

EUROPEAN COMMUNITIES

COMMISSION

DIRECTORATE-GENERAL
PERSONNEL AND ADMINISTRATION

Directorate for "Real Property and
Internal Services"

"Mail, Archives, Internal Services
and Transport" division

**CLASSIFICATION SCHEME
FOR THE ARCHIVES OF THE COMMISSION
OF THE EUROPEAN COMMUNITIES**

1972

*The present document is an internal document, which has been
carried out by the Directorate-General of Personnel and Administration
of the Commission of the European Communities*

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PREFACE

The organization of the Archives, Records and Mail division (measures approved at the tenth meeting of the Presidents on 16th July 1958, cf. com/P (58) PV 10, Annexe II), provides for the establishment, for the directorates, the executive secretariat and the departments, of a uniform and logical classification scheme, adapted to the needs of the Commission, and based on the Universal Decimal Classification.

In accordance with these measures and as a result of the amalgamation of the Executives of the Communities, it proved necessary to draw up a new classification scheme.

This new scheme here attached was made by Mr. A. BUCQUE¹, head of the "Mail, Records and Archives" sections of the directorates-general; Mr. R.L. VISSER, head of the department of archives, undertook the alphabetical index.

We are convinced that this classification scheme, which has been thoroughly worked out, and provided also with explanations to facilitate its application, will be an adequate working instrument for classifying the archives. This scheme will without doubt render the task of our archivists easier, and will contribute to the efficient running of the archives. Indeed, the scheme will offer an opportunity to some to re-think their ideas on archives.

The text of the scheme is arranged in such a way as to reveal clearly the hierarchical structure of the concepts, which makes it much easier to find them. The explanations and certain subdivisions are not in the classification scheme proper, but are to be found on the left hand pages, so that the clear and simple order of the whole should not be broken.

Finally, an alphabetical index further enhances the applicability of the scheme, by making it possible easily to trace little-used classification numbers. It is obvious that the alphabetical index cannot include all the concepts in the classification scheme. By referring to the classified part of the scheme, it aims merely at orientating the user, and permitting him to see if the concept thus found does in fact correspond to the one he is searching for.

Head of the division of
"Mail, Records, Archives, Internal Services
and Transport"

P.H. BUCHET

INTRODUCTION

1) The need for a uniform classification scheme

It seems to us that, in an institution like ours, with such vast and various tasks, a uniform classification scheme for the archives is of the very first importance.

Such a classification offers several advantages: saving of staff, of time and of money; the possibility of giving the staff a rational training; the possibility of efficiently replacing and transferring staff in cases of sickness, of leave, excessive work load, etc. In a word, a uniform classification scheme is a pre-condition for rationalization, co-ordination and efficiency in the administration of archives.

2) The need to adopt the Universal Decimal Classification (U.D.C.)

For the uniform classification scheme to be efficient it must make it possible to offer a synthesis of all the activities of the various departments, to group these activities according to all points of view and at the same time to preserve the proper character of the archives. The best classification system will be that which offers the greatest objective efficiency, and which by virtue of its synthetic character permits its widest use.

The system which seems best to fulfil these objectives is the Universal Decimal Classification. And in fact, this preference can be proved by the following factors:

- a) The U.D.C. is a universal classification; that is, it covers all the fields of human activity. It is incontestable that a universal classification is superior to a special classification;
- b) It is a systematic classification which aims at classifying concepts in relation to each other. This is of great importance for the filing of archives, since pieces of archives can be understood only in their context, expressed by the relation of cause and effect;
- c) It is the most highly developed classification; it divides and subdivides each subject down to its details, thus allotting a fixed place to each concept.

It is, however, impossible to obviate a certain "tension" between the classification scheme and the concepts to be inserted in the case of certain rapidly evolving sciences or those which are already highly elaborated;

- d) By virtue of its multi-dimensional structure it is able to express each concept under all its multiple aspects. Indeed, it is built up on concepts of different categories: material, time, place, form, etc.;
- e) It is the only international scheme which is regularly kept up to date and improved by thousands of intellectuals from scores of different countries.

All these qualities do not of course mean that the U.D.C. is perfect. We willingly admit that there are still many improvements to be made.

3) The structure of the Universal Decimal Classification and of the classification scheme

The U.D.C. divides the whole of knowledge into ten broad classes, known as the "main tables" (see the synopsis on pages 1 - 3). Each class is subdivided from the general to the particular, from the whole to the part. The "main tables" may be subdivided by the "general common subdivisions" (of form, place, time, point of view, persons, etc.) (see page 6). These divisions retain the same meaning wherever one comes across them in the U.D.C. Where these divisions are not adequate, the U.D.C. supplies also some "special common subdivisions" or "special auxiliaries", which are peculiar to certain headings and are valid only under the heading for which they were created.

It happens that certain problems of classifying are so complex that they cannot be expressed by a simple concept. The U.D.C. has available for this purpose conjunctive signs (see page 4), which permit the combination of several numbers in order to express any compound concept.

Our classification scheme is based on the Universal Decimal Classification, adapted to the needs of classifying our archives. Where the U.D.C. is in conflict with the principles of classification or of archives, we have remodelled, transferred and sometimes completely recast certain headings. We shall not mention all the modifications we have introduced into the U.D.C.; we shall limit ourselves to those headings which are completely recast or new: 334.7 Enterprises and undertakings from an economic point

of view; 337 Trade, commerce; 338 Industrial economics, Production; 339.7 Supplies. We have created and worked out in detail the following "general common subdivisions": .03 Prices. Tariffs. Expenses. Costs; .04 Phenomena. In addition we have incorporated the "special common subdivisions" .07 Organization, and .08 Personnel of class 3 into the category of the "general common subdivisions". All these new "general common subdivisions" have a decimal point after the first group of two figures, which distinguishes them from the "special common subdivisions", and thus avoids any confusion.

As for the structure of the classification scheme, we were inspired by the fact that we were dealing in this case with classifying the archives of an institution with a double task. This is why the classification scheme is divided into two large sections. The first section deals with the institutional tasks of the Community, expressed by classes .07 Organization and .08 Personnel; the second section comprises the functional tasks of the Community, covered by classes 0/9. We have preferred to express the institutional tasks of the Community by .07 and .08 rather than by 06.0 or by the general common subdivisions of point of view .001/.009, because classes .07 and .08 are more developed than 06.0 and .001/.009, and they match up better with the institutional tasks of the Community.

4) The application of the classification scheme and archivistic technique

It is of course impossible here to deal with all the problems of archivistic technique. We shall restrict ourselves to certain points which are often too little or too poorly understood.

a) The first characteristic of archives

If we wish with full knowledge of the facts to pronounce judgment on the way in which archives should be filed, it is necessary first closely to examine the fundamentals, and amongst other things to know what exactly archives are.

Men make proposals, express views, take decisions, make appointments, send in orders, etc. etc.; in a word men perform acts. In order to avoid endless discussions on the authenticity of these acts, they were written down. This was the cause of the mass of papers in administration, and this was the origin of archives.

The origin and the aim of archives are therefore the expression, the reflection, and the reproduction of acts in written form.

So one could define the concept "archives" as follows:

"Documents consisting of the reflection of acts and intended for this purpose". Authoritative writers (x) give the following description of the concept "archives"; "Archives are the totality of documents received or put together by a person or corporate body, or by a public or private organization as a result of their activity, organized as a consequence of this and preserved for eventual future use". This means that all the documents produced by the Community, and all the documents received by the Community relating to its acts constitute by their very essence the archives of the Community.

From all this it becomes clear that the aim of archives is to record acts in written form. It is obvious that the classification of archives must be based on their nature, so that it must be done in relation to the acts out of which the archives arise. The result is that in fact one files the acts in this kind of mirror formed by the pieces of archives. This is the first characteristic which distinguishes archives from all other documents.

b) The second characteristic of archives

A second characteristic of pieces of archives is that they are joined to each other by a relation of cause and effect in such a way that certain pieces cannot even be understood if one removes the link which joins them. One need merely imagine what answers to letters signify if one does not possess those which preceded them. A piece of archives is therefore in

(x) Müller, Feith, Fruin, Manuel pour le classement et la description des archives. The Hague, 1910, p.1; A. Brenneke, Archivkunde. Ein Beitrag zur Theorie und Geschichte des europäischen Archivwesens, Leipzig 1953, p. 97; T.R. Schellenberg, Modern archives. Principles and techniques, Melbourne 1956, p. 16; Jean Favier, Les archives, Paris 1959, p. 5 (Que sais-je? n° 805); H.O. Meisner and W. Leesch, Grundzüge einer deutschen Archivterminologie, in Archivmitteilungen, 10 (1960), p. 135 - 136; Wet 313. (Law of 19 July 1962), houdende een nieuwe regeling van het archiefwezen (Archiefwet 1962), in Staatsblad van het Koninkrijk der Nederlanden, 1962, p. 767 - 770; Elsevier's lexicon of archive terminology, Amsterdam - London - New-York 1964, p. 3, n° 1.

fact only a link in a chain of documents aimed at a specific purpose: the affair to which it refers.

This characteristic is absent in non-archivistic documents, and so also in documentation. This different structure of archives and documentation must inevitably be reflected in classification. Indeed, a documentalist analyzes a document and expresses all its aspects; the preceding or subsequent documents or acts do not interest him. He considers the document in itself, and each document is for him a separate entity. For the archivist the problem is different. He also analyzes the document in order to discover its content, but for him the archivistic aspects are also added. One of these aspects is that the analysis must be done in relation to the affair to which the document refers. This is not an arbitrary or conventional rule, but a rule which rests on a deep foundation: the nature of archives. This implies that archives must not be classified in relation to a single isolated document - as in the case of documentation - but inter alia in relation to the totality of pieces constituted by a relation of cause and effect.

Let us take an example. A documentalist will classify a document on the remuneration of personnel under "remuneration of personnel". The archivist will also analyze the document and will find the same elements in it. The analysis by the archivist, however, cannot be limited to the content of the document. Bearing in mind the definition of archives, he will place the document in the chain formed by the preceding documents and of which it is only one link. If this examination reveals that the totality of pieces aims at establishing the budget, the archivist must classify the document not under Remuneration of personnel, but under Budget. This method is called classing by affair.

c) The third characteristic of archives

A third characteristic of archives is their finality. The definition of archives teaches us that they are intended to constitute a record of acts, and to aim at these acts. This implies that pieces of archives are of significance for an organization or a department, that is are pieces of archives, only as far as they record or aim at the acts of that

organization or of that department. In an institution like the CEC the tasks (the acts) are distributed horizontally and vertically, so that any one department never deals with an affair under all its aspects. There are departments which deal with one aspect of the subject matter of an act, while other departments deal with the act itself, etc. An affair with for instance three aspects will very often be handled by three different departments. This means also that a department handling the third aspect of an affair need not be concerned about the other two aspects. Since the archives must reflect the acts taken, it follows that the archivist of the "third aspect" must consider the document only within the framework of this third aspect, that is as far as the document is significant for this aspect. This implies that the archivist must classify in relation to the acts of the department of which he is archivist.

Let us take two examples. A documentalist analyzing a document on the travelling expenses of the expert X will class this document under "travelling expenses" and under "expert X". This analysis is incomplete and incorrect from the point of view of archives. The archivist of a certain DG, for instance, of the DG Financial Control, will analyze this document too, and will find the same elements in it, but must classify the document with the affair in question, that is in relation to the preceding documents. And he may now discover other elements in this relation, for example, the charge to a budget item. At this moment the archivist must ask himself what are the activities of the DG Financial Control, in order to ascertain the role of this DG in relation to the elements of this document; in other words, he must ask himself what is the significance of this document within the framework of the activities of this DG. The archivist will discover that the DG Financial Control is not interested in expert X, nor in travelling expenses as such, but in the expenditure, its entry in the accounts and its control. Consequently the archivist of the DG Financial Control must not class the document under the name of expert X, nor under travelling expenses, but under the item of the budget to which these expenses are charged. Why? The definition of archives tells us that pieces of archives relate to acts. Within the Commission of the European Communities these actions are distributed between the different directorates-general. One DG is entrusted with the technical aspect of an affair, another with the legal aspect and the DG Financial Control with controlling the financial administration. In this case the DG Financial Control will turn to the financial problem only

and will ask if the charge to a certain item of the budget is correct, if the expenditure does not exceed the money available, if the expenditure is made according to the financial regulations, what amount still remains available, etc. The DG Financial Control will not concern itself with aspects for which other DGs are responsible.

Another example. An agreement between countries X and Y on the purchase of wheat will be classed by a documentalist under: agreement, country X, country Y, purchase, wheat. But this analysis does not satisfy the archivist; he must classify the document in relation to the acts taken by the department of which he is archivist. Consequently the archivist of the Directorate-General Agriculture will have to classify the document under "wheat", subdivided then by the other concepts; on the other hand, the archivist of the Directorate-General Foreign Relations must classify the document under the countries. For the DG Agriculture the agricultural aspect of the affair is of primary importance; whereas for the DG Foreign Relations it is, on the contrary, the political aspect, that is the relations between countries which is vital, while all the rest is of secondary importance.

d) The making up of files

Another problem is the making up of files. As soon as a place is allotted to the pieces of archives one can make up a file. This operation consists of arranging the documents in an organic order, so that the divisions of the file reflect the natural structure of the affair concerned. This dividing up of the file cannot be done according to a pre-established plan, but must be deduced from the organic development of the acts taken. A well-constituted file should be readable like a book, divided into chapters, sections and articles, and with a table of contents. The formation of files is a task of which the difficulties are often underestimated and too often not recognized.

It is obvious that a file must be complete, that is that it must not only include the separate documents relating to the affair, but also all relevant extracts from the proceedings of meetings, as well as any documents touching more or less closely upon the affair.

It is necessary also for the files to refer to related questions or to other files dealing with the same subject but from a different point of view.

e) The task of the archivist

These few points show clearly that the task of an archivist is not as simple

as one may think, and that one cannot compare the handling of mail with genuine archives' work. Further, the task of the archivist is different from that of the documentalist. In fact, the documentalist and the archivist analyze a document to ascertain its contents, i.e. all its aspects or elements. But the work of the documentalist ends here. The archivist on the other hand must pursue the analysis of the document by considering it additionally as a piece of archives. He must therefore analyze the document from its archivist aspects, notably: a) in relation to the affair to which the document refers; b) in relation to the organization to which the archivist is responsible; c) in relation to the department and to the activities of the department of which he is archivist. From these analyses proceeds a series of difficult operations: classification by affair, the making up of files, and teleological classification (i.e. according to the final outcome of the act, its object, etc.).

Synopsis of the classification scheme

Part 1: Institutional tasks of the Community

- .0 Organizations in general
- .07 Organization
- .07.1 Creation. Amalgamation. Discontinuance. Development. Exemptions. Territory
- .07.2 General relations with other organizations
- .07.3 Economic administration of the organization
 - .31 Insurance and civil responsibilities of the organization
 - .351 Assets and property of the organization
 - .352 Finance of the organization
 - .353 Material means for the functioning of the administration
 - .354 Buildings for the organization
 - .355 Questions of internal administration
 - .36 taxes due from the organization
- .07.4 Formation and composition of bodies
- .07.5 Members. Organs. Institutions. Departments.
 - .5.02 Member states
 - .51 Representative body: European Parliament
 - .52 Executive bodies: Council, Commission
 - .54 Consultative bodies: Economic and Social Committee, ECSC Consultative Committee, etc.
 - .55 Directorates-General. Directorates. Divisions. Departments
 - .56 Court of Justice
- .07.6 Duties and powers of the organization
- .07.7 Acts. Meetings. Publications. Decisions. Regulations
- .07.8 Kinds of acts. Activities. Relations with outside bodies. Manifestations
- .08 Staff
 - .08.1 Status. Relations between personnel and the organization
 - .08.2 Recruitment. Appointment. Promotion. Termination of employment
 - .08.31 Laying-off. Discipline
 - .08.33 Residence
 - .08.35 Leave. Duration of work, Attendance. Vacations
 - .08.38 Professional secrecy
 - .08.39 Acceptance of: decorations, gifts, instructions from third persons
 - .08.4 Categories of personnel. Staff structure. Strength. Establishment
 - .08.5 Duties and powers of staff
 - .08.6 Responsibilities of staff
 - .08.74 Financial rights of staff
 - .741 Remuneration, pay
 - .742 Grants and allowances
 - .743 Pensions
 - .744 Social security. Sickness insurance
 - .08.82 Cleanliness and safety at work
 - .08.83 Social services. Economat. Restaurant
 - .08.84 Relaxations for personnel
 - .08.85 Professional training of staff: courses, apprenticeships
 - .08.88 Trades-union organization of staff
 - .08.89 Conflicts at work. Strikes
 - .08.97 Decorations
 - .08.98 Activities of staff undertaken for third persons

Part 2: Functional tasks of the Community

- 0 The sciences. Standardization. Metrology. Associations
- 001 The sciences. Knowledge. Research. Spread of knowledge
- 002 Documentation. Informatics
- 042 Speeches
- 056 Normalisation, Standardization
- 057 Metrology. Weights and measures
- 06 Associations. Institutions
- 061.3 Conferences. Congresses
- 061.4 Exhibitions. Fairs
- 3 Social sciences
- 30 Sociology. Social survey
- 31 Statistics
- 32 Politics
- 327 International politics. Foreign relations
- 33 Economics. Political economy
- 331 Labour. Work. Workers. Employers
- 334 Enterprises and operations from the economic point of view
- 336 Finance. Taxes. Financial economy
- 337 Trade, Commerce
- 338 Industrial economics. Production
- 339 Distribution, consumption of wealth. Supplies
- 34 Law. Legislation. Jurisprudence
- 36 Welfare and social assistance. Insurance
- 37 Education. Teaching. Leisure. Tourism
- 5 Exact sciences
- 52 Astronomy. Geodesy
- 53 Physics
- 54 Chemistry
- 55 Geological and geophysical sciences. Meteorology
- 57 Biological sciences
- 58 Botany
- 59 Zoology
- 6 Applied sciences. Medicine. Technics. Technology
- 61 Medicine. Hygiene. Pharmacology
- 62 Engineering sciences. Technology
- 620 Testing, defects and protection of materials. Economy of energy
- 621 General mechanics. Nuclear technology. Electrical engineering.
Mechanical technology in general
- 621.0 Applied nuclear science. Nuclear energy and technology
- 621.1 Production, distribution and use of steam. Steam engines.
Steam boilers. Steam generators
- 621.3 Electrical engineering. Electrical power engineering.
Electrical apparatus
- 621.4 Heat engines
- 621.5 Pneumatic energy. Compression and rarefaction of air and
gases. Pneumatic motors. Compressors. Refrigeration
- 621.6 Machines and devices for moving and storing gases and fluids.
Conduits. Pumps
- 621.7 Forging. Foundry work. Manufacture of massive pieces of
metal. Welding. Packing
- 621.8 Apparatus for handling, transmission and attachment
- 621.9 Shaping of materials by methods producing shavings,
cuttings

622 Mining industry
623 Military engineering
624 Civil engineering
625 Railway and highway engineering
626 Hydraulic engineering. Canals
627 Natural inland waters; ports, coastal works, etc.
628 Public health engineering. Water supply. Sanitary installations.
Lighting
629 Transport engineering. Space travel
63 Agriculture. Forestry. Hunting. Fishing
64 Domestic science, economy
654 Telecommunications
655 Book trades. Printing. Publishing. Bookselling
656 Transport and postal services
66 Chemical and allied industries
661 Chemicals in the strict sense
662 Pyrotechnics. Explosives. Fuels. Heating
663 Technical microbiology. Fermentation industries. Beverages. Stimulants
664 Preparation of foodstuffs; sugar, starches, margarine, spices. Bakery.
Milling. Preserving technology
665 Oils. Fats. Waxes. Petroleum products and related industries
666 Glass. Ceramics. Enamel. Artificial stones. Cement. Concrete
667 Colour industries. Inks. Paints
668 Organic chemical industries
669 Metallurgy. Metals and alloys
671 Jewellery. Gold and silverwork
672 Tin-ware. Cutlery. Metal furniture
673 Objects of non-ferrous metals: bells, etc.
674 Timber and woodwork industry
675 Leather industry. Tanning. Tanneries
676 Paper industry. Cartons
677 Textile industry. Cordage
678 Industries based on macromolecular materials. Rubber and plastics industries
679.8 Stone industry and technology
679.9 Other cutting and moulding industries
681 Fine (precision) mechanisms: chronometers, meters, computers, printing
machines, optical instruments, musical instruments
682 Light forging. Farriery. Shoe-smithing. Ironwork. Toolsmithing
683 Hardware, ironmongering. Locksmithing. Lamps. Stoves. Gunsmithing
684 Manufacture of furniture
685 Saddlery. Leather equipment. Shoemaking. Travel and sports goods
686 Binding. Gilding. Mirrors
687 Clothing and brush industry. Toilet articles
688 Ivory work. Button-making. Small bags, boxes, etc. Artificial flowers.
Articles of amusement
69 Building industry
7 Arts. Town planning. Architecture. Photography. Games. Sports

I CONJUNCTIVE (AGGREGATIONAL & RELATIONAL) SIGNS

1) The sign + (plus) addition

This sign is used to join together those classification symbols which are not consecutive.

E.g. 614 + 711 public health and town planning.

This sign is very little used for indexing items of archives, since one must classify the document under one of the classification numbers and refer to the other, or else classify it under each classification number.

2) The sign / (oblique stroke) extension up to

This sign is used for joining consecutive classification numbers

E.g.: 347.97/.99 covers 347.97 up to and including 347.99.

It is not necessary to express this compound number in this way 347.97/347.99.

It is, however, necessary to repeat the point and the group of differing figures after the oblique stroke.

3) The sign : (colon) expresses relation

The function of this sign is to express a relation between two or more concepts

E.g.: 37 : 338 The influence of education on industry.

4) The sign [] (square brackets) is called the subordination sign. This sign has two meanings:

a) As subordination this sign may express subordination where two concepts are added one to the other. In this case the concepts are derived from the same generic concept.

E.g.: .07.354.1 [725.33] Meeting halls (as parts of service buildings)
derived from .07.354.1 Service buildings
725.33 Meeting halls

This sign may also express subordination where one concept is incorporated in another.

E.g.: 620.1 [669.14] 7 Mechanical tests of steel
derived from 620.17 Mechanical tests
669.14 Steel

b) As a contraction of several classification numbers

The aim here is to group several numbers together to form a single number

E.g.: 681.3 : [621.039 + 629.7]

Electronic machines for nuclear energy and for space travel.

The square brackets indicate that the electronic machines are related to all the concepts between square brackets. The brackets here play the same role as brackets in algebra.

5) The sign ' (apostrophe) expresses synthesis

This sign symbolizes in abbreviated form the synthesis of two or more numbers with the same root.

E.g.:	546.32'131	Chloride of potassium, made of
	546.32	Potassium
	546.131	Chloride

II GENERAL COMMON SUBDIVISIONS
(the principal specific numbers)

1) General common subdivisions of form (0...)

- (0.072) Explanations. Commentaries
- (041) Pamphlets, Brochures
- (046) Articles
- (047) Reports
- (058) Yearbooks. Annuals. Directories
- (059) Calendars. Almanacs
- (079.5) Enquiries, questionnaires
- (083.2) Forms
- (083.7) Nomenclature
- (083.8) Lists. Returns. Statements. Summaries. Inventories
- (087.4) Contracts. Agreements
- (087.8) Certificates. Attestations
- (094) Legal sources. Legislation. Regulations

2) General common subdivisions of place (1/9)

- Within each continent the countries are arranged alphabetically in order to make them easier to find

- (1) Place and territory in general
- (1-0) Zones, regions
- (1-04) Border or frontier areas
- (1-1) Orientation. Points of the compass, Relative position
- (1-11) East. Levant. Oriental. Orient
 - (5-011) Near East
 - (5-012) Far East
 - (5-016) Middle East
- (1-13) South
- (1-15) West
- (1-17) North
- (1-191) Position inside a space. Interior. Internal
- (1-194) Position outside a space. Exterior. External
- (1-2) Local units. Towns
- (1-3) Provinces. Countries
- (1-4) National units. States
 - Here: countries of "third world"; (x-4-87) would be more precise, but (1-4) is adequate
- (1-5) Colonies
 - (x-4-5) Overseas countries and territories
- (1-6) Common organizations of independent states
 - One could class the European Community as a geographical place under (4-6), EC and the countries of the Community (4-6) EEC (1-4). But for the sake of simplicity we have expressed the Community by (x) and the countries of the Community by (x-4)
- (1-72) Associated countries and territories
 - See 327.442 Association, partnership agreements
- (1-77) Developing countries
- (1-82) Origin, made in ...
 - E.g.: 633.11(44-82:47-85) Wheat of French origin intended for the USSR
- (1-83) Place of transit. Passing through

- (1-85) Place of destination. Bound for ... (see example above)
- (1-87) External position. Foreign, situated abroad
- (100) Universal. International
- (2) Physiographic designation
 - (213) Tropical zones
 - (26) Oceans, seas, etc.
 - (261) Atlantic Ocean
 - (261.2) North Sea
 - (262) Mediterranean
 - (265) Pacific Ocean
 - (28) Surface waters. Fresh waters. Rivers
 - (282.243.1) Rhine
 - (282.243.7) Danube

Europe (4)

Albania	(496.5)	Greece	(495)
Andorra	(467.2)	Hungary	(439)
Austria	(436)	Ireland (republic)	(417)
Belgium	(493)	Iceland	(491.1)
Benelux (countries of)	(4) ENL	Italy	(45)
Berlin	(430-2.1)	Liechtenstein	(436.48)
Brussels	(493.2)	Luxembourg (Gr. Duchy)	(435.9)
Bulgaria	(497.2)	Malta	(458.2)
Commonwealth & Empire (United Kingdom)	(41-4)	Netherlands	(492)
Czechoslovakia	(437)	Norway	(481)
Denmark	(489)	Poland	(438)
Finland	(480)	Portugal	(469)
France	(44)	Romania	(498)
Geel	(493.1)	San Marino	(454.4)
Germany	(430)	Scandinavian states	(48)
Germany (Fed. Repub.)	(430.1)	Spain	(46)
Germany (Dem. Repub.)	(430.2)	Sweden	(485)
Great Britain and Northern Ireland	(410)	Switzerland	(494)
Commonwealth and Empire	(41-4)	U.S.S.R.	(47)
		Vatican	(456.31)
		Yugoslavia	(497.1)

Asia (5)

Afghanistan	(581)	Kuweit	(536.8)
Arabia (Saudi)	(532)	Laos	(598)
Arabia (Southern)	(534)	Lebanon	(569.3)
Burma	(591)	Malaysia	(595)
Cambodia	(596)	Nepal	(541.35)
Ceylon, Sri Lanka	(548.7)	Pakistan	(549)
China (People's Republic)	(510)	Syria	(569.1)
China (Taiwan, Pescadores)	(529)	Taiwan	(529)
Cyprus	(564.3)	Thailand	(593)
Formosa	(529)	Turkey	(560)
Hong Kong	(512.317)	Vietnam (North)	(597.7)
India	(540)	Vietnam (South)	(597.3)
Iran	(55)	Yemen	(533)
Iraq	(567)		
Israel	(569.4)		
Japan	(520)		
Jordan	(569.5)		
Korea, North	(519.3)		
Korea, South	(519.5)		

Africa (6)

Algeria	(65)	Mali	(662.1)
Angola	(673)	Mauritania	(661.2)
Botswana	(681)	Morocco	(64)
Burundi	(675.97)	Niger	(662.6)
Cameroons	(671.1)	Nigeria	(669)
Chad	(674.3)	Rhodesia	(689.1)
Congo (Brazzaville)	(672.4)	Ruanda	(675.98)
Congo (Dem. Repub.)	(675)	Senegal	(663)
Dahomey	(668.2)	Sierra Leone	(664)
A.M.A.S. (African & Malagasy Associated States) (6) AMAS		Somaliland	(677)
East Africa (States of)	(676)	South Africa	(680)
Egypt	(620)	Sudan	(624)
Eritrea	(635)	Swaziland	(683.4)
Ethiopia	(63)	Tanganyika	(678.2/.9)
Gaboon	(672.1)	Tanzania	(678)
Gambia	(665.1)	Togo	(668.1)
Ghana	(667)	Tunisia	(611)
Guinea	(665.2)	Uganda	(676.1)
Ivory Coast	(666.8)	United Arab Republic	(620)
Kenya	(676.2)	Upper Volta	(662.5)
Liberia	(666)	Zambia	(689.4)
Lesotho	(686.1)	Zanzibar	(678.1)
Libya	(612)		
Madagascar	(691)		
Maghreb (countries of) (Morocco, Tunisia, Algeria)	(61)		
Malawi	(689.7)		

America (7/8)

America, North and Central	(7)	Haiti	(729.4)
America, South	(8)	Honduras	(728.3)
Antilles, West Indies	(729)	Jamaica	(729.2)
Antilles, Lesser	(729.7/.8)	Mexico	(72)
Antilles, Dutch	(729.88)	Nicaragua	(728.5)
Argentina	(82)	Panama	(728.7)
Bermuda	(729.9)	Paraguay	(892)
Bolivia	(84)	Peru	(85)
Brazil	(81)	Surinam (Dutch Guiana)	(883)
Canada	(71)	Tobago	(729.87)
Chile	(83)	Trinidad	(729.87)
Colombia	(861)	Uruguay	(899)
Coasta Rica	(728.6)	U.S.A.	(73)
Cuba	(729.1)	Venezuela	(87)
Dominican Republic	(729.3)		
El Salvador	(728.4)		
Ecuador	(866)		
Guatemala	(728.1)		
Guiana	(881)		
Guiana, French	(882)		

Oceania. Arctic and Antartic regions (9)

Antarctic	(99)
Arctic	(98)
Australia	(94)
Greenland	(988)
Indonesia	(910)
New Caledonia	(932)
New Zealand	(931)
Philippines	(914)

3) General common subdivisions of time " " (inverted commas)

"311"	Past (bygone times, once)
"312"	Present (today, now)
"313"	Future (forecast, prediction, time to come)
"322"	Summer
"324"	Winter
"4"	Duration of time
"403"	Short duration, short-term
"404"	Medium duration, medium-term
"405"	Long duration, long term
"41"	Duration less than one day, part-time
"5"	Periodicity. Frequency
"52"	Daily
"53"	Weekly
"54"	Monthly
"54-02"	Every two months, Bi-monthly
"54-03"	Every three months. Quarterly
"55"	Annual
"55-05"	Quinquennial
"7"	Occurrences in time
"71"	Evolution. Chronological
"712.3"	Beginning. Time of growth
"714"	Period of transition
"737.1"	Normal, stable state
"737.2"	Exceptional, unusual state
"742"	Temporary, provisional
"756"	Repetition. Renewal

4) General common subdivisions of point of view .00

- .001 Theoretical point of view
 Aim, objective. Object. Research. Tests, experiments.
 Development
- .002 Point of view of execution
 Execution, carrying out. Construction. Production. Materials.
 Products
 - .1 Preparatory work. Basic equipment. Infrastructure
 - .2 Manufacture. Construction
 - .22 Prefabrication
 - .3 Raw materials. Main constituents. Basic products
 - .5 Machines. Tools. Instruments
 - .6 Results obtained. Finished products
 - .61 General questions concerning the product
 - .611 Composition, properties, quality
 - .613 Standardization
 - .615 Quantity
 - .615.2 Shortage
 - .615.3 Stock
 - .615.4 Abundance. Surplus
 - .62 Intermediate products. Semi-finished products. Provisional
 products
 - .63 Crude finished products
 - .64 Refined finished products. Manufactured goods. Processed
 products
 - .67 By-products
 - .68 Refuse. Residues. Waste. Clippings
 - .69 Substitute materials and products. Substitutes
- .003 Commercial and financial point of view
- .004 Point of view of use
 - .14 Use. Application
 - .6 Modification. Alteration
 - .7 Destruction. Demolition

5) General common subdivisions of "persons" -05

These subdivisions will be found at 331

6) General common subdivisions of prices, tariffs, expenses .03.

These subdivisions will be found at 33.03

7) General common subdivisions of phenomena .04.

.04.

Phenomena

- .11 Causes
- .12 Forecasts. Estimates. Evaluations
- .13 Effects
- .133 Damage. Difficulties. Disturbance
- .15 Differences. Divergences
- .16 Favouritism. Preference
- .17 Discrimination
- .21 Creation, setting-up, foundation. opening
- .22 Structure
- .23 Organization. Rationalization. Mechanization. Profitability. Competitiveness
- .233 Co-ordination. Harmonization. Standardization
- .234 Profitability. Competitiveness
- .235 Centralization. Decentralization
- .236 Rationalization. Mechanization
- .24 Suspension
- .25 Adaptation. Alignment
- .26 Replacement. Reconversion
- .27 Transmission. Assignment. Transfer. Alienation
- .28 Dissolution. Revocation. Suppression. Cancellation. Abolition
- .42 Dismemberment. Dispersal
- .46 Amalgamation. Concentration.
- .6 Changes. Alterations
- .62 Reduction. Decrease. Regression
- .624 Deterioration. Depression. Crises
- .64 Stoppage. Blockage. Standstill
- .66 Increase. Growth. Development. Improvement
Re-establishment. Expansion
- .664 "High". Abundance, plenty

.04.8	Infringements. Irregularities
.82	Complaints
.83	Infringements
.835	Cheating. Frauds. Forgeries. Abuses
.88	Penalties. Punishments. Fines

III

CLASSIFICATION SCHEME PROPER

A. PART 1

.0 INSTITUTIONAL TASKS OF THE COMMUNITY

(x) Explanation:

.0 Organizations in general

(x) may precede .0, to express the Community as an institution. This is, however, not necessary, since the omission of (x) causes no confusion and shortens the number

.07.11 Foundation. Amalgamation. Closing down

.07.11(094) Treaties of the Communities

.07.11(094).004.6 Modification of the Treaties

.07.11(094.072) Analyses of, and commentaries on the Treaties

The number 0(094) would be more precise to express the concept of "treaties of the Communities"; since however all the directorates use .07.11 for "treaties", and as this number is not interfering with the classification, we have not changed it.

- See .07.8.04.83 Infringements of the Treaties

.07.115 Transformation, alteration and amalgamation of the organization

- Here: amalgamation of the Communities and of the executives

.07.125 Organization

Here one classes organization in general, e.g. the administrative chart of the Communities Commission. The organization of specific affairs is classed in principle under these affairs, e.g. the organization of departments is classed at .07.55; the organization of the finances of the institution is classed at .07.352

.07.131 Exemptions. Privileges. Immunities

- Put here exemptions, privileges, immunities in general. It may however be useful to class exemptions, etc. relating to a certain affair under that affair. E.G. .07.36 Exemption of the organization from taxes; .08.71 Privileges of staff in general

.07.2 General relations with other institutions

- See the explanation at .07.5.02 and 327

.07.5.07.2 Relations between the institutions of the Community; e.g. between the Council and the European Parliament

.07.31 Insurance, civil responsibilities of the organization

E.g.: .07.31 : 06 Insurance organizations

.07.31 : 62 Nuclear insurance

.07.31 : 62(45) Insurance for nuclear activities at Ispra

.07.31 : 62.07.8 Policy for nuclear insurance

.07.31 (492) Insurance of the CCR establishment at Petten

- See 368 Insurance as a functional task of the Community

.07.311.12 Insurance of equipment

E.g.: .07.311.12 : 645 Insurance of furniture

- .0 Organizations in general (x)
- .07

The organization

- .07.1 Creation. Amalgamation. Closing down. Development. Exemptions. Territory
- .07.11 Foundation. Amalgamation. Closing down (x)
- .115 Transformation, alteration, amalgamation of the organization (x)
- .12 Growth, development, maintenance of the organization
- .124 Protection and maintenance of the organization
- .125 Organization (x)
- .13 Exemptions. Privileges. Immunities. Emblems. Titles
- .131 Exemptions. Privileges. Immunities (x)
- .134 Emblems. Banners. Flags. Titles. Seals
- .15 Territory. Field of activity of the organization
- .153 Seat
- .07.2 General relations with other organizations (x)
- .23 Co-operation between organizations in general
- .07.3 Position of the organization from the point of view of private law and economics
- .07.31 Insurance, civil responsibilities of the organization (x)
- .07.31.025.1 Insurance premiums
- .07.311.0 Fire insurance
- .07.311.12 Insurance of equipment (x)
- .21 Insurance of buildings under construction
- .66 Insurance against flood and water damage
- .82 Insurance against theft
- .07.312 Transport insurance (x)
- .1 Insurance for transport on land and related means of transport
- .2 Insurance for transport by water and related means of transport

(x) Explanation:

.07.312 Transport insurance

E.g : .07.312 : 62 Insurance for transport of radioactive materials

- See .07.353.7 Transport. Means of transport

.07.318.6 Civil responsibilities and insurances related to them

- Here: the responsibilities of the community; see .08.6
Responsibilities of staff

.07.318.6 : 061.8 Civil responsibilities within other bodies

.07.318.6 : 646 Compensation for clothing

.07.318.6	Civil responsibilities and insurances related to them (x)
.07.318.93	Insurance accounting
.07.35	Estate. Properties. Economic management
.07.351	Properties of the Community
.1	Acquisition and loss of properties
.11	Purchase
.12	Sale
.13	Exchange
.14	Gifts and legacies
.2	Rights of ownership re goods and property
.3	Hiring and letting and leases
.31	Hiring, renting and leases
.32	Letting and leases
.5	Administration of properties
.51	Improvement. Supplies. Maintenance. Repair
.511	Improvement
.512	Installations and supplies
.512.1	Heating
.512.2	Electrical supply. Lighting
.512.5	Ventilation
.512.6	Water supply
.512.8	Sewers. Canalization
.513	Maintenance. Cleaning. Disinfection
.513.2	Maintenance
.513.4	Cleaning. Disinfection
.53	Caretaking and protection of property

(x) Explanation:

.07.352 Finance

.07.352(094) Financial regulations in general
.07.352(094).004.14 Application of financial regulations
.07.352(094):001 Financial regulations: Research
.07.352(094):.07 Financial regulations: Operating
.07.352(094):061.8 Financial regulations of other bodies

Apart from these files it may be useful to file in one folder at .07.532(094) the texts of the Official Journal of all the financial regulations subdivided by guide sheets

.07.352.11 Budgets

- Here: internal allocations, distribution of appropriations, supplementary budget, transfer of appropriations in general. When these concepts refer to the budget of a certain year, they should be classed under that budget; under .07.352.11 you class budgetary nomenclature, the creation of budgetary entries, budgetary procedure, even where all this refers to a particular year

.07.352.11"67" : .001 1967 Research and investment budget
.07.352.11"67" : .07 1967 Operating budget
.07.352.11"67" : .07.004.6 Modifications to the operating budget 1967
(Supplem. budget, transfer of appropriations)

.07.352.18 Annual accounts. Management accounts

- Here: the reports of the Audit Board on the annual accounts, the financial regulations relating to the annual accounts.

.07.352.6 Financial management

- Here: accounting, entering in accounts, accounting officers, charging to a budget item, delegation of the administration of certain items of the budget
- As regards questions of charging, it will suffice for most of the Directorates-General to form a file for "charging" divided not by items or years, but by the subjects to which the charges refer; e.g.: charges for entertainment expenses, of fees for experts, for overtime

The question is different for, e.g. the D.G. Financial Control; here we must form a file "Entry in the accounts" under .07.352.6"19.." by years and by budgets. This file must be subdivided by item, article or chapter of the budget in order to class there all questions relating to charging, to purchase orders, payment orders, approvals, provided that the item, article or chapter is indicated in it.

(x) Explanation:

- .07.352.624 Monetary systems. Means of payment
- Here: transfers, unit of account, revaluation, difference of exchange
 - See also .08.741.54 for the unit of account in paying the salaries of staff
- .07.352.626 Current accounts
- Here: Post Office accounts, bank accounts
E.g.: .07.352.626(44) Bank of France
- .07.352.628 Working capital
- Here: advance funds offices, petty cash
- .07.352.63 Resources. Revenue. Administration of revenue
- Here: statements of recoveries, invoices made out by the body, re-use of revenue
 - Here also: the Community's own resources
 - See .07.5.026.4 Contributions. Payments of members
- .07.352.64 Expenditure. Management of expenditure
- Here: measure to prevent appropriations being exceeded, schedule of due dates for expenditure
- .07.352.64.08.5 competence relating to commitments of expenditure
- .07.352.641 Purchase orders. Invoices. Payment orders
Payment of expenses. Approvals. Purchases
- Here also: List of the specifications and general conditions applicable to the purchase of supplies
- .07.352.641 PCAC Purchases and contracts advisory committee
- .07.352.641 : 31 Statistics of purchases
- .07.352.641(083.2) Forms, model documents for purchasing
- .07.352.641(x-194) Purchases outside the Community
- .07.352.641.029.5 Advance payments
- see .08.741.53 Advances on salaries
- .07.352.641.07.73 Procedure for purchase
- .07.352.641.07.83 Inspection of purchases already made (evocation)
- .07.352.651 Internal audit of the management accounts
- Here: current statements and verification of accounts. It is preferable to file these statements, etc. in the chronological order of their dates of closing, without regard to the kind of budget, or if it is a monthly, quarterly or other statement.
- .07.352.655 External audit
- Here: Audit Board
The reports of the Commission on the annual accounts are filed under these annual accounts, i.e. at .07.352.18

.07.352	Finance (x)
.07.352.1	Budgets. Balance sheets. Annual accounts
.11	Budgets (x)
.18	Annual accounts. Management account (x)
.07.352.6	Financial management (x)
.62	Administration of finances
.621	Placing of funds. Investments
.624	Monetary systems. Means of payment (x)
.626	Current accounts (x)
.627	Establishment of a fund
.628	Working capital (x)
.63	Resources. Revenue. Administration on revenue (x)
.633	Collection of revenue
.64	Expenditure. Administration of expenditure (x)
.641	Purchase orders. Invoices. Payment orders. Payment of expenses. Approvals. Purchases (x)
.65	Auditing of the management accounts
.651	Internal auditing of accounts (x)
.655	External auditing of accounts (x)
.07.352.7	Debts
.71	Borrowings
.75	Cash borrowings. Opening of credit

(x) Explanation:

.07.353 Material means for the functioning of the administration
- Here: scrapping, surrender, re-sale of material, material
 not in use

.07.353(083.8) Inventory of material
.07.353.04.236 Mechanization. Data-processing work

.07.353.211 Machines and apparatus for administration

.07.353.211 [681.26] Scales
.07.353.211 [681.3] Calculating machines
.07.353.211 [681.61] Typewriters
.07.353.211 [681.62] Printing presses. Duplicators
.07.353.211 : 778 Photocopying apparatus

.07.353.22.05 Measures regarding the terms of documents (security
measures) Disclosure (leaks) System of secrecy
- See .07.38 Professional secrecy of personnel

.07.353.221 Mail. Records. Archives
- Here: Demands for, and consultation, etc., of files
- See also the explanation at .07.551

.07.353.223 Sound recordings
- Here: gramophone records, tape-recorders, etc.

.07.353.225 Graphic and photographic documents, etc.
- Here: maps, photographs, drawings, etc.

- .07.353 Material means for the functioning of the administration (x)
 - .1 Furnishing: furniture, decoration, ornament
 - .11 Floor coverings. Matting. Carpets. Rugs
 - .12 Wall coverings
 - .13 Fittings for doors and windows (curtains, blinds, draperies)
 - .14 Furniture (chairs, desks, armchairs, tables, cupboards, etc.)
 - .15 Ornaments (statues, pictures, vases)
 - .2 Supplies and means for the administration
 - .21 Material for the administration. Office materials, Form
 - .211 Machines and apparatus for the administration (x)
- .07.353.22 Records. Archives. Documentation. Library
 - .01 Building up of stock
 - .011 Purchase (orders, subscriptions)
 - .013 Exchange
 - .014 Gifts
 - .017 Loan
 - .02 Reproduction. Translation. Dissemination
 - .022 Reproduction
 - .024 Translation
 - .026 Dissemination
 - .03 Cataloguing. Bibliography. Lists
 - .04 Classification
 - .05 Measures regarding the contents of documents (security measures) Disclosure (leaks) System of secrecy (x)
 - .06 Preservation. Destruction. Sale
 - .221 Mail. Records. Archives (x)
 - .222 Documentation. Library
 - .223 Sound recordings (x)
 - .225 Graphic and photographic documents (x)

- .07.353.23 **Membership of societies**
- .25 **Telecommunications**
- .254 **Telegraphy. Telex**
- .255 **Telephone**
- .256 **Radio. Wireless**
- .257 **Television**
- .07.353.26 **Luminous signals. Electric bells**
- .07.353.3 **Publicity. Propaganda. Public relations. Information (x)**
- .33 **Graphic means. Documentation**
- .332 **Books. Theses. Dissertations. Pamphlets**
- .334 **Press agency. The Press. Periodicals. Information**
- .334.2 **Press agencies**
- .4 **The Press. Journals**
 - Here: press summaries
- .334.42 **House journals**
- .334.44 **Articles issued by the body**
- .334.46 **Press communiqués. Information notes**
 News
- .334.48 **Articles issued by third persons**
- .335 **Circulars. Posters. Panels**
- .337 **Yearbooks. Almanacs. Calendars**
- .07.353.35 **Photographic means**
- .352 **Television**
- .354 **Films**
- .356 **Photographs**
- .07.353.36 **Oral means**
- .364 **Press conferences**
- .366 **Interviews**
- .368 **Radio**
- .07.353.37 **By shows, displays (see 061.4 exhibitions)**
- .07.353.38 **Diplomas. Competitions. Tests. Prizes. Certificates.**
 Badges of honour (x)

(x) Explanation:

- .07.353.4 Accessories and information media for the administration
- Here: addresses for correspondence, style manuals,
 office hours of other organizations
- .07.353.71 Road transport and means of road transport
- Here: official cars: purchase, hiring, availability,
 registration, maintenance, repair, re-sale,
 road accidents
- See .07.312 Transport insurance
- .07.354 Buildings and grounds for the use of the organization
The analytical divisions .01 are derived from the sub-
divisions of .07.351
- .07.354.012 Rights of ownership of buildings. Use
- Here: the distribution of premises amongst the de-
 partments; allocation of premises to other
 institutions and to third parties
- .07.354.013 Letting and leases
- Here also: the state of the premises
- .07.354.015.3 Caretaking and protection of buildings
- Here: protection against fire, damage
- .07.354.1 Buildings for the administration and departments
- The analytical divisions set out under .07.354 are
 applicable here
- .07.354.1 : 69 Work on the buildings
 : 69.02 Building elements and parts of
 buildings; doors, windows, flag-
 poles
 : 69:721 Work by storeys
 : 694 Carpentry
 : 698.1 Painting
- .07.354.1 [721.05] Premises for specific purposes
- .07.354.1 [725.35] Depots, stores
- .07.354.1 [725.38] Garages, Car parks
- .07.354.1 [725.15] Archive store rooms
- .07.354.1 [725.71] Cafés. Bars. Restaurants
- .07.354.1 [725.83] Meeting rooms, conference halls

- .07.353.4 Accessories and information media for the administration (x)
- .07.353.6 Machines. Technical tools
- .07.353.7 Transport. Means of transport
 - .71 Road transport and means of road transport (x)
 - .72 Rail transport
 - .77 Air transport
- .07.354 Buildings and grounds for the use of the organization (x)
 - .011 Acquisition and loss of buildings: purchase, sale, etc.
 - .012 Rights of ownership of buildings. Use, etc. (x)
 - .013 Letting and leases (x)
 - .015 Administration of buildings
 - .015.1 Improvement. Supplies. Maintenance.
 - Cleaning
 - .015.11 Improvement. Fixtures of premises.
 - Partitions
 - .015.12 Installations and supplies
 - .015.121 Heating
 - .015.123 Electrical supply. Lighting
 - .015.124 Lifts
 - .015.125 Ventilation. Air-conditioning
 - .015.126 Water supply
 - .015.128 Sewers. Drains
 - .015.13 Maintenance. Cleaning. Disinfection
 - .015.132 Maintenance
 - .015.134 Cleaning. Disinfection
 - .015.3 Caretaking and protection of buildings (x)
 - .07.354.1 Buildings for the administration and departments (x)
 - .07.354.2 Official accommodation, residences

(x) Explanation:

- .07.355 Internal administration
- Not to be confused with the department of the same name
 - Here: collections during work, notices, sale of pamphlets, etc.
- .07.355.1 Official memos. Circulars. Instructions
- It may be useful to collect here a series or a complete list of official memoranda, whatever their object, in chronological order but divided by the departments issuing them. It is obvious that these memos must be classified also under the affair to which they refer.
- .07.355.7 Travel. Missions
- It may be useful to class reports of missions under the affairs to which they refer, and to make at .07.355.7 under the name of the person sent on mission a reference to the file where the report will be found. The opposite may apply in certain cases
 - see .08.742.23 Mission expenses
- .07.36 Taxes, rates, duties due from the organization
- It may be useful here to form a file by countries; e.g.: .07.36(45) Taxes, rates, duties due from the organization in Italy. If necessary this file may be subdivided; e.g.: .07.36(45)2.1 Customs duties due from the Community in Italy

- .07.355 Internal administration (x)
 - .355.1 Official memoranda. Circulars. Instructions (x)
 - .355.2 Complaints. Criticisms. Praise. Suggestions
 - .355.3 Incidents. Accidents
 - .355.7 Travel. Missions (x)
 - .72 Passports. Visas. Passes
 - .74 Travel documents: tickets
 - .76 Reservation of rooms
- .07.36 Taxes, rates, duty due from the organization (x)
 - .362.1 Customs duty
 - .362.3 Taxes on turnover, on added value (VAT)
 - .365.3 Taxes on insurances

(x) Explanation:

- .07.515:620.9 Energy Committee
.07.515:63 Agriculture Committee
.07.515.656 Transport Committee
- .07.516 Members of representative organs
- Here: the members of the European Parliament
- The replacement of members should be classed at
 .07.51.07.4
- .07.521 Council of Ministers
- The analytical divisions .07 and .08 are applicable
 under this number. See the example at .07.51
- .07.521.5 The analytical divisions .07 and .08 are applicable
 under this number. See the example at .07.51
- .07.522 ditto
- .07.54/.543 ditto
- .07.548 Experts. Consultants
- This number must be used with great caution. Most
 questions relating to this should be classed under
 the divisions of .08

- .07.4 Formation and composition of organs
- .07.5 Members. Organs. Institutions. Established officers.
Departments
- .07.5.02 Members of the organization (x)
 - .026 Rights and duties of members
 - .026.4 Contributions. Payments by members (x)
 - .026.8 Relations between members (refusal to participate
in meetings, etc.)
- .07.5.07.2 Relations between the organs within the Community (x)
- .07.51 Representative organs
 - Here: European Parliament. The analytical sub-
divisions .07 and .08 are applicable under this
number (x)
- .07.515 Commissions of the representative organs
 - Here: Committees of the European Parliament (x)
- .07.516 Members of the representative organs (x)
- .07.52 Executive organs
- .07.521 Council of Ministers (x)
- .07.521.5 Comissions, committees, working groups set up
by the Council (x)
 - Here: Committee of permanent representatives
- .07.521.56 Members of the representative organs
- .07.522 The Commission of the Communities (x)
 - .5 Committees and working groups set up by the
Commission
 - .6 Members of the Communities Commission
- .07.53 Established officers of organs
- .531 President
- .07.54 Consultative bodies. Experts. Consultants (x)
 - .541 Economic and social committees (x)
 - .541.5 Working groups, commissions set up by the
Economic & Social Committee
 - .542 Scientific and technical committee (Euratom) (x)
 - .543 Consultative committee (ECSC) (x)
(= Eur. Coal & Steel Community)
 - .548 Experts. Consultants (x)

(x) Explanation:

.07.55 Directorates-general, directorates, divisions, departments in general

- Here: the organization, rationalization, re-structuring of the departments; when however these questions refer to a specific D.G. they should be classed under that D.G.

.07.551

I	D.G. External Relations
II	D.G. Economic and Financial Affairs
III	D.G. Industrial, Technological and Scientific Affairs
IV	D.G. Competition
V	D.G. Social Affairs
VI	D.G. Agriculture
VII	D.G. Transport
VIII	D.G. Development Aid
IX	D.G. Personnel and Administration
X	D.G. Press and Information
XI	D.G. External Trade
XIII	D.G. Dissemination of Information
XIV	D.G. Internal Market and Approximation of Legislation
XV	D.G. Joint Research Centre
XVI	D.G. Regional Policy
XVII	D.G. Energy
XVIII	D.G. Credit and Investments
XIX	D.G. Budgets
XX	D.G. Financial Control
S A	Supply Agency
S O	Security Office
S C	Security Control
O P	Office for Official Publications
St O	Statistical Office
S G	Spokesman's Group
G S	General Secretariat
L S	Legal Service

The classification of the files of the D.Gs may be done in 3 ways:

1) It may be useful to form at .07.551 a file for your D.G., and for each D.G. which is of interest to your D.G. Such a file may be subdivided where needed by directorate, division and department. In the general part of the file of a D.G. you may class, inter alia, divided up by guide-cards: the establishment, organization, functioning, restructuring, organization chart, meetings, programmes, reports, etc. of the D.G.

2) However, owing to the restructuring of departments and changes in their competence, it is not always adequate to keep the files at .07.551. In order to avoid the repercussions of these changes on the indexing of certain files, it is quite possible to index a department correctly by isolating it from its relevant D.G., and by expressing the field of action of the department by a decimal number

E.g.: .07.551: 61	Medical Service
.07.551: 655	Publications Department
.07.551: 061.3	Conferences Department
.07.551: 641	Restaurant

(x) Explanation:

3) It may be more satisfactory for archivist reasons to class certain departments not at .07.55 or .07551, but at the number for the field of activity of these departments. This applies to departments whose organization cannot practically be separated from their activities.

E.g.: .07.353.221 Department of Archives
.07.352.641 Department of Purchases

Where methods 2 and 3 are applied it will be necessary in any case to make references on the corresponding files at .07.551

.07.553 Offices of the Commissioners
E.g.: .07.553(492) Mr. Mansholt's office

.07.6 Competence and powers of the organization

- The powers of a specific body are classed under that body
E.g.: .07.51.076 Powers of the European Parliament;
- see .08.5 Competence and powers of staff

.07.73 Procedure of acts: forms and formalities

- Here: delegation of power of signature in general. When this refers to a specific affair it should be classed in principle under this affair.

E.g.: the delegation of signature regarding the charging of expenses should be classed in principle at
.07.352.64 Expenditure. Administration of expenditure

.07.753 Meetings

- Here are classed meetings in general. Meetings of a specific body are classed under that body. E.g.: .07.51.07.753 Sessions of the European Parliament. Under this number a special file has been formed for each session of the E.P. Everything relating to this session is classed in this file. Questions of principle or general questions are classed at .07.51.07.753 Sessions of the European Parliament in general, or under the subdivisions of .07.51.07.753 where the volume of material requires it

(x) Explanation:

.07.755

Publications

- Here may be classed all the publications of the Community: the Official Journal, the Bulletin of the European Communities, etc.

- .07.755 : 025.26 Distribution (free, sales, exchange of publications)
- .07.755 : 025.26 (058) List of addresses for the distribution of publications
- .07.755 : 025.26:(1-11) Distribution and exchange of publications between Western and Eastern Europe
- .07.755 : 025.266 Exchange of publications
- .07.755(041) Offprints
- .07.755(042) Verbal statements
- .07.755(047) Scientific reports of Euratom
- .07.755(047):655.2 Layout, text, cover, numbering, filing, names of authors, of the scientific reports of Euratom
- .07.755(047):025.26 Distribution of the scientific reports of Euratom
- .07.755(047-191) Internal reports
- .07.755(047-191)(45) Internal reports of Ispra
- .07.755(083.8) List of publications
- .07.755(088) Special cases of publications
- .07.755(094) Regulations regarding the authorization of publications

.07.762.3

Communications in writing

E.g.: .07.522.07.762.3 Written procedure of the Commission

.07.763

Regulations

Class here regulations in general. It may be useful to form here a collection or a list of all regulations. The regulations relating to a specific affair should be classed in principle also under this affair.

- .07.55 Directorates-general, directorates, divisions, departments in general (x)
- .551 Directorates-general, directorates, divisions, specific departments (x)
- .553 Offices of the Commissioners (x)
- .07.56 Organs ensuring respect of the law. Court of justice.
- .07.6 Competence and powers of the organization (x)
- .07.7 Acts of authorities and administrations
- .72 Types of act: administrative, contentions, matters in dispute
- .73 Procedure of acts: forms and formalities (x)
- .07.753 Meetings (x)
 - .2 Convening, Invitation. Announcement of the meeting
 - .3 Agenda. Programme. Time-table
 - .4 Preparatory documents. Preliminary notices. Reports for discussion
 - .5 The meeting itself. Technique of meetings
 - .51 Opening. Attendance. Access to the sittings. Roll call
 - .52 Communications
 - .53 Discussions. Debates, Speeches. Questions. Interruptions. Incidents. Remarks
 E.g. : .07.51.07.743.53 Questions put by the members of the European Parliament
 - .6 Expressed wishes. Resolutions. Direct acts of the meeting
 - .7 Minutes. Reports
- .07.755 Publications (x)
- .07.76 Decisions. Decrees. Regulations. Notices. Recommendations. Directives
 - .762 Decisions. Decrees
 - .762.3 Deliberations in writing (written procedure) (x)
 - .763 Regulations (x)
 - .764 Opinions
 - .765 Recommendations
 - .767 Directives
- .07.792 Use of languages. Linguistic regime

(x) Explanation:

- .07.8 Kinds of acts. Activities. Programme and policy for activities. Relations with third parties
.07.8(047) Reports on the activities of the organization
- The subdivisions of .07.8 may be combined with each other by means of the apostrophe, which eliminates the repetition of the figures between the points; see the example at .07.853, below
.07.8.04.83 Infringements of the Treaties Under this number may be classed infringements in general and the lists or summaries of the infringements. In most cases it will be preferable to class the infringements under the subject to which they refer;
E.g.: 331.622.04.83(430) Infringement by Germany of the free movement of workers
- .07.816 Limitation. Restriction
- For the subdivisions of this number see 337.4.07.816
- .07.84 Services performed. Work done
- Here: the services performed made by the Community or in favour of the Community; class here also fixing of the rates for these services; DGs IX, XIX and XX may class here inter alia the work of irradiation done by the CCR for third parties
.07.84 : 001 Studies made by experts
- .07.85 Financial, material and moral aid
- See the explanation at 33.07.85
- .07.852 Restitutions
E.g.: 337.44.07.852 Restitutions in connection with exports
- .07.853 Loans. Credits
337.44.07.853'855.66 Export credit insurance
- .07.855.64 Safeguards
E.g.: 33.07.855.64 Safeguards in the economic sectors (art. 226)
677.07.855.64 Safeguards in the textile industry
- .07.87 Ceremonial. Etiquette. Protocol. Celebrations. Performances. Ceremonies
- It may be useful to class the subjects of .07.87 relating to a specific country under that country
E.g.: .07.87(73)
- For certain directorates-general, including the DGs. for External Relations and External Trade, it is preferable to class the questions of .07.87 under 327 International relations
E.g.: 327(73).07.87 Visits from the USA to the Community
- .07.87.03 Ceremonial. Etiquette. Protocol. Precedence
- Here, inter alia: regulations on protocol

- .07.8 Kinds of acts. Activities. Programme and policy for activities.
 Relations with third parties (x)
- .811 Approval. Admission. Adoption. Reception
- .816 Limitation. Restriction (x)
- .817 Prohibition
- .818 Coercion. Requisitioning. Nationalization
- .819 Suggestions. Observations. Intervention in affairs by
 those who are administered
- .07.82 Co-operation
- .07.83 Supervision. Control. Inspection. Regulation
- .07.84 Services performed. Work done (x)
- .07.85 Financial, material and moral aid (x)
- .851 Subsidies. Financial grants
- .852 Restitutions (x)
- .853 Loans. Credits (x)
- .855 Protective measures, safeguards, guarantees
- .855.62 Protective measures
- .855.64 Safeguards (x)
- .855.66 Guarantees. Insurance
- .858 Moral support. Patronage. Encouragement
- .07.87 Ceremonial. Etiquette. Protocol. Celebrations.
 Performances. Ceremonies (x)
- .03 Ceremonial. Etiquette. Protocol. Precedence (x)
- .04 Invitations
- .06 Expressions of participation in the joys and sorrows of
 others. Signs of agreement
- .062 Congratulatlons
- .063 Hoisting, flying of flags
- .064 Condolences

(x) Explanation:

.07.871.2

Visits to the Community

- Here: regulations for reception

- See .08.742.96 Entertainment and representation
expenses

.07.88

Competition. Rivalry. Hostility

- See, for divisions of this concept, the number
337.07.88

- .07.871 Visits. Meetings with persons
 - .871.2 Visits to the Community (x)
 - .871.4 Visits made on behalf of the Community
 - .872 Banquets
 - .873 Installation, marriage, etc... of kings, heads of state, etc.
Coronation
 - .875 Commemorative festivals. Anniversaries. Jubilees.
Commemorations. Celebrations
 - .876 Inaugurations
 - .877 Performances. Entertainments. Plays & shows. Sports
- .07.88 Competition. Rivalry. Hostility (x)

(x) Explanation:

- .08 Staff
- Class here individual files of all staff in alphabetical order
 - Problems of staff of the establishments of the Research Centre should be classed at .08 and not, for instance, at 621.039.001.0(45)8 Staff of the CCR Ispra. An exception may be made for questions at .08.4
 - One should class at .08 also attestations in general connected with staff and handed over by the Administration
- .08.165 Dress, uniforms, badges for personnel
- Here: decision on uniforms; see .08.742.6 for allowance for, and supply of, clothing and equipment
- .08.171 Staff regulations. Legal position of staff
- .004.14 Application of staff regulations
 - .004.14 C Committee on staff regulations
 - .004.14 AEMA Authority empowered to make appointments
 - .004.6 Modification of staff regulations
 - :340.145 Co-ordination of staff regulations. Standard staff regulations
 - :001 Staff regulations for scientific personnel
 - 059 Staff regulations for "other servants"
 - Here: conditions of employment of local staff
 - (493-194) Regulations for staff appointed in countries other than Belgium
 - :061.8 Regulations for staff of other bodies
 - The number .08.171 is incorrect from the classifier's point of view to convey the concept "Staff regulations"; the number should be .08(094). But since all the directorates-general have used .08.171 for a great number of files, and since there are not so many drawbacks from the point of view of archives, we have not changed the number.
- .08.172 Conferences with staff. Staff meetings. Joint committees
- Here: Staff committee
- .08.21/.23 Recruitment of staff
- .08.21/.23.07.73 Recruiting procedure
- .08.21 Conditions of professional qualification for recruitment
- Here: knowledge of languages
- .08.215 Probation
- Here: probation as a condition of recruitment; reports on this probation; see .08.471 Probationers as a category of staff; .08.851 Training
- .08.221.6 State of health. Medical examination
- Class here as a condition of recruitment
 - See .08.351.1 Medical inspection relating to sick leave
 - See .08.821 Annual medical examination (preventive measure against sickness)

.08	Staff	(x)
.08.1	Distinctive nature of the employment. Relations between staff and the body served	
.08.16	Distinguishing marks of the employment	
.162	Credentials	
.162.1	Passes	
.162.2	Identity cards. Employment cards	
.165	Dress, uniforms, badges for staff (x)	
.17	Relations between the staff and the body served	
.171	Staff regulations. Legal positions of staff (x)	
.171.1	Arbitration. Appeal (to the Court of Justice)	
.172	Conferences with personnel. Staff meetings. Joint committees (x)	
.08.2	Recruitment. Performance of the function. Promotion. Termination of employment	
.08.21/.23	Recruitment of staff (x)	
.08.21	Conditions of professional qualification for recruitment, appointment (x)	
.211	Diplomas. Certificates, etc.	
.213	Competitions. Examinations. Boards	
.215	Probation (x)	
.08.22	Conditions of non-professional qualification for recruitment, appointment	
.221	Physical and psychological conditions	
.221.2	Age	
.221.4	Sex	
.221.6	State of health. Medical examination (x)	
.222	Conditions of behaviour and character. Good citizenship. Conduct	
.223	Conditions of nationality, of race	
.226	Conditions relating to civil and military situation	

(x) Explanation:

- .08.258 Authorized and prohibited activities
- Here: practice of a trade; lucrative employment, etc.
- .08.28 Termination of employment
- The problems of termination of employment involving disciplinary measures should be classed at .08.312; one could make a suitable reference to .08.28
- Here: voluntariate (shortened service in return for a payment)
- .08.282 Retirement
- See .08.743 Pensions
- .08.283 Redundance - Assignment to non-active status
- See .08.741.7 Redundancy payment
- .08.312 Disciplinary procedures. Punishments
- Here: disciplinary board
- .08.33 Residence. Domicile
- See .08.742.11 Residence allowance
- .08.351.1 Sick leave, convalescent leave
- Here: medical examination
- See .08.821 Annual medical examination
- See .08.221.6 Medical examination as a condition of recruitment

- .08.23 Appointment and related problems
 - .231 Reintegration after leave on personal grounds.
Priority rights
 - .237 Applications for and offers of employment
 - .237.2 Applications for employment. Candidatures
 - .3 Offers of employment by the administration. Vacancies
 - .239 Appointment. Establishment
- .08.24 Appreciation of services rendered. Grading. Promotion
 - .242 Appreciation of services rendered. Grading
 - .244 Promotion
- .08.25 Incompatibilities
 - .253 Plurality of offices. Plurality
 - .258 Authorized and prohibited activities (x)
- .08.26 Swearing-in of personnel
- .08.28 Termination of employment (x)
 - .281 Resignation
 - .282 Retirement (x)
 - .283 Assignment to non-active status (x)
- .08.3 Authority over staff and duties of staff
 - .31 Authority of the administration over the staff
 - .311 Administrative powers over staff
 - .311.1 Changes and transfers of staff
 - .311.2 Secondment. Making available. Assignment to posts
 - .312 Disciplinary procedures. Punishments (x)
 - .33 Residence. Domicile (x)
- .08.35 Fulfilment of duties. Hindrance due to illness.
Work time. Leave
- .08.351 Dispensations. Special leave
 - .1 Sick leave, convalescent leave (x)
 - .2 Maternity leave
 - .3 Leave for family affairs (birth, marriage, illness
or death of a relative, etc.)

(x) Explanation:

- .08.351.4 Leave for military and civil duties
- Here: leave for military service, for taking part in elections
- .08.351.7 Leave for professional training of staff, for education. Leave for scientific and similar purposes.
- Here: study leave, leave for taking exams, for giving lectures, for attending meetings
- .08.353.2/.3 See explanation at .08.353.4
- .08.353.4 Overtime
- See .08.741.267.6 Pay based on overtime, night work, Sunday work. Allowance for standby duty at home
- In general it will be preferable to ignore the number .08.353.4 and to class everything, even questions of principle, at .08.741.267.6
- .08.38 Professional secrecy
- See .07.353.22.05 Measures regarding the terms of documents.
System of secrecy
- .08.4 Categories of personnel. Structure and strength of personnel
- It is preferable not to use .08.4 and its divisions as main concepts to express ideas outside .08.04, such as: pay, promotion, leave, appointment, etc.
E.g.: pay of assistants must not be classed under assistants, but under pay, i.e. not at .08.475, but at .08.741.4.
See also explanation at .08.474
- .08.41 Staff structure. Table of posts
- Here: the authorized posts (established usually in connection with the budget); therefore put here the permitted staffing.
It may be useful to make reciprocal references to .07.551
- .08.42 Employees. Table and list of employees
- Here: personnel actually in employment. It may be useful to make a reference each way to each of the directorates-general of interest under .07.551

- .08.351.4 Leave for military and civil duties (x)
- .6 Leave for other purposes. Leave on personal grounds
- .7 Leave for professional training of staff, for education.
Leave for scientific and similar purposes (x)
- .8 Leave for special circumstances. Leave for moving house
- .08.353 Hours of work. Time-table. Attendances. Absences. Breaks.
Rest periods
- .1 Daily and weekly hours of work
- .2 Night work (x)
- .3 Work on public holidays and on Sundays (x)
- .4 Overtime (x)
- .6 Absences from work without permission
- .8 Measures to ensure continuity of work. Permanence
- .8.354 Annual leave. Public holidays. Days off
- .1 Annual leave
- .3 Public holidays and days off
- .08.38 Professional secrecy (x)
- .08.391 Acceptance of titles and decorations from third persons
- .08.392 Authorized and forbidden membership of other bodies
- .08.394 Acceptance of gifts, tips, etc.
- .08.396 Discipline. Courtesy. Lack of respect. Dress
- .08.397 Acceptance of instructions from third persons
- .08.4 Categories of personnel. Structure and strength of personnel (x)
- .08.41 Staff structure. Table of posts (x)
- .08.42 Employees. Table and list of employees (x)
- .08.47 Categories of staff : by positions
- .471 Probationers
- .472 Officials. Established staff
- .473 Temporary staff

(x) Explanation:

- .08.474 Local agents. Establishment staff
- The conditions of employment of agents should be classed at .08.171-059
 - The financial regulations for agents should be classed at .08.74-059
- .08.5 Competence and powers of staff
- The competence and powers of staff should be classed under the subject to which the competence refers; e.g.: competence relating to charging up expenditure should be classed at .07.352.64; competence regarding the management of credits at .07.352.6, etc.
- It is necessary, however, in principle to class at .08.5 the competence of each directorate-general, divided up where necessary into directorate, division, department or official. In most cases it will be impossible to make this double classification owing to the complexity of certain documents. It is desirable in this case to class the sphere of duties under the subject to which it refers and to make the necessary references under .08.5
- File .08.5 should be constituted in such a way that it can give a reliable answer to the question "what is the competence of the D.G. of ..., of the department of ..., of the official x".
- As a result of the relationship between 08.5 and the files of the D.Gs at .07.551 it is desirable to make references in both directions
- .08.6 Responsibilities of staff
- See .07.318.6 Responsibilities of the body
- .08.71 Privileges. Exemptions. Irremovability. Security of tenure
- It is possible to class at .08.71 and its subdivisions all questions concerning privileges and exemptions for personnel. When, however, these privileges and exemptions refer to subjects outside .08.71, it may be wiser to class these privileges and exemptions under these subjects. In this case it is desirable to make the necessary references at .08.71
- E.g.: .08.741.81 Exemption from national taxes on pay of staff

- .08.474 Staff according to place of work: local, central, etc.
Establishment staff (x)
- .475 Auxiliary staff
- .476 Reserve staff
- .477 Staff according to age, sex, physical conditions,
nationality
- .08.48 Categories of staff: by function
- .483 Scientific staff
- .484 Administrative staff
- .485 Technical staff
- .486 Staff doing manual work. Labourers. Housekeepers
- .487 Administrative staff
- .488 Executive staff
- .489 Staff for inspection and supervision
- .08.5 Competence and powers of the staff (x)
- .08.6 Responsibilities of staff (x)
- .08.7 Rights of staff
- .08.71 Privileges. Exemptions. Irremovability. Security of tenure (x)
- .711 Irremovability. Security of tenure
- .713 Facilities and exemptions from formalities relating to
residence of foreign personnel (inclusion in the
foreigners' register, residence permits, etc.)
- .715 Import and export of goods belonging to personnel
- .1 Facilities for the import and export of furniture, etc.,
of staff
- .2 Facilities for import and export of private motor-cars
of staff
- .717 Registration plates of motor-cars of staff

(x) Explanation:

- .08.74 Financial rights. Pecuniary status
.08.74-059 Pecuniary status of establishment staff
- .08.741 Remuneration, pay of staff
- We understand here by "remuneration" the price of a job, of a service rendered, even if the concept "remuneration" is expressed by words such as "allowance", etc. This is why allowance for overtime are classed under a subdivision of .08.741 Remuneration, pay, and not under .08.742 Allowances and grants
- .08.741.15 Granting, calculation and fine points of remuneration
- Here: gross and nett remuneration
average pay per agent
- .08.741.16 Continuation and forfeiture of remuneration in special circumstances and in cases of absence. Indemnity, Compensation for loss
(owing to sickness, accident, military service, strikes, personal reasons, searching for work)
- .08.741.243 Reduction in general
- Here: lowering of grade and relegation in step
- .08.741.244 Increase in general
- Here: advancement in grade and to a higher step
- .08.741.264.8 Scales of salaries according to length of service, seniority
- Here: biennial increase

- .08.74 Financial rights. Pecuniary status (x)
- .08.741 Remuneration, pay of staff (x)
 - .1 General standards of remuneration
 - .11 General right to pay, to remuneration
 - .15 Granting, calculation and fine points of remuneration (x)
 - .16 Continuation and forfeiture of pay in special circumstances and in cases of absence. Compensatory allowance (x)
 - .162 Compensatory allowance
 - .17 Complaints. Claims relating to pay
 - .18 Cumulation of salaries and wages
 - .2 Rates and scales of remuneration. Modifications. Bases of pay
 - .22 Rates and scales in general
 - .222 Minimum and maximum
 - .224 Subdivisions of scales
 - .226 Individual scales for personnel. Personal classification of pay
 - .24 Modification (increase and reduction) of scales and rates in general
 - .243 Reduction in general (x)
 - .244 Increase in general (x)
 - .26 Types of remuneration. Modifications. Bases
 - .262 Remuneration according to the person in general
 - .262.2 Based on age, sex, etc.
 - .262.4 Based on qualifications, knowledge, experience
 - .264 Remuneration according to date of starting work, length of service
 - .264.2 On completion of the period of probation
 - .264.4 At time of taking up duties
 - .264.6 At time of establishment
 - .264.8 Length of service, seniority (x)

- .08.741.265 Remuneration according to circumstances (x)
 - .265.2 based on the cost of living
 - .265.4 based on remuneration in other organizations
 - .265.6 based on residence, domicile
 - .267 Remuneration according to duties, methods and nature of work
and services rendered
 - .267.2 based on duties
 - .267.22 Job classification. Valorization and revalorization
 - .267.24 Exercise of a specific (higher) function (x)
 - .267.4 based on services rendered, conduct, initiative (x)
 - .267.6 based on overtime, night work, Sunday work, etc.
Allowances for standby duty at home (x)
 - .267.7 based on dangerous, unhygienic work, etc.
- .3 Systems of remuneration
 - .31 Lump-sum payment
 - .32 Remuneration by time: by the hour, by the day, week,
month, etc. (x)
 - .4 Remuneration of certain categories of personnel (x)
 - .5 Payment of salaries, wages. Monetary questions
 - .52 Place, time, period of payment
 - .53 Methods of payment (x)
 - .54 Monetary questions of pay (x)
 - .7 Severance grant. Leaving bonus
 - .8 Power to suspend or confiscate remuneration. Deductions from
pay
 - .81 Taxes on pay, deductions for social security, etc.
 - .82 Power to suspend or confiscate pay
 - .83 Suspension of pay
 - .85 Deductions
 - .87 Repetition (Payment of money not owed)

(x) Explanation:

- .08.742 Supplement to salary. Grants. Expenses. Allowances
- These are the advantages which are not direct rewards for work; see the explanation at .08.741
- .08.742.1 Allowances in relation to place of work
- Here: Accomodation allowance. Rent allowance
- .08.742.11 Residence allowance
- See .08.33 Residence. Domicile
- .08.742.23 Mission expenses (travel and maintenance)
- If the volume of files requires it, you may use the following numbers:
- .08.742.23(094) Regulations for mission expenses
- .08.742.23:(x-191) Expenses of missions within the countries of the Community
- .08.742.23:(x-194) Expenses of missions outside the countries of the Community
- .08.742.23:-05 Mission expenses according to the person
- .08.742.23:-05(094) Regulations for mission expenses of experts
- .08.742.23:-05(493-194) Mission expenses for agents appointed away from headquarters
- .08.742.23:-05:08.2(094) Regulations for travel expenses for candidates for posts and for assumption of duties
- .08.742.23 : 629 Mission ~~expenses~~ according to means of transport
- .08.742.23 : "737.2" Expenses of missions undertaken under special circumstances
- .08.742.23.029.5 Advances on mission expenses
- .08.742.23.08.5 Delegation of power of signature in connection with missions
- .08.742.23(083.8) Monthly returns of missions
- .08.742.23'13 Daily subsistence allowance on mission
- .08.742.6 Allowances for equipment and clothing
- See .08.165 for decision on uniforms
- .08.742.96 Entertainment and representation expenses
- See: .07.871.2 Visits to the Community. Regulations for reception

- .08.742 Supplements to salary. Grants. Expenses. Allowances (x)
- .08.742.1 Allowances in relation to place of work (x)
 - .11 Residence allowance (x)
 - .12 Separation allowance, expatriation allowance
 - .13 Daily subsistence allowance
 - .14 Installation allowance and resettlement allowance
 - .16 Removal expenses
- .08.742.2 Expenses for travel, car, accommodation
 - .21 Travelling expenses on annual leave
 - .22 Travelling expenses for journey to family home, on assuming appointment, on termination of service, or change of the place where he is employed
 - .23 Mission expenses (travel and maintenance) (x)
 - .25 Allowance for use of private means of transport. Allowance by the kilometre
- .08.742.3 Family allowances
 - .31 Head of household allowance
 - .32 Birth allowance
 - .33 Allowance for children and other dependent persons
 - .34 Education allowance and grants for higher education
- .08.742.4 Cost of living allowance
 - .5 Allowances for sickness, childbirth, disablement, death. Medical and pharmaceutical care. Hospitalization
 - .6 Allowances for equipment and clothing (x)
 - .8 Holiday pay
 - .96 Entertainment and representation expenses (x)
- .08.743 Pensions. Pensions fund (x)
 - .2 Kinds of pensions
 - .21 Retirement pensions
 - .22 Invalidity pensions
 - .23 Survivor's, orphan's pensions

(x) Explanation:

- .08.743 Pensions. Insurance fund
- If the volume of files requires it, you may use the following numbers:
- (094) Pension scheme
- .022 Membership of provident fund
- .026.4 Contributions. Individual accounts
- .027.5 Actuarial values. Annuities. Service annuities
- .028 Measures for safeguarding pension rights
- .029 Payment of pensions
- .08.744.21 Sickness insurance fund
- divide where necessary like .08.743
.08.744.21.029.7 Reimbursement of expenses of sickness
.07.352 Financial position regarding health insurance
- .08.745 Aid
- Here: Aid fund
- .08.821 Hygienic and medical preventive measures
- Here: annual medical examination for the prevention of sickness; X-ray, vaccination
- See .08.221.6 Medical examination as a condition of recruitment
- See .08.351.1 Medical examination in connection with sick leave
- .08.836 Insurance and social assistance
- Here: crèches, nurseries, holiday camps
- .08.84 Spare time. relaxation, leisure occupations, etc. of personnel
- Here: dances, theatres, clubs, festivals, sport, games recreation
.08.84 : 78 Choir of the Communities
- .08.851 Training
- See .08.215 Apprenticeship (as condition of recruitment)
- See .08.471 Probationers as a category of staff
- .08.89 Conflicts at work. Strikes
- See .08.741.16 Pays in cases of strikes
- .08.97 Encouragements to work. Honours and distinctions. Honorary membership
- Here: medals, decorations, bonuses, rewards
- .08.98 Activities of personnel on behalf of third parties
- Here: donation of blood, collections at times of disasters, scourges, etc.

- .08.744 Social insurance. Social security
 - .1 Accident insurance
 - .2 Sickness insurance
 - .21 Sickness insurance fund (x)
 - .22 Supplementary insurance
- .08.745 First aid (x)
- .08.82 Cleanliness, hygiene, prevention of sickness
 - .821 Hygienic and medical preventive measures (x)
 - .823 Safety measures and accidents at work
 - .827 Conduct, comfort, improvement of working conditions
- .08.83 Social situation, social services to personnel
 - .832 Articles at reduced prices. Staff stores. Special shops
 - .833 Accommodation and housing of staff
 - .833.3 Building loans. Loans on mortgage
 - .834 Legal assistance
 - .835 Restaurant. Canteen
 - .836 Insurance and social assistance (x)
- .08.84 Spare time, relaxation, leisure occupations, etc. of staff (x)
 - .841 Societies. Clubs
- .08.85 Intellectual life and vocational training of staff
 - .851 Training (x)
 - .852 Conferences. Congresses. Colloquia. Seminars
 - .853 Library for personnel, staff library
 - .855 Scholarships
 - .856 Courses
- .08.88 Professional and trades-union organization of personnel
- .08.89 Conflicts at work. Strikes (x)
- .08.97 Encouragements to work. Honours and distinctions.
 - Honorary membership (x)
- .08.98 Activities of personnel on behalf of third parties (x)
- .08.99 Transport and means of communication for personnel

III

THE CLASSIFICATION SCHEME PROPER

B. PART 2

0/9 FUNCTIONAL TASKS OF THE COMMUNITY

(x) Explanation:

06 Organizations. Societies. Institutions.

Certain D.Gs. may class all international organizations at 06, either in alphabetical order or by adding to 06 the number expressing the subject fields of the organizations, and where necessary the geographical scope of their activities.

The question may arise, if the subject number should always precede the geographical number; in general this is so, but it depends on which number is considered secondary.

e.g.: 06 FAO
06 : 63
06 : 63_7 (100) or 06 (100) : 63

For internal use one may write 06:63 (100), without the square bracket. If one wishes to express the relations between the United Nations and its specialized agencies, it will be preferable to express the United Nations by 06(100), and the agencies of UN by adding to 06(100) the names of these organizations or the number expressing their subject field

e.g.: 06(100) United Nations
06(100) ILO
or 06(100) : 331

Certain D.Gs. (II, III, IV, V, VI, VII, etc.) must in principle class international organizations under their subject

e.g.: 63 : 06(100) FAO
331: 06(100) ILO

Other D.Gs. (I, XI) must class international organizations in principle at 327 : 06, either in alphabetical order or by adding to 327 : 06 the number expressing their subject field, and where necessary the geographical scope of the organization.

In general it is not always necessary to express the geographical number. Examples:

06(100)	International organizations
06(100)	United Nations Organization
06(100):001	Unesco
:002	International Federation for Documentation (FID)
:07	International Press Institute
:3 (4-15)	Western European Union
:327.394 (4-15)	Council of Europe
:33	Organization for Economic Co-operation and Development (OECD)
:33 (4)	Economic Commission for Europe
:331	International Labour Organization (ILO) (OIT)
:336.74	International Monetary Fund
:355 (261)	North Atlantic Treaty Organization (NATO) (OTAN)

Examples (continued):

06(100):61

:621.039

:621.039(4)

:621.039(4-15)

:621.039(7/8)

:63

:656.61

:656.62(282.243.1)

:656.7(4)

World Health Organization (WHO)

International Atomic Energy Agency (Vienna)(IAEA)

European Atomic Energy Society (EAES)

European Agency for Atomic Energy of OECD

Interamerican Atomic Energy Commission

Food and Agriculture Organization of the United Nations (FAO)

International Maritime Consultative Organization (IMCO)

Central Commission for Navigation on the Rhine

European Organization for the Safety of Air Navigation (Eurocontrol)

(x) Explanation:

- 001 The sciences, knowledge, research in general
- Here is classed research in general; when it relates to a particular field, most of the D.Gs. will class it in principle under its subject field;
- e.g.: 621.039.001 Nuclear research
- 001 : 06 Research institutes
- 001 : 06(100) Unesco
- 001 : 061.8 Research within other organizations
- 001 : 33 Science and economics
- 001.07 Administration of research
- 001.07.8 Research policy
- 001.07.8 () National scientific policy
- 001.92 Spread, dissemination of knowledge
- 001.92.004.14 Cases of dissemination of knowledge
- 001.92.07.15 Field of activity for dissemination of knowledge
- 001.92.07.8 Policy for dissemination of knowledge
- 002 Documentation. Informatics. Information science
- Here: documentation as a task; see .07.353.222 Documentation as a material means for the functioning of the administration
- 002 CCID Consultative Committtee on Information & Documentation
- 002 LC Liaison Committee
- 002:025.4 Classification of documentation
- 002.07.125 Organization of documentation
- 056 Standardization
- Here: Euronorm
- 06 Organizations. Societies. Institutions
- See the preceding pages for explanation
- 061.3 Conferences. Congresses
- The non-technical D.Gs. will in principle class all conferences at this number: the others will class them under the matter to which the conferences relate: e.g. 621.039:061.3 Conferences on problems of nuclear energy

- 001 The sciences, knowledge, research in general (x)
- 001.92 Spread, dissemination of knowledge (x)
- 002 Documentation. Informatics. Information science (x)
- 007 Activity and organization in general. Cybernetics. Technique of human work
- 008 Civilization. Culture. Progress
- 042 Speeches
- 056 Standardization (x)
- 057 Metrology. Weights and measures
- 06 Associations. Societies. Institutions (x)
- 06.06 Prizes. Competitions
 - see .07.353.38 Prizes, competitions set by the organization
- 061.3 Conferences. Congresses (x)
- 061.4 Exhibitions. Fairs

(x) Explanation:

- 3 Social sciences
- The special analytical divisions .02/.03 under 336.2 are applicable to the heading 3
- 308 Social survey. Sociography
- This number is for social surveys of the whole of a society, a country, a nation, etc. In a narrower sense it may be used for workers' conditions; this should be classed at 331
- 308.5.07.85 Aid in developing society
- 308.5.07.85:06(x) European Development Fund (EDF)
- :001 Intellectual and cultural aid
 - :33 Economic aid
 - :35 Administrative aid
 - :62 Technical aid
 - :641 Aid with food supplies
- 308.5.07.851 Financial aid
- 327 International politics. International relations
- Here: the international relations of countries, international institutions, and also of the Community
 - E.g.: 327(44) International relations of France
 - 327:06:331 International relations of the ILO
(See explanation at 06)
 - See 337.4 International trade relations
- 327.44/.442 Treaties. Agreements. Partnership agreements
- An agreement between two countries or between a country and the Community cannot in principle be classed at 327.44 but at 327, and in principle under the country with the smallest class number; a reference to this agreement must be made on the file of the other country.
 - E.g.: an agreement between the Fed. Republic of Germany and the USSR will be classed at 327(430.1) or, if the quantity justifies it, at 327(430.1:47) and a reference will be made at 327(47); if one wishes to express the idea of "agreement", one must add 44 also. E.g.: 327(430.1) or 327(430.1 : 47) or 327(430.1 : 47).44, according to the number of files. One must proceed similarly regarding partnership agreements.
 - 327(x) International relations and agreements of the Community
 - 327(x-4) International agreements of countries of the Community
 - 327(495) or 327(495).442 Partnership agreement between Greece and the Community
 - See (1-72) Associated countries and territories in partnership
 - The D.Gs I and XI must class at 327 inter alia the following questions: .07.87 "Ceremonial. Etiquette. Protocol. Entertainments. Performances. Ceremonies"; questions of "Internal politics". These questions may be expressed by interpolated guide-sheets or by class numbers.
 - E.g.: 327(540).07.87 Visit to the Community by the Prime Minister of India

(x) Explanation:

- For agreements between countries which are not classed at 327 (), it will be useful to make the necessary references. For commercial agreements classed at 337.4 (), it is desirable to make references both ways under 327 () and 337.4 ().

327.47

Diplomatic and consular relations. Diplomatic representation

- Here proceed in the same way as for agreements; see explanation at 327.44/.442

E.g.: the diplomatic representation of Yugoslavia with the Communities will be classed at 327(497.1) International relations of Yugoslavia

- Diplomatic representation of Yugoslavia

That is, in the file for "International relations of Yugoslavia" by means of a subdivision; or else, if the volume justifies it, at 327(497.1)47 and not at 327.47(497.1)

- 30 Sociology
- 308 Social survey. Sociography (x)
- 308.5 Improvements and development of the social situation of society
- 308.5.07.85 Aid in developing society (x)
- 31 Statistics
- 312 Population. Demography
- 323 Internal politics
- .3 Groups, social strata and classes
- 325 Migration. Colonization. Possessions
- .1 Immigration
- .2 Emigration
- .3 Colonization
- 327 International politics. International relations (x)
- .3 Internationalist movements
- .39 Movements aiming at concentrating groups of countries situated in the same part of the world
- .394 Pan-Europeanism. European movement
- .4 International co-operation. Treaties. Agreements
- .44 Treaties. Agreements (x)
- .442 Association, partnership agreements (x)
- .47 Diplomatic and consular relations. Diplomatic representation (x)

(x) Explanation:

33 Economics. Political economy

33(1-6) Economic and monetary union
33 : 06 (48) Nordic Council (Nordec)

33.03 Prices. Tariffs. Expenses

- The number .03 is a general common subdivision and consequently is applicable throughout the U.D.C. You may class at 33.03 prices in general and also all prices in cases where you wish to gather all prices together at 33.03. When you consider the concept "price" as secondary in relation to the subject to which the prices refer, you may add the number .03 to the subject concerned.
E.g.: 63.002.03 Prices of agricultural products
Or e.g.:
33.03.04.25 Alignment of prices

33.03.752 Minimum price. Sluice-gate price. Dumping price.
Cut prices (x)

- See 337.07.882.22/.24 Dumping price and anti-dumping price (from point of view of commercial competition); read where necessary the explanations under these numbers

33	<u>Economics. Political economy (x)</u>
33.03	Prices. Tariffs. Expenses. Costs (x)
.03.2	Prices and tariffs in general
.22	Factors determining prices. The elements of price
.222	Costs of production
.223	General and special costs
.224	Gains. Profits
.226	Forms and structures of the market
.228	Intervention by public authorities
.228.3	Regulation. Price control
.228.5	Price compensation funds
.03.7	Kinds of prices
.72	Purchase and selling price
.722	Purchase price
.724	Selling price
.73	Cost price. Manufacturing cost. Market price
.732	Cost price
.734	Manufacturing cost, price
.736	Market price. Current price
.74	Basic price. Wholesale price. Retail price
.742	Basic price
.744	Wholesale price
.746	Retail price
.75	Minimum price. Maximum price. Price bracket. Dumping price. Net and gross price
.752	Minimum price. Sluice-gate price. Dumping price Cut prices (x)
.753	Maximum price. Exorbitant price
.754	Price bracket
.756	Net and gross price
.76	Guide price - Target price - reference price Threshold price - Guaranteed price - Administered price
.762	Guide price
.763	Target price. Intervention price
.764	Reference price
.765	Guaranteed price
.766	Administered price
.767	Threshold price
.77	Monopoly price. Unit price. Differential price
.03.8	Expenses. Costs

- 33.04 Economic phenomena
 - .04.22 Economic structure (x)
 - .04.221 Economic sectors
 - .04.224 Agriculturalization
 - .04.226 Industrialization
 - .04.25 Economic adaptation
 - .04.6 Economic fluctuations. Economic cycles (x)
 - .04.62 Economic recessions
 - .04.624 Economic crises
 - .04.64 Stopping of economic fluctuations
 - .04.66 Economic development and expansion
 - .04.664 Rise. Boom. Plenty
- 33.07.5 Economic bodies, organizations (x)
 - .07.8 Economic policy (x)
 - .07.85 Aid in the economic field (x)
 - .07.88 Economic competition (x)
- 330 Political economy in general
 - .123 Economic assets
 - .14 Capital
 - .32 Investments (x)

(x) Explanation:

- 331 Labour. Work. Workers. Employers
- The position of workers and of labour is classed at 331; when this position refers to a specific industry, you may class it at 331 followed by the relation sign: and by the class number for this industry
- E.g.: 331:622.33 Working conditions in the coal industry
331:669.1 Working conditions in the iron and steel industry
- See explanation at 308
- 331:06 (x) European Social Fund
331.07.8 Social policy
- 331.01 Theory of economic labour
337.01 : 159.9 Psychology of work
- 331.021.84 Extra work. Overtime
- See 331.224.6 Pay for overtime, night work, Sundays, etc.
- 331.13 Laying off. Dismissal. Cancellation of contract
- See 331.25 Pensions. Retirement. Annuities
Compensation for laying off, for redundancy

(x) Explanation:

331-05	Types of workers
-053.2	Children
-054.6	Foreigners
-055.2	Women
-056.26	Handicapped persons
.057	According to professional occupation, means of existence and training
.115	Seasonal workers
.117	Illegal workers
.123	Heavy workers, labourers
.124	Light workers
.18	Unemployed
.2	Manual workers
.21	Artisans. Specialists. Qualified workmen
.22	Unskilled workers. Labourers
.24	Agricultural workers
.25	Miners
.26	Transport workers
.3	Clerical workers. Officials
.4	Persons practising a liberal, learned or technical profession
.45	Intellectual workers
.522	Home workers
.622	Migrant workers
.623	Frontier workers
.73	Workers at reduced rates of pay
.77	Pensioners
.88	Apprentices. Students
-058.54	Prisoners

- 331 Labour. Work. Workers. Employers (x)
- 331-05 Types of workers (x)
- 331.01 Theory of economic labour (x)
 - .011.2 Right to work
 - .021 Kinds of work
 - .811.1 Unskilled work, labour
 - .811.2 Skilled labour, qualified work
 - .812.1 Light work
 - .812.2 Heavy work
 - .817 Dangerous work
 - .821 Manual work
 - .822 Intellectual work
 - .84 Extra work. Overtime (x)
 - .04/.05 Factors influencing work
 - .043.4 Sound. Noise. Vibration
 - .6 Temperature. Heat. Humidity
 - .044 Duration of work. Rest. Breaks
 - .7 Degree of occupation of a worker
 - .053.6 Rhythm of work
 - .055 Monotony. Variety. Fatigue
- 331.1 Relations between employers and workers
 - .11 Workers. Work contracts. Recruitment
 - .116 Labour contracts and agreements
 - .116.3 Collective contracts
 - .123 Workers' service-books, passes
 - .13 Laying off. Dismissal. Cancellation of contract (x)
 - .14 Workshop regulations. Work regulations
 - .15 Relations between workers and employers within the enterprise
 - .152 Workers' representation in the enterprise. Joint management. Works councils
 - .155 Arbitration
 - .16 Labour jurisdiction. Conciliation board

(x) Explanation:

331.224.6

Pay for overtime, for night work. Sundays, etc.
- See 331.021.84 Overtime

331.6

Employment. Labour market
- Here: Permanent Committee on employment of the
European Communities

- 331.2 Wages. Salaries. Pay. Compensation. Allowances. Pensions
 - .21 Pay in general
 - .211 Payment of salaries (method, place, time, etc.)
 - .212 Suspension of pay, deduction from pay
 - .215 Salary rates. Fluctuations. Minimum. Maximum.
Gross and nett salary
 - .216 Continuity of pay in cases of absence for sickness,
accidents, etc.
 - .218 Cumulation of salaries, of pay
 - .22 Sliding scales. Bases of pay, and pay supplements
 - .221 Bases and equality of salaries (according to years of
service, sex, nationality)
 - .222 Pay fixes by the wages index
 - .224 Pay according to duties, methods and nature of work and
services
 - .4 Bonuses for inventions, for productivity, for faithful
service
 - .6 Pay for overtime, for night work, Sundays, etc. (x)
 - .7 Pay for dangerous, unhealthy work, etc.
 - .225 Supplements to pay. Bonuses. Extra month's pay
 - .226 Family allowances
 - .23 Forms of salary
 - .231 Lump sum payment. Piece-work. Pay for piece work.
 - .232 Payment by the hour, day, week, etc.
 - .235 Salary in kind: vouchers, shares, etc.
 - .24 Profit-sharing
 - .25 Pensions. Superannuation. Annuities. Compensation for
laying off, for redundancy
 - 331.6 Employment. Labour market (x)
 - .60 Labour market. Labour exchange. Vocational guidance
 - .602 Vocational guidance
 - .61 Unemployment and ways of overcoming it
 - .613 Public works for combating unemployment
 - .618 Transfer of labour from one country to another

(x) Explanation:

331.622

Prohibition or restriction of labour of foreign workers.
Free movement of workers

- Here: "free movement of workers" from the point of view of class 311: "free movement of workers" from the point of view of the law of domicile should be classed at 341.52 : 331-05

331.82

Working conditions in relation to safety, hygiene, comfort, etc.

- Here: the permanent body for safety and health in coal mines

331.836

Social welfare and assistance. Insurances

- This number may be divided like 36. However, the number 331.836 must be used with great caution, since generally the number 368.4 must be used to indicate social security

- 331.62 Foreign workers. Competition from foreign workers.
Protection of home labour
- .622 Prohibition or restriction of labour of foreign workers.
Free movement of workers (x)
- .63 Means of relieving the labour market. Elimination of young
and old people, women, etc.
- .69 Shortage, scarcity of labour. Overemployment. Under-
employment
- .81 Hours of work. Leave. Overtime
- .811 Length of the working day. Breaks
- .812 Night work
- .813 Work on holidays and on Sundays
- .814 Overtime
- .816 Absenteeism
- .817 Holidays. Paid leave. Days off. Leave and time-off due
to bad weather
- .82 Working conditions in relation to safety, hygiene, comfort,
etc. (x)
- .822 Preventive measures against professional risks and diseases.
Industrial hygiene and medicine
- .823 Safety measures. Accidents at work
- .827 Comfort and the improvement of working conditions:
washing facilities, cloakrooms, refectories, shelters, etc.
- .83 Material needs and social welfare of workers
- .831 Workers' cost of living. Workers' budgets. Standard of
living
- .833 Housing and lodgings of workers. Buildings, etc.
- .834 Working clothes
- .835 Popular hostels and restaurants. Works canteens
- .836 Social welfare and assistance. Insurances (x)
- .837 Transport of workers
- .84 Relaxations, leisure, games, recreations of workers

- 331.86 Professional training of workers
 - .86.06 Professional re-education and re-adjustment
 - .861 Apprenticeships
 - .863 Institutions for further training of workers
 - .865 Scholarships, etc.
 - .866 Apprenticeships abroad. Exchange of workers
 - .87 Organization of work
 - .872 Division of labour, specialization
 - .874 Team work
 - .875 Mechanization and automation of work
 - .88 Professional organizations, trades-unions
 - .881 Workers' organizations
 - .882 Employers' organizations
 - .884 Organizations of the liberal professions
 - .89 Labours conflicts: strikes, boycotts, lock-outs, etc.
 - .94 Inspection of work. Industrial inspection
 - .97 Encouragement to work: medals, decorations, etc.
- 333 Land and ground. Property from the economic point of view.
 - Problem of housing
 - .1 Public property
 - .3 Private property. Problems of land tenure. Problems of housing
 - .32 Problem of housing
 - .39 Transactions and speculation in land

(x) Explanation:

- 334 Enterprises and concerns from the economic point of view
- It may be useful to subdivide 334 by the general
 common subdivisions .04.
- E.g.: 334.04.21 Establishment, opening, setting up
 of enterprises.
 .04.22 Structure of enterprises
 .04.23 Organization. Rationalization.
 Profitability. Competitiveness
 .04.26 Reconversion of enterprises
 .04.27 Transfer of enterprises
 .04.28 Stopping and closing down of
 enterprises
- 334.722.42 Private companies
 (in a collective name and in limited partnership)
- 334.722.44 Joint-stock companies
 (limited liability companies)
- 334.726 Enterprises and operations of international organizations
- Here: joint enterprises in general (art. 45-51
 of Euratom treaty)

334 Enterprises and concerns from the economic point of view (x)

334.2/.6 Co-operative concerns

334.72 Enterprises and concerns according to ownership and financial sources

.722 Private enterprises and operations

.722.2 Individual enterprises

.722.4 Company enterprises

.722.42 Private companies (x)

.722.44 Joint-stock companies (x)

.722.46 Profit-sharing companies

.724 Shared public enterprises and operations. Mixed enterprises. Concessions

.726 Enterprises and concerns of international organizations (x)

.728 Public enterprises and concerns. State, government enterprises

.728.2 Local enterprises

.728.3 Provincial enterprises

.728.4 State enterprises

.74 Business concerns according to their degree of development and to their size

.747 Commercial concerns according to size

.747.2 Large enterprises. Large-scale industry

.747.3 Medium-sized enterprises. Medium industry

.747.4 Small enterprises. Small-scale industry

.747.5 Very small enterprises. Dwarf businesses

.75 Forms of co-operative organization of business concerns. Concentration and integration of businesses

.752 Trusts. Monopolies

.753 Holding companies

.755 Amalgamations. Business mergers. Affiliations

.755.2 Take-over of small undertakings by larger ones

.755.4 Participation by purchase of shares and other securities

(x) Explanation:

334.787 Associations and professional grouping of undertakings
 and of employers
 - Here: federation of industries

- 334.757 Cartels, agreements, co-operation and conventions
 between undertakings
 - .757.2 re sales, selling offices, agencies
 - .757.22 re conditions of delivery, payment, etc.
 - .757.25 re marking, packing
 - .757.26 re trade outlets
 - .757.31 re purchase
 - .757.32 re raw materials, stocks, sources of supply
 - .757.33 re scientific research, exchange of information,
 patents and licences
 - .757.34 re machines
 - .757.35 re investments
 - .757.36 re production, services to be rendered
 - .757.37 re the product (quality, quantity, standardization)
 - .757.42 re calculation of costs and prices
 - .757.44 re tenders
 - .757.46 re income and profits (pools)
 - .757.6 Industrial trades-unions
- 334.78 Employers' trade and professional organizations
 - .782 Arts and crafts corporations. Guilds. Chambers of
 trade
 - .785 Chambers of commerce and industry
 - .787 Associations and professional grouping of undertakings
 and of employers (x)

(x) Explanation:

336.2

Taxation system: taxes, dues, etc.

- Here: taxes, duties, etc. as a functional activity of the organization
- See .07.36 Taxes and duties due from the organization
- See. for taxes, duties, deductions, etc. as restraints of trade, the subdivisions of 337.4.07.816

336.2.07.8 Taxation policy

Finance. Financial economy

- 336.121.1 Budgets
- .126 Financial management. Public accounts
- .126.3 Receipts
- .126.4 Expenditure
- 336.2 Taxation system: taxes, dues, etc. (x)
- .2.021 Introduction, suspension, replacement and elimination
- .021.2 Introduction. Adoption. Prohibition
- .021.22 Authorization
- .021.24 Prohibition
- .021.4 Suspension
- .021.5 Replacement
- .021.6 Abolition. Cancellation. Elimination
- .023 Organizations with the right to levy taxes, etc.
- .025 Objects of taxation; taxable basis, basis of assessment
- .026 Rates and tariff of taxes, dues, etc.
- .027 Assessment of taxes, etc.
- .027.5 Bases of calculation
- .027.7 Alteration. Reduction. Increase
- .027.8 Exemption
- .027.9 Assessment
- .029.1 Collection of taxes, etc.
- .029.7 Refund of taxes, etc.
- .032 Double taxation
- 336.21 Direct taxes
- .211 Taxation of real estate. Taxation of land
- .211.1 Land register
- .213 Personal taxes
- .213.4 Taxes on particular parts of fittings of dwellings
- .213.5 Taxes on vehicles

(x) Explanation:

- 336.221 Customs duties
- Here: customs duty from the point of view of revenue
 - See, for customs duties from the commercial point of view, class 337.4.07.816.5 Restrictions on foreign trade in the form of customs duties
 - See .07.362.1 Customs duties due from the Community
- 336.222 Excise. Internal tariffs
- Here: Tax on motor-fuel
- 336.223 General taxes on manufacture and consumption Turnover tax.
Sales tax. Purchase tax. value added tax
- 336.223(x) Deduction for ECSC (European Coal and Steel Community)

336.215	Taxes on proceeds of movable property. Income tax. Tax on dividends
.215.1	Tax on salaries, on earned income
.215.2	Taxes on income from trade and industry
.215.3	Taxes on interest from capital
.215.34	Taxes on dividends
.216	Personal taxes. Taxes on persons with more than one residence
.217	Tax on capital. Capital levy
.218	Emergency taxes. Taxes in times of crisis
.22	Taxes on consumption
.221	Customs duties (x)
.221.2	Import duties
.221.4	Export duties
.221.6	Transit duties
.222	Excise. Internal tariffs (x)
.223	General taxes on manufacture and consumption. Turnover tax. Sales tax. Purchase tax. Value added tax (x)
.224	Luxury tax
.241	Tax on the exercise of professions and trades
.241.1	Tax on buildings and equipment (machines, etc.) of undertakings
.241.2	Tax on the personnel of undertakings
.241.7	Taxes on entertainments and recreations
.241.8	"Cure" taxes (health resorts)
.242	Registration duties
.245	Taxes on landed property and changes of ownership
.246	Mortgage duties
.252	Duties on credit companies and institutions. Taxes on new issues (of companies)
.253	Taxes on insurance
.255.56	Road taxes

336.28	Taxes. Duties
.282	Administrative taxes
.282.13	Registration duties
.282.14	Copying and other clerical fees
282.15	Stamp duties and similar taxes. Taxes on invoices and receipts
.282.16	Consular fees
.282.17	Patent fees
.282.18	Weights and measures fees
.283	Fees for use of special services and for public facilities
.283.12	Fees for cleansing and sewage facilities, etc.
.283.13	Taxes on use of public highways: tolls, port and lock fees
.284	Duties on legal documents
.284.14	Arbitration fees
.284.16	Legal fees
.3	Public loans. Public debts.

(x) Explanation:

336.745.37 Transfer of capital, of investments, of credits
- Here: investments as capital transfers
- See 330.32 Investments
- See 336.77 European Investment Bank

336.7	Money. Banking. Stock Exchange
.71	Banks. Banking system
.711	National banks. Central banks. Banks of issue
.711.61	Cover. Repayment. Redemption
.711.62	Note circulation. Fiduciary issue
.711.64	General management
.711.642	Constitution of a reserve fund
.717	Banking operations, business
.717.1	Transfer business. Transactions by cheque and transfer
.717.6	Discounting business. Rates of discount. Exchange operations
.717.71	Stock exchange business
.717.72	Collection of debts. Paying in
.717.8	Issues for third parties. Loan negotiations
.72	Savings. Savings funds
.74	Currency. Monetary systems
.743	Monetary standard. Gold standard
.744	Universal, international currency
.745	Exchange and money business and related problems
.745.3	Exchange of currency and related international financial transactions (international payments). Clearing
.745.3.052	Clearing of international financial transactions (balance of payments)
.745.32	Transfer of gold or currency
.745.33	Payments relating to commercial transactions
.745.34	Payments relating to services rendered, to invisible transactions
.745.37	Transfer of capital of investments, of credits (x)
.745.372	Transfer of capital, of investments
.745.372.2	Importation of capital, of foreign investments
.745.372.4	Exportation, flight of capital. Investments abroad

(x) Explanation:

336.748.12

Inflation

- See 33.04.6 Economic fluctuations, cycles.
Economic situation

336.77

Credit from the financial angle

- Here: European Investment Bank, unless one wishes
to concentrate all banks at 336.71
- See 330.32 Investments
- 336.77 : 337.44 Foreign trade credit
 - See 337.44.07.853 Foreign trade
credit (from commercial angle)
- 336.77 : 338 Credit to industry
- 336.77 : 63 Agricultural credit
- 336.77.07.816 Credit restrictions

336.745.373	Transfer of credits
.745.38	Clearing. Compensation agreements. Clearing house
.748	Rates of exchange. Movements of rates
.1	Movement of the rates of exchange
.12	Inflation (x)
.14	Deflation
.2	Alteration of the currency basis. Devaluation
.3	Fluctuations of the rates. Valuta
.4	Stabilization
.6	Revalorization
.7	Measures for maintaining the exchange rate against exchange losses. Clause on payment in gold
.749	Monetary areas: dollar area, franc area, etc.
.76	Stock exchanges. Money markets. Capital markets
.761	Security exchanges. Government security exchanges. Stock exchanges
.763	Securities. Government stocks. Marketable securities
.1	Types of securities
.16	Securities according to title. Bearer securities
.2	Shares
.3	Debentures
.766	Issue of marketable securities
.77	Credit. Function of credit in the national economy (x)
.78	Capital interest. Yield. Interest. Dividends

(x) Explanation:

- 337.062 Commercial transactions. Bargaining. Negotiations
- .062.1 In general
 - .062.11 Elements and methods of concluding transactions
 - .062.12 Conclusion, cancellation of transactions
 - .062.14 Execution of transactions
 - .062.15 Conditions of financial settlement of transactions
 - .062.16 Conditions of suretyship, guarantee, penalties and settling of litigation
 - .062.2 Exchange. Barter
 - .062.3 Purchase
 - .062.4 Sale
 - .062.6 Transactions other than exchange, purchase and sale
 - .062.62 Letting. Leasing. Sub-letting. Hire-purchase
 - .062.64 Investment. Renting. Deposit
 - .062.66 Subscription procedures. Current business
 - .062.68 Factoring
- 337.064.82 Brands, trade marks. Distinctive packing. Labelling
- See 621.798.6 Labelling. Labelling machines (technical point of view)
- 337.07.882.22/.24 Dumping and anti-dumping
- These measures refer only to foreign trade; hence .07.882.22/.24 are to be used only at 337.4
 - See 337.4.07.816.64 Anti-dumping duties
 - See 33.03.752 Minimum price. Sluice-gate price. Dumping price. Cut prices (here from the point of view of prices)

337	<u>Commerce. Trade</u>
337.023	Persons and organizations carrying on trade
.1	Conditions of trading. Registration of merchants, traders. Inclusion on the trade register
.2	Brokers
.3	Commission agents
.4	Commercial representatives. Commercial agents. Commercial travellers
337.061	Market analysis. Trade forecasts. Market supplies and outlets
.2	Market analysis. Trade forecasts
.5	Supplies. Outlets
.56	Supplies
.57	Trade outlets
337.062	Commercial transactions. Bargaining. Negotiations (x)
337.064	Indications of weight, size, quality and origin. Distinguishing marks and packing. Models. Names
.2	Indications of weight and size
.4	Indications of quality, of composition
.6	Indications of origin. Marks of origin
.8	Distinguishing marks and packing. Labelling. Models. Names
.82	Brands, trade marks. Distinctive packing. Labelling (x)
.83	Models
.84	Names
337.07.88	Commercial competition
.882	Competition factors
.2	In prices
.22	Dumping (x)
.24	Anti-dumping (x)
.4	In quality. Competition with substitutes
.6	In conditions

(x) Explanation:

337.07.886.2	Competition by particular organizations (e.g. by co-operatives, public services, etc.)
337.1	Kinds of trade
.12	Trade according to procedures and activities
.13	Trade according to the cause of procedures and activities
.15	Trade according to where it is carried on
.152	Trade on land
.154	Trade by sea. Maritime trade
.157	Commercial exchange centres. Merchandise exchanges
.158	Trade fairs. Sample fairs
.16	Trade according to the goods exchanged
.17	Active and passive trade
.18	Trade from angle of taxation or customs
.182	General trade
.184	Special trade
337.24	Retail trade
.24.066	Retail trade in general
.2	Shop hours. Closing period
.4	Forms and methods of selling in the retail trade
.42	Direct selling. Free service
.44	By correspondence
.45	By telephone
.47	Selling by instalments
.48	Sale on commission
.8	Consumers' organizations
337.242	Retail trade according to where it is carried on
.6	Non-sedentary trade. Peripatetic trade.
	Itinerant trade
.62	Hawking. Peddling. Street-trading
.64	Trade at public markets, including local fairs
.66	Trade from caravans and convoys (ships)
337.243	Retail trade according to the price of articles
337.244	Retail trade according to the type of service and of placing orders
337.245	Retail trade according to the articles. Swap shops
.2	Trade in antiques
.3	Trade in articles in sales and shop-soiled, out-of-date and second-hand articles
.4	Junk shops. Trade in worn articles
.6	Swap shops
337.246	Retail trade according to persons running it, according to time. Irregular and occasional trade
.2	Temporary shops
.4	Trade carried on by persons not belonging to the commercial class. Commercial dilettantism
.42	Private persons trading from home
.44	Personnel of undertakings (caretakers, porters, etc.) practising trade
.46	Para-commercialism (staff stores and co-operatives of undertakings)
337.247	Retail trade according to size of the business
.2	Large shops, multiple chain stores
.4	Small shops, boutiques

337.07.886	Kinds of competition
.2	Competition by particular organizations (x)
.4	Restricted, unrestricted, illicit competition
.1	Particular kinds of trade (x)
.15	Trade according to where it is carried on
.157	Produce exchanges. Merchandise exchanges
.158	Trade fairs. Sample fairs
.2	Inland (home) trade
.22	Wholesale trade in large and small quantities. Middleman's business
.24	Retail trade (x)

(x) Explanation:

337.4

Foreign, international trade

- See 327 International politics. International relations

- At 337.4 you may class commercial agreements between countries or between the Community and other countries. Agreements are classed in principle under the country with the smaller class number; a reference to this agreement should be made on the file of the other country

Examples:

337.4 Commercial agreements in general

In this file you may class the "most-favoured nation clause" in general

- A commercial agreement between France and Albania is classed in principle at 337.4(44) and a reference is made to 337.4(496.5)

337.4 General agreement on tariffs and trade (GATT)
337.4(1-6) Customs union
337.4:06(4) European Free Trade Association (EFTA)
337.4.021.6 Commercial boycott

- The restrictions imposed by a country are classed in principle under that country, and not under the country suffering the consequences, thus:

337.4(410).07.816 Commercial restrictions imposed by Great Britain

- It is preferable in general to use the concepts "import, export, transit" as secondary in relation to the concept "restrictions". This applies especially for the legal department

E.g.: "deductions in advance on exports" will be classed in principle at 337.4 [.07.816.6] /4 and not at 337.44.07.816.6

You can ignore the first bracket

337.4.07.816.5

Restrictions on foreign trade in the form of customs duties

337.4.07.816.5.026.61 Common customs tariff (of the European Communities)

- See 336.221 Customs duties (from the point of view of revenue)

337.4.07.816.5.021.4 Tariff quotas in general

If you wish to class the tariff quotas of the Community in relation to the Community Customs Tariffs, it must be at 337.4.07.816.5.026.61.021.4

337.4.07.816.64

Protective tariffs. Anti-dumping duties

337.4.07.882.22 Dumping measures

337.4.07.882.24 Anti-dumping measures
(See explanation at 337.07.882.22/.24)

337.4.07.816.74

Restrictions regarding quantity. Quotas

- See for Tariff quotas the explanation at 337.4.07.816.5

(x) Explanation:

337.44

Exports

- Export credits 337.44.07.853
- Insurance on export credits 337.44.07.853'855.66
- Export subsidies 337.44.07.851

337.466

Temporary importation for processing

This concept denotes a type of international trade and not the system of customs duties connected with temporary imports. For this reason it is preferable in general to use 337.466 as a secondary number in relation to .07.816; see in this connection the explanation at 337.4
The organization of customs duties for temporary imports is classed at 337.4.07.816.021.6 or 337.4/ .07.816.021.6/66

(x) Explanation:

337.4.07.816	Restrictions, prohibitions and obstacles to foreign trade
337.4.07.816.021	Introduction, suspension, replacement and cancellation
.2	Introduction. Adoption. Prohibition
.22	Authorization
.24	Refusal. Prohibition
.4	Suspension
.5	Replacement
.6	Abolition. Lifting. Cancellation. Free circulation. Free exchange
.62	Progressive lifting
.64	Complete abolition. Free circulation. Free exchange
.026	Restrictive tariffs
.21	Fixed tariffs
.22	Proportional tariffs
.23	Progressive, regressive, degressive, graduated tariffs
.4	Differential tariffs
.41	Preferential tariffs
.42	Discriminatory tariffs
.61	Simple tariffs. Unified tariffs. Common tariffs
.62	Double tariffs. Minimum and maximum tariffs. Tariff brackets
.71	Autonomous tariffs. General tariffs
.72	Conventional tariffs
.027	Scale of restrictions
.5	Calculations of the scale of restrictions
.51	By value
.52	According to specific criteria
.521	By weight
.522	By number of items
.7	Alterations, modifications. Standstill
.72	Reduction. Decrease
.73	Standstill
.74	Increase. Development. Expansion
.8	Exemption
337.4.07.816.07.15	Bonded warehouses. Free zones. Free ports

337.4	Foreign, international trade (x)
337.4.07.816	Restrictions, prohibitions and obstacles to foreign trade (x)
337.4.07.816.5	Restrictions in the form of customs duties (x)
337.4.07.816.6	Restrictions in the form of duties other than customs duties. Deduction in advance. Taxes with the same effect as customs duties
.62	Fiscal duties. Taxes
.64	Protective tariffs. Anti-dumping duties (x)
.66	Compensatory duties
.68	Duties for crossing frontiers
337.4.07.816.7	Restrictions regarding the object, the products
.72	Restrictions regarding the nature, quality, composition of products. Technical obstacles
.74	Restrictions regarding quantity. Quotas (x)
337.4.07.816.8	Restrictions and prohibitions arising from forms of procedure, public order, security, public health, etc. Control at frontiers
.82	Documents to be obtained by the importer or exporter from administrations, constituting an "authorization" or an "approval to operate": licences, authorizations, visas, attestations, certificates
.84	Documents to be produced by the importer or exporter; customs declaration, etc.
.86	Analysis and verification
.88	Restrictions and prohibitions made in the interest of public order, security, public health, etc.
337.41	Trade representation and missions abroad
.412	Consuls. Commercial attachés
.414	Trade missions
.42	Imports
.44	Exports (x)
.46	Transit. Temporary importation for processing. Re-export of imported goods
.462	Transit in the true sense
.466	Temporary importation for processing (x)

(x) Explanation:

- 338 Industrial economics. Production
- Here: industry in general
 - When the concept "industry" is included in a class number outside 338, it is usually superfluous to express this industry by means of 338. E.g.: the textile industry is expressed by 677 and not by 338:677
- 338.07.8 Industrial policy
- 338.07.851 Subsidies and financial aid to industry
- see explanation at 33.07.85
- 338.07.84 Production
- 338.07.84.04.25 Adaptation of production
 - .04.6 Fluctuation of production
 - .04.66 Improvement and development of production
 - .04.664 Abundance of production. Overproduction
 - 338.07.84'816 Limitation of production
 - '816.7 Production quotas
- 338.432 Production by hand. Artisan work. Crafts
- 338.432.002 Hand-made products. Handicrafts

- 338.002 The product
 - .61 General questions
 - .611 Composition, properties, qualities
 - .613 Diversity. Specialization. Standardization
 - .615 Quantity
- 338.07.84 Production (x)
 - .841 Sources, factors, elements and instruments of production
 - .842 Productive capacity
 - .844 Productivity. Profitability. Yield. Returns
 - .846 Techniques, processes and methods of production.
Rationalization
 - .848 Structure of production (diversity, specialization,
distribution of tasks)
- 338.4 Types of industrial economy and production
 - .43 Types according to techniques and processes
 - .432 Production by hand. Artisan work. Crafts (x)
 - .434 Production by machines
 - .434.2 Automated production
 - .436 Unit, serial and mass production
 - .46 Types according to place
 - .462 Production at home
 - .464 Production in factories, works, etc.
 - .47 Types according to the sectors
 - .472 Extractive industries (primary sector)
 - .474 Processing industries (secondary sector)
 - .478 Services rendered

(x) Explanation:

339 Distribution, conservation and consumption of wealth
- Here one may class the Supply Agency. The analytical divisions .07 and .08 are applicable under this number

339.4 Consumption of wealth. Use of wealth
339.4-05 Consumers
here: consumers' protection

339.7 Supplies
- You may class at this number all cases of the supply of nuclear materials. When there is a large number of cases, it is preferable to class them in a consecutive order by giving to each case (file) a consecutive number. For each file, for example, you make three identical cards recording the essential elements of the file (client, supplier, goods supplied, number of file). One card will be filed under the name of the client; another under the supplier, and the third under the goods supplied. These cards, filed in a card-index and referring to the number of the file will enable you to find each file easily

339	<u>Distribution, conservation and consumption of wealth (x)</u>
.3	Evaluation of wealth. National wealth. National wealth and income
.4	Consumption of wealth. Use of wealth (x)
.45	Balance, imbalance between production and consumption
.452	Consumption capacity. National standard of living
.5	Conservation of wealth and natural resources
.6	Stocks
339.7	Supplies (x)
.01	Right of option
.012	Right of use and consumption
.013	Right of ownership
.02	Supply contracts
.021	Kind of contract
.022	Extent of the contract
.1	Right to conclude contracts
.2	Authorization
.024	Clauses and provisions of the contract
.025	Kinds of contracts
.026	Exchange of contracts
.028	Termination
.03	Prices
.031	Price-fixing
.2	Standardization, equalization of prices
.4	Forbidden practices
.035	Advances on prices
.04	Obligations of Member States in the matter of exercising the right of option and the right to conclude contracts
339.75	Supplies
.752	Production of goods
.2	Production in general
.21	Sources
.22	Offers and related obligations

339.752.4	Production of goods according to origin
.6	Production of goods according to their destination
339.753	Provision, distribution, allocation of goods
.2	Provision of goods in general
.22	Needs and orders
.222	Communication of needs and orders
.224	Distribution of orders
.23	Provision. Obligation to provide. Right to provision
.25	Conditions of provision
.253	Control of the use of goods
.26	Contribution to the development of markets
.27	Stoppage of supplies
.4	Provision of products according to origin
.42	From within the Community
.44	From outside the Community
.6	Provision of products according to their destination
.62	Provision to priority customers
.64	Provision outside the Community
339.755	Supplies in special cases
.2	Supplies according to quantity: small quantities
.4	Supply of particular products
.6	Supply in cases of scarcity
339.757	Cycle of products: treatment, processing, finishing, stocking, storage
.3	Stock-formation, stock-building
.33	Commercial stocks
.34	Reserve stocks
.343	Financing
.5	Treatment, processing, finishing of products

(x) Explanation:

- 340.145 Unification, harmonization of laws
- If one wishes to centralize the harmonization of laws, one can do it at this number by adding a colon and the number expressing the subject to which this harmonization refers;
E.g.: 340.145 : 336.217 Harmonization of laws on taxation of wealth

For certain directorates-general it will be preferable to class the harmonization of laws under the subject concerned
- 341.1 Law of international organizations
- Here: European law
- See for international organizations the explanation at 06
- 341.24 International treaties, conventions
- Here: international treaties from the legal angle
- See for international treaties from the angle of international politics, class 327.44
- 341.52 Private rights granted to foreigners. Right of domicile
- This concept bears at present the number 341.92. In view of the number of files already at 341.52, and the fact that this number does not disturb the classification, we have not changed it.
- 341.6 International arbitration. International jurisdiction. Court of Justice
- Here: all international arbitration, i.e. including the "Court of Justice of the European Communities"; however, since this Court is an organ of the Communities, it should be classed rather at 07.56
- 341.7 Diplomatic law
- See 327.47 Diplomatic and consular relations. Diplomatic representation
- 342.72 Commercial companies
- Here: The European limited company
- 347.771 Patents
347.771 (x) European patents
- .028.1 Application for patents
.15 Filing of applications. Formalities
.16 Contents of the patent application
.162 Object of the contents
.164 Communication of the contents
.166 Exchange of contents
.168 Secrecy on the contents
.18 Communication and publication of application
.2 The patents themselves
.5 Granting of licences and sub-licences
.51 Who concedes
.52 To whom and under what conditions
.54 Kind of concession
.56 Right of use. Application of licences
.8 Withdrawal of licences
- .03 Effects, scope and protection of the law

(x) Explanation:

- 362.8 Assistance to young people. Youth welfare
- See 369.4 Youth movements
- 368 Insurance
- Here: insurance as a functional activity of the
Community
368 : 621.039 Nuclear insurance
- See .07.31 Insurance of the Community
- 368.4 Social insurance. Social security
- The various categories of insured workers may be indicated
by -05; see explanation at 331-05
E.g.: 368.4-057.36 Social security for the Forces
368.4-057.71 Social security for salaried workers
368.4-057.75 Social security for non-salaried workers
- 368.811 Credit. Debt recovery
- See for insurance on export credits, 337.44.07.853'855.64
- 369.4 Youth movements
- See 362.8 Assistance to young people. Youth welfare

36	<u>Welfare and social assistance. Insurance</u>
361.9	Assistance in exceptional cases: calamities, disasters, scourges, floods, etc.
362	Assistance to different categories of the needy
.1	Assistance to the sick, the wounded, etc.
.19	Red Cross
.4	Assistance to the infirm (blind, deaf-mutes, cripples)
.5	Assistance to the poor
.6	Assistance to old people, to victims of industrial injury, of war
.7	Assistance to children
.8	Assistance to young people. Youth welfare (x)
368	Insurance (x)
.4	Social insurance. Social security (x)
.41	Insurance against accidents
.42	Insurance against illness
.43	Insurance for old age, infirmity
.44	Unemployment insurance
.46	Insurance for widows and orphans
.81	Insurance against financial losses
.811	Credit. Debt-recovery (x)
.86	Legal liability
.893	Accounting insurance
369	Social movements
.4	Youth movements (x)

(x) Explanation:

- 37 Education. Teaching. Training. Leisure. Tourism
37 : 061.3 Conferences, congresses, etc. on teaching
- 371 School and teaching organization
371(435) European School at Luxembourg
371(430) European School at Karlsruhe
371(45) European School at Ispra
371(493.1) European School at Mol
371(493.2) European School at Brussels
371(492) European School at Bergen
371:061.8 Schools and teaching institutions of other
bodies
- 371.07 The school as an organization
Subdivide like .07
371.07 Agreement on staff of European Schools/
statutory government of the European
Schools
.07.31 School insurance
.07.352.026.4 Contributions to the European Schools
.07.352.11 Budgets of the European Schools
.07.352.18 Management accounts of the European
Schools
.07.36 Taxes due from the institution
.07.5 Supreme Council of the European Schools
.07.755 Publications of the European Schools
- 371.08 Teaching staff. School staff
- subdivide like .08
- 371.214 Syllabus. Subjects taught. Time-table
- Here: co-ordination of syllabuses of nuclear
instruction (European diplomas)

37	<u>Education. Teaching. Training. Leisure. Tourism (x)</u>
371	School and teaching organization (x)
371.014.15	General school regulations, rules
.014.24	Relations between European and other schools
.014.3	School reform
.014.6	School inspection
.018.2	Parents-school relations. Parents' associations
.048	School and vocational guidance
.068	Out-of-school activities
.07	The school as an organization (x)
.08	School staff (x)
.11	School administration
371.2	Organization of teaching
.212.1	Registration and admission of pupils
.212.3	Intellectual aptitude of pupils
.212.7	Progress of pupils during their schooling
.212.8	Striking off the school list. Sending away. Expulsion
.213	Sharing of tasks among the teaching staff
.214	Syllabus. Subjects taught. Time-table (x)
.215	Number of pupils
.217	Financial aid to pupils
.217.1	Transport of pupils. School transport
.217.2	School meals. School kitchens. Canteens
.217.5/.6	Textbooks and school materials available free or on loan
.22	School fees. Taxes. Minerval (in Belgium)
.23	Travel. Excursions. Vacations. Holidays. Ceremonies
.233	Travel. Excursions.
.235	Vacations. Holidays
.239	Ceremonies and school celebrations

(x) Explanation:

- 378.4 Universities
 378.4(4) European University
- 379.8 Leisure. Tourist trade
 - See 79 Entertainment, games, sport

- 371.25 Duration of studies. Number of pupils per class. Sub-
division and distribution of classes
- .26./ .27 Appraisal or supervision of pupils' progress. Examinations
- .279.8 Certificates. Diplomas. Evidence of study
- 371.3 Teaching methods. Methods and form of organization of
instruction
- 371.5 School discipline
- 371.62 School grounds and buildings
- .63 School furniture and decoration
- .64 School library
- .66 Scientific instruments and apparatus
- .67 Traditional school materials (school textbooks, exercise
books, pictures, reliefs, etc.)
- 371.7 School hygiene
- 371.8 Life of the pupils. Customs
- 378 Higher education. Universities. Colleges
- .1 Organization of higher education
- .14 Organization of teaching for the pupils' needs
- .147 Acquisition of knowledge by different methods
- .147.36 By courses
- .147.88 By apprenticeship
- .3 Scholarships. Financing of studies
- .4 Universities (x)
- .6 Specialized establishments for higher education
- .63 Establishments for higher studies in the social sciences
- .662 Engineering and technical colleges
- 379.8 Leisure. Tourist trade (x)

(x) Explanation:

51

Mathematics

51 : 06(4) European Institute of Mathematical Research

527

Nautical and aeronautical astronomy. Navigation

- See 629.7 Aeronautical and astronautical techniques.
Aeronautics. Space travel

5

Exact sciences. Natural sciences. Mathematics. Astronomy.
Mechanics. Physics. Chemistry

- 51 Mathematics (x)
- 52 Astronomy. Geodesy
- 521 Theoretical astronomy
- 522 Practical astronomy
- 523 Astrophysics and descriptive astronomy
- 525 The Earth
- 527 Nautical and aeronautical astronomy. Navigation (x)
- 528 Geodesy and topography, photogrammetry. Cartography
- 53 Physics
- 531 Theoretical mechanics. Mechanics of solids and rigid bodies
- .7 Measurement of geometrical and mechanical magnitudes
- .73 Measurement of volume. Standards of volume
- 532 Mechanics of fluids. Hydraulics
- 533 Theory of gases. Aerodynamics
- 534 Vibrations. Acoustics
- 535 Optics. Light. Photometry. Spectroscopy
- 535.374 Lasers
- 536 Heat. Thermodynamics
- .4 Action of heat on bodies
- .421 Transformation of solids to liquids and vice versa.
 Fusion. Congealment
- .5 Temperature measurement and control
- .6 Quantity of heat. Calorimetry
- .7 Thermodynamics and energetics
- 537 Electricity
- .2 Electrostatics
- .312.62 Supra-conductivity
- 538 Magnetism. Electromagnetism

- 539 Physical nature of matter
- 539.1 Nuclear, atomic and molecular physics
 - .1.01 Theoretical aspects, general principles
 - .1.03 Sources, production
 - .1.04 Effects: physical, chemical and biological
 - .1.05 Observation and recording, e.g. of trajectories or traces
 - .1.06 Use, application
 - .1.07 Apparatus and instruments: counters, meters, detectors
 - .1.08 Measurements: principles, methods, units, etc.
 - .1.09 Fundamental physical influences
- 539.12 Elementary and simple particles
 - .14 Nuclei
 - .16 Radioactivity. Radioactive disintegration
 - .17 Nuclear reactions (including fission, fusion and chain reactions)
 - .172 Particular nuclear reactions (except fission reactions)
 - .172.4 Caused by neutrons
 - .173 Fission
 - .18 Physics of atoms (uncharged)
 - .186 Excitation and interactions of atoms
 - .186.2 Interaction with elementary and simple particles
 - .19 Physics of molecules (uncharged)
 - 539.2 Properties and structure of molecular systems
 - .21 Properties of molecular systems
 - .211 Surface. Surface texture. Fracture
 - .213 Amorphism
 - .214 Plasticity
 - .215 Pulverulence. Granular composition
 - .217 Porosity. Imperviousness. Permeability
 - .22 Texture of molecular systems and of materials
 - .3 Elasticity. Deformations. Distortion
 - .371 Elastic deformations

(x) Explanation:

54

Chemistry

- The following analytical subdivisions of -3 are applicable at 54 and its subdivisions

54-3 Chemical compounds
-31 Oxides
-32 Acids
-36 Bases. Hydroxides
-38 Salts and similar compounds
-39 Peroxides

- The heading 54 comprises theoretical and pure chemistry. Industrial manufacture of chemical products is classed at 66 Industrial chemistry

The divisions 541 to 545 are devoted to general questions applicable to all chemical compounds or to special kinds of bodies constituting specific groups. Thus one classes here chemical theories, methods for general procedures, and notably methods of chemical analysis. We have classed at 547 everything concerning compounds containing carbon. An exception is made for what is directly related to this substance and its most simple compounds with the metalloids (oxygen, sulphur and halogens), as well as its simple metallic carbides; these last having been classed under the divisions for the corresponding metals. On the other hand, we have classed under 547 the other compounds resulting from the action of organic compounds on metals, notably the compound metallic radicals.

- See also, for the distinction between the content of 54 and 66, the explanation at 66

539.374	Plastic and viscous deformations
.375	Deformation at breaking
.38	Deformations according to their causes
.382	Deformations by extension
.383	Deformations by compression, crushing
.384	Deformations by flexion
.385	Deformations by torsion
.387	Deformations by folding; bending, curving
.388.1	Deformations by fatigue
.388.2	Deformations by plasticity and viscosity
.388.3	Deformations by vibrations
.4	Resistance
.5	Properties influencing deformations
54	<u>Chemistry</u> (x)
541	Theoretical chemistry. General chemistry
.15	Chemistry of radiations
.2	Atomic theory
.28	Nuclear chemistry. Study of relations between the chemical properties of radioactive elements and transformations of the nucleus
543	Analytical chemistry
.4	Methods of optical analysis
.42	Spectral analysis. Spectroscopy. Spectrography. Spectrometry. Spectro-photometry

(x) Explanation:

546 Inorganic chemistry

Chemical compounds may be represented by combining their class numbers by means of the apostrophe, replacing one or several batches of 3 figures.

E.g.: 546.32'185 Phosphate of potassium, formed from
546.32 Potassium
546.185 Phosphates

The analytical subdivision -1/-4 of 54 are applicable at 546.

546.6 Metals of the 3rd group

.621 Aluminium

.631 Scandium

.641 Yttrium

.65 Rare earth in general

.654 Lanthanium

.683 Thallium

546.7 Metals of the 6th, 7th and 8th groups. Radioactive elements

.711 Manganese

.72 Iron

.73 Cobalt

.74 Nickel

.76 Chromium

.77 Molybdenum

.78 Tungsten

.79 Radioactive elements

.791 Uranium

.799 Transuranian elements

.799.4 Plutonium

.02

Isotopes

546.1

Non-metals and metalloids in general

.11

Hydrogen. Deuterium. Tritium

.12

Halogens

.13

Chlorine. Chlorides. Chlorites. Chlorates

.14

Bromine. Bromides

.15

Iodine. Iodides. Iodates

.16

Fluorine. Fluorides. Fluo-salts

.17

Nitrogen. Nitrides. Nitrites. Nitrates

.18

Phosphorus. Phosphides. Phosphites. Phosphates

.19

Arsenic. Arsenites. Arsenates

.21

Oxygen. Heavy water

.22

Sulphur. Sulphides. Sulphites. Sulphates

.25

Metalloids of the 3rd and 4th groups in general

.26

Carbon. Carbides. Hydrocarbides. Carbonates. Cyanides

.27

Boron. Borides. Borates

.28

Silicon. Silicates

.3

Metals in general

.31

Metals of the 1st group

.32

Potassium

.33

Sodium

.4/.5

Metals of the 2nd group

.41

Calcium

.42

Strontium

.432

Radium

.47

Zinc

.6

Metals of the 3rd group (x)

.7

Metals of the 6th, 7th and 8th groups. Radioactive elements (x)

.79

Radioactive elements (x)

546.8	Elements of the 4th and 5th groups
.811	Tin
.815	Lead
.82	Titanium
.831	Zirconium
.832	Hafnium
.841	Thorium
.85	Elements of the 5th group
.9	Elements of the 8th group in general

(x) Explanation:

547

Inorganic chemistry

- See 57 Biological sciences
- See 615 Pharmacology. Toxicology. Medicines
- See 661.7 Chemistry of organic substances
- See 668 Organic chemical industries

The organic compounds may be subdivided, inter alia, by means of:

- a) the analytical divisions '11/'19 taken from 546.1/.9 and the number '2/'8 taken from 547.2/.8
- b) the analytical divisions -1/-4 of 54

General questions on chemical compounds, e.g. "alcohols" or "amines" are classed under the smaller class number in decimal order

547	<u>Organic chemistry</u> (x)
.2	Acyclic compounds
.21	Saturated hydrocarbons. Paraffins
.22	Monovalent halogen derivatives of saturated carbons
.23	Monovalent compounds in which nitrogen is directly linked to carbon
.233	Amines. Compounds functioning as amines
.234	Hydrazines
.235	Diazo compounds
.239	Nitriles
.25	Organo-metallic compounds
.26	Alcohols
.27	Ethers
.28	Aldehydes. Ketones
.281	Aldehydes. Compounds functioning as aldehydes
.284	Ketones. Compounds functioning as ketones
.29	Monovalent carbonic acids. Monobasic acids
547.3	Monovalent acyclic unsaturated compounds
547.4	Polyvalent acyclic compounds
.42	Polyvalent alcohols and their derivatives. Acetals
.43	Alcohols containing elements other than oxygen
.46	Polyvalent carbonic acids. Polybasic acids
.47	Alcohol-acids or oxyacids
.48	Aldehydo acids and ketones
547.5	Isocyclic compounds. Compounds with a single nucleus in particular
.53	Benzene (benzol) and its homologues
.56	Phenols. Aromatic alcohols
.58	Acids with a single aromatic nucleus. Benzoic acid
.587	Phenol acids
.59	Hydrogenated benzene hydrocarbons with one nucleus and their derivatives
.592	Hydrocarbons and their halogen, nitro and amino derivatives

(x) Explanation:

547.94

Alkaloids

(morphine, codeine, narceine, narcotine, cotarnine, papaverine, thebaine, quinine, quinidine, cinchonine, cinchonidine, arecoline, caffein, cocaine, nicotine, strychnine, etc.)

549

Mineralogy. Study of minerals

- See explanation at 54 and 66

- 547.6 Benzine derivatives with several nuclei and their hydrogenated derivatives
- 547.7/.8 Heterocyclic compounds
- 547.9 Natural bodies, so-called
 - .918 Glucosides
 - .94 Alkaloids (x)
 - .95 Nerve substances. Lecithin
 - .96 Proteins. Albumens
 - .97 Colouring matters
 - .98 Tanning substances
- 548 Crystallography
- 549 Mineralogy. Study of minerals (x)
 - .1 Determination of minerals and their properties
 - .2 Elements. Metallides. Carbides. Borides. Phosphides. Nitrides
 - .3 Sulphides. Sulpho-salts. Corresponding selenium and tellurium minerals
 - .4 Haloid salts. Halides and oxyhalides
 - .5 Oxides. Hydroxides. Oxysulphides
 - .6 Silicates. Titanates. Zirconates. Thorates. Spannates
 - .7 Other derivatives of oxyacids
 - .73 Borates, aluminates, ferrites, arsenites, antimonites
 - .74 Carbonates, selenites, tellurites, manganites, plumbates
 - .75 Nitrates, iodates, phosphates, arseniates, etc.
 - .76 Sulphates, chromates, molybdates, tungstates, etc.
 - .8 Organic minerals. Hydrocarbons, fossil resins, etc.
- 55 Geological and geophysical sciences. Meteorology
- 550 Sciences related to geology
 - .3 Geophysics. Seismology
 - .8 Geological field-work and prospecting. Experimental work. Evaluation and use of results
- 551.1/.4 General geology. Geodynamics
- 551.3 External geodynamics
- 551.4 Geomorphology. Oceanography
- .5 Meteorology. Climatology
- 552 Petrology. Lithology. Petrography

(x) Explanation:

- 553.497 Deposits of ores of arsenic and antimony
- Here: arsenic sulphides, red arsenic, orpiment, mispickel
- 553.52 Magmatic intrusive rocks. Plutonic rocks (abyssal)
- Here: trachyte, phonolite
- 553.54 Metamorphic stones, limestones and sandstones. Schists
Quartzite. Marble
- Here: "écaussines" (Belgian granite, bluestone, Flanders granite, etc.)

- .2 Formation of ores and deposits
- .3 Deposits of iron ore, of manganese and of rhenium
- .31 Iron ores. Iron pyrites
- .4 Deposits of other metal-bearing ores
- .492 Deposits of aluminium. Alunite (alum stone). Bauxite
- .497 Deposits of ores of arsenic and antimony (x)
- .5 Deposits of natural stone, freestone, building stones
- .52 Magmatic intrusive rocks. Plutonic rocks (abyssal) (x)
 - .521 Granites
 - .522 Syenites
 - .524 Diorites
- .53 Effusive (volcanic) rocks. Lava. Porphyry
 - .532 Lava. Basalts. Andesite. Diabase
 - .534 Tuffs. Trass
 - .535 Vitreous rocks: pumice, pozzolana, perlite, pumice-stone
 - .536 Porphyry
- .54 Metamorphic stones, limestones and sandstones. Schists
Quartzite. Marble (x)
 - .541 Schists
 - .542 Slates
 - .543 Serpentine (ophite)
 - .545 Gneiss
 - .546 Quartzite
 - .548 Marble and crystalline limestones. Onyx
- .55 Sedimentary carbonate rocks
 - .551 Limestones. Marls. Dolomites. Magnesian limestone.
Limestone flux
 - .555 Chalk
 - .556 Travertine
 - .558 Lithographic stones

(x) Explanation:

- 553.578 Diatomaceous and infusorial earths. Tripoli
- Here: kieselgur, tripolite, diatomite, Moler earth
- Hee 666.3/.7 Ceramics. Porcelain. Earthenware
- 553.61 Clays, feldspars and similar silico-aluminous deposits
- Here: Fire-clay, clay for bricks, pottery, fuller's earth, mullite; yellow, brown and red ochre, siennas, umbers, black earth, Cologne and Cassel earths, other earths used as bases in the dye industry, nepheline.
- 553.623 Sands
- Here: Siliceous and quartzose building sands, and for glassmaking and scouring metals; clay, kaolin and feldspar sands
- 553.624 Gravel. Pebbles
- Here: shingle, flint
- 553.631 Rock salt
- Here: brine, sea salt, table-salt, pure sodium chloride, brine from salt-pans, sea water
- 553.634 Halogen compounds. Fluorine compounds. Cryolite
- Here: chiolite, fluorspar (fluorine)
- 553.637 Borates
- Here: kernite, tincal (crude borax), sodium borates (natural borax), pandermite, priceite, boracite, choroborate of magnesium

553.56	Calcareous sandstones
.57	Siliceous rocks
.571	Sandstone
.576	Quartz (in general)
.578	Diatomaceous and infusorial earths. Tripoli (x)
.6	Inorganic economic minerals and earths
.61	Clays, feldspars and similar silico-aluminous deposits (x)
.611	Clays. Bentonite
.612	Kaolin
.613	Feldspar
.614	Leucite
.615	Sillimanite (fibrolite). Andalusite. Cyanite (distene). Cordierite
.62	Sands. Gravel. Pebbles
.623	Sands (x)
.624	Gravel. Pebbles (x)
.63	Various salts. Various inorganic compounds
.631	Rock salt (x)
.634	Halogen compounds. Fluorine compounds. Cryolite (x)
.635	Sulphates. Gypsum. Alabaster. Plaster of Paris. Anhydrite
.636	Carbonates
.637	Borates (x)
.64	Phosphates. Apatite. Guano. Phosphorites
.65	Emery. Corundum. Bimskies
.66	Sulphur. Selenium. Tellurium
.661	Sulphur
.67	Silicates of magnesium, aluminium, etc.
.673	Talc (Steatite). Meerschaum. Sepiolite. Saponite (soap- stone)
.676	Asbestos. Amianthus. Chrysotil
.677	Mica. Muscovite. Biotite. Lepidolite. Phlogopite (rhombic mica)
.678	Vermiculite

553.68	Alkaline earth compounds
.682	Magnesium compounds. Magnesite (giobertite)
.685	Calcium compounds: Iceland spar, calcite, aragonite
.688	Strontium compounds. Strontianite. Celestine
.689	Barium compounds. Baryta. Barytes. Witherite
.7	Mineral springs, waters
.8	Precious stones, gems. Semi-precious stones
.9	Deposits of carboniferous ores
.91	Graphite. Plumbago. Blacklead
.99	Fossil gums and resins. Fossil copals. Succin (amber). Jet
57	<u>Biological sciences</u>
57.08	Biological technique. Radiobiology
575	Heredity and evolution of living organisms
576.8	Microbiology. Bacteriology and parasitology
577	General properties of living matter and living beings
.1	Biological chemistry. Bio-chemistry
.3	Biological energy exchange. Biophysics. Biomechanics. Bio-energetics
.4	General conditions of life. Ecology. Phenology
58	<u>Botany</u>
581	General botany. Analytical botany. Plant physiology
59	<u>Zoology</u>

(x) Explanation:

- 614 Public health
- 614 : 34(x) Basic standards of the Community regarding
medical protection against ionizing radiations
- 614 : 34(44) Legislative measures of France to assure the
application of the basic standards
- 614 : 621.039.7 Fall-out of radioactive waste
- 614.02 Ionizing radiation
- .021 Nature and type of radiation
- .024 Objects of radiation
- .026 Doses of radiation. Maximum allowable doses
- .026.6 Doses in the atmosphere, in water, in the soil, etc.
- .026.62 Doses in various zones
- .028 Effects. Risks. Lesions
- .06 Medical protection proper against radiations
- Here: safety of reactors
- 614.7 Hygiene of the environment (air, soil, water). Damage
- See 628.5 Technical measures for the protection of the
 environment. Struggle against dust, noise,
 pollution, damage, etc.
- 614.9 Animal hygiene
- See 619 Veterinary science
- See 636.08 Stockbreeding
- 614.91 Protective measures for animals against infectious diseases
- Class here the various diseases
- 614.97 Hygiene of slaughter-houses, knackers' yards
- See 637.513 Butcheries. Slaughter-houses
- 615.33 Antibiotics. Microbiological products
- Here: streptomycin, penicillin

- 61 Medicine. Hygiene. Pharmacology
- 613.2 Food and health
- .24 Under-feeding
- 613.8 Health of the nervous system
- .81 Alcoholic drinks
- .83 Narcotics
- 614 Public health (x)
- .02/.06 Ionizing radiation and protection against it (x)
- .2 Medical organization. Medical practice. Doctors
- .3 Sanitary control and inspection
- .31 Inspection of food. Additives. Preservatives
- .35 Inspection of medicines and materia medica
- .4 Protection against infectious and contagious diseases
- .7 Hygiene of the environment (air, soil, water).
Damage (x)
- .71 Hygiene and pollution of the air
- .76 Hygiene and pollution of the soil
- .77 Hygiene and pollution of water
- .8 Safety techniques. Protection against accidents
- .9 Animal hygiene (x)
- .91 Protective measures for animals against
infectious diseases (x)
- .95 Feeding of animals
- .96 Transport of animals
- .97 Hygiene of slaughter-houses, knackers' yards (x)
- .99 Disposal of dead or slaughtered animals
- 615 Pharmacology. Toxicology. Medicines
- 615.2 Medicines according to their principal effects
- .3 Medicines according to their origin
- .31 Medicines of chemical origin
- .32 Medicines of organic origin
- .33 Antibiotics. Microbiological products (x)

(x) Explanation:

- 615.36 Therapy, treatment with products of the organism
 - Here: glands and other organs used for organotherapy
- 615.37 Bacteriotherapy. Serology. Vaccines
 - Here: serums, of animals or immunized persons; microbic
 vaccines, toxins, cultures of micro-organisms
- 619 Veterinary science
 - See 614.9 Animal hygiene
 - See 636.08 Stockbreeding

615.35	Enzymes. Vitamins. Hormones
.355	Enzymes
.356	Vitamins
.357	Hormones
.36	Therapy, treatment with products of the organism (x)
.37	Bacteriotherapy. Serology. Vaccines (x)
.4	Practical pharmacy. Pharmaceutical industry. Instruments. Apparatus. Dressings, etc.
.47	Instruments. Apparatus
616	Pathology. Clinical medicine
.9	General and infectious diseases
619	Veterinary science (x)

(x) Explanation:

62

Engineering sciences. Technology

- The analytical divisions 62-1/-9 are valid for 62/69 provided that there are no other subdivisions. However, 62-4 is not applicable to 621.4, 623, 625 and 629.

62-83

Electric machines or apparatus (from the electro-technical angle)

62-83 : 629

Electric apparatus for vehicles

Here: electric apparatus for lighting, signalling, windscreen-wipers, defrosters, etc.

62-83 : 654.91

Electric apparatus for visual signalling

62-83 : 654.92

Electric apparatus for acoustic signalling (bells, sirens, indicator-boards)

62	<u>Engineering sciences. Technology (x)</u>
62-18	Characteristics of machines: dimensions, speed and other properties
-22	Fixed parts in contact with moving parts
-4	State of matter. Form and shape of objects
-403	Gaseous state
-404	Liquid state
-404.9	Semi-colloidal state. Pulp, mash, paste
-405	Solid state
-41	Flat-surfaced objects: plates, sheets, bands, strips
-42	Sections. Profiles: Bars. Wires. Cables. Rods
-43	Prismatic, cylindrical, conical, spherical objects
-46	Hollow objects: gutters, pipes, tubes
-47	Circular, round objects. Holes, bores.
-492.2	Powder
-492.3	Grains
-493	Small objects of irregular shape. Splinters, chips, shavings
-5	Operation of machines. Control and starting of machines
-57	Starting. Clutches
-6	Characteristics of machines regarding fuel and sources of heat
-79	Measuring and counting devices
-8	Machines and apparatus according to motive power
-83	Electric machines or apparatus (x)
-84	Internal combustion engines, machines
-843.3	Gas engines
-85	Compressed air engines, machines

- 620 Materials testing. Study of products. Central installations.
 Economics of energy
- 620.1 Tests, defects and protection of materials (x)
 - .16 Tests of suitability for service. Practical tests
 according to the type of product
 - .17 Investigation and tests of the mechanical properties
 of materials
 - .172 Tensile and tear tests
 - .173 Compression tests
 - .174 Tests of bending strength
 - .175 Torsion tests
 - .177 Folding tests
 - .178 Tests for hardness, durability, resistance to wear,
 fragility
 - .179.1 Surface tests
 - .18 Texture tests
 - .19 Faults, defects and protection of materials
- 620.9 Economics of energy in general (x)
- 620.91 Sources of energy (x)
- 621 General mechanics. Nuclear technology. Electrical engineering.
 Mechanical technology in general

(x) Explanation:

- 621.039 Applied nuclear science. Nuclear technology.
Atomic energy
- Here inter alia: 621.039:06(100) International organizations working in the field of nuclear energy;
e.g. International Atomic Energy Agency
621.039:06(4) European Centre for Nuclear Research (ECNR)
621.039:061.3 Conferences on atomic energy
 - In order to group together everything on atomic energy in a single country, one may add geographical divisions to 621.039; e.g.: 621.039(492) Atomic energy in the Netherlands
 - A special file may be formed at 621.039 () for each organization dealing with atomic energy
E.g.: 621.039(45) CNEN. These files by organization can be subdivided by adding the analytical subdivisions .07 and .08
E.g.: 621.039(44) CEA .08 [French] "Commissariat à l'énergie atomique." Personnel
- 621.039.001 Nuclear research
- Here: nuclear research in general;
621.039.001 WG Working groups on research in general; the working group on a specific matter must be classed in principle under this matter (archive group)
E.g.: 621.039.001.078WG Working group on art. 5 (enquiry)
621.039.52 WG - Working group on reactor prototypes
621.039.52.012.47 WG - Working group on high flux reactors
621.039.524.46 WG - Working group on reactors moderated by heavy water
621.039.543.4/.6 WG - Working group - Plutonium and transuraniums
- 621.039.001.0 Joint (nuclear) research centre
- This number is formed by the addition of the analytical subdivision .0 Bodies in general, to the number 621.039.001
The subdivisions .07 and .08 are applicable at 621.039.001
E.g.:
621.039.001.0 Joint Research Centre
.07.353 Joint Research Centre - Equipment
.08 Joint Research Centre - Personnel
621.039.001.0(430) Joint Research Centre - Karlsruhe
.0(430)7.352 Joint Research Centre Karlsruhe.
Finance

(x) Explanation:

- 621.039.3 Isotope separation
 - .31 General principles of the stages and cascades of isotope separation
 - .32 Isotope separation by chemical methods
 - .322 Chemical exchange; catalytic exchange; exchange distillation
 - .324 Adsorption methods
 - .325 Ion exchange
 - .327 Solvent extraction
 - .33 Isotope separation by physico-chemical methods
 - .332 Distillation
 - .333 Electro-chemical methods
 - .335 Photo-chemical methods
 - .337 Fractional crystallization: fractional fusion, zone melting
 - .34 Isotope separation by physical methods
 - .341 Diffusion or effusion
 - .342 Separation by mass centrifuge
 - .343 Electro-magnetic separation
 - .345 Separation of helium isotopes at very low temperature
 - .37 Isotope separation by biological methods
- 621.039.512 Neutron kinetics in the reactor. Lattice parameter
 - .2 Neutron multiplication
 - .4 Neutron diffusion and moderation
 - .47 Laplacian
- 621.039.516.2 Reactivity changes in operation
 - .22 Due to variations in isotopic composition of fuel, burn-up of and deficiency in fissile isotope, formation of higher isotopes
 - .23 Due to formation of fission products of high capture cross-section (poisons) e.g. xenon, samarium
 - .25 Temperature coefficient of reactivity
 - .27 Pressure coefficient of reactivity

621.039 Applied nuclear science. Nuclear technology. Nuclear energy (x)

 .001 Nuclear research (x)

 .001.0 Joint Research Centre (x)

 .001.07.23 Research contracts

 Here: research contracts in general. Contracts
 relating to a particular subject are classed
 in principle under that subject

 .001.07.8 Nuclear research programme

621.039.002 Nuclear power stations

621.039.3 Isotope separation (x)

621.039.5 Nuclear fission reactors

 .51 Reactor core: theory and experiments re methods of
 calculation

 .512 Neutron kinetics in the reactor. Lattice parameter (x)

621.039.513 Critical equations. Critical dimensions

621.039.514 Kinetics of reactors

621.039.516 Operational behaviour

 .2 Reactivity changes in operation (x)

 .4 Fuel cycles. Relative composition of fissile and
 fertile components, and variations in these,
 conversion ratio, production of fissile materials,
 etc.

(x) Explanation:

621.039.52

Types of reactors

- Here: Nuclear reactors of all types and for all purposes. The reactors should be classed firstly according to the neutronic energy and the moderator used. They can also be classed according to the cooling agent, the fuel, their purpose, etc., adding the auxiliary numbers .01 to .08 and their subdivisions at 621.039.52. These auxiliary numbers are subdivided like 621.039.51/.58; e.g.:
- 621.039.52.012.47 WG - Working group on high flux reactors
- 621.039.52.072 Research reactors
- 621.039.52.034.3 Gas reactors in general
- 621.039.524.2.034.3 Graphite-moderated and gas-cooled reactors
- 621.039.524.46.034.3 Heavy-water-moderated and gas-cooled reactors
- 621.039.524.46.034.7 Heavy-water-moderated and cooled by organic compounds
- 621.039.52.042.44 Molten salt reactors
- 621.039.52-43 Graphite spheres reactors

621.039.524.46

Reactors moderated by heavy water

- Here: Working group on heavy-water-moderated reactors

621.039.53

Reactor components and their design. Reactor materials (x)

- Here: structural elements as such

621.039.532

Moderators

- Here: production of moderators for reactors

621.039.517	Production of heat in reactors
621.039.519	Reactor core experiments
621.039.52	Types of reactors (x)
.521	Heterogeneous reactors
.522	Homogeneous reactors
.524	Thermal reactors
.2	Graphite-moderated
.4	Water-moderated
.44	Light-water-moderated
.46	Heavy-water-moderated (x)
.5	Beryllium-moderated
.6	Moderated by hydrogen and hydrides
.7	Moderated by organic compounds, e.g. phenyls
621.039.525	Intermediate reactors (divide like 621.039.524)
621.039.526	Fast reactors
621.039.53	Reactor components and their design. Reactor materials (x)
621.039.532	Moderators (x)
.2	Graphite
.4	Water
.5	Beryllium, Beryllium compounds
.6	Hydrogen. Hydrides
.7	Organic compounds, e.g. phenyls
621.039.534	Cooling agents, coolants. Cooling systems. Cycles
.3	Gases (e.g. helium)
.4	Water
.46	Heavy water
.6	Liquid metals (e.g. sodium, bismuth)
.7	Organic compounds
621.039.536	Containment of reactor core
.537	Reflectors
.538	Shields

(x) Explanation:

621.039.54 Fissile and fertile materials. Fuel elements and components
- Here: preparation of fuels in all their forms

621.039.543 Fuels according to the fissile component
- Here: manufacture of fuel elements;
621.039.543.4/.6 GT Working group on plutonium and
transuraniums

621.039.543.46 Enriched uranium fuels with fissile isotope added
(with addition of U 235, U 233, Pu 239)

621.039.543.48 Highly enriched uranium (U 235 or U 233 predominating)
- Here: production of enriched uranium

- 621.039.54 Fissile and fertile materials. Fuel elements and components (x)
- 621.039.542 Fuels according to their physical or chemical state
 - .542.3 Solids
 - .32 Metals
 - .33 Cermet, ceramal
 - .34 Ceramic materials (oxides, carbides)
 - .542.4 Liquids
 - .42 Metals
 - .44 Molten salts
 - .46 Aqueous solutions
 - .542.5 Gases
 - .542.8 Suspensions
- 621.039.543 Fuels according to the fissile component (x)
 - .543.4 Uranium fuels
 - .45 Natural uranium fuels
 - .46 Enriched uranium fuels with fissile isotope added (x)
 - .48 Highly enriched uranium (U 235 or U 233 predominating) (x)
 - .543.6 Plutonium fuels
- 621.039.544 Fuels according to non-fissile component
 - .546 Fuel containers, protective coating, spacers and related components
 - .547 Blankets and blanket elements
 - .548 Behaviour and defects of fuel elements in operation
- 621.039.55 Radation facilities and accessory equipment
 - .553 For studying radiation effects
 - .553.2 Static tests
 - .553.3 Dynamic tests: thermal cycling, heat transfer, corrosion and compatibility
 - .553.5 On biological specimens
 - .554 For producing isotopes
 - .555 For nuclear measurements
 - .556 Neutron beams
 - .557 Thermal columns

(x) Explanation:

- 621.039.72 Disposal of fission products and reactors wastes
- Here: installations for the industrial treatment of radioactive wastes
- 621.039.8 General applications of isotopes (x)
- As tracers (testing of refractory materials, determining proportions in an alloy, the impurities and defects); as sterilizing agents (see 664.8 Preservation of vegetable products): for testing thickness, locating objects, etc.

- 621.039.56 Reactor control and operation
 - .562 Methods of reactivity control
 - .564 Control instruments
 - .566 Operation: testing, starting, charging and discharging, shutdown
 - .568 Maintenance and inspection
- 621.039.57 Objectives, aims of the reactor
 - .572 To carry out experiments and research
 - .573 To produce radiation
 - .574 To produce fissile materials and other radio-nuclides
 - .576 To produce heat
 - .577 To produce electric energy
 - .578 Propulsion
- 621.039.58 Safety measures: choice of site, containment, fault analysis, etc.
- 621.039.59 Treatment of reactor products. Chemical treatment of spent fuel and fuel elements, separation of fissile materials
- 621.039.6 Nuclear (thermo-nuclear) fusion reactors
- 621.039.7 Treatment, use, storage, transport, disposal of radioactive wastes
 - .72 Disposal of fission products and reactor wastes (x)
 - .74 Storage and transportation of wastes
- 621.039.8 General applications of isotopes (x)
- 621.039.9 Applications of nuclear science other than in the field of reactors and isotopes, e.g. peaceful use of explosions

(x) Explanation:

- 621.3 Electrical engineering. Electrical power engineering.
Electrical apparatus
- 621.3.03 Special electric supply. Electrical
components. Electrodes. Carbon
- 621.3.04 Parts of electric machines and apparatus
- See also the machines and apparatus at 62-83
- 621.313 Electric machines. Generators. Motors
- 621.313:621 Electro-mechanical tools and machine tools
:64 Domestic electrical devices
:687.53 Electric razors, clippers and shears
(Electro-technical aspect)
- 621.314 Transformation of electricity. Transformers
- Here: transformers, convertors, mutators
- 621.315 Transmission of electricity
- 621.315.2/.5 Wiring. Cables. Conductors
.61 Insulating materials. Dielectric materials
.62 Insulators
.67 Insulating sheathing
- 621.316 Distribution and control of electricity
- Here: interrupters, cut-out switches, sockets, rheostats,
circuit-breakers, relays, protection devices
- 621.318 Technical application of magnetism
- Here: magnets, electro-magnets, magnetic devices
- 621.32 Electric lamps
- 621.326 Incandescent lamps
.327 Hot cathode, cold cathode lamps
- 621.35 Applied electro-chemistry
- 621.353 Electric piles
.355 Accumulators
- 621.36 Thermo-electricity. Electric heating
- Here: electric furnaces, water-heaters, bath-heaters,
electric heating devices, etc.
- 621.37 Technique of electric waves, oscillations, pulses
- 621.375 Amplifiers
- 621.38 Electronics. Applied photo-electricity. Electronic tubes.
X-ray technique - see also 681.3 Apparatus and material for
information-processing. Mechanical information-processing
- 621.384.6 Particle accelerators, cyclotron, betatron, synchrotron
.384.8 Mass spectrometry. Mass spectrography

- 621.1 Production, distribution and use of steam. Steam engines
 Steam boilers. Steam generators
 - .13 Steam locomotives
 - .15 Steam traction engines
 - .16 Stationary steam engines. Steam turbines
 - .22 Hydraulic energy, power. Compressed-air drive, engines
 and turbines
- 621.3 Electrical engineering. Electrical power engineering. Electrical
 apparatus (x)
 - .31 General electrical engineering. Electrical power
 engineering. Electrical apparatus
 - .311 Power stations. Electric power stations
 - .313 Electric machines. Generators. Motors (x)
 - .314 Transformation of electricity. Transformers (x)
 - .315 Transmission of electricity (x)
 - .316 Distribution and control of electricity (x)
 - .317 Technique of measurement of electricity
 - .318 Technical application of magnetism (x)
 - .319 Applied electro-statics. Condensers
 - .32 Electric lamps (x)
 - .33 Electric traction and locomotion
 - .35 Applied electro-chemistry (x)
 - .36 Thermo-electricity. Electric heating (x)
 - .37 Technique of electric waves, oscillations, pulses (x)
 - .38 Electronics. Applied photo-electricity. Electronic tubes.
 X-ray technique (x)
 - .39 Telecommunications (x)
- 621.4 Heat engines
 - .43 Internal combustion and explosion engines
 - .43.04 Ignition and starting methods and devices (x)
- 621.5 Pneumatic energy. Compression and rarefaction of air and
 gases. Pneumatic motors. Compressors
 - .56/.59 Refrigeration. Refrigerating machines

(x) Explanation:

- 621.39 Telecommunications
- Here: telecommunication equipment, transmitters, receivers, television sets, radio-control apparatus, etc.
- 621.395.6 Microphones
-
- 621.43.04 Ignition and starting methods and devices
- Here: magnetos, ignition coils, flywheel magnetos, boosters, distributors, starters, sparking plugs, heating plugs
-
- 621.646 Devices for regulation, closure, stopping, opening.
Braces, trusses
- Here: valves, taps, shutters, mixers, etc.

- 621.6 Machines and devices for the movement and storage of
 gases and fluids. Conduits. Pumps. Elevators
 - .61 Blowers, bellows in general
 - .63 Centrifugal ventilators. Exhausters. Fans with propeller-
 blades
 - .64 Containers for transport and storage. Conduits. Pipelines
 - .642 Apparatus for transport and storage
 - .642.1 Pails. Barrels. Bottles
 - .642.3 Tanks. Basins
 - .643 Conduits. Pipelines. Channels. Tapping devices
 - .643.1/.2 Open conduits. Channels
 - .643.3 Flexible pipes. Ho sepipes
 - .643.4 Pipe connections. Bands, collars, elbows, junctions
 joints, etc.
 - .646 Devices for regulation, closure, stopping, opening.
 Braces, trusses (x)
 - .647 Distribution and watering devices
 - .648 Devices for outflow and overflow
 - .649 Devices for sucking up liquid (other than pumps)
 - .65/.69 Pumps. Piston pumps and receptacles. Apparatus for
 removing liquids
 - 621.7 Processing and working of materials
 - .7.06 Machines
 - .7.07 Forming devices: models for forms, moulds, chill-moulds,
 matrices
 - .73 Forging. Forging equipment and machines
 - .74 Foundries. Foundry work
 - .744 Moulding. Forms and form-making. Chill-moulds. Moulds
 - .745 Melting. Furnaces. Fires
 - .746 Casting, pouring. Installations and equipment:
 tables, crucibles, sacks, etc.
 - .753 Construction of installations and tools. Tolerances.
 Limits. Calibres
 - .757 Adjustment, assembly and mounting in general
 - .762 Powder metallurgy

(x) Explanation:

621.793 Metal-plating: coating, dipping, etc.

- See 686.4 Metal-plating of non-metals

621.798.12 Crates. Containers

- Here the point of view of manufacture and technique

- See 656.073.235 Transport in containers (i.e. as
a means of transport)

621.798.6 Labelling

- Here the technical point of view

- See 337.064.82 Labelling from the commercial point
of view

- 621.77 **Manufacture of large objects. Rolling, etc.**
- .771 Rolling. Rolling mills
- .772 Boilers
- .774 Pipe, tube manufacture
- .775 Manufacture of round objects, bullets, ball-bearings, balls, shot, etc. metal wool
- .777 Extrusion
- .778 Wire-drawing. Manipulation of, and work with cylindrical objects. Wire and similar profiles. Bending. Coiling
- .78 Heat treatment of materials. Tempering, annealing, hardening
- .783 Furnaces. Baths and other installations for heating and re-heating
- .791 Welding and allied techniques and equipment
- .792 Joining by fusion. Welding. Bonding. Caulking
- .793 Metal-plating: coating, dipping, etc. (x)
- .794 Chemical treatment of metal surfaces
- .795 Treatment of surfaces: improvement, decoration, colouring, etc.
- .798 Packing. Containers. Labelling
- .1 Packing of different kinds
- .12 Crates. Containers (x)
- .13 Packing of liquids. Barrels
- .15 Non-rigid packing (sacks, bags)
- .2 Packing materials and accessories
- .6 Labelling (x)
- 621.8 **Equipment for handling, transmission and attachment**
- .82 Swivels, journals, bearings, shafts, roller-bearings
- .821 Swivels and pivots
- .822 Journals and bearings. Ball-bearings, needle-bearings, roller-bearings, etc.
- .824 Transmission shafts
- .825 Couplings. Joints
- .827 Connecting-rods and cranks. Eccentrics
- .828 Joints. Levers. Articulated joints. Rocker-arms

(x) Explanation:

- 621.86.06 Load-lifting devices. Loading and unloading devices
- Here: eyes, hooks, grabs for loading. Cross-beams.
Equipment for handling loose loads: funnels, bunkers, etc.
- 621.865 Tools for removing, picking up, hanging up, lifting, etc.
- Here: scoops, shovels, tongs, etc.
- See 621.968 Machines and tools for splitting and cleaving
- 621.867 Continuous conveyors
- Here: conveyors with chains, ropes, bands; scooping devices;
endless screw conveyors, chutes, conveyors on rollers,
hydraulic and pneumatic conveyors
- 621.868 Conveyors for handling goods
- Here: conveyors moving along the ground; conveyors
on rails
- 621.869 Accessory loading equipment. Loading and unloading
installations
- Here: tippers, coal-tippers, loading platform, loaders,
pallets, bats

- 621.83 Gears. Cogwheels. Clutches. Cams. Slideways. Grooves
- .831 Gears. Gear systems
- .833 Cogwheels. Pinions
- .835 Cams
- .836 Slideways and grooves
- .838 Ratchets and clutches
- .85 Flexible transmission and drives: pulleys, cords, chains,
 cables, etc.
- .86 Hoists. Lifting devices. Continuous conveyors
- .86.06 Load-lifting devices. Loading and unloading devices (x)
- .861 Pulleys and hoists
- .863 Lifting apparatus with drums, discs
- .864 Capstans. Windlasses with cables, with chains
- .865 Tools for removing, picking up, hanging up, lifting, etc. (x)
- .866 Small lifting devices (by thrust): jacks, screw-jacks
- .867 Continuous conveyors (x)
- .868 Conveyors for handling goods (x)
- .869 Accessory loading equipment. Loading and unloading
 installations (x)
- .87 Cranes. Unloading gantries. Lifts. Moving belts. Scoops.
 Goods lifts. Overhead transporters
- .873 Cranes in general
- .874 Travelling gantries. Travelling and suspended cranes
- .875 Overhead travellers and conveyors. Gantry crane
- .876 Lifts. Goods lifts. Escalators. Travelators
- .877 Cranes (winches) with cables. Dredgers with cables
- .878 Levelling and prospecting vehicles. Scrapers
- .879 Scoops. Bulldozers. Dredgers
- .88 Means of and tools for attaching, fixing
- .881 Vices. Tongs. Clamps. Cramps
- .882 Screws. Nuts. Bolts. Rings
- .883 Tightening of bolts and nuts. Spanners and screwdrivers
- .884 Rivets and riveting

(x) Explanation:

621.927 Devices for crushing and milling less hard materials

- Here: coffee mills, meat mincers, potato mashers, small machines for mincing, slicing, grinding, grating, cutting, peeling, etc. foods

621.968 Machines and tools for splitting and cleaving

- Here: axes, bill-hooks, picks, pick-axes, hoes, rakes, forks, etc.
- See 621.865 Tools for removing, picking up, hanging up, lifting, etc.

- 621.885 Hooks. Clasps. Clips
- .886 Pins and nails. Dowels and pegs. Wedges and keys. Bolts
- .887 Bands. Hoops. Collars. Rings. Hinges. Staples
- 621.9 Materials processing producing chips, shavings, etc. Machines
 and accessories
- .9.06 Machines and accessories
- .91 Work with cutting tools
- .911 Planning. Planes. Chisels. Scrapers
- .914 Milling. Tools and machines: mills, cutters
- .918 Filing and rasping: files, rasps
- .919 Broaching. Tools and machines
- .92 Machines for grinding and polishing
- .921 Abrasives. Polishing materials
- .922 Grinding tools: paper, discs, grindstones, whetstones
- .924 Polishing and grinding machines and tools for cleaning
 and improving surfaces
- .926 Crushing, pounding, milling and pulverization (of hard
 materials), and machines for this
- .927 Devices for crushing and milling less hard materials (x)
- .928 Devices for separating and sifting. Sieves and screens
- .928.2 Sieves. Riddles. Screens
- .928.3 Centrifugal machines, separators
- .928.4 Separation by means of water. Separators
- .928.6 Processes of separation by air flow
- .928.9 Separation, extraction and collection of dust
- .93 Sawing machines and similar processes
- .941 Turning. Lathes
- .95 Piercing and reaming machines
- .96 Cutting without producing chips, shavings, etc. Machines
 for punching, cutting up, chiselling
- .961 Cutting, perforating and punching tools
- .965 Chiselling. Chisels
- .968 Machines and tools for splitting and cleaving (x)

621.97 Hammers and presses. Beaters. Riveting machines
 .98 Sheet metal working: bending, flanging, corrugating, etc.
 .99 Screw-cutting and tapping internal threads

(x) Explanation:

622 Mining industry
- See the explanation at 66

622.3 Special mining operations
- See 662 Pyrotechnics. Explosives. Fuels (coal,
mineral oil, natural gas)
- See 665.6/.7 Petroleum processes and products and
related industries

Mining industry (x)

- .1 Mine surveying and mapping. Prospecting. Exploration
- .12 Exploration on the surface
- .14 Exploration underground
- .2 Processes and methods of operation
- .21 Field of operation. Concessions
- .22 Opening-up of the deposit
- .23 Mining operations: excavation, removal of surface, drilling preparatory to blasting
- .23.05 Tools and machines for extraction
- .232 Mechanical excavation
- .235 Blasting. Holes. Explosives
- .24 Boring, drilling: technique and technology
- .242 Drilling equipment
- .243 Processes of deep boring
- .245 Fitting up the borehole. Casing
- .25 Shaft-sinking
- .26 Galleries and sills (piercing, driving, shields)
- .27 Methods of operation
- .271 Surface working. Open-cast working
- .272 Underground working
- .278 Underground gasification
- .28 Lining of shafts and galleries. Tubbing
- .3 Special mining operations (x)
- .32 Working of liquid and gaseous minerals
- .322 Mineral springs
- .323 Working of sources of petroleum (with or without natural gas)
- .324 Working of gaseous minerals: natural gas, helium
- .33 Coals. Working of organic minerals
- .331 Peat
- .332 Lignite. Brown coal
- .333 Ordinary coal

(x) Explanation:

622.62 Transport in the galleries. Installations and equipment
- Here: lines, rails, cross-planks, trucks, ~~trams~~,
buckets, corves, cables

622.64 Continuous horizontal transport
- Here: scraper, belt, rope conveyors; bucket conveyors,
roller conveyors, etc.

622.788 Making of shaped ore agglomerates: pellets, briquettes.
Briquetting
- See 662.8 Coal briquettes. Agglomerates. Mechanically
produced artificial fuels

622.335	Anthracite
.34	Mining of metals
.341	Iron and manganese mines
.349	Mines of radioactive minerals
.4	Ventilation, lighting, heating, water-supply
.41/.46	Ventilation of mines. Ventilating installations and equipment
.47	Lighting of mines
.48	Heating. Water supply
.5	Mine water: drainage and pumping out. Unwatering
.6	Transport, haulage and hoisting at mines
.61	Shovelling and loading of vehicles
.62	Transport in the galleries. Installations and equipment (x)
.64	Continuous horizontal transport (x)
.67	Vertical transport. Hoisting equipment. Shoring and knurling. Steps. Lifts
.7	Preparation of products. Mineral dressing: washing, sorting, grading, etc.
.72	Sorting. Picking
.73	Comminution: crushing, grinding, pulverizing
.74	Grading by screening
.75/.77	Separation and preparation by means of liquids, gases, centrifugal force
.78	Heat treatment of ores and minerals
.782	Roasting. Calcining
.785	Sintering
.788	Making of shaped ore agglomerates: pellets, briquettes. Briquetting (x)
.8	Mining dangers and accidents
.80	Suppression of dust
.81	Protection against explosions: firedamp, coal-dust, etc.
.82	Mine fires and fire-fighting
.83	Geodynamic phenomena. Pressures and tensions of the earth. Mine damage
.84	Floods and mine water
.86	Mining accidents. Relief and rescue work

(x) Explanation:

628.5 Technical measures for protection of the environment.
The struggle against: dust, noise, pollution, damage, etc.
- See 614.7 Hygiene of the environment (air, soil, water).
 Damage (from hygienic point of view)

- 623 Military engineering
- 623.45 Atomic weapons: explosives, bombs, etc.
- 624 Civil engineering
- 625 Railway and highway engineering
- 625.1/.5 Railway engineering
 - .1 Railways in general
 - .2 Railway materials and equipment. Rolling stock. Parking of vehicles; sidings. Traction
 - .5 Funicular railways. Cableways. Aerial cables
- 625.7/.8 Roads and highways
- 626 Hydraulic engineering in general. Canals
- 627 Natural inland waters: ports, coastal works, etc.
 - .2 Ports. Coasts. Constructions on the coast. Offshore works
Moles. Breakwaters
 - .3 Installations and equipment in ports
- 628 Public health engineering. Water supply. Sanitary installations.
Lighting
 - .1 Water (supply, treatment, desalination, consumption)
 - .5 Technical measures for protection of the environment. The struggle against: dust, noise, pollution, damage, etc. (x)

(x) Explanation:

629.1

Technique of transportation on land and water. Transport industry

(except vehicles on rails)

- See 625/627 Technique of traffic routes

- See 656 Transport

- 629 Transport engineering
- 629.1 Technique of transportation on land and on water. Transport industry (x)
- 629.1.0 Parts and equipment of vehicles
- .011 Parts of the chassis
- .011.64 Roof
- .011.66 Doors. Footboards
- .011.67 Windows. Windscreen wipers
- .012 Supporting and running parts
- .012.1 Axles
- .012.2 Parts of the axles
- .012.3 Wheels
- .012.5 Rims. Tyres
- .012.7 Anti-skid devices
- .012.8 Suspension system. Springs
- .013 Towing and traction gear. Couplings
- 629.1.018 Observing and signalling equipment
- .1 Optical devices. Mirrors. Periscope
- .2 Devices for audible signalling. Sirens, horns, klaxon
- .3 Devices for visual signalling. Back lights, rear lights
- .5 Traffic indicators
- .8 Number plates. Distinguishing marks
- .04 Equipment of vehicles
- .042 Beds. Seats. Head-supports, etc.
- .044 Luggage nets, luggage racks
- .05 Measuring instruments
- .053 Speedometers, "milometers"
- .058 Instruments for measuring time, chronometers
- .06 Lighting. Heating. Ventilation. Water channels and piping
- .066 Lighting. Electrical installations

(x) Explanation:

629.124 Ships for special purposes
- Here: lightships, fire-boats, dredgers, floating cranes;
floating docks

- 629.1.07 Individual characteristics of vehicles: dimensions, weight, speed, etc.
 - .071 Dimensions. Weight
 - .071.1 Length. Width. Depth
 - .071.2 Cubic capacity. Tonnage. Gauging
 - .071.5 Weight. Loading capacity. Pay-load
 - .072 Speed
 - .073 Contact between the road and the vehicle. Stability
- 629.1.0-225 Pipes and nozzles
 - 392 Containers. Tanks
 - 397 Sprinkling devices
 - 59 Stopping and braking devices. Brakes
 - 784 Devices for protection against noise and radio-electrical interference, etc.
- 629.11 Land vehicles (except vehicles on rails)
 - .113 Motor-cars
 - .114 Vehicles according to their use
 - .2 Tractors. Towing-vehicles
 - .4 Lorries
 - .5 Vehicles for public transport
 - .6 Vehicles for carrying persons
 - .118 Vehicles on one or two wheels
 - .118.3 Bicycles
 - .118.6 Mopeds. Motorcycles
- 629.12 Ships. Boats. Shipbuilding
 - .122 Inland water craft
 - .123 Sea- or ocean-going ships
 - .123.56 Tankers
 - .124 Ships for special purposes (x)
 - .124.2 Tugs
 - .124.3 Towed vessels, boats
 - .124.72 Ships for hunting and fishing
 - .124.722 Whalers

(x) Explanation:

- 629.7 Aeronautical engineering. Space travel. Astronautics
- See 527 Nautical and aeronautical astronomy. Navigation
- 629.7.0 Components of aircraft
- Here: baskets, gondolas, load circles,
 ballonets, frame, stabilizers, control surfaces,
 propellers, fuselage, hull, wings, wing-tips, ailerons,
 tail unit, rudder, spars, ribs, stays, port-holes, etc.
- 629.733 Aerostats
- Here: Lighter-than-air craft: free, captive-kite
 and dirigible balloons; sounding and pilot balloons,
 gas-bags
- 629.734/.735 Aerodynes
- Here: heavier-than-air flying-machines:
 aeroplanes, seaplanes, kites, gliders, autogiros,
 helicopters, ornithopters, etc. parachutes

629.124.75	Ice-breakers
.77	Fire boats
.82	Boats for racing. Racing yachts
.128	Facilities for the building and repair of ships. Shipyards. Docks
.7	Aeronautical engineering. Space travel. Astronautics (x)
.7.0	Components of aircraft (x)
.7.08	Facilities for take-off and landing of machines. Aerodrome facilities. Catapults and launching devices
.73	Aircraft. Flying-machines. Aeronautical engineering
.733	Aerostats (x)
.734/.735	Aerodynes (x)
.734	Machines heavier than air but not mechanically propelled. Gliders. Parachutes
.735.4	Helicopters
.76	Rockets and projectiles
.78	Technology of space travel. Astronautics

- 63 Agriculture. Forestry. Hunting. Fishing (x)
- 631 Agriculture, general
- .1 Management of agricultural enterprises
- .116 Size of the enterprise
- .12 Equipment of agricultural enterprises in general
- .14 Types of agricultural enterprises
- .15 Organization of the enterprise
- .152 Expansion. Limitation. Consolidation
- .153 Management plans
- .153.7 Changes in methods of cultivation. Conversion
- .16 Accounting. Valuation
- .17 Agricultural technology. Technique of cultivation.
 Mechanization. Motorization
- 631.2 Farm buildings and installations
- 631.3 Agricultural machines, apparatus, implements
- .31 Implements and machines for soil cultivation
- .312 Ploughs
- .33 Machines for sowing. Fertilizer distributors
- .34 Equipment for care and protection of plants
- .35 Harvesting implements and equipment
- .36 Equipment, implements and machines for the preparation
 of agricultural products
- .37 Agricultural transport. Tractors
- 631.4 Soil science
- .41 Chemical and physico-chemical properties
- .43 Physical and mechanical properties of soils
- .44 Classification of soils
- .45 Fertility and toxicity of soils
- .46 Bacteriology and biology of soils
- .48 Soil formation. Soils. Pedology

(x) Explanation:

- 631.57 By-products, semi-finished products and parts of plants
 63.002 Agricultural products
- 631.83 Potassium fertilizers
 - Here: crude potash salts (carnallite, kainite, sylvinite),
 chloride, potassium sulphate, magnesium sulphate
- 631.84 Nitrogen fertilizers. Ammonium nitrates
 - Here: sodium, ammonium and calcium nitrate;
 ammonium sulphate, cyanamide
- 631.85 Phosphate fertilizers
 - Here: basic slag, Thomas slag, phosphate slag,
 metallic slag, calcium phosphates
- 631.86 Organic and biological manures
 - Here: guano

- 631.5 Agricultural operations. Plant propagation. Seeds.
 By-products and semi-finished products of cultivation
 - .52 Improvement of plants. Applied genetics. Plant selection, etc.
 - .53 Plant propagation. Seeds
 - .54 Care of plants during growth
 - .55 Harvesting
 - .57 By-products, semi-finished products and parts of plants (x)
 - .571 Wood. Bark
 - .572 Stems. Fibres
 - .573 Roots. Tubers. Bulbs. Onions
 - .574 Leaves
 - .575 Flowers
 - .576.2 Whole fruits and nuts
 - .576.3 Seeds. Nuts without shells
 - .576.4 Husk of fruits. Bran
 - .577 Juices, saps, gums, plant essences
 - .58 Special methods of cultivation
- 631.6 Rural engineering
 - .61 Land reclamation
 - .62 Drainage
 - .67 Irrigation
- 631.8 Fertilizers and manures
 - .82 Artificial fertilizers
 - .83 Potassium fertilizers (x)
 - .84 Nitrogen fertilizers. Ammonium nitrates (x)
 - .85 Phosphate fertilizers (x)
 - .86 Organic and biological manures (x)
- 631.96 Tapes of plantation
- 632 Plant diseases and pests. Plant protection. Pest control
 - .1 Non-parasitic diseases
 - .11 Unfavourable meteorological or climatic conditions.
 Temperature. Drought. Rain. Wind

(x) Explanation:

- 633.1 **Cereals**
- See 664.23 **Cereal starches**
- See 664.6 **Baking and its products**
- See 664.7 **Milling and its products**
- 633.16 **Barley**
- See 663.4 **Beer. Brewing. Malting. Malt**
- 633.18 **Rice**
- See 664.24 **Rice starches**
- 633.2 **Forage plants. Prairie grasses**
- Here: clover, sainfoin, lupin, vetches, lucerne
- See 636.084/.087 **Animal feeding and foods**
- 633.5 **Textile and fibre plants**
- See 677 **Textile industry. Cordage**
- See 687 **Clothing industry**
- 633.58 **Fibres for basketwork, sieves and coarse fabrics**
- See 677.54 **Basketwork. Materials for weaving vegetable fibres**

- 632.3/.4 Plant diseases
 - .5 Injurious plants
 - .6 Injurious animals
 - .7 Injurious insects
 - .9 Control of plant diseases and pests
 - .93 Control methods
 - .95 Pesticides
- 633 Herbaceous plants
 - 633.1 Cereals. Grain crops (x)
 - .11 Wheat
 - .12 Buckwheat
 - .13 Oats
 - .14 Rye
 - .15 Maize
 - .16 Barley (x)
 - .17 Millet
 - .18 Rice (x)
 - 633.2 Forage plants. Prairie grasses (x)
 - 633.5 Textile and fibre plants (x)
 - .51 Cotton, kapok and similar fibres
 - .52 Flax and similar fibres
 - .521 Flax
 - .522 Hemp
 - .523 Jute
 - .526.23 Sisal
 - .528.1 Coconut
 - .58 Fibres for basketwork, sieves and coarse fabrics (x)
 - .584.1 Straw and similar materials
 - .584.2 Esparto grass
 - .584.3 Willows, osiers
 - .584.4 Reeds, rushes. Stalks of juncaceae and cyperaceae
 - .584.5 Bamboos. Rattan. Spanish pipe

- 633.6 Sugar and starch plants (x)
 - .61 Sugar cane
 - .63 Sugar beet (x)
 - .68 Starch plants
 - .7 Stimulant-yielding plants
 - .71 Tobacco (x)
 - .72 Tea
 - .73 Coffee
 - .74 Cacao (x)
 - .77 Maté
 - .78 Chicory
- 633.8 Aromatic, condiment, oleaginous plants; dyeing, tanning and medicinal plants, etc.
 - .81 Aromatic plants. Perfume plants
 - .819.2 Hops
 - .82 Aromatic herbs
 - .821 Vanilla
 - .824 Bay
 - .825 Ginger
 - .83 Spice plants
 - .832 Clove
 - .833 Cinnamon
 - .834 Nutmeg
 - .84 Condiment plants
 - .841 Pepper
 - .844 Mustard
 - .85 Oleaginous plants (x)
 - .852.52 Ground nuts
 - .852.73 Olive
 - .853.4 Colza. Rapeseed
 - .853.52 Soya
 - .853.55 Castor-oil plant

(x) Explanation:

- 633.86 Dye plants (x)
 - See 667 Colour industries
- 633.91 Rubber plants
 - See 678.4 Rubber industry
- 634 Forestry. Fruit growing. Viticulture
 - See 674 Timber and woodwork industry
 - See 684 Furniture and cabinet-making
 - See for preservation of fruit -04 at 63

633.854.54	Flax
.854.78	Sunflower
.855.34	Oil palm
.855.36	Coconut palm
.86	Dye plants (x)
.87	Tanning-yielding plants
.88	Medicinal plants
.91	Rubber plants (x)
.93	Gum and resin plants
.94	Plants yielding turpentine and rosin
634	Forestry. Fruit growing. Viticulture (x)
.0.1	Environmental factors. Forest biology
.0.2	Silviculture
.0.3	Harvesting of wood. Forest engineering
.0.4	Forest injuries and protection
.0.6	Economics of forestry. Financial aspects of forest enterprises. Administration and organization
.0.8	Forestry products
634.1/.8	Fruit growing. Viticulture
634.1	Pome fruits
.11	Apples
.13	Pears
634.2	Stone fruits
.21	Apricots
.22	Plums
.23	Cherries
.25	Peaches
634.3	Citrus fruits
.31	Oranges
.322	Tangerines
.323	Grapefruit
.33	Lemons
.37	Figs

- 634.38 Mulberries
- 634.4 Other pulp fruits
- 634.5 Nuts. Fruits with shells
 - .51 Walnuts
 - .53 Chestnuts
 - .54 Hazel nuts
 - .55 Almonds
 - .57 Pistachio nuts
 - .58 Groundnuts. Peanuts
- 634.6 Fruit of the palmaceae, caricaceae, etc. Nuts, etc.
 - .613 Dates
 - .616 Coconuts
 - .63 Olives
 - .64 Pomegranates
- 634.7 Berries, soft fruit
 - .71 Raspberries. Blackberries. Dewberries
 - .72 Gooseberries
 - .73 Bilberries, blueberries. Huckleberries
 - .75 Strawberries
 - .773 Bananas
 - .774 Pineapples
- 634.8 Viticulture. Grapes (x)
- 635 Vegetable and ornamental gardening (x)
 - .1 Root crops
 - .11 Beets in general (x)
 - .12 Kohlrabi. Turnips. Rooted turnips. Celery. Swedes
 - .13 Carrots. Chervil
 - .15 Radishes
 - .16 Scorzonera. Horse-radish. Salsify
 - 635.2 Tubers. Edible bulbs
 - .21 Potatoes (x)
 - .23 Cassava. Manioc

(x) Explanation:

635.9

Ornamental plants. Flower-growing

- See 688.4 Artificial flowers and plants. Ornaments made
of feathers

- 635.25 Onions
- .26 Leeks. Shallots. Chives
- 635.3 Plants with edible stalks, flowers or leaves
- .31 Asparagus
- .34 Varieties of cabbage
- .35 Cauliflower
- .36 Brussels sprouts
- 635.4 Green vegetables. Plants with edible leaves
- .41 Spinach
- .48 Rhubarb
- 635.5 Salad species
- .52 Lettuce
- .54 Chicory
- .55 Endives
- 635.6 Plants with edible fruits and seeds. Pulses
- .61 Melons
- .62 Varieties of gourds: marrows, pumpkins, squashes
- .63 Cucumbers
- .64 Tomatoes
- .65 Pulses. Broad beans. French beans, peas, lentils
- 635.7 Aromatic herbs. Spices, vegetable condiments
- 635.8 Mushrooms. Truffles
- 635.9 Ornamental plants. Flower-growing (x)
- .94 Plants classed by method of propagation
- .944 By bulbs, tubers, etc.
- .95 Plants classed by their special conditions of growth
- .96 Plants classed by purpose
- .966 Cut flowers
- .97 Ornamental plants from various other points of view
- .98 Flower-growing under glass

(x) Explanation:

- 636.033 Animals kept for fattening
 E.g.: 636.4.033 Pork and bacon pigs
 636.52.033 Broilers (poultry)
- 636.034 Animals kept for their food products
 E.g.: 636.2.034 Dairy cattle
 636.52.034 Laying poultry
- 636.08 Animal husbandry
 - See 614.9 Animal hygiene
 - See 619 Veterinary science
- 636.084/.087 Feeding. Food, fodder
 - See 633.2 Forage plants. Prairie grasses
 - See 633.4 Roots and tubers

- 636 Animal breeding, rearing. Kinds of animals
 - .02 Animals kept for breeding, showing and scientific purposes
 - .03 Animals bred for food and other products
 - .033 Animals kept for fattening (x)
 - .034 Animals kept for their food products (x)
 - .04 Animals kept for their services to man
 - .042 Beasts of burden. Draught, pack animals, etc.
 - .08 Animal husbandry (x)
 - .081 Rearing methods. Acquisition. Marking of animals
 - .082 Animal breeding, rearing
 - .083 Care of animals. Keeping of animals
 - .084/.087 Feeding. Food, fodder (x)
 - .085 Feeding stuffs in general
 - .5 Different kinds of feeding stuffs
 - .51 Green fodder
 - .52 Silage
 - .53 Roughage (hay, straw, stalks, chaff)
 - .54 Concentrated feeding-stuffs in general
 - .55 Compound feeding-stuffs
 - .57 Artificial feeding-stuffs
 - .086 Particular vegetable feeding-stuffs
 - .1 Cereals. Forage
 - .2 Grasses. Forage from pastures
 - .3 Leguminous plants. Clover
 - .4 Roots. Fodder beet
 - .74 Fruit-bearing plants. Fruits
 - .789 Canes. Acorns, etc.
 - .087 Industrial by-products as feeding-stuffs. Fodder of animal origin. Supplements, etc.
 - .2 Industrial by-products
 - .21 From flour-milling (bran, chopped straw, chaff)
 - .22 From starch-works (pulp, husks, etc.)

(x) Explanation:

- 636.52/.58 Chickens. Cocks
- The concept "chickens" may be expressed by 636.52
- 637 Animal products. Installation and equipment for the
treatment of these products
- The state of preservation of these products may be
expressed by the subdivisions -04 at class 63
E.g.: 637.5-041 Fresh meat
- 637.2 Butter and its preparation
- See 664.3 Edible oils and fats. Margarine.
Butteroil, albuminous substances

- 636.087.23 From the sugar industry (pulp, molasses, etc.)
- .24 From wine-making, brewing, distilling (brewer's grains, malt, yeast, wine- lees, etc.)
- .26 From oileries (oil-cakes)
- .6 Feeding-stuffs of animal origin (fish meal, bone meal, meat meal); milk product
- .7 Stimulants. Forage supplements. Additives
- .8 Antibiotic supplements. Biological preparations. Hormones
- 636.1 Horses. Donkeys. Mules
- .2 Animals of bovine species. Large ruminants. Cattle. Cows, etc.
- .3 Small ruminants
- .32 Animals of ovine species. Sheep. Ewes. Rams. Lambs
- .39 Animals of caprine species. Goats. He-goats. Kids
- .4 Animal of porcine species. Pigs
- .5 Poultry. Fowls
- .52/.58 Chickens. Cocks (x)
- .592 Turkeys
- .593 Guinea-fowl
- .594 Pheasants
- .595 Peacocks
- .596 Pigeons
- .597 Ducks
- .598 Geese
- .92 Rabbits
- 637 Animal products. Installation and equipment for the treatment of these products (x)
- .1/.3 Milk products and their treatment
- .1 Milk and dairying
- .2 Butter and butter-making (x)
- .3 Cheese and cheese-making
- .4 Eggs

(x) Explanation :

- 637.513 Butcheries. Slaughter-houses
- See 614.97 Hygiene of slaughter-houses, knackers' yards
- 637.52 Meat products. Treatment of meat. Delicatessen. Charcuterie,
Cooked meats
- Here: fresh and preserved sausages, black pudding, chitterling
sausages, saveloys, mortadella, etc.
- 637.61 Skins. Hides. Shells
- See 675 Leather industry. Tanning
- See 685 Saddlery. Leather equipment. Shoemaking. Travel
and sports goods, games, etc.
- 637.62 Hair, Bristles. Wool
- See 677.3 Animal fibres and hairs (wool, furs, silks)
- See explanation at 638.2
- 638.2 Silk-worms. Sericulture
- See 677.37 Silks (natural in the textile industry)
- See 677.46 Artificial silks
- 639.11 Big game. Large wild animals in general
- Here: stags, deer, does, boars, chamois, lions, tigers,
reindeer, elands, hyenas, elephants, bears, giraffes,
zebras, etc.

- 637.5 Meat and its treatment
- 637.513 Butcheries. Slaughter-houses (x)
- .514 Kinds of meat according to treatment. Parts of animals.
Cuts
- .517 Meat of various animals
 - .1 Horse meat
 - .2 Beef in general
 - .211 Beef
 - .213 Veal
 - .32 Mutton. Lamb
 - .39 Goat meat
 - .4 Pork
 - .5 Poultry meat
- 637.52 Meat products. Treatment of meat. Delicatessen. Cooked meats,
Charcuterie (x)
- 637.6 Various animal products
 - .61 Skins. Hides. Shells (x)
 - .62 Hair. Bristles. Wool (x)
 - .63 Feathers. Down
 - .64 Horns. Hooves. Claws. Beaks
 - .65 Bones. Teeth. Ivory
 - .661 Blood
 - .663 Gut
- 638 Insect and reptile breeding
 - .1 Bees. Apiculture
 - .16 Honey
 - .2 Silk-worms. Sericulture (x)
 - .27 Cocoons
 - .3 Cochineal
- 639 Hunting. Fishing. Fisheries
 - .1 Hunting and wild animals
 - .11 Mammals
 - .111 Big game. Large wild animals in general (x)

(x) Explanation:

- 639.112 Small game in general. Small furred mammals
- Here: rabbits, hares, etc.
- 639.113 Small carnivorous mammals
- Here: foxes, badgers, otters, martens, etc.
- 639.12 Wild birds
- Here: partridge, grouse, etc.
- 639.2 Fishing. Fish
- See 665.21 Oils of animals origin

- 639.112 Small game in general. Small furred mammals (x)
- .113 Small carnivorous mammals (x)
- .12 Wild birds (x)
- .14 Crocodiles. Alligators
- .15 Reptiles. Tortoises
- 639.2 Fishing. Fish (x)
- .21 Fresh water fishes
- .211 Fishes of the salmon family. Trout. Grayling. Smelt
- .212 Fishes of the sturgeon family
- .213 Fishes of the eel family
- .214 Fishes of the pike family
- .215 Fishes of the carp family. Tench. Bass, Barbel.
 Red mullet. Bream
- .216 Fishes of the perch family. Pike perch
- .22 Sea fish. Deep-sea fish
- .222 Fishes of the herring family. Sprats. Sardines
- .223 Fishes of the cod family. Cod. Salmonds. Stockfish. Ling.
- .227 Fishes of the mackerel family. Tunny
- .228 Flat fish. Sole. Plaice. Flounder. Turbot
- .231 Sharks
- .24 Sea mammals and reptiles: whales, sea-lions, seals, etc.
- .27 Molluscs. Oysters. Mussels. Snails
- .28 Crustaceans: shrimps, crawfish, lobster, crayfish
- .29 Various sea products. Sponges, corals, etc.
- 639.3 Fisheries

(x) Explanation:

- 643.3 Cookery. Kitchen equipment
643.3-83 Electric domestic equipment
- 655 Book trades. Printing. Publishing. Bookselling
- See 676 Paper industry. Cartons
- See 681.6 Machines and devices for reproduction and
 printing: typewriters, printing presses,
 stamping devices
- 655.413 Specialized forms, branches of publishing
655.413:(02) Publication of books
655.413:(05) Publication of periodicals, serials
655.413:(059) Publication of almanacs, calendars
655.413:(083.9) Publication of plans and sketches
655.413:(084.1) Publication of pictures, engravings, photographs
655.413:(084.3) Publication of maps and atlases
655.413:(086.1) Publication of stamps

64 Domestic science, economy
 64.024.1 Hotels. Hostelries. Inns
 641 Food
 641.5 Food for children, special diets, sick persons, etc.
 641.882 Vinegar
 643.3 Cookery. Kitchen equipment (x)
 648 Washing. Laundry. Cleaning. Drying. Ironing
 65 Management and organization of industry. Business and transport
 654 Telecommunications
 .14 Telegraph
 .15 Telephone
 .16 Radio telegraphy. Radio telephony
 .17 Television
 .19 Radio
 .9 Signalling. Teletransmission of information and orders
 .91 Visual signalling
 .92 Acoustic signalling
 655 Book trades. Printing. Publishing. Bookselling (x)
 .1/.3 Printing
 .4/.5 Publishing. Bookselling
 .41 Forms, branches of publishing
 .413 Specialized forms, branches of publishing (x)

(x) Explanation:

656 Transport and postal services

- The analytical divisions .07. are applicable at this number and especially:

.07.816 Restrictions

(see for the subdivisions class 337.4.07.816)

.07.88 Competition

E.g.: 656.1.073.07.816.74 Restriction of road transport of goods

656.1.073.07.816.82 Authorization for transport of goods by road

656.1.07.816.82 Driving licences

656.1.07.88 Competition in road transport

Other subdivisions:

656.002.1 Infrastructure of transportation

- see 625/627 Technology of railway and highway engineering

- see 629.1 Technique of transportation

656.033.6 Rates for different kinds of goods

656.033.6 : 622 Rates for transport of coal and steel

: 63 Rates for transport of agricultural products

656	<u>Transport and postal services (x)</u>
656.01	Bus depot. Bus station. Stations
.015	Stops. Halts. Parking
.016	Auxiliary services. Filling stations, buffets
656.02	Routes and services. Itineraries. Time-tables
.022	Routes and services
.022.1	Regular routes
.022.3	Irregular services. Occasional transport
.022.81	Main routes. International routes
.022.814	Transit traffic
.022.816	International routes
.022.817	Inter-continental routes
.022.82	Secondary routes
.022.824	Frontier traffic
.022.86	Coastal traffic
656.03	Tariffs, fares. Tickets. Taxes. Costs
.031	Basis of rates. Gross rates. Net rates
.031.6	Rates according to the structure
.031.62	Maximum and minimum rates. Differential rates
.031.8	Variations of rates
.051.82	Reduction
.031.84	Increase
.032	Rates for passengers and their luggage
.033	Goods rates. Freight charges
.033.6	Rates for different kinds of goods (x)
.033.636	Rates for dangerous and perishable goods, etc.
.034	Rates for carrying animals
656.05	Traffic control. Signals. Safety. Road traffic
.053	Traffic restrictions
.053.2	Speed limits
.053.3	Restrictions on direction. One-way streets, etc.
.053.4	Restrictions on weight and dimensions of the vehicle

(x) Explanation:

656.06 Vehicles. Fleets. Boats. Crew
- Since the concept 656.06 is valid for transport in general,
it follows that if you wish to express one of the concepts
under 656.06, it will be necessary to add the number .06
to the appropriate number

E.g.: boats and river navigation are classed not at
656.06 but at 656.62.06

656.073.235 Transport in containers
- See 621.798.12 Crates, containers (from the industrial
and technical point of view)

656.073.4 Transport of different kinds of goods
656.073.4:622 Transport of mining products (coal and steel)
656.073.4:63 Transport of agricultural products

656.055 Fixed traffic signs
 .057 Beacons. Luminous signs
 656.06 Vehicles. Fleets. Boats. Crew (x)
 .061 General questions relating to vehicles
 .061.2 Registration
 .062 Formation, reduction, increase, abolition of fleets of
 vehicles
 .062.2 Formation of the fleet
 .062.4 Increase
 .062.6 Reduction, decrease, dispersal, loss, immobilization
 .062.8 Abolition. Elimination
 .064 Vehicles according to ownership. Hiring
 .065 Vehicles according to use
 .065.2 Vehicles for private transport
 .065.4 Vehicles for public transport
 .068 Equipment
 656.07 Transport of persons, of goods, of animals
 .072 Transport of persons. Passenger transport
 .073 Transport of goods
 .073.2 Handling of goods
 .073.21 Loading. Embarking
 .073.22 Stowing. Packing away
 .073.23 Transshipment
 .073.235 Transport in containers (x)
 .073.24 Change of destination, of means of transport
 .073.25 Unloading. Disembarking
 .073.27 Warehouse, store
 .073.29 Delivery
 .073.4 Transport of different kinds of goods (x)
 .073.436 Transport of injurious, dangerous, infected goods, etc.
 .074 Transport of animals
 .08 Accidents

656.1	Road transport
656.2	Rail transport
.21	Lines. Stations. Buildings
656.56	Transport by canalizations. Gas pipelines. Oil pipelines
656.6	Transport by water
.61	Marine navigation
.615	Working of ports
.618	Coastal navigation
.62	River navigation
.7	Air transport. Aerial navigation
.71	Aerodromes. Airports
.8	Postal services
.835	Franking. Prepayment of postage. Postage-stamps. Philately
657	Accounting
658	Business and industrial organization. Technique of trade

(x) Explanation:

66 Chemical and allied industries

- At 66 should be classed everything concerning the industrial manufacture of chemical and metallurgical products and compounds in general, as well as the manufacture of more or less homogeneous products, made by means of chemical, physical and biological processes. See class 54 for questions of pure and theoretical chemistry, details concerning the preparation in relatively small quantities of simple substances and chemical products, and also for the manufacture of chemical products not provided for at 66, e.g.: the manufacture of organic products not indicated at 661.7, 662, 665, and 668 is classed under 547. The applications of chemistry to the various sciences are classed under those sciences, e.g.: the chemistry of organized bodies at 57 Biological sciences, 61 Medicine, 63 Agriculture, and photographic chemistry at 77 Photography
66 is however the place for details of the manufacture of foods and food substances, as well as the details of preparation and use of animal and vegetable products in industry, but with the exception of matters concerning the production, cultivation or harvesting of these animal and vegetable products, which are classed at 63 Agriculture. 66 is also the place for the preparation and treatment of ores and mining products used as raw materials, but matters concerning the deposits, and the formation and extraction of these products are classed respectively at 553 Economic geology. Mineragraphy. Formation and deposits of ores, 549 Mineralogy, and 622 Mining industry.
- See also for distinction between the content of 54 and 66, the explanation at 54.

- 661 Chemicals, chemical products in the strict sense
- 661.1 Different branches of the chemical industry
- .13 Chemical products for the electro-chemical industry and electrical engineering
- .14 Photo-chemical products. Luminous and phosphorescent substances
- .18 Colloidal and absorbant substances. Semi-colloidal and surface- (capillary) active substances
- .185 Capillary active, dampening, frothing substances, etc.
- .187 Soap manufacture. Soap-factories
- .188 Glycerine industry
- 661.2 Sulphur and its derivatives
- .22 Carbon disulphide
- .24 Sulphurous acid. Sulphites. Hyposulphites. Sulphides
- .25 Sulphuric acid. Vitriol. Sulphates
- 551.3 Alkalis. Soda and potash industries
- .31 Potash and potassium compounds
- .32 Sodium compounds. Soda
- 661.4 Halogens. Per-compounds
- .41 Chlorine and its compounds: chloride, table salt, chlorites, chlorates
- .46 Bromine and its compounds: bromides, bromates
- .47 Iodine and its compounds: iodides, iodites, iodates
- .48 Fluorine and its compounds: fluorides
- .49 Inorganic per-compounds:
- .491 Hydrogen peroxide
- .492 Per-chlorates
- .493 Per-carbonates
- .494 Per-sulphates
- .495 Per-borates

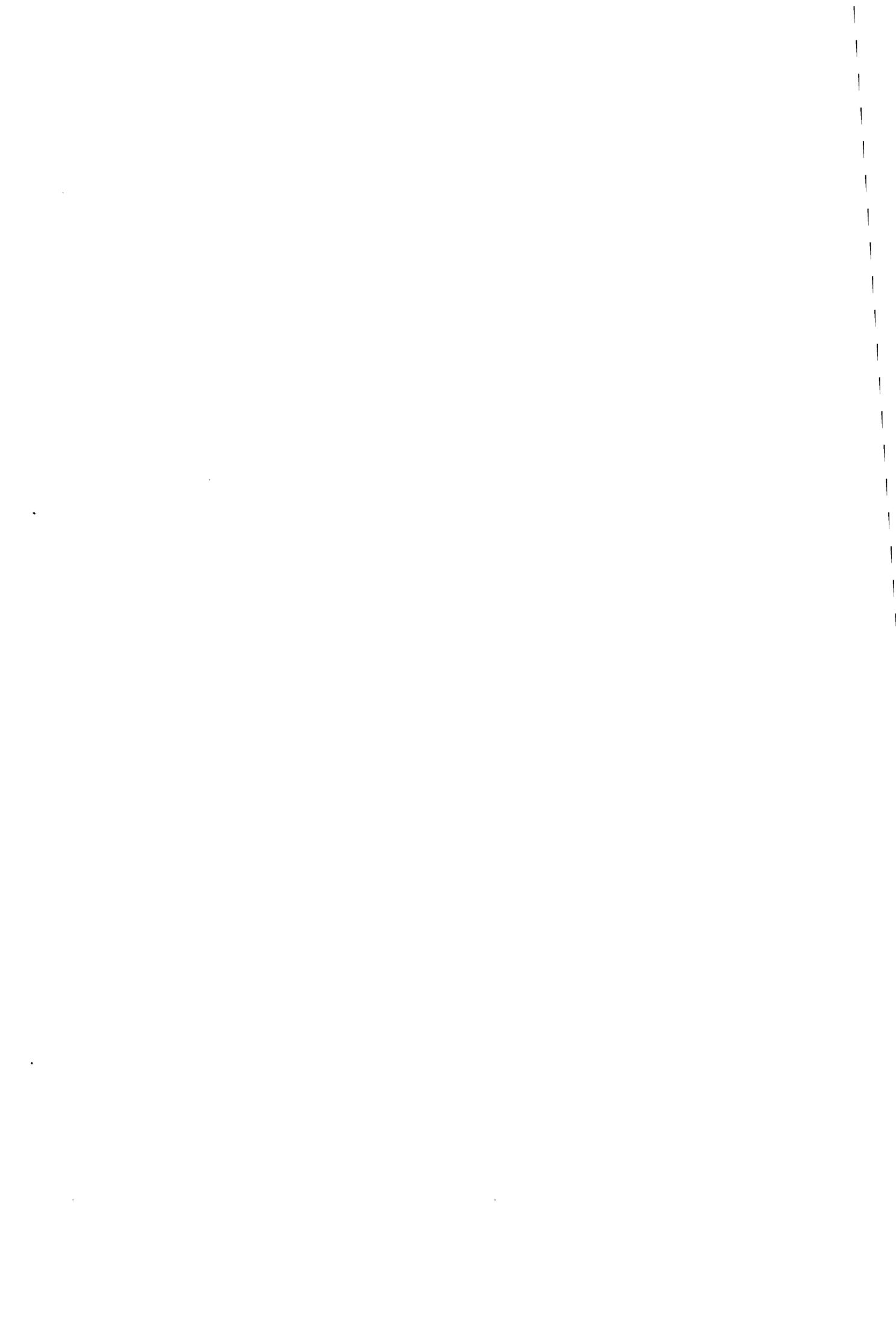
- 661.5 Nitrogen and its compounds: ammonia, nitrides, nitrates, cyanamides
 - .51 Ammonia (non synthetic)
 - .52 Ammonium salts
 - .521 Ammonium chloride. Sal ammoniac
 - .522 Ammonium sulphate
 - .523 Ammonium carbonate
 - .525 Ammonium nitrate
 - .526 Ammonium sulpho-nitrate
 - .54 Cyanamides
 - .55 Nitrides
 - .56 Nitric acid. Nitrous acid. Hydrazoic acid
 - .63 Phosphorus and its compounds: phosphates, phosphides. Phosphate fertilizers
 - .64 Arsenic and its compounds: arsenites, arseniates
 - .65 Boron and its compounds: boracites, borates, borides
 - .66 Carbon and its compounds: carbides
 - .68 Silicon and its compounds: silicates, silicides
 - .7 Organic substances (x)
 - .71 Simple organic substances
 - .715 Hydrocarbons (x)
 - .715.1 Acyclic hydrocarbons
 - .715.4/.7 Cyclic hydrocarbons
 - .717 Organic nitrogen compounds
 - .717.2 Nitro-compounds of hydrocarbons
 - .717.3 Aliphatic amines
 - .718 Organic metalloid compounds
 - .1 Organic phosphorus compounds
 - .2 Organic arsenic compounds
 - .4 Organic boron compounds
 - .5 Organic silicon compounds
 - .719 Organic sulphur, selenium and tellurium compounds

(x) Explanation:

- 661.78 Organo-metallic compounds
 661.783/.789 is divided like 546.3/.9
- 661.8 Metallic compounds in general, salts, mineral pigments
- For the subdivisions of 661.8 one may use the analytical
 subdivisions listed below as direct subdivisions
- 661.8...2 Oxides
- 22 Oxide. Anhydride
- 23 Hydroxide
- 24 Peroxide
- 27 Salts other than those at ...7,...8,...9
- 661.8...3 Halogen compounds. Cyanide compounds
- 32 Chlorine compounds
- 321 Chlorides
- 322 Hypochlorite, chlorite, chlorate,
 perchlorate
- 34 Bromine compounds
- 35 Iodine compounds
- 36 Fluorine compounds
- 37 Cyanide compounds
- 661.8...41 Nitride
- 42 Nitrites
- 43 Nitrates
- 45 Phosphorus compounds
- 46 Arsenic compounds
- 51 Sulphide. Bisulphide
- 52 Sulphite
- 53 Sulphate
- 61 Boron compounds
- 62 Carbon compounds
- 661.8...7 Organic salts
- 661.8...8 Basic salts
- 661.8...9 Complex and double salts
- E.g.: 661.847.2 Zinc oxide and peroxide, formed from
661.847 Zinc compounds ...2 Oxides
(oxides + peroxide)

- 661.72 Alcohols and their derivatives
 - .723 Halogen derivatives of hydrocarbons
 - .725-11/-12 Esters of alcohols
 - .726 Ethers
 - .727 Aldehydes. Acetones. Ketones
 - .728 Cellulose and its derivatives
 - .729 Organic peroxides
 - .73 Organic acids and their salts, esters, etc.
 - .731 Acetic acids. Glacial acetic acid. Acetates
 - .732.1 Formic acid. Formic acid esters
 - .4 Propionic acid
 - .5 Butyric acid. Butyric acid ester
 - .6 Valeric acid and its esters
 - .7/.8 Mono-carbonic aliphatic acids
 - .733.1 Oxalic acid and its salts
 - .2 Lactic acid and its salts
 - .3 Tartaric acid and its salts
 - .4 Glucosic acid and its salts
 - .734.1 Citric acid
 - .2 Tannic acid. Tannin
 - .78 Organo-metallic compounds (x)
- 661.8 Metallic compounds in general, salts, mineral pigments (x)
- 661.83 Alkali metal compounds
 - .832 Potassium compounds
 - .833 Sodium compounds
 - .834 Lithium compounds

661.84	Group II metal compounds
.842	Calcium compounds
.843	Strontium compounds
.844	Barium compounds
.845	Beryllium compounds
.846	Magnesium compounds
.847	Zinc compounds
661.85	Lead, copper, silver and gold compounds
.851	Lead compounds
.856	Copper compounds
.857	Silver compounds
.859	Gold compounds
661.86	Group III, Aluminium and rare earth compounds
.862	Aluminium compounds
.864.1	Yttrium compounds
.865	Rare earth compounds in general
661.87	Manganese-Iron group and Group VI metal compounds
.871	Manganese compounds
.872	Iron compounds
.873	Cobalt compounds
.874	Nickel compounds
.876	Chromium compounds
.877	Molybdenum compounds
.878	Tungsten compounds
.879	Compounds of radioactive elements
661.88	Groups IV and V metal compounds
.881	Tin compounds
.882	Titanium compounds
.883.1	Zirconium compounds
.884	Thorium compounds



661.9	Industrial gases
.91	Compressed, liquefied and solidified gases in general
.92	Atmospheric air
.937	Production of oxygen
.938	Production of nitrogen
.939	Production of noble gases, zero-valent gases
.96	Hydrogen
.968	Hydrides
.97	Carbonic acid. Carbon dioxide
.98	Nitrogen oxides
.992	Phosgene (gas)
.994	Carbon monoxide

(x) Explanation:

662 Pyrotechnics. Explosives. Fuels. Heating
- See 622 Mining industry
(exploitation of mineral oils, of gaseous ores,
of collieries)

662.74 Bituminous coal technology
- Here: coking, distillation, fractionation,
gasification

- 662 Pyrotechnics. Explosives. Fuels. Heating (x)
- .1 Pyrotechnics. Fireworks
 - .2 Explosives
 - .3 Gunpowders
 - .4 Inflammable substances. Detonators. Fuses. Igniters
 - .5 Kindlers. Lighters. Matches
 - 662.6 Natural fuels
 - .64 Peat and lignite as fuels
 - .641 Peat. Turf
 - .642 Lignite
 - .66 Bituminous coal as fuel
 - .662 Long-flame fat coals. Gas coal
 - .663 Fat coals proper. Forge coals
 - .664 Short-flame fat coals. Coking coals
 - .665 Lean coals
 - .667 Anthracite
 - .68 Natural mineral oils as fuel
 - .69 Natural gas. Ground gas, marsh gas, etc.
 - 662.7 Fuel technology
 - .73 Technology of peat, lignite, refuse, etc.
 - .74 Bituminous coal technology (x)
 - .741 Coking, carbonization at high temperatures
 - .742 Coking, carbonization at low and medium temperatures.
Distilling
 - .747 Gasification
 - .749 Products of coking-plants, of coal carbonization
 - .749.2 Coke
 - .749.3 Tar
 - .749.5 Gas-carbon
 - .75 Liquid fuels. Mineral oil technology

(x) Explanation:

663.2 Wine. Wine industry. Oenology
- See 634.8 Viticulture. Grapes

663.4 Beer. Brewing. Malting. Malt
- See 633.16 Barley
- See 633.819.2 Hops

662.76	Gaseous fuels. Gas producers. Technology
.761	Air gas. Gas-producers
.766	Acetylene. Generators
.767	Hydrocarbons as fuels
.767.1	Methane
.767.3	Propane
.767.4	Butane
662.8	Coal briquettes. Compressed fuels. Mechanically produced artificial fuels
.8.05	Briquetting
.81	Briquettes. Conglomerate or compressed fuels
.812	Peat briquettes
.813	Lignite briquettes
.814	Coal briquettes
.815	Coke briquettes
.816	Charcoal briquettes
.87	Pulverized fuels
663	<u>Technical microbiology. Fermentation industries. Beverages</u> Stimulants
.1	Industrial microbiology and mycology. Yeast
.2	Wine. Wine industry. Oenology (x)
.236	Must of grapes
.3	Fruit wines. Cider. Perry
.4	Beer. Brewing. Malting. Malt (x)
.5	Spirits. Brandy
.6	Water. Mineral waters. Ices, ice-creams
.8	Mixed drinks. Fruit juices, liqueurs, lemonades
.86	Lemonade

- 663.9 Stimulants and narcotics
 - .91 Manufacture of cocoa, of its preparations and of chocolate (x)
 - .92 Cocoa substitutes. Cola, etc.
 - .93 Coffee, coffee extracts and essences
 - .94 Coffee substitutes. Coffee additives. Roast chicory
 - .95 Tea
 - .97 Tobacco. Cigars. Cigarettes (x)
 - .99 Narcotics: opium, hashish, marijuana
- 664 Preparation and preservation of solid foodstuffs
 - 664.1 Sugar. Sucrose (x)
 - .11 Cane sugar
 - .12 Beet sugar
 - .13 Kinds of sugar according to source (x)
 - .14 Sugar processing. Sugar compounds. Sweets. Confectionery (x)
 - .15 Molasses. Syrup. Treacle
 - 664.2 Starches. Feculea. Amylaceous substances (x)
 - .22 Potato starch (x)
 - .23 Grain or cereal starches (x)
 - .24 Rice starches (x)
 - .26 Fruit starches: from chestnuts, soya, beans, etc.
 - .27 Starches from manioc, sago, arrowroot, salep
 - 664.3 Edible oils and fats. Margarine. Albuminous substances.
 - Butteroil (x)
 - .38 Proteins
 - 664.5 Spices. Condiments
 - .51 Pepper
 - .53 Mustard. Mustard flour
 - .56 Cinnamon
 - .57 Vanilla

(x) Explanation:

- 664.6 Baking, pastries and their products
 - See 633.1 Cereals
- 664.664 Products similar to bread, produced by a particular process
 - Here: unleavened bread. Toast. Crispbread. "Knäckebröt",
 "Ryvita". Rusks
- 664.685 Special products with flour
 - Here: communion wafers, cachets for medicines, sealing wafer,
 dried flour-based pastes
- 664.7 Treatment of cereals. Milling and its products
 - See 633.1 Cereals
- 664.76 Products, by-products and wastes from milling
 - See 664.2 Starches. Feculea. Amylaceous substances
- 664.8/.9 Preservation technique. Various preserved foods
 - The state of preservation or products is classed in
 principle under those products. This may be done by
 means of the analytical subdivision -04; for this
 see the explanation at 63
 - See 672.4 Tinware. Tins, cans for preserving food

- 664.6 Baking, pastries and their products (x)
 - .66 Bakery products in general. Bread and related products
 - .664 Products similar to bread, produced by a particular process (x)
 - .68 Biscuits, wafers, pastries, cakes, puddings
 - .685 Special products with flour (x)
 - .69 Alimentary pastes, pasta: macaroni, spaghetti, vermicelli, noodles, etc.
 - .696 Cereal foods ready for consumption. Corn flakes. Puffed rice
- 664.7 Treatment of cereals. Milling and its products (x)
 - .76 Products, by-products and wastes from milling (x)
 - .761 Flour
 - .762 Semolina. Groats
 - .764 Bran
 - .765 Germ
 - .768 Waste
- 664.8/.9 Preservation technique. Various preserved foods (x)
- 664.8 Preservation of organic and vegetable products. Food preparations
 - .85 Preserved fruit. Jellies. Jams. Fruit purées and pastes
 - .87 Concentrated foods
 - .871 Soups
- 664.9 Preservation of products of animal origin

(x) Explanation:

- 665.14/.18 **Manufacture of candles**
- Here: wax and tallow candles, tapers, night-lights
- 665.21 **Animal oils**
- See 639.2 **Fishing. Fish**

- 665.3 **Vegetable oils, fats and waxes**
- See 663.85 **Oleaginous plants**

665 Oils. Fats. Waxes. Petroleum products and related industries

- 665.14/.18 Manufacture of candles (x)
- 665.2 Animal oils, fats and waxes
 - .21 Animal oils (x)
 - .213 Fish oil
 - .214 Fish liver oil
 - .215 Oil of marine mammals. Whale liver oil
 - .22 Animal fats
 - .221 Beef fat. Mutton fat
 - .222 Pork fat. Lard
 - .224 Chicken fat
 - .228 Fat from carrion, bones, from knackers' yards, from waste
 - .23 Animal waxes
 - .231 Bees' wax
 - .237 Wax of marine mammals. Spermaceti
 - .238 Cholesterol. Lanoline. Wool fat
- 665.3 Vegetable oils, fats and waxes (x)
 - .32 Non-drying oils
 - .325 Oil of rosaceae, pandaceae, geraniaceae, sapindaceae, and malvaceae
 - .325.2 Peanut oil
 - .327 Oil of matachlamydeae
 - .327.3 Olive oil
 - .33 Semi-drying oils
 - .334 Colza oil, rape oil
 - .335.2 Soya-bean oil
 - .335.5 Castor oil
 - .335.9 Cotton-seed oil
 - .34 Drying oils
 - .345.4 Linseed oil
 - .347.8 Sunflower oil

(x) Explanation:

665.6./7 Petroleum processes and products and related industries
- See 622.323 Working of sources of petroleum

- 665.353.4 Palm oil
- .353.6 Coconut oil
- .36 Waxes of vegetable origin
- .37 Vegetable phosphates. Lecithin
- .38 Synthetic oils. Sulphonated oils, fats and fatty acids
- 665.6/.7 Petroleum processes and products and related industries (x)
- 665.6 Technology of mineral oils, of petroleum and similar products
- .61 Petroleum
- .62 Processing of raw petroleum, of natural gas
- .63 Methods of processing petroleum and especially fractional distillation
- .633 Separation and handling of benzine
- .634 Separation and handling of paraffin
- .635 Separation and handling of gas oil
- .637 Separation and handling of heavy residues
- .64 Cracking and reforming processes
- .65 Conversion processes other than cracking and reforming: synthesis, high temperature processes for removing undesirable constituents
- .66 Refining: removal at low temperature of undesirable constituents
- 665.7 Products of the mineral oil industry. Mineral oils and similar products
- .033 Products according to their composition or certain constituents
- .038 By-products. Additives having an influence on the properties
- .71 Petrochemical products as a group
- .72 Gas
- .723 Gaseous hydrocarbons

(x) Explanation:

- 665.738 Hydrocarbons with benzene nucleus
- Here: benzine (benzole), toluene (toluol), cymene,
 xylene (xylol), Styrene, etc.
- 665.766 Fractions of non-hydrocarbons
- Here: fractions of naphthenic acids, phenolic products,
 creosote, petroleum sulphomates, naphthalene, anthracene
- 665.775 Asphaltic bitumens. Bituminous mixtures
- Here: bitumen (tar, pitch), cut-backs, emulsions or
 stable asphalt suspensions, asphalt mastics, natural
 bitumens and asphalts, asphaltites, bituminous schists

665.73	Petrol and products with the same boiling points
.734	White spirit
.738	Hydrocarbons with benzene nucleus (x)
.74	Paraffin. Lamp oil
.75	Gas-oils. Diesel fuels. Fuel oil. Heavy oils
.76	Lubricating oils, machine oils, white oils. Fractions of non-hydrocarbons
.766	Fractions of non-hydrocarbons (x)
.77	Solid and semi-solid products
.772	Waxes. Paraffins. Ceresin. Vaseline. Ozocerite
.775	Asphaltic bitumens. Bituminous mixtures (x)
.777	Carbonaceous products: petroleum coke

(x) Explanation:

666.3/.7

Ceramics. Porcelain. Earthenware

- See also 553.578 Diatomaceous and infusorial earths.
Tripoli (kieselguhr, tripolite, diatomite, Moler earth)

666 Glass. Ceramics. Enamel. Artificial stones. Dement. Concrete

- 666.1/.2 Glass industry and manufacture
 - .11/.28 Kinds of glass and glass objects
 - .117 Kinds of glass classified by their technical properties
 - .117.1 Short glasses. Long glasses
 - .117.2 Soft glasses
 - .117.3 Kitchen glass. Ovenware
 - .117.4 Laboratory glasses
 - .127 Broken glass, glass in blocks. Scraps, cullets, chips. Powdered glass
 - .128 Glass in knobs, bars, sheets
 - .151 Window glass. Sheet glass
 - .155 Safety glass
 - .162 Plate glass. Glass for mirrors
 - .164 Cast glass
 - .166 Armoured glass
 - .17 Hollow glass
 - 171 Bottles, carboys, flasks, demi-johns, flagons, jars, pots, etc.
 - .173 Tubes
 - .175 Globes. Sheathing, etc. for lighting tubes. Bulbs for electric lamps
 - .185 Glass for building. Bricks, insulators, etc.
 - .189.2 Spun glass, glass wool and matting and objects made of these
 - .22 Optical glass
 - .24 Transparent coloured glasses
 - .26 Opaque glasses
 - .27 Glass beads. Small glass objects
 - .29 Enamels. Glazes
- 666.3/.7 Ceramics. Porcelain. Earthenware (x)
 - .5 Porcelain. Ceramic ware
 - .6 Earthenware

(x) Explanation:

- 667 Colour industries
- See 633.86 Dye plants
 - See 675 Leather industry. Treatment of skins.
 Tanning. Tanneries
- 667.21 Raw materials. Dyestuffs
- Here: tanning products. syntans (synthetic tannins)
- 667.211 Natural organic dyestuffs
- Here: haematin, haemotoxylin, catechou, annatto, madder,
 turnsole, kermes scarlet, sepia
- 667.211.2/.6 Dyestuffs of vegetable origin
- Here: tanning extracts of vegetable origin
- 667.212 Artificial organic dyestuffs
- Here: synthetic organic dyestuffs; colouring matters:
 nitroso dyes, azo dyes, thiazoles, derivatives of stilbene,
 carbazole, imine of xanthene, acridine, quinolene;
 thioflavins, indulins, nigrosins, eurhodins, safranins,
 gallocyanins, methylene blue, pyronins, rhodamins, eosins,
 fluorescein, cyanins, isocyanins, cryptocyanins,
 auramine, fuchsine, natural indigo, synthetic organic
 luminescent products
- 667.213 Inorganic dyestuffs
- Here: blacks of mineral origin, Cassel extract and
 similar products, lithopone, pigments with titanium oxide
 or cadmium salts base, Prussian blue, chromate based
 pigments, ultramarine blue, ilmenite, zinc grey
- 667.214 Pickling solutions, mordants, caustics
- Here: Tannins (tannic acids) tannates, acetyl-tannin;
 derivatives of tannins in the form of salts or of other
 metal compounds are not classed here
- 667.6 Paints. Technique of painting
- See 75 Painting (as an art)
- 667.637 Paints according to their properties and purpose
- Here: colours for artistic painting, teaching, sign-
 painting, ceramics enamelling, Glass-painting, etc.

666.7	Heavy clayware
.71	Bricks
.73	Pipes, couplings, casings, elbow joints, etc.
.74	Tiles, architectural ornaments
.75	Quarry tiles and similar products
.76	Refractory bricks, clays, cements, mortars
.78	Crucibles. Muffles
.91	Gypsum and plaster industry
.92	Lime industry
.94	Cement industry
.96	Other cements and their mixtures. Aggregates and cement products. Lute, Mastic. Rendering
.97	Mortar and concrete industries
.98	Reinforced concrete. Pre-stressed concrete
667	<u>Colour industries (x)</u>
.2	Dyeing
.21	Raw materials. Dyestuffs (x)
.211	Natural organic dyestuffs (x)
.211.1	Dyestuffs of animal origin
.211.2/.6	Dyestuffs of vegetable origin (x)
.212	Artificial organic dyestuffs (x)
.213	Inorganic dyestuffs (x)
.214	Pickling solutions, mordants, caustics (x)
.4/.5	Inks
.56	Pencils. Crayons. Chalks
.6	Paints. Technique of painting (x)
.62	Ingredients of paints
.622	Colouring matter. Pigments
.629	Auxiliary materials. Additives
.629.3	Drying agents. Siccatives. Driers
.63	Paints. Varnishes. Lacquers
.637	Paints according to their properties and purpose (x)

Organic chemical industries (x)

- .3 Adhesives. Gelatine. Albumens. Proteins
- .31 Glues. Gelatine
- .391 Albuminous substances. Albumens
- .392 Proteins. Casein
- .394 Protein derivatives. Amino-acids
- .4 Gums. Resins. Glutens
- .41 Gums
- .44 Resins
- .442 Ester-resins. Benzo-resins
- .443 Aleo-resins
- .444 Resino-acid resins
- .445 Fir resins. Sandarac. Terebinthine. Pine resins
- .446 Resins from cisalpinoids. Natural copals
- .447 Resins of a specific constitution. Retenes
- .47 Pitch. Terebinthine products
- .471 Pitch
- .472 Colophony. Rosin
- .473 Liquid resin. Resins made from cellulose
- .474 Lignin
- .478 Natural resins chemically transformed
- .48 Terebinthine essence. Wood terebinthine. Pine oil
- .5 Essential oils (Essences). Manufacture of cosmetic products. Perfumery (x)
- .52 Natural essential oils
- .529 Animal essential oils
- .529.2 Ambers
- .529.4 Musk. Civet
- .53 Principal constituents of essential oils
- .531 Hydrocarbons
- .532 Alcohols
- .534 Ketones
- .535 Phenols. Phenol ethers

(x) Explanation:

- 668.58 Cosmetics. Products for the care of the body
- Here: toilet waters, dentifrice, beauty creams, powders, hair lotions, deodorants
 - See 687.5 Beauty treatment. Hairdressing. Chiropody.
 Manicure. Wig-making
- 668.8 Artificial organic colouring matters
- Here: acridines, phthaleins, pyronins, xanthenes, azines, safranins, oxazines, thazines, etc.

668.536	Esters
.537	Lactones
.538	Oxides
.539	Nitrogen and sulphur compounds
.54	Artificial essential oils
.542	Alcohols
.543	Aldehydes
.544	Ketones
.545	Phenols, phenol ethers
.546	Esters
.548	Nitrogenous substances. Artificial musk
.549	Products of fixing
.55	Manufacture of artificial compound perfumes
.56	Fruit essences
.58	Cosmetics. Products for the care of the body (x)
.8	Artificial organic colouring matters (x)

(x) Explanation:

- 669 Metallurgy. Metals and alloys
- The following special common subdivisions may be applied here as direct divisions
 - 669...3 Extraction from ores
 - ...4 Purification. Refining. Recovery
 - ...5 Alloys
 - ...6 Treatment of metal. Finishing
 - ...7 Use and applications of metal or its alloys
 - E.g. 669.45 Lead alloys
 - made up of 669.4 Lead and 669...5 Alloys
 - The other elements of the alloy are added to the main element in order of grade, of tenor, by means of the apostrophe: see example at 669.3
- 669-1/-9 State and form of the metals. Machine and equipment. Special processes
- 1 State of metals and alloys with regard to their treatment
 - 11 Natural state
 - 12 Rolled, drawn
 - 13 Worked, forged, hammered, pressed, stamped
 - 14 Cast
 - 15 Heat treated: annealed, molten, hardened, tempered, cooled, etc.
 - 4 Shaping of metallurgical products and semi-finished products
 - 41 Plane surfaces. Plates. Sheet. Strip
 - 411 Blocks, bars, lumps, ingots, knobs
 - 412 Slabs, blooms, billets, etc.
 - 413 Plate
 - 417 Corrugated plate and sheet
 - 418 Strip, bands
 - 419 Sheet and strips of several layers
 - 42 Sectional material. Sections. Wires. Cables
 - 422 Rods, bars
 - 424 Rail sections
 - 426 Wires, Filaments
 - 427 Wire articles, wire ropes: Cables
 - 46 Tubes. Pipes
 - 47 Circular objects. Holes. Wheels. Grills. Meshes
 - 48 Springs
 - 492 Grains. Granular metal. Powders
 - 493 Splinters. Shavings. Chips
- 669.01 General metallurgy. Metallography
- .014 Reactions and behaviour of various elements
 - .015 Products. By-products
 - .2 Intermediate products
 - .3 Crude metal
 - .4 Pure metal
 - .7 Gases. Flue gases
 - .8 Solid by-products: Slag, clinker, dross
 - .9 Wastes: Slag, residue. Debris. Scrap iron
 - .017 Metallography
 - .018 Metals and alloys according to their general properties
- 669.02/.09 Metallurgical processes and equipment
- 669.1 ferrous products. Iron and steel
- See 672 Objects of iron and steel. Ironmongery. Cutlery
 - 669.1.015.8 Slag, clinker, dross, etc. from the production of iron and steel

- 669 Metallurgy. Metals and alloys (x)
- 669.1 Ferrous products. Iron and steel (x)
 - .11 Iron and its alloys with carbon
 - .13 Cast iron
 - .14 Steel in general. Iron-carbon alloys other than cast iron
 - .15 Special steels. Iron alloys with elements other than carbon
 - .16 Production of pig-iron. Relevant equipment and materials
 - .162 Blast-furnaces. Production of pig-iron. First smelting
 - .162.1 Raw materials and additions
 - .162.2 Blast furnaces
 - .163 Production and conversion of iron cast in the first melt
 - .17 Production of technically and chemically pure iron
 - .18 Production of steel
 - .181 Production of sponge iron, porous iron
 - .182 Production of steel in refining hearths. Production of cemented, shear, fagotted, damask steel
 - .183 Steel produced in reverberatory furnaces. Puddled steel. Siemens-Martin steel
 - .183.1 Puddled steel and processes
 - .183.2 Siemens-Martin steel and processes
 - .184 Air refining
 - .184.1 Bessemer process
 - .184.2 Thomas process
 - .186 Production of steel in crucible
 - .187 Production of steel by electric furnaces

(x) Explanation:

669.2/.8	Metallurgy of non-ferrous metals
669.2/.8.015.9	Slags and residues of non-ferrous metals or metal compounds
- See 673	Objects of non-ferrous metals: bells, parts for piping
669.21/.23	Precious metals
- See 671.1	Gold and silversmithing. Jewellery
669.3	Copper
669.35	Copper alloys
669.35'5	Copper-zinc alloys. Brass. Tombak
669.35'6	Copper-tin alloys. Bronzes

669.2/.8	Metallurgy of non-ferrous metals (x)
.21/.23	Precious metals (x)
.21	Gold
.22	Silver
.23	Metals of the platinum group
.24	Nickel
.25	Cobalt
.26	Chromium
.27	Tungsten
.28	Molybdenum
.292	Vanadium
.293	Niobium (Columbium)
.294	Tantalum
.295	Titanium
.296	Zirconium
.297	Hafnium (Celtium)
.298	Thorium
.3	Copper (x)
.4	Lead
.5	Zinc
.6	Tin
.71	Aluminium
.721	Magnesium
.725	Beryllium (Glucinium)
.73	Cadmium
.74	Manganese
.75	Antimony
.76	Bismuth
.783	Germanium
.822	Uranium
.849	Rhenium
.871	Gallium
.872	Indium
.873	Thallium

(x) Explanation:

- 671.12 **Jewellery**
- Here: small ornamental objects: rings, bracelets, necklaces, brooches, earrings, neck and watch chains, charms, pendants, cuff-links, etc. crosses and medals, emblems, pins, belts, etc.
- 672 **Objects of iron and steel, Cutlery**
- See 669.1 Ferrous products. Iron and steel
- 672.4 **Tinware. Tins, cans for preserving food**
- See 664.8/.9 Preservation technique
- 672.7 **Cutlery: knives, scissors, razors. Cutting and piercing weapons**
- .711 **Cutting and piercing weapons**
- .712 **Knives**
- .714 **Scissors**
- .715 **Razors**
- .718 **Clipping and shearing devices. Clippers**
- .719 **Other cutting tools: choppers, guillotines**
- .73 **Machines for grinding and sharpening**
- .76 **Forks. Spoons. Ladles. Sugar-tongs, etc.**
- 672.8 **Small metal articles**
(pins, needles, pen-nibs, buttons, fasteners, eyelets)
- 674 **Timber and woodwork industry**
- See 634 Forestry. Fruit growing. Viticulture
- See 684 Furniture and cabinet-making
- 673 **Objects of non-ferrous metals: bells, pipes and pipe-fittings**
- See 669.2/.8 Metallurgy of non-ferrous metals

- 67/68 Various industries, trades and crafts
- 671 Objects of precious metals and gems. Jewellery. Gold and
 Silver work
- .1 Gold and silversmithing. Jewellery
- .11 Gold and silver articles. Engraved and beaten articles
- .12 Jewellery (x)
- .15 Working of precious stones, of pearls. Diamond-cutting
- .4 Manufacture of coins and medals
- 672 Objects of iron and steel. Cutlery (x)
- .1 Articles of cast iron and steel
- .4 Tinware. Tins, cans for preserving food (x)
- .6 Chains. Anchors
- .7 Cutlery: knives, scissors, razors. Cutting and piercing
 weapons (x)
- .8 Small metal articles (x)
- .9 Metal furniture. Safes
- 673 Objects of non-ferrous metals: bells, pipes and pipe-fittings(x)
- 674 Timber and woodwork industry (x)
- .09 Sawmills. Sawyards
- .1 Carpentry
- .2 Joinery
- .21 Builders' joinery
- .24 Marquetry. Inlay work
- .25 Vehicle joinery
- .3 Cartwrighting. Wheelwrighting
- .4 Coopering
- .5 Carved objects. Small wooden articles
- .6 Crate-making. Packing, boxing in wood
- .7 Manufacture of turned wooden objects. Turning
- .8 Manufacture and working of sawdust, wood fibres, etc.
 Cork. Peat
- .81 Pressed and compressed wood
- .83 Cork industry

(x) Explanation:

- 675 Leather industry. Tanning
- See 663.87 Tanning-yielding plants
 - See 637.61 Skins. Hides. Shells
 - See 685 Saddlery. Leather equipment. Shoemaking.
 Travel and sports goods. Games
 - See for tanning products, tanning extracts and tanning
 from the angle of the dyeing industry the explanation at
 667.21, 667.211.2/.6, 667.214
 - Imitation leathers containing no natural leather, such as
 artificial plastic materials, rubber, paper and cardboards
 and coated cloths should in principle be classed under
 these materials; one may however class them as imitation
 leathers at 675.002.69

675.6 Tanning of furry skins. Furriery. Pelts

- See 687.8 Artificial furs

676 Paper industry. Paper trade. Cartons

- See 634 Forestry. Fruit growing. Viticulture
- See 655 Graphic industry. Printing. Publishing.
 Bookselling
- See 681.6 Multicopying and printing machines and
 apparatus: typewriters, printing machines,
 stamping machines
- See 686 Binding. Metal-plating. Mirrors. Office
 materials, stationery

675

Leather industry. Treatment of skins. Tanning. Tanneries (x)

- .03 Raw materials of leather: raw hides and skins, gut
- .04 Auxiliary materials for working leather
- .06 Tannery products. Kinds of leather
- .061 Cow hides, hides of horse, pony, zebra, etc.
- .061.2 Sheepskins
- .061.3 Goatskins
- .08 By-products of the leather industry
- .1 Hungarian (alum) leathers
- .2 Tawed, soft light (alum) leathers
- .3 Morocco and imitation Morocco
- .4 Chamois or wash-leather. Hard leather, Parchment
- .6 Tanning of furry skins. Furriery. Pelts (x)
- .7 Manufacture of special leather articles, e.g. for technology and industry, etc.
- .71 Leather straps. Strips of leather
- .72 Patent leather
- .74 Ornamental leather. Gilded, painted, embossed leather
- .8 Processing of the by-products of the leather industry
- .81 Transformation of waste into artificial leather
- .82 Transformation of hairs and horsehair (bristles)
- .83 Transformation of wool
- .84 Transformation of feathers
- .85 Transformation of other wastes

676

Paper industry. Paper trade. Cartons (x)

- .1 Paper pulp
- .1.03 Raw materials for the manufacture of paper pulp
- .2 Paper manufacture in general
- .3/.5 Types of paper
- .3 Writing, printing and drawing papers. Carbon paper. Blotting paper
- .4 Papers for professional and domestic uses (x)
- .5 Wallpapers. Coloured papers. Fancy papers

(x) Explanation:

676.82

Flat, folded or gummed paper articles

- Here: paper cornets, small bags, sacks, file covers,
packing, cups

- 676.6/.7 Cardboard. Paperboard
- .6 Ordinary cardboards
- .7 Moulded, compressed, embossed, corrugated cardboards
- .8 Paperware. Cartons
- .81 Cut paper or thin board articles
- .811 Labels, tags
- .812 Paper shreds, paper flock, confetti
- .813 Ordinary cards. Postcards
- .814 Playing cards
- .815 Punched cards
- .816 Paper tapes. Paper rolls
- .817 Lace paper. Perforated paper
- .818 Paper for forms, travel tickets, stamps, etc.
- .82 Flat, folded or gummed paper articles (x)
- .83 Tubes, spools, sleeves of paper or board
- .84 Non-flat articles. Cartons. Cardboard boxes
- .85 Stamped and embossed boxes, etc.
- .86 Paper maché articles. Articles pressed from paper pulp

(x) Explanation:

677

Textile industry. Cordage

- See 633.5 Textile and fibre plants
- See 687 Clothing industries

677	<u>Textile industry. Cordage (x)</u>
-04	Forms and shapes of textile materials
-041	Materials for spinning
-042	Forms and shapes of natural fibres
-042.1	Short fibres
-042.2	Long fibres
-042.5	Fibrous materials in flock form
-046	Forms and shapes of yarns
-046.1	Monofilament yarns
-046.2	Multifilament yarns
-1	Characteristics of the nature and state of the fibres
-16	Mixture of fibres
677.02	Methods of work. Manufacturing processes
.021.17	Carding
.021.18	Combing
.022	Spinning. Thread-making
.024	Weaving
677.03	Raw materials of the textile industry
677.04	Auxiliary materials of the textile industry
677.05	Machines, apparatus, installations and equipment
677.06	Machines, apparatus, installations and equipment
677.06	Products of the textile industry
.061	Spinning products. Threads, yarns
.061.1	Yarns in general. Conventional yarns. Warp yarns Weft yarns
.061.2	Twisted, flake, crimped, kinked yarns
.061.3	Yarns from carded and combed fibres
.062	Products of twisting: twisted thread, sewing thread
.064	Products of weaving. Fabrics, cloths
.064.1	Plain weave fabrics
.064.2	Twill weave fabrics
.064.3	Serge fabrics
.064.4	Satin fabrics
.064.6	Fancy fabrics, damasks, brocades, etc.
.064.65	Tulle

(x) Explanation:

677.064.815.2 Coated fabrics, with substances of high molecular weight
(rubber, artificial plastic substances; see also
678.4/.7)

677.064.67	Crêpe
.064.81	Finished or dressed fabrics
.064.815	Coated fabrics
.064.815.1	With substances of low molecular weight
.064.815.11	With inorganic substances
.064.815.12	With organic liquids (oil)
.064.815.13	With solid and semi-solid substances
.064.815.131	With paraffins, with waxes
.064.815.132	With bituminous substances
.064.815.2	With substances of high molecular weight (x)
.064.815.24	With rubber
.064.82	Painted fabrics
.064.83	Printed fabrics
.066	Special fabrics
.066.91	Wadding
.066.92	Wicks
.066.93	Stuffing, padding material
.08	Wastes and by-products of the textile industry
677.1	Bast fibres (from stems), hard fibres (from leaves and fruit)
.11	Flat fibres. Flax fibres
.12	Hemp fibres
.13	Jute fibres
.141	Sunn hemp
.142	Kenaf. Bimli. Gambo. Deccan. Ambari
.151	Nettle fibres
.16	Fibres from the leaves of monocotyledons
.162	Sisal fibres
.167	Esparto grass. Alfa
.168	Raffia (bast). Piassava
.18	Fibres from the fruits of monocotyledons. Coir, coconut fibre
.19	Other vegetable fibres
.191	Fibres from tree bark. Bark strippings
.193	Fibres from aquatic plants. Sea plants. Seaweed

(x) Explanation:

- 677.3 Animal fibres and hairs .
- See 637.62 Hair. Silk. Wool
- 677.37 Natural silks (fibres)
- See 638.2 Silkworms. Sericulture
- See 637.62 Hair. Silk. Wool
- 677.46 Man-made fibres from cellulose and other polysaccharides.
Rayons
- Here: artificial silk
- 677.494 Synthetic organic fibres proper
677.494 is to be divided like 678

- 677.194 Peat fibres
- 677.2 Vegetable fibres (hairs)
 - .21 Cotton
 - .22 Other seed hairs (vegetable fluff or down)
 - .23 Downs of sporangium membranes. Vegetable down. Kapok
- 677.3 Animal fibres and hairs (x)
 - .31 Sheep's wool
 - .32 Wool from llama, alpaca, vicuña
 - .33 Goat hair (cashmere, mohair)
 - .34 Camel hair
 - .351 Horse-hair, cow hair
 - .352 Pig bristles. Hog bristles
 - .354.5 Rabbit fur (Angora)
 - .37 Natural silks (x)
 - .371 Silk of the mulberry silkworm (*bombyx mori*). Fine silks
 - .371.1 Raw silk. Grège
 - .371.7/.8 Silk wastes (floss, schappe, bourrette, shoddy)
 - .372 Wild silk: Tussah silk
 - .38 Woolly materials for devilling. ravelling out
 - .39 Other animal fibres
- 677.4 Synthetic and artificial organic textile fibres. Chemical fibres
 - .46 Man-made fibres from cellulose and other polysaccharides.
 - .461 Artificial fibres from cellulose nitrate
 - .463 Man-made fibres from viscose
 - .47 Man-made fibres from natural albumen (casein, etc.) and other nitrogenous man-made fibres
 - .494 Synthetic organic fibres proper (x)
- 677.5 Mineral and metal fibres. Basketwork. Rubber threads
Paper yarns
 - .51 Natural mineral fibres. Asbestos fibres. Mineral wool
 - .52 Artificial mineral fibres. Glass fibres, rock fibres, etc.
 - .53 Metal threads

- 677.54 Basketwork. Materials for weaving vegetable fibres (x)
 - .541 Straw and similar substances
 - .542 Esparto grass
 - .543 Osiers (for basket-making)
 - .544 Rushes, reeds. Stems of Juncaceae and Cyperaceae
 - .545 Bamboos. Rattan cane. Malacca cane
 - .55 Rubber and similar elastic products
 - .57 Paper threads and yarns
- 677.6 Mixture fabrics. Special fabrics
 - .62 Milled and felted fabrics. Flannel and melton. Sheets. Blankets, etc.
 - .622 Milled and felted fabrics
 - .623 Fur fabric
 - .624 Flannel
 - .625 Melton
 - .626 Manufacture of blankets, bed-covers, etc.
 - .63 Manufacture of felt (x)
 - .64 Manufacture of carpets. Tapestries. "Gobelins"
 - .65 Openwork fabrics
 - .651 Openwork fabrics with linen ground. Canvas. Etamine
 - .652 Gauzes
 - .653 Lace
 - .654 Tulle, net
 - .655 Braided laces
 - .66 Hosiery, knitting, crocheting, etc.
 - .661 Weft knitting, warp knitting
 - .662 Crochet work. Crocheted laces
 - .663 Fancy work (tatting)
 - .664 Production of nets
- 677.7 Ropes and cordage. Trimmings. Embroidery
 - .71 Cord. Rope-making
 - .72 Metal ropes and cables
 - .73 Electricity cables

(x) Explanation:

677.75

Cords, bands, straps, ribbons

- Here: (shoe)-laces, piping (cord)

677.76

Trimmings. Chenilles

- Here: fringes, galloons, braid or cord for pearls,
chenille tufts. Tassels. Pearl fabrics. Fixing of stones,
jet, glass beads, enamel, etc.

677.74	Cat-gut and similar strings
.75	Cords, bands, straps, ribbons (x)
.76	Trimnings. Chenilles (x)
.77	Embroidery
677.8	Textile finishing (dressing)

(x) Explanation:

678.4 Rubber and other natural macromolecular materials containing carbon and hydrogen only
- See 633.91 Rubber plants

678.54 Plastics based on cellulose or its derivatives
- Here: regenerated casein, cellulose nitrate (nitrocellulose), cellulose acetate, acetate-butyrate, cellulose ethers, celluloid, celloidin, collodions, etc.

678.56 Plastics based on protein or other natural nitrogenous compounds
- Here: hardened casein, hardened gelatine, artificial gut

Industries based on macromolecular materials. Rubber industry.Industries of artificial materials, plastics

- .03 Raw materials and semi-processed materials
- .031 Raw latex
- .032 Coagulates (natural rubber, etc.)
- .033 Compounded or blended materials
- .04 Accessory materials. Additions
- .05 Plant, machines, installations and equipment
- .06 Products of macromolecular materials
- 678.4 Rubber and other natural macromolecular materials containing carbon and hydrogen only (x)
 - .43 Low-sulphur-content derivatives. Soft vulcanized rubber. Hevea rubber
 - .44 High-sulphur-content derivatives. Hard vulcanized rubber (ebonite)
 - .46 Regenerated sulphur derivatives. Reclaimed rubber
 - .47 Non-vulcanized derivatives of hevea rubber
 - .48 Gutta-percha, balata, chicle, guayule, etc.
- 678.5 Artificial materials, especially semi-synthetic plastics
 - .54 Plastics based on cellulose or its derivatives (x)
 - .56 Plastics based on proteins or other natural nitrogenous compounds (x)
 - .58 Plastics based on pitches, resins and other natural material
- 678.6 Synthetic polycondensation products. Polycondensates, artificial resins, fibres, etc.
 - .63 Synthetic cyclic polycondensates with -OH groups. Phenoplasts
 - .64 Polycondensates synthesized from acyclic -OH groups
 - .65 Polycondensates synthesized from -NH groups. Aminoplasts
 - .66 Polycondensates synthesized with the aid of -N=C=O groups
 - .67 Polycondensates synthesized from -COOH groups
 - .674 Polyesters. Glyptal
 - .675 Polyamides. Nylon
 - .68 Polycondensates synthesized with the aid of =C=O, halogen sulphur or other groupings
 - .684 Polysulphide. Thiokol

(x) Explanation:

681.11 Clock- and watch-making
.11.03 Components of clocks and watches
.113 Non-portable time-keepers (small clocks, alarm clocks, etc.)
.114 Portable time-keepers (pocket watches, bracelet watches)
.116 System (network of clocks) Synchronized clocks
.118 Chronographs. Stop-watches for training and commands

681.4 Optical instruments. Spectacles. Lenses. Frames. Microscopes
681.4/535.827 Magnifying glasses and microscopes
681.4/535.837 Spectacles. Binoculars. Telescopes
681.4/535.857 Spectroscopes
681.4/535.867 Periscopes
681.4/535.877 Mirrors. Reflectors

- 678.7 Synthetic polymerization products. Polymerizates. Synthetic rubber
 - .71 General hydrocarbon polymerizates
 - .74 Polymerizates with one reactive =C
 - .742 Hydrocarbon polymerizates: polyethylene, polypropylene
 - .743 Halogen polymerizates: polyvenylic and vinylidene derivatives
 - .744 Oxygen-containing polymerizates: polyacrylic and polymethacrylic derivatives
 - .745 Aliphatic polymerizates with nitrogen, sulphur, etc.
 - .746 Aromatic or cyclic polymerizates without reactive =C in the ring(s)
 - .76 Polymerizates with at least two reactive =C
- 679.8 Stone industry and technology
- 679.9 Technology of other materials which are cut and ground
 - .91 Amber. Succinite. Jet. Kilkenny coal. Cannel-coal. Meerschaum. Shells. Scales
 - .92 Mother of pearl
 - .93 Corals. Horn. Animal horns. Bone. Quills
 - .94 Corozo. Vegetable ivory. Nuts. Hard seeds
 - .95 Ivory
- 681 Fine (precision) mechanisms
 - .1 Apparatus with wheel or motor mechanisms
 - .11 Clock- and watch-making (x)
 - .12 Consumption meters. Water meters, gas meters, etc.
 - .13 Automatic dispensers, sales machines, or machines producing various effects
 - .17 Control, registering and recording devices. Cash registers
 - .18 Sorting apparatus
- 681.2 Instrument-making. Measuring and weighing instruments. Balances. Weighing machines
- 681.3 Apparatus and material for information processing. Mechanical information processing. Computers
 - .31 Calculating machines
 - .32 Computers
- 681.4 Optical instruments. Spectacles. Lenses. Frames. Microscopes (x)

(x) Explanation:

- 681.6 Multicopying machines: typewriters, printing machines, etc.
 - See 655 Graphic industry. Printing. Publishing
 - See 676 Paper industry. Cartons
- 681.61.06 Details and devices of typewriters
 .062 Movement mechanisms. Driving mechanisms
 .063 Details of the carriage
 .064 Inking devices. Inking ribbon. Inking pad
 .065 Keyboard, bars and keys
- 682 Light forging. Farriery. Shoe-smithing. Ironwork. Toolsmithing
 - Here: trimmings and fittings for furniture, pianos, doors,
 windows, shutters, trunks, coffers, leather articles, etc.;
 curtain fittings and their accessories, etc.
 - Class here everything concerning ironwork made by hand, and
 foundry blacking, including edge-tool work, farriery, and
 building ironwork, except ironmongery, locksmithing and
 gunsmithing, which belong to the locksmith's and fitter's
 craft, and are classed at 683
- 683.3 Locksmithing. Locks. Safes. Keys, etc.
 .31 Bolts
 .33 Locks. Keys. Door-handles. Latches. Padlocks, etc.
 .35 Door-stops and safety-chains
 .36 Hinges for doors and windows
 .37 Closing, opening and fixing devices for doors and windows
- 683.5 Containers: stoppers, cleaning, opening, etc.
 - Here: stoppers of all kinds, bungs, caps, etc.
- 684 Furniture- and cabinet-making
 - See 634 Forestry. Fruit growing. Viticulture
 - See 674 Timber industry
- 685 Saddlery. Leather equipment. Shoemaking. Travel and sports
 goods, games
 - See 637.61 Skins. Hides. Shells
 - See 675 Leather industry. Tanning

- 681.6 **Multicopying machines: typewriters, printing machines, etc. (x)**
- .61.06 **Details and devices of typewriters (x)**
- .612 **Typewriters, shorthand typewriters**
- .616 **Composing machines**
- .62 **Printing presses. Printing machines**
- 681.8 **Musical instruments. Technical acoustics**
- .81 **Musical instruments**
- .816 **Keyboard instruments. Pianos. Organs. Accordions**
- .817 **Stringed instruments (violins, guitars, etc.)**
- .818 **Wind instruments (trombones, clarinettes, tubas, etc.)**
- .819 **Percussion instruments (bass drum, bells, etc.)**
- .82 **Mechanical and electrical musical instruments**
- .83 **Apparatus and auxiliary devices for music**
- .84 **Reproduction and recording of sound. Tape-recorders. Microphones. Dictaphones**
- .85 **Cylinders. Discs. Records**
- .88 **Directional listening. Listening devices. Apparatus for locating sounds**
- 681.9 **Engraving and sculpting machines and apparatus**
- 682 **Light forging. Farriery. Shoe-smithing. Ironwork. Toolsmithing (x)**
- 683 **Hardware, ironmongery. Locksmithing. Lamps and stoves. Gunsmithing. Receptables, containers**
- .1 **Hardware and ironmongery**
- .3 **Locksmithing. Locks. Keys, etc. (x)**
- .4 **Gunsmithing. Armouring**
- .5 **Containers: stoppers, cleaning, opening, etc. (x)**
- .8 **Lamps**
- .81 **Fuel containers and fuel for lamps with wicks**
- .87 **Burners**
- .88 **Lighting, kindling and extinguishing devices**
- .9 **Heating appliances: stoves, furnaces, hearths, etc.**
- 684 **Furniture- and cabinet-making (x)**
- 685 **Saddlery. Leather equipment. Shoemaking. Travel and sports goods, games (x)**
- .1 **Saddlery and harness. Spurs. Hunting crops. Whips, etc.**

(x) Explanation:

- 685.3 Footwear. Clogs. Boots and shoes
.31 Footwear. Shoes
.31.03 Materials used: leather, wood, etc.
.312 Ordinary shoes
.312.1 Parts of shoes (soles, heels, uppers, etc.)
.314 Shoes for specific uses: Indoor, house shoes. Slippers
.314.2 Gaiters. Leggings. Spats
.32 Sabots. Wooden shoes and slippers
.36 Skates. Skis
.37 Devices for walking on special ground. Stilts
.38 Walking aids for inform and disabled persons. Crutches
- 686.4 Metal-plating of non-metals
- Here: gilding, silvering, bronzing, etc.
- See 621.793 Metal-plating in general
- 687 Clothing industry. Toilet articles
- See 633.5 Textile and fibrous plants
- See 677 Textile industry. Cordage
- 687.1 Clothing manufacture. Tailoring
.1.051 Tools and machines for making clothes. Busts and dummies
.11 Men's clothing
.12 Ladies' clothing
.13 Children's clothing
.14 Sports clothing
.15 Clothing for festive occasions. Uniforms. Working clothes
.16 Theatrical costume
- 687.2 Drapery
.24 Shirts. Pants. Handkerchiefs. Nightwear
.25 Underwear. Stockings. Socks. Corsets. Brassières
.261 Table linen
.268 Linen and coverings for various domestic uses
- 687.4 Millinery, hats, caps
- See 677.63 Manufacture of felt
- 687.5 Beauty treatment. Hairdressing. Chiropody. Manicure.
Manufacture of wigs and false hair
- See 668.5 Perfumery. Cosmetic products. Products for the care of the body
- 687.8 Artificial furs
- See 675.6 Tanning of furry skins. Furriery. Pelts
- 688.4 Artificial flowers and plants. Articles made with feathers
- See 635.9 Ornamental plants. Flower-growing
- 688.72 Toys
- Here: dolls, puppets, marionettes, tops, mechanical toys:
toy cars, toy ships and aeroplanes, constructional toys, etc.

- 685.2 Leather goods. Belts
- .3 Footwear. Clogs. Boots and shoes (x)
- .4 Glove-making
- .5 Travel and camping equipment. Umbrellas
- .51 Travel goods: suitcases, trunks, bags, etc.
- .53 Camping equipment: tents, beds, etc.
- .55 Umbrellas. Sunshades. Parasols. Walking sticks
- .6 Sports articles. Sports equipment
- .8 Games equipment: cards, billiard balls, etc.
- 686 Binding. Metal-plating. Mirrors. Office materials, stationery
- .1 Binding
- .4 Metal-plating of non-metals
- .5 Manufacture of frames
- .7 Manufacture of mirrors
- .8 Office materials, stationery
- 687 Clothing industry. Toilet articles (x)
- .05 Tools and machines. Sewing-machines
- .1 Clothing manufacture. Tailoring (x)
- .2 Drapery (x)
- .3 Ties. Cravats
- .4 Millinery, hats, caps (x)
- .5 Beauty treatment. Hairdressing. Chiropody. Manicure.
 Manufacture of wigs and false hair (x)
- .8 Artificial furs (x)
- .9 Brush industry
- 688.1 Ivory work
- .2 Button-making
- .3 Casing trade: portfolios, briefcases, cases, caskets, etc.
- .4 Artificial flowers and plants. Articles made with feathers
 and with hair. Wreaths (x)
- .5 Fans. Screens
- .7 Articles of amusement and decoration, toys
- .72 Toys (x)
- .74 Articles for theatres, panoramas, circuses, conjurors'
 devices, variety shows. Pleasure gardens

- 688.75 Disguises. Fancy dress
- .76 Decorations for ceremonies and festivities (x)
- .77 Roundabouts, swings, wooden and rocking horses.
Equipment for fairs and amusement areas
- .78 Decorative articles and effects
- .79 Special decorative articles. Imitations (x)
- .92 Articles for carrying and holding various objects
- .93 Smokers' requisites (x)
- .94 Match containers and boxes
- .96 Money-boxes
- 69 Building works. Building industry (x)
- 696.1 Plumbing

7 Arts. Architecture. Photography. Games. Sports

- 71 Town and country planning
- 72 Architecture. Buildings
- 73 Sculpture. Numismatics. Art metalwork
- 74 Drawing. Design. Commercial art
- 75 Painting (x)
- 76 Graphic arts. Engraving
- 77 Photography
- 778.5 Cinematography
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- 79 Entertainments, games, sports (x)
- 8 Linguistics. Philology. Literature
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A L P H A B E T I C A L

I N D E X

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FOR FINDING THE POINT OF ENTRY,
AND ALWAYS CONSULT THE
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WHEN CLASSIFYING

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