

DRAFT UGANDA STANDARD

Second Edition
2021-mm-dd

Files and folders — Specification



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DUS 434: 2021

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Foreword

Uganda National Bureau of Standards (UNBS) is a parastatal under the Ministry of Trade, Industry and Cooperatives established under Cap 327, of the Laws of Uganda, as amended. UNBS is mandated to coordinate the elaboration of standards and is

- (a) a member of International Organisation for Standardisation (ISO) and
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The work of preparing Uganda Standards is carried out through Technical Committees. A Technical Committee is established to deliberate on standards in a given field or area and consists of key stakeholders including government, academia, consumer groups, private sector and other interested parties.

Draft Uganda Standards adopted by the Technical Committee are widely circulated to stakeholders and the general public for comments. The committee reviews the comments before recommending the draft standards for approval and declaration as Uganda Standards by the National Standards Council.

The committee responsible for this document is Technical Committee UNBS/TC 306, Paper and paper products.

This second edition cancels and replaces the first edition US 434:2002, which has been technically revised.

The main changes compared to the previous edition are as follows:

- inclusion of plastic folders and files
- inclusion of specific requirements for the different classifications of folders and files

Public Review Draft

Files and folders — Specification

1 Scope

This Draft Uganda Standard specifies the requirements, sampling and test methods for files and folders.

2 Normative references

The following referenced documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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

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

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

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

US ISO 536, *Paper and board — Determination of grammage*

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

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

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

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

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1

file

type of folder into which has been introduced a fastening device

3.2

folder

cover with either single or multiple folds

3.3

simple folder

folder without a back and mechanism

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

4 Requirements

4.1 General

4.1.1 Files and folders shall be designed to receive any of the paper sizes specified in US ISO 216.

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.

4.2 Materials

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

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

4.3 Specific requirements

4.3.1 Paper files and folders

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

4.3.1.2 When tested in accordance with US 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.

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

4.3.2 Plastic files and folders

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

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

4.3.2.3 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

4.3.2.4 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, as tested against ASTM D 3826 and ASTM D 5208.

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

4.3.3 Textile files and folders

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

4.3.3.2 When tested in accordance with US 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

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

4.3.4 Leather files and folders

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

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

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

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

5 Packaging and Labelling

5.1 Packaging

The folders and files shall be securely packaged to keep the integrity of the Files and folders during handling, transportation and storage.

5.2 Labelling

5.2.1 Bulk labelling

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

- a) manufacturer's name and address;
- b) type of material used such as "100% cotton file", "PU Leather file";
- c) number of pieces;
- d) gross weight
- e) dimensions of the files and folders;
- f) paper size of intended content
- g) country of origin

5.2.2 Piece labelling

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

- a) dimensions of the file folder;
- b) paper size of intended contents;
- c) type of material used
- d) manufacturer's name, physical address and/or registered trademark; and
- e) country of origin/ manufacture.

6 Sampling

Sampling shall be done in accordance with US ISO 186

Certification marking

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