

TC 154

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION

R 2015

NUMBERING OF WEEKS

1st EDITION

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BRIEF HISTORY

The ISO Recommendation R 2015, *Numbering of weeks*, was drawn up by the *Co-ordinating committee on the standardization of the writing of dates (DATCO)*, the Secretariat of which is held by the ISO Central Secretariat in Geneva.

Work on this question led to the adoption of Draft ISO Recommendation No. 2015, which was circulated to all the ISO Member Bodies for enquiry in January 1970. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

Austria	India	South Africa, Rep. of
Belgium	Iraq	Sweden
Canada	Ireland	Switzerland
Ceylon	Israel	Thailand
Czechoslovakia	Italy	U.A.R.
France	Korea, Dem. P. Rep. of	United Kingdom
Germany	Korea, Rep. of	U.S.A.
Greece	Netherlands	Yugoslavia
Hungary	Poland	

The following Member Bodies opposed the approval of the Draft :

Japan
Norway
Portugal

This Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided to accept it as an ISO RECOMMENDATION.

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NUMBERING OF WEEKS

INTRODUCTION

The calendar week is a convenient time period for certain commercial and planning purposes. Delivery dates in purchasing contracts, transport plans and similar documents are frequently designated by referring to a certain week number. Since methods of numbering the week of the year vary from country to country, it is very important to use a uniform numbering of weeks for international trade and the industrial planning of international companies.

Uniform numbering of weeks necessitates a unique designation of the day on which a week begins. For commercial, i.e. accounting, planning and similar purposes for which a week number might be used, Monday has been found the most appropriate as the first day of the week.

1. SCOPE

This ISO Recommendation specifies a system for the numbering of the weeks of a year of the Gregorian calendar. For this purpose it designates the day on which a week begins and defines week number one of a year.

2. FIELD OF APPLICATION

This ISO Recommendation should be applied in all cases where a definite week of the year is to be designated for commercial use.

3. RULES FOR NUMBERING

3.1 Definition

A week number should always stand for a time period of seven days.

3.2 Beginning of a week

For the purpose of week numbering, the first day of a week shall be Monday.

3.3 Designation of week number one of a year

Week number one of a year is the first week containing four days or more of the new year.

EXPLANATORY NOTE. — The first day of a week being Monday, week number one of a year is the week containing the first Thursday of January (see example in Appendix).

3.4 Writing of week number

This ISO Recommendation does not specify a unique form of writing the week number. The form of writing will depend on the context of its application :

- for the purpose of automatic data processing, the week numbers one to nine will be written with two digits (i.e. 01 to 09);
- diary and calendar publishers will not normally print a zero in front of the week numbers 1 to 9;
- to clearly indicate the reference to a week number, a symbol for “week” (in the relevant language) may be added to the number (e.g. W 01 or W 1 for week number one);
- in delivery contracts, etc. it may be preferable to write the week numbers one to nine with two digits, in order to reduce the possibility of falsification.

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