

CE RFID Coordinator

Dr. Gerd Wolfram
 MGI METRO Group Information Technology GmbH
 Metro-Strasse 12
 40235 Düsseldorf, Germany
 Phone: +49 211 9 69-2100
 E-mail: gerd.wolfram@mgi.de

CE RFID Secretariat

Peter Gabriel
 VDI/VDE Innovation + Technik GmbH
 Steinplatz 1
 10623 Berlin, Germany
 Phone: +49 30 310078-206
 E-mail: gabriel@vdivde-it.de



Partners



RFID Implementation Checklist

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Coordinating European Efforts for Promoting the European RFID Value Chain



Radio Frequency Identification (RFID) is an outstanding key technology for Europe. RFID uses tags, readers and computer systems to transmit data wirelessly without contact or line of sight. European companies are at the forefront of RFID technology development, and are continuously promoting the economic and social value of RFID.

European RFID users and vendors have launched the initiative “Coordinating European Efforts for Promoting the European RFID Value Chain” (CE RFID). CE RFID aims at improving the market conditions for RFID technology and at strengthening the development of the technology in Europe.

Need for guidance when implementing RFID

The term “RFID technology” encompasses a vast field of varying RFID applications leading to different requirements concerning RFID systems. Guidelines which help to implement RFID systems should provide information about:

- ▶ specific requirements of an RFID application
- ▶ specific interests of potential users
- ▶ how to inform stakeholders, e.g., employees or consumers

Guidelines which are currently available are often too broad to be useful for companies wishing to implement RFID systems.

The RFID Implementation Checklist

To set up specific requirements an RFID Implementation Checklist has been developed depicting informational requirements of different groups.

The Checklist:

- ▶ gives guidance for companies or organisations when implementing an RFID system
- ▶ serves as a basis for drafting application specific guidelines
- ▶ helps to ensure that all relevant aspects are covered
- ▶ can easily be updated and adapted to future needs of guidelines

The RFID Implementation Checklist can also be downloaded from the project website: www.rfid-in-action.eu/rfid-implementation-checklist



The RFID Implementation Checklist

Addressee of Guideline	Specific Requirements
Decision Makers	▶ New business opportunities
	▶ Organisational fit
	▶ Case studies as a benchmark
	▶ Data for calculating a business case
	▶ Cost-benefit analysis
	▶ Time frame
	▶ Resources needed for implementation
	▶ Risk assessment
	▶ Measurability of economic success
	▶ Non monetary positive effects
	▶ Legal aspects
	▶ Overview of current RFID technology
	▶ IT security
	▶ Technology requirements
IT Department	▶ Alternate technologies
	▶ Outlook, future developments, roadmap
	▶ Data sharing systems
	▶ Standards
	▶ Data storage
	▶ Tag technology
	▶ IT security
	▶ Reliability
	▶ HW/SW architecture
	▶ Networking
	▶ Frequency restrictions & international interoperability
	▶ Interferences
	▶ Interfaces
	▶ Co-existence or migration from classical Auto ID to RFID
▶ Deactivation	
Process Management	▶ Process descriptions of other use cases
	▶ Attachment of tags to item
	▶ Awareness of technical properties of different RFID techniques
	▶ Co-existence or migration from classical Auto ID to RFID
	▶ Environmental conditions
	▶ Standards
	▶ Known fields for potential improvements of processes
▶ Outlook, future developments, roadmap	
Legal Department	▶ Depicting egislative process concerning data protection
	▶ Legislative and self regulative compliance
	▶ Guidance when written consent for data collection is necessary
	▶ Explaining legitimate purpose for data collection
HR Department	▶ Overview of current RFID technology
	▶ Scope and purpose of data collection
	▶ Health issues
	▶ Compliance with employee rights
	▶ Influence on employment
Communication Department	▶ Training for employees
	▶ Information for stakeholders
	▶ Communicating security measures to generate trust
	▶ Strategic communication campaign