Draft Jamaican

Code of Practice

for

The assembling of motorcycles



**BUREAU OF STANDARDS JAMAICA**

Public Comments period: October 20th – December 18th, 2021.

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DJCP 357: 2021

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Product Certification Marks Plant Certification Mark







Certification of Agricultural Produce Jamaica-Made Mark



(CAP) Mark

**Draft Jamaican**

**Code of Practice**

**for**

**The assembling of motorcycles**

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Month 2021

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ISBN XXX XXX XXX XXX X

Declared by the Bureau of Standards to be a standard specification pursuant to section 7 of the Standards Act 1969.

First published Month 202X

This standard was circulated in the draft form for comment under the reference DJCP 357: 2021

Jamaican Standards establish requirements in relation to commodities, processes and practices, but do not purport to include all the necessary provisions of a contract.

The attention of those using this standard specification is called to the necessity of complying with any relevant legislation.

Amendments

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| No. | Date of Issue | Remarks | Entered by and date |
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**Foreword**

This code of practice was developed to provide general guidelines for the assembling of motorcycles. It outlines the recommended best practices for the assembly/reassembly processes of motorcycles. It is geared towards ensuring the safety and control of the motorcycle.

The high fatality rate from motorcyclists has rapidly increased over time. As a result, it raised awareness from persons within the industry regarding the number of crashes that occur and the breaking apart of the motorcycles.

As such, it has led to the assumption that the breakage of the motorcycle may be related to an assembling problem. It is therefore important to ensure that assembling of a motorcycle is carried out at fixed facilities for its intended use.

It is not intended to support the defects of the assembling of a motorcycle.

This standard is voluntary.

**Committee representation**

**Acknowledgement**

Acknowledgment is made to the British Standards Institution for permission to reproduce material from BS 10125: 2014.

**Related documents**

This standard makes reference to the following:

British Standards Institution BS 10125: 2014 Automotive services – Specification for vehicle damage repair processes

What is an Instruction Manual Douglas Krantz’s Technician Corporation 2011/2012-

S.L.U. CKD, MKD and SKD Shipments Embalex desde, 1918; 2011-.

International Organization for Standardization ISO 10002: 2018 Quality management- Customer satisfaction- Guidelines for complaints handling in organizations

JS 165: 1988- The Content of warranties for goods.

Overview of Visual Inspection.Mechanic, 2015 - What does it mean to bleed your brake LLC Inspectioneer, 2021 -

Road Traffic Act and Regulations Ministry of Justice, 2005 -

What is a Certificate of Conformity for a vehicle? Service Motives, 2021 -

**Draft Jamaican Code of Practice for The assembling of motorcycles**

## Scope

This code of practice outlines the recommended best practices for the assembling of automotive cycles (motorcycles) undertaken at fixed facilities or through the provision of a mobile service. The requirement of this code seeks to assist assemblers to meet specific safety and quality requirements. These guidelines will ensure the quality and safety of the assembled motorcycles for consumer and environmental protection.

## Terms and definitions

For the purposes of this standard, the following terms and definitions shall apply:

**2.1**

**assembly manual**

provides information on how to set up the equipment using diagrams and/or pictures of the parts as well as safety requirements. It is also composed of previously manufactured components and/or sub-assemblies into a complete product, primarily performed by human operators using their inherent dexterity, skill, and judgment.

**2.2**

**assembly process**

an arrangement of workers, tools, and equipment in which the motorcycle being assembled goes through consecutively from stage to stage until completed.

**2.3**

**bleed (brake)**

a procedure performed on the hydraulic brake system whereby the brake lines are purged of any air bubbles.

**2.4**

**calibration**

is the setting or correcting of a measuring device or base level, usually by adjusting it to match or conform to a dependably known and unvarying measure.

**2.5**

**certificate of conformity**

a document proving that the produced type of vehicle at the time of its production fulfils all the technical requirements needed for operation.

**2.6**

**complete knock down (C.K.D)**

shipment of automobile parts for certain vehicles from the manufacturing plant of these vehicles to plants in different countries where they are assembled.

**2.7**

**corrective action**

is the rectification of the particular occurrence identified and the initiation of measures preventing recurrence.

**2.8**

**frame**

the motorcycle’s core structure which supports the engine, provides a location for the steering and rear suspension, and supports the rider and any passenger or luggage as well as an attachment to the frame are the fuel tank and battery.

**2.9**

**handle bar**

a tubular component of a motorcycle’s steering mechanism which provides a mounting place for controls such as: brake, throttle, clutch, horn, light switches, rear view mirrors and they help to support part of the rider’s weight.

**2.10**

**industry recognized qualification (IRQ)**

competency qualification founded on relevant National Occupational Standards

(NOS) 1), accessible to interested parties and capable of supporting individual

recognition by means of assessed outcomes against industry set current

competences and quality assured by an awarding organization.

**2.11**

**pre-assembly**

preliminary assembled at a manufacturing plant

**2.12**

**repair process**

the entirety of repair methods and constituent repair tasks necessary for rendering the product operational to full functionality.

**2.13**

**semi knock down (S.K.D)**

a service consists of dismantling and packaging certain parts of a vehicle for shipment to other assembly plants where the parts will then be re-assembled.

**2.14**

**torque**

a “turning” or “twisting” force that differs from tension, which is created by a straight pull. However, torque is used to create a tension torque that enforces tension, and bolts are torqued to fasten two components in such a manner that they have the ability to resist tensile and shearing forces during operation.

**2.15**

**test ride**

to ride a motorcycle in order to evaluate performance.

**2.16**

**visual inspection**

a process of looking over a piece of equipment using the naked eye to identify any flaws as a trained inspector requires no additional equipment.

## General guidelines

**3.1 Assembly processes**

The assembly or reassembly process shall be carried out in accordance with the following requirements to ensure the safety and control of the motorcycle.

**3.1.1** The assembly process, relevant assembly methods and tasks to be undertaken, including the work space, tools required, manual/ user guides shall include the following:

a) prepare a clear work space approximately 6m squared (20ft) for the assembly of a motorcycle;

b) follow the assembly manual/user guide along with the appropriate tools for the assembling of the motorcycle.

**3.2 Uncrating of motorcycle**

**3.2.1** The assembler shall ensure that the relevant uncrating methods, tools required and tasks undertaken comply with the following:

a) open the complete knock down (CKD) package with caution to ensure no parts are misplaced and follow the user guide manual to check all boxes and parts;

NOTE: For uncrating of pre- assembled motorcycles refer to the specific uncrating guidelines.

b) remove the frame/chassis from the complete knock down (CKD) to be attached to the appropriate part.

**3.3 Assembling of motorcycle**

**3.3.1** Assembly of the motorcycle shall be undertaken in accordance with the specifications outlined below:

a) assemble all chassis and suspension parts with the specified nuts, bolts, clips, and springs and clamps greased and torqued;

b) inspect all wire loom/harness for any damages that might occur during the transportation process, while observing the instructions for all wiring clamps and ground wires;

c) affix the colour coded wire loom to the electrical components using the specification of the electrical wiring mounted on the handle bar;

d) affix brakes and clutch master cylinders and the brake and clutch controls handlebar with their respective cables;

NOTE: For installing foot operated shift lever or semi clutch level refer to manual specifications.

e) assemble tube/tubeless tyres on front and rear rim observing tyre rotation direction and all other assembled components with respective rims following the manual illustration;

f) affix front fender installed to the front and rear brake rims following the specification;

g) install grease and chain onto the motorcycle followed with the muffler system;

h) assemble covers, signs, or branding components onto the motorcycle;

i) confirm and adjust the air pressure in tyres following the manual recommended pressure;

k) inspect bleed brake line for front and rear brake and bleed clutch line if applicable;

l) adjust headlight beam both horizontally and vertically;

m) adjust headlight aim on the motorcycle to provide safe riding;

n) turn on ignition switch;

o) adjust brake light that illuminates to be aligned with the brake pedal depressing at approximately 10 mm (0.4 in.).

**3.4 Installation of engine, oils, battery and fuel tank onto motorcycle**

**3.4.1** The installation of engines, battery, fuel tank, engine oil and gear case oil, applied to the motorcycle shall comply with the following:

a) install engine and gearbox onto the motorcycle following the manual specification;

b) install activated dry cell or wet cell that properly connects and secures battery strap;

c) affix fuel tank using the installed fuel components;

NOTE: When adding fuel to the motorcycle, refer to the manufacturers’ instruction manual;

d) apply the specific type of engine oil to the motorcycle;

e) inspect engine oil level sight gauge to ensure it meets the required marking point;

NOTE 1: To reduce the high levels of engine oil, open oil filter with a syringe or another suitable device to remove the excessive oil following the manual specification.

NOTE 2: For low engine oil level, fill to the specified marked or optimum point following the manual instructions.

f) start engine and warm up thoroughly, turning the handle bar all the way to the right and left respectively;

g) adjust the engine to idle speed 900 ~ 1 000 r/min (rpm) by rotating and altering the idle screw;

NOTE: For increasing idle speed monitor the throttle grip free play.

h) inspect the gear case oil level to monitor the low levels. If it is too low, add adequate amount of gear case oil opening the bottom thread of the filter with the motorcycle held vertically on level ground.

**3.5 Pre- inspection of assembled control cables, engine, battery, brakes components, electrical and anti-locking systems for motorcycle.**

**3.5.1** The pre- inspection of assembled components such as control cables, engine, brakes, electrical and anti-locking systems shall comply with the following:

a) monitor the control cables (e.g. throttle control cables) operation to ensure no disjoining of steering position;

b) inspect front and rear suspension operation;

c) the function of the engine shall be inspected thoroughly as outlined:

1. both electric starter and engine;
2. throttle response and return;
3. smooth operation of transmission.

d) adjust chain tension following the manufacturer’s specification;

e) monitor clutch and brakes for adequate smooth stopping power and no drag;

f) check speedometer for proper operational function;

g) Inspect the assembled electrical system, brake light, horn, signal lights and indicator for the following:

1. check all headlights for high and low beams;
2. taillight, horn, turning signal lights, instrument lights, indicator lights and engine stop switch for operational function;
3. test starter interlock switch for unusual noise and functionality.

h) check fluids added for fuel leakages, oil spills, brake fluid, clutch fluid or coolant;

i) monitor motorcycle battery voltage for correct reading when switched off and or while running;

j) test anti-locking system while assembling the motorcycle.

1. **Specific guidelines**

The pre-delivery and visual inspection process shall be carried out in accordance with the following requirements to ensure the safety and control of the motorcycle.

**4.1 Pre-delivery and Visual Inspection**

**4.1.1** The pre-delivery and visual inspection of the pre-assembled motorcycle shall comply with the following requirements:

a) confirm, record and document the make and model, engine and chassis number that corresponds with the motorcycle compliance plate;

b) sit on seat in a riding position to test riding controls of the motorcycle;

c) observe the riders viewing through the windscreen mirrors attached and forward vision.

**4.2 Visual inspection of all assembled components**

**4.2.1** All assembled components shall be tested, checked and recorded for visual Inspection by dealer for the following:

a) Test operation of all lights

1. no damage of headlights’ aim and compulsory reflectors;
2. test number plate light- that is directing light onto the surface of the number plate and not the rear of the motorcycle.

b) Chassis/ Frame

Inspect all added components for chassis/frame properly using the torqued and secured method.

c) Brakes

1. test operation of brake controls;
2. ensure that where brakes are firmly applied, more than 20% of the pedal or handle travel remains;
3. the wheel brake is functioning;
4. inspect visible brake components for leakage and security of mountings.

d) Wheels and tyres

1. check rims for cracks, missing casting pieces or buckling;
2. ensure there are no missing mounting nuts, studs or bolts, cracked spokes, or damaged rims.

e) Suspension, wheel bearings and steering components

1. monitor steering action free from lock-to-lock;
2. the fitted steering linkages for rotational free play shall not exceed 10 mm at the end of the handlebars;
3. visibly inspect suspension to ensure no components are broken, cracked, cut, missing or unsecured;
4. properly check to ensure no inoperative or unsecure mounted or missing nuts, bolts and locking device contains a shock absorber;
5. check fork seal for leakage.

f) Number plate location

(1) affix one number plate frame securely onto the motorcycle’s rear;

(2) check the number plate cover for the following:

1. a clear, clean, un-tinted and flat over the entire surface;
2. no reflective or other characteristics;
3. operation of the device approved for use under the law detection of traffic offences.

g) Muffler and exhaust system

Inspect, test and record the muffler and exhaust system to ensure the limit set does not exceed 85 dpa.

h) A test ride shall be conducted by the assembler/dealer as part of the final inspection.

i) The assemblers shall not modify any designs of the motorcycles during the assembly process unless authorized and implemented in accordance with the motorcycle manufacturer specification.

1. **Recruitment and competence of personnel**

**5.1** **Job description and recruitment**

The motorcycle dealer shall establish, implement and document:

1. job descriptions including reporting lines for assemblers;

1. recruitment procedures including verification of qualifications or competence.

**5.2 Induction and training**

For each individual filling a role that identifies as part of the assembly process; the motorcycle dealer shall establish, implement and document procedures for:

1. induction, specific to the intended role of the individual;
2. the identification and delivery of current and on-going training needs;
3. assessing current competence in the assembly tasks undertaken including any evidence required;
4. undertaking a review of the skills required to apply the relevant assembly methods (at least annually);
5. maintaining a documented and authenticated record of the training and development undergone by each employee.

**5.3 Currently competent persons**

The assembler shall ensure that an individual identified as a ‘currently competent person’ is able to demonstrate that he or she is all of the following:

1. in possession of a current industry recognized qualification (**see 2.10**);
2. able to undertake their allocated duties at the level of responsibility assigned to them;
3. aware of the significance of the assembly tasks to the safe operation of the motorcycle concerned;
4. capable of:
5. providing evidence of current competence, not exceeding three years, by way of assessment to the qualification specified in (a);
6. detecting technical defects in the work undertaken (or in the equipment used in its undertaking) or omissions in its completion;
7. assessing the implications for health and safety;
8. taking remedial action to mitigate those implications.

e) alert to the hazards likely to be encountered in undertaking motorcycle assembly and sufficiently experienced to take action to mitigate their effect should they occur.

1. **Equipment and tools**

**6.1 Suitability and capability**

The selection and use of equipment and tools shall be based upon evidence of suitability, relevance to the assembly process being undertaken and proven capability.

**6.2 Calibration**

**6.2.1** The assembly and measuring equipment including employee-owned equipment shall be calibrated or verified at intervals specified by the manufacturer. Equipment shall be calibrated before use and follow the specified calibration interval thereafter. If a calibration interval is not specified, a minimum calibration interval of 12 months is to be followed. The interval between such calibrations shall not exceed that recommended by the equipment manufacturer.

**6.2.2** Calibration and verification records for equipment, gauges, measuring and test equipment, including employee-owned and subcontracted equipment, shall include:

* 1. equipment identification, including a source of traceability to international or national measurement reference standards used in the calibration exercise;
  2. changes to calibrated equipment following motorcycle assembly specification changes;
  3. any out-of-specification readings when equipment is submitted for calibration (as-found);
  4. a statement of conformity to specification after each calibration or verification.

**6.2.3** In the event that an item is found to be out of calibration, the assembler shall undertake an assessment of the likely impact of that finding on the quality of the assembly undertaken, during the period since the last correct calibration. If an assembly has been released during the period of assembling and measuring the equipment being out of calibration, the assembler shall ensure that customers are notified in safety critical assembly work. The outcome of the safety critical impact assessments shall be documented and retained for not less than three years.

**6.3 Maintenance**

**6.3.1** Equipment required to carry out the assembly process shall be identified and resources provided for equipment maintenance.

**6.3.2** A planned total preventive maintenance system shall be developed, documented and implemented to include:

a) scheduled maintenance activities;

b) technology and data source updates.

1. **Assembly process management and quality control**

**7.1 Assembly process change**

**7.1.1** New or modified processes shall be evaluated to verify assembly process capability and the changes documented before change is implemented.

**7.1.2** Any change in the assembly process shall be accompanied by a review to ensure compatibility.

**7.2 Assembly process continuity plan**

**7.2.1** Procedures shall be established, documented and implemented to ensure that, in the event of an emergency, all assembly processes currently in progress or otherwise outstanding can be completed in accordance with this assembly for pre-assembled motorcycle standard whilst remaining under the original repairer’s direction and responsibility.

**7.3 Repair process control**

The assembler shall have in place a documented assembly process control procedure capable of demonstrating that the requirements of this assembly for pre-assembled motorcycle standard have been met for each assembly undertaken including the completion of the assembly quality control procedure specified in **Clause 7.6.** A record of the application of the assembly process control procedure shall be maintained for each assembly, including a final quality check and signed off by a competent person authorized to do so on behalf of the assembler.

**7.4 Internal audit and corrective action**

**7.4.1 Procedure**

A procedure for internal auditing of assembly processes by the assembler shall be established, implemented and documented to ensure that over the course of a 12 month period each type of assembly process undertaken is audited at least once to check conformity to the requirements of this assembly for pre-assembled motorcycle standard.

**7.4.2 Investigation**

The cause and consequences of issues raised during internal audit specified in **Clause 7.4.1** shall be identified, systematically examined and the findings documented.

**7.4.3 Corrective action**

Corrective action shall include rectification of the particular occurrence identified in accordance with **Clause 7.4.2** and initiation of measures to prevent recurrence. If there are previous occurrences that also require corrective action, the relevant motorcycle owners shall be contacted and corrective action would be taken in a timely manner.

**7.4.4 Verification of corrective action**

The effectiveness of corrective actions undertaken in accordance with **Clause 7.4.3** shall be assessed by the assembler and outcomes documented.

**7.5 Assembly process records**

In relation to each assembly process, as a minimum requirement, the following information shall be documented prior to return of the motorcycle to the customer and retained for not less than three years:

a) name and address of the assembler;

b) date of assembly commencement;

c) date of assembly completion, and drive away time where safety is a consideration;

d) the Vehicle Identification Number (VIN)/chassis number, registration number, make, model and mileage of the motorcycle;

e) details of assembly work carried out;

f) name of operative(s) involved in the assembly process;

g) outcome of the assembly quality control procedure (**see Clause 7.6**) and confirmation that the assembly process has been undertaken in accordance with this assembly for pre-assembled motorcycle standard (**see Clause 7.3**)

**7.6 Assembly quality control**

**7.6.1** The assembler shall have in place and operate a quality control procedure appropriate for validating the quality of each assembly including, where relevant, final jig and wheel alignment measurements.

**7.6.2** The assembler shall have in place procedures to ensure that the quality of assembly undertaken is at least to the level specified in the relevant assembly methods.

**7.6.3** A record of the quality control assembly outcomes for each stage in the assembly process (as defined in **Clause 2.2**) undertaken shall be signed off and/or verified by the relevant currently competent person.

**7.6.4** This procedure shall be documented and retained for no less than three years.

1. **Claims of conformity**

At the end of the assembly process, every completed motorcycle shall be accompanied with a Certificate of Conformity, written in English, which records the date of completion of the final assembly and asserts that:

1. assembly has been completed in accordance with the organisation’s approved assembly process;
2. all settings, measurements, torques, etc., applied during the assembly process, have been done in accordance with the assembly instructions provided by the manufacturer of the preassembled motorcycle;
3. all tools, jigs and other devices used to facilitate the assembly process have been calibrated and maintained in accordance with the organisation’s approved assembly process;
4. the assembled motorcycle meets all minimum quality, performance and other standards warranted to the consumer.

All logs and other records used to facilitate calibration and maintenance of tools, jigs, etc. shall be kept safe and available or accessible for inspection upon request.

1. **Complaints-handling process**

**9.1 Guidelines for handling complaints**

Motorcycle assemblers shall ensure that the established, documented and implemented complaints procedure is followed.

All motorcycle assemblers in contact with customers and complainants shall:

a) be trained in complaints handling;

b) comply with any complaints-handling reporting requirements determined by the establishment;

c) treat customers in a courteous manner and promptly respond to their complaints or direct them to the appropriate individual;

d) show good interpersonal and good communication skills;

e) be knowledgeable of their roles, responsibilities and authorities in respect of complaints;

f) be knowledgeable of the process for handling complaints and relevant information to provide to complainants;

g) report complaints which have a significant impact on the establishment.

Corrective action shall be in accordance with **Clauses 7.4.3 and 7.4.4**.

NOTE: For further guidance on complaints handling see BS ISO 10002.

**Standards Council**

The Standards Council is the controlling body of the Bureau of Standards Jamaica and is responsible for the policy and general administration of the Bureau.

The Council is appointed by the Minister in the manner provided for in the Standards Act, 1969. Using its powers in the Standards Act, the Council appoints committees for specified purposes.

The Standards Act, 1969 sets out the duties of the Council and the steps to be followed for the formulation of a standard.

**Preparation of standards documents**

The following is an outline of the procedure which must be followed in the preparation of documents:

1. The preparation of standards documents is undertaken upon the Standard Council’s authorisation. This may arise out of representation from national organisations or existing Bureau of Standards’ Committees of Bureau staff. If the project is approved it is referred to the appropriate sectional committee or if none exists a new committee is formed, or the project is allotted to the Bureau’s staff.

2. If necessary, when the final draft of a standard is ready, the Council authorises an approach to the Minister in order to obtain the formal concurrence of any other Minister who may be responsible for any area which the standard may affect.

3. The draft document is made available to the general public for comments. All interested parties, by means of a notice in the Press, are invited to comment. In addition, copies are forwarded to those known, interested in the subject.

4. The Committee considers all the comments received and recommends a final document to the Standards Council

5. The Standards Council recommends the document to the Minister for publication.

6. The Minister approves the recommendation of the Standards Council.

7. The declaration of the standard is gazetted and copies placed on sale.

8. On the recommendation of the Standards Council the Minister may declare a standard compulsory.

9. Amendments to and revisions of standards normally require the same procedure as is applied to the preparation of the original standard.

**Overseas standards documents**

The Bureau of Standards Jamaica maintains a reference library which includes the standards of many overseas standards organisations. These standards can be inspected upon request.

The Bureau can supply on demand copies of standards produced by some national standards bodies and is the agency for the sale of standards produced by the International Organization for Standardization (ISO) members.

Application to use the reference library and to purchase Jamaican and other standards documents should be addressed to:

Bureau of Standards Jamaica

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