



BUREAU OF STANDARDS  
JAMAICA



**BUREAU OF STANDARDS JAMAICA**

*Making Standards Work For You...*

37<sup>TH</sup>  
**ANNUAL REPORT**  
2007-2008

## **Mission**

To promote the international competitiveness of Jamaican producers, facilitate trade and protect consumers by providing standardization, metrology and regulatory services through visionary leadership, consultations, teamwork and a committed, motivated and professional workforce.

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# ACRONYMS

<b>ASSP</b>	Agricultural Services Support Programme
<b>ASTJ</b>	Association of Science Teachers of Jamaica
<b>BIPM</b>	Bureau International des Poids et Mesures (Bureau of International Weights and Measures)
<b>BSJ</b>	Bureau of Standards Jamaica
<b>BSTS</b>	Bureau of Standards Trade System
<b>CAC</b>	Codex Alimentarius Commission
<b>CASCO</b>	Committee on Conformity Assessment
<b>CCCL</b>	Caribbean Cement Company Limited
<b>CAP Programme</b>	Certification of Agricultural Produce Programme
<b>CARIMET</b>	Caribbean Metrology Sub-region
<b>CENAM</b>	Centro Nacional de Metrología (National Metrology Centre)
<b>CIPM</b>	International Committee for Weights and Measures
<b>COPANT</b>	Pan-American Standards Commission
<b>COTED</b>	Council for Trade and Economic Development
<b>CROSQ</b>	CARICOM Regional Organisation for Standards and Quality
<b>DEVCO</b>	Committee on developing country matters
<b>FAO</b>	Food and Agriculture Organization
<b>FSPID</b>	Food Storage and Prevention of Infestation Division
<b>FTIR</b>	Fourier Transform Infrared Spectroscopy
<b>HACCP</b>	Hazard Analysis Critical Control Points
<b>HRMAJ</b>	Human Resource Management Association of Jamaica
<b>ICC</b>	International Code Council
<b>ICDL</b>	International Computer Driving License
<b>IDB</b>	Inter-American Development Bank
<b>IEC</b>	International Electrotechnical Commission
<b>ISO</b>	International Organization for Standardization
<b>JAS</b>	Jamaica Agricultural Society
<b>JAUSACC</b>	Jamaica USA Chamber of Commerce
<b>JCC</b>	Jamaica Chamber of Commerce
<b>JMA</b>	Jamaica Manufacturers' Association Limited
<b>JP</b>	Justice of the Peace
<b>LPG</b>	Liquefied Petroleum Gas
<b>MIF</b>	Multilateral Investment Fund
<b>MIND</b>	Management Institute for National Development
<b>MIIC</b>	Ministry of Industry, Investment & Commerce (formerly referred to as MITEC)
<b>MITEC</b>	Ministry of Industry, Technology, Energy & Commerce
<b>MOH</b>	Ministry of Health
<b>MOU</b>	Memorandum of Understanding
<b>MRA</b>	Mutual Recognition Agreement
<b>NCBJ</b>	National Certification Body of Jamaica
<b>NCSLI</b>	National Conference of Standards Laboratories International
<b>NCTVET</b>	National Council on Technical Vocational Education and Training
<b>NIAP</b>	National Innovation Awards Programme
<b>NIST</b>	National Institute of Standards and Technology
<b>NQA</b>	National Quality Awards
<b>NQI</b>	National Quality Infrastructure
<b>NRC</b>	National Research Council

<b>OD</b>	Order of Distinction in the rank of Officer
<b>CD</b>	Order of Distinction in the rank of Commander
<b>OJ</b>	Order of Jamaica
<b>OHSAS</b>	Occupational Health and Safety
<b>OHSMS</b>	Occupational Health & Safety Management Systems
<b>PJR</b>	Perry Johnson Registrars
<b>PTB</b>	Physikalisch-Technischen Bundesanstalt
<b>RADA</b>	Rural Agricultural Development Agency
<b>RQI</b>	Regional Quality Infrastructure
<b>SIM</b>	Inter-American Metrology System
<b>SMEs</b>	Small and Medium Sized Enterprises
<b>SR</b>	Social Responsibility
<b>SRC</b>	Scientific Research Council
<b>TBT</b>	Technical Barriers to Trade
<b>TTTIC</b>	Trinidad & Tobago Tourism Industry Certification
<b>UCC</b>	University College of the Caribbean
<b>UTech</b>	University of Technology
<b>UWI</b>	University of the West Indies
<b>WHO</b>	World Health Organization
<b>WTO</b>	World Trade Organization

# YEAR AT A GLANCE

## April 2007

- The National Certification Body of Jamaica (NCBJ) was established as the Certification Unit of the Bureau of Standards Jamaica (BSJ) to offer certification to quality (ISO 9001) and environmental (ISO 14001) management systems upon being accredited.
- Members of the BSJ staff attended the Pan-American Standards Commission (COPANT) Board of Directors Meeting and General Assembly in Cartagena, Colombia. Jamaica was appointed to the Technical Management Commission for the period 2007 to 2009.
- The BSJ/Scientific Research Council (SRC) Essay and Poster Competition Awards Ceremony was held at the Knutsford Court Hotel, Kingston.

## June 2007

- Two conformity assessment programmes - Target Monitoring and Label Registration were launched in collaboration with the Jamaica Chamber of Commerce (JCC) at the Hilton Kingston Hotel, Kingston.

## July 2007

- The NCBJ was granted Participating “P” Member status in the Committee on Conformity Assessment (CASCO), a policy committee of the International Organization for Standardization (ISO).
- Jamaica/BSJ was elected Chair of the Technical Management Committee of the CARICOM Regional Organisation for Standards and Quality (CROSQ) during its 8<sup>th</sup> Meeting in Bridgetown, Barbados.
- The BSJ hosted a Regional ISO eServices Training Course at the Knutsford Court Hotel, Kingston.

## October 2007

- During World Standards Week:
  - A Standards Development and Certification Symposium with the theme “Standards and the Citizen: Contributing to Society” was held at the Jamaica Pegasus Hotel, Kingston.
  - The National Quality Awards Ceremony was held at the Jamaica Pegasus Hotel, Kingston. Awards were presented to businesses in the manufacturing, services and small business sectors.
- A publication titled: *The Making of a Metric Jamaica* was launched at a function at the University of Technology, Kingston. The book was written by Dr Alfred Sangster, retired Principal of the University of Technology (UTech) and former Chairman of the now defunct Metrication Board.

### December 2007

- After a 3-year hiatus, the Annual Long Service Awards Ceremony was held at the Mona Visitor's Lodge, University of the West Indies (UWI), Mona, Kingston.

### January 2008

- The BSJ hosted an ASTM Technical and Professional Training Course on Concrete and Cement at the Terra Nova Hotel, Kingston.

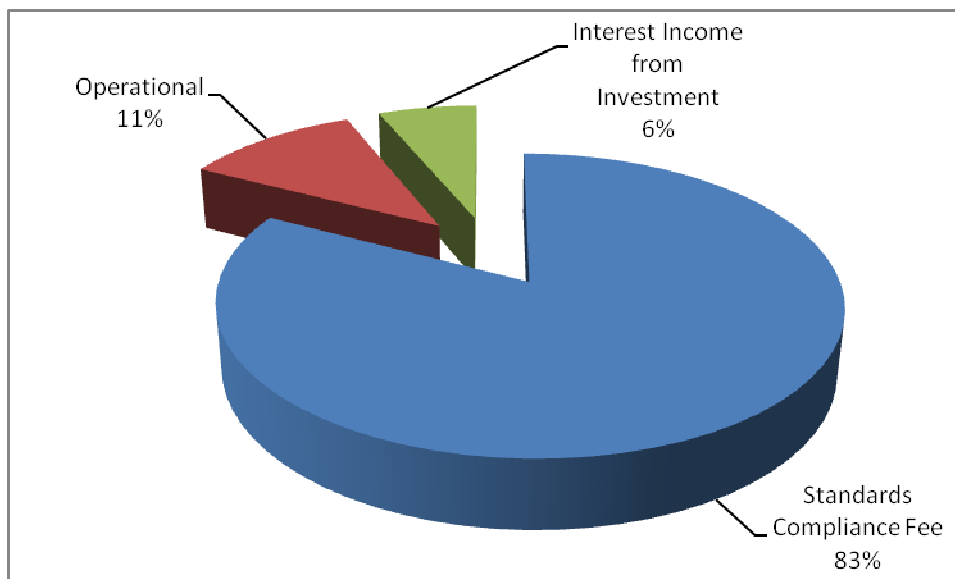
### February 2008

- A Stakeholders' Forum on the Jamaica Made Mark Programme was held at the Terra Nova Hotel, Kingston.

### March 2008

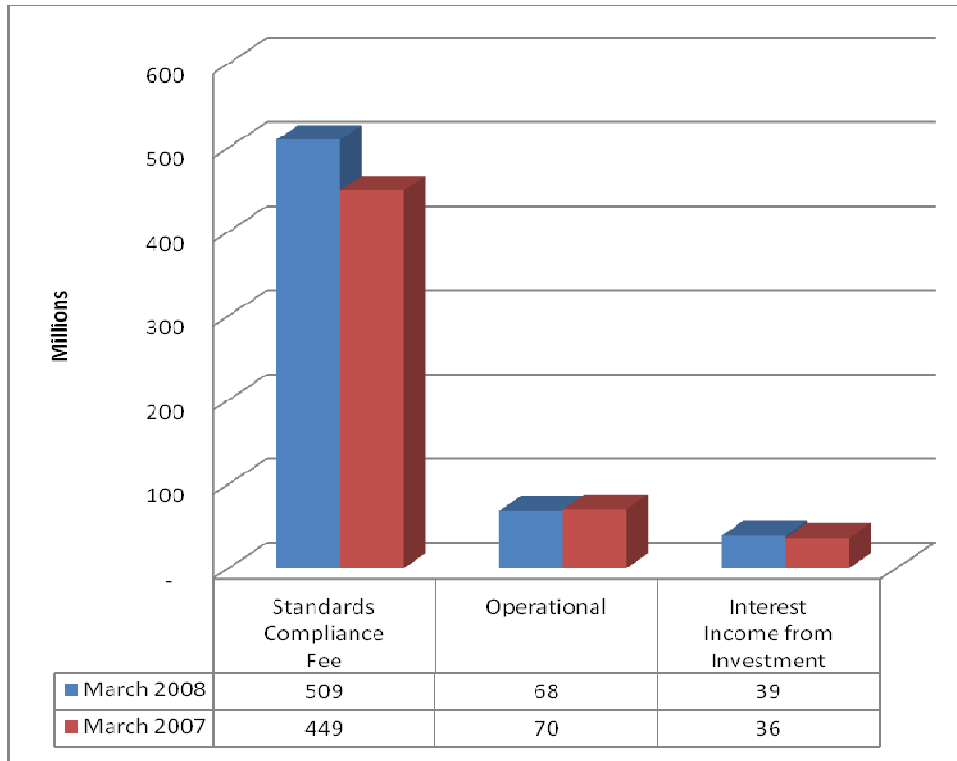
- The BSJ hosted the 12<sup>th</sup> Plenary Meeting of ISO/TC 93 Starch (including derivatives and by-products) at the Jamaica Pegasus Hotel, Kingston. Jamaica serves as the Secretariat for this ISO Technical Committee. Through the hosting of this Committee, Jamaica hopes to stimulate a starch derivative and by-product industry characterized by the production of value-added products.

**Figure 1a – Major Income Groups (2007-8)**

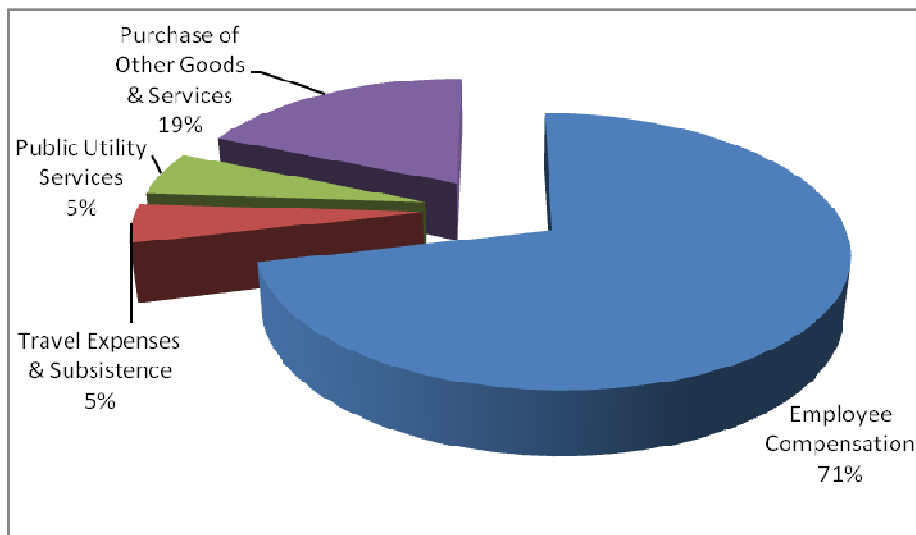




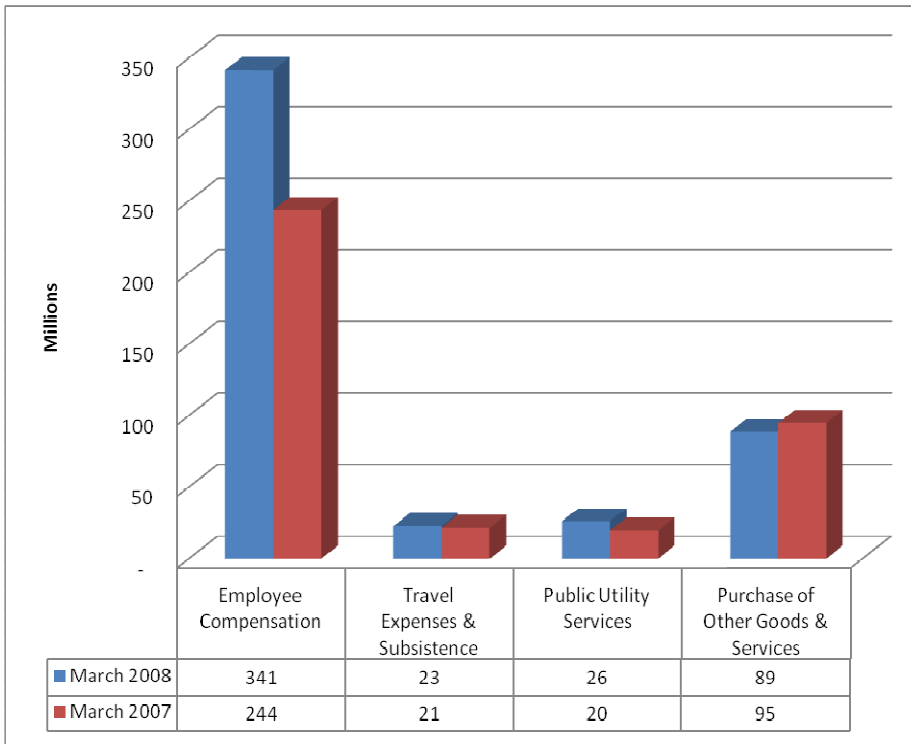
**Figure 1b – Major Income Groups (2006-7 and 2007-8)**



**Figure 2a – Major Expense Groups (2007-8)**



**Figure 2b – Major Expense Groups (2006-7 and 2007-8)**



## EXECUTIVE SUMMARY

The election of a new government in September 2007 resulted in the appointment of a new Standards Council in October 2007 that was charged with ensuring the continued effective and efficient administration of the Bureau of Standards Jamaica (BSJ). Rev. Dr. Arnel Henry, who for more than 25 years was Executive Director of the organization, was appointed Chairman of the Standards Council. The organization continued its prudent management of financial and other resources; and this was evidenced by its ability to continue to effectively fulfill its mandate of promoting and encouraging the maintenance of standardization in relation to commodities, processes and practices.

At the regional and international level, the organization maintained its active role, providing leadership and support to several organizations. At regional and international standards organizations such as the Pan-American Standards Commission (COPANT), the CARICOM Regional Organisation for Standards & Quality (CROSQ) and the International Organization for Standardization (ISO), Jamaica, through the Bureau's representation, continued to play leadership and other strategic roles.

As facilitator of the development of Jamaican businesses, the organization, through a number of initiatives, sought to develop the capacity and capability of key industries. One such initiative was the creation of the National Certification Body of Jamaica (NCBJ) which, upon being accredited, will offer internationally recognized certification to quality and environmental standards, ISO 9001, and ISO 14001. Through the establishment of the NCBJ, it is expected that quantum of foreign exchange that would previously be expended on overseas consultancies by local companies would be reduced.

Continued upgrading of metrology and testing facilities was undertaken during the period, as part of the Laboratory Retooling Programme, to ensure the capability of the BSJ to offer technical support to industries.

The organization continued to demonstrate its commitment to the professional development of its staff with the primary aim being the overall improvement of the organization's competence and efficiency to its external clients. Staff benefited from approximately 70 such interventions during the period.

The BSJ's level of activity in standards development continued and during the period, 32 Standards were developed or reviewed. Additionally, 14 National Mirror Committees of both ISO and Codex technical committees were formed, or maintained operations.

Even as the organization sought to fulfill its mission of promoting international competitiveness of Jamaican producers and facilitating trade, the organization was constantly mindful of its mandate to protect the consumers. As such, assessment for

compliance in the areas of legal metrology, food safety and marketplace surveillance was consistently undertaken through the Bureau's complement of inspectors.

The organization had, in spite of the challenges faced by the society, remained loyal to the consistent delivery of the highest calibre of service to the nation. As we look forward to 2008-2009, there will be many new challenges. Fortunately, the BSJ had a solid plan and dedicated staff and stakeholders who were ready to convert these challenges into opportunities for increased competitiveness for local products and economic development.

# 1.0 CORPORATE PROFILE

## 1.1 Establishment of the BSJ

The Standards Act (1969) established the BSJ as a statutory organization, having a mandate to ensure compliance with The Standards Act, The Processed Food Act (1959) and The Weights and Measures Act (1976). Under these Acts, the BSJ formulates, promotes and implements standards for goods, services, processes and practices. Other aspects of its mandate are implemented from time to time in accordance with The Trade Act (1955), The Customs Act (1941), The Petroleum (Quality Control) Act (1990) and The CARICOM Regional Organisation for Standards and Quality Act (2005).

## 1.2 Mandate

Under The Standards Act, the BSJ is responsible for promoting and encouraging the maintenance of standardization in relation to commodities, process and practices. The BSJ has the power to –

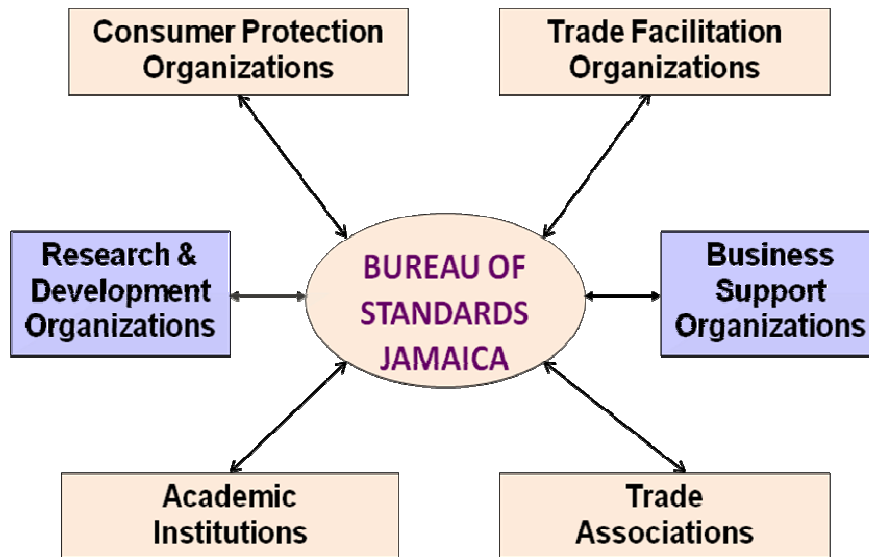
- a) make recommendations to the responsible Minister in respect of the formulation of specifications and the promulgation and application of standard specifications, and compulsory standard specifications;
- b) promote research in relation to specifications and to provide for the examination and testing of commodities, processes and practices;
- c) provide for the registration and use of standard marks;
- d) provide for examination, testing and calibration of instruments, appliances and apparatus in relation to their accuracy;
- e) encourage or undertake educational work in connection with standardization;
- f) make arrangements for the inspection of any operation which is being carried out in or upon any premises in connection with the manufacture, production, processing or treatment of any commodity, process or practice for which a standard specification or a compulsory standard specification has been declared;
- g) do such other things as may be expedient or necessary for the proper performance of its functions under this Act.

## 1.3 Main Activities

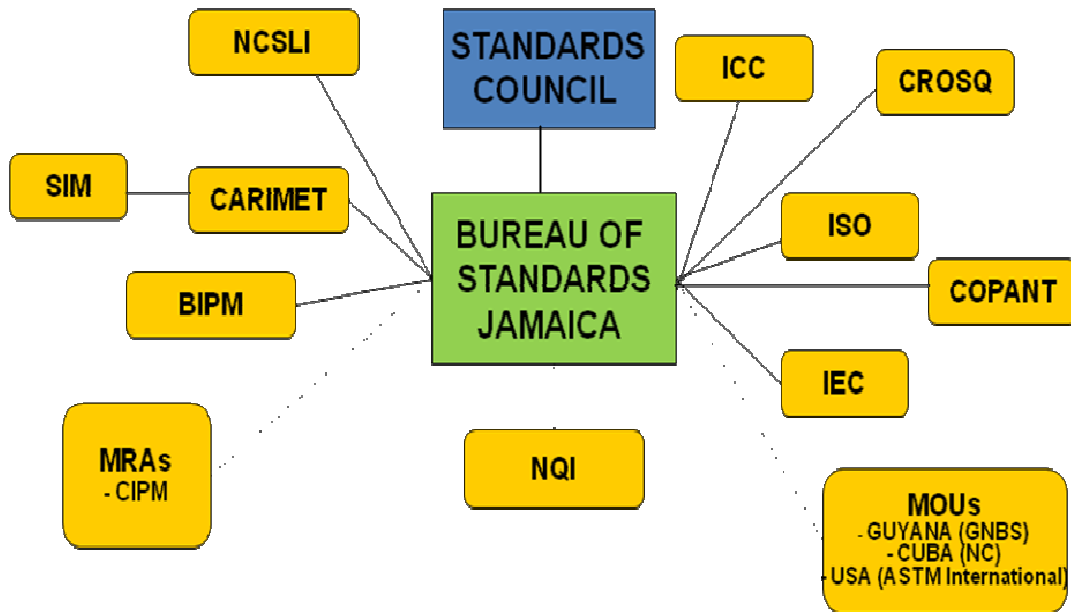
In fulfilling its mandate, the BSJ provides regulatory and trade facilitation services in the areas of standardization, metrology and conformity assessment. It operates within a national, regional and international framework (see Figures 2 and 3), which serves to guide its activities and provide it with the legitimacy it needs to remain a viable, credible and sustainable organization

Standardization, metrology and conformity assessment are the pillars of knowledge for developing a technical infrastructure, and thereby enabling sustainable development and full participation in international trade. It is in relation to these three areas that the BSJ provides its services to the nation and the region.

**Figure 3 - BSJ within the National Framework**



**Figure 4 - BSJ within the Regional and International Framework**



## **Standardization**

Standardization involves the development and provision of standards and the supply of information on standards to interested parties. For national application, a national standards body may develop a national standard or may adopt an international standard that has been developed by international consensus and published by one of the main international standards organizations (ISO, IEC, Codex Alimentarius Commission, etc.).

### **▪ Standards Development**

Standards exist to support all aspects of conformity assessment and to facilitate the implementation of integrated quality management systems at all stages in the production process, from product design, through inputs to the process, process control, to the final product.

Nationally, the BSJ is responsible for facilitating the timely development, promotion and implementation of national and regional standards (and technical regulations) for goods, services, processes and practices. It facilitates standards development through the formation of technical committees comprising of stakeholders such as manufacturers, consumers, regulators and professionals to set standards for safety and health, quality and performance.

Internationally, the BSJ manages Jamaica's participation in regional and international standards organizations through the participation in meetings, compiling and submitting national comments on the standards that are developed by these organizations and engaging in formal agreements.

## **Conformity Assessment**

Conformity assessment is a demonstration that specified requirements relating to a product, process, system, person or body are fulfilled. Conformity assessment procedures, such as assessments for compliance (inspections, audits, product sampling, testing, and verifications) and certification, offer assurance that products fulfill the requirements specified in regulations and standards.

The BSJ seeks to protect the health and safety of Jamaicans and to encourage compliance and conformance to relevant standards through a number of conformity assessment services including:

- *Assessments for Compliance* include inspections, audits, product sampling, testing, and verifications. These activities are carried out to ensure that the manufacturing processes are in accordance with the applicable requirements and that the finished products are of good quality and fit for use. The overall aim is to reduce risk to the buyer, owner, user or consumer of the items.

- *Certification/Registration* refers to the third party written assurance that a product (including services), process, personnel or management system conforms to specific requirements.
  - *Product Registration/Certification* - The BSJ administers a number of programmes including the National Certification Mark Programme, LPG (Liquefied Petroleum Gas) Authorization Programme, Gas Pump Certification Programme, Block Monitoring Programme, Certification of Labelling Facility, Food Factory Registration Label Registration Programme and the Certification of Agricultural Produce Programme. Through these programmes, the BSJ seeks to encourage adherence to standards and the adoption and maintenance of quality.
  - *Management Systems Certification* - The BSJ established the NCBJ in April 2007 to offer certification services. Upon attaining accreditation, the NCBJ will offer certification to ISO 9001:2000, *Quality management systems - Requirements* and ISO 14001:2004, *Environmental management systems - Requirements with guidance for use*.

## **Metrology**

Metrology, the science of measurement, has three main branches: industrial, scientific, and legal. Metrology includes units of measurement and their standards, measuring instruments and their fields of application, and all theoretical and practical problems relating to measurement. The national measurement standards of a country provide the basis for its other conformity assessment activities such as calibration services, trade metrology services, and conformance testing with respect to technical regulations, testing, and accreditation, among others.

The BSJ provides metrology services to various sectors including health, telecommunications, clothing and textile, construction, food and beverage, and mining.



## 2.0 CORPORATE GOVERNANCE

The BSI falls under the aegis of the Ministry of Industry, Investment & Commerce (MIIC) (formerly referred to as Ministry of Industry, Technology, Energy and Commerce (MITEC)) and is governed by a fourteen-member Standards Council comprised of a Chairman, the Director of Standards (Executive Director) and twelve stakeholder group representatives, appointed by the Minister of the aforementioned Ministry.

### 2.1 Standards Council

The Standards Council is responsible for the policy and general administration of the BSI, thus providing governance and direction ensuring the fulfillment of the organization's mandate. This work includes approval of standards submitted as Jamaican National Standards and CARICOM Standards; adoption of relevant policies to support BSI's programmes and services; and approval of budgets and audited financial statements. The Standards Council and its Committees also work closely with the organization's Executive Director and Management in the development of relevant plans and strategies.

In September 2007 there was a change in the composition of the Government which resulted in a concurrent change in the composition of the Standards Council (only two former members were retained). Tables 1a and 1b below present details on the composition of the Standards Council before and after the elections.

**Table 1a - Standards Council Members (April - September 2007)**

NAME	OCCUPATION
Dr. Henry Lowe CD <sup>1</sup> , JP <sup>2</sup> (Chairman)	Businessman & Scientist
Dr. Jean Dixon (Vice Chairman)	Permanent Secretary, MIIC (formerly MITEC)
Dr. Camella Rhone	Executive Director, Bureau of Standards Jamaica
Miss Elaine Cadogan	Attorney-at-Law/Corporate Advisor
Mr Rex Gadsby	Retired Business Executive
Miss Joyce Campbell OD <sup>3</sup> , JP	Consumer Advocate & Retired Civil Servant
Mr. Lorenzo Ellis	Teacher
Mr. Clarence Clarke	Businessman
Mr. Noel DaCosta	Corporate Executive
Mr. Hector Jones	Commissioner of Customs, Jamaica Customs
Miss Valerie Riley	Executive Secretary, Ministry of Health
Mr. Raymond Pryce	Special Advisor to the Minister of Tourism, Ministry of Tourism
Mr. Albert Shand	Executive Director, Rural Agricultural Development

<sup>1</sup> Order of Distinction in the rank of Commander

<sup>2</sup> Justice of the Peace

<sup>3</sup> Order of Distinction in the rank of Officer

NAME	OCCUPATION
	Agency (RADA)

**Table 1b - Standards Council Members (November 2007 - March 2008)**

Rev. Dr. Arnel Henry CD, JP (Chairman)	Retired Agriculturalist
Dr. Jean Dixon CD (Vice Chairman)	Permanent Secretary, Ministry of Industry, Investment & Commerce
Mr. Noel Osbourne	Businessman
Dr. Marjorie Vassell	Doctor of Medicine and Surgery, Ministry of Health
Mrs. Nicola Barbar	Managing Director, Digital Press
Miss Joyce Campbell OD, JP	Consumer Advocate/Civil Society Representative
Mr. Keith Reynolds	Managing Director, Bari Enterprises & Auto Parts
Mrs. Joan Parris Woodstock	Attorney-at-Law
Mr. James Rawle	General Manager, Nestle Jamaica Limited
Hon. Lascelles Chin OJ <sup>4</sup> , CD	Chairman, Lasco Distributors Limited
Mr. Omar Azan	President, Jamaica Manufacturers' Association Ltd.
Mr. Trevor DeLeon	Attorney-at-Law and Notary Public

### Standards Council Standing Committees

The Standards Council established a number of committees, which all played important roles in executing the fulfillment of its role in relation to corporate governance. Tables 2a and 2b provide details on the roles, responsibilities and composition of each committee.

**Table 2a - Standards Council Standing Committees (April - September 2007)**

COMMITTEE	ROLES AND RESPONSIBILITIES	MEMBERS
Executive & Finance (General) Committee	<ul style="list-style-type: none"> <li>Reviews and advises on legal matters/policies, the BSJ's strategic direction, finances, administrative issues and the procurement policies of the BSJ.</li> </ul>	Council Members (10 including the Executive Director) BSJ Staff (3)
Standards and Technical (Special) Committee	<ul style="list-style-type: none"> <li>Sets policy guidelines to ensure that policies are in place, which will promote the development of national and international standards and technical regulations.</li> <li>Sets policy guidelines in any other matters that are of a technical nature.</li> </ul>	Council Members (7 including the Executive Director) BSJ Staff (6)
Audit & Risk Management (General)	<ul style="list-style-type: none"> <li>Reviews and evaluates the internal audit activity; and assists in the financial reporting, risk management and legal</li> </ul>	Council Members (6 including the Executive Director)

<sup>4</sup> Order of Jamaica

<b>COMMITTEE</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>MEMBERS</b>
Committee	<p>compliance within the BSJ.</p> <ul style="list-style-type: none"> <li>▪ Advises the Council on practices and procedures which will promote productivity, and the quality and volume of service.</li> </ul>	BSJ Staff (3)
Human Resource (Special) Committee	<ul style="list-style-type: none"> <li>▪ Reviews and advises on the strategic directions and goals relating to succession planning, compensation and benefits philosophy, labour relations management and planning, recruitment, training and development, performance management.</li> <li>▪ Establishes a plan of continuity and development of senior management for the BSJ.</li> </ul>	Council Members (6 including the Executive Director) BSJ Staff (3)
Legislation (Special) Committee	<ul style="list-style-type: none"> <li>▪ Re-examines the legal and operational framework within which the BSJ operates.</li> <li>▪ Considers all proposals for statutes and regulations, policies and other issues relating to the BSJ's operations to identify any institutional or regulatory weakness that may hinder the organization in the discharge of its statutory mandate.</li> </ul>	Council Members (6 including the Executive Director) BSJ Staff (9)
Capital Expenditure (Special) Committee (CAPEX)	<ul style="list-style-type: none"> <li>▪ Reviews and advises the Executive &amp; Finance Committee on the procurement of items which value J\$2M and over, that are to be used to add or upgrade the tangible assets and property of the BSJ and the disposal of such assets and property of same value.</li> </ul>	Council Members (4 including the Executive Director) BSJ Staff (5)
Information (Special) Committee	<ul style="list-style-type: none"> <li>▪ Reviews and recommends the BSJ's philosophy, strategy, and guidelines on information related issues.</li> </ul>	Council Members (4 including the Executive Director) BSJ Staff (2)

**Table 2a - Standards Council Standing Committees (November 2007 - March 2008)**

<b>COMMITTEE</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>MEMBERS</b>
Finance Committee	<ul style="list-style-type: none"> <li>• Reviews and advises the Council on the finances and Pension Plan of the BSJ.</li> </ul>	Council Members (6 including the Executive Director) BSJ Staff (2)
Standards and Technical Committee	<ul style="list-style-type: none"> <li>▪ As stated in Table 1a.</li> </ul>	Council Members (8 including the Executive Director)

COMMITTEE	ROLES AND RESPONSIBILITIES	MEMBERS
		BSJ Staff (6)
Audit & Risk Management Committee	<ul style="list-style-type: none"> <li>▪ As stated in Table 1a</li> </ul>	Council Members (6 including the Executive Director) BSJ Staff (2)
Human Resource Committee	<ul style="list-style-type: none"> <li>▪ As stated in Table 1a.</li> </ul>	Council Members (6 including the Executive Director) BSJ Staff (1)
Projects & Development Committee	<ul style="list-style-type: none"> <li>▪ Gives oversight to the various projects and developmental activities of the BSJ.</li> <li>▪ Monitors/supervises the development and implementation of policies and procedures relating to the procurement and disposal of tangible assets and property of the BSJ.</li> </ul>	Council Members (8 including the Executive Director) BSJ Staff (3)

### 3.0 OPERATIONAL ACTIVITIES

The policies established by the Standards Council were operationalized by a staff of approximately 195. The BSJ was headed by an Executive Director, who was assisted by a Senior Director, Technical Services<sup>5</sup> and seven Managers, who were responsible for spearheading the following divisional areas:

- Standards Development & Certification
- Inspectorate
- Metrology & Testing: Engineering Services
- Metrology & Testing: Analytical Services and Testing
- Information
- Finance & Accounting Services
- Human Resource

A number of units including Maintenance, Legal/Corporate Secretary Office, Corporate & International Programmes Office, Internal Audit, and Protocol Office provided critical support services to the aforementioned divisions.

#### 3.1 Developing Human Resources

Investment in human capital is of critical importance to any organization and given the highly specialized and dynamic nature of the work carried out by the BSJ, employees were provided with 62 training and professional development opportunities (training courses/seminars, workshops, meetings) locally and overseas to improve their competence, productivity and efficiency. Table 3 provides details on the local and overseas training and development activities in which staff participated during the period under review.

**Table 3 - Local Training and Development Activities**

DATE	ACTIVITIES
April 2007	Online Risk Assessment: Hazard Analysis Critical Control Points (HACCP), BSJ
	Advanced Driver Training, Advanced Driver Training Centre
May 2007	Analogic Solution Seminar 'Gas Phase Solutions from Agilent Technologies', Hilton Kingston Hotel
	Advanced Records and Information Management Course, Management Institute for National Development (MIND)
	HACCP Internal Audit Training Course, BSJ
	General HACCP Awareness Course, BSJ
	ISO 9001 Internal Audit Training Course, BSJ
	Pension Seminar 'Pensions: Amendments to the Income Tax Act', Myers,

<sup>5</sup> Technical Services covers Metrology & Testing: Engineering Services, Metrology & Testing: Analytical Services & Testing, Standards Development & Certification and Inspectorate.

DATE	ACTIVITIES
	Fletcher & Gordon
June 2007	HACCP Internal Audit Training Course, BSJ
	General HACCP Awareness Training Course, BSJ
	Auditing Techniques Training Course (Level 1), MIND
June - August 2007	International Computer Driving License (ICDL) Training and Certification Course, Jamaica Computer Society
July 2007	Regional ISO eServices Training Course, Knutsford Court Hotel
August 2007	ISO Global Directory Training, BSJ
October 2007	HACCP General Awareness Training Course, BSJ
	ISO 9001:2000 Internal Audit Training Course, Eden Gardens
	Managing Payroll and Statutory Deductions, University College of the Caribbean (UCC)
October - November 2007	Advanced Computer Training (Excel – Level 3; Access – Levels 1, 2 and 3; Crystal Reports V10 Quick Start, Crystal Report V10 Power User), dotTECH ICT Training and Consultants Co. Ltd
November 2007	Management and Interpersonal Skills Seminar, Jamaica Employer's Federation
	Plastics Technology Training Programme
	Creating and Delivering Exceptional Presentations Using Microsoft PowerPoint, Rockhurst University Continuing Education Center
	Human Resource Management Association of Jamaica (HRMAJ) Conference, 'Building Bridges, Crossing Borders', Sunset Jamaica Grande Resort & Spa
November 2007 - January 2008	National Council on Technical Vocational Education and Training (NCTVET) Certification (Concepts of Information Technology, Using the Computer and Managing Files, Word Processing and Internet Research) for Maintenance Staff & Office Attendants, BSJ
March 2008	Training in the use of the FTIR (Fourier Transform Infra-red Spectroscopy), BSJ Chemistry Laboratory
	Bureau of Standards Trade System (BSTS) User Training - Export Module Course, Fiscal Services Ltd.

**Table 4 - Overseas Training and Development Activities**

DATE	ACTIVITY
April 2007	4 <sup>th</sup> International Workshop on Structural Concrete in Americas, Atlanta, Georgia, USA
	COPANT Assembly & Board of Directors Meeting, Cartagena, Colombia
April - May 2007	35 <sup>th</sup> Session of the Codex Committee on Food Labeling, Ottawa, Canada
May 2007	Workshops of the Interamerican Metrology System (SIM) Metrology Working Group 8 (Chemistry), Quito, Ecuador
	29 <sup>th</sup> ISO COPOLCO <sup>6</sup> Workshop and Plenary Meetings, Salvador – Bahia, Brazil
	4 <sup>th</sup> CROSQ Editorial Committee Meeting, Bridgetown, Barbados
	Jamaica USA Chamber of Commerce (JAUSACC) and Jamaica Manufacturers' Association (JMA) – Jamaica Business Expo 2007, Ft. Lauderdale, Miami, USA
May - June 2007	14 <sup>th</sup> Plenary Meeting of ISO/TC 71 <i>Concrete, reinforced concrete and pre-stressed concrete</i> , Salvador, Bahia, Brazil
	Observation and supervised auditing for ISO 9001:2000 & ISO

<sup>6</sup> Committee on Consumer Policy

<b>DATE</b>	<b>ACTIVITY</b>
	14001:2004, Michigan, Illinois, and Missouri in the USA
June 2007	Fundamental and Practical Techniques of X-ray Fluorescence Analysis using the MiniPal, MiniPal2 or MiniPal 4 EDXRF Spectrometer, Natick, Massachusetts, USA Science and Technology Foresighting and Innovation Mapping Workshop, Kingstown, St. Vincent and the Grenadines
July 2007	30 <sup>th</sup> Session on the Joint FAO <sup>7</sup> /Codex Alimentarius Commission, FAO Headquarters, Rome, Italy 8 <sup>th</sup> CROSQ Technical Management Meeting, St. Michael, Barbados 11 <sup>th</sup> CROSQ Council Meeting, 4 <sup>th</sup> Annual General Meeting, 9 <sup>th</sup> Technical Management Committee Meeting, Bridgetown, Barbados Cement and Ready Mixed Concrete Training Course, Skokie, Illinois, USA Regional Conference 'Enhancing Trade Competitiveness of SMEs through Standardization and Conformity Assessment', Tunapuna, Trinidad & Tobago
July - August 2007	The National Conference of Standard Laboratories International (NCSLI), Workshop & Symposium 'Metrology's Impact on Products and Services', St. Paul, Minnesota, USA
September 2007	Meeting of the COPANT Technical Committee on Energy Efficiency, Rio de Janeiro, Brazil Caribbean & Latin America Regional Workshop 'How Existing Codex Standards can be Applied to Address Food Safety and Regulatory Issues of Food Derived from Modern Biotechnology' & Codex Meeting, Asuncion, Paraguay 41 <sup>st</sup> DEVCO <sup>8</sup> Meeting and 30 <sup>th</sup> ISO General Assembly and Open Session on 'International Standards and Public Policies', Geneva, Switzerland Inter-American Metrology System (SIM) and Bureau International des Poids et Mesures (BIPM) Chemical Metrology Working Group Meetings, Ottawa, Canada
October 2007	Launch of the CROSQ/IDB-MIF <sup>9</sup> /PTB <sup>10</sup> Regional Quality Infrastructure (RQI) Project and related Seminars, Bridgetown, Barbados International Coatings Expo (ICE), Toronto, Canada 9 <sup>th</sup> Meeting of the CROSQ Technical Management Committee, Bridgetown, Barbados Re-launch of the Trinidad & Tobago Tourism Industry Certification (TTTIC) Programme, Port of Spain, Trinidad & Tobago Visit to the Tanques Para Gas LPG Cylinder manufacturing and refurbishing plant to become familiar with the manufacturing process for LPG cylinders, Caracas, Venezuela Project Management Group Meeting for the CROSQ/IDB-MIF SME <sup>11</sup> Project, Bridgetown, Barbados
November 2007	Supervised observation visits and witness audits for ISO 9001:2000, Michigan, USA WTO (World Trade Organization) Fifth Special Meeting on Procedures for Information Exchange, Geneva, Switzerland 16 <sup>th</sup> Session of the Codex Committee on Food Import and Export Inspection and Certification Systems, Queensland, Australia
December 2007	Training Programme - Calibration of Sphygmomanometers and Elastic

<sup>7</sup> Food and Agriculture Organization

<sup>8</sup> Committee on developing country matters

<sup>9</sup> Inter-American Development Bank - Multilateral Investment Fund

<sup>10</sup> Physikalisch Technische Bundesanstalt

<sup>11</sup> Small & Medium-sized Enterprises

DATE	ACTIVITY
	Membrane Manometers, Port of Spain, Trinidad and Tobago
January 2008	Training in the Preparation, Handling, Certification and Storage of Reference Material for Milk Powder, Queretaro, Mexico
	Technical Evaluation of the Domicem Palenque Plant, Santo Domingo, Dominican Republic
March 2008	Training course 'Under the Microscope – Foreign Bodies in Food', Leatherhead Food International, London, England
	WTO Workshop on Good Regulatory Practice and TBT (Technical Barriers to Trade) Committee Meeting, Geneva, Switzerland

### 3.2 Maintaining Regional and International Relations

Tariff barriers to international trade have increasingly been reduced or eliminated since the creation of the WTO. However, there has been a considerable increase in non-tariff barriers (also referred to as technical barriers), in the form of, *inter alia*, sanitary and phytosanitary conditions, state subsidies, anti-dumping measures, standards and technical regulations. These standards and technical regulations pose serious challenges, especially to exporters in developing countries including Jamaica. As small national economies with limited resources, it is necessary to develop an internationally recognized quality infrastructure comprising standardization, metrology, and conformity assessment activities (inspection, testing and certification) to assist in overcoming these challenges.

#### Partnerships

The development of this quality infrastructure requires not only national initiatives, but engagement with, and assistance from the international community. To this end, the BSJ, as the national standards body and the national metrology institute, maintained strategic alliances with other national bodies and regional and international organizations. The benefits of these alliances included: recognition of our expertise; technical and financial assistance to improve our capabilities (human and physical); and reduction or removal of technical barriers to trade.

The BSJ worked closely with other national bodies and regional and international organizations. Below are some of the organizations with which the BSJ collaborated or in which it held membership.

**Table 5 - Regional and International Partners**

STANDARDS DEVELOPMENT	METROLOGY & CONFORMITY ASSESSMENT
<ul style="list-style-type: none"> <li>▪ International Organization for Standardization (ISO)</li> </ul>	<ul style="list-style-type: none"> <li>▪ International Committee for Weights and Measures (CIPM)</li> </ul>



<ul style="list-style-type: none"> <li>▪ International Electrotechnical Commission (IEC)</li> <li>▪ Codex Alimentarius Commission (CAC)</li> <li>▪ International Code Council (ICC)</li> <li>▪ Pan-American Standards Commission (COPANT)</li> <li>▪ CARICOM Regional Organisation for Standards &amp; Quality (CROSQ)</li> </ul>	<ul style="list-style-type: none"> <li>▪ National Conference of Standards Laboratories International (NCSLI)</li> <li>▪ Inter-American Metrology System (SIM)/Caribbean Metrology Group (CARIMET)</li> <li>▪ ASTM International</li> <li>▪ National Institute of Science and Technology (NIST)</li> <li>▪ Centro Nacional de Metrología (CENAM)</li> <li>▪ Physikalisch-Technischen Bundesanstalt (PTB)</li> <li>▪ National Research Council (NRC) Canada</li> <li>▪ Perry Johnson Registrars (PJR), Inc.</li> </ul>
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### ***Participation in Regional and International Standardization***

#### **▪ Regional Standardization**

Jamaica, through the BSJ, is a member of CROSQ, a regional organization that is responsible for, *inter alia*, the harmonization of standards in CARICOM and the facilitation of intra-regional trade. Participation in CROSQ facilitates communication and co-operation with the National Standards Bodies (NSBs) of CARICOM member states.

In the financial year 2007-2008, Jamaica:

- was elected Chair of the CROSQ Technical Management Committee (2007-08); and
- continued to serve on the Executive, Human Resource, Technical Management, Editorial and Finance Committees of the CROSQ Council.

In relation to the development of regional standards, the Council for Trade and Economic Development (COTED) approved two standards as CARICOM harmonized standards.

- CARICOM Standards Specification for Grading and Quality Requirements for Table Eggs (voluntary until January 2008)
- CARICOM Standards Specification for Poultry and Poultry Parts

#### **▪ International Standardization**

The WTO/TBT Agreement encourages the participation of Members in the work of international standardizing bodies “within the limit of their resources”. In seeking to comply with this Agreement, the BSJ serves as Jamaica’s National Enquiry Point and participates in the work of regional and international standards organizations (Article 2.6) such as ISO, COPANT and the CAC. The table below presents data on our level of participation in technical committees of these three standards-setting organizations.

The ISO is a non-governmental organization, which develops and publishes international standards. ISO is a network of the national standards bodies of 157 countries, on the basis of one member per country. The BSJ represents Jamaica in this organization.

The COPANT is a hemispheric organization that promotes standardization and related activities. The members of COPANT are the national standards bodies of 28 countries of North, South and Central Americas, and the Caribbean. During the year under review, Jamaica continued to serve on the Board of Directors of COPANT and was elected to its Technical Management Commission.

The CAC was created by the Food and Agriculture Organization (FAO) as well as the World Health Organization (WHO) to develop food standards, guidelines and related texts such as codes of practice under the Joint FAO/WHO Food Standards Programme. Membership in the CAC is open to all members and associate members of the FAO and WHO.

**Table 6 - Participation in ISO, COPANT and the CAC**

ACTIVITIES	ISO	COPANT	CAC
TCs <sup>12</sup> & SCs <sup>13</sup> in which Jamaica is a P <sup>14</sup> member	24	2	n/a
TCs & SCs in which Jamaica is a O <sup>15</sup> member	75	6	n/a
Other Committees in which Jamaica hold membership	3	1	1
TCs for which Jamaica holds the Secretariat <sup>16</sup>	1	n/a	n/a
TCs for which Jamaica has established Mirror Committees	6	0	8
# of meetings at which Jamaica has been represented	4	2	4

▪ **National Mirror Committees**

National mirror committees study the documents produced by the international technical committee and prepare a national position for voting and adoption.

National mirror committees, which had been established for the following ISO TCs, remained active during the period under review:

- ISO 26000 Social Responsibility Working Group - to develop an International Standard providing guidelines for social responsibility (SR)
- ISO/TC 34 Food - to standardize the field of human and animal foodstuffs, covering the food chain from primary production to consumption, as well as animal and vegetable propagation materials.
- ISO/TC 207/SC1 Environmental Management Systems - to standardize the field of environmental management tools and systems.
- ISO/TC 93 Starch (including derivatives and by-products) - to standardize terminology, methods of sampling, methods of analysis and examination of starch (including hydrolysis products and dextrans) and its by-products.

<sup>12</sup> Technical Committees

<sup>13</sup> Sub-Committees

<sup>14</sup> Participating

<sup>15</sup> Observer

<sup>16</sup> ISO/TC 93 Starch (including derivatives and by-products)

- ISO/TC 223 Societal Security - to standardize the area of societal security, aimed at increasing crisis and continuity management and capabilities through technical, human, organization, operational, and management approaches as well as operational functionality and interoperability, as well as awareness amongst all interested parties and stakeholders.
- ISO/TC 228 Tourism and Related Services - to standardize terminology and specifications of the services offered by tourism service providers, including related activities, touristic destinations and the requirements of facilities and equipment used by them, to provide tourism buyers, providers and consumers with criteria for making informed decisions.

National mirror committees, which had been established for the following Codex Committees, remained active during the period under review:

- Food Hygiene - to draft basic provisions on food hygiene applicable to all foods.
- Fresh Fruits and Vegetables - to elaborate worldwide standards and codes of practice as may be appropriate for fresh fruits and vegetables.
- Food Labelling - to draft provisions on labelling applicable to all foods.
- Pesticide Residue - to establish maximum limits for pesticide residues in specific food items or in groups of food.
- Methods of Analysis & Sampling - to define the criteria appropriate to Codex Methods of Analysis and Sampling.
- Food Import & Export Inspection & Certification Systems - to develop principles and guidelines for food import and export inspection and certification systems with a view to harmonizing methods and procedures, which protect the health of consumers, ensure fair trading practices and facilitate international trade in foodstuffs.
- Fish & Fishery Products - to elaborate worldwide standards for fresh, frozen (including quick-frozen) or otherwise processed fish, crustaceans and molluscs.
- Natural Mineral Waters - to elaborate regional standards for natural mineral waters.

## **Regional and International Events**

In the financial year 2007-2008, the BSJ hosted the following:

- *July 2007: Regional ISO eServices Training Course, Kingston*  
Eighteen persons from St. Lucia, Antigua, St. Vincent & the Grenadines, Dominican Republic, Barbados, Dominica, Costa, Rica, El Salvador, Honduras, Cuba, Guyana and Jamaica participated in this course, which was delivered by a training instructor from the ISO.

- *January 2008: ASTM Technical and Professional Training Course on Concrete and Cement, Kingston*

Thirty persons including one from St Lucia and two from Trinidad & Tobago participated in this course, which was an activity under the Memorandum of Understanding (MOU) between the BSJ and the ASTM International.

- *March 2008: 12<sup>th</sup> Plenary Meeting of ISO/TC 93 Starch (including derivatives and by-products), Kingston*

Nineteen persons from two countries - Jamaica and China - participated in this meeting. The committee is comprised of ten Participating Members and 29 Observer Members. Jamaica/BSJ has served as the Secretariat since 2003.

### 3.3 Facilitating Trade

#### ***WTO Notifications***

According to the WTO/TBT Agreement, each WTO Member must notify Members:

- 1) whenever a relevant international standard or guide or recommendation does not exist, or the technical content of a proposed or adopted technical regulation or procedure is not in accordance with the technical content of relevant international standards or guides; and
- (2) if the technical regulation may have a significant effect on the trade of other Members (Articles 2.9 and 5.6).

In accordance with this requirement, the following standards were notified to the WTO during the period under review:

**Table 7 - Notifications to the WTO**

<b>NOTIFICATION CODE</b>	<b>DOCUMENT NAME</b>
G/TBT/N/JAM/8 and G/TBT/N/JAM/8/Add.1	Jamaica Application Document for the: <ul style="list-style-type: none"> <li>○ International Private Sewage Disposal Code</li> <li>○ International Energy Conservation Code</li> <li>○ International Fuel Gas Code</li> <li>○ International Mechanical Code</li> <li>○ International Plumbing Code</li> <li>○ International Property Maintenance</li> <li>○ International Existing Building Code</li> </ul>
G/TBT/N/JAM/9	Caribbean Community Standard for the Labelling of retail packages of cigarettes
G/TBT/N/JAM/10	Jamaican Standard Specification for Fluoridated Iodized Salt-Food Grade Salt
G/TBT/N/JAM/11	Jamaican Standard for Physical Test Methods for Hydraulic Cements
G/TBT/N/JAM/12	Jamaican Standard Specification for Portland Cement (Ordinary and Rapid - Hardening)

NOTIFICATION CODE	DOCUMENT NAME
G/TBT/N/JAM/13	Jamaican Quality Management Requirements for Manufacturers, Processors and Packers of Cement
G/TBT/N/JAM/14	Jamaican Standard Specification for Blended Hydraulic Cements
G/TBT/N/JAM/15	Jamaican Standard for Chemical Test Methods for Hydraulic Cements
G/TBT/N/JAM/16	Small Building Code and Jamaica Application Document for the International Residential Code
G/TBT/N/JAM/17	Jamaican Application Document for the International Energy Conservation Code

## Standards Development

The work of the BSJ entails the protection of the interests and the welfare of consumers. Standards assure consumers that their safety and welfare are being addressed and that the quality of products and services is worth their money. Through facilitating the development of national standards, the BSJ guided the process of defining the quality, safety and compatibility requirements for a range of consumer products and services. In doing so, the BSJ continued to build consumer confidence hence compelling industries to achieve high product quality and safety standards.

The BSJ's standardization strategy, which is in accordance with the WTO Code of Good Practice for the Preparation, Adoption and Application of Standards; is to develop national standards only when no international standards are available, or when special local requirements need to be met. The BSJ facilitated the standards development process through the formation of technical committees comprising stakeholders such as manufacturers, consumers, regulators, and professionals. At the end of the year under review, there were 21 active committees developing and/or reviewing 32 standards. The national, regional and international standards that were being developed and/or reviewed are presented below. See Appendix I for the list of active National Technical Committees and their membership.

### ▪ Standards being Developed, Reviewed & Adopted

National	CARICOM (Regional)	International
1. JS 61: 1977 Coffee [Reviewed]	1. Ketchup [Developed]	1. ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories [Adopted]
2. JS 35: 1998 Hollow Concrete Blocks [Reviewed]	2. Honey [Developed]	2. ISO 14050:2002 Guide for addressing environmental issues in product standards [Adopted]
3. JS 145: 1985 Breads and Rolls [Reviewed]	3. Labelling of Cigarette Packages [Developed]	3. ISO 14001: 2004 Environmental management systems -- Requirements with guidance for use [Adopted]
4. Ethanol blended gasoline	4. Labelling of Aerosol	4. ISO 14004:2004 Environmental

National	CARICOM (Regional)	International
for motor vehicles [Developed]	Insecticides [Developed]	management systems -- General guidelines on principles, systems and support techniques [Adopted ]
5. Dairy cattle feeds [Developed]	5. Labelling of Prepackaged Foods [Developed]	5. ISO 14015:2001 Environmental management -- Environmental assessment of sites and organizations (EASO) [Adopted]
6. Spa [Developed]	6. Labelling of Prepackaged Goods [Reviewed]	6. ISO 14040:2006 Environmental management -- Life cycle assessment -- Principles and framework [Adopted]
7. JS 73: 1992 Synthetic laundry detergent powder Detergents [Reviewed]		7. ISO 14044:2006 Environmental management -- Life cycle assessment -- Requirements and guidelines [Adopted]
8. JS 20: 1987 Panelboards and Panelboard Enclosures [Reviewed]		8. ISO/TR 14047:2003 Environmental management -- Life cycle impact assessment -- Examples of application of ISO 14042 [Adopted ]
9. JS 25:1992 Transportable Gas Containers [Reviewed]		9. ISO/TS 14048:2002 Environmental management -- Life cycle assessment -- Data documentation format [Adopted]
10. National Electric Code Application Document [Developed]		10. ISO/TR 14049:2000 Environmental management -- Life cycle assessment -- Examples of application of ISO 14041 to goal and scope definition and inventory analysis [Adopted]
		11. ISO Guide 64:1997 Guide for the inclusion of environmental aspects in product standards [Adopted]
		12. ISO 14063:2006 Environmental management -- Environmental communication -- Guidelines and examples [Adopted ]
		13. ISO 14064-3:2006 Greenhouse gases -- Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions [Adopted ]
		14. ISO/TR 14062:2002 Environmental management -- Integrating environmental aspects into product design and development [Adopted ]
		15. ISO 14064-2:2006 Greenhouse gases -- Part 2: Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements [Adopted ]

### Laboratory Retooling and Maintenance Programme

In an effort to increase its capabilities in the areas of metrology and testing, the BSJ continued to upgrade its laboratories. The objective of the Laboratory Retooling

Programme was to ensure that the BSJ had an adequate metrology and testing infrastructure to offer technical support to industry, thus facilitating trade.

As it relates to the maintenance of the existing and newly acquired national standards and laboratory equipment, the BSJ commissioned an Electronic Tracking/Notification System in January 2008. The aim of this system was to improve the timely maintenance of these national physical standards and equipment in order to reduce downtime and prevent disruption of service to the public. The table below presents equipment purchased and commissioned in a number of laboratories. See Appendix II for a list of the metrology and testing laboratories at the BSJ.

**Table 8 - Laboratory Equipment Acquired**

Laboratory	Equipment	Purpose	Cost J\$	Commission Date
Flow & Volume	Comparator 64.1 X 5mg	To conduct gravimetric calibrations of volume standards	1,559,695.00	9/13/2007
	FisherBrand Aneroid Barometer	To measure the atmospheric pressure for calibrations of standards and test equipment	6,763.57	10/23/2007
	Set of 23 Cylinders 10ml - 2000ml	To check the volume of liquids	152,617.33	10/23/2007
	FisherBrand Digital Hygrometer/ Thermometer	To measure the relative humidity of the air in the Volume Laboratory.	4,839.45	10/23/2007
	Hart Handheld Thermometer (with probes and case)	To measure the temperature of the ambient air	273,523.50	12/19/2007
Force & Pressure	Ruska Pneumatic Pressure Balance System	To provide traceability for industrial and medical laboratories. It is used as the national standard for Pneumatic Pressure.	3,574,917.74	10/19/2007
Density	Salimeter	To calibrate salimeter hydrometers.	11,803.70	2/12/2008
	Two Brix Hydrometer 0 – 12, 9 - 21	To calibrate brix hydrometers.	37,335.70	2/12/2008
	Four Fisher NIST Digital Thermometer	To measure the temperature of the air and water used in the calibration and verification of hydrometers	143,979.44	6/7/2007
Mass	Mettler Toledo Mass Comparator 10,000G X	To calibrate masses from 2 kg – 10 kg to OIML E2	9,251,189.20	3/31/2008

Laboratory	Equipment	Purpose	Cost J\$	Commission Date
	0.01MG			
Chemistry	Fourier Transform Infra-Red Spectroscopy (FTIR)	To analyze organic compounds (e.g. packaging and building materials)	2,061,283.00	3/26/2008
	Traceable NIST Standards	To conduct chemical analyses of cement and metal alloys.	476,687.50	10/28/2008
Microbiology	Two Mettler Toledo Electronic Balance	To weigh samples accurately for mass and for media preparation.	163,518 218,042.22	2/12/2008 2008/12/24
	Refrigerated Incubator	To incubate bacterial cultures and store media at low temperatures (-10 <sup>0</sup> C)	316,389.96	3/19/2008
	Vacuum Manifold	To expand the range and volume of tests using membrane filtration	196,436.64	11/26/2007

### 3.4 Protecting Consumers

The BSJ is one of the national agencies responsible for market monitoring and for consumer protection. To ensure fair trade, both imports and locally produced goods must be strictly submitted to the same rules in order to protect domestic producers and at the same time ensure that consumers are provided with products that are safe for consumption.

As a regulatory agency, the BSJ conducted assessments for compliance (inspections, audits, product sampling and verifications) with national regulatory requirements and standards. These assessments were carried out in relation to three main activities: legal metrology, food safety and standards compliance. Table 9 below presents data on the compliance activities undertaken during the financial year. To complement its regulatory activities, the BSJ also carried out education and awareness activities to increase understanding of applicable requirements and standards.

#### Assessment for Compliance

*Legal Metrology Activities* involved the inspection and testing of measuring equipment (e.g. scales, storage tanks, dispensers at petrol stations, weighbridges) for accuracy. Gas nozzles at gas stations islandwide were inspected to ensure that the amount dispensed is in agreement with the indicated meter reading under a Gas Pump Certification Programme. Equipment that were tested and found to be accurate were marked with “Passed” stickers. On the other hand, equipment deemed to be inaccurate



were marked with “Rejected” stickers. Owners of inaccurate equipment were required to have them corrected, re-tested and passed, before putting them back into use.

*Food Safety Activities* involved the inspections, audits and product sampling at food processing establishments. Those establishments found to be compliant with the applicable regulations and standards were granted certificates of registration, which are valid for one year.

*Standards Compliance Activities* involved inspections at the premises of business persons (e.g warehouses), establishments in the marketplace (e.g. pharmacies and supermarkets) and at the ports of entry; and related regulatory laboratory testing under a Standards Compliance/Import Monitoring Programme. Products found to be in breach of compulsory standards/technical regulations were subject to the following enforcement actions: (i) withdrawal of products from sale; or (ii) rehabilitation of consignment or re-export or destruction of consignments.

The BSJ implemented a number of approaches to assessing compliance when carrying out its food safety and standards compliance activities. These included:

- *Monitoring approach* - Establishments and products were inspected, sampled and tested in accordance with relevant standards.
- *Targeted approach* - In cases where monitoring had identified specific compliance problems, the BSJ officially launched its Target Monitoring Programme (additional details on this programme can be found in section 3.6) under which it employed a targeted approach to inspections, product sampling and testing by focusing on the problem area. Improved compliance was promoted through enforcement actions.
- *Investigative approach* - In response to complaints, investigations were conducted. This involved gathering evidence and information from a variety of sources considered relevant to a suspected violation or offence.

**Table 9 – Compliance Activities**

ACTIVITIES	ACHIEVEMENTS		REMARKS
	Apr 07- Mar 08	Apr 06- Mar 07	
Inspections of establishments	5,753	7,709	Inspections were conducted at the premises of importers, in the domestic marketplace, and in food processing establishments.
Withdrawals from sale (units)	132,666	97,895	Food items, clothing and footwear were withdrawn from the marketplace for being offered for sale after expiration dates, or having otherwise breached the labelling regulations. The increase was the result of more focused/targeted inspections under the BSJ Target Monitoring Programme.
Port of Entry visits	2,500	1,647	In addition to APM terminals and the airports, inspection visits were also now made to Berths 5,

ACTIVITIES	ACHIEVEMENTS		REMARKS
	Apr 07- Mar 08	Apr 06- Mar 07	
			6 & 7.
Consignments inspected	3,702	4,026	Consignments inspected at the ports of entry and on importers' premises. The decrease was due to fewer imports during the review year.
Consignments detained	517	432	Items detained were rehabilitated, destroyed or re-exported.
Weighing and measuring devices verified	2,672	5,424	Testing and verification of scales, meters, tanker wagons, weighbridges, and petrol pumps were done in accordance with the Weights and Measures Act, which stipulates that weighing and measuring devices used in trade should be tested by the BSJ.
Approval certificates issued	393	516	Approval certificates were issued for prescribed foods in accordance with the Processed Food Act. Each batch of prescribed food manufactured was tested and once the results were satisfactory, an approval certificate was issued indicating that the product was fit for sale.
Cases of products approved	143,016	168,394	Cases of prescribed products for which approval certificates were issued.
Export certificates issued	1,213	1,350	Export certificates were issued for prescribed foods that were to be exported. Approval certificates would have previously been issued for these foods.
Cases of products approved for export	161,570	193,205	Cases of prescribed products for which export certificates were issued.

### 3.5 Enhancing Business Competitiveness

Recognizing that the majority of businesses in Jamaica were small and medium-sized enterprises (SMEs) and did not have the capacity and resources to conduct and implement all the necessary quality controls, the BSJ's key focus was on assisting these entities to improve the quality of their products and services thus enhancing their competitiveness. This was achieved through the implementation of two projects - one national and the other regional - with the financial assistance of the IDB. As it relates to all local companies, regardless of their size, the BSJ continued its quality systems-based award programme (National Quality Awards) that seeks to recognize and reward those that demonstrate the application of high standards and quality systems in both the production of goods and services.

### **Quality Jamaica Project**

Since 2002, the BSJ has been the executing agency for the IDB/Government of Jamaica (GOJ) Quality Jamaica Project, which is a Technical Cooperation Agreement for the “Implementation of Quality, Environmental and Food Safety Systems in Jamaica” in SMEs. The management systems to be implemented in the SMEs are: ISO 9000, ISO 14000 and HACCP. The objectives of the project are: (i) to develop local demand and capacity of the SMEs to implement quality, environmental and food safety management systems, (ii) to improve the levels of efficiency, quality, and the competitiveness of their exports.

Two of the achievements during the year under review were:

*(1) Training Courses* - 11 subsidized training courses (ISO 9000 Internal Audit, ISO 14000 Internal Audit, HACCP Internal Audit and HACCP General Awareness) with 230 participants were conducted in Kingston and Montego Bay. The aim of these courses was to raise the awareness of SMEs about the importance of management systems as tools for continuous improvement and enhancing competitiveness.

*(2) Establishment of the National Certification Body of Jamaica (NCBJ)* - The NCBJ, which commenced its operations on 02 April 2007, is the Certification Unit of the BSJ. It was established to institutionally strengthen the BSJ by ensuring that it had the competence to audit and issue certifications confirming that an organization meets the requirements of a specific management system standard (e.g. ISO 9001). Upon attaining accreditation, by an international recognized accreditation body, as a competent certification body, the NCBJ will initially issue certification to the following management system standards:

- ISO 9001:2008 *Quality management systems -- Requirements*, and
- ISO 14001:2004 *Environmental management systems -- Requirements with guidance for use*

A critical component of the operations of the NCBJ is the competence of the auditors who will be providing the certification services to the aforementioned systems. To this end, eight auditors participated in supervised witness audits in manufacturing companies in the USA to matriculate as internationally recognized lead auditors.

### **National Quality Awards (NQA) Programme**



The activities of the 4<sup>th</sup> National Quality Awards (NQA) Programme were launched in March 2007 and culminated with an Awards Ceremony on 11 October 2007. This awards programme, which was developed by the BSJ as part of its standards monitoring and promotion thrust, forms part of a national initiative with the objectives of: (i) promoting the international competitiveness of Jamaican

products and services; and (ii) creating a national medium for the recognition of business excellence.

Awards of Excellence were presented to three companies representing the manufacturing, services and small business sectors. In addition, sectional awards were presented to 10 companies.

**Table 10 - 2007 NQA Award Recipients**

	<b>Manufacturing Sector</b>	<b>Services Sector</b>	<b>Small Business Sector</b>
<b>Awards of Excellence</b>			
	Jamaica Producers Group Ltd.	Grand Lido Negril	Wigton Wind Farm Limited
<b>Sectional Awards</b>			
Customer Focus	Grace Canning	Couples Negril	
Human Resource Focus	Red Stripe	Hotel Glorianna	
Process Management Focus	Jamaica Producers Group Ltd.	Grand Lido Negril	
Organizational Focus	Nestle Jamaica Ltd.	Sandals Montego Bay	
Business Results Focus	Honey Bun	NCTVET	

### ***National Certification Mark Programme***

Under the Standards Act of 1969 and the Standards Regulations of 1983, the BSJ has the power to confer Standard Marks (Certification Marks) to companies that demonstrate that their commodities, processes and practices conform to the relevant standard specifications. The National Certification Mark Programme was developed by the BSJ in 1984 as a means of demonstrating compliance with standards and providing a visible link between standards and the market.

The objectives of the National Certification Mark Programme are:

- ✓ to encourage the provision of quality goods and services to consumers, whether on the local market or overseas;
- ✓ to encourage our local manufacturers to establish and maintain effective quality systems, which will result in the production of quality goods and services and ultimately increased profitability;
- ✓ to promote the visibility of high quality products to consumers; and
- ✓ to enhance international competitiveness of Jamaican products

The two marks currently granted are:

- **Product Mark**



This Mark signifies that a specific product meets a defined set of requirements as specified in relevant standards. This Mark is placed on the product or its packaging.

- **Plant Mark**



This Mark is awarded to a company based on the management of its system, i.e. its production processes and practices. It certifies the ability of a company or an organization to consistently supply products that conform to customer and/or applicable regulatory requirements. It does not relate to a specific product or service.

As at March 2008, the programme had nine companies that had earned the Product Mark for 31 products, while six companies had earned the Plant Mark. (See Appendix III).

### **3.6 Forging Alliances**

The BSJ recognized that building linkages with public and private sector organizations was a viable means of increasing awareness about its standardization, metrology and conformity assessment activities. Details of the BSJ's engagement in collaborative activities with private and public sector organizations are presented below.

#### ***Target Monitoring and Label Registration Programmes***

In collaboration with the JCC and with support from the Ministry of Health (MOH), Food Storage and Prevention of Infestation Division (FSPID) and Jamaica Customs Department, the BSJ officially launched its Target Monitoring and Label Registration Programmes on 14 June 2007 at the Hilton Kingston Hotel.

The objectives of the Target Monitoring Programme were (i) to raise the awareness of importers and retailers of the regulations to which they should adhere, thus helping them to be more compliant and (ii) to monitor for compliance against the applicable standards while employing a zero tolerance approach. To increase the awareness of importers, manufacturers, and distributors and to promote compliance, there were seminars on the following categories of commodities: building materials, food, appliances/electronics,

clothing & footwear and paper products. In addition, there was a sensitization and awareness forum on the “Labelling Requirements for Pre-Packaged Goods”.

The Label Registration Programme entailed assessment of product labels against the specifications outlined in the national compulsory labelling standards. The programme offered business operators the assurance that all products with registered labels would not be delayed or detained at the ports of entry or withdrawn from sale. For consumers, improved product information resulted in increased confidence in the products purchased. The registration has a validity period of two years.

### ***National Innovation Awards Programme (NIAP)***

The National Innovation Awards Programme (NIAP) is a joint initiative of the BSJ, the SRC and the Ministry of Education, Youth and Culture (specifically the Association of Science Teachers of Jamaica - ASTJ). The programme forms part of a national initiative to popularize science, technology and standardization among the future generation. In the financial year 2007-2008, the activities were as follows:

- *Science, Technology and Standardization Essay & Poster Competitions* - 111 essays and 67 posters were received from 40 primary and preparatory schools in the following categories: ‘Health and Wellness’; ‘Myself as a Career Scientist’; ‘Science and Technology: Influencing the Way We Live’; ‘Being Environmentally Responsible’; and ‘Science in Everyday Life’.
- *Science, Technology and Standardization Quiz Competitions* - These competitions were held in the eastern, western and central regions of the island and had participants from 30 primary, preparatory and secondary schools.
- *Annual Science, Technology and Standardization Summer Camps* - The theme for the summer camps was ‘Careers in Science, Technology & Standardization - A Way to a Brighter Future’. The five camps accommodated 203 students.

## **3.7 Educating the Public**

Raising awareness on the importance of standards, quality and related issues remains one of the priorities of the BSJ. Promotional and public education efforts to foster awareness among the public, the industry, NGOs and other parties on the organization’s role in facilitating trade, protecting consumers and enhancing business competitiveness were effected through activities such as expositions, advertorials, facilitation of laboratory tours and presentations. These activities included:

### ***Expositions***

Displays were mounted at the following functions:

- Ocean Spray Jamaica Wellfest at the Hope Gardens, April 2007.
- 55<sup>th</sup> Denbigh Agricultural Show ‘Agro-Technology Advancing National Development’ at the Denbigh Showground in Clarendon, August 2007.

- Twenty-first Annual Conference on 'Science and Technology: Driving Youth Development' at the Hilton Kingston Hotel, November 2007.

### **Laboratory Tour**

- Students from Balaclava High School in St Elizabeth toured select metrology and testing laboratories and the Arnel S. Henry Technical Information Centre, April 2007

### **Publication**

- "The Making of Metric Jamaica," which traces Jamaica's efforts at metrication, was written by Dr Alfred Sangster and launched at the function at the University of Technology (UTech) in October 2007. After the Metrication Board became defunct in 1996, the BSJ was given responsibility for monitoring and implementation the metric conversion programme in Jamaica.

### **Presentations**

- 'Role of the BSJ in the Farming Sector' at the Animal Health Forum hosted by the Ministry of Agriculture/Agricultural Services Support Programme (ASSP), 2 May 2007.
- 'Documentation and Record Keeping, at a JAS<sup>17</sup>/Jamalco Farmers Workshop, 16 May 2007 – The presentation included a synopsis of the Certification and Agricultural Produce (CAP) Programme and record-keeping.
- 'Record Keeping for Certification' at the JAS Farmers Training Workshop, 28 June 2007. The content of this presentation was the same as the one made in May 2007 at the JAS/Jamalco Farmers Workshop.

### **Symposium**

- *October 2007: Standards Development and Certification Symposium 2007, Kingston*

Under the theme, 'Standards and the Citizen: Contributing to Society', there were presentations on some of the BSJ's conformity assessment programmes (CAP Programme, National Certification Mark Programme, LPG Authorization Programme and the HACCP Recognition programme) and display booths with products bearing the product certification mark.

### **Training Activities**

In addition to the seminars held under the Target Monitoring Programme (see Section 3.6), the following training sessions were conducted:

- Understanding HACCP

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<sup>17</sup> Jamaica Agricultural Society

- Understanding ISO 9001:2000 (Quality Management System)
- OHSMS(Occupational Health & Safety Management Systems)/BS OHSAS (Occupational Health and Safety) 18001:2007 Lead Auditor Course
- Understanding ISO 22000 (Food Safety Management System)
- Implementing ISO 22000
- General HACCP Awareness
- HACCP Internal Audit
- ISO 9001:2000 Internal Audit
- ISO 9001:2000 Auditor/Lead Auditor Course
- ISO/IEC 17025 (Competence of Testing and Calibration Laboratories) and Accreditation
- Quality Control in Industry (Modular Programme)
- Good Manufacturing Practices



## 4.0 Emoluments

The tables provide details on the emoluments for the senior executive at the BSJ and the compensation for directors (Standards Council Members).

**Table 11a – Emoluments for Senior Executive**

Position of Senior Executive	Salary (\$)	Gratuity or Performance Incentive (%)	Gratuity or Performance Incentive (\$)	Travelling Allowance or Value of Assignment of Motor Vehicle (\$)	Pension or Other Retirement Benefits (\$)	Other Allowances (\$)	Non-Cash Benefits	Total (\$)
Executive Director	7,080,000	25%	1,770,000	120,000	-	-	-	8,970,000
Senior Director, Technical Services	6,216,210	25%	1,554,053	568,812	-	-	-	8,339,075
Manager, Finance & Accounting Services	2,853,623	20%	570,725	568,812	-	-	-	3,993,160
Manager, National Accreditation Body of Jamaica	2,853,623	0	0	568,812	-	-	-	3,422,435
Manager, Standards Development & Certification	3,015,149	20%	603,030	568,812	-	-	-	4,186,991
Manager, Inspectorate	3,095,912	20%	619,182	568,812	-	-	-	4,283,906
Manager, Metrology & Testing: Engineering Services	3,338,200	0	0	568,812	-	-	-	3,907,012
Manager, Metrology & Testing: Analytical Services	3,499,726	20%	699,945	568,812	-	-	-	4,768,483
Manager, Information	2,692,097	20%	538,419	568,812	-	-	-	3,799,328
Manager, Human Resources (to October 2007)	2,692,097	20%	538,419	568,812	-	-	-	3,799,328
Manager, Human Resources (from October 2007)	3,015,149	0	0	568,812	-	-	-	3,583,961

**Table 11b – Compensation for Directors (Standards Council)**

**Standards Council Members - April to September 2007**

<b>Position of Director</b>	<b>Fees</b>	<b>Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle</b>	<b>Honoraria</b>	<b>All other Compensation including Non-Cash Benefits as applicable</b>	<b>Total</b>
Chairman, Standards Council	103,000.00	-	-	-	<b>103,000.00</b>
Vice Chairman, Standards Council	3,500.00	-	-	-	<b>3,500.00</b>
Chairman, Human Resource Committee	153,500.00	-	-	-	<b>153,500.00</b>
Standards Council Member	58,500.00	-	-	-	<b>58,500.00</b>
Standards Council Member	146,500.00	-	4000.00 <sup>18</sup>	-	<b>146,500.00</b>
Chairman, Information Committee	82,500.00	-	-	-	<b>82,500.00</b>
Chairman, Standards & Technical Committee <sup>19</sup>	132,500.00	171,950.00	4,000.00 <sup>20</sup>	207,928.29	<b>516,378.29</b>
Standards Council Member	87,000.00	-	-	-	<b>87,000.00</b>
Standards Council Member	40,500.00	-	-	-	<b>40,500.00</b>
Chairman, Audit & Risk Management Committee	136,000.00	-	-	-	<b>136,000.00</b>
Chairman, CAPEX Committee	49,500.00	-	-	-	<b>49,500.00</b>
Chairman, Legislation Committee	114,000.00	-	-	-	<b>114,000.00</b>

<sup>18</sup> Honorarium for attending NQA Examiners' Board Meeting

<sup>19</sup> This Council Member lived outside of the corporate area and as such, his compensation included expenses such as mileage and subsistence allowance and hotel accommodation.

<sup>20</sup> See footnote 18

<b>Position of Director</b>	<b>Fees</b>	<b>Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle</b>	<b>Honoraria</b>	<b>All other Compensation including Non-Cash Benefits as applicable</b>	<b>Total</b>
Not a Member of the Standards Council but a Committee Member of the Audit & Risk Management Committee	7,000.00	-	-	-	7,000.00
Not a Member of the Standards Council but a Committee Member of the Standards & Technical Committee	14,000.00	-	-	-	14,000.00
Not a Member of the Standards Council but a Committee Member of the Audit & Risk Management Committee	10,500.00	-	-	-	10,500.00

**Standards Council Members - November 2007 to March 2008**

<b>Position of Director</b>	<b>Fees</b>	<b>Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle</b>	<b>Honoraria</b>	<b>All other Compensation including Non-Cash Benefits as applicable</b>	<b>Total</b>
Chairman, Standards Council	92,500.00	-	-	-	92,500.00
Vice Chairman & Chairman Finance Committee	37,000.00	-	-	-	37,000.00
Chairman, Human Resource Committee	65,000.00	-	-	-	65,000.00
Standards Council Member	26,000.00	-	-	-	26,000.00

<b>Position of Director</b>	<b>Fees</b>	<b>Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle</b>	<b>Honoraria</b>	<b>All other Compensation including Non-Cash Benefits as applicable</b>	<b>Total</b>
Standards Council Member	62,500.00	-	-	-	<b>62,500.00</b>
Chairman, Audit & Risk Management Committee	40,500.00	-	-	-	<b>40,500.00</b>
Standards Council Member	58,500.00	-	-	-	<b>58,500.00</b>
Chairman, Standards & Technical Committee	58,500.00	-	-	-	<b>58,500.00</b>
Standards Council Member	48,000.00	-	-	-	<b>48,000.00</b>
Standards Council Member	37,000.00	-	-	-	<b>37,000 .00</b>
Standards Council Member	22,500.00	-	-	-	<b>22,500.00</b>
Chairman, Projects & Development Committee	47,500.00	-	-	-	<b>47,500.00</b>

## NATIONAL TECHNICAL COMMITTEES

Technical Committees are responsible for the development and review of standards. Our Technical Committee members are the lifeblood of standardization. They willingly give their time and expertise to advance the principles and practices of standardization. The table below presents the active national technical committees and their members during the period April 2007 to March 2008.

Technical Committee	Names of Committee Members	Sector/Company
<b>Agricultural Produce</b>		
	Ms. Claudette McKenzie (Chairperson)	Ministry of Agriculture and Lands
	Mrs. Janet Pullen (Vice Chairman)	Jamaica Agricultural Society (JAS)
	Mrs. Racquel Chambers	Consumer Affairs Commission (CAC)
	Mrs. H Chin Sue-Walters	Pesticide Control Authority (PCA)
	Mr. B. Evans	Rural Physical Planning Division
	Mrs. L Geddes-McDonald	National Irrigation Commission Ltd
	Mr. Owen Glave	Quality Circle Caribbean Ltd
	Mr. S. Greenland	Agro Grace Ltd
	Mr. K Helligar	PCA
	Mr. D. Hutton	University of the West Indies (UWI) (Faculty of Agriculture)
	Mrs. Paulette Kolbusch Ms. Andrea Jones	National Environment and Planning Agency (NEPA)
	Dr Janet Lawrence	Caribbean Agricultural Research and Development Institute (CARDI)
	Mr. Cyprian Nicholson	Farmer
	Mr. Eulitt Pinnock	Antilles Chemical Ltd
	Mr. Ainsworth Riley	Jamaica Exporters Association (JEA)
	Mr. Winston Simpson	Interclear Farm
	Mrs. Ann Marie Smith	Scientific Research Council (SRC)
	Mrs. Sonia Morgan	Jamaica National Agency for Accreditation (JANAAC)
	Mr. Garth Smith Ms. Tanesha Williams (Recording Secretary/Facilitator, Technical Secretary)	Bureau of Standards Jamaica (BSJ)
<b>Baked Products</b>		
	Mr. Gerry Chambers (Chairman)	Bakers Association of Jamaica
	Ms. Ereca Peart (Recording Secretary)	Kraft Foods Jamaica

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Mr. Winston Piper (Technical Secretary)	University of Technology (UTech)
	Mr. Steven Sykes	Continental Baking Co. Ltd
	Ms. Paulette Brown	Bakers Association of Jamaica
	Mr. Horace Lue	St. James Bakery
	Mr. Arnold P. Myers	Seaview Pastries
	Mr. David McRae	Patta Kake Bakers Limited
	Ms. Tanesha N. Williams Mrs. Jacqueline Scott-Brown Ms. Jennifer Aquart Mr. Dwight Edghill Ms. Tanille Latty (Facilitator)	BSJ
<b>Building &amp; Associated Materials</b>		
	Mr. David Allen (Chairman)	Jentech Consultants
	Mr. Junior Gordon Mrs. Marva Blankson	UTech
	Mr. Steve Malcolm	National Consumers League
	Mr. Dwight McKoy	Jamaica Premix Company
	Mr. John Valentine	Jamaica Premix Company
	Mr. Delroy Christie	Block Makers Association and Trelawny Aggregates
	Mr. Rudolph Dawkins	Trelawny Aggregates
	Mr. Melbourne Lyncook	Caribbean Cement Co. Ltd (CCCL)
	Mr. Garth Martin	Gem Concrete Blocks and Aggregates Ltd.
	Mr. Derryck Penso	Somerset Enterprises Limited
	Mr. Errol Salkey	Hardware Merchants Association
	Ms. Marjorie Paul/Mr. Michael Black	Black's Block Factory & Quarry
	Mr. Omar Jones	Marjoblac Quarry & Block Factory
	Mr. Alwayne Anglin Mr. Christopher Knight Mr. Oral Rainford Ms. Laurence Neuvfille	Mines & Geology Division
	Mr. Anthony Morgan	Mining & Quarry Association of Jamaica
	Mr. Albert Powell	Somerset Enterprises Limited/Quarries Association of Jamaica
	Mr. Keith Scott	Quarries Association of Jamaica
	Mr. Michael Archer	Incorporated Masterbuilders Association of Jamaica/Surrey Paving & Aggregate Co. Ltd.
	Mr. Vivian Blair	National Works Agency
	Mr. Roosevelt DaCosta	Jamaica Institution of Engineers (JIE)
	Mr. Clive Fagan	Hill Run Aggregates
	Mr. William Shagoury	Shagoury's Vibrated Block & Crushed Stones Industry

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Mrs. Tracy- Ann Clarke Morgan (Technical Advisor)Ms. Laura Doctor (Facilitator) Mr. Ajani Blake (Co- Facilitator)	BSJ
<b>Cement</b>		
	Mr. Victor Douse (Chairperson)	UWI
	Ms. Marva Blankson (Vice- Chair) Junior Gordon (1 <sup>st</sup> Technical Secretary)	UTech
	Ms. Janice Wright	CAC
	Mr. Garth Walker	Mainland International
	Mr. Steve Malcolm	National Consumers League
	Mr. Desmond Young	JIE
	Mr. George Blackwood	
	Mr. Errol Salkey	Alumina de Caribe
	Mr. Jaleel Handel	Title City & Home Centre
	Mr. Gordon Hutchinson	JENTECH Consultants Ltd.
	Mr. David Allen	JENTECH Consultants Ltd.
	Mr. Dwight McKoy	Jamaica Premix Company Ltd.
	Mr. Melbourne Lyn-Cook	CCCL
	Mr. Ajani Blake (Facilitator)	BSJ
<b>Coconut Water</b>		
	Mr. Donald Hinds (Chairman)	Food Storage & Prevention of Infestation Division (FSPID)
	Ms. Jacqueline Morgan	Heart Rinse
	Mr. Maurice Lewis	SRC
	Ms. Janette Lawrence	Rural Agricultural Development Authority (RADA)
	Mr. Anthony HoSang	Bonfire Farms
	Mrs. Marva Hewitt-Heaven	Food Hygiene Bureau
	Mr. Leo Stone	Magnacorp Investments Ltd.
	Ms. Lorrel Palmer	
	Ms. Mitsy-Ann Rapley	Nu-Taste
	Mr. Jethro Fraser	Nutts Farm Limited
	Mr. Julius Flemmings	Truly Tropical
	Mr. Mark Wiggan	Circle B Farms
	Mr. Arturo Montero	Trade Winds Citrus Co. Ltd.
	Dr. Janet Lawrence	CARDI
	Mrs. Janet Pullen	JAS
	Ms. Donna Minott	UWI (Chemistry Department)
	Mr. Raymond Mills	Nestle (Jamaica) Limited
	Mrs. Vonetta Nurse Thompson (Facilitator)	BSJ

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
<b>Dairy Cattle Feeds</b>		
	Dr. Paul Jennings (Chairperson/Technical Secretary)	Jamaica Dairy Development Board
	Mrs. Jasmin Holness Mr. Byron Lawrence Mr. D McDonald	Ministry of Agriculture and Lands
	Ms. Cordia Thompson (Vice- Chair)	Terra Services
	Mr. Derrick Walker	Ryymesfield Field Dairy Cooperative/ Jamaica Dairy Farmers' Federation
	Mr. Norman Williams	Jamaica Broilers Group
	Dr. Aston Wood	AGROCON
	Mrs. Racquel Chambers	CAC
	Miss Tanesha Williams (Recording Secretary/Facilitator)	BSJ
<b>Electrical Practices and Products</b>		
	Mr. Ray Campbell (Chairman)	Ray Campbell Limited
	Mr. M. Tai (Vice-Chairman)	SPECOM Limited
	Mr. Andrew Hunter (Technical Secretary)	Pepsi Cola Jamaica
	Mr. Winston Smith	Cable and Wireless
	Mr. Solomon Burchell	General Electrical Inspector
	Mr. Jessel H. Dunstan	J. H. Dunstan & Associates Ltd.
	Mr. Wilfred Roberts	Source Technology
	Mr. Errol Dennis	Dentronix Limited
	Mr. Desmond Bennett	Independent
	Ms. Lesline Smith	Caribbean Cable Company Limited
	Mr. Roosevelt DaCosta	JIE
	Mrs. Elaine Edwards (Facilitator)	BSJ
<b>Food Safety</b>		
	Mrs. Denyse Perkins (Chairperson)	
	Ms. Sandra Duhaney	Walkerswood Caribbean
	Ms. Beverly Miller	Hayfield Village
	Ms. Veronica Morgan	Technological Solutions Limited (TSL)
	Ms. Donna Broomfield	Southern Fruits & Foods Processors Limited
	Mrs. Marcia Henry	SRC
	Mr. Michael Ming	Island Packers Limited
	Mr. Carlton Stewart	National Consumers League
	Mr. Eban Hutton	National Food and Nutrition Coordinating Committee
	Mrs. Tracy- Ann Clarke Morgan Ms. Tanille Latty (Co-Facilitator) Mrs. Janet Rankine Henry (Facilitator)	BSJ



Technical Committee	Names of Committee Members	Sector/Company
<b>Industrial Chemical and Allied Products</b>		
	Mrs. Yvonne Barrett-Edwards (Vice-Chair)	Ministry of Energy, Mining and Telecommunications
	Mr. Gladstone Ivey (Technical Secretary)	Petrojam
	Mr. Errol Edwards	Jamaica Gasoline Retailers Association (JGRA)
	Mrs. Racquel Chambers	CAC
	Mr. Fitzroy Vidal	Ministry of Energy, Mining and Telecommunications
	Major G. Virgo	UTech
	Mr. Rohan Campbell Mr. Horace Cochrane Mr. D. Sterling	Chevron Jamaica Ltd.
	Ms. Paulette Hemmings	Transport Authority
	Mr. Paul Reid	Petcom
	Mrs. Carmen Chen	United Petroleum Ltd.
	Mr. Andrew Grahame	Esso
	Mr. David Harrison	Total Jamaica Ltd.
	Dr. D. Riley	SRC
	Mr. Dave Grant	Ministry of Mining, Energy and Telecommunications
	Mrs. Camille Tyson-Young	Petroleum Corporation of Jamaica (PCJ)
	Mr. John Hanson	National Consumers League
	Mr. Earle Stewart Mr. Tyrone Henry Ms. Andrene Phillips (Recording Secretary/Chemist) Ms. Tanesha Williams (Facilitator)	BSJ
<b>Information &amp; Communication Technology</b>		
	Mr. Stephen Meghoo	IBM World Trade Corporation
	Mr. Lancelot Green	First Global Financial Services
	Mr. Arthur Phidd	Cable and Wireless
	Mr. Devon Woolcock	Fiscal Services
	Mr. Vendryes Braham	Life of Jamaica
	Ms. Charmaine DeLisser Ms. Carlene Barton	UTech
	Dr. Daniel Core Ms. Donna Burke	UWI
	Mr. Nigel Henry	Jamaica Computer Society
	Mr. Patrick Dallas Ms. Janice Hutchinson	Central Information Technology Office
	Mr. Ernest Smith Ms. Judy Anderson	Spectrum Management Authority

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Ms. Pat Johnson	Spectrum Management Authority
	Mr. Arthur Phidd	Cable and Wireless
	Mr. Devon Woolcock	Fiscal Services
	Mr. Vendryes Braham	Life of Jamaica
	Mr. Nigel Henry	Jamaica Computer Society
	Mr. Patrick Dallas Ms. Janice Hutchinson	Central Information Technology Office
	Mr. Ernest Smith Ms. Judy Anderson Ms. Pat Johnson	Spectrum Management Authority
	Mr. Gary Campbell	Ministry of Industry, Technology, Energy and Commerce
	Mr. Quacy Charles Mr. Douglas Day	Computer Environmental Solutions Ltd.
	Ms Karen Anderson	SSP APTEC
	Mr. Craig Powell	ILLUMINAT
	Mr. Sean Williams	Success I.T. AKON
	Mr. Wayde Marr	Vector Design
	Ms. Carol Gopual Mr. Charley Booth	PC Consultancy
	Ms. Lisa Yapsam Ms. Yamile Bustamante-Allen	Visnet Solutions
	Ms. Carol Robertson	Infotech Caribbean Limited
	Ms. Jessica Mint Mr. Jason Cummings	Deloitte Management Consultants
	Mr. Wayne Hew	CER Consultants
	Ms Kristina Sibblies Mrs. Hall	Digital Transtec Ltd.
	Mr. Vinroy Fuller Ms. Angella Nelson	Vincom
	Mr. Orville Gordon	GORTECH Solutions
	Ms Stacy-Ann Whitely	Microbridge Software Associates Ltd.
	Ms. Watson Ms. Brown	Infoserv Institute of Technology
	Mr. Arnold cooper Ms Karlene Lynch	doTech ICT Training and Consultants Co. Ltd.
	Ms. Sharon Maden Mr. Gary Marr	NOVGAR Services
	Ms. Stacy Dennis	University College of the Caribbean (UCC)
	Mr. Halzen Smith	Northern Caribbean University (NCU)
	Mr. Ajani Blake (Facilitator)	BSJ
<b>Jamaica National Building Code</b>		
	Mr. Noel DaCosta (Chairman) Mr. Roosevelt DaCosta	JIE Consultant to JIE

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Mr. Alfrico Adams	SMADA Consultants Limited
	Mr. Neville Boxe	Incorporated Masterbuilders Association of Jamaica
	Mr. Patrick Brown	National Housing Trust (NHT)
	Mr. David Harrison	UTech
	Mr. Leonard Francis	National Environmental Protection Agency (NEPA)
	Mr. Richard Lawrence (Technical Advisor) Mrs. Elaine Edwards (Facilitator)	BSJ
<b>Labelling</b>		
	Mr. Wayne Stewart (Chairman)	Dunlop Corbin Communications Ltd.
	Mrs. Yvonne Haynes	Red Stripe Ltd.
	Mr. Donovan Thomas	Musson Jamaica Ltd.
	Mr. Pash Fuller	CAC
	Mr. Roy Banarsee	Summit Marketing Ltd.
	Dr Eva Lewis-Fuller	Ministry of Health
	Mr. Adrian Booth	Ministry of Health/SERHA
	Mr. Michael Bernard Mr. Rhys Campbell	Carreras Ltd.
	Ms Lehonie Francis	Grace Kennedy Ltd.
	Ms Julianne Mais-Cox Ms Roxanne Miller	DunnCox
	Ms Audrey Morris	Caribbean Food and Nutrition Institute (CFNI)
	Mr Boswell Ivey	Mona School of Business
	Mr. Rolando Parkes Mrs. Vonetta Nurse Thompson (Facilitator)	BSJ
<b>Leather &amp; Safety Footwear</b>		
	Ms. Angela Medrow (Chairperson)	Leader Mode Ltd.
	Mr. Carlton Stewart	National Consumers League
	Mrs. Monica Cheese-McLean	Pepsi Cola Jamaica Ltd.
	Ms. Janice Wright	CAC
	Ms. Colene Quarrie	Safety and Emergency Management System
	Mr. Barrington Dickens	National Water Commission (NWC)
	Mr. Percival Morgan	Ken-Mor Shoe Manufacturing Co. Ltd.
	Mr. Carlton Francis Mr. Alton Davis (Technical Facilitator) Mrs. Vonetta Nurse Thompson (Facilitator) Mrs. Janet Rankine Henry	BSJ

Technical Committee	Names of Committee Members	Sector/Company
	(Facilitator)	
<b>National Food Standards (Mirror Committee for ISO TC34 – Food)</b>		
	Mr. Omar Manasseh (Chairperson)	WISYNCO
	Ms. Donna Bromfield (Vice-Chair)	Southern Fruits & Food Processors
	Mrs. Denyse Perkins	Walkerswood Caribbean Foods
	Ms. Laura D. Richards Mrs. Audrey Morris	CFNI
	Mr. Leo Stone	Magnocorp Investment Ltd.
	Ms. Joycelene McFarlane	Exotic Products Ja. Ltd.
	Mrs. Lorna Gooden	RADA
	Ms. Leslie Hoo Fung	UWI (International Centre for Environmental & Nuclear Sciences (ICENS))
	Mr. Richard Rowe	CAC
	Ms. Sheila Harvey Mr. Sylvester Christie Mr. Hugh Smith	Ministry of Agriculture
	Mrs. Janet Pullen	JAS
	Mrs. Madeen Miller (Technical Secretary)	SRC
	Mr. Ajani Blake (Facilitator) Mrs. Karen Watson-Brown (Co-Facilitator)	BSJ
<b>Phosphates</b>		
	Mr. Eglon Stewart (Chairperson)	Industrial Chemical Company
	Mr. Carlton Stewart	National Consumers League
	Ms. Audrey Whitely	Zep Products Ltd.
	Mrs. Racquel Chambers	CAC
	Ms. Michelle Watts	Water Resources Authority
	Mr. Hugh Wellington	Ecolab Ltd.
	Mr. Dillard Knight	NEPA
	Mr. Mitkov Vutchkov	UWI (ICENS)
	Mr. Ralston Fisher	Quality Chemicals Ltd.
	Mr. Calvert Selby	NWC
	Ms. Lorraine Robinson	Versachem International. Ltd.
	Ms. Denise Haiduk	Ministry of Health
	Mr. Kenol Vertus	Shirlhome Chemicals Corp Ltd.
	Mr. Lloyd Graham Judy-Mae Mitchell-Merrick	Shell Chemicals
	Mr. Anthony Greenaway	UWI (Department of Chemistry)
	Ms. Betsy Bandy	NEPA
	Mr. Courtney Leckie	Klean World Chemicals Ltd.
	Ms. Julia Brown	SRC
	Ms. Bridget Lawrence	NWC
	Ms. Shanti Persaud	Jamaica Bauxite Institute

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Mr. Trevor Clarke Mr. Wayne Kirkpatrick	Lascelles Merchandise Ltd.
	Mr. Leonard Smith	Ministry of Health
	Mr. Devon Gardner	NCU
	Mr. Maurice Jones	Fluid Systems Eng.
	Mr. Andreas Haiduk	Water Resources Authority
	Ms Melissa March	Grace Kennedy and Company Ltd.
	Ms. Claudia Bess	NWC
	Mr. Oswald Chinkoo	NEPA
	Ms. Andrea Jones Mrs. Paulette Kolbusch (Technical Secretary)	NEPA
	Ms. Tanesha Williams (Facilitator)	BSJ
<b>Social Responsibility (Mirror Committee for ISO 26000)</b>		
	Mrs. Ann Marie Smith	SRC
	Ms. Aldrie Henrylee Mr. Eric D. Schoburgh	UWI
	Mr. Carlton Stewart	National Consumers League
	Ms. Christine Harris	NEPA
	Ms. Dawn McNeil	UTech
	Dr. Janet Lawrence	CARDI
	Mr. Edward Chin-Mook	Small Business Association of Jamaica
	Ms. Sasha Shillingford	Fair Trading Commission
	Mr. Donovan McLaren	Independent
	Ms. Jeanne Robinson	Insurance Company of the West Indies
	Mrs. Jean Smith	Jamaica Exporters Association (JEA)
	Ms. Klao Bell-Lewis	Churches Cooperative of Jamaica
	Mrs. Racquel Chambers	CAC
	Ms. Sharon Bowie	Urban Development Corporation (UDC)
	Mr. Cavan Gayle	Bustamante Industrial Trade Union (BITU)
	Mrs. Fay Anderson Ms. Sheryl Mullings Ms. Tanesha Williams (Facilitator)	BSJ
<b>Societal Security (Mirror Committee for ISO/TC 223)</b>		
	Ms. Rosalyn Campbell	Private Security Regulatory Authority
	Mr. Basil Bewry	ASIS/Atlas Protection
	Mr. John Richards	ASIS/Jamaica Broilers
	Mr. Andrew Wynter	ASIS/DIAGEO
	Mr. Nick Baylio	P.A.I.
	Mrs. Karen Watson-Brown Mr. Ajani Blake (Facilitator)	BSJ
<b>Spa Standard Development</b>		
	Mrs. Winsome Belnavis (Chairperson)	New Lifestyle Health Spa

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Mr. Stephen Phillips (Vice-Chair)	Half Moon Hotel & Spa
	Ms. Cherisse Pink	Super Club - Grand Lido Braco
	Mr. Pash Fuller	CAC
	Mrs. Rose Marie Headley-Smith Ms. Suzette Edwards Mrs. Ann Marie Rodriquez Mrs. Deanne Keating-Campbell	TPDco.
	Mrs. Lavern Kerr-Harvey Mr. Ludlow Thompson	NCTVET (HEART)
	Mrs. Sharon Paris-Chambers	Resort & Day Spa Association
	Mrs. Noriel Jacobs-Gray (Technical Secretary)	NCU
	Ms. Tanesha Williams (Facilitator)	BSJ
<b>Starch (including derivatives and by-products) (Mirror Committee for ISO/TC 93)</b>		
	Mrs. Joy Spence	J. Wray and Nephew
	Dr. Andrew Pearson Dr. Roy Porter	UWI
	Mrs. Christine Fray-Aiken	UTech
	Ms. Sharmaine Edwards	Ministry of Health
	Dr. Cliff Riley	NCU
	Ms. G. Sessing	West Indies Paper and Pulp Ltd.
	Ms. D. Ladiley	VAP
	Ms. Sardia Morgan	SRC
	Ms. Audrey Morris	Caribbean Food and Nutrition Institute
	Mrs. Janet Rankine Henry (Facilitator) Mr. Ajani Blake (Facilitator)	BSJ
<b>Tourism and Related Services (Mirror Committee for ISO/TC 228)</b>		
	Mrs. Rose Marie Headley-Smith Ms. Suzette Edwards Mrs. Ann Marie Rodriquez Mrs. Deanne Keating-Campbell Captain Winston Reid Captain Anthony Brown	Tourism Product Development Co. (TPDco) Ltd.
	Mrs. Lavern Kerr-Harvey Mr. Ludlow Thompson	NCTVET (HEART)
	Mrs. Winsome Belnavis	New Lifestyle Health Spa
	Mrs. Sharon Paris-Chambers	Resort & Day Spa Association
	Mrs. Noriel Jacobs-Gray	NCU
	Ms. Cherisse Pink	Super Club - Grand Lido Braco
	Mr. Leonard Smith	Ministry of Health
	Mr. Stephen Phillips	Half Moon Hotel & Spa
	Mrs. A. Johnson Heron Ms. Tina Williams	Ministry of Tourism

<b>Technical Committee</b>	<b>Names of Committee Members</b>	<b>Sector/Company</b>
	Dr. Carolyn Gayle	UWI (Mona)
	Mr. Pash Fuller	CAC
	Ms. Tanesha Williams (Facilitator)	BSJ
<b>Transportable Gas Containers</b>		
	Mr. H. Chin (Chairman)	JIE
	Mr. Dorr Campbell ( Vice Chairman) Mr. Paul Campbell	UTech
	Mr. Paul Reid (Technical Secretary)	Petcom
	Mr. Dwight Campbell	Cool Petroleum
	Mr. Carlyle Anderson Mr. Steve McCalla	Gas Products Ltd.
	Mr. Don Maxwell Ms. J. Prendergast	T. Geddes Grant
	Mr. Samuel McIntosh	Jamaica Fire Brigade
	Ms. Racquel Chambers	CAC
	Mr. Hunston Hunter Mr. Tariq Nembhard Mr. Norman Henderson (Technical Facilitator) Mrs. Elaine Edwards (Facilitator)	BSJ

## METROLOGY AND TESTING LABORATORIES

### **Mechanical Engineering**

1. Flow and Volume
2. Mass
3. Dimensional
4. Force and Pressure
5. Product Testing
6. Density
7. Metallurgy

### **Electrical/Electronics Engineering**

8. Appliance Testing Lab
9. Battery Testing Lab
10. Electronic Workshop
11. Temperature Metrology
12. AC/DC Metrology Lab
13. Time and Frequency Metrology Lab
14. Energy Metrology Lab
15. Energy Efficiency Lab

### **Analytical Services**

16. Chemistry
17. Microbiology
18. Packaging
19. Non-Metallic
20. Furniture

### **Civil Engineering**

21. Cement Testing
22. Asphalt Testing
23. Block Testing
24. Aggregates Testing



## National Certification Mark Programme



### Companies that have the Product Mark

#### **BERGER PAINTS (JA) LTD**

Nature's White Flat Emulsion Paint  
Nature's White Low Sheen Emulsion Paint  
Berger 303 Flat Emulsion Paint  
Berger Everglow Low Sheen Emulsion Paint  
Magicote Flat Emulsion Paint

#### **EDGECHEM (JAMAICA) LIMITED**

EdgeChem Color Glow Low Sheen Emulsion Paint  
Edgechem Color Glow Flat Emulsion Paint  
Edgechem Color Glow Gloss Paint

#### **GRAY'S PEPPER PRODUCTS LTD**

Gray's Hot Pepper Sauce  
Gray's Spicy Sauce

#### **GRACE FOOD PROCESSORS (CANNING DIVISION) LTD**

Grace Tomato Ketchup  
Grace Hot Tomato ketchup  
Grace Reconstituted Orange Juice (Canned)  
Grace Reconstituted Grapefruit Juice (Canned)  
Grace Reconstituted Pineapple Juice (Canned)  
Grace Reconstituted Tomato Juice (Canned)  
Grace Strawberry Flavoured Syrup  
Grace Cherry Flavoured Syrup

Capri Reconstituted Orange Juice (Canned)  
Capri Tomato Ketchup  
Caribbean Choice Reconstituted Orange Juice (Canned)  
Caribbean Choice Tomato Ketchup

#### **MARJOBLOC QUARRY AND BLOCK FACTORY**

Hollow Concrete Blocks

#### **MEIKLE'S BLOCKMAKING COMPANY LTD**

Hollow Concrete Blocks

**BLACK'S BLOCK FACTORY**

Hollow Concrete Blocks

**SHERWIN-WILLIAMS (W.I.) LTD**

Super Kem Gloss Oil Paint

Super Kem-Flat Emulsion Paint

Super Kem-Glo Low Sheen Emulsion Paint

Sher-Wil Special Flat Emulsion Paint

**THE PICKAPEPPA CO. LTD**

Pickapeppa Sauce

Pickapeppa Hot Pepper Sauce



**Companies that have the Plant Mark**

Caribbean Cement Company Limited

Grace Processors (Meat) Division

Grace Food Processors (Canning) Division

Gray's Pepper Products Limited

King Pepper Products Ltd.

V.A.P. Limited

**APPENDIX IV:  
Audited Financial  
Statements**

**BUREAU OF STANDARDS JAMAICA**

**YEAR ENDED MARCH 31, 2008**

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## INDEPENDENT AUDITORS' REPORT

To the members of

**BUREAU OF STANDARDS JAMAICA**

### Report on the financial statements

We have audited the financial statements of Bureau of Standards Jamaica, set out on pages 2 to 26, which comprise the balance sheet as at March 31, 2008, the income statement, statements of changes in equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards and the requirements of the Standards Act. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and consistently applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Report on the financial statements (Cont'd)**

*Opinion*

In our opinion, the financial statements give a true and fair view of the financial position of the Bureau as at March 31, 2008, and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards.

**Report on additional requirements of the Standards Act**

We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.

In our opinion, proper accounting records have been maintained and the financial statements are in agreement therewith and give the information required in the manner so required.

Chartered Accountants

Kingston, Jamaica  
September 16, 2009

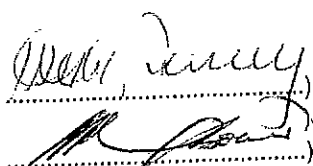
## BUREAU OF STANDARDS JAMAICA

## BALANCE SHEET AT MARCH 31, 2008

	Notes	2008 \$'000	2007 \$'000
<b><u>ASSETS</u></b>			
<b>Non-current assets</b>			
Property, plant and equipment	5	613,873	533,331
Investment property	6	<u>33,229</u>	<u>29,663</u>
		<u>647,102</u>	<u>562,994</u>
<b>Current assets</b>			
Inventories	7	3,729	2,769
Trade and other receivables	8	35,010	30,666
Income tax recoverable		50,138	50,138
Cash and cash equivalents	9	<u>380,108</u>	<u>364,419</u>
		<u>468,985</u>	<u>447,992</u>
<b>Total assets</b>		<u>1,116,087</u>	<u>1,010,986</u>
<b><u>EQUITY AND LIABILITIES</u></b>			
<b>Equity</b>			
Capital reserve		428,622	385,180
Insurance reserve		5,600	4,083
Special fund	10	-	65,159
Revenue reserve		<u>567,820</u>	<u>473,601</u>
		<u>1,002,042</u>	<u>928,023</u>
<b>Current liabilities</b>			
Trade and other payables	11	<u>114,045</u>	<u>82,963</u>
<b>Total equity and liabilities</b>		<u>1,116,087</u>	<u>1,010,986</u>

The Notes on Pages 6 to 26 form an integral part of the Financial Statements.

The financial statements on Pages 2 to 26 were approved and authorized for issue by the Council on September 16, 2009 and are signed on its behalf by:

  
 Council Members

**BUREAU OF STANDARDS JAMAICA****INCOME STATEMENT****YEAR ENDED MARCH 31, 2008**

	<u>Notes</u>	<u>2008</u> \$'000	<u>2007</u> \$'000
Revenue	12	580,343	520,309
Investment revenue	13	33,680	30,398
Other gains and losses	14	9,936	6,186
Administrative expenses		(424,552)	(313,713)
Other operating expenses		(103,671)	(167,636)
<b>SURPLUS FOR THE YEAR</b>	15	<u>95,736</u>	<u>75,544</u>

The Notes on Pages 6 to 26 form an integral part of the Financial Statements.



**BUREAU OF STANDARDS JAMAICA**  
**STATEMENT OF CHANGES IN EQUITY**  
**YEAR ENDED MARCH 31, 2008**

	<u>Notes</u>	<u>Capital Reserve</u> \$'000	<u>Insurance Reserve</u> \$'000	<u>Special Fund</u> \$'000	<u>Capital Grants</u> \$'000	<u>Revenue Reserve</u> \$'000	<u>Total</u> \$'000
Balance at April 1, 2006		255,633	-	65,159	79,267	340,073	740,132
Effect of reclassification of insurance reserve	23	-	<u>2,800</u>	-	-	-	<u>2,800</u>
As restated		255,633	2,800	65,159	79,267	340,073	742,932
Surplus on revaluation of property, plant and equipment	5	129,547	-	-	-	-	129,547
Increase in insurance reserve		-	1,283	-	-	( 1,283)	-
Transfer		-	-	-	(79,267)	79,267	-
Transfer		-	-	20,000	-	( 20,000)	-
Disbursements from Special Fund		-	-	(20,000)	-	-	( 20,000)
Surplus for the year and total recognized income		-	-	-	-	<u>75,544</u>	<u>75,544</u>
Balance at March 31, 2007		385,180	4,083	65,159	-	473,601	928,023
Increase in insurance reserve		-	1,517	-	-	( 1,517)	-
Disbursements		-	-	(65,159)	-	-	( 65,159)
Surplus on revaluation of property, plant and equipment	5	43,442	-	-	-	-	43,442
Surplus for the year and total recognized income		-	-	-	-	<u>95,736</u>	<u>95,736</u>
Balance at March 31, 2008		<u>428,622</u>	<u>5,600</u>	<u>-</u>	<u>-</u>	<u>567,820</u>	<u>1,002,042</u>

The Notes on Pages 6 to 26 form an integral part of the Financial Statements.

## BUREAU OF STANDARDS JAMAICA

## STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2008

	<u>2008</u> \$'000	<u>2007</u> \$'000
<b>OPERATING ACTIVITIES</b>		
Surplus for the year	95,736	75,544
Non-cash items included in surplus for year		
Investment revenue	( 33,680)	( 30,398)
Foreign exchange gain	( 4,959)	( 5,456)
Surplus on revalued investment property	( 3,566)	( 2,676)
Depreciation of property, plant and equipment	22,117	16,721
Impairment loss recognized on trade receivables	5,443	1,866
(Gain) loss on disposal of property, plant and equipment	<u>( 1,409)</u>	<u>1,946</u>
Operating cash flows before movement in working capital	79,682	57,547
Increase in receivables	( 9,787)	( 19,785)
Increase in inventories	( 960)	( 1,748)
Increase in payables	<u>31,082</u>	<u>11,037</u>
Cash generated by operations	100,017	47,051
Income tax paid	<u>-</u>	<u>( 3,633)</u>
Net cash from operating activities	<u>100,017</u>	<u>43,418</u>
<b>INVESTING ACTIVITIES</b>		
Interest received	33,680	30,398
Purchases of property, plant and equipment	( 59,217)	( 49,573)
Proceeds from disposal of property, plant and equipment	<u>1,409</u>	<u>1,321</u>
Net cash used in investing activities	<u>( 24,128)</u>	<u>( 17,854)</u>
<b>FINANCING ACTIVITIES</b>		
Disbursements to various projects	<u>( 65,159)</u>	<u>( 20,000)</u>
Net cash used in financing activities	<u>( 65,159)</u>	<u>( 20,000)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	10,730	5,564
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	364,419	353,024
Effect of exchange rate changes on the balance of cash held in foreign currencies	<u>4,959</u>	<u>5,831</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u>380,108</u>	<u>364,419</u>

The Notes on Pages 6 to 26 form an integral part of the Financial Statements.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****1. IDENTIFICATION**

The Bureau of Standards was established by the Standards Act, No. 57 of 1968 (Laws of Jamaica) for the purpose of promoting and encouraging the maintenance of standardization in relation to commodities, processes and practices, and is empowered to exercise such other functions as may be prescribed by the relevant Minister of the Government of Jamaica.

The registered office of the Bureau is 6 Winchester Road, Kingston 10.

**2. ADOPTION OF NEW AND REVISED INTERNATIONAL FINANCIAL REPORTING STANDARDS**Standards and Interpretations effective in the current year

In the current year, the Bureau has adopted IFRS 7, Financial Instruments: Disclosure effective for the accounting period beginning on April 1, 2007, and the consequential amendments to IAS 1, Presentation of Financial Statements. The impact of the adoption of IFRS 7 and the changes to IAS 1 has been to expand the disclosures provided in these financial statements regarding the Bureau's financial instruments (see Note 17).

Four interpretations issued by the International Financial Reporting Interpretations Committee are also effective for the current period. These are:

IFRIC 8	Scope of IFRS
IFRIC 9	Reassessment of Embedded Derivatives
IFRIC 10	Interim Financial Reporting and Impairment
IFRIC 11	Group and Treasury Share Transactions

The adoption of the above Interpretations has not resulted in changes to the Bureau's accounting policies nor the amounts reported for the current or prior years.

Standards and Interpretations in issue not yet effective

At the date of authorization of these financial statements, the following Standards and Interpretations were in issue but not yet effective for the financial period being reported on:

<u>New Standard</u>		<u>Effective for annual periods beginning on or after</u>
IFRS 8	Operating Segments	January 1, 2009
<u>Amendments to Standards</u>		
IAS 1, 8, 10, 16, 18, ) 19, 20, 23, 27, 28, 29, ) 31, 36, 38, 39, 40, 41 ) and IFRS 7 (Revised) )	Amendments resulting from May 2008 Annual Improvements to IFRS	January 1, 2009
IAS 1, 7, 17, 36, 39, ) IFRS 5 and 8 (Revised)) IAS 1 and 32 (Revised)	Amendments arising from April 2009 Annual Improvements to IFRS	January 1, 2010
IAS 27, 28, and 31 (Revised)	Amendments relating to disclosure of puttable instruments and obligations arising on liquidation Consequential amendments arising from amendments to IFRS 3	January 1, 2009
IAS 1 (Revised)	Presentation of Financial Statements – Comprehensive revision including requiring a statement of comprehensive income	July 1, 2009
		January 1, 2009

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED MARCH 31, 2008

## 2. ADOPTION OF NEW AND REVISED INTERNATIONAL FINANCIAL REPORTING STANDARDS (Cont'd)

Standards and Interpretations in issue not yet effective (Cont'd)

<u>Amendments to Standards</u> (Cont'd)		<u>Effective for annual periods beginning on or after</u>
IAS 23 (Revised)	Borrowing costs – Comprehensive revision to prohibit immediate expensing of borrowing costs in respect of qualifying assets	January 1, 2009
IAS 27 (Revised)	Consolidated and Separate Financial Statements - Amendment relating to cost of an investment on first-time adoption	January 1, 2009
IAS 38 (Revised)	Intangible assets – Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
IAS 39 (Revised)	Eligible Hedged Items	July 1, 2009
IAS 39 and IFRIC 9 (Revised)	Embedded Derivatives	(i)
IFRS 1 (Revised)	First-time Adoption of International Financial Reporting Standards - Amendment relating to cost of an investment on first-time adoption	January 1, 2009
IFRS 2 (Revised)	Share-based Payment: – Amendment relating to vesting conditions and cancellations – Amendments arising from April 2009 Annual Improvements to IFRS	January 1, 2009
IFRS 3 (Revised)	Business Combinations – Comprehensive revision on applying the acquisition method	July 1, 2009
IFRS 5 (Revised)	Non-current Assets Held for Sale and Discontinued Operations - Amendments resulting from May 2008 Annual Improvements to IFRS	July 1, 2009
IFRS 7 (Revised)	Financial Instruments: Disclosures - Amendments enhancing disclosures about fair value and liquidity risk	January 1, 2009
<u>New Interpretations</u>		
IFRIC 12	Service Concession Arrangements	January 1, 2008
IFRIC 13	Customer Loyalty Programmes	July 1, 2008
IFRIC 14:IAS 19	The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their interaction	January 1, 2008
IFRIC 15	Agreements for the Construction of Real Estate	January 1, 2009
IFRIC 16	Hedges of a Net Investment in a Foreign Operation	October 1, 2008
IFRIC 17	Distributions of Non-cash Assets to Owners	July 1, 2009
IFRIC 18	Transfers of Assets from Customers	(ii)

(i) - effective for annual periods ending on or after June 30, 2009.

(ii) - effective for transfer received on or after July 1, 2009.

The Board of Directors and management have assessed the impact of all the new and revised Standards and Interpretations above and have concluded the following are relevant in respect to the operations of the Bureau:

**BUREAU OF STANDARDS JAMAICA**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2008**

**2. ADOPTION OF NEW AND REVISED INTERNATIONAL FINANCIAL REPORTING STANDARDS (Cont'd)**

New and Revised Standards and Interpretations that are relevant

- Amendments specifically to *IAS 1, 8, 10, 16, 18, 19, 27, 28, 36, 38, 39 and IFRS 7*, resulting from the May 2008 Annual Improvements to IFRS are not expected to have a significant impact on the Bureau's financial statements on adoption at their respective effective dates.
- Amendments specifically to *IAS 1, 7, 17, 36 and 39*, resulting from the April 2009 Annual Improvements to IFRS are not expected to have a significant impact on the Bureau's financial statements on adoption at their respective effective dates.
- *IAS 1 (Revised 2007) Presentation of Financial Statements* – IAS 1, among other things, affects the presentation of owner changes in equity and comprehensive income. It requires the presentation of all non-owners changes in equity (comprehensive income) in one or two statements; either in a single statement of comprehensive income, or in an income statement and a statement of comprehensive income. On adoption at its effective date, the standard will result in a change in the presentation of the Bureau's income statement and the statement of changes in equity.
- Under the amendment to *IAS 1 and 32 Financial instruments: Presentation – Puttable Instruments and Obligations Arising on Liquidation*, certain financial instruments that currently meet the definition of a financial liability will be classified as equity because they represent the residual interest in the net assets of the entity. This standard is not expected to have any significant impact on the Bureau's financial statements.
- *IAS 23 (Revised 2007) - Borrowing Costs* removes the option of immediately recognizing as an expense borrowing costs that relate to assets that take a substantial period of time to get ready for use. This standard is not expected to have any significant impact on the Bureau's financial statements.
- The amendment to *IFRS 7, Financial Instruments: Disclosure*, requires enhanced disclosures about fair value measurements and liquidity risk. On adoption at its effective date, the amendment will result in expanded disclosures in respect of fair value measurements recognised on the balance sheet and will restrict liquidity risk disclosures to financial liabilities that are settled by delivering cash or another financial asset.
- The amendments to *IAS 39, Eligible Hedged Items*, provide clarification in relation to identifying inflation as a hedged risk and hedging with options. This standard is not expected to have any significant impact on the Bureau's financial statements.

**3. SIGNIFICANT ACCOUNTING POLICIES**

**Statement of compliance**

The Bureau's financial statements have been prepared in accordance with International Financial Reporting Standards (IFRS) and the requirements of the Standards Act.

**Basis of preparation**

The financial statements have been prepared on the historical cost basis except for the revaluation of certain non-current assets and financial instruments. These principal accounting policies are set out below.

These financial statements are expressed in Jamaican dollars.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Property, plant and equipment**

Land and buildings held for use in the supply of goods or services, or for administrative purposes, are stated in the balance sheet at their revalued amounts, being the fair value at the date of revaluation, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations are performed with sufficient regularity such that the carrying amounts do not differ materially from those that would be determined using fair values at the balance sheet date.

Any revaluation increase arising on the revaluation of such land and buildings is credited to the property's revaluation reserve, except to the extent that it reverses a revaluation decrease for the same asset previously recognized in profit or loss, in which case the increase is credited to profit or loss to the extent of the decrease previously charged. A decrease in carrying amount arising on the revaluation of such land and buildings is charged to profit or loss to the extent that it exceeds the balance, if any, held in the property's revaluation reserve relating to a previous revaluation of that asset.

Depreciation on revalued buildings is charged to profit or loss. On the subsequent sale or retirement of a revalued property, the attributable revaluation surplus remaining in the property's revaluation reserve is transferred directly to retained earnings.

Plant and equipment are stated at cost less subsequent accumulated depreciation and any accumulated impairment losses.

Depreciation is charged so as to write off the cost or valuation of assets, other than land and properties under construction, over their estimated useful lives, using the straight-line method.

The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognized in profit or loss.

**Investment property**

Investment property, which is property held to earn rentals and/or for capital appreciation, is stated at its fair value at the balance sheet date. Investment property is measured initially at cost, including transaction costs. Subsequent to initial recognition, investment property is measured at fair value at the balance sheet date. Gains or losses arising from changes in the fair value of investment property are included in profit or loss for the period in which they arise.

**Impairment of tangible and intangible assets**

At each balance sheet date, the Bureau reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the Bureau estimates the recoverable amount of the cash generating unit to which the asset belongs. Where a reasonable and consistent basis of allocation can be identified, corporate assets are also allocated to individual cash-generating units, or otherwise they are allocated to the smallest group of cash-generating units for which a reasonable and consistent allocation basis can be identified.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Impairment of tangible and intangible assets (Cont'd)**

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. Impairment losses are recognized as an expense immediately, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognized for the asset in prior years. A reversal of an impairment loss is recognized as income immediately, unless the relevant asset is carried at revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

All impairment losses are recognized in the income statement.

**Inventories**

Inventories are stated at the lower of cost and where applicable, net realizable value. Cost is calculated using the first in, first out method. Net realizable value represents the estimated selling price less costs to be incurred in marketing, selling and distribution.

**Financial instruments**

A financial instrument is any contract that gives rise to a financial asset to one entity and a financial liability to, or equity to, another entity.

A financial asset is any asset that is:

- (a) cash
- (b) an equity instrument of another entity
- (c) a contractual right:
  - (i) to receive cash or another financial asset from another entity; or
  - (ii) to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the Bureau; or
- (d) a contract that will or may be settled in the Bureau's own equity instruments and is:
  - (i) a non-derivative for which the Bureau is or may be obliged to receive a variable number of the Bureau's own equity instruments; or
  - (ii) a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the Bureau's own equity instruments. For this purpose the Bureau's own equity instruments do not include instruments that are themselves contracts for the future receipt or delivery of the Bureau's own equity instruments.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Financial instruments (Cont'd)**

A financial liability is any liability that is:

- (a) a contractual obligation:
  - (i) to deliver cash or another financial asset to another entity;
  - (ii) or to exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavourable to the Bureau; or
- (b) a contract that will or may be settled in the Bureau's own equity instruments and is:
  - (i) a non-derivative for which the Bureau is or may be obliged to deliver a variable number of the Bureau's own equity instruments; or
  - (ii) a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the Bureau's own equity instruments. For this purpose the company's own equity instruments do not include instruments that are themselves contracts for the future receipt or delivery of the Bureau's own equity instruments.

An equity instrument is any contract that evidences a residual interest in the assets of the Bureau after deducting all of its liabilities.

The Bureau recognizes financial assets or financial liabilities on its balance sheet only when the Bureau becomes a party to the contractual provisions of the instruments.

*Financial assets*

These are classified at initial recognition based on their nature and purpose as 'loan and receivables.' Loans and receivables have fixed and determinable payments and are not quoted in an active market.

## (i) Trade receivables

These are measured at initial recognition at their fair values. Interest is not charged on outstanding balances and these are not generally discounted as they are usually settled within a short period during which market interest rates do not normally move significantly. Appropriate allowances for estimated irrecoverable amounts are recognized in surplus or loss when there is objective evidence that the asset is impaired. The allowance recognized is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows.

## (ii) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, net of bank overdraft and short-term deposits with original maturity dates ranging between one to three months.

## (iii) Impairment of financial assets

Financial assets are assessed for indicators of impairment at each balance sheet date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been impacted.



**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Financial instruments (Cont'd)***Financial assets (Cont'd)*

## (iii) Impairment of financial assets (Cont'd)

Objective evidence of impairment could include:

- significant financial difficulty of the issuer or counterparty; or
- default or delinquency in interest or principal payments; or
- it becoming probable that the borrower will enter bankruptcy or financial re-organisation.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are subsequently assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the Bureau's past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables where the carrying amount is reduced through the use of an allowance account. When a trade receivable is uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognized in profit or loss.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortized cost would have been had the impairment not been recognized.

*Financial liabilities*

Financial liabilities include current liabilities except accruals.

*Trade payables*

These are initially measured at their fair values net of transaction costs. No interest is charged on outstanding balances and these are usually settled within a short period during which interest charged would be immaterial.

The fair values of the financial instruments are discussed in Note 17.

**Foreign currencies**

Transactions in currencies other than the Bureau's functional currency (Jamaican dollars) are recorded at the rates of exchange prevailing on the dates of the transactions. At the balance sheet date monetary assets and liabilities denominated in foreign currencies are retranslated at the rates prevailing on the balance sheet date.

Non-monetary items that are measured in terms of historical cost in a foreign currency are not retranslated.

All resulting gains and losses are credited to or charged against net surplus or loss for the year.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Capital grants**

Grants are not recognized until there is reasonable assurance that the Bureau will comply with the conditions attaching to them and that the grants will be received.

Grants whose primary condition is that the Bureau should purchase, construct or otherwise acquire non-current assets are recognized as deferred income in the balance sheet and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Other grants are recognized as income over the periods necessary to match them with the costs for which they are intended to compensate on a systematic basis.

**Revenue recognition**

Revenue is measured at the fair value of the consideration received or receivable and represents amount receivable for goods and service provided in the normal course of business, net of discount and sales related taxes.

*Fees income*

These are recognized when services have been rendered.

*Compliance income*

These are recognized on an as received basis.

*Interest income*

Interest income is accrued on a time basis, by reference to the principal outstanding and the effective interest rate applicable.

*Rental income*

Rental income from operating leases is recognized on a straight-line basis over the term of the relevant lease.

**Income Tax**

The Bureau is a statutory body operating under the Ministry of Industry, Technology, Energy and Commerce (MITEC) and is exempt from income tax under the Income Tax Act, Section 12(b).

**Employees' benefits***Pension obligations*

Payments to defined contribution retirement benefit plan are charged as an expense as they fall due.

*Termination obligations*

Termination benefits are payable whenever an employee's employment is terminated before the normal retirement date or whenever an employee accepts voluntary redundancy in exchange for these benefits. The Bureau recognizes termination benefits when it is demonstrably committed to either terminate the employment of current employees according to a detailed formal plan without the possibility of withdrawal or as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than twelve (12) months after the balance sheet date are discounted to present value.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Employees' benefits (Cont'd)***Leave entitlements*

Employee entitlements to annual leave are recognized when they accrue to employees. A provision is made for the estimated liability for annual leave for services rendered by employees up to the balance sheet date.

**Related party balances and transactions**

Two parties are considered to be related when:

- (i) One party is able to exercise control or significant influence over the other party;
- (ii) They are subject to common control or significant influence from the same source;
- (iii) The party is a member of key management personnel of the entity, that is, those persons having authority and responsibility for planning, directing and controlling the activities of the entity, including directors, officers, and close members of the families of these individuals; or
- (iv) the party is a post-employment benefit plan for the benefit of the employees of the entity.

Related party transactions are recorded in accordance with normal policies of the entity and are not discounted since settlement is anticipated in the near future.

**4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

In the process of applying the Bureau's accounting policies, which are described in Note 3, management is required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

**Critical accounting judgements**

Management believes there are no judgements made that had a significant effect on the amounts recognized in the financial statements.

**Key sources of estimation uncertainty**

Management believes it has not made any key assumptions concerning the future or other key sources of estimation uncertainty at balance sheet date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2008

## 5. PROPERTY, PLANT AND EQUIPMENT

	Land & Buildings <u>at Fair Value</u> \$'000	Motor Vehicles <u>at Cost</u> \$'000	Plant & Equipment <u>at Cost</u> \$'000	Furniture & Fittings <u>at Cost</u> \$'000	<u>Total</u> \$'000
<b>At cost/valuation</b>					
April 1, 2006	303,912	18,296	134,672	18,989	475,869
Revaluation	129,547	-	-	-	129,547
Additions	3,578	8,196	35,890	1,909	49,573
Disposals	-	( 3,467)	( 243)	( 26)	( 3,736)
March 31, 2007	437,037	23,025	170,319	20,872	651,253
Revaluation	43,442	-	-	-	43,442
Additions	<u>18,292</u>	<u>4,483</u>	<u>32,984</u>	<u>3,458</u>	<u>59,217</u>
March 31, 2008	<u>498,771</u>	<u>27,508</u>	<u>203,303</u>	<u>24,330</u>	<u>753,912</u>
<b>Depreciation</b>					
April 1, 2006	-	7,629	80,769	13,272	101,670
Charge for year	2,043	3,249	10,754	675	16,721
Eliminated on disposal	-	( 403)	( 63)	( 3)	( 469)
March 31, 2007	2,043	10,475	91,460	13,944	117,922
Charge for year	<u>1,600</u>	<u>3,114</u>	<u>16,047</u>	<u>1,356</u>	<u>22,117</u>
March 31, 2008	<u>3,643</u>	<u>13,589</u>	<u>107,507</u>	<u>15,300</u>	<u>140,039</u>
<b>Net Book Value</b>					
March 31, 2008	<u>495,128</u>	<u>13,919</u>	<u>95,796</u>	<u>9,030</u>	<u>613,873</u>
March 31, 2007	<u>434,994</u>	<u>12,550</u>	<u>78,859</u>	<u>6,928</u>	<u>533,331</u>

The following rates are used for depreciation of plant and equipment:

Buildings	-	2.5% p.a.
Motor vehicles	-	20 % p.a.
Plant and equipment	-	25% p.a.
Furniture and fittings	-	10% p.a.

Land and buildings included at valuation were based on fair market value as expressed by independent professional valuers, Langford & Brown, Valuers and Real Estate Dealers, on July 15, 2008.

The directors consider that valuation as at March 31, 2008 would not be significantly different.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****6. INVESTMENT PROPERTY**

The analysis and movement in investment property are as follows:

	\$'000
Fair value of investment property	
At April 1, 2006 (Fair value)	26,987
Net gain from fair value adjustments	<u>2,676</u>
At March 31, 2007 (Fair value)	29,663
Net gain from fair value adjustments	<u>3,566</u>
At March 31, 2008 (Fair value)	<u>33,229</u>

This is a commercial building held for long-term rental and is not occupied by the Bureau.

The property rental income earned by the Bureau from its investment property which is leased under operating leases amounted to approximately \$478,000 (2007: \$490,000). Direct operating expenses arising on the investment property during the year amounted to approximately \$569,000 (2007: \$388,000).

**7. INVENTORIES**

Inventories consist of supplies held for use in the daily operations of the Bureau.

**8. TRADE AND OTHER RECEIVABLES**

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Trade receivables	8,297	2,558
Less: Allowance for doubtful debts	<u>(3,802)</u>	<u>(2,514)</u>
	4,495	44
Staff loans (Net of deferred interest income 2008: \$1,005,000; 2007: \$1,053,000)	10,839	8,839
Deposits and other receivables	<u>19,676</u>	<u>21,783</u>
	<u>35,010</u>	<u>30,666</u>

The average credit period for receivables is 45 days. Trade receivables outstanding for over 45 days have been provided for in full as historical experience is such that receivables that are past due beyond this period are generally not recoverable. Trade receivables over 45 days are provided for based on estimated irrecoverable amounts from the services provided, determined by reference to past default experience.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****8. TRADE AND OTHER RECEIVABLES (Cont'd)**

Before accepting new customers an assessment is made of the potential customer's credit quality and credit limits are defined. Of the trade receivables balance at the end of the year, \$3.691 million is due from the Bureau's largest customer. There is no other customer who represents more than 5% of the total balance of trade receivables.

Movement in allowance for doubtful debts

	<u>2008</u> \$'000	<u>2007</u> \$'000
Balance at beginning of year	2,514	648
Impairment losses recognized during year	5,443	1,866
Amounts written off as uncollectible	<u>(4,155)</u>	<u>-</u>
Balance at end of year	<u>3,802</u>	<u>2,514</u>

In determining the recoverability of a receivable, the Bureau considers any change in the credit quality of the receivable from the date the credit was granted up to the reporting date. The concentration of credit risk is limited due to the customer base being large and unrelated. Accordingly, management believes that there is no further credit provision required in excess of the allowance for bad debts.

Included in the allowance for doubtful debts are individually impaired trade receivables with a balance of \$3,802,000 (2007: \$2,514,000).

Ageing of impaired trade receivables

	<u>2008</u> \$'000	<u>2007</u> \$'000
Over 45 days	<u>3,802</u>	<u>2,514</u>

**9. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents comprise:

	<u>2008</u> \$'000	<u>2007</u> \$'000
Bank balances (Note 9(a))	20,498	7,118
Short-term deposits (Note 9(b))	359,538	357,234
Cash in hand	<u>72</u>	<u>67</u>
	<u>380,108</u>	<u>364,419</u>

- (a) Bank balances include foreign currency savings account of US\$187,449 (2007: US\$167,149) at interest rates of 1.72% (2007: 1.70%). Jamaican dollar deposits are at interest rates of 2.5% (2007: 2.5%).
- (b) Short-term deposits include foreign currency deposits of US\$1,168,947 (2007: US\$2,367,439) at interest rates of 5.9% to 6.5% (2007: 4% to 5.1%). Jamaican dollar short-term deposits are at interest rates of 8% to 13.85% (2007: 6.10% to 6.35%).

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2008****10. SPECIAL FUND**

The special fund represents amounts set aside to support collaborative development projects between the Bureau of Standards, and the private and public sectors based on Council and Cabinet decision (#16/04 and #35/04). The fund was fully paid out during the year.

**11. TRADE AND OTHER PAYABLES**

The analysis of trade and other payables is as follows:

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Trade payables	25,652	7,147
IDB project	9,761	14,412
Gratuity and incentive payable	43,690	22,640
Deposits	253	152
Accrued vacation	10,958	6,409
Statutory deductions	513	-
Staff welfare	6,364	6,364
Local contributions	10,000	20,000
Prepayment liability	3,528	3,498
Other payables and accruals	<u>3,326</u>	<u>2,341</u>
	<u>114,045</u>	<u>82,963</u>

**12. REVENUE**

An analysis of the Bureau's gross revenue (which includes services rendered to third parties and other income) is as follows:

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Compliance income	509,192	448,948
Fees	68,179	69,918
Rental income	478	490
Miscellaneous	<u>2,494</u>	<u>953</u>
	<u>580,343</u>	<u>520,309</u>

**13. INVESTMENT AND OTHER REVENUE**

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Interest on bank deposits	<u>33,680</u>	<u>30,398</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED MARCH 31, 2008

## 14. OTHER GAINS AND LOSSES

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Surplus on revaluation of investment property	3,566	2,676
Foreign exchange gains on deposits	4,960	5,456
Gain (loss) on disposal of property, plant and equipment	<u>1,410</u>	<u>(1,946)</u>
	<u>9,936</u>	<u>6,186</u>

## 15. SURPLUS FOR THE YEAR

Surplus for the year has been arrived at after charging:

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Directors' fees	1,498	828
Staff costs	341,393	243,653
Depreciation	22,117	16,721
Audit fees	1,430	1,200

## 16. EMPLOYEE BENEFITS

*Pension obligation*

The Bureau operates a defined contribution retirement benefit plan for all qualifying employees. The assets of the Scheme are held separately from those of the Bureau in funds under the control of trustees.

The Scheme is funded by contributions from employees at the rate of 5% of pensionable salaries (with the option of contributing an additional 5%) and the employer at rates recommended by independent actuaries (currently 10% of pensionable salaries).

At the date of the last actuarial valuation during March 31, 2007 the Scheme was considered adequately funded, and the market value of the plans asset was sufficient to cover the liabilities of the plan. The Scheme is valued every three years.

The total expense charged to income of \$14.2 million (2007: \$11.8 million) represents contributions payable to the Scheme by the Bureau at rates specified in the rules of the Scheme.



## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2008

## 17. FINANCIAL INSTRUMENTS, FINANCIAL RISKS MANAGEMENT

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument are disclosed in Note 3 to the financial statements.

***Categories of financial instruments***

The following table sets out the financial instruments as at the balance sheet date:

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
<b>Financial Assets</b>		
Loans and receivables (Including cash and bank balances)		
Cash and cash equivalents	380,108	364,419
Receivables	<u>34,589</u>	<u>30,115</u>
	<u>414,697</u>	<u>394,534</u>
<b>Financial Liabilities (At amortized cost)</b>		
Payables	<u>35,413</u>	<u>21,559</u>

***Financial risk management policies and objectives***

The Bureau has financial risk management policies which are directed by its Standards Council. These policies set out the Bureau's overall business strategies and its risk management philosophy. The financial risk management programme seeks to minimize potential adverse effects of financial performance of the Bureau. The Standards Council provides principles for overall financial risk management and policies covering specific areas, such as market risk (including currency risk, fair value interest rate risk, cash flow interest rate risk and other price risk), credit risk and liquidity risk. Periodic reviews are undertaken to ensure that the Council's policy guidelines are complied with.

The Bureau's activities expose it to a variety of financial risks, including the effects of changes in foreign currency exchange rates and interest rates.

There has been no change during the year to the Bureau's exposure to these financial risks or the manner in which it manages and measures the risk.

The Bureau does not hold or issue derivative financial instruments.

Exposures are measured using sensitivity analyses indicated below.

## (a) Market risk

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices whether those changes are caused by factors specific to the individual security or its issuer or factors affecting all securities traded in the market. Except in respect of foreign currencies, as disclosed in Note 17 (b) below and interest rates, as disclosed in Note 17 (c) below, the Bureau has no exposure to market risk.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2008

## 17. FINANCIAL INSTRUMENTS, FINANCIAL RISKS MANAGEMENT (Cont'd)

*Financial risk management policies and objectives (Cont'd)*

## (b) Foreign exchange risk management

The Bureau undertakes certain transactions denominated in currencies other than the Jamaican dollar resulting in exposures to exchange rate fluctuations.

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates. Management consistently monitors the Bureau's exposure in this regard.

The carrying amounts of foreign currency denominated monetary assets arising in the ordinary course of business at the reporting date are as follows:

	Assets		Net Assets	
	<u>2008</u> \$'000	<u>2007</u> \$'000	<u>2008</u> \$'000	<u>2007</u> \$'000
United States dollars	96,812	15,030	96,812	15,030

*Foreign currency sensitivity*

The following table details the sensitivity to a 5% increase and decrease in the Jamaican dollar against the relevant foreign currencies. 5% is the sensitivity rate used when reporting foreign currency risk internally to key management personnel and represents management's assessment of the possible change in foreign exchange rates. The sensitivity analysis includes only outstanding foreign currency denominated monetary items and adjusts their translation at the year end for a 5% change in foreign currency rates.

If the Jamaican dollar strengthens or weakens by 5% against the relevant foreign currency, profit or loss will decrease or increase by:

	<u>2008</u> J\$'000	<u>2007</u> J\$'000
Investment securities	<u>4,841</u>	<u>752</u>

This is mainly attributable to the exposure outstanding on bank balances in the respective foreign currency at year end in the Bureau.

## (c) Interest rate risk management

Interest rate risk is the potential that the value of a financial instrument will fluctuate due to changes in market interest rates as a result of cash flow or fair value interest rate risk. Financial instruments subject to fixed interest rates are exposed to fair value interest rate risk while those subject to floating interest rates are exposed to cash flow risk.

The Bureau's exposure to interest rates on financial assets are detailed in the liquidity risk management section at Note 17 (e) below.

The Bureau manages its interest rate risk by monitoring the movements in the market interest rates closely.

*Interest rate sensitivity*

The sensitivity analyses below have been determined based on the exposure to interest rates for non-derivative instruments at the balance sheet date. A 100 basis point increase or decrease is used when reporting interest rate risk internally to key management personnel and represents management's assessment of the possible change in interest rates.

**BUREAU OF STANDARDS JAMAICA**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2008**

**17. FINANCIAL INSTRUMENTS, FINANCIAL RISKS MANAGEMENT (Cont'd)**

***Financial risk management policies and objectives (Cont'd)***

(c) Interest rate risk management (Cont'd)

*Interest rate sensitivity (Cont'd)*

If interest rates had been 100 basis points higher or lower and all other variables were held constant, the Bureau's profit for the year ended March 31, 2008 would increase/decrease by \$968,120 (2007: increase/decrease by \$150,000). This is mainly attributable to the Bureau's exposure to interest rate risk on its deposits.

(d) Credit risk management

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the Bureau.

The Bureau has adopted a policy of only dealing with credit worthy counterparties. The Bureau's exposure is continuously monitored and spread among approved counterparties.

Financial assets that potentially subject the Bureau to concentration of credit risk consist principally of cash, cash equivalents and trade and other receivables. The maximum exposure to credit risk is the amount of approximately J\$414.697 million disclosed under 'categories of financial instruments' above and the Bureau holds no collateral in this regard. Management believes that the credit risks associated with these financial instruments are minimal.

The credit risk on liquid funds is limited because the counterparties are banks with high credit ratings.

(e) Liquidity risk management

Liquidity risk, also referred to as funding risk, is the risk that the Bureau will encounter difficulty in raising funds to meet commitments associated with financial instruments. Liquidity risk may result from an inability to sell a financial asset quickly at, or close to, its fair value. Prudent liquidity risk management implies maintaining sufficient cash and cash equivalents, and the availability of funding through an adequate amount of committed facilities. Due to the nature of the underlying business, the management of the Bureau maintains an adequate amount of its financial assets in liquid form to meet contractual obligations and other recurring payments.

Management considers that the Bureau is not exposed to any significant liquidity risk.

(f) Fair value of financial assets and financial liabilities

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. A market price, where an active market (such as a recognized stock exchange) exists, is the best evidence of the fair value of a financial instrument. Where market prices are not available for the financial assets and liabilities of the Bureau, fair values have been determined using various estimation techniques based on market conditions existing at balance sheet date. Generally, judgement is necessarily required in interpreting market data to develop estimates of fair value. Accordingly, the estimates presented in these financial statements are not necessarily indicative of the amounts that the Bureau would realise in a current market exchange.

The following methods and assumptions have been used in determining the fair values of financial assets and financial liabilities:

- The amounts included in the financial statements for cash and bank deposits, receivables and payables, reflect the approximate fair values because of the short-term maturity of these instruments.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2008

## 18. OTHER DISCLOSURES – EMPLOYEES

	<u>2008</u>	<u>2007</u>
(a) Average number of persons employed by the Bureau during the year:	<u>188</u>	<u>178</u>
	\$'000	\$'000
(b) Staff costs incurred during the year in respect of the employees were:		
Salaries and wages (including retroactive and terminal payments)	301,986	213,677
Statutory contributions	13,750	8,413
Pension contributions	14,199	11,843
Group and health insurance	<u>11,458</u>	<u>9,720</u>
	<u>341,393</u>	<u>243,653</u>

## 19. OPERATING LEASE ARRANGEMENTS

The Bureau as lessor:

The Bureau rents out its investment property to a tenant under an operating lease. At balance sheet date the Bureau had contracted with the tenant for the following future minimum lease payments:

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Within one year	481	478
In the second to third years inclusive	<u>962</u>	<u>962</u>
	<u>1,443</u>	<u>1,440</u>

## 20. RELATED PARTY BALANCES AND TRANSACTIONS

Compensation of Key Management Personnel

The remuneration of the Executive Director and other members of key management during the year was as follows:

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Short-term benefits	<u>40,614</u>	<u>35,844</u>

## 21. COMMITMENTS

Capital commitments

	<u>2008</u>	<u>2007</u>
	\$'000	\$'000
Authorized but not contracted for	<u>78,200</u>	<u>65,100</u>

Capital commitments are in respect of property, plant and equipment.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED MARCH 31, 2008

## 22 FINANCIAL EFFECTS OF RESTATEMENT

Below are the reconciliations of equity as at April 1, 2006 and March 31, 2007 and the Income Statement for the year ended March 31, 2007.

## (a) Reconciliation of equity as at April 1, 2006

<u>Note</u>	Previously Stated 2006 \$'000	Effects of Restatement \$'000	Revised 2006 \$'000
<b>ASSETS</b>			
<b>Non-current assets</b>			
Property, plant and equipment	374,199	-	374,199
Investment property	<u>26,987</u>	<u>-</u>	<u>26,987</u>
	<u>401,186</u>	<u>-</u>	<u>401,186</u>
<b>Current assets</b>			
Inventories	1,021	-	1,021
Trade and other receivables	13,122	-	13,122
Income tax recoverable	46,505	-	46,505
Cash and cash equivalents	<u>353,024</u>	<u>-</u>	<u>353,024</u>
	<u>413,672</u>	<u>-</u>	<u>413,672</u>
<b>Total assets</b>	<u>814,858</u>	<u>-</u>	<u>814,858</u>
<b><u>EQUITY AND LIABILITIES</u></b>			
<b>Equity</b>			
Capital reserve	255,633	-	255,633
Insurance reserve	-	2,800	2,800
Special reserve	65,159	-	65,159
Revenue reserve	<u>419,340</u>	<u>-</u>	<u>419,340</u>
	<u>740,132</u>	<u>2,800</u>	<u>742,932</u>
<b>Current liabilities</b>			
Trade and other payables	<u>74,726</u>	<u>(2,800)</u>	<u>71,926</u>
<b>Total equity and liabilities</b>	<u>814,858</u>	<u>-</u>	<u>814,858</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2008

## 22 FINANCIAL EFFECTS OF RESTATEMENT (Cont'd)

(b) Reconciliation of equity as at March 31, 2007

	<u>Notes</u>	Previously Stated 2007 \$'000	Effects of Restatement \$'000	Revised 2007 \$'000
<b><u>ASSETS</u></b>				
<b>Non-current assets</b>				
Property, plant and equipment		533,331	-	533,331
Investment property		<u>29,663</u>	<u>-</u>	<u>29,663</u>
		<u>562,994</u>	<u>-</u>	<u>562,994</u>
<b>Current assets</b>				
Inventories		2,769	-	2,769
Trade and other receivables	<2>	31,719	(1,053)	30,666
Income tax recoverable		50,138	-	50,138
Cash and cash equivalents		<u>364,419</u>	<u>-</u>	<u>364,419</u>
		<u>449,045</u>	<u>(1,053)</u>	<u>447,992</u>
<b>Total assets</b>		<u>1,012,039</u>	<u>(1,053)</u>	<u>1,010,986</u>
<b><u>EQUITY AND LIABILITIES</u></b>				
<b>Equity</b>				
Capital reserve		385,180	-	385,180
Insurance reserve	<1>	-	4,083	4,083
Special reserve		65,159	-	65,159
Revenue reserve		<u>473,601</u>	<u>-</u>	<u>473,601</u>
		<u>923,940</u>	<u>4,083</u>	<u>928,023</u>
<b>Current liabilities</b>				
Trade and other payables	<1,2>	<u>88,099</u>	<u>(5,136)</u>	<u>82,963</u>
<b>Total equity and liabilities</b>		<u>1,012,039</u>	<u>(1,053)</u>	<u>1,010,986</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED MARCH 31, 2008

## 22 FINANCIAL EFFECTS OF RESTATEMENT (Cont'd)

(a) Reconciliation of the Income Statement for the year ended March 31, 2007

	<u>Note</u>	Previously Stated 2007 \$'000	Effects of Restatement \$'000	Revised 2007 \$'000
Revenue		520,309	-	520,309
Investment revenue		30,398	-	30,398
Other gains and losses		8,132	-	8,132
Administrative expenses		(313,713)	-	(313,713)
Other operating expenses	<1>	(170,865)	1,283	(169,582)
<b>SURPLUS FOR THE YEAR</b>		<u>74,261</u>	<u>1,283</u>	<u>75,544</u>

The following significant adjustments have been effected:

Insurance reserve

(1) Reclassification of provision for insurance to insurance reserves in accordance with IAS 37.

Deferred interest income

(2) Reclassification of deferred interest income from payables to staff loan receivables.

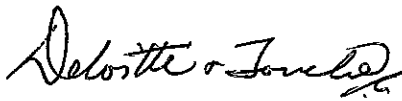
ADDITIONAL INFORMATION



**REPORT TO THE DIRECTORS OF  
BUREAU OF STANDARDS JAMAICA  
ON  
ADDITIONAL INFORMATION**

The additional information presented on page 2 has been taken from the accounting records of the Bureau and has been subjected to the audit tests and other auditing procedures applied in our examination of the financial statements of the Bureau for the year ended March 31, 2008.

In our opinion, the said information gives a true and fair view of the financial statements, taken as a whole, although it is not necessary for a fair presentation of the financial position of the Bureau at March 31, 2008 or of its financial performance and cash flows for the year then ended.



Chartered Accountants

Kingston, Jamaica,  
September 16, 2009

## BUREAU OF STANDARDS JAMAICA

## EXPENSES

YEAR ENDED MARCH 31, 2008

	<u>2008</u> \$'000	<u>2007</u> \$'000
<b>Administrative</b>		
Salaries and wages	301,986	213,677
Statutory contributions	13,750	8,413
Group and health insurance	11,458	9,720
Pension	14,199	11,843
Tea and small supplies	551	318
Pest control and janitorial	5,104	4,420
Travelling and subsistence	22,728	21,458
Staff welfare	9,171	4,473
Utilities	26,020	19,563
Stationery and other supplies	5,263	4,888
Courier and postage	1,776	1,884
Board expense	3,429	3,543
Bank charges	249	322
Directors' fee	1,498	828
Advertising	<u>7,370</u>	<u>8,363</u>
	<u>424,552</u>	<u>313,713</u>
<b>Other Operating</b>		
Motor vehicles	3,755	3,692
Repairs and maintenance		
- Buildings	4,399	5,902
- Furniture and equipment	3,738	3,071
- Other	5,374	4,275
General insurance	3,217	2,333
Audit and accounting fees	1,430	1,200
Impairment loss recognized on trade receivables	5,443	1,866
Depreciation	22,117	16,721
Professional fees	12,517	22,767
Security	6,139	5,490
Lab supplies	2,693	3,862
Entertainment	59	1,362
Local and international contributions	9,714	51,157
Conferences and seminars	1,331	1,436
Canteen expenses	2,780	2,524
Rental	2,923	2,210
Projects	9,062	29,184
National Quality Awards	3,820	5,261
Books and publications	1,067	865
Miscellaneous	<u>2,093</u>	<u>2,458</u>
	<u>103,671</u>	<u>167,636</u>