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DRAFT TANZANIA STANDARD

Folders and files — Specification

TANZANIA BUREAU OF STANDARDS

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Foreword

This Tanzania Standard was published under the authority of the Board of Director of Tanzania Bureau of Standards.

Tanzania Bureau of Standards (TBS) is the statutory national standards body for Tanzania established by the Standards Act Cap. 130.

Tanzania Standards are developed through Technical Committees that are representative of key stakeholders including government, academia, consumer groups, private sector and other interested parties. The Technical Committees work under the supervision of Divisional (sectoral) Committees. The Standards are developed in accordance with the Guide and Procedure for Development of Tanzania Standards and TZS 0, *Guide for presentation of Tanzania Standards*.

Tanzania Standards are subject to review, to keep pace with science and technological advances. Users of the Tanzania Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

This Tanzania Standard was developed under the supervision of the Chemical Divisional Standards Committee (CDC). The Technical Committee responsible for the standard is [CDC10]- Paper and Stationery Products.

This fourth edition cancels and replaces the third edition (*TZS 66: 2017*), which has been technically revised.

The reporting of the results of a test or analysis made in accordance with this Tanzania Standard, if the final value, observed or calculated is to be rounded off, shall be done in accordance with TZS 4.

Folders and files - specification

1 Scope

This Draft Tanzania Standard specifies the requirements, sampling and test methods of the folders and files.

2 Normative references

The following referenced document is indispensable for the application of this Tanzania Standard. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies;

TZS 80, Paper and board — Sampling to determine average quality

TZS 63, Paper sizes -Specification

TZS 208-1/ISO 3377-1, Leather — Physical and mechanical tests — Determination of tear load — Part 1: Single edge tear

TZS 3051-2/ISO 2286-2, Methods for determination of total mass per unit area, per unit area of coating and mass per unit area of substrate

TZS 3051-3/ISO 2286-3, Rubber- or plastics-coated fabrics — Determination of roll characteristics — Part 3: Method for determination of thickness

ISO 105-X12, Textiles — Tests for colour fastness — Part 12: Colour fastness to rubbing

ISO 536, Paper and board — Determination of grammage

ISO 1923, Cellular plastics and rubbers — Determination of linear dimensions

ISO 2589, Leather — Physical and mechanical tests — Determination of thickness

ISO 3801, Textiles — Woven fabrics — Determination of mass per unit length and mass per unit area

ISO 4045, Leather — Chemical tests — Determination of pH and difference figure

ISO 5398, Leather — Chemical determination of chromic oxide content Part 1: Quantification by titration.

3 Terms and definitions

For the purpose of this Tanzania Standard, the following terms and definitions shall apply:

3.1

folder

cover with either single or multiple folds

3.2

file

type of folder into which has been introduced a fastening device

3.3 level arch file

stiff cover fitted with an arch binding operated by a level

3.4 loosely bond fibres

fibrous projections on the surface of a sheet, caused by excessive suction, insufficient beating or lack of surface sizing

3.5 Blot

spot or stain caused by a discolouring substance

3.6 simple folder

folder without a back and mechanism

3.7 box file

box-shaped container which may be fitted with a spring clip or other mechanical device for retaining papers

3.8 transfer storage case

rigid or collapsible box-shaped container for housing papers, folders or files when transferred for storage

NOTE – Because the nomenclature for types of folders can vary considerably, the word 'folder' is used throughout the specification to include items sometimes called 'wallet', 'portfolio' or 'pocket folder'.

4. Requirement

4.1 General Requirements

4.1.1 Files and folders shall be designed to receive any of the paper sizes specified in TZS 63.

4.1.2 Freshly supplied files and folders shall practically be free from cracks along the fold when visually observed.

4.1.3 Both sides of the board shall be clean and free from loosely bond fibres and blots.

4.1.4 The finishing of the files and folders may be metallic, gloss laminated paper, PVC coating, frost, anti-static or embossed.

4.1.5 Files may feature a thumb hole on the edge for easy access to contents.

4.1.6 Clipboards shall be strong enough to offer a stable writing surface. Their clips shall be designed to keep papers pinned down neatly without damaging their appearance or creating holes

4.1.7 The plastic material, such as polyethylene and polypropylene, used in the manufacture of files and folders shall not impart any objectionable odour.

4.1.8 Folders and files shall be sufficiently large to accommodate and protect its content

4.1.9 Material

Files and folders shall be manufactured from any of the following materials or their combinations;

- a) paper or board;
- b) plastic material;
- c) leather
- d) textiles; and
- e) metal

4.2 Specific requirements

4.2.1 Paper folders and files ; Types and Sizes

4.2.1.1 When tested in accordance with ISO 536, paper shall have a minimum mass per unit area of 160 g/m²

4.2.1.2 When tested in accordance with ISO 1923, lever arch folders shall have a hardwearing with a 50 mm, 70 mm or 75 mm spine subject to a tolerance of ± 2 mm.

4.2.1.3 Ring binder folders shall have a hardwearing with a 40 mm spine subject to a tolerance of ± 2 mm when tested in accordance with ISO 1923.

4.2.2 Plastic folders and files

4.2.2.1 When tested in accordance with TZS 3051-3/ISO 2286-3, plastic materials used for making files and folders shall have a thickness between 0.18 to 1.25 mm.

4.2.2.2 They shall have a minimum grammage of 50 g/m² when tested in accordance with TZS 3051-2/ISO 2286-2

4.2.2.3 Display folders shall have copy-safe clear pockets and wipe cleanable covers.

NOTE: Copy safe pockets imply that photocopies do not stick or discolour the plastic

4.2.2.4 When degradable plastic materials are used to manufacture files, they shall totally be degraded within a period of 12 months, when exposed to aerobic or anaerobic conditions, including when disposed in landfill or regulated dumping area,

4.2.2.5 When recyclable plastic materials are used in manufacturing files, the type of plastics shall be identified through coding or otherwise

4.2.3 Textile folders and files

4.2.3.1 Textile folders and files may consist of both base and inner lining fabrics or a base fabric only.

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4.2.3.2 When tested in accordance with ISO 3801, base fabrics shall have a minimum mass per unit area of 120. Inner lining fabrics shall have a minimum mass per unit area of 50 g/m²

4.2.3.3 When tested in accordance with ISO 105-X12, the fabrics shall have a minimum colour fastness to rubbing of 3.

4.2.4 Leather folders and files

4.2.4.1 When tested in accordance in accordance with ISO 2589, the leather material shall have a minimum thickness of 1.2 mm.

4.2.4.2 When tested in accordance with ISO 4045, the pH shall be at least 3.3

4.2.4.3 The minimum tear load of these folders and files shall be 20 N when tested in accordance with TZS 208-1/ISO 3377-1

4.2.4.4 The chromic oxide content of chrome tanned leather shall be a maximum of 4% when determined in accordance with ISO 5398

5. Packaging

The folders and files shall be securely packaged to ensure their integrity during handling, transportation and storage

6. Labelling

6.1 Piece labelling

Each folder or file shall be clearly labelled with the following and any other necessary information

- a) type of material used
- b) manufacturer's name, and/or registered trademark; and
- c) country of origin

6.2. Bulk labelling

Each bulk package shall be clearly labelled with the following information:

- a) name of the product
- b) manufacturer's name and address;
- c) type of material used
- d) number of pieces;
- e) gross weight
- f) country of origin

7. Sampling

Sampling shall be done in accordance with ISO 2859-1

Bibliography

US 434 Files and folders — Specification