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**SGS guidelines for document copyright fair use within the i2i Platform subscription service**

These guidelines provide SGS users a common approach to the fair use of publisher’s copyrighted material (licensed materials including, but not limited to, Standards) within the i2i subscription service for non-commercial purposes. These guidelines cover fair use of downloading documents, circulating documents and reusing elements within documents across all publishers in the service.

SGS and SAI Global (i2i Solutions) has certain license obligations to honor including copyright permissions and these are passed through to the subscription services SAI Global offer via the i2i Platform or any other Standards Management platform that may vary from time to time. Publishers do not have a common copyright policy and it is SAI Global’s obligation to notify SGS of any variations.

SGS will be notified of any changes to any licensed materials or copyright restrictions and these guidelines will be updated detailing the changes.

Therefore, as follows;

**Using the i2i service**

1. Through licensing the Click to View (C2V) subscription service and accessing the content via the i2i Platform, SGS employees with an SGS email address can access and download the Standards available within their subscription service across SGS business sites.
2. If an SGS employee has a permanent place of employment at a licensed site, they are permitted to access the service at any temporary place of employment using their SGS email address.
3. SGS’s employees with an SGS email address can print off as many copies of a full-text Standard within the subscription service as many times as they wish over the duration of the subscription service. These can be used on a non-commercial basis within SGS’s operations.
4. Access and downloads are not limited, however they are subject to SAI Global Fair Use Policy (see separate document). All access and downloads are for non-commercial internal use of the licensed material.
5. However, once a document has been printed or downloaded the SGS’s employees must after sixty days (60) re-download or reprint the document to ensure it is still the most current edition available to the organization.
6. Unless permitted by the publisher through SAI Global, under no circumstances is the licensed material to form part of a hardcopy reference library of Standards either on or off SGS’s operational premises.
7. If a project has been completed, and for compliance, legal or audit purposes a hardcopy of the Standard is needed for a Product Technical File, SGS’s employees may archive one copy of the Standard per project for reference purposes.
8. Any use over 60 days of the licensed material for compliance, legal or audit purposes, financial or operational, should have written requested permission from the Administrators or SAI Global to use the licensed material in such way.
9. If the i2i Platform and subscription service reaches the end of the contract period and is not renewed, all downloaded and printed documents must be destroyed.
10. This does not affect printed copies archived in a Project or Product Technical file that the Client is still permitted to use as a historical record.

All reuse of content within the licensed material is strictly on a non-commercial basis and under the following guidelines;

1. SGS employees with an SGS email address can reuse upto 10% of the copyrighted materials within their own internal documents as long as these non-commercial internal documents reference the source and author using a the Harvard reference standard. For example;

ASTM A 53/A53M (2010), SPECIFICATION FOR PIPE, STEEL, BLACK AND HOT-DIPPED, ZINC-COATED, WELDED AND SEAMLESS. Published by ASTM New York, US [(link to i2i)](http://eu.i2.saiglobal.com/management/search/doc/435720)

1. If an SGS employee wishes to use more than 10% of a document in their own internal document they must seek written permission via the service administrators and SAI Global.
2. SGS employees with an SGS email address can only reuse upto 5% of the copyrighted materials within their own externally circulated documents as long as these non-commercial external documents reference the source and author using a the Harvard reference standard. For example;

API 5B (2008), SPECIFICATION FOR THREADING, GAUGING AND THREAD INSPECTION OF CASING, TUBING, AND LINE PIPE THREADS. Published by API Washington, US [(link to i2i)](http://eu.i2.saiglobal.com/management/search/doc/251953)

1. Any required reuse above these tolerances must be applied for in writing to the Administration team and SAI Global.
2. In many instances publishers may allow users to purchase additional rights to use more of their copyrighted materials within internal documents. Please contact your administrator for more information.

**Copyright Infringements**

The following guidelines detail how copyright within the i2i Platform and subscription service can be breached.

1. Any commercial use or resale of the licensed material in any format.
2. If an SGS employee passes a PDF or hardcopy print out of the licensed material to an individual or company outside of SGS for commercial or non-commercial purposes.
3. If an SGS employee uses more than 10% of licensed materials for internal documents without gaining written permission from the Administrator or SAI Global.
4. If an SGS employee uses more than 5% of licensed materials for external documents without gaining written permission from the Administrator or SAI Global.
5. If an SGS employee leaves the SGS’s employment, contract or otherwise, and does not delete from their files PDF or hardcopy versions of the licensed materials.
6. Licensed materials stored on a company network, shared folders or other shared storage and retrieval systems.

**Case Study Examples**

**Permitted use of licensed materials;**

1. SGS’s project auditors or external legal or compliance auditors have requested to see a project technical file with hardcopy versions of the licensed materials within.
2. An SGS’s consultant/technician is on a professional development course outside of SGS offices and needs to refer to the licensed material for purposes of training.
3. An SGS consultant/technician is attending a professional conference and needs to refer to the licensed material throughout the duration of the conference.
4. An SGS consultant/technician is visiting the offices in other territories and downloads and prints several Standards then returns to another licensed SGS office.

**Not permitted use of licensed materials;**

1. Passing licensed materials to any contractor, company or third party for use. The only exception to this is use of materials for purposes of audit, legal or financial use by third party representatives acting on behalf of SGS.
2. SGS’s consultants/technicians are paid to deliver a keynote speech at a conference and provide handouts incorporating elements of the licensed material to delegates.
3. Any direct financial benefits from reselling the licensed material.