



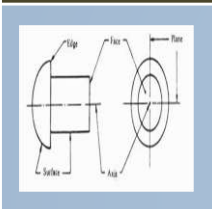
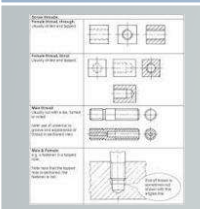
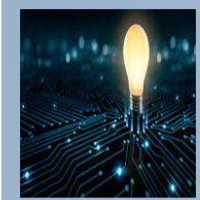
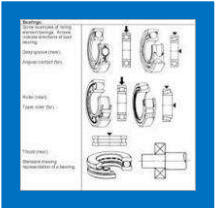
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## ISO 17933:2000 GEDI Generic Electronic Document Interchange

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 17933 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 4, *Computer applications in information and documentation*.

Annexes A and B of this International Standard are for information only.

## **1 Scope**

This International Standard specifies a format for exchange of electronic document copies between computer systems. The format includes the definition of a GEDI Header containing information about the requester, Supplier, and format of the document and relevant bibliographic information.

This International Standard is applicable to computer systems supporting Interlibrary Loan and Document Transmission applications.

## **2 Normative references**

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

## **3 Terms and definitions**

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

### **3.1**

#### **consumer**

application process that receives the GEDI record, processes the GEDI Header information, and makes one Electronic Document Copy available to the end user

### **3.2**

#### **domain**

group of one or more Suppliers and one or more Consumers capable of engaging in Electronic Document Interchange Transactions between them, where a common agreement exists for 1) electronic document interchange format and compression algorithm, 2) electronic document transfer mechanism, and 3) network technology

### **3.3**

#### **Electronic Document Copy**

the part of the GEDI Record that contains the electronic copy of the document

### **3.4**

#### **Electronic Document Interchange Transaction**

complete cycle for the interchange of an Electronic Document Copy, starting with an electronic document residing at the Supplier and terminating with the completed delivery of that document to the Consumer

### **3.5**

#### **GEDI Domain**

Domain in which the common agreements conform to this International Standard

### **3.6**

#### **GEDI Header**

##### **GEDI Cover**

the first part of the GEDI Record containing information about 1) the format and version of the parts of the GEDI Record, 2) Electronic Document Exchange Transaction, 3) the bibliographic description of the electronic document, and 4) the format of the Electronic Document Copy

### **3.7**

#### **GEDI Record**

complete GEDI message, containing both the GEDI Header and Electronic Document Copy

### **3.8**

#### **Relay**

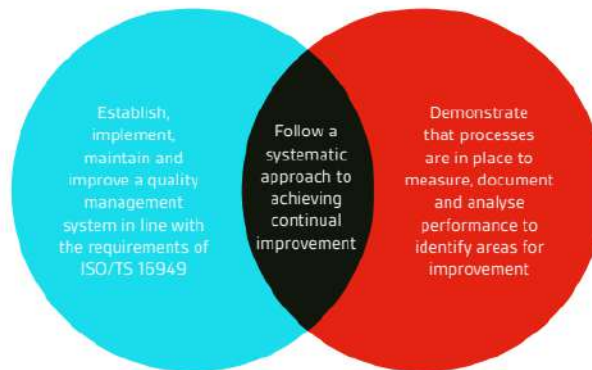
application process that receives a GEDI Record from a Supplier or Relay in one Domain and transmits it to another Relay or Consumer in a second Domain

### 3.9

## Supplier

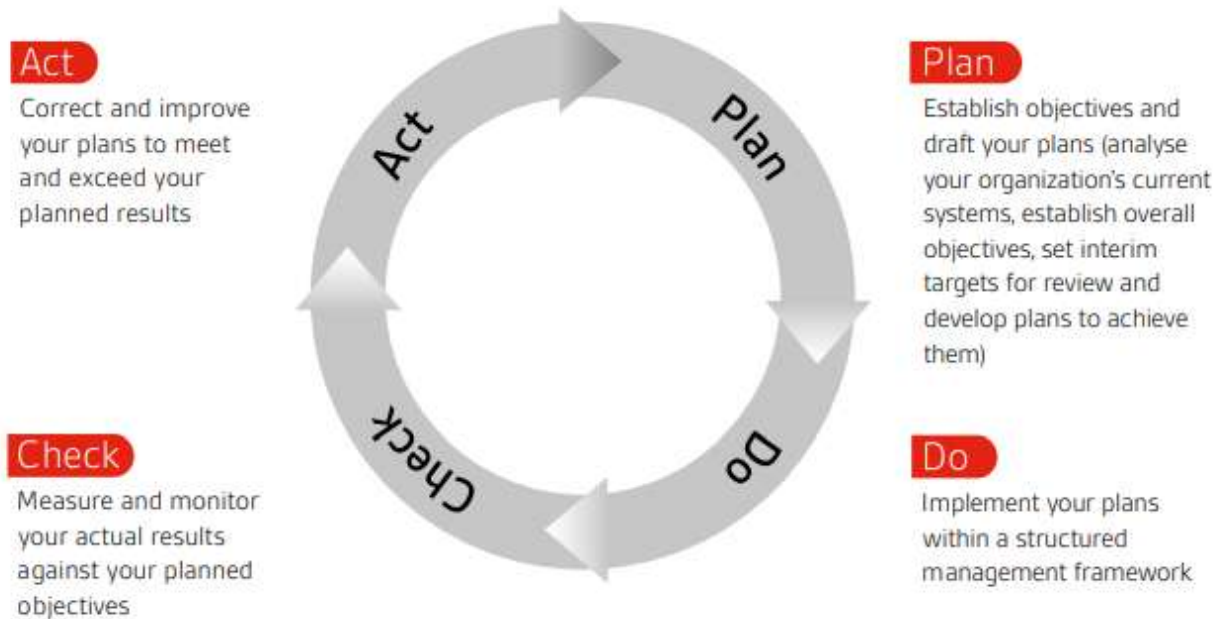
application process that captures an Electronic Document Copy, creates a GEDI Record, and transmits that Record to a Consumer, perhaps via one or more Relays

**The principal requirements of the standard are illustrated below:**



The next few pages of the guide takes you through the Plan-Do-Check-Act (PDCA) methodology, common in all ISO management systems and how DCS can help and support you on your ISO/TS 16949 journey.

## **Understanding the principles of continual improvement**



## 10 Tips on making ISO/TS 16949 work for you

1. Top management commitment is vital for the system to be introduced successfully. Make sure senior managers are actively responsible, involved, approve resources and agree to the key processes.
2. Make sure your whole business and supply chain are committed to business improvement and engage them with a sound communications strategy.
3. Establish a competent and knowledgeable implementation team to deliver best results, sharing roles and responsibilities.
4. Review systems, policies, procedures and processes you have in place at the moment. Then compare them with what ISO/TS 16949 asks for. Get supply chain and stakeholder feedback on your current quality processes.
5. Adapt the basic principles of ISO/TS 16949 standard to your specific business objectives and environment.
6. Clearly lay out a well-communicated plan of activities and timescales. Make sure everyone understands them and their role in achieving them.
7. Consider using DCS's Entropy™ Software to manage your system which is configured to help you achieve sustained compliance with key ISO/TS 16949 requirements.
8. Train your staff to carry out internal audits, which can provide valuable feedback on potential audits and opportunities for improvement.
9. Encourage your supply chain to become certified to ISO/TS 16949 to benefit from a robust end to end system.
10. Regularly review your ISO/TS 16949 management system to make sure it remains appropriate, effective and delivered continual improvement.

## How DCS supports you throughout the implementation of ISO/TS 16949

Speak to someone at DCS to help you understand the process. If you are new to management systems then we know this may seem rather daunting at first. But don't worry – just pick up the phone to speak to one of our people. We can turn jargon into English and put you on the right track for success – simply call 02502341257/9322728183

## Commit to best practice and start making excellence a habit

Once we have received your application, we will identify the best people to assist you on your journey – those that know your industry sector and will clearly understand your specific challenges. We also have some useful self-assessment tools to help you get started.

### **Engage your team and the rest of the organization**

Success will depend on a team effort so get the backing of your organization by helping them understand how they can contribute to the system. Consider whether people have the necessary skills and if not equip them accordingly.

### **Get ahead with pre-assessment and identify potential loopholes**

Many DCS clients like to get reassurance that they are on the right track before committing to the official stage 1 assessment. At your discretion, DCS will carry out an optional ‘gap-analysis’ or pre-assessment visit to help you identify any weaknesses or omissions prior to the formal assessment. Call our team on 02502341257/9322728183 to book a pre-assessment

### **Celebrate the achievement of your official ISO/TS 16949**

DCS will assess your management system in two stages. Our ‘Stage 1’ visit will involve the review of the system against the requirements of the standard. ‘Stage 2’ is simply a follow-up to check that you have corrected and progressed any issues raised in the first stage. Now is the time to celebrate your success.

### **Use your certificate to promote your business**

Once certified, you’ll be able to make your own mark by displaying the DCS Assurance Mark. It’s a valuable marketing tool that you can use to promote your organization, differentiate you from your competitors and win new business.

### **Help for continuous improvement**

DCS’s support extends far beyond the issue of a certificate. Your certificate is valid for three years however our team will continue to work with you to ensure that your business remains compliant and you strive for continual improvement. If you are interested in additional scheme or integrating your system, DCS can help. Talk to your client manager or call our team on 02502341257/9322728183

### **We know ISO/TS 16949; DCS shaped the original standard.**

DCS

- Shaped the original standard that is now ISO/TS 16949 and continues to lead the development of related standards
- Has the most highly trained and knowledgeable assessors
- Offers the widest range of support solutions in the market place
- Is the number one certification body in the UK, USA and Korea?
- Looks after more than 70,000 global clients
- Has an unrivalled International reputation for excellence