



**AIM, Inc. Registration
Authority Procedures for
ISO/IEC 15963
Registration of Unique identification for RF tags**

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Approved by the AIM, Inc. Board of Directors on 2020-04-07

AIM, Inc. 100 Allegheny Drive, Suite 105C, Warrendale, PA 15086, USA.

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AIM, Inc. can be contacted:

phone: +1 724-742-4470

email: standards@aimglobal.org

Please visit AIM, Inc. online at www.aimglobal.org for more information about Automatic Identification and Data Capture (AIDC) technologies.

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Foreword

AIM is a global industry alliance which represents the interests of everyone using barcoding, RFID and related data capture technologies including manufacturers, software vendors, integrators, governments, and end-users.

AIM membership is about supporting standards, community, advocacy and knowledge. Specifically, you will receive early access to industry technical research and information. Your membership gives you the opportunity to influence the direction of our industry and actively participate in research.

Belonging and participating with your peers will increase credibility for your products, services and organization. I'm going to ask one of our membership coordinators to contact you about how you specifically benefit from AIM membership.

Standardization of technology and applications is essential for fostering competition in the AIDC industry. AIM, Inc., through the Committees, develops AIDC industry specifications. All member companies are encouraged to participate in the specification development process.

This document details the Registration Authority operating procedures for ISO/IEC 15963.

1. INTRODUCTION

The purpose of this document is to detail the procedures for organizations to request and for AIM to issue a Unique Identification number for RFID tags in accordance with ISO/IEC 15963-1. It should be noted that there are several organizations responsible for the issuing of unique issuer codes. The organizations responsible for these numbers are listed on the list of registered numbers published on the RA web page.

2. Registration Authority

2.1. Responsibilities

The Registration Authority shall:

- issue a number to any organisation wishing to use a Unique Tag identification number as part of the manufacturing system for an RFID tag.

NOTE The purpose of this is to ensure that, when using any given qualifier, the same string can never be issued by another issuer, no matter which agency is used, to ensure unambiguity in the total marketplace of all ISO/IEC 15963 identities.

- maintain a database of numbers issued.

The Administrator of the procedures shall be the most senior staff member of AIM.

2.2. Application

Users shall apply to the Registration Authority for registration and assignment of an Unique Number using the form shown in annex B. Application forms are also available on request from the Registration Authority, the national standards bodies, the ISO/IEC JTC 1 Secretariat and the secretariat of ISO/IEC JTC 1/SC 31. The Registration Authority may request additional information where further clarification is needed. A separate form should be submitted for every number requested.

The Registration Authority for ISO/IEC 15963 is:

AIM, Inc.
100 Allegheny Drive
Suite 105C
Warrendale, PA 15086, USA

Tel: +1.724.742.4470

Fax: +1.724.742.4476

Email : standards@aimglobal.org

Applicants shall:

- a) comply fully with the procedures for application for a unique ID as contained in this document;
- b) agree to comply fully with the requirements contained in ISO/IEC 15963-1.
- c) forward to the Registration Authority a completed application form (see Annex B) and transfer the requisite fee (if any);
- d) retain the completed application form containing the unique ID assigned to the applicant by the Registration Authority;

2.2.1. Criteria for approval

- a) the unique ID shall be for immediate use, preferably within 12 months of the date of issue;
- b) the unique identity being issued using the unique ID shall be for use in an open interchange environment.

2.2.2. Criteria for rejection

Any applications for a unique ID shall be rejected by the Registration Authority when any of the following conditions exist:

- a) the unique ID assigned to the applicant would not be used in an open interchange environment;
- b) the unique ID will be used solely for purposes other than to facilitate uniqueness of the identity in entity management applications for the defined qualifiers
- c) ineligibility of applicant;
- d) incomplete or incomprehensible information in application.

2.2.3. Appeal

When an application has been rejected the applicant may appeal to the Appeals Committee in accordance with AIM procedures (see Annex A). An appeal against rejection of an application shall be lodged with the appropriate body within 90 calendar days of the date of receipt of the letter of rejection.

Where an application to get a Tag ID number has been rejected by the Registration Authority, the following information shall be provided by the applicant to the appeals committee in support of the appeal:

- a) statement of which rejection clause (see 2.2.2) is disputed and why the applicant believes that the rejected application fulfils the criteria for approval (see 2.2.1);
- b) statement of special considerations whereby a specific requirement of the rejected application can be met, but such requirement is outside the current procedures and criteria for approval outlined in this part of ISO/IEC 15963.

3. Registration Authority

3.1. Responsibilities

The Registration Authority responsibilities shall:

- a) receive and acknowledge applications from organisations wishing to obtain a unique ID in accordance with ISO/IEC 15963-2 (see 2.2);
- b) process applications within 30 calendar days of receipt of the application form;
- c) notify the applicant in writing, within 30 calendar days of receipt of the application form, as to the disposition of their application;
- d) register applications meeting the criteria for approval set out in 2.2.1 and assign a unique ID within 30 calendar days of receipt of the application form;
- e) notify unsuccessful applicant organisations with reference to the relevant rejection clauses within 30 calendar days of receipt of the application form;
- f) forward to the appeals committee, within 30 calendar days of receipt of the application, requests for more than one unique ID or any applications where special circumstances exist;
- g) where an application is referred to the appeals committee to notify the applicant, in writing, that a reply may not be received within the usual timeframe and the reason for referring the application to the appeals committee;
- h) notify the appeals committee, in writing, within 30 calendar days of receipt of the application, if the application has been rejected;
- i) maintain the database of unique ID information (see 3.2);
- j) produce a register of unique IDs (see 3.2);

- k) submit a copy of the register of a unique IDs, each January and July, to the secretariat of ISO/IEC JTC 1/SC 31;
- l) retain as a permanent record copies of all applications submitted to it, along with the disposition of each application.

NOTE The Registration Authority will advise successful applicants of the unique ID assigned.

3.2. The register of unique IDs

The Registration Authority shall maintain a database of information taken directly from the application form.

NOTE A copy of each application received shall be maintained on file by the Registration Authority.

Based on the information contained in this database, the Registration Authority shall publish a register of unique IDs. The register shall be published in numerical order of IDs issued with usernames. The register of unique IDs is a publicly available document. It is available free of charge to the national members of ISO/IEC JTC 1/SC 31. It is available at a reasonable charge to all other parties.

The register of unique IDs shall contain the following information:

- a) name of User Organization;
- b) address as indicated on the application form;
- c) unique ID assigned to the user by the Registration Authority;

Annex A (informative)

Appeals committee

A.1 Constitution

In order to effectively manage the process of assigning unique IDs AIM has established an Appeals Committee.

The Appeals Committee shall be made up of:

- a) representative of the Registration Authority who shall be a non-voting member of the Appeals Committee and shall attend all meetings;
- b) the Convenor of the Appeals Committee who shall be a non-voting member of the Appeals Committee, appointed by AIM;
- c) the Secretary of the Appeals Committee who shall be a non-voting member of the Appeals Committee, appointed by AIM.
- d) Three members chosen by the Administrator from a pool of five members previously appointed by the Administrator.

A.2 Responsibilities

The responsibilities of the Appeals Committee shall be:

- a) to enforce the criteria for approval and rejection of an Issuing Agency by the Registration Authority (see 2.2.1 and 2.2.2);
- b) to process within 60 days of receipt any queries arising from the Registration Authority.

A.3 Voting procedures

Any appeal will be circulated to the Appeals Committee as a postal ballot. If the postal ballot fails, at the discretion of the convenor, a meeting of the Appeals Committee will be called. Quorum of the meeting will be those present, a majority of votes cast is required to overturn a decision of the Registration Authority.

If the Appeals Committee cannot resolve the issue after a ballot at a meeting, the matter shall be referred to AIM Board of Directors.

Annex B (informative)

Application form for a Unique ID for other ISO/IEC 15963 numbering systems as defined in the register.

Name of organisation		
Address		
Principal contact in organisation / Title		
E-mail	Telephone number	Web URL
Legal status of organisation	Anticipated date of first use of Issuer Code:	
Address for correspondence/billing (if different from above)		
Reason for Issuer Code:		
Any Special Requests:		
We hereby apply for the assignment of a ISO/IEC 15963 issuer code and state that the use of this code will be in accordance with ISO/IEC 15963		
Signature/date		

Please return application to:

AIM, Inc. / Registration Authority
 100 Allegheny Dr., Suite 105C
 Warrendale, PA 15086, USA
 Tel: +1.724.742.4470
 Fax: +1.724.742.4476
 Email: standards@aimglobal.org

B. TO BE COMPLETED BY THE REGISTRATION AUTHORITY

Form received on	Unique ID	Issued on
Signature/date		



Defining Today's
Technology Standards;
Empowering Tomorrow's
Solutions.

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