

VOLUME 6

SECTION 7

JAMAICAN STANDARDS FOR BUSINESS DEVELOPERS

**Managed by the
Bureau of Standards
6 Winchester Road
Kingston 10**

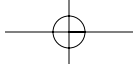


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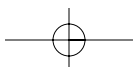
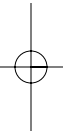
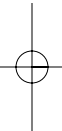
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CHAPTER I

THE BUREAU OF STANDARDS

I.O BACKGROUND

The Bureau of Standards is a statutory body established by the Standards Act of 1968. Its main functions are formulating, promoting and verifying the implementation of standards for goods, services and processes. The Bureau enforces compliance to technical regulations for those commodities and practices that affect health and safety, ensuring conformity to the Processed Food Act, The Standards Act and the Weights and Measures Act. The Bureau facilitates business development and trade and protects Jamaican consumers by supporting the timely development and promulgation of national standards.

This section has been prepared to help entrepreneurs understand the various procedures necessary for the application of standards in the businesses they wish to establish. Implementation of these standards along with other prudent business practices will ensure viability, sustainability and profitability.

The public is invited to contact or visit the Arnel S. Henry Standards and Technical Information Centre (STIC) located at the Bureau's Head Office to research or purchase relevant standards. The Customer Service Department may be contacted for additional advice and information. The order form is at **Appendix I**.

The Bureau's head office and Regional Centres are open for business Mondays to Fridays during regular working hours - 8:30a.m. to 4:30p.m.

Bureau of Standards, Head Office:

6 Winchester Road, Kingston 10.

Telephone: 926-3140-5/ 968-2063-71

Fax: 929 4736

Email: info@jbs.org.jm

Website: www.jbs.org.jm

CHAPTER 2

USE OF STANDARDS

2.0 WHAT ARE STANDARDS?

Standards are technical specifications necessary for achieving reasonable safety, quality and efficiency.

2.1 TEN (10) REASONS FOR THE USE OF STANDARDS

Why should the business developer use standards?

The use of standards guarantees the following:

- i Increased market access and acceptance. Where the national standard takes into account the provisions of a similar international standard, it enables importers and consumers in foreign markets to appreciate the quality of products originating from the exporting country.
- ii Improved sales efficiency due to decreased trading costs, simplification of contractual agreements, and lowering of trade barriers.
- iii Assurances that products are safe (or more safe) to use.
- iv Risk reduction. The standards development process, through prototyping and agreements by its proponents, ensure that standards are implementable and incorporate best practices.
- v Reduced development time and costs. Finding trained and experienced personnel for standardised technologies is easier than for proprietary technologies.
- vi Competitive advantage. Companies that participate actively in standards work have a head start on their competitors in adapting to market demands and new technologies.

- vii **Product life extension.** Products that use standards are less likely to require replacement in order to integrate with other, newer products.
- viii **Reduced labour cost.** Routines can be developed for regular production resulting in a reduction in operation time, which means a reduction in labour cost.
- ix **Fair competition.** Producers will have a common minimum level of performance, creating the basis for sound competition.
- x **Greater ease in planning production.** A standardized product is in constant demand on the market and this facilitates planning by the manufacturer.

CHAPTER 3

SCHEDULE OF BUSINESS GROUPINGS WITH RELEVANT STANDARDS REGULATION AND PROCEDURES

Entrepreneurs and Business Developers are advised to contact the Bureau to determine the cost of standards and other services when preparing their Business Plans and Budgets.

3.0 MANUFACTURERS IMPORTERS AND DISTRIBUTORS

3.0.1 Jamaican Regulation or Standard(s) Applicable

The Standards Act 1968: N.B. All Labelling Standards are mandatory. **See JS I: Parts 1-30 Labeling of Commodities**

It is the responsibility of any person who sells and distributes any goods to see that they are properly labelled in accordance with the mandatory regulations.

3.0.2 Procedure for Registration, Approval or Certification

Under the Compulsory Standards Compliance Programme (CSCP), all importers shall be registered with the Bureau of Standards.

Samples of finished items shall be tested by the Bureau of Standards to verify that they meet the mandatory regulations.

3.0.3 Relevant BSJ Forms & Processing Time

- Standards Compliance Form - Application for Registration CVEN/FM-02
- Sample request forms
- Technical request forms.

The Bureau's laboratories shall be contacted to determine the turn around time and the cost relative to specific products and components.

3.0.4 Other Agency from Which Approval Must be Sought

All eligible imports attract the Standards Compliance Fee (**SCF**) currently set at a rate of 0.3% of the CIF value. This is collected by Customs using electronic systems. SCF is paid along with Customs duties.

3.1 FOOD PROCESSORS

3.1.1 Jamaican Regulation or Standard(s) Applicable

The Processed Food Act 1959 JS 36: 1991 Jamaican Standard Specification for Processed Food (General), which falls under the Standards Act. Food Processors are responsible to ensure that their Establishments are duly registered with BSJ.

3.1.2 Procedure for Registration, Approval or Certification

Application for Registration of Establishment for the Manufacturing of Processed Food must be submitted:

3.1.3 Relevant BSJ Forms & Processing Time

Form A - Application for Registration of an Establishment

Form D - Application for Certificate of Approval. Processing time is 1-15 days depending on the type of product(s) if re-sampling and re-testing are not necessary.

3.1.4 Other Agency from Which Approval Must be Sought

Thermal Processing equipment must be inspected annually and passed by **Scientific Research Council**. Food handlers shall have valid permits from the **Ministry of Health**.

3.2 EXPORTERS OF PROCESSED FOODS

3.2.1 Jamaican Regulation or Standard(s) Applicable

See **List of Prescribed Foods** under the **Processed Food Act 1959** and **Processed Food (Exemption) Regulation 2002**.

3.2.2 Procedure for Registration, Approval or Certification

Manufacturers of Prescribed foods and Registered Exporters of these products must submit Export Application. An Exemption Letter facilitates passage of Non-Prescribed Foods through Customs. Food Processors who have implemented a validated Food Safety /Quality System are eligible to apply for an Exemption.

3.2.3 Relevant BSJ Forms & Processing Time

- i **BSJ Form B** -Application for inspection and "**Certificate of Export**" issued within two days of the receipt of application.
- ii **Form D** - Application for inspection and "**Certificate of Approval**"³.
- iii **BSJ Application Form for Exemption**

3.2.4 Other Agency from Which Approval Must be Sought

Exporters must be registered with JAMPRO. Thermal Processing equipment must be inspected annually and passed by Scientific Research Council. Food handlers shall have valid Permits from Ministry of Health.

3.3 MANUFACTURERS & DISTRIBUTORS OF ELECTRICAL APPLIANCES

3.3.1 Jamaican Regulation or Standard(s) Applicable

JS 144: Parts 1, 2, 3 & 4.

3.3.2 Procedure for Registration, Approval or Certification

Samples of finished items shall be tested by the Bureau of Standards Jamaica to verify that they meet the mandatory regulations. This should be done before the product is imported or distributed on the local market.

3.3.3 Relevant BSJ Forms & Processing Time

Request for testing shall be initiated by the submission of a completed Service Contract Form.

One (1) to sixty (60) days, depending on the type of equipment and nature of test.

3.3.4 Other Agency from Which Approval Must be Sought

N.B. Approval or certification from testing body overseas does not guarantee conformity with local mandatory regulations pertaining to safety and product reliability.

3.4 MANUFACTURERS & DISTRIBUTORS OF ELECTRICAL APPLIANCES

3.4.1 Jamaican Regulation or Standard(s) Applicable

JSI: Part 21: Energy Labelling of Appliances. This standard governs all refrigerators and freezers.

3.4.2 Procedure for Registration, Approval or Certification

Samples of appliances shall be tested in the energy laboratory to verify labelling claims.

3.4.3 Relevant BSJ Forms & Processing Time

Request for testing shall be initiated by the submission of a completed Service Contract Form. Duration of test will depend on the nature of the Test and the type of refrigerator or freezer.

3.4.4 Other Agency from Which Approval Must be Sought

None

3.5 MANUFACTURER OF BATTERIES FOR AUTOMOBILES

3.5.1 Jamaican Regulation or Standard(s) Applicable

JS 22: Lead Acid Batteries of the Automobile Type

3.5.2 Procedure for Registration, Approval or Certification

A sample of three batteries shall be tested by the Bureau of Standards Jamaica to verify that they meet the mandatory regulations. This should be done before the product is imported or distributed on the local market.

3.5.3 Relevant BSJ Forms & Processing Time

Request for testing shall be initiated by the submission of a completed Service Contract Form. Duration of test is between seven (7) to ten (10) days.

3.5.4 Other Agency from Which Approval Must be Sought

None

3.6 BLOCK MANUFACTURERS

3.6.1 Jamaican Regulation or Standard(s) Applicable

JS 35: Standard Hollow Concrete Blocks

3.6.2 Procedure for Registration, Approval or Certification

All Block-makers shall apply to the Bureau for Registration under the Compulsory Standards Compliance Programme (CSCP). This registration shall be renewed annually.

3.6.3 Relevant BSJ Forms & Processing Time

**Standards Compliance - Application for Registration
CVEN/FM-02**

3.6.4 Other Agency from Which Approval Must be Sought

None

3.7 GARMENT MANUFACTURERS

3.7.1 Jamaican Regulation or Standard(s) Applicable

JSI: Part 18: The labelling of textiles and related products.

3.7.2 Procedure for Registration, Approval or Certification

A Registration number is required for exporters to CARICOM countries.

3.7.3 Relevant BSJ Forms & Processing Time

Application for Registration Number is processed in one (1) working day

3.7.4 Other Agency from Which Approval Must be Sought

None

3.8 FURNITURE MANUFACTURERS

3.8.1 Jamaican Regulation or Standard(s) Applicable

JSI: Part 11: The labelling of commodities

3.8.2 Procedure for Registration, Approval or Certification

All furniture items offered for sale in retail or wholesale outlets shall be labelled in accordance with **JSI: Part 11**.

3.8.3 Relevant BSJ Forms & Processing Time

None

3.8.4 Other Agency from Which Approval Must be Sought

None

3.9 FURNITURE EXPORTERS

3.9.1 Jamaican Regulation or Standard(s) Applicable

JSI06: Minimum requirements for wooden, metal, plastic and upholstered accommodation furniture and craft intended for export and import.

3.9.2 Procedure for Registration, Approval or Certification

Upon request, each batch of goods prepared for export must be inspected by the designated officer of the Bureau and a Certificate of Approval issued.

3.9.3 Relevant BSJ Forms & Processing Time

Request for export certificate should be made a minimum of five (5) working days before intention to export.

3.9.4 Other Agency from Which Approval Must be Sought

None

3.10 MANUFACTURERS OF COSMETICS

3.10.1 Jamaican Regulation or Standard(s) Applicable

JS 170: Part 2 Water used in the preparation of cosmetics

JS 170: Part 3 Cosmetics: Raw materials and adjuncts

3.10.2 Procedure for Registration, Approval or Certification

It is recommended that samples be tested to ensure compliance with the standard.

3.10.3 Relevant BSJ Forms & Processing Time

Request for testing is made on the submission of a completed Service Contract Form. Duration of the test is according to the nature of the test and the number of products.

3.10.4 Other Agency from Which Approval Must be Sought

The manufacturer must be registered with the Ministry of Health.

3.11 MANUFACTURERS OF GAS STOVES HOUSEHOLD COOKING APPLIANCES USING LIQUEFIED PETROLEUM GASES

3.11.1 Jamaican Regulation or Standard(s) Applicable

JS 277: Household cooking appliances using liquefied petroleum gases.

Manufacturers are also subjected to a monitoring programme conducted by the Bureau for the enforcement of this standard.

3.11.2 Procedure for Registration, Approval or Certification

A sample of each model stove that the manufacturer wishes to introduce for sale in Jamaica must be brought to the Bureau for testing and type approval. The test results will indicate whether or not the stoves are approved. Only stoves that are approved by the Bureau can be sold in Jamaica.

3.11.3 Relevant BSJ Forms & Processing Time

Request for testing is made on the submission of a completed Service Contract Form and payment of applicable fees.

Testing will take approximately three (3) days depending on the testing time required for each particular product.

3.11.4 Other Agency from Which Approval Must be Sought

None

3.12 MANUFACTURERS & USERS OF CYLINDERS FOR COMPRESSED GAS

3.12.1 Jamaican Regulation or Standard(s) Applicable

JS 25: Transportable Gas Containers

3.12.2 Procedure for Registration, Approval or Certification

Type approval required before importation. BSJ monitors all shipments imported.

3.12.3 Relevant BSJ Forms & Processing Time

Samples are tested for conformance to **JS 25**

3.12.4 Other Agency from Which Approval Must be Sought

None

3.13 OPERATORS OF LPG FILLING PLANTS

3.13.1 Jamaican Regulation or Standard(s) Applicable

JS 41: Inspection, Retesting and use of Transportable Gas Containers

3.13.2 Procedure for Registration, Approval or Certification

Filling Plants must apply to the Bureau for Authorization. Audits are conducted by the Bureau to ensure conformance with the relevant standards.

3.13.3 Relevant BSJ Forms & Processing Time

Application is processed on the submission of the company's Quality Manual to the Certification Department.

3.13.4 Other Agencies from Which Approval Must be Sought

Ministry of Mining & Energy, Ministry of Labour and Social Security and the National Environmental Protection Agency (NEPA).

Contractual agreement must be made with major LPG marketing company.

3.14 OPERATORS AND DEALERS SELLING LIQUID PETROLEUM GAS (LPG)

3.14.1 Jamaican Regulation or Standard(s) Applicable

The Weights & Measures Act 1976.

3.14.2 Procedure for Registration, Approval or Certification

Calibration of scales by authorized personnel

3.14.3 Relevant BSJ Forms & Processing Time

The requisite number of tests including Chemical and Metallurgical tests will determine processing time

3.14.4 Other Agencies from Which Approval Must be Sought

Ministry of Mining & Energy, Ministry of Labour and the National Environmental Protection Agency (NEPA). Contractual agreement must be made with major LPG marketing company.

3.15 OPERATORS OF LPG INSPECTION TESTING AND REPAIR FACILITY

3.15.1 Jamaican Regulation or Standard(s) Applicable

JS 41: Inspection, Retesting and use of Transportable Gas Containers

JS 31: Repair and rebuilding of welded steel cylinders

3.15.2 Procedure for Registration, Approval or Certification

Entrepreneurs must declare to the Bureau their intention to operate such a facility under the BSJ Authorization Programme.

3.15.3 Relevant BSJ Forms & Processing Time

Request for authorization is made on the submission of a letter indicating interest and the company's Quality Manual. Qualified requests are processed within 15 working days.

3.15.4 Other Agencies from Which Approval Must be Sought

Ministry of Commerce, Science Technology (with Energy) and the National Environmental Protection Agency (NEPA), the Parish Council and the Jamaica Fire Brigade.

3.16 ELECTRICAL ENGINEERS & CONTRACTORS

3.16.1 Jamaican Regulation or Standard(s) Applicable

JS 21: Jamaican Standard Specification for Electrical Installations.

3.16.2 Procedure for Registration, Approval or Certification

All electrical installations must comply with this standard.

3.16.3 Relevant BSJ Forms & Processing Time

None

3.16.4 Other Agency from Which Approval Must be Sought

Approval of electrical installations shall be sought from the Government Electrical Inspectorate.

3.17 IMPORTERS OF REINFORCING STEEL BARS

3.17.1 Jamaican Regulation or Standard(s) Applicable

JS 33: Hot rolled bars for the reinforcement of concrete (metric edition)

3.17.2 Procedure for Registration, Approval or Certification

Entry certificate issued 24 hours after arrival of shipment at port of entry

3.17.3 Relevant BSJ Forms & Processing Time

Request for testing shall be initiated by the submission of a completed Service Contract Form. Processing time is one (1) day.

3.17.4 Other Agency from Which Approval Must be Sought

Satisfactory third party certificates and mill certificates covering shipment of steel bars to be submitted to the Bureau before request for authorization of importation is approved.

3.18 IMPORTERS OF CEMENT

3.18.1 Jamaican Regulation or Standard(s) Applicable

JS32: Part I: Portland cement (Ordinary and Rapid hardening)
Part I Specification

3.18.2 Procedure for Registration, Approval or Certification

The "**Administrative Procedure for the Importation and Sampling of Cement for Sale in the Domestic Market**" governs the importation of Cement. A fee of **\$276,000.00** to cover pertinent charges including the Bureau's evaluation of the cement must be paid

3.18.3 Relevant BSJ Forms & Processing Time

The importer must write a letter to the Bureau indicating his intention to import cement for sale in Jamaica. This notice will initiate the relevant procedure. The tests may be conducted for a period up to twenty-eight (28) days from collection of sample.

3.18.4 Other Agency from Which Approval Must be Sought

None

3.19 RETAIL BUSINESSES - SUPER MARKETS, SHOPS, STORES, PETROL STATIONS, MARKET VENDORS

3.19.1 Jamaican Regulation or Standard(s) Applicable

The Weights and Measures Act, 1976

3.19.2 Procedure for Registration, Approval or Certification

All scales, measures, meters and dispensers at petrol stations shall be routinely checked and calibrated by the Bureau's inspectorate.

Operators of retail and other businesses using these measuring devices in trade shall inform the Bureau of the number of scales, dispensers, meters etc. in use and the capacity of each.

All prepackaged goods must bear a label, which shall include the net contents of the package.

3.19.3 Relevant BSJ Forms & Processing Time

Request for service is made on the submission of a letter from the owner or operator of the business.

3.19.4 Other Agency from Which Approval Must be Sought

None

3.20 CONTACT INFORMATION

MAIN OFFICE AND REGIONAL CENTERS:

Main Office
Tel: 926-31410-5, 968-2063-71
Fax: 929-4736
8 Winchester Road
Kingston 10, Jamaica
e-mail: info@jbs.org.jm
www.jbs.org.jm

Montego Bay

Tel: 952-7119

UGI Group Building, 15th Floor,

30-34 Market Street

e-mail: mobay@jbs.org.jm

Ocho Rios

Tel: 795-1965

W.G. Walters Building

Suite 3b, 2nd Floor Building 3,

103 Main Street

e-mail: ochorios@jbs.org.jm

Mandeville

Tel: 962-7102

Shop #16, 71/2 Caledonia Road,

Mandeville, Manchester

e-mail: mandeville@jbs.org.jm

Savanna-La-Mar

Tele/Fax: 918-1653

Shop #15, 62 Great Georges Street

Savanna-La-Mar P.O., Westmoreland

e-mail: savlamar@jbs.org.jm

APPENDIX I

BSJ STANDARDS ORDER FORM

Persons wishing to purchase a standard from the Bureau's Catalogue of National Standards or any other source should complete this order and return the form to the Bureau's representative or to:

The Arnel Henry Standards and Technical Information Centre
 Bureau of Standards Jamaica
 6 Winchester Road, Kingston 10
 Tel: 926 3140-5 Fax: 929 4736

<i>Standard(s) Number</i>	<i>Title/Name Of Standard or Subject Matter</i>	<i>Price \$</i>	<i>Number of Copies Required for Your Organization/Department</i>
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Please provide your contact information for confirmation and delivery of the order:

Name: _____	Organization/Department _____	Date _____
Signature _____	Position held _____	
Telephone: _____	Fax: _____	
Email: _____		

Note: All the BSJ's Standards are for sale.