

**Code of practice for microfilming of technical drawings and other drawing office documents
on 35 mm black and white, silver-gelatin type microfilm / planetary camera filming
– Operating procedures**

AMENDMENT NO. 1

March 2013

1. Page 4, Foreword

Replace the 1st paragraph with:

This Singapore Standard Code of Practice is prepared by the Technical Committee on Microfilming under the purview of the Chemical Standards Committee. It is a revision of CP 70. CP 70 has been re-numbered as SS 521.

2. Page 13, 5.2 Leader and trailer

Replace the text of the subclause with:

To avoid fogging during processing and to protect the microfilm from scratches due to improper handling during duplication, at least 1200 mm of unexposed film shall be left at the beginning and end of each roll.

If a residual thiosulphate ion test as stated in SS 522 : 2006 – “Code of practice for quality control inspection of 16 mm and 35 mm black and white, silver-gelatin type microfilm”, is required, at least an additional 50 mm of unexposed film shall be left at the beginning and end of each roll in addition to the leader and trailer.

3. Page 16, 5.8 Exposure

Replace the 1st paragraph with:

The operator should ensure that the density is uniform across the roll. However certain drawing documents, for a variety of reasons listed below, may require multiple exposure and/or special exposure techniques, to allow different parts of the drawing documents to be captured more effectively:

- a) bleed-through/show-through (for very thin paper);
- b) molting;
- c) multiple toned and colour drawing documents;
- d) pencil markings and fine-lined inscriptions; and/or
- e) interleaving/overleafing or multi-faceted openings.

4. Page 17, 5.14 Voltage stabilisation

Replace the 3rd sentence with:

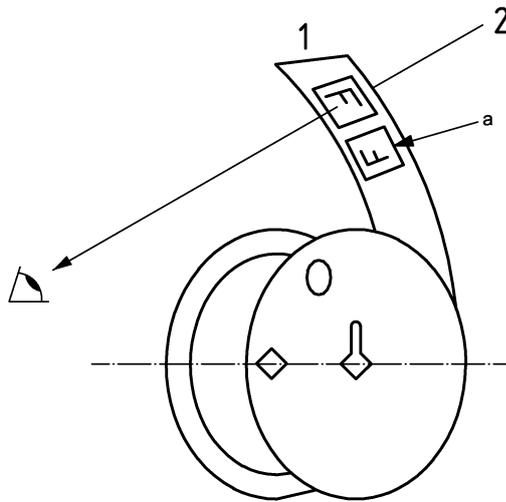
The use of a reliable power conditioner or uninterruptible power supply (UPS) can effectively arrest most of the harmful power problems such as over-voltage spikes, surges and electronic noise (harmonics, electromagnetic interference and radio frequency interference).

5. Page 17, New subclauses

Add the following new subclauses:

5.16 Winding

After processing, the microfilm should be wound such that the image “F” shall appear in the orientation as shown when viewed by the observer (see Figure 8).



Key

- 1 leader
- 2 light
- a Orientation of scripts in Japanese, Chinese, Arabic and Hebrew languages

Figure 8 – Diagram showing the winding of the film on the reel

5.17 Labelling of microfilm container

The processed microfilm should be kept in the original casing and labelled accordingly for ease of identification and retrieval. It could be further secured with a non-acidic wrapper that comes with the raw film (as shown in Figure 9 and Figure 10) or a button-and-string tie wrapper (as shown in Figure 11) to prevent the spooled film from unwinding. Rubber bands, paper clips, tapes or fasteners of any other kind shall not be used to secure film on spools.



Figure 9 – Wrapper for 16 mm format



Figure 10 – Wrapper for 35 mm format

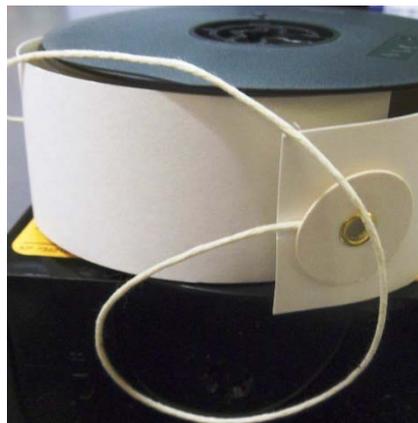


Figure 11 – Button-and-string tie wrapper for 35 mm format