

# An Important Notice About British Standards

The BSI logo consists of the lowercase letters 'bsi' in a white, sans-serif font, centered within a dark blue, rounded square shape with a white border.

**T**here are two long-standing British Standards developed for productivity improvement and management services. The Institute of Management Services was involved as part of the 'Technical Committee' responsible for the establishment of both these Standards, (which were last updated in the 1990s) and has continued to be involved. Since then, the Standards have been, and indeed continue to be fundamental to work study, industrial engineering and productivity improvement and to work measurement in particular.

## The Standards are:

### **BS3138:1992 'Glossary of Terms used in Management Services'**

In September 2020 it was discovered that, without notification, this Standard had been classed as 'withdrawn' by BSI earlier that year, despite it being specified regularly in various formal public tenders.

### **and BS3375: Management Services**

In July 2022, again without notification, these were also classed by BSI as 'withdrawn':

Part 1:1995	Guide to organization study
Part 2:1993	Guide to Method Study
Part 3:1993	Guide to Work Measurement
Part 4:1993	Guide to work performance control
Part 5:1997	Guide to determination of exposure limits, recovery times and relaxation times in work measurement (a very complex standard)

## The Legal Assignment of Copyright

In May 2024, the IMS signed their agreement to formally accept from BSI the legal Assignment of Copyright for both of these British Standards, thereby protecting the essential heart of all aspects of productivity improvement. From the BSI side, they have 'withdrawn' from the ownership of the copyright of the content of both BS3138:1992 and BS3375.

The Assignment of Copyright to the IMS ensures that the well proven content of these Standards and their definition numbers will all be maintained, thereby continuing to be 'live' and valid.



Alongside the IMS, our principal training provider Scott-Grant Limited believes that the definitions in both these Standards are both practically and absolutely relevant for the work measurement and productivity improvement profession, even if they do not now technically exist within BSI. The Standards have not been amended in any way.

## Industry Benchmark of Definitions

We ask all members of the Institute to bear this information in mind when you see references to BS3138 or BS3375 in your own workplace or on the internet generally. Any BS numbers quoted, other than these two, within the 3138 or 3375 Standards, are definition numbers.

If you are quoting BS3138 or BS3375 in any formal situation, please do it with care and explain that, although they were technically 'withdrawn' by BSI, with this Assignment of Copyright the IMS has secured continuity to ensure they remain officially valid as the industry benchmark of terms used in 'Management Services'.