VAT  
(£411.25)



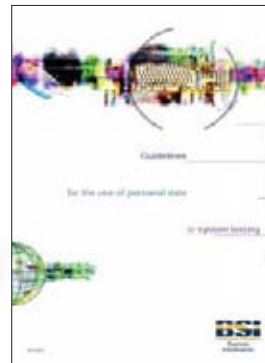
## Data Protection Pocket Guide: Essential facts at your fingertips

Nicola McKilligan & Naomi Powell

This guide provides the basics to help you understand and comply with data protection and privacy legislation. If you are a small business, school, charity, unincorporated members' club or organization without the benefit of a large in-house compliance department, you will find this book invaluable. It provides quick and easy reference for managers and executives responsible for data protection compliance, and is perfect for anyone without an in-depth technical knowledge of the subject. It includes specific guidance for accountants, solicitors, medical professionals, independent financial advisors, credit brokers and others operating in high-risk areas.

- Royal Paperback
- 140 pages
- 2004
- ISBN 0 580 44437 6
- ISBN-13 978 0 580 44437 1
- BSI order ref BIP 0050
- Published by BSI

**Price** £30



## Guidelines for the Use of Personal Data in System Testing

Jenny Gordon & Louise Wiseman

This publication provides guidelines in an area where few documented processes exist – the use of personal data in system testing, in compliance with the Data Protection Act 1998. Organizations have a legal obligation to respect the rights of individuals to confidentiality and to ensure security of their personal data. The guide shows that compliance need not be overly complex or expensive. By effective use of risk assessment techniques, an organization can take a realistic view of the dangers, whilst at the same time, ensuring they comply with the law.

- A4 Wirebound
- 42 pages
- 2003
- ISBN 0 580 42472 3
- ISBN-13 978 0 580 42472 4
- BSI order ref BIP 0002
- Published by BSI

**Price** £75



## Privacy in e-business: Promoting respect, trust and confidence in your organization

William Roebuck

This publication advises companies on how to develop a water-tight strategy for compliance with privacy and data protection legislation. This guide sets out the best ways to collect, manage, maintain and store personal data. Use it to satisfy your customers' expectations and encourage trust and confidence in your e-business activities. In addition, the guide covers topics such as corporate and senior management liability and the rules for monitoring employees.

- Royal Paperback
- 124 pages
- 2004
- ISBN 0 580 43995 X
- ISBN-13 978 0 580 43995 7
- BSI order ref BIP 0011
- Published by BSI

**Price** £35

# ICT – Freedom of Information & Information Security



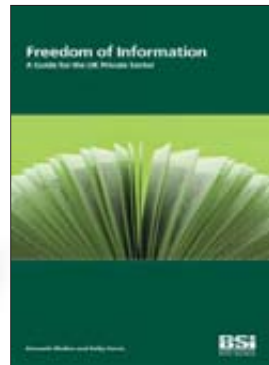
## Guide to Freedom of Information

Structured and consolidated into three easy-to-use parts, the BSI Freedom of Information (FOI) Guide provides detailed guidance on the FOI and Environmental Information legislation, including detailed guidance on the Scottish legislation and provides a detailed explanation of all the exemptions to help your organization meet legal requirements. Your subscription includes regular updates to the guide to make sure that you have the latest and up-to-date information about how the legislation is working.

- Loose-leaf with binder
- BSI order ref BIP 0001
- Published by BSI

### Price

12-month subscription £245 + VAT (£287.87)



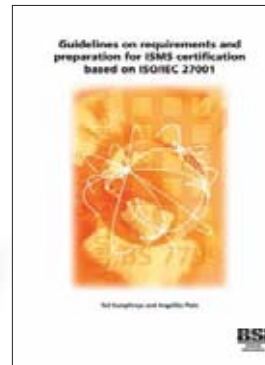
## Freedom of Information: A guide to the UK private sector

Kenneth Mullen & Kelly Harris

This guide explores the risks and benefits of the Freedom of Information Act 2000 (FOIA) and the Freedom of Information (Scotland) Act 2002 (FOISA) for private sector organizations. Although the FOI legislation's statutory obligations, including the 'right to know', do not apply directly to private sector organizations, the legislation is already making an impact across the private sector. The book provides a summary of the law, explains the key issues, such as the 'right to know', outlines potential scenarios involving the legislation and its impact on private sector organizations, explains the exemptions and gives guidance on dealing with the public sector and on contractual issues, with draft contract clauses included. Finally, the Guide includes information on using the legislation to your advantage for business intelligence purposes.

- A5 Paperback
- 88 pages
- 2007
- ISBN-13 978 0 580 49931 9
- BSI order ref BIP 0086
- Published by BSI

**Price** £30



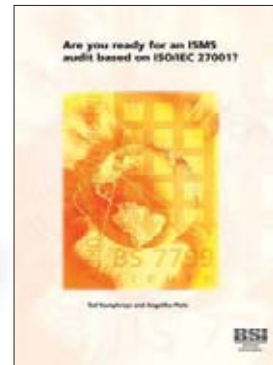
## Guidelines on requirements and preparation for ISMS certification based on ISO/IEC 27001

Ted Humphreys & Angelika Plate

This book provides guidance to users of the 2005 editions of BS ISO/IEC 17799 (BS 7799-1) and BS 7799-2 on the 'Plan, Do, Check, Act' model and the ISMS process requirements for organizations preparing for accredited certification to BS 7799-2. This guide includes information about the latest developments regarding certification criteria and other related standards developments. It provides industry accepted best practice methods for providing and demonstrating the evidence required by an assessment auditor.

- A4 Paperback
- 48 pages
- 2005
- ISBN 0 580 46002 9
- ISBN-13 978 0 580 46002 9
- BSI order ref BIP 0071
- Published by BSI

**Price** £25



## Are you ready for an ISMS Audit based on ISO/IEC 27001?

Ted Humphreys & Angelika Plate

This book includes an ISMS process check and a gap analysis workbook. It is intended primarily for use by organizations seeking to prepare for certification to BS 7799-2. For this purpose it is recommended that the pre-certification assessment is best carried out under the supervision of the person responsible for information security in the organization or by internal audit staff. System developers may also find it a useful reference document when considering the security aspects of new systems.

- A4 Paperback
- 128 pages
- 2005
- ISBN 0 580 46003 7
- ISBN-13 978 0 580 46003 6
- BSI order ref BIP 0072
- Published by BSI

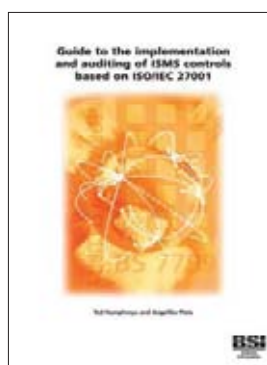
**Price** £40

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – Information Security



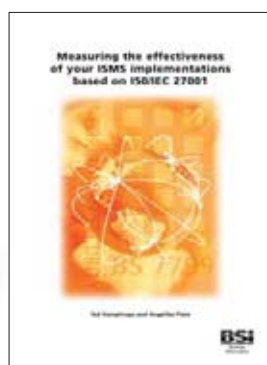
## Guide to the implementation and auditing of ISMS controls based on ISO/IEC 27001

Ted Humphreys & Angelika Plate

This guide includes the definitive requirements that auditors must address when certifying organizations to the 2005 edition of BS 7799-2 and it provides guidance on the implementation, checking and auditing of the controls.

- A4 Paperback
- 130 pages
- 2005
- ISBN 0 580 46004 5
- ISBN-13 978 0 580 46004 3
- BSI order ref BIP 0073
- Published by BSI

**Price** £50



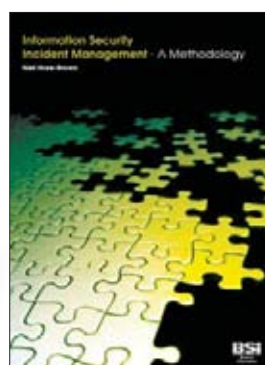
## Measuring the effectiveness of your ISMS implementations based on ISO/IEC 27001

Ted Humphreys & Angelika Plate

As international interest in the field of ISMS metrics and measurements increases, this publication brings together the different methods currently used to measure controls and/or processes. In addition it offers further information and guidance about the various methods to measure the success of the security arrangements in place.

- A4 Paperback
- 68 pages
- 2006
- ISBN 0 580 46015 0
- ISBN-13 978 0 580 46015 9
- BSI order ref BIP 0074
- Published by BSI

**Price** £35



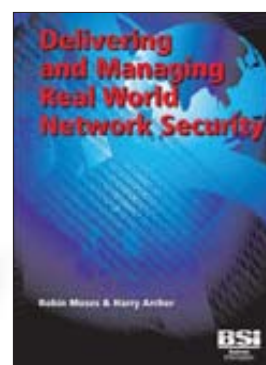
## Information Security Incident Management: A Methodology

Neil Hare-Brown

This book builds on the guidance given in ISO/IEC 27002 (17799) by providing a management process to help organizations plan and prepare for security incidents. The book also helps organizations learn from these incidents by enabling the analysis of key stages and for what is learnt to be fed back into the response cycle to improve effective impact reduction. The author details why organizations should adopt this type of approach, the types of incident an organization could have to deal with and provides supporting evidence and example documents to help implement an effective management process.

- A5 Paperback
- 128 pages
- 2007
- ISBN-13 978 0 580 50720 5
- BSI order ref BIP 0064
- Published by BSI

**Price** £50



## Delivering and Managing Real World Network Security

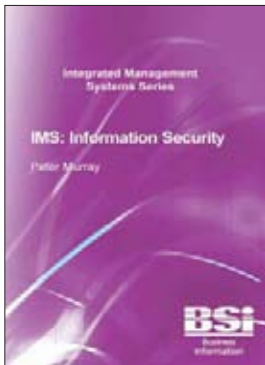
Robin Moses & Harry Archer

This book gives an overview of the guidance given in the five parts of ISO 18028, but also goes deeper into 'real world' issues that are of concern to today's organizations and communities. It looks at how to identify network security risks and the related technical aspects and security controls, and explains how to ensure that correct network technical security architecture is put in place. Areas covered include: local and wide area networking, wireless networking, remote access, IP convergence, and routed access to third-party organizations among others. It will be of use to managers and personnel who are responsible for any aspect of networking systems.

- A5 Paperback
- 198 pages
- 2006
- ISBN 0 580 48985 X
- ISBN-13 978 0 580 48985 3
- BSI order ref BIP 0068
- Published by BSI

**Price** £30

# ICT – Information Security



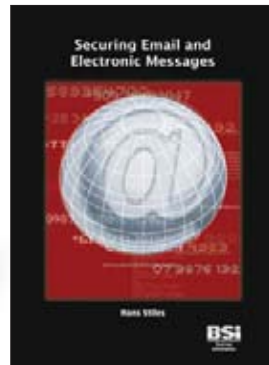
## IMS: Information Security

Peter Murray

This book is written by a former covert specialist who was trained by both the Home Office and the British Security Services. He was specifically tasked with identifying weaknesses in information systems, breaching those systems and extracting information without those being targeted knowing their information had been extracted. The book sets out the risks businesses might face. It examines the benefits of an information security management system (ISMS) based on BS 7799 as part of an integrated management system. It also shows how an ISMS can significantly help to protect an organization's critical information.

- Royal Paperback
- 120 pages
- 2003
- ISBN 0 580 42117 1
- ISBN-13 978 0 580 42117 4
- BSI order ref BIP 2008
- Published by BSI

**Price** £30



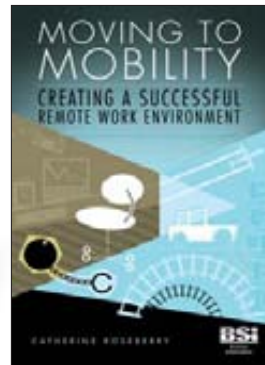
## Securing Email and Electronic Messages

Hans Stiles

This book provides an overview of the major areas of concern to those responsible for an organization's messaging infrastructure and includes information on disclaimers and usage policies, network security, content security, encryption, managing remote users, maintenance and good housekeeping, as well as a glossary explaining the technical terms associated with email and electronic messaging.

- A5 Paperback
- 200 pages
- 2008
- ISBN-13 978 0 580 50728 1
- BSI order ref BIP 0020
- Published by BSI

**Price** £40



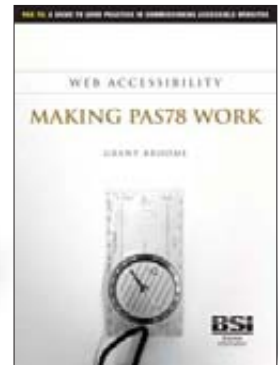
## Moving to Mobility: Creating a successful remote work environment

Catherine Roseberry

Advancements in technology now enable remote workers to work from practically anywhere in the world. This new book provides managers and remote workers with comprehensive guidance to make informed choices about the way they work, where they work and what equipment is best suited to fulfil their job function. The book also contains information concerning information and network security, responsibilities of management and individual staff, data and records management and other areas that are easily taken for granted when working in a managed office environment.

- A5 Paperback
- 128 pages
- 2008
- ISBN-13 978 0 580 50727 4
- BSI order ref BIP 0027
- Published by BSI

**Price** £30



## Web Accessibility: Making PAS 78 Work

Grant Broome

Web accessibility is a vast and ever-changing subject and attempts to address the needs of millions of people with widely varying disabilities who may be using one of a vast choice of assistive software and hardware. This book helps organizations on the journey to understanding why web accessibility is important, and provides a step-by-step approach to managing a successful and accessible project. The book provides all the information required to confidently address managers, customers and third party suppliers to enable organizations to ensure successful accessible web project delivery.

- A4 Paperback
- 112 pages
- 2008
- ISBN-13 978 0 580 50726 7
- BSI order ref BIP 0090
- Published by BSI

**Price** £55

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – Information Security & Information Management



## RA2: art of risk

Distributed by BSI

Developed by ÆXIS Security Consultants and XiSEC Consultants Ltd, *RA2 art of risk* is the risk assessment tool from the originators of the previously successful RA Software Tool. This tool is more than just a risk assessment tool – it covers a number of security processes that direct businesses towards designing and implementing an ISMS. To protect your organization's information against a range of risks, *RA2 art of risk* is designed to help businesses to develop an ISMS in compliance with the ISMS standard BS 7799-2:2002, and the code of practice BS ISO/IEC 17799. It uses a user friendly, easy to understand, step-by-step risk assessment process approach, a fully worked through example and the facility to import information collected from different parts of your organization.

### FREE DEMO!

Go to [www.bsi-global.com/RA2](http://www.bsi-global.com/RA2)

- CD-ROM
  - 2005
  - BSI order ref BIP 0022
  - Published by ÆXIS Security Consultants and XiSEC Consultants Ltd
- Price** £1,100 + VAT (£1,292.50)



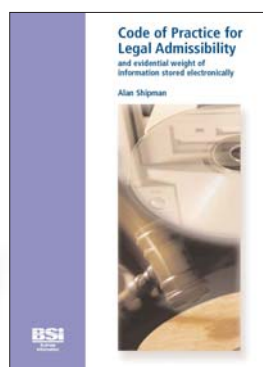
## IT Governance Toolkit

Alan Calder  
Distributed by BSI

Written by business managers for business managers, this CD-ROM and book is an essential resource to be used in all organizations, but especially those with developed internal IT systems and those focused on e-commerce. The toolkit contains: The Manager's Guide to Data Security and BS 7799/ISO 17799 - 3rd edition; A model Information Security Policy and a model Statement of Applicability; A pre-written Information Security Manual; A Business Continuity Plan and a Service Level Agreement Template; 400 pages of fit-for-purpose documentation; 110 pre-written policies, procedures, templates and guidance; Enterprise security assessment tool and Gap analysis/7799 Audit tool; What is BS ISO/IEC 17799? (project staff training slides); PDCA and documentation pyramid presentation; Unique drafting support service and 12 months of automatic updates.

- Royal Hardback with CD-ROM
- 2006
- ISBN 0 7494 4414 2
- ISBN-13 978 0 7494 4414 3
- BSI order ref BIP 0026
- Published by IT Governance

**Price** £499 + VAT (£586.32)



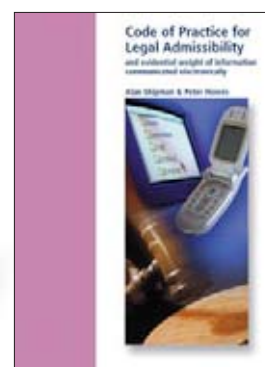
## Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically

Alan Shipman

This Code of Practice is the industry's benchmark publication covering information stored electronically. It contains practical advice and examples to assist you in increasing the evidential weight of your electronically stored information. This book will keep you on the right side of the law by providing good practice guidance on the electronic creation, storage and retrieval of information.

- A4 Paperback
- 156 pages
- 2003
- ISBN 0 580 42774 9
- ISBN-13 978 0 580 42774 9
- BSI order ref BIP 0008-1
- Published by BSI

**Price** £55



## Code of Practice for Legal Admissibility and Evidential Weight of Information Communicated Electronically

Alan Shipman & Peter Howes

This Code of Practice is primarily concerned with the authenticity, integrity and availability of electronically communicated information, to the demonstrable levels of certainty required by an organization. It is particularly applicable where this communicated information may be used as evidence in disputes inside and outside the legal system.

- A4 Paperback
- 109 pages
- 2005
- ISBN 0 580 45672 2
- ISBN-13 978 0 580 45672 5
- BSI order ref BIP 0008-2
- Published by BSI

**Price** £55

# ICT – Information Management



## Code of Practice for Legal Admissibility and Evidential Weight of Linking Electronic Identity to Documents

Alan Shipman & Peter Howes

This Code of Practice is primarily concerned with the authenticity, integrity and availability of electronic identity, to the demonstrable levels of certainty required by an organization. It is particularly applicable where any communicated information may be used as evidence in disputes inside and outside the legal system.

- A4 Paperback
- 98 pages
- 2005
- ISBN 0 580 45678 1
- ISBN-13 978 0 580 45678 7
- BSI order ref BIP 0008-3
- Published by BSI

**Price** £55



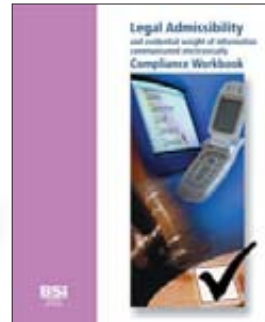
## Legal Admissibility and Evidential Weight of Information Stored Electronically: Compliance Workbook

Alan Shipman

This compliance workbook will assist you in evaluating your information management system, and to demonstrate compliance to the Code of Practice. You will find this workbook an essential companion to BIP 0008-1, as it will enable you to achieve an historical audit trail of compliance. Once achieved, it should be stored on the same information management system that it has audited.

- A4 Loose-leaf with binder
- 49 pages
- 2004
- ISBN 0 580 42775 7
- ISBN-13 978 0 580 42775 6
- BSI order ref BIP 0009-1
- Published by BSI

**Price** £35



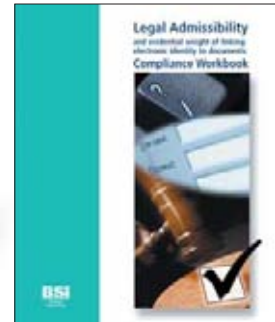
## Legal Admissibility and Evidential Weight of Information Communicated Electronically: Compliance Workbook

Alan Shipman & Peter Howes

This compliance workbook helps you to evaluate your information management system and demonstrate compliance to the Code of Practice. You will find this workbook an essential companion to BIP 0008-2. It enables you to document an historical audit trail of compliance and, once achieved, it should be stored on the same information management system that is being audited.

- A4 Loose-leaf with binder
- 42 pages
- 2006
- ISBN 0 580 47847 5
- ISBN-13 978 0 580 47847 5
- BSI order ref BIP 0009-2
- Published by BSI

**Price** £35



## Legal Admissibility and Evidential Weight of Linking Electronic Identity to Documents: Compliance Workbook

Alan Shipman & Peter Howes

This compliance workbook helps you to evaluate your information management system and demonstrate compliance to the Code of Practice. You will find this workbook an essential companion to BIP 0008-3. It enables you to document an historical audit trail of compliance and, once achieved, it should be stored on the same information management system that is being audited.

- A4 Loose-leaf with binder
- 37 pages
- 2006
- ISBN 0 580 47848 3
- ISBN-13 978 0 580 47848 2
- BSI order ref BIP 0009-3
- Published by BSI

**Price** £35

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – Information Management



## Legal Admissibility Collection CD

Alan Shipman & Peter Howes

Organizations are increasingly heading towards the goal of a paperless office. This brings with it issues surrounding the storage, security, authenticity, integrity and availability, and communication of electronic information. These set of guidance and workbooks offer best practice, practical advice on the legal admissibility of electronic information. The CD contains the Codes of Practice, BIP 0008 parts 1, 2 & 3, and the accompanying compliance workbooks, BIP 0009 parts 1, 2 & 3.

- CD-ROM
- 2008
- ISBN-13 978 0 580 50939 1
- BSI order ref BIP 3081
- Published by BSI

**Price** £230 + VAT (£270.25)



## Legal Admissibility Guidance Kit

This Kit contains: Code of Practice for Legal Admissibility & Evidential Weight of Information Stored Electronically (BIP 0008-1), Legal Admissibility & Evidential Weight of Information Stored Electronically: Compliance Workbook (BIP 0009-1) and Principles of good practice for Information Management (PD 0010). Buy these three publications together and save 15% on the individual list prices.

- BSI order ref KIT 38
- Published by BSI

**Price** £114



## A Manager's Guide to the Long-Term Preservation of Electronic Documents

Neil Pitman & Alan Shipman

This publication provides guidance for the adoption of practices and standards that will enable organisations to have confidence that their digital documents will be preserved for the long term. The publication covers the areas of retention schedules, document capture and archiving methods, standard document formats and metadata schemas for electronic documents ranging from word processing documents to email messages to point-in-time capture of wikis, blogs and other web sites.

- A4 Paperback
- 120 pages
- 2008
- ISBN-13 978 0 580 61351 7
- BSI order ref BIP 0089
- Published by BSI

**Price** £55



## Records Management Collection CD

These publications will assist organizations wishing to introduce best practice for the management of records and information; manage records for quality initiatives (ISO 9001, EFQM); and manage records for legal and regulatory compliance, including compliance with the code of practice under section 46 of the Freedom of Information Act 2000. The CD contains: BS ISO 15489-1:2001 (Information and documentation. Records management, General); PD ISO/TR 15489-2:2001 (Information and documentation. Records management, Guidelines); BIP 0025-1; BIP 0025-2; BIP 0025-3 & BIP 0025-4

- CD-ROM
- 2007
- ISBN-13 978 0 580 50936 0
- BSI order ref BIP 3080
- Published by BSI

**Price** £285 + VAT (£334.87)

**Member Price** £190 + VAT (£223.25)

# ICT – Information Management



## Effective Records Management: A management guide to the value of BS ISO 15489-1

David Best

Part 1 summarizes the case for implementing records management at an appropriate level in most if not all organizations. This book should be read in conjunction with BS ISO 15489-1:2001.

- A4 Paperback
- 34 pages
- 2003
- ISBN 0 580 39007 1
- ISBN-13 978 0 580 39007 4
- BSI order ref BIP 0025-1
- Published by BSI

**Price** £25



## Effective Records Management: Practical implementation of BS ISO 15489-1

Julie McLeod

This book complements PD ISO/TR 15489-2 and provides an alternative, easily accessible and practical guide for anyone who wishes to implement BS ISO 15489-1, but in particular for new or non-records management professionals.

- A4 Paperback
- 54 pages
- 2003
- ISBN 0 580 39006 3
- ISBN-13 978 0 580 39006 7
- BSI order ref BIP 0025-2
- Published by BSI

**Price** £25



## Effective Records Management: Performance Management for BS ISO 15489-1

Philip A Jones

This book focuses on ensuring the sustainability of a records management programme. It shows you how to review a programme once it has been implemented and explores ways to measure the programme's performance and demonstrate the benefits to your organization. By measuring performance, you will be able to demonstrate that the initiatives or programmes applied are delivering the required results to your organization and customers. This information is vital if you wish to plan your future requirements effectively.

- A4 Paperback
- 48 pages
- 2003
- ISBN 0 580 42776 5
- ISBN-13 978 0 580 42776 3
- BSI order ref BIP 0025-3
- Published by BSI

**Price** £25



## Effective Records Management: How to comply with BS ISO 15489-1

Philip A Jones & Bob McLean

This book deconstructs BS ISO 15489-1 offering a range of options so that you can select an appropriate level of compliance for your organization. It suggests approaches that you can adopt to build a portfolio of evidence, which demonstrates compliance to the degree that you require. Sample forms with guidance notes for completion make this workbook clear and easy-to-use.

- A4 Wirebound
- 78 pages
- 2007
- ISBN-13 978 0 580 49662 2
- BSI order ref BIP 0025-4
- Published by BSI

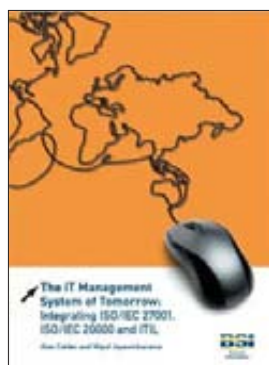
**Price** £30

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – Information Management



## COMING SOON

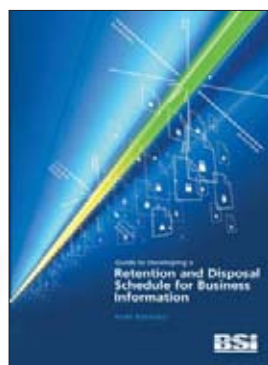
### The Management System of Tomorrow: Integrating ISO/IEC 27001, ISO/IEC 20000 and ITIL

Alan Calder & Wipul Jayawickrama

This book provides guidance to managers at all levels in an organization on how best to tackle the two key information and IT challenges of the 21st Century: how to ensure that information technology effectively serves the needs of the businesses, and how to ensure that it is secure against the range of threats – both internal and external – that may limit the confidentiality, integrity and availability of the information on which the business depends.

- A5 Paperback
- TBC pages
- 2008
- ISBN-13 978 0 580 50721 2
- BSI order ref BIP 0069
- Published by BSI

**Price** £45



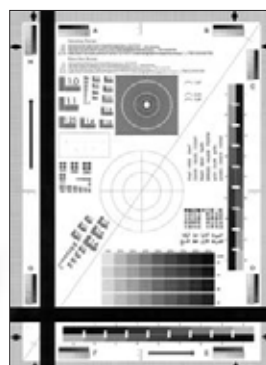
### Guide to Developing a Retention and Disposal Schedule

Keith Batchelor

This Guide has been written to inform records managers, senior company executives and other managers at all levels about the need for retention scheduling and the advantages it provides. The reader will be taken step-by-step from finding out what information is held by their organization to producing a suitable retention schedule. It contains advice and sample forms on questionnaires, methods, layouts, destruction and archiving with the pros and cons of the different methods that may be employed and, to help and guide you, there is a flow chart to take you through the book.

- Royal Paperback
- 120 pages
- 2006
- ISBN 0 580 49099 8
- ISBN-13 978 0 580 49099 6
- BSI order ref BIP 0067
- Published by BSI

**Price** £39



### Test Target for Assessing Output Quality of Black-and-white Document Scanners in Accordance with BS ISO 12653

This is a test target for assessing the output of black-and-white document scanners. The test target is designed to allow routine checks of the scanner's performance and to establish the performance limits of the scanner. The test target is a supporting publication to *Document Scanning. Guide to Scanning Business Documents* (PD0016), and is an essential companion to Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically (BIP 0008-1).

- A4 Loose-leaf with sleeve
- 2 pages
- 2001
- BSI order ref PD 0023
- Published by BSI

**Price** £25



### Document Scanning - Guide to scanning business documents

Peter Saint

This guide offers an insight into the processes of document scanning. The main features and benefits of different types of scanners are explained. It also covers guidance on evaluating scanners for user requirements. The guide addresses the processes associated with scanning and the general range of business documents that can be found in a typical business organization.

- A5 Paperback
- 54 pages
- 2001
- ISBN 0 580 33176 8
- ISBN-13 978 0 580 33176 3
- BSI order ref PD 0016
- Published by BSI

**Price** £21

请按BIP号在标准检索中查阅和订购

# ICT – Information Management & UDC



## Spatial Datasets for Geographical Referencing - CD

Geographical objects are defined in different ways by different people for different purposes, and references can be by name, number or description. BS 7666, Spatial datasets for geographical referencing identifies some types of spatial references and provides a way of cross-referencing between datasets collected using different types of spatial references. The CD contains BS 7666-0:2006. Part 0: Spatial datasets for geographical referencing. General model for gazetteers and spatial referencing; BS 7666-1:2006. Part 1: Spatial datasets for geographical referencing. Specification for a street gazetteer; BS 7666-2:2006. Part 2: Spatial datasets for geographical referencing. Specification for a land and property gazetteer and BS 7666-5:2006. Part 5: Spatial datasets for geographical referencing. Specification for a delivery point gazetteer.

- CD-ROM
- 2006
- ISBN 0 580 49289 3
- ISBN-13 978 0 580 49289 1
- BSI order ref BIP 0060
- Published by BSI

**Price** £335 + VAT (€393.62)

**Member Price** £172.50

+ VAT (€202.69)



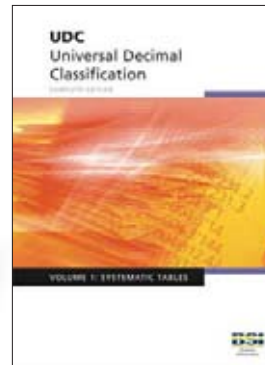
## Archival Documents. Guide to the Interpretation of BS 5454:2000. Storage and Exhibition of Archival Documents

Christopher Kitching, Hugh Edgar & Ian Milford

This guide discusses particular points in BS 5454:2000, clause by clause, to aid understanding of the standard. It also covers the practical considerations that need to be addressed by anyone building or maintaining storage accommodation for archive and library materials.

- A4 Wirebound
- 52 pages
- 2001
- ISBN 0 580 33296 9
- ISBN-13 978 0 580 33296 8
- BSI order ref PD 0024
- Published by BSI

**Price** £35

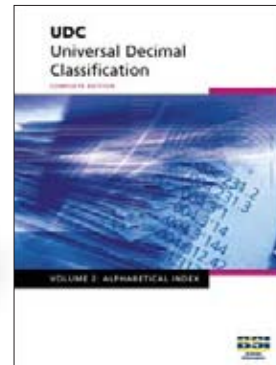


## Universal Decimal Classification Volume 1: Systematic Tables

This is the first complete update of UDC in hardcopy since 1993. Derived from the Master Reference File (MRF) from the UDC Consortium, this is the newly revised first volume, covering systematic tables. Volume 1 - Systematic tables contains: All ten tables; complete auxiliary tables; summary of the classification.

- A4 Hardback
- 1000 pages
- 2005
- ISBN 0 580 45469 X
- ISBN-13 978 0 580 45469 1
- BSI order ref BIP 0017-1
- Published by BSI

**Price** £175



## Universal Decimal Classification Volume 2: Alphabetical Index

Derived from the Master Reference File (MRF) from the UDC Consortium, this is the newly revised Complete Edition Volume 2, covering alphabetical index. Volume 2 – Alphabetical index: Provides access to UDC tables; Enables fast access to UDC tables through specially constructed index terms; Must be used in conjunction with Volume 1.

- A4 Hardback
- 500 pages
- 2006
- ISBN 0 580 45470 3
- ISBN-13 978 0 580 45470 7
- BSI order ref BIP 0017-2
- Published by BSI

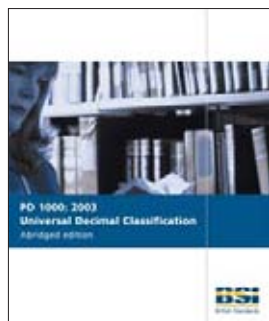
**Price** £130

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – Universal Decimal Classification



## Universal Decimal Classification: Abridged Edition

UDC Abridged Edition contains c. 4,100 classes and incorporates the major changes to the scheme since 1999. It includes the new properties table (1k-02) and new and revised classes for management, religion, population, tourism, social welfare, environment studies, biotechnology and cinema.

- A4 Loose-leaf with binder
- 266 pages
- 2003
- ISBN 0 580 42440 5
- ISBN-13 978 0 580 42440 3
- BSI order ref PD 1000
- Published by BSI

**Price** £26.50



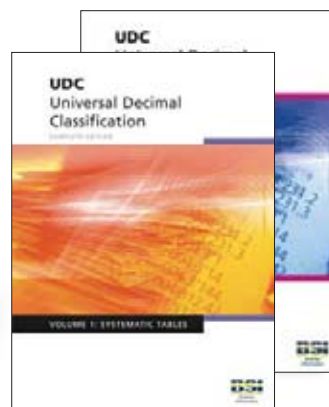
## UDC: A guide to its use

I.C. McIlwaine  
Distributed by BSI

This book is a revised edition of Universal Decimal Classification: a guide to its use (2000) which was itself a revision of the author's earlier Guide to the use of UDC. The original was written in 1993. This revision incorporates all the changes that have been made to the classification up to the end of 2006. This revised version is not a total rewrite of the 2000 edition, but has updated the text and examples to provide a more up to date picture of the current state of the classification.

- Royal Paperback
- 280 pages
- 2007
- ISBN-13 978 90 806152 3 6
- BSI order ref BIP 0100
- Published by UDC Consortium

**Price** £26



## UDC Complete Edition – Volumes 1 & 2

UDC is the world's foremost classification scheme for all fields of knowledge used for sophisticated indexing and retrieval. It is highly flexible and can be applied in numerous ways including organizing and recording books, bibliographic records, information resources, files and even objects such as stamps and coins. This is the first complete update of the UDC in hardcopy since 1993. Derived from the Master Reference File (MRF) from the UDC Consortium, this is the newly revised Complete Edition, containing all available references and classifications. UDC Complete Edition contains over 65,000 entries, in two volumes.

- ISBN 0580 45482 7
- ISBN-13 97 0580 45482 0 8
- BSI order ref BIP 0017
- Published by BSI

**Price** £260



## UDC Online

[www.udconline.net](http://www.udconline.net)

The online version is the Complete Edition of UDC available electronically, and with additional functionality. A one-year UDC Online subscription offers: Complete content of UDC database; Number building facility helps you to construct complex UDC numbers and see the results developing on screen; Search and view online; Cut and paste functionality – save time and effort and avoid transcription errors; User friendly screens; Multiple search strategies; Database search for specific terms and numbers. Use customized dictionary or hierarchy of UDC numbers to refine results.

- BSI order ref BIP 0061

### Price

£395 pa + VAT (£464.13) 1-2 users  
£50 pa + VAT (£58.75) for each additional user

£ Price on application for 10+ users  
Please contact +44 (0)20 8996 7555

**FREE TRIAL AVAILABLE**

# ICT – IT Service Management



## A Manager's Guide to IT Service Management

Jenny Dugmore & Shirley Lacy

This book is a comprehensive introduction to service management. It offers explanations, guidance and recommendations and has been produced to meet the needs of commercial and public sector organizations. It recognizes that services and service management are essential for organizations to generate revenue or to be cost-effective. This book has been updated in line with the new BS ISO/IEC 20000 series. It is aimed at managers and staff responsible for implementing, maintaining, improving or procuring service management.

- Royal Paperback
- 160 pages
- 2006
- ISBN 0 580 47922 6
- ISBN-13 978 0 580 47922 9
- BSI order ref BIP 0005
- Published by BSI

**Price** £39



## IT Service Management: Compliance Workbook

Ivor Mcfarlane & Jenny Dugmore

This workbook will help organizations assess the effectiveness of their best practice processes for IT service management. By using the workbook, organizations can gain a clear understanding of where they should improve their service delivery. The workbook can also be used to assess how their service management processes compare with those described in BS ISO/IEC 20000.

- A4 Loose-leaf with binder
- 76 pages
- 2006
- ISBN 0 580 47923 4
- ISBN-13 978-0-580-47923-6
- BSI order ref BIP 0015
- Published by BSI

**Price** £40



## IT Service Management Collection CD

This CD-ROM contains the essential standards and books you need to get to grips with IT Service Management. It contains BS ISO/IEC 20000-1, BS ISO/IEC 20000-2, A Manager's Guide to Service Management (BIP 0005) & IT Service Management Self Assessment Workbook (BIP 0015). The Workbook comes as a form field version in Word to be filled in electronically.

- CD-ROM
- 2006
- ISBN 0 580 49094 7
- ISBN-13 978 0 580 49094 1
- BSI order ref BIP 0062
- Published by BSI

**Price** £245 + VAT (287.88)

**Member Price** £161 + VAT (£189.18)



## ITSM Quick-check online

[www.iso20000online.com](http://www.iso20000online.com)

This online self-assessment tool enables and encourages a service provider's commitment to continual improvement in service management processes and services. It allows a service provider to assess their own processes by interviewing their personnel and, when used by people who understand the processes being assessed and who are also objective in their judgments, it will enable a service provider to identify their strengths and weaknesses, in comparison with best practices.

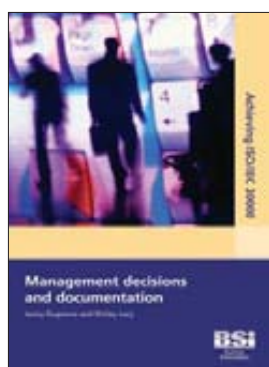
- Online
  - Annual Subscription
  - BSI order ref BIP 5002
  - Published by BSI
- Price** £495 + VAT (£581.62)

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – IT Service Management



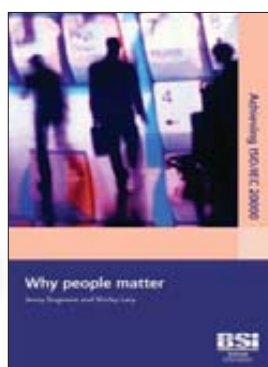
## Achieving ISO 20000: Management Decisions and Documentation (2<sup>nd</sup> edition)

Jenny Dugmore & Shirley Lacy

This book covers: the background to ISO/IEC 20000; a comparison to other standards and best practice material; compliance and certification audits; the scope of service management; building the business case for achieving ISO/IEC 20000; preparation for an audit and using ISO/IEC 20000 to select your supplier. Important terms that are used in management system standards, where the exact meaning of terms is important to the correct interpretation of the standard, are also explained, including the differences between the terms 'shall', 'should' and notes. This book also covers the requirements and recommendations for documents and records, which is a management responsibility requirement in clause 3.2 of ISO/IEC 20000-1.

- Royal paperback
- 133 pages
- 2006
- ISBN 0 580 47458 5
- ISBN-13 978 0 580 47458 3
- BSI order ref BIP 0030
- Published by BSI

**Price** £25



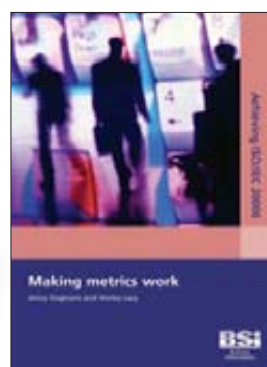
## Achieving ISO 20000: Why People Matter (2<sup>nd</sup> edition)

Jenny Dugmore & Shirley Lacy

This book covers the roles and responsibilities of management and process owners, and explains the importance of management commitment to best practice service management, mapping onto the requirements and recommendations of clause 3.1 of ISO/IEC 20000 Management responsibility. The book also covers the importance of motivation, training and career development as well as tips and techniques, mapping onto the requirements of clause 3.3 of ISO/IEC 20000-1, Competence, awareness and training.

- Royal paperback
- 91 pages
- 2006
- ISBN 0 580 47459 3
- ISBN-13 978 0 580 47459 0
- BSI order ref BIP0031
- Published by BSI

**Price** £25



## Achieving ISO 20000: Making Metrics Work (2<sup>nd</sup> edition)

Jenny Dugmore & Shirley Lacy

This book gives a practical view of why metrics and service reports are so important to the delivery of an effective service and to service improvements. It describes the types, the design, target audiences and documentation of metrics used in the service reporting process, covered by the requirements of clauses 4 and 6.2 of ISO/IEC 20000-1, Plan-Do-Check-Act (PDCA) cycle and Service reporting. Useful tips, techniques and example metrics are included.

- Royal Paperback
- 105 pages
- 2006
- ISBN 0 580 47460 7
- ISBN-13 978 0 580 47460 6
- BSI order ref BIP 0032
- Published by BSI

**Price** £25



## Achieving ISO 20000: Managing End to End Service (2<sup>nd</sup> edition)

Jenny Dugmore & Shirley Lacy

This book describes the supply chains that are commonly managed by service level management, business relationship management and supplier management, which are the requirements in clauses 6.1 and 7 of ISO/IEC 20000-1. It describes the interfaces between suppliers, the service provider and one or many customers. This book also includes useful tips for aspects of end-to-end service, such as the role of service level agreements (SLAs), service reviews, customer satisfaction and complaints procedures.

- Royal Paperback
- 113 pages
- 2006
- ISBN 0 580 47461 5
- ISBN-13 978 0 580 47461 3
- BSI order ref BIP 0033
- Published by BSI

**Price** £25

请按BIP号在标准检索中查阅和订购

# ICT – IT Service Management



## Achieving ISO 20000: Finance for Service Managers (2<sup>nd</sup> edition)

Jenny Dugmore & Shirley Lacy

This book covers Budgeting and accounting for IT services based on clause 6.4 of ISO/IEC 20000. It introduces financial terms that may be unfamiliar to service management specialists, which will help with understanding the requirements and recommendations. It also covers the relationship between budgeting, accounting and charging, and outlines the importance of service management processes in regulatory compliance.

- Royal Paperback
- 89 pages
- 2006
- ISBN 0 580 47462 3
- ISBN-13 978 0 580 47462 0
- BSI order ref BIP 0034
- Published by BSI

**Price** £25



## Achieving ISO 20000: Enabling Change

Jenny Dugmore & Shirley Lacy

This book covers the configuration, change management and release management processes which are contained in clauses 9 and 10 of ISO/IEC 20000. It compares the three processes and describes how they interface with each other, and gives advice on the requirements and recommendations of ISO/IEC 20000, example metrics and audit evidence. This book also includes practical advice on meeting the ISO/IEC 20000 requirements on the roles and responsibilities of those involved.

- Royal Paperback
- 113 pages
- 2006
- ISBN 0 580 44639 5
- ISBN-13 978 0 580 44639 9
- BSI order ref BIP 0035
- Published by BSI

**Price** £25



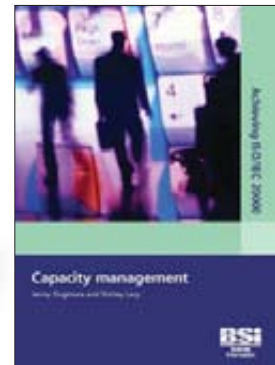
## Achieving ISO 20000: Keeping the Service Going

Jenny Dugmore & Shirley Lacy

This book covers the service continuity and availability management, incident management and problem management processes, which are contained in clauses 6.3 and 8 of ISO/IEC 20000. It explains the role of these processes in keeping the customer's service going, ranging from continuity planning through to the fast-fixing of incidents. It compares the processes and describes how they interface with each other. It includes example metrics and audit evidence, with practical tips and techniques that will help a service provider achieve the requirements.

- Royal Paperback
- 122 pages
- 2006
- ISBN 0 580 44640 9
- ISBN-13 978 0 580 44640 5
- BSI order ref BIP 0036
- Published by BSI

**Price** £25



## Achieving ISO 20000: Capacity Management

Jenny Dugmore & Shirley Lacy

This book covers the requirements for the capacity management process in clause 6.5 of ISO/IEC 20000. It describes the capacity management process and its role as a link between business plans, workloads, capacity and performance). It also covers the planning required to ensure a service provider is able to deliver a service that allows the customer's business to operate effectively. The book describes capacity management for all types of resources within the scope of service management.

- Royal Paperback
- 73 pages
- 2006
- ISBN 0 580 44641 7
- ISBN-13 978 0 580 44641 2
- BSI order ref BIP 0037
- Published by BSI

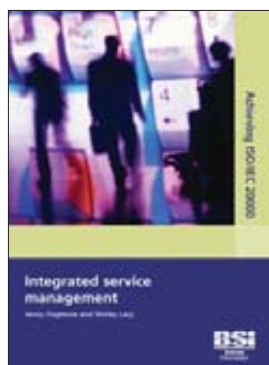
**Price** £25

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# ICT – IT Service Management



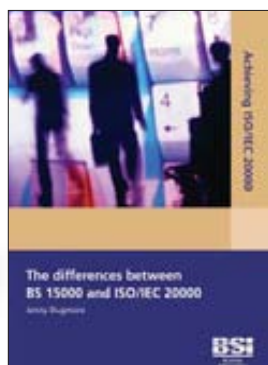
## Achieving ISO 20000: Integrated Service Management

Jenny Dugmore & Shirley Lacy

This book reflects the importance placed by ISO/IEC 20000 on understanding the interfaces between processes, and how the interfaces are managed so that service management processes are fully integrated. It also reflects the top-down management system approach that is fundamental to ISO/IEC 20000. This book describes how understanding and meeting the requirements of ISO/IEC 20000 gives better control, greater efficiency and opportunities for improvements.

- Royal Paperback
- 127 pages
- 2006
- ISBN 0 580 44642 5
- ISBN-13 978 0 580 44642 9
- BSI order ref BIP 0038
- Published by BSI

**Price** £25



## Achieving ISO 20000: The differences between BS 15000 & ISO/IEC 20000

Jenny Dugmore & Shirley Lacy

This book will be of particular interest to those who have used BS 15000 for service improvements, audits or training and need to update their material to reflect the ISO/IEC 20000 standard. ISO/IEC 20000 was based on BS 15000, and this book provides a detailed comparison of ISO/IEC 20000 and BS 15000, for both Parts 1 and 2. It shows the differences in structure, clause numbering and references. The core of this book is a series of tables detailing the changes to the requirements and recommendations clause-by-clause, as well as any re-wording that has been provided to give clarification for an international audience. It includes an explanation of why the changes were made and the implications of each of the changes. This book is based on the material produced by the Project Editor during the drafting of both Parts 1 and 2 of ISO/IEC 20000.

- A4 Paperback
- 128 pages
- 2006
- ISBN 0 580 47348 1
- ISBN-13 978 0 580 47348 7
- BSI order ref BIP 0039
- Published by BSI

**Price** £25



## ITIL v3: Continual Service Improvement

George Spalding & Gary Case  
Distributed by BSI

Alongside the delivery of consistent, repeatable process activities as part of service quality, ITIL has always emphasized the importance of continual improvements. Focusing on the process elements involved in identifying and introducing service management improvements, this publication also deals with issues surrounding service retirement.

- A4 Paperback
- 221 pages
- 2007
- ISBN 0113310498
- ISBN-13 978-0113310494
- BSI order ref BIP 0091
- Published by TSO

**Price** £85



## ITIL v3: Service Design

Colin Rudd & Vernon Lloyd  
Distributed by BSI

In order to meet the current and future business requirements, Service Design provides guidance on the production and maintenance of IT policies, architectures, and documents for the design of appropriate and innovative IT infrastructure service solutions and processes.

- A4 Paperback
- 334 pages
- 2007
- ISBN 0113310471
- ISBN-13 978-0113310470
- BSI order ref BIP 0092
- Published by TSO

**Price** £85

# ICT – IT Service Management



## ITIL v3: Service Operations

David Cannon & David Wheeldon  
Distributed by BSI

Service Operation introduces, explains and details delivery and control activities to achieve operational excellence on a day-to-day basis. Readers will find many of the familiar processes from the former service support and service delivery books, which have been updated where necessary.

- A4 Paperback
- 262 pages
- 2007
- ISBN 0113310463
- ISBN-13 978-0113310463
- BSI order ref BIP 0093
- Published by TSO

**Price** £85



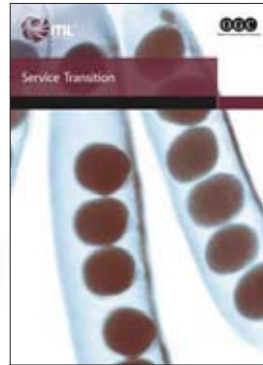
## ITIL v3: Service Strategy

Majid Iqbal & Michael Nieves  
Distributed by BSI

A view of ITIL that aligns business and IT so that each brings out the best in the other. It ensures that every element of the Service Lifecycle is focused on customer outcomes and relates to all the companion process elements that follow. Subsequent titles in the core set will link deliverables to meeting the business goals, requirements and service management principles described in this publication.

- A4 Paperback
- 264 pages
- 2007
- ISBN 0113310455
- ISBN-13 978-0113310456
- BSI order ref BIP 0094
- Published by TSO

**Price** £85



## ITIL v3: Service Transition

Shirley Lacy & Ivor Mcfarlane  
Distributed by BSI

Service Transition provides guidance and process activities for the transition of services in the operational business environment. It covers the broader, long-term change management role, release and deployment practices, so that risks, benefits, delivery mechanisms and the support of ongoing operational services are considered.

- A4 Paperback
- 261 pages
- 2007
- ISBN 011331048X
- ISBN-13 978-0113310487
- BSI order ref BIP 0095
- Published by TSO

**Price** £85



## ITIL v3: The Official Introduction to the ITIL Service Lifecycle

OGC  
Distributed by BSI

This official introduction is your gateway to ITIL. It explains the basic concept of IT Service Management and the place of ITIL, introducing the new lifecycle model, which puts into context all the familiar ITIL processes from the earlier books. It also serves to illuminate the background of the new ITIL structure. This title introduces ITSM and ITIL, explains why the service lifecycle approach is best practice in today's ITSM, and makes a persuasive case for change. After showing high level process models, it takes the reader through the main principles that govern the new version: lifecycle stages, governance and decision making, then the principles behind design and deployment, and operation and optimization.

- Paperback
- 238 pages
- 2007
- ISBN 0113310617
- ISBN-13 978-0113310616
- BSI order ref BIP 0096
- Published by TSO

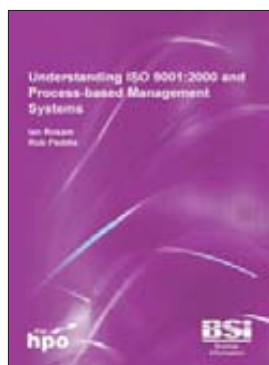
**Price** £30

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – ISO 9000 and Quality Management



## Understanding ISO 9001:2000 and Process-based Management Systems

Ian Rosam & Rob Peddle

The first book in this series explains why ISO 9001:2000 is very different to the previous versions, and why it 'moves the goalposts' for the standard. It covers process management and systems thinking, which are the essential pre-requisites for ensuring customer satisfaction whilst not neglecting other stakeholders. It helps you understand why applying the standard in the way intended should be an inevitable decision in all board rooms.

- A4 Paperback
- 108 pages
- 2003
- ISBN 0 580 41425 6
- ISBN-13 978 0 580 41425 1
- BSI order ref BIP 2013
- Published by BSI

**Price** £45



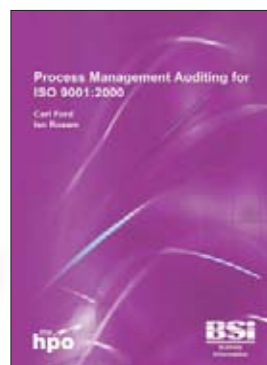
## Creating a Process-based Management System for ISO 9001:2000 and Business Improvement

Ian Rosam & Rob Peddle

This book gives practical guidance on the creation and implementation of a process-based management system that primarily meets the requirements of your business, and then ISO 9001:2000. Applicable to any organization, this approach is critical for both long term value and organization-wide involvement. How the process-based management system is used as a framework for business improvement is also illustrated in the book. Practical examples and case studies are given throughout to demonstrate best practice and approaches.

- A4 Paperback
- 98 pages
- 2003
- ISBN 0 580 41546 5
- ISBN-13 978 0 580 41546 3
- BSI order ref BIP 2014
- Published by BSI

**Price** £45



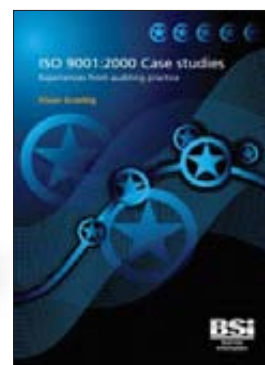
## Process Management Auditing for ISO 9001:2000

Carl Ford & Ian Rosam

Moving away from compliance-based auditing, the final book in the series challenges the mindset of auditors to 'think effectiveness'. It shows how process management auditing is a key business tool to: Gain meaningful information on which to base decision-making; Identify opportunities for genuine business improvements; Improve the effectiveness of activity undertaken – not just confirm that you are doing it; and cover the requirements of ISO 9001:2000. Highly practical and descriptive, the book shows how you can add greater value from auditing activity and be able to demonstrate it.

- A4 Paperback
- 96 pages
- 2003
- ISBN 0 580 41547 3
- ISBN-13 978 0 580 41547 0
- BSI order ref BIP 2015
- Published by BSI

**Price** £45



## ISO 9001:2000 Case Studies: Experiences from auditing practice

Klaus Graebig

With its highly practical focus, this book has a special place in quality management literature. Experienced auditors have contributed hundreds of examples of how the individual requirements of ISO 9001:2000 have been implemented. All sizes of organization, every sector of industry and all types of products and services have been covered. The examples are all taken from real-life situations. Each of them is rated on a scale from very good to very poor. The ratings have been approved by the auditors. They show how it is possible to meet or fall short of each requirement of the standard. The successes and failures are equally instructive.

- A5 Paperback
- 242 pages
- 2006
- ISBN 0 580 48996 5
- ISBN-13 978 0 580 48996 9
- BSI order ref BIP 2114
- Published by BSI

**Price** £30

请按BIP号在标准检索中查阅和订购

[www.bsigroup.com/shop](http://www.bsigroup.com/shop)

# Management – ISO 9000 and Quality Management



## Transition to ISO 9001:2000

Colin MacNee, Jim Pyle and Sandy Sutherland

Written by three leading members of the task groups that developed ISO 9001:2000, this guide details the changes from the 1994 edition and shows how to go about changing 'from the old to the new'. This is great value for anyone upgrading their quality management system to the requirements of the 2000 edition of the standard.

- A4 Loose-leaf
- 82 pages
- 2001
- ISBN 0 580 33248 9
- ISBN-13 978 0 580 33248 7
- BSI order ref HB10181
- Published by BSI

**Price** £25



## ISO 9000:2000 Achieving Registration

This is the essential guide for any organization seeking to implement, register, or make the transition to a quality management system that meets the requirements of ISO 9001:2000. In user-friendly language, the book answers the most frequently asked questions, such as: What is a process-based quality management system?; What is continual improvement?; and What is the best way to begin the process of implementation? The book presents a clause-by-clause interpretation of the standard, and transition tips for organizations moving to ISO 9001:2000 from the 1994 version.

- A4 Wirebound
- 150 pages
- 2002
- ISBN 0 580 40499 4
- ISBN-13 978 0 580 40499 3
- BSI order ref HB10218
- Published by BSI

**Price** £30



## Quality Management Systems Presentation set (2<sup>nd</sup> edition)

Presented in a slip-case in an easy-to-use ring-bound A5 format, this publication contains: BS EN ISO 9000:2005, BS EN ISO 9001:2000, BS EN ISO 9004:2000 and our best-selling book *ISO 9000:2000 – Achieving Registration*. This presentation set will help organizations to implement, register or make the transition to a quality management system meeting the requirements of ISO 9001:2000.

- Presentation Set
- 2005
- ISBN 0 580 44346 9
- ISBN-13 978 0 580 44346 6
- BSI order ref BIP 2039
- Published by BSI

**Price** £260 **Member Price** £130



## QMS: Achieving Registration CD

This CD-ROM not only contains all three parts of the BS EN ISO 9000 family, but also includes *ISO 9000:2000 – Achieving Registration*. The PDF format features a powerful search facility and copy, paste and printing functions. A mapping tool is also included, which will enable you to create multilevel flowcharts and attach supporting documents.

- CD-ROM
- 2005
- ISBN 0 580 43970 4
- ISBN-13 978 0 580 43970 4
- BSI order ref BIP 3014
- Published by BSI

**Price** £260 + VAT (€305.50)

**Member Price** £130 + VAT (€152.75)

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – ISO 9000 and Quality Management



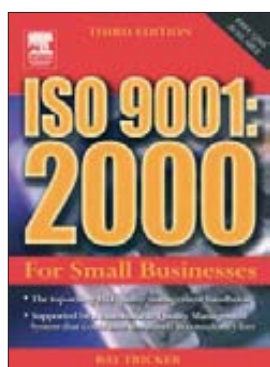
## ISO 9000 Standards CD

All three parts of the ISO 9000:2005 family are contained on this CD-ROM. The PDF format features a powerful search facility with copy, paste and printing functions.

- CD-ROM
- 2005
- BSI order ref BIP 3047
- Published by BSI

**Price** £214 + VAT (£251.45)

**Member Price** £107 + VAT (£125.73)



## ISO 9001:2000 for Small Businesses (3<sup>rd</sup> edition)

Ray Tricker  
Distributed by BSI

This guide to the principles of ISO 9001:2000 will help small and medium-sized businesses draw up a quality plan that will allow them to meet the challenges of the market place and the demands of their customers.

- Royal Paperback
- 480 pages
- 2005
- ISBN 0 750 66617 X
- ISBN-13 978 0 7506 6617 6
- BSI order ref BIP 2100
- Published by Elsevier

**Price** £24.99



## ISO 9001:2000 In Brief (2<sup>nd</sup> edition)

Ray Tricker & Bruce Sherring-Lucas  
Distributed by BSI

This book explains the meaning of ISO 9001, its history, current status, requirements and changes made to it. It also covers how ISO 9001:2000 affects businesses, and how it can easily and cost-effectively satisfy their customers' requirements for quality control and quality assurance.

- Royal Paperback
- 192 pages
- 2005
- ISBN 0 750 66616 1
- ISBN-13 978 0 7506 6616 9
- BSI order ref BIP 2099
- Published by Elsevier

**Price** £19.99



## Beyond Registration (3<sup>rd</sup> edition)

Steve Tanner & Mike Bailey

Beyond Registration is for all organizations seeking continuous improvement and is particularly relevant to enterprises that have registered to ISO 9001 and are looking for ways forward. The book, thoroughly revised and updated, will help organizations improve their performance. It outlines several business improvement models and approaches, and compares them with ISO 9001. It demonstrates how ISO 9001 provides support to and is consistent with those models and approaches.

- Royal Paperback
- 120 pages
- 2007
- ISBN-13 978 0 580 50363 4
- BSI order ref BIP 2020
- Published by BSI

**Price** £25

# Management – Quality



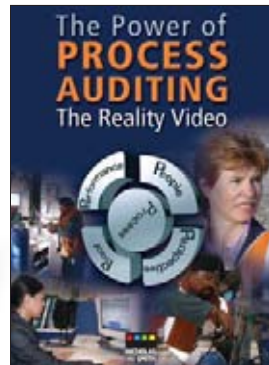
## Introducing the Tools for Continuous Improvement

Distributed by BSI

This will help you bring your teams up to speed with the basic tools for quality and continual improvement. Employees will learn the when, why and how of these important tools. Each tool is graphically illustrated and explained through real work situations in the manufacturing and service sector. The DVD also comes with a workbook and self-study CD.

- DVD & CD
- 23 mins
- BSI order ref BIP 3026
- Published by Nicholas & Smith

**Price** £295 + VAT (£346.62)



## The Power of Process Auditing

Distributed by BSI

This is a unique educational resource for internal and external auditors of ISO 9001, ISO 14001, OHSAS 18001, ISO/TS16949, GMP, HACCP and other management systems. As well as being an excellent resource for new and experienced auditors, it gives management an appreciation of what a process audit is and how it can help improve the business, and can be easily incorporated into any facilitated auditor training or self-study programme. The DVD takes a fly-on-the-wall view of a real process audit in action and shows how the auditor uncovers issues which have the potential to impact on the effectiveness of the process and the business overall. The DVD shows why management system audit objectives are best met with a process-based audit and solely a checklist or compliance-based audit.

- DVD
- 27 mins
- 2005
- ISBN-13 978 0 580 50100 5
- BSI order ref BIP 3058
- Published by Nicholas & Smith

**Price** £395 + VAT (£464.12)



## Gorilla in the Midst Auditing to add value

Distributed by BSI

This DVD is designed for training internal and external auditors of standards such as ISO 9001, ISO 14001, and other management systems and codes of practice such as health and safety, HACCP, and health care. The programme is ideal for new auditors and for auditor refresher courses. It can also be used for auditee awareness and helps partnership building between auditor and auditee. The DVD comes with a presentation pack on CD containing a slide presentation, facilitators' guide and self-study guide.

- DVD
- 27 mins
- BSI order ref BIP 3028
- Published by Nicholas & Smith

**Price** £395 + VAT (£464.13)



## Auditing for the 21st Century

Ian Rosam & Rob Peddle

*Auditing for the 21st Century* is dedicated to challenging the status quo in the auditing world, which is failing to deliver what organizations really need. The time for change has arrived. Some of the auditing approaches mentioned in this book are not new, but adding them together is, as is exposing the inherent weaknesses built into the existing auditing process. This new synthesis is a fundamental shift in the ways audits are carried out. From an analysis of the limitations of current auditing practice, this book takes the reader through a new approach, and demonstrates the principles through a series of examples and case studies.

- A4 Paperback
- 136 pages
- 2006
- ISBN 0 580 48146 8
- ISBN-13 978 0 580 48146 8
- BSI order ref BIP 2107
- Published by BSI

**Price** £32

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – Quality & Integrated Management Systems



## Demonstration of Conformity to a Standard: A practical guide for suppliers and customers

Chris Cox

*Demonstration of Conformity to a Standard – A practical guide for suppliers and customers* explains how activities such as testing, inspection, certification and accreditation can help to establish confidence in goods and services, and in their suppliers. In this book, the work of those who provide conformity assessment and standardization is fully explained, in order to then give advice on how best to make use of these industries, to provide assured demonstration of conformity to the standards. The book gives basic technical information, written in a non-technical way so that it can be used equally by suppliers and customers. Terminology, processes and examples are explained in terms of what they mean for the supplier on the one hand and the user/customer on the other. The book is applicable in any country.

- Royal Paperback
- 96 pages
- 2007
- ISBN-13 978 0 580 50100 5
- BSI order ref BIP 2113
- Published by BSI

**Price** £25



## The Translation Service Provider's Guide to BS EN 15038

Chris Cox

*The Translation Service Provider's Guide to BS EN 15038* is a step-by-step guide for TSPs to achieve conformity to the standard. The author advises how businesses can benefit from implementing the standard, and how to choose the most resource-efficient method. The book is written for those not familiar with standards, in language that individual translators or micro-enterprises can easily understand. It will be particularly useful in reducing the risk of undertaking unnecessary or erroneous actions. The book also gives detailed advice on the variety of methods of conformity assessment available to service providers, so that once you are compliant with the standard, you can tell your current and potential clients about your new-found status and begin to reap the benefits.

- Royal Paperback
- 72 pages
- 2006
- ISBN 0 580 49074 2
- ISBN-13 978 0 580 49074 3
- BSI order ref BIP 2116
- Published by BSI

**Price** £25



## PAS 99:2006 Specification of common management system requirements as a framework for integration

PAS 99:2006 has been produced to help your organization achieve benefits from integrating the common requirements of all your management system standards and specifications, and managing these requirements effectively. PAS 99 can help your organization have: improved business focus; a more holistic approach to managing business risks; less conflict between systems; reduced duplication and bureaucracy; more effective and efficient audits both internally and externally. It is primarily intended for use by organizations who are implementing the requirements of two or more management system standards such as ISO 9001, ISO 14001, ISO/IEC 27001, ISO 22000, ISO/IEC 20000 and OHSAS 18001.

- A4 Paperback
- 30 pages
- 2006
- ISBN 0 580 49059 9
- ISBN-13 978 0 580 49059 0
- BSI order ref PAS 99:2006
- Published by BSI

**Price** £40



## IMS: A Framework of Integrated Management Systems Background to PAS 99 and its application (2<sup>nd</sup> edition)

David Smith & Rob Politowski

*IMS: A Framework for Integrated Management Systems* is the new edition of IMS: The Framework. Since the publication of the first edition there has been a significant increase in the number of management system standards and specifications that organizations need to adopt. This new edition reviews the background to the current situation and the publication of PAS 99. It offers an outline for a framework that enables the incorporation of any chosen standards or codes relating to any specific discipline. It helps to identify the benefits of the integrated approach and emphasizes the key features that make a system effective. This easy-to-use guide takes you through: harmonizing different approaches; common requirements of management systems and making an integrated system work; an in-depth look at PAS 99; and a handy 'getting started' section to aid you over that first hurdle.

- Royal Paperback
- 64 pages
- 2007
- ISBN-13 978 0 580 50950 6
- BSI order ref BIP 2119
- Published by BSI

**Price** £25

请按BIP号在标准检索中查阅和订购

# Management – Integrated Management Systems



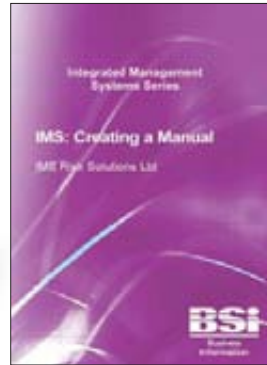
## IMS: Implementing and Operating Using PAS 99 (2<sup>nd</sup> edition)

David Smith & Rob Politowski

*IMS: Implementing and Operating Using PAS 99* provides practical guidance and advice on integrating systems, and shows how this might be achieved, using as an example three of the more widely adopted specifications – quality, environment and occupational health and safety. Every organization will be starting from a different point so this book is written in such a way that readers can pick and choose what they need to help them to achieve their objectives. The aim of this book is to help you to arrive at that system that will be right for you and your organization, even though it may not be completely suitable for someone else. The book takes you through the simple framework and includes chapters covering planning; implementation and operation; performance assessment; improvement; and management reviews, giving practical examples and advice throughout, which makes the book very user-friendly.

- Royal Paperback
- 120 pages
- 2007
- ISBN-13 978 0 580 50949 0
- BSI order ref BIP 2138
- Published by BSI

**Price** £30



## IMS: Creating a Manual

iMS Risk Solutions Ltd

This book outlines a way of compiling a manual for the systems of the complete business, not just the ancillary aspects. This allows for risk analysis and continual improvement to be applied to the fundamental activities of any organization in any discipline.

- Royal Paperback
- 72 pages
- 2003
- ISBN 0 580 42116 3
- ISBN-13 978 0 580 42116 7
- BSI order ref BIP 2002
- Published by BSI

**Price** £30



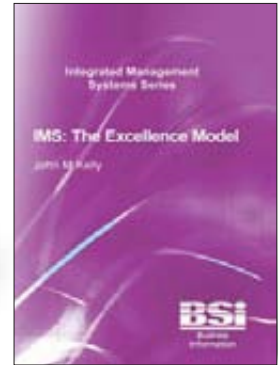
## IMS: Customer Satisfaction

George Nowacki

This book helps you understand the theory and practice of customer satisfaction and how it can be embodied into an integrated management system (IMS). Every organization, whether a private business or a public authority, recognizes the need to give satisfaction to its customers; but in spite of the vital importance of the subject, few organizations have in place an adequate system for its management.

- Royal Paperback
- 104 pages
- 2003
- ISBN 0 580 41426 4
- ISBN-13 978 0 580 41426 8
- BSI order ref BIP 2005
- Published by BSI

**Price** £30



## IMS: The Excellence Model

John M Kelly

This book addresses the needs of today's organizations, which are under a great deal of pressure to improve performance and achieve competitive advantage. The Model provides a 'common language' between organizations, which is particularly useful when comparing or developing customer/supplier relationships and the supply chain.

- Royal Paperback
- 122 pages
- 2004
- ISBN 0 580 42282 8
- ISBN-13 978 0 580 42282 9
- BSI order ref BIP 2010
- Published by BSI

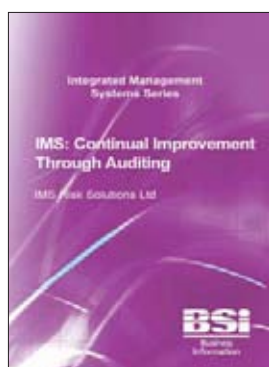
**Price** £30

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – Integrated Management Systems



## IMS: Continual Improvement through Auditing

iMS Risk Solutions Ltd

This book is a guide to the practice of auditing. It not only fulfils the requirements of management systems but also provides a means to improve the performance of organizations and businesses. The book embodies the idea that auditing, far from being just a chore demanded by management system standards can, if properly used, be a valuable aid to continual improvement.

- Royal Paperback
- 106 pages
- 2004
- ISBN 0 580 44448 1
- ISBN-13 978 0 580 44448 7
- BSI order ref BIP 2011
- Published by BSI

**Price** £30



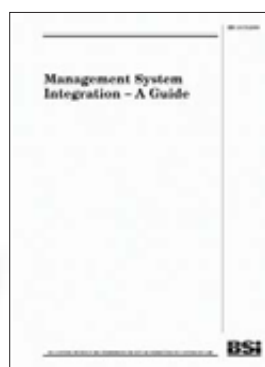
## IMS: Risk Management for Good Governance

iMS Risk Solutions

This publication examines the risks that large and small businesses have to consider and manage. Facing and managing these risks will help to safeguard the future of the business. It will also reassure customers, owners and other stakeholders that the organization is well managed.

- Royal Paperback
- 72 pages
- 2003
- ISBN 0 580 42284 4
- ISBN-13 978 0 580 42284 3
- BSI order ref BIP 2012
- Published by BSI

**Price** £30



## Management System Integration

This guide provides an overview of the components common to all management systems. It outlines an approach to integration and goes on to cover implementation, monitoring and improvement. Based on the Australian/New Zealand Standard, the guide has been adapted for the European market.

- A4 Loose-leaf
- 28 pages
- 2000
- ISBN 0 580 33101 6
- ISBN-13 978 0 580 33101 5
- BSI order ref HB10173
- Published by BSI

**Price** £50 **Member Price** £25

See pages 7 and 43 for more books in the Integrated Management Systems series.

# Management – Risk & Business Continuity Management



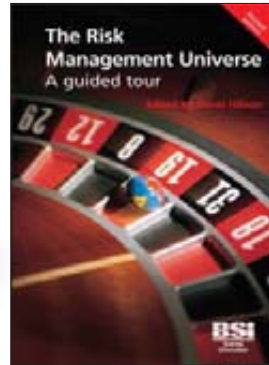
## The Route Map to Business Continuity Management: Meeting the requirements of BS 25999

John Sharp

This book has been written to help those managers who have decided to introduce business continuity management (BCM) into their organization. It is based on the new British standard for BCM BS 25999, parts 1 and 2, and on the plan-do-check-act model used by BS 25999-2 and other management systems, such as ISO 9001. The book offers real, practical advice on implementing BS 25999. It provides a step-by-step guide which will enable organizations, no matter what their size or sector, to meet the requirements of BS 25999 and prepare themselves for certification. There are small case studies to illustrate the text and templates to assist with the various stages of the BCM process.

- Royal Paperback
- 124 pages
- 2008
- ISBN-13 978 0 580 50952 0
- BSI order ref BIP 2142
- Published by BSI

**Price** £20



## The Risk Management Universe: A guided tour (revised edition)

David Hillson

This book brings together leading experts from various risk management fields to share key insights into what makes their part of the risk management universe unique. Each contributor describes current best practice in their area of expertise, as well as outlining areas for future development. Following this unique guided tour of the main dimensions of the risk management universe, the book concludes with a final integrative discussion which attempts to draw the threads together, identifying underlying themes which unify all types of risk management, and setting the scene for new developments to maximize the effectiveness of risk management in all its diverse areas of application. This new edition of *The Risk Management Universe: A guided tour* has been thoroughly revised and updated, following the publication of BSI's recent Business Continuity standard, BS 25999:2006.

- Royal Paperback
- 424 pages
- 2007
- ISBN-13 978 0 580 50346 7
- BSI order ref BIP 2036
- Published by BSI

**Price** £40



## Business Continuity BS 25999 Online

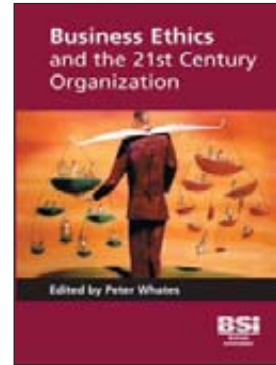
[www.bs25999online.com](http://www.bs25999online.com)

BS 25999 Business Continuity Assessment Online is a web-based tool that contains 191 questions. This set of pertinent questions follows BS 25999, clause by clause, so that you know that you are assessing your organization's performance against this recognized standard, giving you confidence in your BCM policies and procedures. Features of BS 25999 Business Continuity Self-Assessment Online include: suggested actions to be taken depending on your response; actions ranked high, medium and low to help you determine your priorities; ability to download a blank assessment to pass on to colleagues involved in the BCM process; reporting facility that enables you to view, download and print two types of reports, both of which are available in a styled PDF or unformatted Excel; Updates to coincide with any changes to BS 25999; unlimited access, so you can conduct and update as many self-assessments as you want throughout the period of your annual subscription.

- Online
- Annual Subscription
- BSI order ref BIP 5001
- Published by BSI

**Price**

£225 + VAT (£264.37) 12 month subscription for 1 user  
For additional users check price listings at [www.bsigroup.com/](http://www.bsigroup.com/)



## Business Ethics for the 21st Century Organization

Edited by Peter Whates

This book brings together a unique collection of international contributors to 'dig below the surface' of this hot topic in order to better understand its impact on management and managers today. A mix of practitioners, regulators, commentators and campaigners, each carefully chosen for their blend of insight and experience, throw light on a range of issues including international regulation, ethical dilemmas in the workplace, management education and the debate about 'responsible capitalism'. A 'must read' for anyone dealing with ethics issues at work, and for management students.

- Royal Paperback
- 256 pages
- 2005
- ISBN 0 580 45465 7
- ISBN-13 978 0 580 45465 3
- BSI order ref BIP 2067
- Published by BSI

**Price** £40

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – Risk & Business Continuity Management



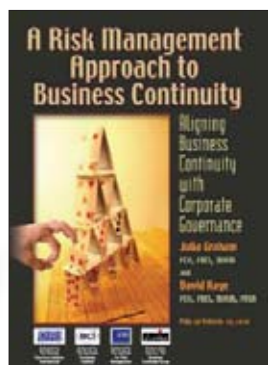
## Managing Risk and Resilience in the Supply Chain

David Kaye

This practical book explores the co-dependence inherent in supply chains and looks at the difficult task of understanding and managing agendas and risk amongst the various parties. It sets out to explore the ways that supply chains can go wrong, either suddenly or gradually, and discusses opportunities and threats to understanding strategic risk and management of supply chains. A diverse supply chain can both be a useful risk-spreading tool but can also create potentially destructive vulnerabilities. It is managing this double-edged sword that will make for a successful supply chain. The author brings a mixture of risk management, crisis handling, and above all, multinational chief executive, experience to the subject.

- Royal Paperback
- 272 pages (approx.)
- 2008
- ISBN-13 978 0 580 60726 4
- BSI order ref BIP 2149
- Published by BSI

**Price** £30



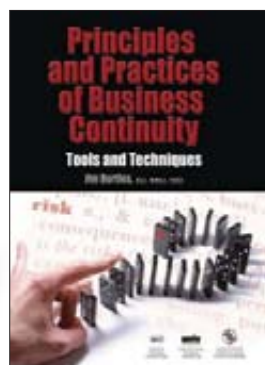
## A Risk Management Approach to Business Continuity Management: Aligning business continuity with corporate governance

Julia Graham & David Kaye  
Distributed by BSI

Business Continuity is now one of the most important risk issues that concerns organizations. Having a business continuity plan is no longer just about backing-up IT systems and contingency equipment, it is much more complex. This book takes an holistic approach to Risk Management and Business Continuity Management and encourages organizations to go deeper when developing business continuity plans to see it as an opportunity for growth, not just a survival plan. It will be a useful tool for risk managers and continuity managers and of broader interest to all senior management.

- Paperback
- 420 pages
- 2006
- ISBN 1 931332 363
- ISBN-13 978 1 931332 36 1
- BSI order ref BIP 2121
- Published by Rothstein Associates Inc

**Price** £55



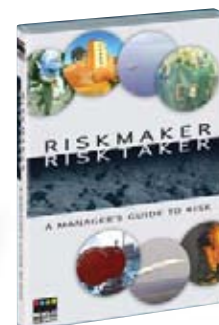
## Principles and Practices of Business Continuity: Tools and Techniques

Jim Burtles  
Distributed by BSI

This book explores the subject of Business Continuity Management: from basic principles to best practices. On completing this book, the reader should be in a position to engage in all of the activities associated with the development, delivery, exercise and maintenance of an effective business continuity program. The included CD-ROM provides extensive tools, templates and other valuable resources.

- Paperback with free CD-ROM
- 296 pages
- 2007
- ISBN 1 931332 39 8
- ISBN-13 978 1 931332 39 2
- BSI order ref BIP 2139
- Published by Rothstein Associates Inc.

**Price** £55



## Risk Maker Risk Taker – A Manager's Guide to Risk

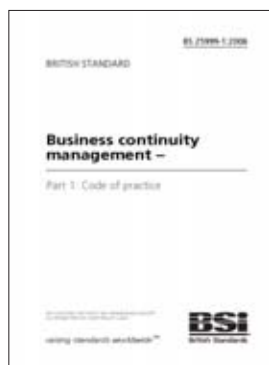
Distributed by BSI

Real events and actual footage create this absorbing study of risk management. Footage includes: Enquiry launched into patient deaths; Shoppers injured in sales stampede; Lives lost in refinery explosion; Demolition goes badly wrong; Concorde grounded after disaster; Tragedy strikes navy's biggest ship. Interviews with Kevin W Knight (Chairman ISO Working Group on Risk Management Standards) and Kimberley Turner (CEO Global Risk Alliance) weave these stories together and help communicate concepts central to the management of risk. This DVD shows managers throughout your organization the steps to manage the risks in their environment. It gives them an insight into the cracks that can occur in the risk process, which could threaten the organization's ability to achieve its objectives, and in some cases its survival.

- DVD with CD-ROM Study guide
- 25 mins
- 2007
- BSI order ref BIP 3077
- Published by Nicholas & Smith Ltd.

**Price** £395 + VAT (£464.12)

# Management – Risk & Business Continuity Management



## BS 25999-1:2006 Business continuity management. Code of practice. Laminated Pocketbook

Now available as a laminated pocketbook for better durability and portability, BS 25999-1:2006 is a code of practice that takes the form of guidance and recommendations. It establishes the process, principles and terminology of business continuity management (BCM), providing a basis for understanding, developing and implementing business continuity within an organization and to provide confidence in business-to-business and business-to-customer dealings. In addition, it provides a comprehensive set of controls based on BCM best practice and covers the whole BCM lifecycle.

- Laminated pocketbook
- 72 pages
- 2007
- ISBN-13 978 0 580 50955 1
- BSI order ref BIP 2145
- Published by BSI

**Price** £100 **Member price** £50

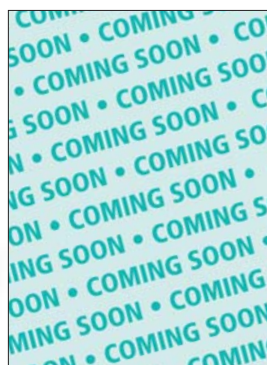


## BS 25999-2:2007 Business continuity management. Specification. Laminated Pocketbook

Now available as a laminated pocketbook for better durability and portability, BS 25999-2 specifies requirements for establishing, implementing, operating, monitoring, reviewing, exercising, maintaining and improving a documented Business Continuity Management System (BCMS) within the context of managing an organization's overall business risks. BS 25999-2 can be used by internal and external parties, including certification bodies, to assess an organization's ability to meet its own business continuity needs, as well as any customer, legal or regulatory needs.

- Laminated pocketbook
- 44 pages
- 2007
- ISBN-13 978 0 580 50959 9
- BSI order ref BIP 2150
- Published by BSI

**Price** £90 **Member price** £45



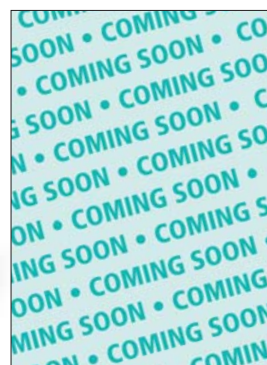
## COMING SOON Disaster and Emergency Management Systems

Tony Moore

This book provides a strategic overview of the key steps that organizations can take to minimize the risks of catastrophic failure through the proactive use of a disaster and emergency management system - DEMS. A key objective is to get readers to 'think systems not plans'. The focus of the book is on minimizing the risks and threats of a major disaster or emergency affecting an organization to such an extent that its operations are seriously affected. The book outlines a DEMS, its phases and activities; examines the various external factors that need to be considered; considers the steps that need to be taken; describes how to formulate a policy; and how to deal with planning, communication, information, and the human element.

- Paperback
- 120 pages (approx.)
- 2008
- ISBN-13 978 0 580 60710 3
- BSI order ref BIP 2034
- Published by BSI

**Price** £30



## COMING SOON Exercising for Excellence: Delivering a successful Business Continuity Management exercise

Crisis Solutions

This is a 'how-to' book on conducting business continuity exercises to test and demonstrate the effectiveness of your current incident management capability and business recovery plans. Written by a leading expert, this book will take you from setting up an exercise programme that suits your circumstances, through planning and implementing an exercise, to reporting and evaluation. The book uses case studies and learning points, and provides sample planning documents – all you need to run through your business continuity management system in practice, and to support your compliance with BS 25999, the BCM standard.

- Paperback
- 2008
- ISBN-13 978 0 580 50953 7
- BSI order ref BIP 2143
- Published by BSI

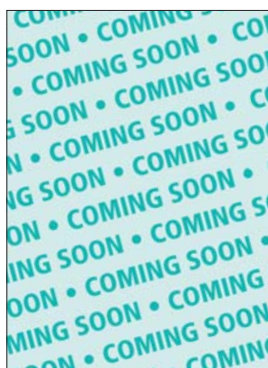
**Price** £25

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – Risk / Health & Safety



## COMING SOON Auditing BCM Systems

David Silltow

This is an essential guide for those seeking to implement the British Standard on Business Continuity Management. The introduction of Business Continuity Management to any organization may force change into the way the organization works and may generate additional risks and impacts that need to be handled sensitively and appropriately. This book will help smooth the way by using internal audits to ensure that the implementation is undertaken in a controlled and managed way. It introduces and discusses the Standard in detail and provides approaches and rationales for conducting internal audits at various stages along the implementation path. The book also explains how internal audits can be used to prepare the way for external assessments, as well as making them quicker and easier to undertake, therefore potentially reducing costs and business impact.

- A5 Paperback
- TBC
- 2008
- ISBN-13 978 0 580 62640 1
- BSI order ref BIP 2151
- Published by BSI

**Price** £30



## Management of Risk. Guidance for Practitioners

OGC

Distributed by BSI

This publication draws on experience from a variety of experts from the public and private sectors. It sets out a framework for taking informed decisions about risk at a project, programme and strategic level to ensure that key risks are identified, assessed, and that action is taken to address them.

- A4 Paperback
- 142 pages
- 2004
- ISBN 0 11 330909 0
- ISBN-13 978 0 11 330909 2
- BSI order ref BIP 2060
- Published by TSO

**Price** £35

- CD-ROM
- ISBN 0 11 330910 4
- ISBN-13 978 0 11 330910 8
- BSI order ref BIP 3021
- Published by TSO

**Price** £75 + VAT (£88.13)



## Managing Safety the Systems Way – Implementing BSOHSAS 18001:2007 (4<sup>th</sup> edition)

David Smith, Geoff Hunt  
& Clive Green

This essential guide, now in its fourth edition, provides a simple step-by-step approach for implementing the new British Standard. BS OHSAS 18001:2007 is an effective occupational health and safety management system that can be integrated within an organization's overall management arrangements. The book will be particularly useful in helping small and medium-sized organizations to build a system that: is business focused; is not paper driven; reduces the risk of harm; helps keep insurance premiums lower; helps satisfy regulators and customers.

- A5 Paperback
- 250 pages
- 2008
- ISBN-13 978 0 580 50954 4
- BSI order ref BIP 2050
- Published by BSI

**Price** £30



## OHSAS Standards and Guidance Presentation Set (2008 edition)

Presented in a slip-case, three essential OH&S documents PLUS *Managing Safety the Systems Way* are available in an easy-to-use ring bound A5 format. This Presentation Set would be a valuable addition to any health and safety manager's bookshelf. The set contains: BS 8800:2004 Occupational health and safety management systems. Guide; *Managing Safety the Systems Way 4th edn*; OHSAS 18001:2007 Occupational health and safety management systems. Specification; OHSAS 18002:2000 Occupational health and safety management systems. Guidelines for the implementation of OHSAS 18001.

- Presentation Set
- 2008
- ISBN-13 978 0 580 50961 2
- BSI order ref BIP 2052
- Published by BSI

**Price** £195 **Member Price** £135

请按BIP号在标准检索中查阅和订购

# Management – Health & Safety



## OHSAS Standards and Guidance CD-ROM (2008 edition)

This CD-ROM contains the fully searchable text of BS 8800:2004, The new 4th edition of *Managing Safety the Systems Way*, OHSAS 18001:2007 and OHSAS 18002. The PDF format features a powerful search facility, and copy, paste and printing functions.

- CD-ROM
- 2008
- ISBN-13 978 0 578 050962 9
- BSI order ref BIP 3017
- Published by BSI

**Price** £185 + VAT (£217.38)

**Member Price** £130 + VAT (£152.75)



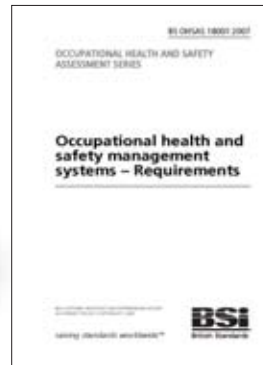
## Winning with Health and Safety

Pat Perry

The level of information and detailed knowledge required by today's health and safety manager is constantly growing as new and revised laws are implemented, best practice improves and codes of practice are updated. This book addresses these issues, and represents an invaluable business resource for managers. It gives no-nonsense advice and guidance on implementing health and safety in businesses, offering a host of good practice, assessments and reviews in plain English. Checklists, handy hint boxes and a CD of key proformas complete the publication.

- A4 Loose-leaf with binder & free CD-ROM
- 128 pages
- 2005
- ISBN 0 580 44094 X
- ISBN-13 978 0 580 44094 6
- BSI order ref BIP 2046
- Published by BSI

**Price** £55



## BS OHSAS 18001:2007 Laminated Pocketbook

BS OHSAS 18001:2007 Occupational health and safety management systems. Requirements, specifies requirement for an occupational health and safety (OH&S) management system, to enable an organization to control its OH&S risks and improve its performance. In a handy pocketbook size, this wirebound laminated edition means the standard can be used practically on-site.

- Wirebound Laminated Pocketbook
- 60 pages
- 2007
- ISBN-13 978 0 580 50938 4
- BSI order ref BIP 2137
- Published by BSI

**Price** £50 **Member Price** £25



## BSI Health and Safety Quick-Check

[www.ohsonline.co.uk](http://www.ohsonline.co.uk)

This new product from BSI has been developed so that you have a state-of-the-art means of checking how your health and safety management system measures up. The product, which can run on a PDA/WDA and/or a PC, contains: a series of questions, broken down into discrete sections; reference text (standards and guides in PDF format) linked to the questions; a summary and report function; reports that can be stored on the PDA/WDA and on a PC. As you can use the application on a PDA, you can be fully mobile while checking your health and safety system across your organization or on different sites. After completion of an assessment, a report and summary will be auto-generated, giving you an immediate picture of your current health and safety system.

- Online
- Annual Subscription
- BSI order ref BIP 3042
- Published by BSI

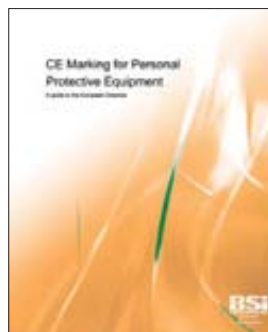
**Price** £320 + VAT (£376)

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – Health & Safety



## Personal Protective Equipment A Guide to the European Directive

Protective clothing and footwear, eyesight and hearing protectors and breathing apparatus all fall within the scope of the Personal Protective Equipment Directive for Simple, Intermediate and Complex Design. This publication has been produced for all those involved with the design, manufacture and use of personal protective equipment. This guide shows you how to CE mark your products. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 26420 3
- ISBN-13 978 0 580 26420 7
- BSI order ref TH42072
- Published by BSI

**Price** £162

Includes regular updates



## CEDREC H&S CD

Distributed by BSI

Based on the highly successful CEDREC Environmental legislation CD-ROM, this software contains over 500 pieces of business-related health and safety legislation. Legislation for England, Scotland and Wales is summarised, as are EC measures. With a simple menu and keyword search, CEDREC takes the hard work out of assessing your obligations, and you can copy and paste text to your own documents. CEDREC comes in two versions: standard or CEDREC Professional. Choose the standard version if you just need summaries, or CEDREC Professional if you need the consolidated full text of the legislation as well.

- CD-ROM
- Annual Subscription
- BSI order ref BIP 3037 (Standard)  
BIP 3038 (Professional)
- Published by CEDREC

### Price

Standard £345 + VAT (£405.38),  
Professional £495 + VAT (£581.63)



## OHS Management Systems: A Practical Approach

Distributed by BSI

This DVD provides an excellent introduction to health and safety for managers and staff. It shows the main elements of a safety management system, how it works, and why it is successful in achieving continual improvement in safety. The programme uses case studies from the service and manufacturing industries to illustrate effectively-implemented OH&S management systems. It shows how tangible results can be achieved in the work programme. The DVD comes with a CD containing a self-paced learning guide for facilitators.

- DVD & CD-ROM
- 16 mins
- 2005
- BSI order ref BIP 3036
- Published by Nicholas & Smith Ltd

**Price** £295 + VAT (£346.63)



## Manual Handling: The facts

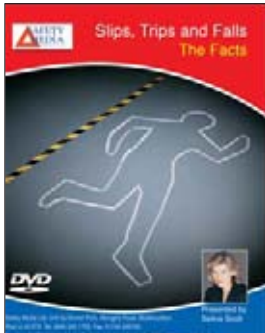
Distributed by BSI

This title identifies different everyday manual handling techniques (lifting, pushing and pulling) and the problems that surround each type. *Manual Handling: The Facts* covers: Correct lifting procedures; Most common causes of manual handling injuries; Facts and figures to show how cautious we all must be; Ideas on how we can all try to avoid injuries and be safe within the workplace. Also included are assessment forms and a manual handling training booklet.

- DVD
- 12 mins
- 2005
- BSI order ref BIP 3051
- Published by Safety Media Ltd

**Price** £129 + VAT (£151.58)

# Management – Health & Safety



## Slips, Trips and Falls: The facts

Distributed by BSI

*Slips, Trips and Falls: The Facts* is a useful aid for encouraging staff to play their part in preventing the most common of workplace accidents. The DVD uses examples of everyday accidents and shows how they could have been avoided, such as by planning ahead before carrying out a task or by reporting a potential risk that could lead to a slip, trip or fall. It contains assessment forms and illustrated training booklets, making it a useful training tool in this most important of subject matters.

- DVD
- 22 mins
- 2005
- BSI order ref BIP 3049
- Published by Safety Media Ltd

**Price** £129 + VAT (£151.58)



## Introduction to Health & Safety: The facts

Distributed by BSI

*Introduction to Health and Safety: The Facts* is a multilingual DVD covering the main principles of health and safety in the workplace. The DVD is ideal for providing your employees with an understanding of 'What is Health and Safety?' and what they need to be aware of in their workplace. The DVD covers a vast range of subject areas including: Fire Safety; Manual Handling; COSHH; Electrical Safety; PPE; Slips, Trips and Falls. With 20 different subtitled languages to choose from including English, the DVD is ideal for a company with employees who do not have English as their first language.

- DVD
- 20 mins
- 2005
- BSI order ref BIP 3057
- Published by Safety Media Ltd

**Price** £199 + VAT (£233.83)



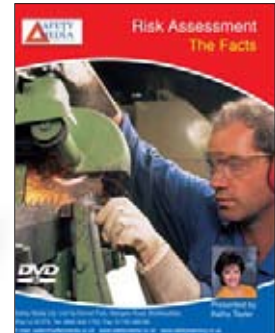
## Electrical Safety: The facts

Distributed by BSI

This DVD looks at the responsibility of the Safety Officer to understand the requirements and implications of legislation and also to assist employees to meet the obligations that such legislation imposes upon them. It starts by showing a number of real injuries caused by electrical shocks and explains the dangers of electricity if dealt with unsafely. It also covers important issues such as the prevention and control of electrical hazards. It comes complete with handy assessment forms and a 15-page training booklet.

- DVD
- 28 mins
- 2005
- BSI order ref BIP 3048
- Published by Safety Media Ltd

**Price** £129 + VAT (£151.58)



## Risk Assessment: The facts

Distributed by BSI

This DVD concisely sets out the principles of risk assessment. It shows how to analyze where there is risk and, if necessary, what actions to take. It also uses strong visual images to help you and your staff realize dangers within the workplace, and the responsibility to protect themselves and others. It teaches by example how to assess the risks involved by helping identify the people at risk, the tasks they have to perform, the equipment they use, the structure and conditions of the workplace and the working environment.

- DVD
- 11 mins
- 2005
- BSI order ref BIP 3052
- Published by Safety Media Ltd

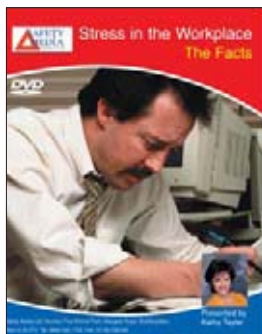
**Price** £129 + VAT (£151.58)

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Management – Health & Safety



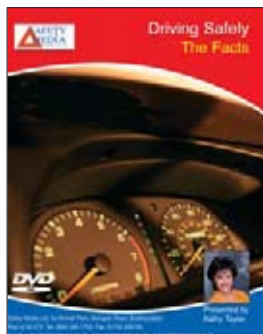
## Stress in the Workplace: The facts

Distributed by BSI

This DVD identifies the problem areas of the stress and the many factors that relate to different individuals. It tackles work-related stress and offers advice on how to help improve and maintain employee health and well-being. It comes complete with a training booklet and assessment forms.

- DVD
- 15 mins
- 2005
- BSI order ref BIP 3055
- Published by Safety Media Ltd

**Price** £129 + VAT (£151.58)



## Driving Safely: The facts

Distributed by BSI

*Driving Safely: The facts*, comes in two parts. The first part, Driving Safely, is ideal for any employee within your organization who regularly drives a company car or is required to drive a vehicle during business hours. The DVD footage features important information regarding hazard perception and how to identify hazards whilst driving. Other features include the importance of planning your route and how to remain safe whilst driving. The second part, Driving Risk Assessment, is directed at Safety / Fleet Managers and contains important aspects on assessing risks to drivers within your company. The DVD identifies regular car checks, company car policies and much more. Included with this title are assessment forms and a driving safety training booklet.

- DVD
- 30 mins
- 2005
- BSI order ref BIP 3056
- Published by Safety Media Ltd

**Price** £199 + VAT (£233.83)



## Health & Safety: Q+A A practical approach

Pat Perry

Distributed by BSI

This book is aimed at everybody who needs to know something about health and safety matters, from company directors to shop-floor supervisors. It will also be an invaluable reference tool for health and safety managers, facilities managers and others. The subject range is broad and each chapter deals with a specific health and safety topic, with a practical, no-nonsense approach. Legal requirements are covered, as is best practice, approved codes of practice and latest guidance. Often a quick reminder of an employer's key responsibilities is all that is needed and this book will provide an invaluable easy reference guide for those everyday questions.

- A5 Paperback
- 176 pages
- 2003
- ISBN-13 978 0 7277 3240 8
- BSI order ref BIP 2031
- Published by Thomas Telford

**Price** £19.95



## Risk Assessments: Q+A A practical approach

Pat Perry

Distributed by BSI

This book is aimed at everyone from company directors through to someone who needs to assume the competent person's role in undertaking health and safety responsibilities. Each chapter covers a key health and safety area and the approach to risk assessment is outlined in a series of questions - how, what, why, when? - and solutions and approaches given to understanding the legal requirements and how to implement them. References are made throughout to HSE approved codes of practice, best practice guidance and industry specific guides.

- A5 Paperback
- 270 pages
- 2003
- ISBN-13 978 0 7277 3238 5
- BSI order ref BIP 2033
- Published by Thomas Telford

**Price** £19.95

# Management – Health & Safety



## First Aid Training Course

Distributed by BSI

This is a fully interactive CD-ROM that aids compliance with First Aid at Work Regulations. An accurate and easily understood course, using graphics, photography and digital video, the CD-ROM monitors individual progress through short tests taken at intervals throughout the course. The CD-ROM provides a flexible and cost-effective solution to your training needs as users can study whenever there are a few spare minutes at hand. Certificates can be generated at the end of the course, allowing each individual to demonstrate successful completion of the final examination.

- CD-ROM
- 2003
- BSI order ref BIP 3005
- Published by Itrium

**Price** £99 + VAT (£116.33)



## How to Lead OH&S Risk Management

Distributed by BSI

Because risk management can be a difficult concept to communicate to managers, this DVD provides a useful resource in overcoming this obstacle. It can easily be incorporated into any health and safety education programme for managers and will show them how to get their staff to contribute to the risk assessment process. OH&S risk management is a cornerstone of effective safety management systems. This product covers the four steps of risk management; hazard identification, risk assessment, risk control and ongoing evaluation. These steps, and the skills shown in the DVD, will maximize the contribution from employees and help make the risk management process more effective. The DVD comes with a CD containing a self-paced learning guide for facilitators.

- DVD
- 16 mins
- 2005
- BSI order ref BIP 3034
- Published by Nicholas & Smith

**Price** £295 + VAT (£346.62)



## Working Safely: Health and safety training for industry, commerce and the public sector

Institute of Safety and Health (IOSH)  
Distributed by BSI

The online certificated version of IOSH Working Safely is aimed at staff from any sector with no supervisory or managerial responsibility. It provides a grounding in the essentials of health and safety – everyone at work should have an understanding of why they must 'work safely' and this course offers exactly that. This completely online version of Working Safely introduces a new approach to health and safety training. It includes Tutor support, interactive exercises, and an online Final Assessment.

- Online
- Annual Subscription
- BSI order ref BIP 3068
- Published by Learning & Safety 4 Business

**Price** £99 + VAT per user

### To order contact

Electronic.products@bsigroup.com  
or phone 020 8996 7511

请按BIP号在标准检索中查阅和订购

**To order please call BSI Customer Services on +44 (0)20 8996 9001**

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.



## A Comprehensive Guide to Fire Safety

Colin S. Todd

This easy-to-read publication is virtually unique in the breadth with which it tackles the allied subjects of fire prevention and fire safety management. Previously published as *Fire Precautions: A guide for management*, this book has been thoroughly revised and updated to incorporate explanations and guidance relating to the Regulatory Reform Fire Service Order (RRFSO) and related legislation in Scotland and Northern Ireland. Intended for the non-specialist, *A Comprehensive Guide to Fire Safety* provides an in-depth overview of all aspects of fire safety. It is a valuable reference to provide operational managers with a framework by which they can implement an effective fire safety strategy to meet both their own business needs, and those of the government's new requirements, in a planned and sustained fashion.

- Royal Paperback
- 374 pages
- 2008
- ISBN-13 978 0 580 50943 8
- BSI order ref BIP 2111
- Published by BSI

**Price** £45



## F is for Fire: A dictionary of key fire terminology

Peter Hodgson & Don Christian

This book brings together the key published definitions of fire and fire safety terminology, creating a definitive catalogue of fire terms. British Standards and associated documents carry their own terms and definitions but in many cases it has been found that these individual lists will often define the same term with slight or substantial differences. This dictionary of terms amalgamates these varying definitions into single, composite definitions and supplements further definitions widely used in the industry. The terms explained cover the whole spectrum of fire safety in all its applications. This includes testing for both fire resistance and reaction to fire; passive and active fire protection systems and fire safety engineering principles to the design of buildings.

- A5 Paperback
- 192 pages
- 2007
- ISBN-13 978 0 580 50222 4
- BSI order ref BIP 2125
- Published by BSI

**Price** £25



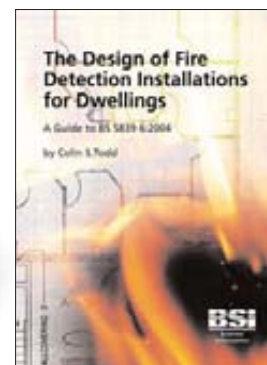
## The Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems: A guide to BS Code 5839-1

Colin S. Todd

Fire Detection and Fire Alarm Systems is the essential guide to BS 5839-1:2002, as amended in December 2004. This code of practice represents the universal 'bible' for those involved in the design, maintenance and use of fire detection and alarm systems in the United Kingdom. Compliance with the code is very commonly required by building control authorities, fire alarm and rescue authorities and others who may enforce provisions for fire safety in certain occupancies; property insurers who may require automatic fire detection systems to comply with the recommendations of the code and consulting engineers who commonly demand compliance with the code, often as part of the electrical specification for a building.

- A5 Paperback
- 313 pages
- 2006
- ISBN 0 580 47626 X
- ISBN-13 978 0 580 47626 6
- BSI order ref BIP 2109
- Published by BSI

**Price** £45



## The Design of Fire Detection Installations for Dwellings: A guide to BS 5839-6

Colin S. Todd

This book is a comprehensive guide on how to use and implement one of BSI's best-selling fire standards BS 5839-6. The code is commonly known as the universal 'bible' for those involved in the design, installation, commissioning, maintenance and use of fire detection and alarm systems in the UK. This publication provides an invaluable aid to specifiers, designers and installers, including Fire Brigades, Local Authorities, Housing Associations, Fire Alarm Contractors, Building Control Officers, Consulting Engineers, Electrical Contractors and Building Surveyors.

- A5 Paperback
- 172 pages
- 2004
- ISBN 0 580 44016 8
- ISBN-13 978 0 580 44016 8
- BSI order ref BIP 2044
- Published by BSI

**Price** £45

# Fire



## Winning with Fire Safety

Pat Perry

This publication, in manual format, provides the reader with no-nonsense advice and guidance on implementing an effective fire safety strategy in business, offering a host of good practice, assessment and review in plain English. Checklists, handy hint boxes and a CD of key proformas complete the publication. This publication provides operational managers of all levels with a basic framework by which they can implement an effective fire safety strategy to meet their business needs in a planned and sustainable fashion and will be an invaluable read for company directors, Health & Safety managers, fire wardens, facilities managers and anybody with an interest in fire safety strategies.

- A4 Loose-leaf with binder & free CD-ROM
- 109 pages
- 2006
- ISBN 0 580 44095 8
- ISBN-13 978 0 580 44095 3
- BSI order ref BIP 2047
- Published by BSI

**Price** £55



## A Guide to Fire Safety Engineering

Dr S D Christian

This is a basic introduction to the principles of fire safety engineering in relation to fire precautions. It suggests why such engineered solutions are effective in achieving satisfactory fire safety levels. It is a guide for those who are new to the subject and suggests where further, more detailed information can be found. The strength of the publication is the author's mastery of the subject enabling him to deliver the salient features of a complex topic in an easily digestible and informative manner.

- A4 Paperback
- 34 pages
- 2003
- ISBN 0 580 41896 0
- ISBN-13 978 0 580 41896 9
- BSI order ref BIP 2007
- Published by BSI

**Price** £20



## The Audit of Active Fire Safety Systems: Practitioners' assessment and approval procedures manual

Northern Ireland Fire Safety Panel

*The Audit of Active Fire Safety Systems: Practitioners' Assessment and Approval Manual* is designed to aid regulatory and enforcing authorities, and approved inspectors in England and Wales, fire safety professionals, designers and other interested parties in the wider fire safety community, in the audit, assessment and approval of active fire safety systems. The easy-to-use chapters are broken down into three stages to lead you through the procedure: Assessment of specification and design drawings; Assessment of work in progress; and Final acceptance after commissioning of the installation. There are handy checklists and explanations of the relevant procedures at each stage to guide you through your audit from start to finish.

- A4 Loose-leaf with binder
- 175 pages
- 2006
- ISBN 0 580 48362 2
- ISBN-13 978 0 580 48362 2
- BSI order ref BIP 2112
- Published by BSI

**Price** £75



## Fire Safety in Care Homes for Older People and Children

Dr S D Christian

This informative book is an invaluable resource for designers, owners and managers of homes for older people and children. It is also useful for anyone involved in renovation or refurbishment of care homes as it outlines the advised fire safety precautions and explains how to implement them in the planning stages. This book offers invaluable advice to those responsible for enforcing fire safety standards in both new and existing premises.

- A4 Paperback
- 134 pages
- 2004
- ISBN 0 580 41427 2
- ISBN-13 978 0 580 41427 5
- BSI order ref BIP 2004
- Published by BSI

**Price** £45

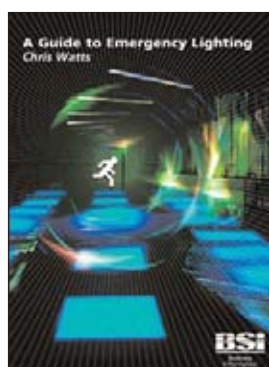
**New edition due summer 2008**

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Construction



## A Guide to Emergency Lighting

Chris Watts

A Guide to Emergency Lighting aids users and design, installation and maintenance engineers in providing appropriate emergency lighting systems to assist occupants to leave premises safely and comply with this new legislation. It covers all aspects of the selection, design, installation, maintenance and testing of battery powered emergency lighting systems to meet legislation. This publication will be of wide-ranging appeal to all those involved in this subject including, facilities managers; installation engineers; suppliers; system designers; system users; electrical contractors; engineers involved in maintenance of emergency lighting systems; installers; building control inspectors; fire protection companies; architects; local authorities; fire authorities; specifiers; consultants.

- A5 Paperback
- 216 pages
- 2006
- ISBN 0 580 47755 X
- ISBN-13 978 0 580 47755 3
- BSI order ref BIP 2081
- Published by BSI

**Price** £45



## A Guide to Emergency Lighting CD

This CD-ROM contains a compilation of standards and explanatory guides to give you an invaluable tool when designing, building and installing emergency lighting. It includes BS 5266-1 - Emergency lighting. Code of practice for the emergency lighting of premises; BS 5266-7- Lighting applications. Emergency lighting; BS 5266-8 - Emergency escape lighting systems; BS EN 60598-2-22 - Luminaires. Particular requirements. Luminaires for emergency lighting; BS EN 50171 - Central power supply systems. These publications are then complemented by a series of slides written by Chris Watts and Industry Committee for Emergency Lighting (ICEL) which will further assist with the application of these standards.

- CD-ROM
- 2006
- BSI order ref BIP 3071
- Published by BSI

**Price** £295 + VAT (£346.62)

**Member Price** £195 + VAT (£229.12)



## Winning with the Disability Discrimination Act

Pat Perry

This is a comprehensive toolkit manual with CD-ROM. It is an invaluable business resource for operational managers. It is full of clear advice and guidance on implementing the provisions of the Disability Discrimination Act, including best practice advice, access audits, case studies, assessment and how to handle complaints. Checklists, handy hint boxes and a CD of key proformas are included. This publication provides operational managers of all levels with a basic framework by which they can implement the requirements of the DDA to meet their business needs in a planned and sustainable fashion and will be essential reading for company directors, health and safety managers, facilities managers and human resource officers in small and large companies alike.

- A4 Loose-leaf with binder and free CD-ROM
- 95 pages
- 2004
- ISBN 0 580 44093 1
- ISBN-13 978 0 580 44093 9
- BSI order ref BIP 2040
- Published by BSI

**Price** £55



## BS 8300:2001 Audio CD

BS 8300:2001 gives recommendations for the design of new buildings and approaches to meet the needs of disabled people. It applies to car parking provisions, setting down points and garaging, access routes to, and around, all buildings, and entrances to, and interiors of, new buildings. Routes to recreational facilities associated with and in the immediate vicinity of buildings, such as patios, and seating and picnic areas, are also covered. The CD-ROM contains the standard in PDF format, in expandable font size and audio versions.

- CD-ROM
- 2005
- BSI order ref BIP 3044
- Published by BSI

**Price** £230 + VAT (£270.25)

**Member Price** £115 + VAT (£135.13)

Further discounts apply to registered charities.

# Construction – Electrical Equipment & Components



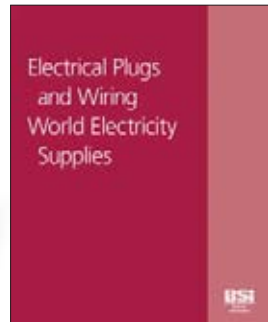
## Construction Products Directive (CPD) A guide to the requirements and CE marking

The Construction Products Directive (CPD) is one of the 'New Approach' Directives that aim to create a single European market by removing the technical barriers to trade between Member States through the use of harmonized standards and approvals. Recently revised and regularly updated, this publication explains the implications of the Construction Products Directive and gives guidance on compliance. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 33091 5
- ISBN-13 978 0 580 33091 9
- BSI order ref TH42097
- Published by BSI

**Price** £189

Includes regular updates



## Electrical Plugs and Wiring World Electricity Supplies (2<sup>nd</sup> edition)

This second edition has been compiled by technical specialists, providing up-to-date individual country information on electrical plugs, wiring and electricity supplies for over 110 countries spanning Europe, the Americas, the Middle East, Africa, Asia and the Pacific Rim. An invaluable resource for any manufacturer, exporter or supplier of electrical goods and services, this international survey comes in two main parts. The first part deals with plugs and wiring that would be used with mains-powered household and similar equipment. The second part provides useful comparative tables of world electricity supplies, voltages and frequencies. All domestic, commercial and industrial supplies are included, with some distribution voltages.

- A4 Loose-leaf with binder
- 310 pages
- 2007
- ISBN 978 0 580 50495 2
- BSI order ref BIP 2074
- Published by BSI

**Price** £170



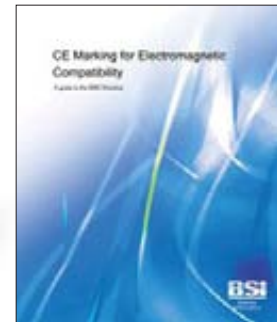
## World Electricity Supplies: Voltages and frequencies

Any exporter of electrical goods needs to know the power supply of their potential customers. This publication lists the values and tolerances expected in over 200 countries. It covers: Supply voltages - domestic, commercial and industrial installations; voltage tolerance; frequency and tolerance; transmission and distribution voltages; supply circuits, phases and earthing. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 26445 9
- ISBN-13 978 0 580 26445 0
- BSI order ref TH20338
- Published by BSI

**Price** £70

Includes regular updates



## CE Marking for Electro Magnetic Compatibility: A guide to the EMC Directive

This is an essential reference tool for anyone involved in the design and manufacture of electrical equipment for the European Economic Area. It is a concise and easy-to-understand explanation of the EMC Directive, helping you to expand your market opportunities throughout the EEA; understand your obligations under Directive 89/336/EEC; discover how to use the Directive; and follow the most economic route to compliance. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 20917 2
- ISBN-13 978 0 580 20917 8
- BSI order ref TH42056
- Published by BSI

**Price** £162

Includes regular updates

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Construction – Electrical Equipment & Components



## Electrical Equipment for Flammable Atmospheres: An international survey of certification and approval requirements

Flammable atmospheres present any designer with a problem. This publication lists national technical requirements applying to electrical installations for use in flammable atmospheres. It provides an easy reference source for designers, manufacturers, suppliers and purchasers of electrical equipment. Countries covered include those in the European Union, plus Argentina, Australia, Belarus, Brazil, Bulgaria, Canada, China, Colombia, Croatia, Egypt, Hong Kong, Iceland, India, Japan, Korea, Malaysia, Mexico, New Zealand, Norway, Romania, Russian Federation, Singapore, South Africa, Switzerland, Thailand, Ukraine, USA, Vietnam, Yugoslavia and Zimbabwe. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 905 87710 1
- ISBN-13 978 0 905 87710 5
- BSI order ref TH42065
- Published by BSI

**Price** £650

Includes regular updates



## The Low Voltage Directive: A guide to CE Marking

When designing electrical equipment to the Electrical Equipment Designed to Operate within Certain Voltage Limits Directive (sometimes known as the Low Voltage Directive), you need the guidance in this handbook. This concise, easy-to-understand publication guides you through the Directive, the use and application of standards, testing and CE marking so that you: become aware of your legal responsibilities; discover how to use the Directive; follow the most economic route to compliance; trade more successfully within Europe. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 20917 2
- ISBN-13 978 0 580 20917 8
- BSI order ref TH42075
- Published by BSI

**Price** £162

Includes regular updates



## Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition

Ensure that your electrical installations conform to the latest safety guidelines from the British Standards Institution (BSI) and the Institution of Engineering and Technology (IET) as codified in BS 7671, Requirements for Electrical Installations. This is especially important as the Building Regulations Part P Electrical Safety now applies to all fixed electrical installations (for operation at low voltage or extra-low voltage) that are not controlled by the Electricity Supply Regulations 1988 or the Electricity at Work Regulations 1989. BS 7671 applies to the design, erection and verification of electrical installations, also additions and alterations to existing installations. Existing installations that have been installed in accordance with earlier editions of the Regulations may not comply with this edition in every respect. This does not necessarily mean that they are unsafe for continued use or require upgrading. BS 7671:2008 includes changes necessary to maintain technical alignment with CENELEC harmonization documents. BS 7671:2008 Requirements for Electrical Installations is intended to come into effect in July 2008. Installations designed after June 2008 are to comply with BS 7671:2008.

- A4 Paperback
- 400 pages
- 2008
- ISBN-13 978 0 86341 844 0
- BSI order ref BS 7671:2008
- Published by BSI

**Price** £65

**New guides to BS 7671 (seventeenth edition) coming soon**

### Coming Soon: Summer 2008

The Eurocodes are a new set of European structural design codes for building and civil engineering works. Put together by leading experts from across the European Union, they are viewed by many as the most advanced structural codes in the world. The BSI Guide to Structural Eurocodes is the new indispensable background to these new codes, offering information on their practical application and analyses of the issues and opportunities they present.

# Sustainability – Environmental Management



## A Handbook for Sustainable Development: A companion to BS 8900 'Guidance for Managing Sustainable Development'

David Jackman

This book is a companion guide to BS 8900 (Guidance for Managing Sustainable Development). It guides organizations towards effective management of their impact on society and the environment, along the route to enhanced organizational performance and success. It offers practical examples of how difficult issues involving values, principles, and ethics, can be addressed and changes implemented, and gives an approach to defining a set of criteria or value judgements about what is important, and what practices or activities should be avoided.

- A4 Loose-leaf with binder
- 152 pages
- 2008
- ISBN-13 978 0 580 60728 8
- BSI order ref BIP 2135
- Published by BSI

**Price** £45



## Managing the Environment the 14001 Way

David Smith & Clive Green

This book is for organizations seeking user-friendly help in developing a cost-effective environmental management system (EMS) based on BS EN ISO 14001 and 14004. It builds on the basic framework and principles of the standards by providing practical advice, examples and sources of further information. It will be invaluable for those seeking to integrate EMS within an overall management system, such as one based on ISO 9001 (Quality) or BS 8800 (Health and Safety). Using the approach successfully introduced in Managing Health and Safety the BS 8800 Way, this book provides information at a variety of levels, in practice, and in detail and three organizations from different sectors to illustrate how an EMS applies.

- A5 Paperback
- 222 pages
- 2005
- ISBN 0 580 44097 4
- ISBN-13 978 0 580 44097 7
- BSI order ref BIP 2069
- Published by BSI

**Price** £30

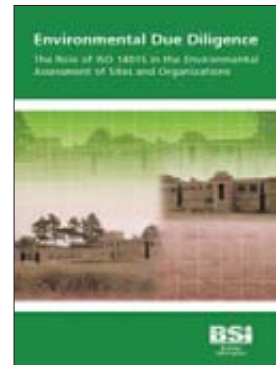


## Environmental Management Presentation Set

Presented in a slip-case, three essential EMS standards PLUS Auditing the ISO 19011 Way are available in an easy-to-use ring bound A5 format. This Presentation Set will be a valued addition to any environmental manager's bookshelf. You will also receive Managing the Environment the 14001 Way as a separate book on publication. Contains: BS EN ISO 14001:2004 Environmental management systems. Specification with guidance for use BS ISO 14004:2004 Environmental management systems. General guidelines on principles, systems and supporting techniques; BS EN ISO 19011:2002 Guidelines for quality and/or environmental management systems auditing; Auditing the ISO 19011 Way (BIP 2006) and Managing the Environment the 14001 Way (BIP 2069) as a separate book.

- Presentation Set
- 2005
- ISBN 0 580 45666 8
- ISBN-13 978 0 580 45666 4
- BSI order ref BIP 2070
- Published by BSI

**Price** £330 **Member Price** £190



## Environmental Due Diligence: The Role of ISO 14015 in the Environmental Assessment of Sites and Organizations

Nigel Carter & Lorraine Wilde

The challenges of contaminated land, compliance with regulation and product liability are becoming increasingly complex. There are significant consequences that businesses need to understand that may impact not just on financial viability and the relationships with financial stakeholders, but also on client perceptions and continuity in production. This publication examines the international standard ISO 14015 Environmental management. Environmental assessment of sites and organizations, and its application to the non-intrusive stages of environmental assessment.

- Royal Paperback
- 88 pages
- 2004
- ISBN 0 580 44296 9
- ISBN-13 978 0 580 44296 4
- BSI order ref BIP 2038
- Published by BSI

**Price** £45

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Sustainability – Environmental Management



## Environmental Management Report: Focus on Sustainability and its Implications for CSR

Adrian Henriques  
& Peter Engelschmidt

This report explores what sustainability means, and especially what it means for business. It looks at the tools, techniques, standards and methodologies needed for sustainability and helps you to discover which are most appropriate for your organization and how you would implement them. The report also offers support in the preparation of a business case for moving towards sustainability. At the end, readers should be better able to articulate their own thoughts on the way forward for their organization. This report is not just written for experts, but aims to clarify and communicate the issues of sustainability and provide an invaluable tool for all managers.

- A4 Wirobound
- 150 pages
- 2006
- ISBN 0 580 49337 7
- ISBN-13 978 0 580 49337 9
- BSI order ref BIP 2101
- Published by BSI

**Price** £95



## Environmental Management Report: Focus on Waste Management

Open University - Mark Yoxon,  
Stephen Burnley & Toni Gladding

This report uses examples and case studies to show how effective waste management benefits business. The report gives clear and practical advice on how to identify areas of waste and how to implement simple operational procedures to reduce and control it. The authors guide the reader through the relevant legislation and provide the tools and techniques to unlock the benefits for your business, the wider economy and the Environment.

- A4 Wirobound
- 119 pages
- 2006
- ISBN 0 580 48412 2
- ISBN-13 978 0 580 48412 4
- BSI order ref BIP 2102
- Published by BSI

**Price** £95



## Environmental Management Report: Focus on Environmental Responsibility Communications

Jane Taylor & Kerry Wastell

This guide offers a way through the vast amounts of research, legislation, best practice and frameworks that surround the topics of corporate responsibility (CR) and communication processes. It looks closely at what is meant by corporate responsibility communications and gives you a guide to reviewing your CR communications agenda. The authors look at both internal and external communications and stress the importance of communication as part of a learning process to ensure the policy is understood fully by all. Several case studies are provided to give examples of how different organizations have taken onboard and communicated the CR agenda.

- A4 Wirobound
- 165 pages
- 2006
- ISBN 0 580 48671 0
- ISBN-13 978 0580 48671 5
- BSI order ref BIP 2103
- Published by BSI

**Price** £95



## Environmental Management Report: Focus on Climate Change

Jan Vernon

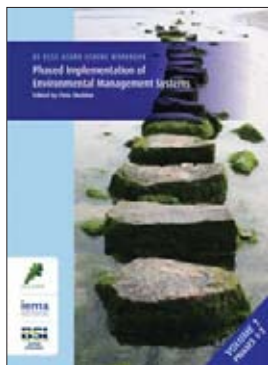
This report gives a detailed insight into what climate change actually is, and explains the related policies in real terms. The report analyses what effect these policies will have on businesses and shows what steps can be taken to stay in line with the legislation. Examples are taken from leading businesses in order to give ideas of how to develop an action plan to help manage the impact of climate change on your business. The author also looks at the potential business benefits of climate change and how to use the policies to your advantage. This publication will be an invaluable tool to those companies wishing to get ahead of the game on an issue that will inevitably affect everyone. This report will allow companies to assess the potential affects of climate change on their business, and utilize this knowledge to help ensure that they are prepared for the future.

- A4 Wirobound
- 124 pages
- 2006
- ISBN 0 580 48142 5
- ISBN-13 978 0 580 48142 0
- BSI order ref BIP 2105
- Published by BSI

**Price** £95

请按BIP号在标准检索中查阅和订购

# Sustainability – Environmental Management



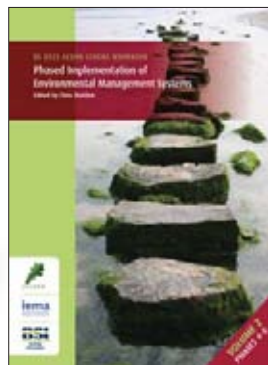
## BS 8555 Project Acorn Workbook – Volumes 1-3

Chris Sheldon & IEMA

The BS 8555 Acorn Scheme Workbook is a companion guide to BS 8555:2003 for all organizations wanting to make a start at implementing an Environmental Management System, with particular focus for small and medium sized enterprises (SMEs). The workbook gives you the guidance and structure to work through the 5 phases outlined in the standard, to work towards an Environmental Management System accreditation, which can be achieved at the end of any phase by external validation via IEMA. There is also an optional 6th phase that prepares you for ISO 14001 or EU certification. This easy-to-use methodology is ideal for organizations with limited resources as it takes you through the implementation at a pace that is suitable for your needs and means. Throughout the workbook there are also 'top-tips' and case studies giving examples of how other organizations have interpreted the standard.

- A4 Loose-leaf with binder
- 217 pages
- 2007
- ISBN-13 978 0 580 50225 5
- BSI order ref BIP 2122
- Published by BSI

**Price £50 Member Price £45**



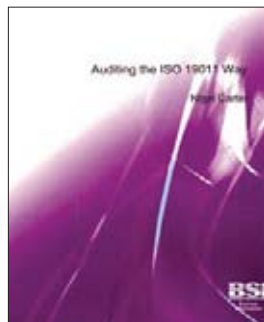
## COMING SOON BS 8555 Project Acorn Workbook – Volumes 2-6

Chris Sheldon & IEMA

The BS 8555 Acorn Scheme Workbook is a companion guide to BS 8555:2003 for all organizations wanting to make a start at implementing an Environmental Management System, with particular focus for small and medium sized enterprises (SMEs). The workbook gives you the guidance and structure to work through the 5 phases outlined in the standard, to work towards an Environmental Management System accreditation, which can be achieved at the end of any phase by external validation via IEMA. There is also an optional 6th phase that prepares you for ISO 14001 or EU certification. This easy-to-use methodology is ideal for organizations with limited resources as it takes you through the implementation at a pace that is suitable for your needs and means. Throughout the workbook there are also 'top-tips' and case studies giving examples of how other organizations have interpreted the standard.

- A4 Loose-leaf with binder
- TBC
- 2008
- ISBN-13 978 0 580 50935 3
- BSI order ref BIP 2123
- Published by BSI

**Price £50 Member Price £45**



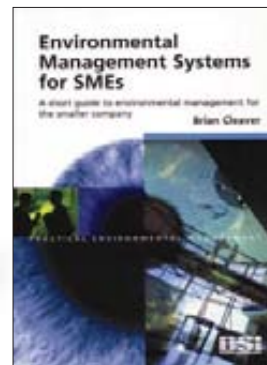
## Auditing the ISO 19011 Way

Nigel Carter

With increasing numbers of organizations having multiple management systems to meet their operating needs and legal obligations, an integrated approach makes bottom-line sense. Robust audits check and confirm regulatory and contractual compliance, product quality and customer satisfaction, and point to opportunities for continual improvement. *Auditing the ISO 19011 Way*, is a concise explanation and guide to using the standard and achieving the greatest benefit from the audit process for your organization. The book provides an overview of modern management systems, then step-by-step guidance on the principles of auditing; audit programme management; carrying out an audit; and the competence and evaluation of auditors. To get the most from your audits, this book is the essential companion to BS EN ISO 19011. However, it is also a valuable business tool on its own.

- A4 Loose-leaf with binder
- 92 pages
- 2003
- ISBN 0 580 41428 0
- ISBN-13 978 0 580 41428 2
- BSI order ref BIP 2006
- Published by BSI

**Price £45**



## Environmental Management Systems for SMEs

Brian Cleaver

This book is primarily for managers in small companies or business units who need to develop and implement an EMS from scratch and who have little or no previous experience. The publication gives practical, concise information and advice on environmental management. It takes the reader through the process, from initial environmental review, planning and policy, to organization and implementation, monitoring and improvement. The author stresses the need to keep the environmental management system simple and to try to integrate it into overall business processes. Following the general layout of BS EN ISO 14001, this book will be particularly useful for those considering using the standard to meet their environmental management needs.

- Royal Paperback
- 82 pages
- 2001
- ISBN 0 580 33249 7
- ISBN-13 978 0 580 33249 4
- BSI order ref HB10182
- Published by BSI

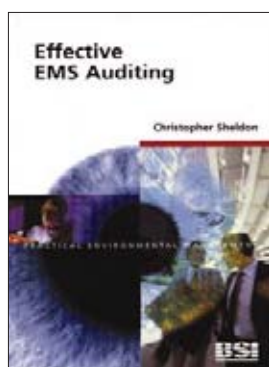
**Price £25**

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Sustainability – Environmental Management



## Effective EMS Auditing

Christopher Sheldon

To get the best out of your environmental management system, you need effective results and feedback – and this comes from auditing. A well-scoped auditing programme will provide you with a complete, up-to-date picture of your EMS as it evolves and matures, and lets you demonstrate to clients, regulators and others that you know what you're doing and why. This book contains a host of practical tips on how to design a simple and effective EMS auditing system for your business. Each chapter looks at the background to the issue, sets out what it means in practice, and provides a troubleshooting guide.

- Royal Paperback
- 74 pages
- 2001
- ISBN 0 580 33250 0
- ISBN-13 978 0 580 33250 0
- BSI order ref HB10183
- Published by BSI

**Price** £25



## Eco-Management Accounting, Guidelines for accountants, business advisors and environmental managers

Martin Bennett & Peter James

This title offers guidance on how organizations can take account of the financial implications of environmental matters and on how financial and environmental management issues can be linked, producing a positive and green bottom-line.

- Royal Paperback
- 90 pages
- 2001
- ISBN 0 580 33252 7
- ISBN-13 978 0 580 33252 4
- BSI order ref HB10185
- Published by BSI

**Price** £25



## Labelling & Lifecycle Assessment CD

This new CD-ROM contains all the essential labelling and lifecycle assessment standards including: BS EN ISO 14020:2001; BS EN ISO 14021:2001; BS EN ISO 14024:2001; BS EN ISO 14025:2006; BS ISO 14040:2006; BS ISO 14044:2006; DD/ISO TS 14048:2002; PD ISO/TR 14049:2000; PD ISO/TR 14062 and the bestselling title, Managing the Environment the 14001 Way (BIP 2069). The PDF format features a powerful search facility, and copy, paste and printing functions.

- CD-ROM
- 2006
- ISBN 0 580 49283 4
- ISBN-13 978 0 580 49283 9
- BSI order ref BIP 3073
- Published by BSI

**Price** £300 + VAT (£352.50)

**Member Price** £250 + VAT (£293.75)



## Environmental Management Systems CD

This new CD-ROM contains the essential standards for environmental management systems including BS EN ISO 14001:2004; BS ISO 14004:2004; BS ISO 14015:2001; BS EN ISO 19011:2002; BS 8555:2003; BS EN ISO 14031:2000; BS 8900:2006; BS ISO 14050:2002; BS ISO 14063:2006; and the bestselling title, Managing the Environment the 14001 Way (BIP 2069). The PDF format features a powerful search facility, and copy, paste and printing functions.

- CD-ROM
- 2006
- ISBN 0 580 49284 2
- ISBN-13 978 0 580 49284 6
- BSI order ref BIP 3075
- Published by BSI

**Price** £300 + VAT (£352.50)

**Member Price** £250 + VAT (£293.75)

# Sustainability – Environmental Management / Food Safety



## CEDREC – Environmental Professional

Distributed by BSI

CEDREC stands for Comprehensive Environmental Directory of Regulations in Europe with Commentary and contains over 1,000 pieces of business related environmental legislation on CD-ROM. Legislation is covered from England, Scotland and Wales, as are EU measures. With a simple menu and keyword search, CEDREC takes the hard work out of assessing your obligations. You can copy and paste text to create a customized register of legislation. CEDREC comes in two versions: standard or CEDREC Professional. Choose the standard version if you just need summaries, or CEDREC Professional if you need the consolidated full text of the legislation as well.

- CD-ROM
- 2004
- BSI order ref CEDREC ENV
- Published by CEDREC

### Price

Standard £345 + VAT (£405.38)\*,  
Professional £495 + VAT (£581.63)\*



## Managing Food Safety CD

Managing Food Safety contains five documents that provide guidance on implementing and maintaining an effective food safety management system. BS EN ISO 22000:2005 is the international standard for food safety management, and specifies requirements for a food safety management system to enable your organization to provide consistently safe end products. It is accompanied on the CD by *Managing Food Safety the 22000 Way* (BIP 2078); *ISO 22000 Food Safety: Guidance and Workbook for the Catering Industry* (BIP 2127); *ISO 22000 Food Safety: Guidance and Workbook for the Manufacturing Industry* (BIP 2128); and *ISO 22000 Food Safety: Guidance and Workbook for the Retail Industry* (BIP 2129). The workbooks on this CD contain forms that can be populated with data, saved and printed.

- CD-ROM
- 2008
- ISBN-13 978 0 580 50958 2
- BSI order ref BIP 2130
- Published by BSI

**Price** £295 + VAT (£346.63)



## Winning with Food Safety

Pat Perry

This publication, in manual format, provides the reader with no-nonsense advice and guidance on implementing food safety in business practice, with a host of good practice, assessment and review that will stand all business owners in good stead. This manual is in a user-friendly question and answer format and contains pro forma checklists and handy hint boxes allowing for the easy application of advice and good practice of benefit to all levels of user.

- A4 Loose-leaf with binder & free CD-ROM
- 142 pages
- 2006
- ISBN 0 580 44096 6
- ISBN-13 978 0 580 44096 0
- BSI order ref BIP 2049
- Published by BSI

**Price** £55



## IMS: Managing Food Safety

Helen Hinch

This book examines product control in the food industry and the characteristics that make its management different from that of other industries. Particular attention is given to the role of the Hazard Analysis and Critical Control Point (HACCP) systems, the benefits of operating within the context of an Integrated Management System and the use and application of relevant standards.

- Royal Paperback
- 116 pages
- 2003
- ISBN 0 580 42285 2
- ISBN-13 978 0 580 42285 0
- BSI order ref BIP 2016
- Published by BSI

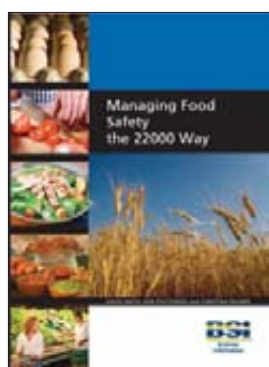
**Price** £30

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Sustainability – Food Safety



## Managing Food Safety the 22000 Way

David Smith, Rob Politowski & Christina Palmer

This practical guide has been developed for organizations seeking user-friendly help in understanding and implementing a food safety management system to meet the requirements of the international standard ISO 22000:2005. *Managing Food Safety the 22000 Way* takes a detailed look at the requirements of ISO 22000 and is applicable along the complete food chain 'from farm to fork'. A simple methodology is offered, coupled with extracts from the standard and clear explanations of the terms used. This book is designed to be used at a range of levels, either as a stand alone guide or in conjunction with the standard for a more detailed approach. The straightforward methodology will be particularly helpful for those organizations which may be wishing to integrate an ISO 22000 system with their other management system requirements.

- A5 Paperback
- 225 pages
- 2007
- ISBN-13 978 0 580 46405 8
- BSI order ref BIP 2078
- Published by BSI

**Price** £30



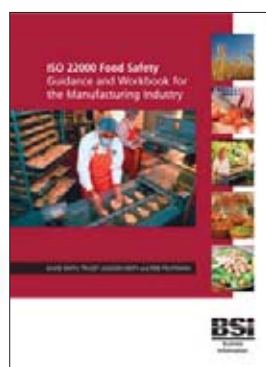
## ISO 22000 Food Safety: Guidance and Workbook for the Catering Industry

David Smith, Tracey Jackson-Smith and Rob Politowski

This workbook has been developed to provide support to catering organizations in the implementation of an ISO 22000:2005 food safety management system. It is intended to be used by those charged with the implementation and running of the system in the catering sector and will be found particularly helpful by members of the food safety team, as well as departmental managers. For those requiring a greater depth of knowledge and understanding the workbook should be used in conjunction with ISO 22000 and/or the handbook *Managing Food Safety the 22000 Way* (BIP 2078).

- A4 Loose-leaf with binder
- 138 pages
- 2007
- ISBN-13 978 0 580 49978 4
- BSI order ref BIP 2127
- Published by BSI

**Price** £40



## ISO 22000 Food Safety: Guidance and Workbook for the Manufacturing Industry

David Smith, Tracey Jackson-Smith and Rob Politowski

This workbook has been developed to provide support to manufacturing organizations in the implementation of an ISO 22000:2005 food safety management system. It is intended to be used by those charged with the implementation and running of the system in the manufacturing sector and will be found particularly helpful by members of the food safety team as well as departmental managers. For those requiring a greater depth of knowledge and understanding the workbook should be used in conjunction with ISO 22000 and/or the handbook *Managing Food Safety the 22000 Way* (BIP 2078).

- A4 Loose-leaf with binder
- 141 pages
- 2007
- ISBN-13 978 0 580 49989 0
- BSI order ref BIP 2128
- Published by BSI

**Price** £40



## ISO 22000 Food Safety: Guidance and Workbook for the Retail Industry

David Smith, Tracey Jackson-Smith and Rob Politowski

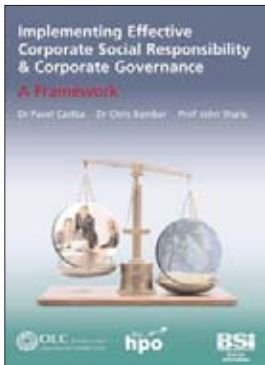
This workbook has been developed to provide support to retail organizations in the implementation of an ISO 22000:2005 food safety management system. It is intended to be used by those charged with the implementation and running of the system in the retail sector and will be found particularly helpful by members of the food safety team as well as departmental managers. For those requiring a greater depth of knowledge and understanding the workbook should be used in conjunction with ISO 22000 and/or the handbook *Managing Food Safety the 22000 Way* (BIP 2078).

- A4 Loose-leaf with binder
- 126 pages
- 2007
- ISBN-13 978 0 580 49990 6
- BSI order ref BIP 2129
- Published by BSI

**Price** £40

请按BIP号在标准检索中查阅和订购

# Sustainability – CSR



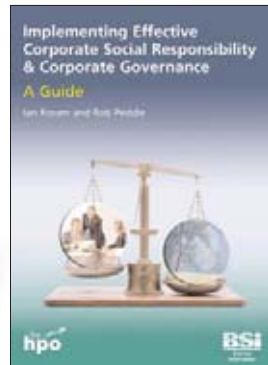
## Implementing Effective Corporate Social Responsibility and Corporate Governance: A Framework

Dr Pavel Castka, Dr Chris Bamber & Professor John Sharp

Using process-based management and systems, this book demonstrates how organizations can address the key requirements of corporate social responsibility (CSR) and corporate governance. In addition, it explains how to assess the effectiveness and maturity of companies' CSR and corporate governance policy, in reporting to customers, regulators, investors and other key stakeholders. The book provides a framework for organizations to establish, maintain, improve and document their CSR and corporate governance management system. It will help organizations become more effective, not just compliant.

- A4 Paperback
- 38 pages
- 2004
- ISBN 0 580 43953 4
- ISBN-13 978 0 580 43953 7
- BSI order ref BIP 2041
- Published by BSI

**Price £20**



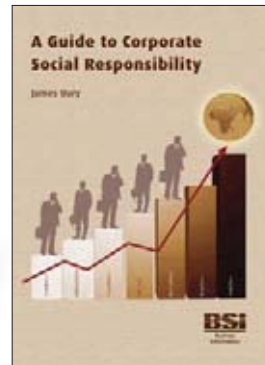
## Implementing Effective Corporate Social Responsibility and Corporate Governance: A Guide

Ian Rosam & Rob Peddle

This guide complements *Implementing Effective Corporate Social Responsibility and Corporate Governance: A Framework* by providing in-depth guidance and best practice on the applications of the Framework complete with supporting documentation and case studies.

- A4 Paperback
- 82 pages
- 2004
- ISBN 0 580 43954 2
- ISBN-13 978 0 580 43954 4
- BSI order ref BIP 2042
- Published by BSI

**Price £45**



## A Guide to Corporate Social Responsibility

James Oury

*A Guide to Corporate Social Responsibility* gives an introduction to the relevant concepts of CSR with an examination of how those concepts have been brought to bear on the real world, and looks at how these can be incorporated into the life and culture of your business. It provides a doorway into the practical application of concepts touted by CSR practitioners to allow the reader to review the arena and make the necessary decisions about what they want to achieve and how best to go about it. The focus is on what you can do differently in order to create a competitive advantage for your company and what you must consider and put in place on a day-to-day level in order to make it happen.

- A5 Paperback
- 133 pages
- 2007
- ISBN 0 580 49310 5
- ISBN-13 978 0 580 49310 2
- BSI order ref BIP 2089
- Published by BSI

**Price £19.95**

请按BIP号在标准检索中查阅和订购

**To order please call BSI Customer Services on +44 (0)20 8996 9001**

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Manufacturing



## The Waste Electrical and Electronic Equipment Directive: Requirements and Implementations

*The Waste Electrical and Electronic Equipment Directive: requirements and implementation* is a guide produced by BSI for manufacturers, importers and exporters of electrical and electronic equipment. Part 1 introduction sets out the background to the WEEE Directive, explaining the need for legislation, how the Directive came to fruition and the requirements and the implications for producers and retailers of Electrical and Electronic Equipment. Part 2 provides detail on the situation in a range of European and international countries, including all EU Member States. New information on countries implementing measures will be added as it becomes available.

New in 2008, Part 3 of the guide covers the UK implementation of the WEEE Directive, including guidance on UK regulations, exemptions, organizations responsible for implementation, what producers need to do to comply, requirements on distributors, collection and take-back schemes, treatment, fees and charging and enforcement. Copies of the Directive and Council Decisions are also included. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 loose-leaf with binder
- ISBN 0 580 49271 0
- ISBN-13 978 0 580 49271 6
- BSI order ref BIP 2117
- Published by BSI

**Price** £225 / \$428 / EUR 334

Includes regular updates

请按BIP号在标准检索中查阅和订购



## Protection Against Lightning: A UK guide to the practical application of BS EN 62305

Mike Henshaw

*Protection Against Lightning: A UK guide to the practical application of BS EN 62305* is a comprehensive companion guide to the new British standard, which aims to promote a consistent approach to the standard's usage in the field by offering practical interpretations of its formal approach. The book covers important topics such as risk assessment, damage due to lightning and overvoltages, protection measures, design for structural protection, requirements for structures with risk of explosion, inspection, testing, maintenance and records. The book also includes terms and definitions, FAQs and helpful tables, diagrams and graphs to assist in assessments and calculations. This guide has been written for architects, consultants, building contractors and practitioners, specializing in the design, installation, testing and maintenance of systems of protection against lightning.

- A4 Paperback
- 122 pages
- 2007
- ISBN-13 978 0 580 50899 8
- BSI order ref BIP 2118
- Published by BSI

**Price** £75 **Member Price** £50



## UK Guide to the Standardization for Overhead Electrical Lines

Brought together in one convenient and easily accessible format, *The UK Guide to Standardization for Overhead Electrical Lines* CD-ROM contains a collection of the BS EN 50341 and BS EN 50423 standards for overhead electrical lines. Fully searchable, the CD-ROM is easy to use and provides a complete set of all applicable requirements for overhead electrical lines. It brings together the standards pertaining to above and below 45kV working.

- CD-ROM
- 2006
- ISBN 0 580 46005 3
- ISBN-13 978 0 580 46005 0
- BSI order ref BIP 3024
- Published by BSI

**Price** £395 + VAT (£464.12)

**Member Price** £197 + VAT (£231.48)



## Stainless Steels and Delivery Conditions

A collection of the BS EN 10088 standards for stainless steels, brought together in convenient CD-ROM format. Fully searchable, the CD is an easy-to-use tool making it easier to access the documents essential to your industry. Part 1 lists the chemical compositions of stainless steels (including a table of European Standards in which these stainless steels are further specified). Part 2 specifies the technical delivery conditions for hot or cold rolled sheet/plate and strip of standard grades and special grades of corrosion resisting stainless steels for general purposes. It also covers the use of flat stainless steel products including cutlery and other products which come into contact with foodstuffs. Part 3 specifies the technical delivery conditions for semi-finished products, hot or cold formed bars, rods, wire, sections and bright products of standard and special grades of corrosion resisting stainless steels for general purpose.

- CD-ROM
- 2006
- ISBN 0 580 47455 0
- ISBN-13 978 0 580 47455 2
- BSI order ref BIP 3045
- Published by BSI

**Price** £250 + VAT (£293.75)

**Member Price** £125 + VAT (£146.88)

# Manufacturing



## Compendium of Symbols for use on Electrical Equipment for Diagrams

This compendium comprises database 'snapshots' for IEC 60417, Graphical symbols for use on equipment, and IEC 60617, Graphical symbols for diagrams. The database 'snapshots' are in a PDF format, and represent the state of the IEC databases at the time of publication. The 'snapshots' are in a PDF format, which allows symbols to be searched for quickly and easily.

- CD-ROM
- 2008
- ISBN-13 978 0 580 50960 5
- BSI order ref BIP 3086
- Published by BSI

**Price** £275 + VAT (£323.12)



## BS 8888:2006 Technical Product Specification (TPS). Specification

BS 8888:2006 is an integrated system, an enhanced tool-box and roadmap for technical specification documents. It provides designers, engineers, quality managers and metrologists with a set of requirements for the preparation of all forms of technical product documentation. Using BS 8888 encourages a common system, a common language and a common understanding in the technical product specification area. It will help designers to order their output of design so that a product concept will be fully realized through the manufacturing process. The CD contains BS 8888:2006 plus over 150 cross-referenced documents, accessible at the click of a button. This CD-ROM gives you access to over £12,000 worth of standards for only £900! For a full list of all the standards included on the CD visit [www.bsigroup.com/bip3082](http://www.bsigroup.com/bip3082)

- CD-ROM
- 2007
- ISBN-13 978 0 580 50947 6
- BSI order ref BIP 3082
- Published by BSI

**Price** £900 + VAT (£1,057.50)

**Member Price** £450 + VAT (£528.75)



## Boilers and Pressure Vessels: An international survey of design and approval requirements

An international survey of design and approval requirements that provides information on the national regulations, design codes, approval organizations, acceptable international design codes and United Kingdom inspection organizations. This information will enable manufacturers to see at a glance the requirements which must be met by prospective boiler and pressure vessel exporters. This international survey covers 130 countries around the world, technical regulations, design codes and approval requirements for boilers, stationary pressure vessels, and transportable pressure vessels, including road tankers, and rail and compressed gas cylinders. A list of all inspection bodies appointed in respect of Directive 87/404/EEC Simple Pressure Vessels for all European Union countries has been included. This list will be updated from the Official Journal of the EC, as necessary. A list of international standards organizations and their addresses has also been incorporated. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 905 87761 6
- ISBN-13 978 0 905 87761 7
- BSI order ref TH20344
- Published by BSI

**Price** £320

Includes regular updates



## Pressure Vessels Germany

In two volumes, this is a complete reference source for the design, manufacture, testing and in-service requirements of pressure equipment for the German market. BSI is the official translator of the AD Merkblätter for the German publisher and as such has advanced warning of any amendments to these documents. It includes: a report on exporting to Germany; Pressure Vessel Design Code (AD-Merkblätter); Technical Regulations for Pressure Vessels (TRB); Technical Regulations for Piping (TRR); Pressure Vessel Order (Druckbeh V); Equipment Safety Law (GSG); EC Directive implementation guidance. The price includes advanced copies of translations on any amendments of the AD-Merkblätter and supply of official copies of amended AD-Merkblätter as these are published.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 905 87742 X
- ISBN-13 978 0 905 87742 6
- BSI order ref TH42069
- Published by BSI AD-MERKBLÄTTER

**Price** £1,500

Includes regular updates

请按BIP号在标准检索中查阅和订购

To order please call BSI Customer Services on +44 (0)20 8996 9001

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

# Healthcare



## CE Marking for Machinery: A guide to the European Directive

This guide is for all those involved in the supply, manufacture, refurbishing and purchasing of machinery. It gives practical advice on how to CE mark products falling within the scope of the Machinery Directive. CE Marking for Machinery. A guide to the European Directive 2006/42/EC offers you: a clear and concise overview of the European Machinery Directive; all the information you need in one place – including a full copy of the Machinery Directive 2006/42/EC; comprehensive content compiled by industry experts; guidance on the requirements for manufacturers and suppliers of machinery; regular updates to keep you informed of important changes.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 26425 4
- ISBN-13 978 0 580 26425 2
- BSI order ref TH42073
- Published by BSI

**Price** £225

Includes regular updates



## Motor Vehicles and Equipment: An international guide to the Application of EC, ECE and national approval schemes

This international survey details the requirements for all manufacturers and exporters of passenger cars, goods vehicles, trailers, semi-trailers, motorcycles, safety-related and emission control equipment in over 45 countries. It is designed to provide you with the technical regulations and the knowledge you require to reduce the cost and time during the development and design stage. It will enable you to successfully export your products throughout the world, prevent product recall and expensive rework or modification, and give you a full understanding of your legal obligations. To keep you informed of key developments, an update service is available, which is available to you free of charge for the first year, after which you can renew for an annual fee.

- A4 Loose-leaf with binder
- Annual Subscription
- ISBN 0 580 26400 9
- ISBN-13 978 0 580 26400 9
- BSI order ref TH42043
- Published by BSI

**Price** £320

Includes regular updates



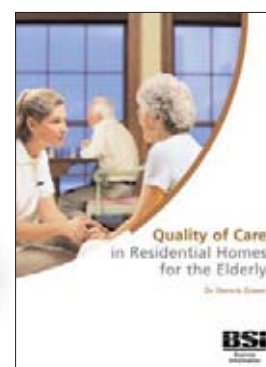
## Medical Devices: ISO 13485 and ISO 9001

Dennis Green

This book is for those who are responsible for seeking compliance with the requirements of the quality management systems standard ISO 13485 on medical devices. There are many aspects of this standard that are identical to ISO 9001, meaning that accredited certification to both standards can be achieved at the same time, relatively easily. In addition the continual improvement aspect of ISO 9001 can offer real gains and competitive advantage to those who manufacture and service medical devices. The book takes the reader through the clauses of both standards, providing proformas and essential information on the standards and auditing.

- A4 Paperback
- 194 pages
- 2005
- ISBN 0 580 45644 7
- ISBN-13 978 0 580 45644 2
- BSI order ref BIP 2071
- Published by BSI

**Price** £50



## Quality of Care in Residential Homes for the Elderly

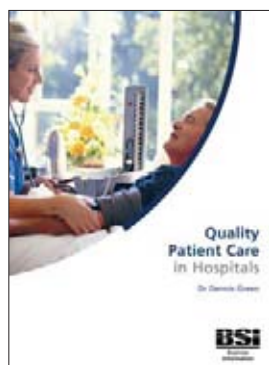
Dennis Green

This book is for owners, managers and senior staff of residential care homes in England and Wales who aspire to provide the best possible service to their residents at all times. It explains how the ISO 9001 quality management standard can provide a template for getting things right and continually striving to make them even better. The book will also be invaluable for local authorities with responsibilities for the care of elderly people in care homes. It contains clause-by-clause guidance, sample forms and much more.

- A4 Paperback
- 146 pages
- 2005
- ISBN 0 580 45645 5
- ISBN-13 978 0 580 45645 9
- BSI order ref BIP 2072
- Published by BSI

**Price** £30

# Healthcare



## Quality Patient Care in Hospitals

Dennis Green

This book is intended for those who work in NHS and private hospitals in the UK – anyone keen to improve the department in which he or she works and who wishes to give the best possible service to their patients at all times. Recent developments, including the formation of the Commission for Healthcare Audit and Inspection (CHAI) and the National Service Frameworks (NSFs), are increasing the scrutiny of hospitals and the quality of care they offer. The ISO 9001 standard offers a great opportunity for further improvements to be made to our hospitals.

- A4 Paperback
- 220 pages
- 2005
- ISBN 0 580 45646 3
- ISBN-13 978 0 580 45646 6
- BSI order ref BIP 2073
- Published by BSI

**Price** £30



## PS 9000 Pharmaceutical Packaging Materials CD-ROM

There is an increasing importance placed on those who are involved in the manufacture of pharmaceuticals to produce packaged medicines to a consistently high standard. PS 9000 Pharmaceutical packaging materials is an application standard that contains 'additional particular requirements' derived from Good Manufacturing Practice. It has been developed by the Pharmaceutical Quality Group of the Institute of Quality Assurance in consultation with experts from the pharmaceutical industry. It includes the requirements text of BS EN ISO 9001:2000 and the guidelines text of BS EN ISO 9004:2000.

- CD-ROM
- 2001
- BSI order ref PS9000
- Published by BSI

**Price** £150 + VAT (£176.25)

**Member Price** £75 + VAT (£88.12)



## Graphical symbols for use in the labelling of medical devices

This CD contains the new edition of BS EN 980 Graphical symbols for use in the labelling of medical devices, with the symbols in clip-art form, allowing them to be lifted directly from the standard. This functionality will be particularly useful for manufacturers and suppliers of medical devices, and to manufacturers and suppliers of safety signs and stickers, and technical authors. By including the standard (for guidance and context) and the symbols, the CD will make using the symbols – in the style and to the standard's specification – much easier.

- CD-ROM
- 2008
- BSI order ref BIP 3083
- Published by BSI

**Price** £122 **Member Price** £71

请按BIP号在标准检索中查阅和订购

**To order please call BSI Customer Services on +44 (0)20 8996 9001**

P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.



## Copyright and Licensing

BSI Business Information publications have a wide appeal internationally, and can be translated into any language. We are keen to make translated editions of our titles available and welcome all rights enquiries. Please contact us if you are interested in becoming a publishing partner or to apply for publishing rights please email [copyright@bsigroup.com](mailto:copyright@bsigroup.com). Requests for permission to photocopy, use extracts or any other reproduction of BSI copyrighted material should be made to [copyright@bsigroup.com](mailto:copyright@bsigroup.com) or +44 (0)208 996 7070.

Copyright subsists in all BSI publications. BSI also holds the copyright, in the UK, of the publications of the international and European standardization bodies. Except as permitted under the Copyright, Design and Patents Act 1988 no extract may be reproduced, stored in a retrieval system or transmitted in any form or by any means – electronic, photocopying, recording or otherwise – without prior permission from BSI.

If permission is granted, the terms may include royalty payments or a licensing agreement. Details and advice can be obtained from BSI Licensing, BSI, 389 Chiswick High Road, London, W4 4AL. [copyright@bsigroup.com](mailto:copyright@bsigroup.com)

# Join BSI Membership and Save up to 50% on British Standards

Call +44 (0)20 8996 9001 for joining details and start enjoying the benefits.

1.  <http://www.bsigroup.com/shop>
2.  [orders@bsigroup.com](mailto:orders@bsigroup.com)
3.  +44 (0)20 8996 9001
4.  +44 (0)20 8996 7001
5.  **Send your completed order form to:**  
BSI Customer Services, 389 Chiswick  
High Road, London W4 4AL, UK

## Ordering is easy! Choose one of the above 5 options

Please quote marketing reference **BR-BOOK-08** when placing your order.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

VAT Number: *(if applicable)* \_\_\_\_\_

### Payment options *(please tick as appropriate)*

- Please send me an order quotation.  
Purchase Order Number\*: \_\_\_\_\_
- Enclosed is my cheque for £ \_\_\_\_\_  
*Please make cheques payable to BSI. All cheques must be drawn on a British bank and be in Sterling/GBP.*

- Please charge my       *(please tick as appropriate)*

Card Number:

Expiry Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### BSI Members only:

Please invoice my Membership account number: \_\_\_\_\_

I am not a BSI Member but am interested in becoming a Member. Please contact me using the details above.

BSI Order Ref	Title	QTY	Price*	Total

\*P&P £5.95 (inclusive of VAT); £9.95 Rest of the World (+VAT if applicable) – one-off charge added to your order of 10 items or fewer. FREE P&P to BSI Subscribing Members. Pre-payment is required by non-Members. VAT is applicable to all eShop purchases and downloads, CDs, DVDs and other electronic products. All prices, content and publishing dates may be subject to change.

For details of BSI Membership, call +44 (0)20 8996 9001.

Subtotal	
*P&P	
<b>Total</b>	

Please quote marketing reference **BR-BOOK-08** when placing your order.

### Personal information

Your contact details will be used to complete your request. We will send you relevant information about our products and services that may be of interest to you by post or via email. If you **do not** wish to be kept up-to-date please tick this box.   
We will never supply your information to third parties for marketing purposes.

BSI handles all personal information in compliance with the Data Protection Act 1998 and the EU Communications Directive 2003.

