



Testing of LPG Cylinder



Gas Pump Certification



National Quality Awards 2008



CROSQ/BSJ Metrology Workshop



# BUREAU OF STANDARDS JAMAICA

*Making Standards Work For You...*

# 38<sup>TH</sup> ANNUAL REPORT 2008-2009

## **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>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>	Consumer Affairs Commission
<b>CAC</b>	Codex Alimentarius Commission
<b>CAPE</b>	Caribbean Advanced Proficiency Examination
<b>CARIMET</b>	Caribbean Metrology Sub-region
<b>CASCO</b>	Committee on Conformity Assessment
<b>CCCL</b>	Caribbean Cement Company Limited
<b>CCLAC</b>	Coordinating Committee for Latin American & the Caribbean
<b>CD</b>	Order of Distinction in the rank of Commander
<b>CENAM</b>	Centro Nacional de Metrología (National Metrology Centre)
<b>CEP</b>	Citizen Education Programme
<b>CFNI</b>	Caribbean Food & Nutrition Institute
<b>CIPM</b>	International Committee for Weights and Measures
<b>CITO</b>	Central Information Technology Office
<b>COPANT</b>	Pan-American Standards Commission
<b>COPOLCO</b>	Consumer Policy Committee
<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>GOJ</b>	Government of Jamaica
<b>HACCP</b>	Hazard Analysis Critical Control Points
<b>HEART Trust/NTA</b>	Human Employment and Resource Training Trust/National Training Agency
<b>IAS</b>	International Accounting Standards
<b>ICC</b>	International Code Council
<b>ICENS</b>	International Centre for Environmental & Nuclear Science
<b>IDB</b>	Inter-American Development Bank
<b>IDRC</b>	International Development Research Centre
<b>IEC</b>	International Electrotechnical Commission
<b>ISO</b>	International Organization for Standardization
<b>JAS</b>	Jamaica Agricultural Society
<b>JCF</b>	Jamaica Constabulary Force
<b>JGRA</b>	Jamaica Gasoline Retailers Association
<b>JIE</b>	Jamaica Institution of Engineers
<b>JMA</b>	Jamaica Manufacturers' Association
<b>JP</b>	Justice of the Peace
<b>LPG</b>	Liquefied Petroleum Gas
<b>MIF</b>	Multilateral Investment Fund
<b>MIIC</b>	Ministry of Industry, Investment & Commerce
<b>MOU</b>	Memorandum of Understanding
<b>MRA</b>	Mutual Recognition Agreement
<b>NAHC</b>	National Association of Hairdressers and Cosmetologists

<b>NCTVET</b>	National Council on Technical and Vocational Education and Training
<b>NCBJ</b>	National Certification Body of Jamaica
<b>NCMA</b>	National Concrete Masonry Association
<b>NCSLI</b>	National Conference of Standards Laboratories International
<b>NCTVET</b>	National Council on Technical Vocational Education and Training
<b>NCU</b>	Northern Caribbean University
<b>NEPA</b>	National Environment and Planning Agency
<b>NHT</b>	National Housing Trust
<b>NSB</b>	National Standards Body
<b>NIAP</b>	National Innovation Awards Programme
<b>NQA</b>	National Quality Awards
<b>NQI</b>	National Quality Infrastructure
<b>NMI</b>	National Metrology Institute
<b>NWC</b>	National Water Commission
<b>OD</b>	Order of Distinction in the rank of Officer
<b>ODPEM</b>	Office of Disaster Preparedness & Emergency Management
<b>OHSAS</b>	Occupational Health and Safety Assessment Series
<b>OJ</b>	Order of Jamaica
<b>OPC</b>	Old Portland Cement
<b>PAHO</b>	Pan American Health Organization
<b>PCJ</b>	Petroleum Corporation of Jamaica
<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>SBAJ</b>	Small Business Association of Jamaica
<b>SC</b>	Sub-Committee
<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>STL</b>	Standards Testing Laboratories
<b>TBT</b>	Technical Barriers to Trade
<b>TC</b>	Technical Committee
<b>TMC</b>	Technical Management Committee
<b>TPDCo</b>	Tourism Product Development Company
<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

## **EXECUTIVE SUMMARY**

On the eve of its 40th anniversary, and operating within the context of a shrinking global village, the Bureau of Standards Jamaica (BSJ) was challenged to maintain its financial resources and at the same time fulfill its mandate to its many stakeholders.

This report which captures the activities of the 2008-09 financial year saw very deliberate efforts at developing human resources, and maintaining partnerships at the local, regional and international levels. All of this to ensure that facilitating trade, protecting consumers and enhancing business competitiveness was understood and undertaken by each staff member with a diligence and rigour worthy of a national standards body.

The leadership of the organization was very deliberate in its strategic thinking, in the recognition that forging of alliances at all levels could only redound to the nation's good. Accordingly the BSJ, the country's representative to the CARICOM Regional Organisation for Standards and Quality (CROSQ), played an important role in that organization's continued thrust for encouraging acceptance of regional standards. The BSJ demonstrated through its commitment of financial resources, participation and leadership on key committees and through vibrant consultations with local stakeholders, the value the country placed on regional partnerships.

Involvement in with regional and international organizations such as the International Organization for Standardization (ISO), Pan American Standards Commission (COPANT) and Codex Alimentarius Commission (CAC) were also high on the work agenda of the organization, though the economic situation internationally curtailed the organization's desired involvement.

Locally, partnership was demonstrated through the continued involvement with sister agencies in the Ministry of Industry, Investment and Commerce (MIIC), in promoting educational endeavours and saluting excellence in business. Very importantly, and which cannot be underestimated, is the partnership that is derived from the participation of hundreds of individuals, representing a wide range of private and public sector agencies, on the many technical committees involved in standards development. It is through alliances such as these that the BSJ was able to remain relevant and manage limited resources within a world that was struggling with shrinking economies.

Partnerships are essential for growth and development in a small island developing state. Moving forward, we will continue to work with our partners to facilitate the international competitiveness of Jamaican businesses for a vibrant national economy.

## **1.0 CORPORATE PROFILE**

### **1.1 Establishment of the BSJ**

The Standards Act 1969 established the BSJ as a statutory organization to promote and encourage the maintenance of standardization in relation to commodities, processes and practices. In addition to the Standards Act, the BSJ's mandate is dictated by the Processed Food Act 1959, the Weights & Measures Act 1976, the CARICOM Regional Organization and Standards and Quality Act 2005 and their attendant regulations. The BSJ also has some responsibility in relation to the implementation of the Trade Act 1955, the Petroleum (Quality Control) Regulations 1990, the Customs (Prohibition of Importation of Goods) Order 1991, the Road Traffic (Protective Devices) Regulations 1999 and the Factories Regulations 1961.

### **1.2 Mandate**

Under The Standards Act, 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 1 - BSJ within the National Framework

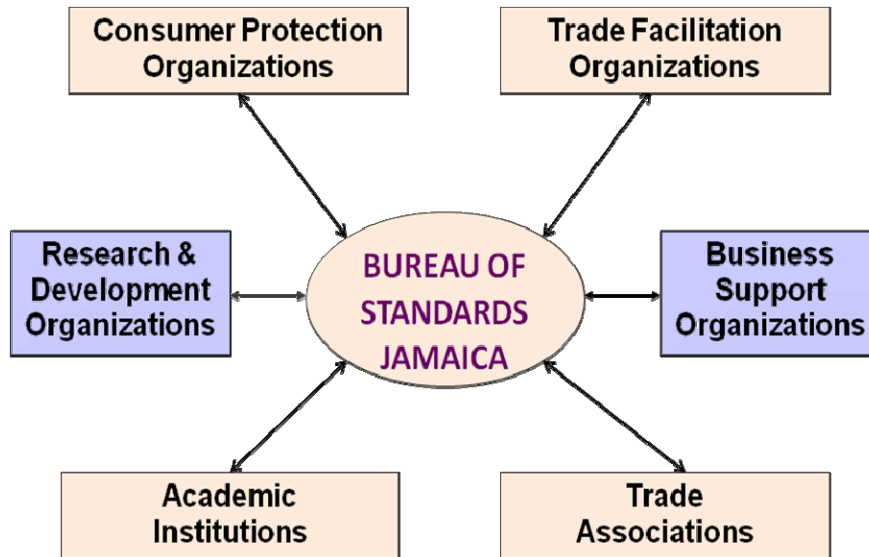
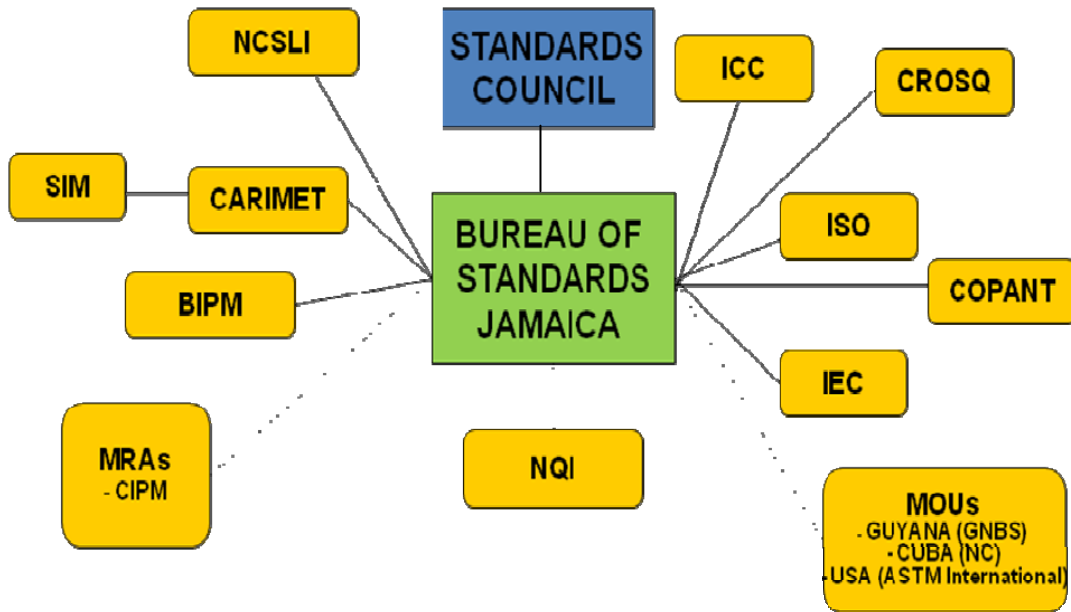


Figure 2 - BSJ within the Regional and International Framework



**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 a regional or international standard that has been developed by consensus and published by one of the regional or

international standards organizations such as CROSQ, COPANT, ISO, CAC and the IEC (International Electrotechnical Committee).

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. The two types of certification offered by the BSJ are product certification and management system certification. The two fundamental objectives of product certification are: (1) to assist consumers and end-users to make better-informed decisions about products in the marketplace, and (2) to assist suppliers of the products to achieve marketplace acceptance. Attaining management systems certification is one means of providing assurance that an organization has implemented a system for the management of relevant aspects of its activities in line with its policy.

## **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.

## 2.0 CORPORATE GOVERNANCE

The BSJ falls under the aegis of the MIIC 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 BSJ, thus providing governance and direction in ensuring the fulfillment of the organization's mandate. This work includes approval of standards, relevant policies; 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. Table 1 details the composition of the Standards Council during the year under review.

**Table 1 - Standards Council Members**

Rev. Dr. Arnel Henry CD, JP (Chairman)	Retired Agriculturalist and Minister of Religion
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>1</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 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. Table 2 provides details on the roles and responsibilities of each committee.

**Table 2 - Standards Council Committees**

COMMITTEE	ROLES AND RESPONSIBILITIES
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>
Standards and	<ul style="list-style-type: none"> <li>▪ Sets policy guidelines to ensure that policies are in place,</li> </ul>

<sup>1</sup> Order of Jamaica

<b>COMMITTEE</b>	<b>ROLES AND RESPONSIBILITIES</b>
Technical Committee	<p>which will promote the development of national and international standards and technical regulations.</p> <ul style="list-style-type: none"> <li>▪ Approves standards and technical regulations for presentation to the portfolio Minister</li> <li>▪ Sets policy guidelines in any other matters that are of a technical nature.</li> </ul>
Audit & Risk Management Committee	<ul style="list-style-type: none"> <li>▪ Reviews and evaluates the internal audit activity; and assists in the financial reporting, risk management and legal compliance within the BSJ.</li> <li>▪ Advises the Council on practices and procedures which will promote productivity, and the quality and volume of service.</li> </ul>
Human Resource 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>
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>

## 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>2</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 81 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.

Under its Summer Employment Programme, the BSJ continued its tradition of facilitating the development of young Jamaicans by employing 47 students from tertiary and secondary institutions for a period of 12 weeks during June to August 2008. The main aim of the programme was to expose the students to practical experiences that complemented their academic disciplines. In addition, two students from the UWI Chemistry Department participated in an eight-week work study programme as a part of their laboratory grade. One student evaluated lead levels on the grounds of the BSJ as a function of distance from Hope Road, while the other student conducted a study on establishing the distinguishing parameters between Carib OPC (Old Portland Cement) and Carib Plus (Blended) Cement.

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<sup>2</sup> Technical Services covers Metrology & Testing: Engineering Services, Metrology & Testing: Analytical Services & Testing, Standards Development & Certification and Inspectorate.

### 3.2 Maintaining Regional and International Relations

Tariff barriers to international trade have increasingly been reduced or eliminated since the creation of the World Trade Organization (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 3 - Regional and International Partners**

STANDARDS DEVELOPMENT	METROLOGY & CONFORMITY ASSESSMENT
<ul style="list-style-type: none"> <li>▪ International Organization for Standardization (ISO)</li> <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>▪ International Committee for Weights and Measures (CIPM)</li> <li>▪ National Conference of Standards Laboratories International (NCSLI)</li> <li>▪ Inter-American Metrology System (SIM)/Caribbean Metrology Sub-Group (CARIMET)</li> <li>▪ ASTM International</li> <li>▪ Centro Nacional de Metrología (CENAM)</li> <li>▪ Physikalisch-Technischen Bundesanstalt (PTB)</li> <li>▪ Perry Johnson Registrars (PJR), Inc.</li> </ul>

## **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 2008-2009, Jamaica:

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

### **▪ 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.

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 4 - Participation in ISO, COPANT and the CAC**

<b>ACTIVITIES</b>	<b>ISO</b>	<b>COPANT</b>	<b>CAC</b>
TCs <sup>3</sup> & SCs <sup>4</sup> in which Jamaica is a P <sup>5</sup> member	24	2	n/a
TCs & SCs in which Jamaica is a O <sup>6</sup> member	75	6	n/a
Other Committees in which Jamaica hold membership	3	1	1
TCs for which Jamaica holds the Secretariat <sup>7</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	5	1	3

<sup>3</sup> Technical Committees

<sup>4</sup> Sub-Committees

<sup>5</sup> Participating

<sup>6</sup> Observer

<sup>7</sup> ISO/TC 93 Starch (including derivatives and by-products)



## ▪ **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.
- 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 2008-2009, the BSJ hosted the following:

- *Metrology Symposium, Kingston*  
Successfully staged an international Metrology Symposium with the theme “Embracing Nanotechnology and Metrology for Sustainable Development” in Kingston from 26-28 May 2008. The Symposium, which included 20 workshops, 9 plenary sessions and 3 laboratory tours, had 18 presenters (local and overseas) and 390 participants (local and overseas).
  
- *CROSQ Technical Management Committee Meeting*  
Successfully organized and chaired the 11<sup>th</sup> CROSQ Technical Management Committee Meeting from 16-17 June 2008 June in Kingston, Jamaica. The following countries were in attendance at the meeting: Dominica, Guyana, Trinidad & Tobago, St. Lucia, Antigua & Barbuda, and Jamaica. Jamaica has been Chair of this Committee since July 2007.
  
- *Seminar/Workshop in Mass Metrology*  
Successfully organized a regional Seminar/Workshop in Mass Metrology for Metrology Laboratories in CARICOM at the BSJ from 8-12 September 2008. Thirty-five participants (including facilitators) from the Caribbean, Latin America and Europe attended this event, which was an activity under the CROSQ/IDB/PTB Project: *Harmonized Regional Quality Infrastructure for Improving Market Access and Competitiveness*.

### **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 adapted 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, one notification was sent to the WTO Secretariat:

- G/TBT/N/JAM/18 (circulated on 22 January 2009) - Electrical Systems and Equipment

#### **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, 15 standards had been published (see Table 5) and there were 29 active technical committees developing and/or reviewing 55 standards (see Table 6). The national, regional and international standards that were being developed, adopted/adapted and/or reviewed are presented in Appendix 2. See Appendix 3 for the list of active National Technical Committees and their membership.

**Table 5 - Standards Published**

<b>Reference Number</b>	<b>Name of Standard</b>
JCP 5: 2008	Code of Practice for the field Production of Vegetables and Fruits, General Requirements
JS 32: 2008	Jamaican Standard Specification for Portland Cement (Ordinary and Rapid - Hardening) Revised (Compulsory)
JS 87: 2008	Jamaican Standard Specification for Fluoridated Iodized Salt -Food Grade Salt
JS 301: 2008	Jamaican Standard Specification for Blended Hydraulic Cements
JS 302: 2008	Jamaican Standard Specification for Chemical Test Methods for Hydraulic Cements
JS 303: 2008	Jamaican Standard Specification for Physical Test Methods for Hydraulic Cements
JS 304: 2008	Quality Management Requirements for Manufacturers, Processors and Packers of Cement
JS 306: 2008	Jamaica Application Document for International Building Code
JS 307: 2008	Jamaica Application Document for International Plumbing Code
JS 308: 2008	Jamaica Application Document for International Property Maintenance Code
JS ISO 20344: 2004	Jamaican Standard Specification for Personal Protective Equipment - Test Methods for Footwear
JS ISO 20345: 2004	Jamaican Standard Specification for Personal Protective Equipment - Safety Footwear
JS ISO 20346: 2004	Jamaican Standard Specification for Personal Protective Equipment - Protective Footwear
JS ISO 20347: 2004	Jamaican Standard Specification for Personal Protective Equipment - Occupational Footwear
JS ISO 15189: 2007	Jamaican Standard Specification for Medical Laboratories - Particular Requirements for Quality and Competence

## 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 has an adequate metrology and testing infrastructure to facilitate trade and protect consumers.

During the year under review, an investment of over J\$19 million was made to acquire equipment to upgrade a number of laboratories. Table 7 presents the equipment purchased and commissioned in a number of laboratories. See Appendix 4 for a list of the metrology and testing laboratories at the BSJ.

**Table 6 - Laboratory Equipment Purchased and Commissioned**

Area	Equipment	Purpose
Electrical Department	Five (5) Fluke Multimeter (handheld) with accessories	To measure voltage, current and resistance, during the testing and/or troubleshooting of electrical products/devices
	2 Time Interval Counter	To aid in: 1) the calibration of time and frequency equipment (for example, chronometers, signal generators) and 2) performance analysis testing of time & frequency standards.
Mechanical Department	Mass Comparator	To calibrate weights to a high degree of accuracy
	Steel A-Frame Gantry Crane	To lift large weights
	Load Cells	To conduct force calibrations
	Weight Set OIML R111	To conduct calibrations of volumetric standards
	2 Gauge Block Sets	To conduct length calibrations
Chemistry Department	Laboratory Fume Hood	To capture and exhaust toxic fumes and vapours generated by chemicals and reactions
	BWB Flame Photometer	To analyze for Sodium, Potassium, Lithium, Calcium and Barium ions simultaneously in samples
	Hot plates	To provide heat and stirring for solutions and solvents where the use of open flame is potentially explosive
	Melting Point Apparatus	To determine the melting point of solid samples for identification and purity assessment
	ORION 3 Star Benchtop Con. Meter/Probe	To determine the conductivity of liquid samples for water monitoring
	Barnstead ROpure LP Reverse Osmosis System	To remove dissolved ions from commercial source providing purified water suitable for laboratory analyses
	Standard Reference Material 2031a	To calibrate UV/VIS spectrophotometers for clients off-site using a traceable certified reference material
Microbiology Department	Mettler Toledo Electronic Balance 4100G X 0.01G	To determine the weight of samples being prepared for microbiological analysis

Area	Equipment	Purpose
Microbiology Department (cont'd)	Leica DFC290 Digital Camera & SW Kit, w/computer	To facilitate the imaging and reproducibility of specimen images
	Stirrer Hotplate 50HZ	To prepare culture media for laboratory use and the processing of samples for the extraneous matter test
	Precision Large Capacity Incubator	To facilitate large capacity culturing of microorganisms
	Leica Stereomicroscope S8 APO	To examine microscopic or minute specimen especially in the tests for extraneous matter
	Muffle Furnace Fisher Isotemp	To determine the extraneous matter content of various types of foods
	REVCO Laboratory Refrigerator	For large capacity cold storage of samples for microbiological analysis and microanalytical tests
	Digital Utility Water Bath	1. To ensure precise and accurate temperature control in the culturing of faecal coliforms and 2. To agitate samples/cultures during incubation

### 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 subjected strictly to the same rules in order to 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 areas: legal metrology, food safety and standards compliance. Table 8 provides empirical data on the inspection activities of the BSJ's inspectors during the year under review.

#### 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. During the year under review, 6,948 weighing and measuring devices (scales, gas pumps, tankerwagons, weighbridges, LPG (liquefied petroleum gas) cylinders) were verified during the 1,335 visits conducted.

*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.

The BSJ facilitated trade through the provision of inspection, testing and issuing of approval and export certificates to the food industry for the export of processed food. During the financial year, the BSJ registered 316 processed food manufacturing establishments. In addition, the BSJ issued 360 approval and 1,120 export certificates.

*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.

During the year under review, 4,883 inspections were conducted at the ports of entry and on the premises of importers on a total of 4,568 imported consignments. Of these, 114 consignments were detained due to non-conformance with the requisite product and/or labelling standards. In addition, 5,684 inspections were conducted at establishments in the marketplace on 403,586 items.

**Table 7 - Compliance Activities**

<b>Location</b>	<b>Activities</b>	<b>Achievements</b>
<b>Ports of Entry and Site (Premises of Importers) (Standards Compliance Activities)</b>	Inspection visits	4,883
	Consignments inspected	4,568
	Consignments detained	114
<b>Domestic Marketplace (Standards Compliance Activities)</b>	Inspection visits	5,684
	Products inspected	403,586
	Units of Products withdrawn	208,557
<b>Processed Food Establishments</b>	Inspection and Registration visits	1,842
	Establishments Registered	316

Location	Activities	Achievements
<b>(Food Safety Activities)</b>	Approval Certificates issued	360
	Export Certificates issued	1,120
	Cases/Pails of products approved	119,755
	Cases/Pails of products approved for Export	146,648
<b>Premises with Weighing and Measuring Devices (Legal Metrology Activities)</b>	Verification visits	1,335
	Weighing and measuring devices verified	6,948

### 3.5 Enhancing Business Competitiveness

Recognizing that the majority of businesses in Jamaica are small and medium-sized enterprises (SMEs) and do 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**

The BSJ continued to play the role of executing agency for the IDB/GOJ Quality Jamaica Project: Implementation of Quality, Environmental and Food Safety Systems in Jamaica (Quality Jamaica Project). The project, which commenced in January 2002, is expected to come to an end in August 2009. 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.

The focus for the year under review was:

- the conducting of nine training courses on the aforementioned standards as well as ISO 22000 *Food Safety Management Systems – Requirements*; and
- activities associated with the development of the National Certification Body of Jamaica (NCBJ). Specifically, the NCBJ, which was established in April 2007,
  - continued implementation of 17021:2006 *Conformity assessment – requirements for bodies providing audit certification of management systems*
  - took steps to increase the competence of 6 of its auditors by facilitating their participation in 9 mentor witness audits in manufacturing companies in the USA.

- o submitted an application to the ANSI-ASQ National Accreditation Board in November 2008 to be accredited to offer certification services to ISO 9001:2008.

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



The activities under the 5<sup>th</sup> National Quality Awards (NQA) Programme culminated with an Awards Ceremony on 16 October 2008. 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 were presented to companies from the manufacturing, services and small business sectors. See Table 8 for details.

**Table 8 - 2008 NQA Recipients**

	<b>Manufacturing Sector</b>	<b>Services Sector</b>	<b>Small Business Sector</b>
<b>Awards of Excellence</b>			
	Jamaica Producers Group Limited	Beaches Boscobel Resort and Golf Club	Indies Pharma Jamaica Limited
<b>Sectional Awards</b>			
Customer Focus	Honey Bun	Digicel Jamaica Limited	
Human Resource Focus	Nestle Jamaica Limited	Churches Cooperative Credit Union	
Process Management Focus	Dairy Industries Jamaica Limited	Sandals Royal Caribbean	
Organizational Focus	Jamaica Producers Group Limited	Beaches Boscobel Resort and Golf Club	
Business Results Focus	Jamaica Producers Group Limited	University of Technology	

### **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 2009, nine companies were utilizing Product Mark for 15 products, while two companies were utilizing the Plant Mark. (See Appendix 5).

### 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.

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

The BSJ continued to collaborate with the SRC and the Ministry of Education, Youth and Culture (specifically the Association of Science Teachers of Jamaica - ASTJ) to execute activities under the National Innovation Awards Programme (NIAP). The programme forms part of a national initiative to promote the importance and relevance of science, technology and standardization among primary/preparatory and high school students and to encourage career paths in these fields. In the financial year 2008-09, the activities were as follows:

- *Science, Technology and Standardization Essay & Poster Competitions* – 175 essays and 210 posters were received from 56 schools (primary, preparatory, high). The essay and poster themes are presented in Table 10.

**Table 9 - Themes for the Science, Technology and Standardization Essay & Poster Competitions**

Primary & Preparatory Schools	
Essay Themes	Poster Themes
<ul style="list-style-type: none"> <li>▪ Health and Wellness</li> <li>▪ Myself as a Career Scientist</li> <li>▪ Science &amp; Technology Influencing the way we Live</li> <li>▪ Environmentally Responsible</li> <li>▪ Science In Everyday Life</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health &amp; Wellness – Eating Right</li> <li>▪ Myself as a Jamaican Scientist</li> <li>▪ Science &amp; Technology Influencing Inventions</li> <li>▪ Protecting our Endangered Species</li> <li>▪ Science &amp; Technology in Everyday Life</li> <li>▪ Standards Building a Better World</li> </ul>
High Schools	
Essay Themes	Poster Themes
<ul style="list-style-type: none"> <li>▪ Biology</li> <li>▪ Chemistry</li> <li>▪ Energy</li> <li>▪ Environmental Science</li> <li>▪ Information Technology</li> <li>▪ Standardization</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tubers - Safeguarding the Nation's Food Security</li> <li>▪ Clean Water for Life</li> <li>▪ Energy Conservation Begins at Home</li> <li>▪ Green Technology for Sustainable Development</li> <li>▪ Robotics Technology for the Future</li> <li>▪ Standards Build Sustainability</li> </ul>

- *Science, Technology and Standardization Quiz Competitions* - These competitions were held in the eastern and central regions of the island and had participants from 44 primary, preparatory and high schools. The competition focused mainly on areas of science and technology that formed a part of the academic syllabi while standardization was introduced to the students by way of fact sheets.
- *Science, Technology and Standardization Summer Camps* - The theme for the summer camps was 'Science, Technology & Standardization – Exploring Our World' and involved primary and preparatory schools students from Grades four to six (ages 9 -11 years). The three camps accommodated 128 students and were located in Westmoreland (Bluefields Peoples' Community Association), St James (Montego Bay Civic Centre) and Kingston (BSJ Training Room).

### **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, non-governmental organizations 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.

### ***Celebration of World Standards Day***

A number of events were held to commemorate World Standards Day, which was celebrated on 14 October 2008 with the theme “Intelligent and Sustainable Buildings”.

- *Standards Development & Certification Symposium* with the theme “Building a Sustainable Economy Using Standards” – 150 participants and 8 exhibitors. (13 October)
- *Presentation of a Chromatograph (HPLC-Agilent 1200 series) Instrument to the Northern Caribbean University (NCU)* under a 5-year Memorandum of Understanding (BSJ/NCU) dated 2006. (15 October)
- *National Quality and Innovation Awards Ceremony and Dinner*, which was held in collaboration with the Scientific Research Council. The BSJ presented three (3) awards of excellence and ten (10) sectional prizes to companies in the manufacturing, service and small business sectors (16 October)

### ***Expositions***

The BSJ participated in the following events:

- 2008 JAS Agricultural Show, which was held at the Denbigh Show Grounds from 1-3 August 2008. The theme of the BSJ’s exhibition was “Eat Quality Jamaican Foods: Produced to Standards. The exhibit included information (and produce) on the CAP (Certification of Agricultural Produce) Programme, the National Certification Body of Jamaica and Ackee harvesting and testing.
- 22<sup>nd</sup> Annual Conference on Science & Technology, and Exhibition, which was organized by the SRC in Kingston and held 18-20 November 2008. The BSJ provided awards (cash & trophies) for the CAPE (Caribbean Advanced Proficiency Examination) Awards for 1<sup>st</sup> places in Biology, Chemistry, Computer Science, Pure Math and Physics.
- 5<sup>th</sup> “Eat Jamaican” Anniversary, which was organized by the JAS in Denbigh, May Pen and held on 25 November 2008.
- Consumer Action Day and Exposition, which was organized by the CAC, in Kingston and held on 28 November 2008.

### ***Laboratory Tour***

Over 80 students from seven secondary schools toured of metrology and testing laboratories on the BSJ’s *Customer Appreciation and Open Day* on 15 October 2008. This activity was one of the BSJ’s commemorative activities for World Standards Day, which was celebrated worldwide on 14 October.

### ***Presentations***

- Poster presentation on the BSJ’s chemical metrology activities at CARIMET and SIM Chemical Metrology Awareness Seminar, St Lucia, 7-9 May 2008
- PowerPoint Presentation on Climate Change and the Role of Government, 30<sup>th</sup> ISO Consumer Policy Committee (COPOLCO) Plenary Meeting, Workshop

- “Standards for a sustainable world: how can consumers influence a sustainable energy future?”, South Korea, 26-30 May 2008
- Presentation on Understanding ISO 9001:2000 to the members of the Small Business Association of Jamaica (SBAJ), Kingston, 28 November 2008
  - Presentation on Understanding HACCP Principles to the School-based Nurses Association, Kingston, 12 February 2009

### ***Training Activities***

The BSJ offered structured training activities to industry personnel and professionals during the year under review. Most of the training activities focused on the transfer of knowledge and skills needed to meet the requirements associated with producing quality products and services. All the courses were designed for a specific audience. Some of the courses were aimed at increasing the awareness of industry personnel about quality, environmental and food safety management system standards, labelling requirements for specified products and the importance of measurement in trade. Other courses were aimed at providing quality professionals with the requisite knowledge and tools to assist companies to implement the management systems standards referred to above. Nine hundred and seventy persons participated in the courses offered during the year under review (see list below).

- Understanding ISO 9001:2000
- ISO 9000 Internal Audit
- ISO 9001:2008 Lead Auditor Course
- ISO 14001 Lead Auditor Course
- ISO 22000 General Awareness
- ISO 22000 Food Safety Lead Auditor Course
- HACCP General Awareness Session
- Understanding HACCP
- HACCP Internal Audit Training Course
- Testing of hypoglycin in ackees
- OHSAS (Occupational Health and Safety Assessment Series) 18000:2007 Lead Auditor Course
- Understanding Occupational Health and Safety
- Root Cause Analysis & Systematic Corrective Action and Process Mapping & Process-Based Internal Audits
- Documentation and Procedure Writing

## **3.8 Managing Financial Resources**

### **Adjusted Financial Statements**

In adopting the International Financial Reporting Standards; IAS (International Accounting Standards) 19 Employee Benefits, the BSJ which has a Defined Benefit Pension Plan, is required to recognize the present value of the Plan in its Financials. The amount of the obligation recognized is computed by an actuarial valuation to obtain the present value of expected future payments required to settle the obligation resulting from current and past employee service. Consequently \$494.6M has been charged to the Balance Sheet in 2008 and \$106.7 M to the Income Statement in 2009. In providing

commentary on the Financials, these have been disaggregated to highlight these changes as shown in *Table 11 (Income and Expenditure Account)*, *Table 12 (Balance Sheet Net Of Pension Funds)* and *Table 13 (Cash Flow)* in sections 3.8.2, 3.8.3 and 3.8.4 respectively of the Financials.

## Income & Expenditure

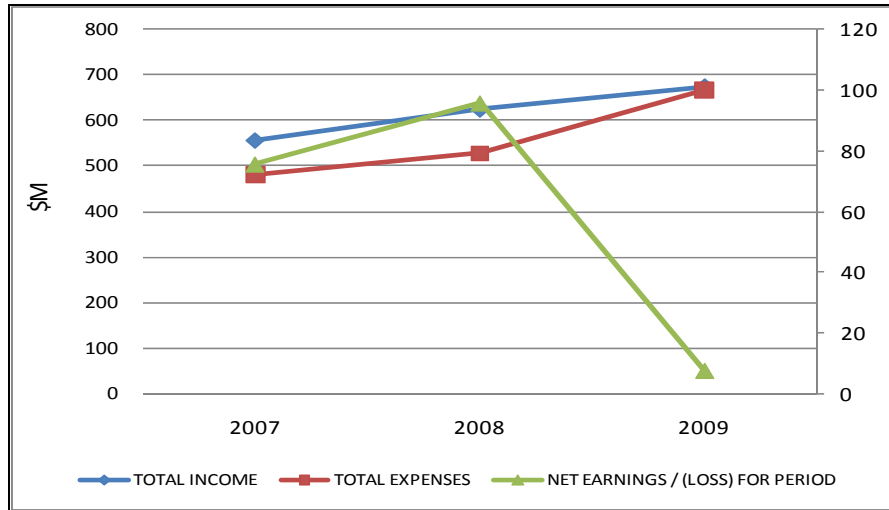
**Table 10 - Income and Expenditure Account**

Summary Income and Expenditure Account						
For The Year Ended March 31, 2007 - 2009						
			NOTES	2007	2008	2009
				\$'M	\$'M	\$'M
<i>INCOME</i>						
	Net Standards Compliance Fee			448.9	509.2	544.6
	Technical Services Income			69.9	68.2	71.3
	Investment			35.9	38.6	48.5
	Other Income			2.2	7.9	9.2
				<b>108.0</b>	<b>114.8</b>	<b>129.0</b>
	<i>TOTAL INCOME</i>		3.8.2.2	<b>556.9</b>	<b>624.0</b>	<b>673.6</b>
<i>EXPENSES</i>						
	Employee Compensation		3.8.2.3.1	243.7	341.4	417.9
	Travel & Subsistence		3.8.2.3.2	21.5	22.7	34.0
	Public Utilities		3.8.2.3.3	19.6	26.0	30.5
	Goods & Services		3.8.2.3.4	94.9	88.6	129.1
	Grants, Contributions & Membership		3.8.2.3.5	51.2	9.7	12.5
	Other Expenses			50.6	39.8	42.1
	<i>TOTAL EXPENSES</i>		3.8.2.3	<b>481.3</b>	<b>528.2</b>	<b>666.2</b>
	<i>NET EARNINGS / (LOSS) FOR PERIOD</i>		3.8.2.1	<b>75.6</b>	<b>95.7</b>	<b>7.5</b>
	Less Pension Fund Contribution {Actuarial}			0.0	0.0	106.7
	<i>ADJUSTED NET EARNINGS / (LOSS) FOR PERIOD</i>			<b>75.6</b>	<b>95.7</b>	<b>(99.3)</b>

### **Net Earnings / (Loss)**

The BSJ recorded net earnings of \$7.5M for fiscal year ended 2009 in comparison to \$95.7M for 2008. The \$88.2M variance is attributed to the net effect of a 26% increase in expenses and an 8% increase in income.

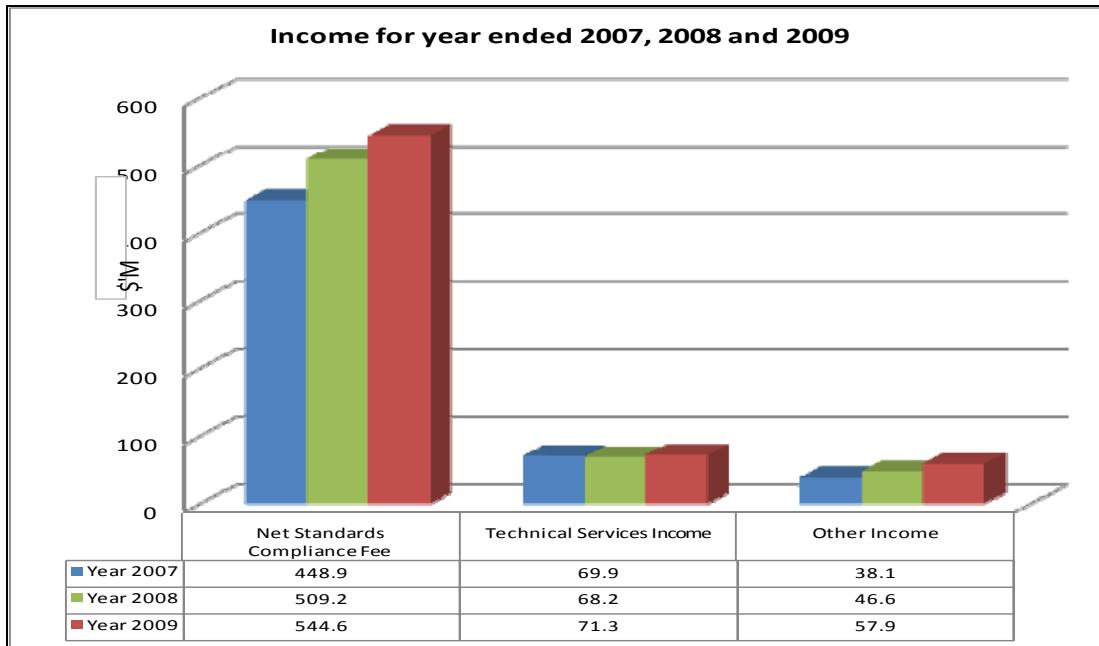
**Figure 3 - Surplus Deficit**



**Income**

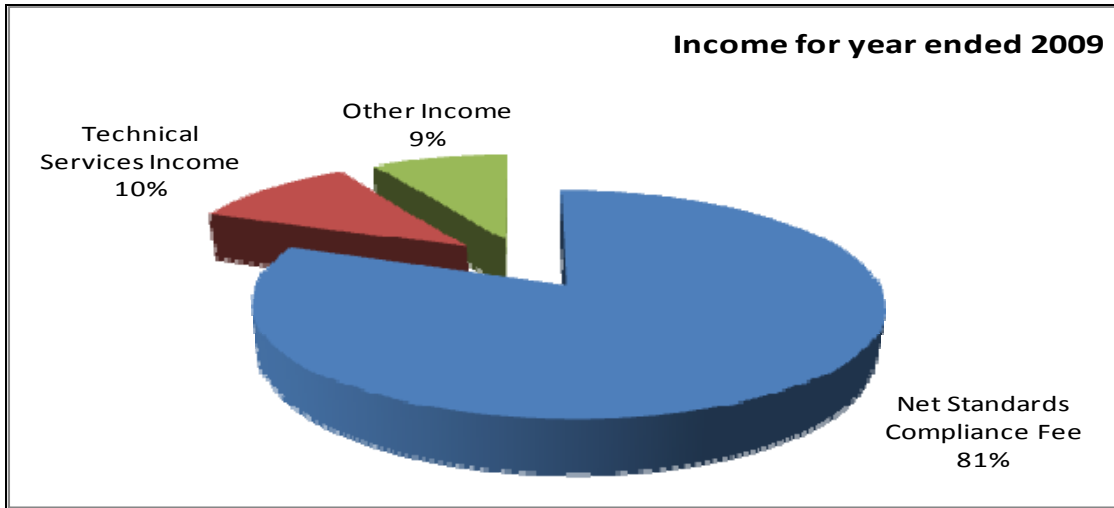
Total income for the period was \$673.6M (8.2% above the budgeted amount of \$622.5M), comprising standards compliance fees (\$544.6M), technical services income (\$71.3M) supplemented by other income (\$57.9M).

**Figure 4 - Income for Years ending 2007, 2008 and 2009**



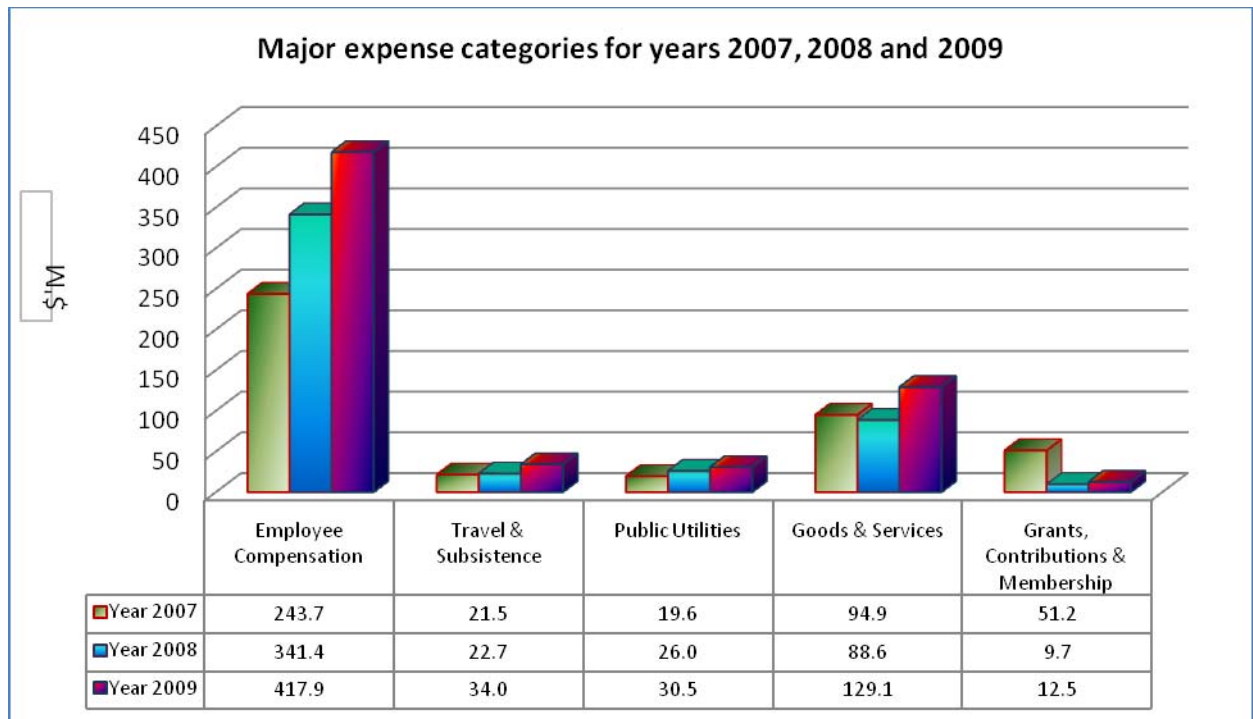
The Net Standards Compliance Fee (\$544.6M), which represents 81% of the total income, shows a 7% increase over 2008 (\$509.2M) and a 21% increase over 2007 (\$448.9M). Income from technical services, which represents 10% of total income, has been relatively flat for the last 3 years. Other income consists mainly of income from investments.

**Figure 5 - Income for Year ending 2009**



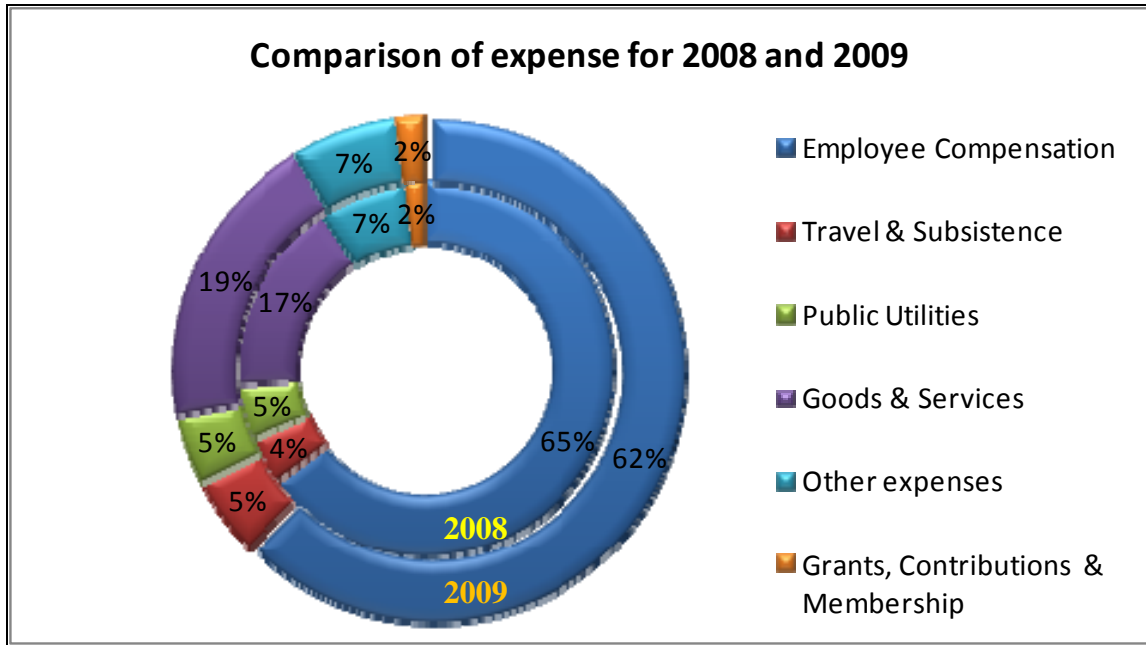
**Expenditure**

**Figure 6 - Major Expense Categories for Years ending 2007, 2008 and 2009**



Total recurrent expenditure for the fiscal year ended March 2009 increased by 26.1% from \$528.2M in 2008 to \$666.2M (2.8% above the budgeted amount of \$648.2M). The five (5) major operational expense categories which contributed to this increase in 2009 are shown below along with comparative figures for 2007 and 2008.

**Figure 7 - Comparison of Expenses for Years ending 2008 and 2009**



***Employee Compensation***

Employee compensation reflects a 62% increase from \$341.4M in 2008 to \$417.9M in 2009 as the BSJ sought to strengthen its human resource capacity in response to local and international demand.

***Travel Expenses and Subsistence***

Travel and subsistence expenditure increased by 50% from \$22.7M in 2008 to \$34.0M in 2009. Motor Vehicle Upkeep Allowance was the main contributor with an increase of 85%, moving from \$11.1M in 2008 to \$20.5M in 2009. Mileage and Subsistence Allowance also showed an 80% and 88% increase respectively as the BSJ sought to increase its island-wide surveillance activities. Additionally, these increases was also the result of an approximately 50% in the Government determined allowance rate.

***Public Utility Services***

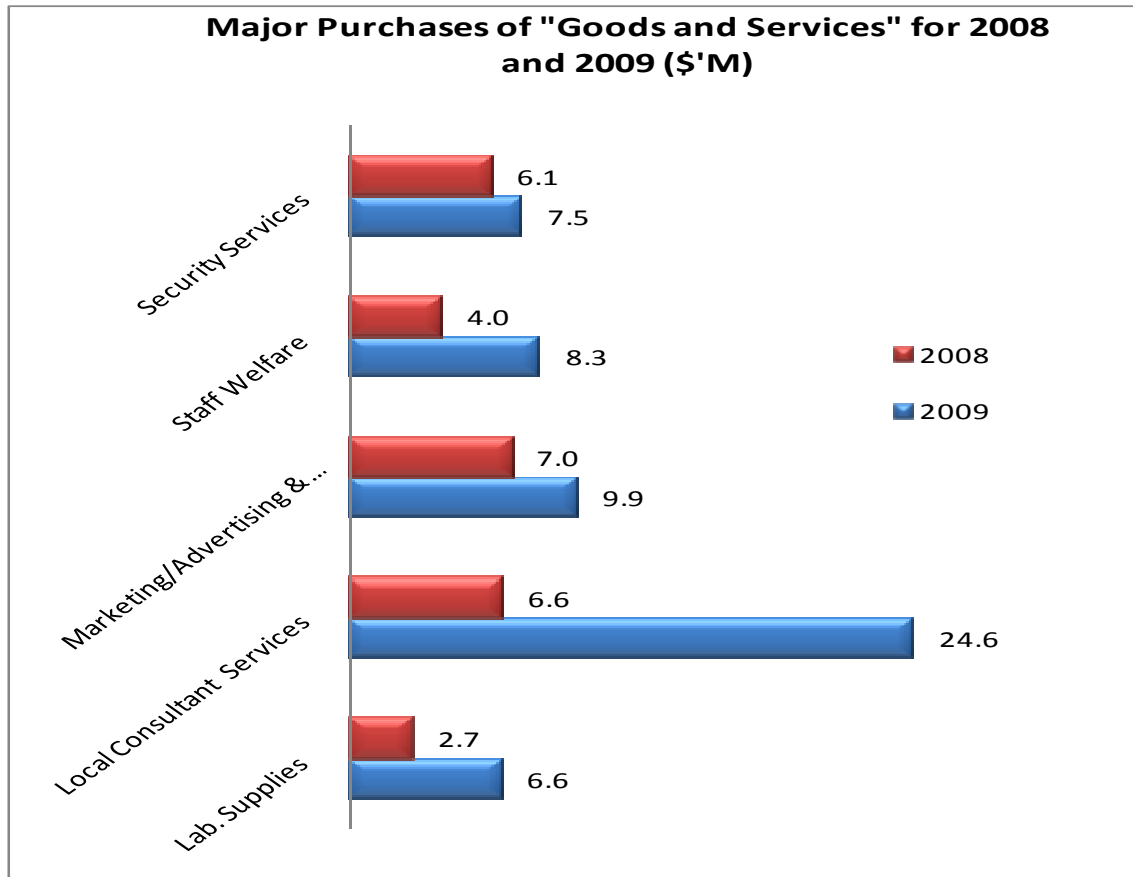
Public utility services increased by 17%, moving from \$26.0M in 2008 to \$30.6M in 2009. This was mainly due to a 23% increase in the electricity charges from \$17.9M to \$22.1M. The actual average usage of electricity by the BSJ has however remained relatively constant showing only a 1.5% growth.

***Goods and Services***

Purchase of other Goods & Services increased by 46% to \$129.1M compared with \$88.6M for 2008. The major expenses that caused this difference are detailed below and compared with 2008.



**Figure 8 - Major Purchases for Years ending 2008 and 2009**



Security Services registered a 22% increase, moving from \$6.1M to \$7.5M as a rate increase was triggered by the movement in the minimum wage. Staff Welfare showed a 108% increase from \$3.9M in 2008 to \$8.3M in 2009 as the BSJ reintroduced the provision of uniforms for staff as well as strengthened its welfare programmes including educational assistance. Marketing/Advertising & Promotion increased from \$7.0M by 41% to \$9.9M as the BSJ sought to provide more information to the public on health and safety issues.

Approximately \$24.6M was expended on local consultancy services as the BSJ:

- 1) embarked upon the implementation of ISO 9001, ISO 14000 and ISO/IEC 17025 certification,
- 2) progressed towards the accreditation of the BSJ's Certification Unit, and
- 3) expanded its training offerings to industry. Laboratory supplies which shows a 144% increase is indicative of the increased testing conducted by the BSJ.

## Grants, Contribution & Membership

Grants, Contribution & Membership increased by 29% moving from \$9.7M in 2008 to \$12.5M in 2009, as it is crucial that the BSJ by its very nature be a part of the regional & international standards creation process. Additionally, contributing to this increase is the regional membership fees paid to CROSQ, which has increased by 80% from \$5.5M in 2008 to \$9.9M in 2009. The BSJ represents Jamaica in this organization.

## Balance Sheet

**Table 11 - Balance Sheet Net of Pension Funds**

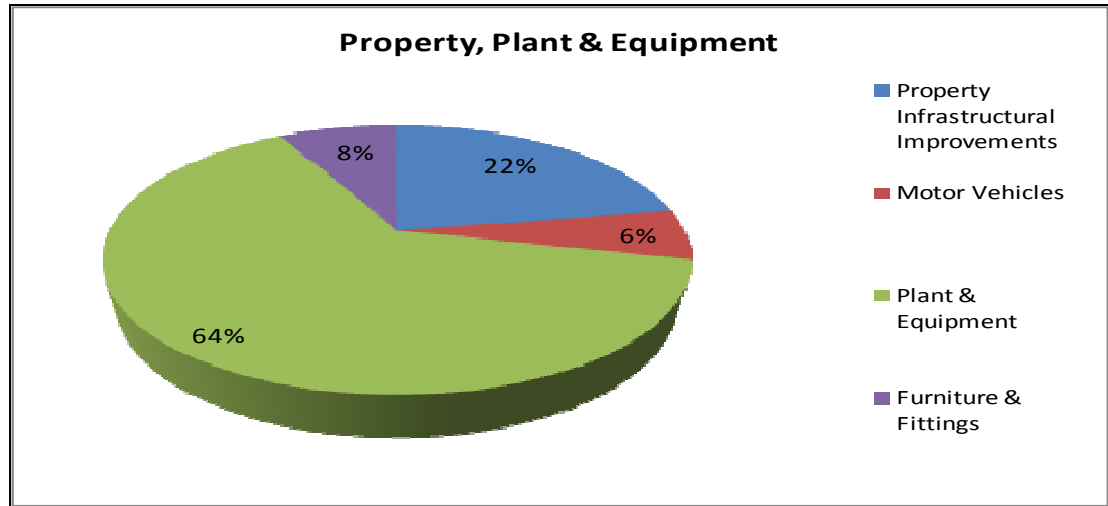
BALANCE SHEET AS AT 31 March, 2007 - 2009				Notes	2007	2008	2009
					\$'M	\$'M	\$'M
<b><i>BALANCE SHEET NET OF PENSION FUNDS</i></b>							
<b>ASSETS</b>				3.8.3.1	<b>1,011.0</b>	<b>1,116.1</b>	<b>1,168.0</b>
<b>Non-current assets</b>					<b>563.0</b>	<b>647.1</b>	<b>743.9</b>
Property, plant and equipment					533.3	613.9	706.1
Investment property					29.7	33.2	37.8
<b>Current assets</b>					<b>448.0</b>	<b>469.0</b>	<b>424.2</b>
Inventories					2.8	3.7	5.0
Trade and other receivables					30.6	35.0	33.8
Income tax recoverable					50.1	50.1	52.3
Cash and cash equivalents					364.4	380.1	333.1
<b>EQUITY AND LIABILITIES</b>					<b>1,011.0</b>	<b>1,116.1</b>	<b>1,168.0</b>
<b>Equity</b>					<b>862.9</b>	<b>1,002.0</b>	<b>1,039.2</b>
Capital reserve					385.2	428.6	458.4
Insurance reserve					4.2	5.6	7.0
Revenue reserve					473.5	567.8	573.9
Revenue reserve					940.5	1,034.8	1,040.9
Less Funds Allocation					(467.0)	(467.0)	(467.0)
<b>Current liabilities</b>				3.8.3.2	<b>148.1</b>	<b>114.0</b>	<b>128.8</b>
Special Fund					65.2	0.0	0.0
Trade and other payables					82.9	114.0	128.8
<b><i>EFFECT ON BALANCE SHEET DUE TO PENSION FUNDS</i></b>							
<b>ASSETS</b>							
<b>Non-current assets</b>							
Employee Benefits Asset (Pension)					<b>0.0</b>	<b>494.6</b>	<b>392.4</b>
<b>EQUITY AND LIABILITIES</b>					<b>0.0</b>	<b>(494.6)</b>	<b>(392.4)</b>
Carry Forward from Expense					0.0	0.0	0.0
Pension Fund Contribution {Actuarial}					0.0	0.0	106.7
Employee Benefit Pension & Health					0.0	(467.3)	(467.3)
Employee Benefits Liability					0.0	(27.3)	(31.9)
<b><i>AS PER AUDITED BALANCE SHEET</i></b>							
<b>ASSETS</b>					<b>1,011.0</b>	<b>1,610.7</b>	<b>1,560.4</b>
<b>EQUITY AND LIABILITIES</b>					<b>1,011.0</b>	<b>1,610.7</b>	<b>1,560.4</b>

## Assets

Assets show a 5% net increase from \$1.12M in 2008 to \$1.17M in 2009. This increase is as a result of a:

- a. 15% or \$92.2M increase in Property, Plant and Equipment from \$613.9M in 2008 to \$706.1 in 2009. The distribution of assets procured is as shown below:
  - ✓ Property Infrastructural Improvements - \$20.5M
  - ✓ Motor Vehicles - \$5.5M
  - ✓ Plant & Equipment - \$57.9M
  - ✓ Furniture & Fittings - \$7.3M
- b. 12% decrease in Cash & Cash Equivalents from \$380.1M in 2008 to \$333.1M in 2009 see cash flow below.

**Figure 9 - Property, Plant and Equipment**



## Liability

Current Liability has increased from \$114.0M in 2008 by 13% to \$128.8M in 2009 due to an increase in the level of trade payable.

## Cash Flow

Table 12 - Cash Flow

<b>Statement of Cash Flow</b>			
<b>As at 31 March, 2007 - 2009</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>OPERATING ACTIVITIES</b>			
Earnings for the year	75.6	95.7	(99.3)
Employee Benefit (Actuarial)	-	-	106.7
<b>Adjusted Earnings for the year</b>	<b>75.6</b>	<b>95.7</b>	<b>7.5</b>
Investment Revenue	(30.4)	(33.7)	(47.1)
Non-cash items included in surplus for year	12.4	17.6	27.4
<b>Operating cash flows before movement in working capital</b>	<b>57.6</b>	<b>79.7</b>	<b>(12.2)</b>
Cash inflow / (outflow) from Working Capital	(10.5)	20.3	9.1
<b>Cash generated by operations</b>	<b>47.1</b>	<b>100.0</b>	<b>(3.1)</b>
Cash Inflow / (outflow) from Income Tax (Withholding)	(3.3)	(0.0)	(2.2)
<b>Net cash flow from operating activities</b>	<b>43.8</b>	<b>100.0</b>	<b>(5.2)</b>
<b>INVESTING ACTIVITIES</b>			
Cash Inflow / (outflow) from Investing Activities	(17.9)	(24.1)	(43.2)
<b>Net cash flow from / (used in) investing activities</b>	<b>25.9</b>	<b>75.9</b>	<b>(48.5)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Net cash used in financing activities</b>	<b>(20.0)</b>	<b>(65.2)</b>	<b>-</b>
<b>Net Increase / (decrease) in Cash &amp; Cash Equivalence</b>	<b>5.9</b>	<b>10.7</b>	<b>(48.5)</b>
<b>CASH AND CASH EQUIVALENTS at start of year</b>	<b>353.0</b>	<b>364.4</b>	<b>380.1</b>
Foreign Exchange Gain	5.5	5.0	1.4
<b>CASH AND CASH EQUIVALENTS at end of year</b>	<b>364.4</b>	<b>380.1</b>	<b>333.1</b>

There was a \$48.5M overall outflow of cash as a result of investing activities as the BSJ sought to strengthen its capital base.

The funds held by the BSJ reflect cash accumulated to ensure the entity remains "Self-Sufficient" and as "going concern". This, therefore, allows us to:

1. strategically plan for asset replacement and purchase, as due to their expensive nature the Bureau has to strategically procure to ensure the laboratories are functional in order to remain internationally accredited.
2. be sufficiently liquid ensuring we are able to match funding thus accessing available grants.
3. provides a hedge in the event that there is a shortfall in our income.

## 4.0 Emoluments and Compensation for Directors

**Table 13a - Emoluments for the Senior Executive**

This table details the emoluments for the senior executive at the BSJ.

<b>Position of Senior Executive</b>	<b>Salary (\$)</b>	<b>Gratuity (\$)</b>	<b>Performance Incentive (\$)</b>	<b>Travelling Allowance or Value of Fully Assignment of Motor Vehicle (\$)</b>	<b>Pension or Other Retirement Benefits (\$)</b>	<b>Other Allowances (\$)</b>	<b>Non-Cash Benefits (\$)</b>	<b>Total (\$)</b>
Executive Director <sup>8</sup>	8,246,149	-	461,183	234,516	-	-	-	<b>8,941,849</b>
Senior Director, Technical Services	6,216,210	1,282,308	472,447	796,500	-	13,295 (uniform)	-	<b>8,780,759</b>
Manager, Metrology & Testing: Analytical Services <sup>9</sup>	4,425,100	-	244,243	1,494,739	-	30,413 (uniform)	-	<b>5,898,858</b>
Manager, Metrology & Testing: Engineering Services	2,186,537	-	206,860	604,127	-	260,480 (acting), 13,295 (uniform)	-	<b>3,271,299</b>
Manager, Standards Development & Certification	3,467,421	-	261,353	796,500	-	13,295 (uniform)	-	<b>4,538,569</b>
Manager, Inspectorate	3,560,558	1,214,695	296,692	796,500	-	30,413 (uniform)	-	<b>5,898,858</b>
Manager, Finance & Accounting Services	3,281,665	1,017,943	248,216	796,500	-	13,295 (uniform)	-	<b>5,357,620</b>
	2,511,401	1,335,368	201,304	757,452	-	344,409 (acting)	-	<b>5,163,229</b>

<sup>8</sup> Inclusive of three months notice pay

<sup>9</sup> Inclusive of retroactive salary

<b>Position of Senior Executive</b>	<b>Salary (\$)</b>	<b>Gratuity (\$)</b>	<b>Performance Incentive (\$)</b>	<b>Travelling Allowance or Value of Fully Assignment of Motor Vehicle (\$)</b>	<b>Pension or Other Retirement Benefits (\$)</b>	<b>Other Allowances (\$)</b>	<b>Non-Cash Benefits (\$)</b>	<b>Total (\$)</b>
Manager, Information						13,295 (uniform)		
Manager, National Certification Body of Jamaica	3,374,542	-	247,540	796,500	-	30,413 (uniform)	-	<b>4,448,995</b>
Manager, Marketing	2,901,183	-	-	730,125	-	30,413 (uniform)	-	<b>3,661,722</b>
Manager, Property Projects	1,981,022	-	133,647	537,630	-	572,632 (acting) 30,413 (uniform)	-	<b>3,255,345</b>
Manager, Human Resources	1,824,619	-	244,642	688,805	-	672,416 (acting) 30,413 (uniform)	-	<b>3,460,895</b>
Legal Officer/Corporate Secretary	4,203,583	-	196,200	886,104	-	30,414 (uniform)	-	<b>5,316,301</b>
<b>TOTAL</b>	<b>48,179,992</b>	<b>4,850,313</b>	<b>3,214,326</b>	<b>9,915,998</b>	<b>-</b>	<b>2,129,306</b>	<b>-</b>	<b>68,289,935</b>

**Table 13b - Compensation for Directors (Standards Council Members)**

This table details the compensation for directors (Standards Council Members) of the BSJ.

Position of Director	Fees	Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle	Honoraria	All other Compensation including Non-Cash Benefits as applicable	Total
Chairman, Standards Council	402,500	-	-	-	<b>402,500</b>
Vice Chairman, Standards Council & Chairman, Finance Committee	143,000	-	-	-	<b>143,000</b>
Chairman, Human Resource Committee	279,500	-	7,000 <sup>10</sup>	-	<b>286,500</b>
Standards Council Member	96,000	-	-	-	<b>96,000</b>
Standards Council Member	283,500	-	22,000 <sup>11</sup>	-	<b>305,500</b>
Chairman, Audit & Risk Management Committee	186,500	-	-	-	<b>186,500</b>
Standards Council Member - April to June 2008 then appointed Interim Executive Director	80,000	-	-	-	<b>80,000</b>
Chairman, Standard & Technical Committee	190,500	-	-	-	<b>190,500</b>
Standards Council Member	104,000	-	-	-	<b>104,000</b>
Standards Council Member	104,500	-	-	-	<b>104,500</b>
Chairman, Projects & Development Committee	190,000	-	-	-	<b>190,000</b>
Standards Council Member	82,000	186,400 <sup>12</sup>	-	-	<b>268,400</b>
<b>TOTAL</b>	<b>2,142,000</b>	<b>186,400</b>	<b>29,000</b>	-	<b>2,357,400</b>

<sup>10</sup> Honorarium for serving as an Examiner on the NQA Examiners' Board.

<sup>11</sup> Ibid.

<sup>12</sup> This Council Member lived outside the corporate area and as such, his compensation included mileage allowance.

### Staff Training and Development Activities (Local)

DATE	ACTIVITY
April 2008	Lead Auditor Training Course – Occupational Health and Safety Administration (OHSA)
	Bureau of Standards Trade System (BSTS) Export Module User Acceptance Testing Sessions
	Occupational Health and Safety Assessment Series (OHSAS) 18001:2007 Lead Auditor Training Course
May - June 2008	Graphic Design: Basic and Advanced
June 2008	ISO 14001:2004 Environmental Management System Lead Auditor Course
	Lead Auditor Training Course
	Flow and Volume Metrology Training Course
	Codex Alimentarius Commission/IICA (Inter American Cooperation in Agriculture) Training Course on 'The Codex Alimentarius Standard-Setting Process and You'
July 2008	National Electric Code Training Seminar
September 2008	Pension Seminar
October 2008	Documentation and Process Mapping Training Course
	Certificate in Front Office Management (Modules 1 of 3)
	Project Management Practices & Principles
	Viscosity Test Methods & Viscosity Measurement
November 2008	Theoretical & Practical Aspects of the Measurement of Potable Water
	HACCP General Awareness
January 2009	Better Process Control School
	HACCP General Awareness
	Root Cause Analysis
	ISO 22000 Awareness Session
	Theoretical & Practical Aspects of the Measurement of Potable Water
	Documentation & Procedure Writing
January - March 2009	Supervisory Management
February 2009	Project Management Practices & Principles
	ISO 22000:2005 Lead Auditor Training Course (Food Safety)
	JASAP Seminar for Administrative Professionals
March 2009	Root Cause Analysis & Process Mapping
	Quality System Development & Documentation (ISO/IEC 17025 & ISO 15189)
	Data Operations (Level 1)
	ISO 22000 Awareness Course



## Staff Training and Development Activities (Overseas)

DATE	ACTIVITY
April 2008	12 <sup>th</sup> CROSQ Council Meeting, 4 <sup>th</sup> Annual General Meeting of CROSQ, CROSQ/IDB RQI Project Advisory and Steering Committee Meeting and Strategic Planning Workshop, Barbados
April - May 2008	36 <sup>th</sup> Session of the Codex Committee on Food Labelling and Orientation for 1 <sup>st</sup> time Delegates, Canada,
May 2008	COPANT General Assembly, Board of Directors Meeting and Workshop "Strategies for Development: Quality Management in the Public Administration and Energy Efficiency & Renewable Energies", Argentina
	CARIMET (Caribbean Metrology Sub-Region) and SIM (Inter-American Metrology System) Chemical Metrology Awareness Seminar and Workshop, St. Lucia CARIMET (Caribbean Metrology Sub-Region) and SIM (Inter-American Metrology System) Chemical Metrology Awareness Seminar and Workshop, St. Lucia, St. Lucia
	30 <sup>th</sup> ISO Consumer Policy Committee (COPOLCO) Plenary Meeting, Workshop "Standards for a sustainable world: how can consumers influence a sustainable energy future?",
June 2008	Technical visits and discussions in relation to the implementation of a CROSQ/IDB/PTB Project "Harmonized Regional Quality Infrastructure for Improving Market Access and Competitiveness", Germany
	V Meeting of the Jamaica/Cuba Joint Commission, Cuba
	ASTM Committee Meetings: Concrete and Concrete Aggregates (C09), and Cement (C01), Colorado, USA
	Meeting of the Coordinators of the SIM/OAS Water Reference Material Project, Argentina
June - July 2008	31 <sup>st</sup> Session of the Codex Alimentarius Commission, Switzerland
July 2008	Mentor Witness Audits (ISO 9001:2008), Tennessee, USA
	Visit to E-10 Gas Stations and Tour of Testing Labs, Miami, Florida, USA
August 2008	NCSL (National Conference of Standards Laboratories) International Workshop and Symposium "Metrology's Impact on Business", Florida, USA
	Mentor Witness Audits (ISO 9001:2008), Tennessee, USA
August - September 2008	ISO Workshop on Increasing the Impact of Developing Country Participation and the 6 <sup>th</sup> Plenary Meeting and ISO Working Group Meeting on Social Responsibility, Chile
September 2008	Project Advisory Committee and Steering Committee Meetings of the CROSQ/IDB/PTB Project "Harmonized Metrology and related Quality Infrastructure for Market Access and Regional Integration", Trinidad & Tobago
	12 <sup>th</sup> CROSQ Technical Management Committee (TMC) Meeting, Trinidad & Tobago
	13 <sup>th</sup> CROSQ Council Meeting and Corporate Governance Workshop, Trinidad & Tobago
	Flow & Volume Metrology training course, Gaithersburg, Maryland, USA
	Training course in Precision Pressure Calibration, Arizona, USA

DATE	ACTIVITY
September - October 2008	Training course in Strengthening the Technical Capability of the BSJ Metallurgy Unit, Mexico
	SIM Chemical Metrology Annual General Meeting and Quality System Working Group Meeting and Training Sessions, Honduras
October 2008	5 <sup>th</sup> CROSQ Editorial Committee Meeting, Barbados
	31 <sup>st</sup> ISO General Assembly and Open Session "Sustainable and intelligent building" & 42 <sup>nd</sup> DEVCO Meeting, United Arab Emirates
	Standards Testing Laboratories (STL) 2008 Tyre Technology Seminar, USA
	16 <sup>th</sup> Session of the FAO/WHO Coordinating Committee for Latin America & the Caribbean (CCLAC), Mexico
	6 <sup>th</sup> Meeting of the Committee on Conformity Assessment (CASCO) Working Group 21 Management System Certification, Switzerland
	Practical & Applied Courses on Viscosity Test Methods, Brookfield Engineering Lab, Inc., Georgia, USA
	National Concrete Masonry Association (NCMA) Concrete Masonry Testing Procedures Course & CCMMT Certification Program, USA,
	Mass Working Group 7 Meeting of SIM and visit to the Pressure Lab at CENAM, Mexico
	November 2008
Feedback Meeting of the Regional Council of Martinique for Project on Capacity Building in the Greater Caribbean in the field of Major Risks, Fort-De-France, Martinique	
WTO Regional Workshop on Technical Barriers to Trade for the Caribbean Countries, Barbados	
ISO Regional Seminar on ISO 22000 Food Safety Management Systems, Dominica Republic	
17 <sup>th</sup> Session of the Codex Committee on Food Import & Export Inspection and Certification Systems, Philippines	
December 2008	Mentor Witness Audits (ISO 14001:2004), Michigan, USA
	Coordinators Meeting for the creation of certified reference material for waste water under the OAS Project "Calibration for the Support with Chemical Metrology the Quality and the Safety of the Food Products of Agriculture Sector", Mexico
	Workshop on International Development Research Centre (IDRC) Strategic Plan 2010-2015 for Latin American and the Caribbean, Uruguay
	ISO Regional Workshop to Promote Consumer Involvement in Standardization, Barbados
January 2009	13 <sup>th</sup> CROSQ TMC Meeting, Barbados
	Project Monitoring Group Meeting for the CROSQ/Inter-American Development Bank (IDB)-Multilateral Investment Fund (MIF) Technical Cooperation Project on "Promoting Small and Medium Sized Enterprise Competitiveness in the Caribbean through Technical Standards", Barbados
	Mass Metrology Seminar and a short study visit at the Physikalisch-Technische Bundesanstalt (PTB) Laboratories, Germany
February 2009	Mentor Witness Audits (ISO 9001:2008), New York, USA
March 2009	Train-the-Trainer Workshop - ISO/IEC 17025 <i>General requirements for the competence of testing</i> and ISO/IEC 15189 <i>Medical laboratories – particular requirements for quality and competence</i> , Guyana
	National Metrology Institute (NMI) Metrology Users Relation

DATE	ACTIVITY
	Workshop, Mexico
March 2009 (cont'd)	6 <sup>th</sup> Editorial Committee Meeting of CROSQ, Barbados,
	Workshop on Geographical Indications, Switzerland
	Mentor Witness Audits (ISO 14001:2004), Pennsylvania, New York, Michigan and Kentucky, USA
	Mentor Witness Audit (ISO 9001:2008), Ohio, USA

## Standards Developed, Adopted and Reviewed

### NATIONAL

- Public behaviour [Developed]
- Spa services [Developed]
- Petroleum (Quality Control) (Amendment) Regulations 2009
  - Second schedule fuel specifications:
    - ✓ Unleaded E10 Motor Gasoline, 90 OI [Developed]
    - ✓ Unleaded E10 Motor Gasoline, 87 OI [Developed]
- National Code Council Electrical Code and National Electrical Code [Developed]
- International Residential Code Application Document [Developed]
  
- JS 20:1987 Panelboards and panel enclosures [Reviewed]
- JS 25:1992 Transportable gas containers [Reviewed]
- JS 35:1998 Hollow concrete blocks [Reviewed]
- JS 61:1977 Coffee [Reviewed]
- JS 71:1999 Animal feeds (General) [Reviewed]
- JS 73:1992 Synthetic laundry detergent powder [Reviewed]
- JS 84:1988 Ketchup [Reviewed]
- JS 110:1984 Specification for Paint: Exterior and interior Emulsion type [Reviewed]
- JS 120:1999 Ruminant starter rations [Reviewed]
- JS123:1995 Specification for Paint: Emulsion type, Interior, Low sheen and Semi-gloss [Reviewed]
- JS 131:1987 Specification for Paint: Interior and exterior oil-modified alkyd [Reviewed]
- JS 144 Pt 1:1987 Safety of household and similar electrical appliances. Part 1: General requirements [Reviewed]
- JS 144 Pt 2:1987 Safety of household and similar electrical appliances. Part 2: Particular requirements for electric irons [Reviewed]
- JS 144 Pt 3:1987 Safety of household and similar electrical appliances. Part 3: Particular requirements for vacuum cleaners [Reviewed]
- JS 144 Pt 4:1987 Safety of household and similar electrical appliances. Part 4: Particular requirements for washing machines [Reviewed]
- JS 145:1985 Baked Products [Reviewed]
- JS 234:1995 Petrol (gasoline) for Motor vehicles – Unleaded [Reviewed]
  
- ISO 26000 Social Responsibility [Adopted]
- ISO/IEC 17025:2005 Standards on Competence of Laboratories [Adopted]
- ISO 15189 Medical Laboratory – Particular Requirements for Quality and Competence [Adopted]
- ISO 14001:2004 Environmental management systems -- Requirements with guidance for use [Adopted]
- ISO 14004:2004 Environmental management systems -- General guidelines on principles, systems and support techniques [Adopted]
- ISO 14015:2001 Environmental management -- Environmental assessment of sites and organizations (EASO) [Adopted]
- ISO 14040:2006 Environmental management -- Life cycle assessment -- Principles and framework [Adopted]
- ISO 14044:2006 Environmental management -- Life cycle assessment -- Requirements and guidelines [Adopted]
- ISO/TR 14047:2003 Environmental management -- Life cycle impact assessment -- Examples of application of ISO 14042 [Adopted]

- ISO/TS 14048:2002 Environmental management -- Life cycle assessment -- Data documentation format [Adopted]
- ISO/TR 14049:2000 Environmental management -- Life cycle assessment -- Examples of application of ISO 14041 to goal and scope definition and inventory analysis [Adopted]
- ISO 14050:2002 Environmental management -- Vocabulary [Adopted]
- ISO/TR 14062:2002 Environmental management – Integrating environmental aspects into product design and development [Adopted]
- ISO 14063:2006 Environmental management -- Environmental communication -- Guidelines and examples [Adopted]
- ISO 14064-1:2006 Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals [Adopted]
- ISO 14064-1:2006 Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals [Adopted]
- 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]
- ISO 14064-3:2006 Greenhouse gases -- Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions [Adopted]
- ISO/TR 14062:2002 Environmental management -- Integrating environmental aspects into product design and development [Adopted]
- ANSI/NSF 61: Drinking Water System components – Health effects [Adopted]
- ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories [Adopted]
- ISO 15189:2003 Medical laboratories - Particular requirements for quality and competence [Adopted]
- ISO Guide 64:1997 Guide for the inclusion of environmental aspects in product standards [Adopted]

## **REGIONAL**

- Specification for Honey [Developed]
- Specification for Botanical cosmetics [Developed]
- Specification for Coconut water [Developed]
- Labelling of Aerosol insecticides [Developed]
- Labelling of Pre-packaged foods [Developed]
- Labelling of Pre-packaged goods [Developed]
- Code of Hygienic Practice for Coconut water [Developed]
- Code of Hygienic Practice for Fish & Fishery products [Developed]
- Labelling for Retail packages of tobacco products [Developed]
- Labelling of Goods – General principles [Developed]
- Code of Practice for Organically Produced Foods

## **INTERNATIONAL**

- IEC 60335-2-76 Household and similar electrical appliances – Safety – Part 2-76: Particular requirements for electric fence energizers [Developed]
- ISO 10504:2000 Starch derivatives. Determination of the composition of glucose syrups, fructose syrups and hydrogenated glucose syrups. Method using high-performance liquid chromatography [Reviewed]
- ISO 3947:1994 Starches native or modified. Determination of total fat content [Reviewed]
- ISO 5381:1983 Starch hydrolysis products -- Determination of water content -- Modified Karl Fischer method [Reviewed]

- ISO 5379:1983 Starches and derived products -- Determination of sulfur dioxide content -- Acidimetric method and nephelometric method [Reviewed]

## NATIONAL TECHNICAL COMMITTEES

Technical Committees are responsible for the development and review of standards. The members of these committees 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 2008 to March 2009.

Technical Committees & Standards	Names of Committee Members	Organization/Association
<b>Botanical Cosmetics:</b> <i>Development of CARICOM Regional Standard Specification for Botanical Cosmetics</i>	Mr. Donald Hinds (Chair)	Food Storage & Prevention of Infestation Division (FSPID)
	Dr. Lawrence Williams (Vice Chair)	Scientific Research Council (SRC)
	Mrs. Yvonne Bailey-Shaw	
	Ms. Mary Dawes	HEART School of Cosmetology
	Mr. Everith Smith	Federated Pharmaceuticals
	Ms. Angella Smith	Consumer Affairs Commission (CAC)
	Mrs. Bevene Alvaranga	National Association of Hairdressers and Cosmetologists (NAHC)
	Mrs. Janice Smith-Shirley	
	Ms. Karen Miller	Bureau of Standards Jamaica (BSJ)
Mrs. Vonetta Nurse Thompson, (Facilitator /Technical Secretary/ Recording Secretary)		
<b>Building and Associated Materials:</b> <i>Review of JS 35: 1998 Jamaican Standard Specification for Hollow concrete blocks, JS 133 : 1999 Jamaican Standard Specification for Ready-mixed concrete and JS 124: 2000 Jamaican Standard Specification for Aggregates for concrete</i>	Mr. David Allen (Chair)	Block Makers Association and Trelawny Aggregates
	Mr. Delroy Christie (Vice Chair)	Jentech Consultants
	Mr. Junior Gordon (Technical Secretary)	University of Technology (UTech), Jamaica
	Mrs. Marva Blankson	
	Mr. Rudolph Dawkins (Technical Secretary)	Trelawny Aggregates
	Mr. Steve Malcolm	National Consumer League
	Mr. Dwight McKoy	Jamaica Premix Company
	Mr. Melbourne Lyncook	Caribbean Cement Co. Ltd. (CCCL)
	Mr. Garth Martin	Gem Concrete Blocks and Aggregates Ltd.
	Mr. Derryck Penso	Somerset Enterprises Ltd.
	Ms. Kesseta Scott /Ms. Laura Doctor (Facilitators)	BSJ
	Mr. Ajani Blake (Co-Facilitator)	
	Mrs. Tracy-Ann Clarke Morgan (Technical Advisor)	
	<b>Cement Technical</b>	Mr. Victor Douse (Chair)

<b>Committee:</b> <i>Jamaican Standard Specification for Portland Cement (Ordinary and Rapid Hardening), Jamaican Standard Specification for Blended Hydraulic Cements, Jamaican Standard Specification for Chemical Test Methods for Hydraulic Cements, Jamaican Standard Specification for Physical Test Methods for Hydraulic Cements, Jamaican Standard Specification for Quality Management Requirements for Manufacturers, Processors and Packers of Cement</i>	Ms. Marva Blankson (Vice Chair)	UTech, Jamaica
	Mr. Junior N. Gordon (1st Technical Secretary)	
	Mrs. Janice Wright	CAC
	Mr. Garth Walker	Mainland International
	Mr. Desmond Young	Jamaica Institute of Engineers (JIE)
	Mr. George Blackwood	Alumina de Caribe
	Mr. Errol Salkey	
	Mr. Steve Malcolm	National Consumers League
	Mr. Gordon Hutchinson	JENTECH Consultants Ltd.
	Mr. David Allen (2 <sup>nd</sup> Technical Secretary)	
	Mr. Dwight McKoy	Jamaica Premix Company
	Mr. Melbourne Lyn-Cook	CCCL
	Mr. Ajani Blake	BSJ
	Mr. Dwight Edghill	
	Mrs. Elaine Edwards Facilitator/Recording Secretary	
<b>Coconut Water - CROSQ Regional Technical Sub-committee:</b> <i>Development of CARICOM Regional Standard Specification for Packaged Natural Coconut Water and Code of Practice for Packaged Natural Coconut Water</i>	Mr. Donald Hinds (Chair)	FSPID
	Dr. Donna Minott-Kates (Vice Chair)	UWI
	Ms. Jacqueline Morgan (Recording Secretary)	Heart Rinse
	Mr. Vaughn Barnaby	Rural Agricultural Development Authority (RADA)
	Mrs. Marchelle Turner-Pitt	Ministry of Health and Environment
	Mr. Anthony HoSang	Bonfire Farms
	Mr. Pash Fuller	CAC
	Mr. Leo Stone	Magnacorp Investments Ltd.
	Ms. Lorrel Palmer	Nu-Taste
	Ms. Mitsy-Ann Rapley	
	Mr. Sean Black	Caribbean Agri-Business Association
	Ms. Bernadette Ambrose	
	Mrs. Vonetta Nurse Thompson (Facilitator/Technical Secretary)	BSJ
<b>Dairy Cattle Feeds:</b> <i>Development of Jamaican Standard Specification for Propriety Dairy Cattle Starter and Milk Production Rations</i>	Dr. Paul Jennings (Chairperson/Technical Secretary)	Jamaica Dairy Development Board
	Ms. Cordia Thompson (Vice Chair)	Terra Service
	Mrs. Jasmin Holness	Ministry of Agriculture and Lands
	Mr. Byron Lawrence	Ministry of Agriculture and Lands - Bodles Research Station
	Mr. D McDonald	Ryymesfield Field Dairy Cooperative



	Mr. Derrick Walker	& Jamaica Dairy Farmers' Federation
	Mr. Norman Williams	Jamaica Broilers Group
	Dr. Aston Wood	AGROCON
	Mrs. Racquel Chambers	CAC
	Dr. Keith Amiel	New Port Mills Ltd,
	Mr. Sylvan McDaniel	WINDALCO
	Mr. Henry Rainford	Jamaica Livestock Association
	Dr. George Wesoloski	Caribbean Feed Consultants, Inc
	Miss Tanesha Williams (Recording Secretary/ Facilitator)	BSJ
<b>Detergents and Soaps - Phosphates:</b> <i>Review of JS 73:1992 Synthetic laundry detergent powder</i>	Mr. Eglon Stewart (Chair)	Industrial Chemical Company
	Mr. Steve Malcolm	National Consumers League
	Ms. Audrey Whitely	Zep Products Ltd.
	Mrs. Racquel Chambers	CAC
	Ms. Michelle Watts	Water Resources Authority
	Mr. Hugh Wellington	Ecolab Limited
	Mr. Dillard Knight	National Environmental and Planning Agency (NEPA)
	Ms. Betsy Bandy (Recording Secretary)	
	Mrs. Paulette Kolbusch (Technical Secretary)	
	Mr. Oswald Chinkoo	
	Ms. Andrea Jones	
	Mr. Mitkov Vutchkov	ICENS, UWI
	Mr. Ralston Fisher	Quality Chemicals Ltd.
	Mr. Calvert Selby	National Water Commission (NWC)
	Ms. Lorraine Robinson	Versachem International. Ltd.
	Ms. Denise Haiduk	Ministry of Health
	Mr. Leonard Smith	
	Mr. Kenol Vertus	
	Mr. Lloyd Graham	Shell Chemicals
	Mrs. Judy-Mae Mitchell- Merrick	
	Mr. Anthony Greenaway	Department of Chemistry, UWI
	Mr. Courtney Leckie	Klean World Chemicals Ltd.
	Ms. Julia Brown	SCR
	Ms. Bridget Lawrence	NWC
	Ms. Claudia Bess	
	Ms. Shanti Persaud	
	Mr. Trevor Clarke	Jamaica Bauxite Institute
	Mr. Wayne Kirkpatrick	
	Mr. Devon Gardner	Northern Caribbean University (NCU)
	Mr. Maurice Jones	Fluid Systems Eng.
Mr. Andreas Haiduk	Water Resources Authority	
Ms. Melissa March	Grace Kennedy and Company Ltd.	
Ms. Tanesha Williams (Facilitator)	BSJ	
<b>Electrical Practices and Products:</b> <i>Review</i>	Mr. Ray Campbell (Chair)	Ray Campbell Ltd.
	Mr. M. Tai (Vice Chair)	SPECOM Ltd.

<i>JS 20:1987 Jamaican Standard Specification for Panel boards and Panel board enclosures and the development of a Ministerial Order for the requirements for the installation of electric fence</i>	Mr. Desmond Bennett (Technical Secretary)	DP Bennett and Associates
	Mr. Winston Smith	Cable and Wireless (C&W)
	Mr. Solomon Burchell	General Electrical Inspector
	Mr. Jessel H. Dunstan	J. H. Dunstan & Associates Ltd.
	Mr. Wilfred Roberts	Source Technology
	Mr. Errol Dennis	CCCL
	Mr. Desmond Bennett	Independent
	Ms. Lesline Smith	Caribbean Cable Company Ltd.
	Mr. Roosevelt DaCosta (Consultant)	JIE
	Mrs. Elaine Edwards (Facilitator/Recording Secretary)	BSJ
<b>Grades and Standards:</b> <i>Development and revision of Ministry of Agriculture MOA as Industry Standards with the intension possibly to have them as National Standards</i>	Ms. Patricia Lyttle (Chair)	Ministry of Agriculture
	Mr. Delmar Rhodes	
	Mr. Digby Scott	
	Mr. Joseph Alder	RADA
	Mr. Vaughn Barnaby	
	Mr. Byron Henry	National Meat and Food Distributors
	Mr. Russel Parker	
	Mrs. Sharon McFarlane	FSPID
	Ms. Tanesha Williams (Facilitator)	BSJ
<b>Industrial Chemical and Allied Products:</b> <i>Development of Petroleum (Quality Control) Regulation 1990, Second schedule fuel specifications: I. Unleaded E10 Motor Gasoline, 90 OI &amp; Petroleum (Quality Control) Regulation 1990, Second schedule fuel specifications: II. Unleaded E10 Motor Gasoline, 87 OI</i>	Mrs. Racquel Chambers (Chairp)	CAC
	Mrs. Yvonne Barrett-Edwards (Vice Chair)	Ministry of Energy, Mining and Telecommunications
	Mr. Dave Grant	
	Mr. Fitzroy Vidal	Petrojam
	Mr. Gladston Ivey (Technical Secretary)	
	Mr. L. Jarrett (Liaison personnel)	Jamaica Gasoline Retailers Association (JGRA)
	Mr. Errol Edwards	
	Major G. Virgo	UTech, Jamaica
	Mr. D. Sterling	Chevron Jamaica Limited
	Mr. Horace Cochrane	
	Ms. Paulette Hemmings	Transport Authority
	Mr. Paul Reid	Petcom
	Mr. Carmen Chen	United Petroleum Ltd.
	Mr. Andrew Grahame	Esso
	Mr. David Harrison	Total Jamaica Ltd.
	Dr. D. Riley	SRC
	Mrs. Camille Tyson-Young	Petroleum Cooperation of Jamaica
	Ms. Lilieth Nelson (Liaison personnel)	UWI
	Mr. John Hanson	National Consumers League

	Mr. James Kerr	BSJ
	Mr. Earle Stewart	
	Mr. Tyrone Henry	
	Ms. Andrene Phillips (Recording Secretary/ Chemist)	
	Ms. Tanesha Williams (Facilitator)	
<b>Information Communication Technology: Voting on ISO/IEC JTC- 1 Standards and identifying International standards to be adopted or adapted for National Standards</b>	Dr. Patrick Dallas (Chair)	Central Information Technology Office (CITO)
	Mr. Nigel Henry (Vice Chair)	Jamaica Computer Society
	Mr. Luz Johnson	Heart Trust NTA
	Ms. Vitra A. Gopee (Recording Secretary)	Info Tech Caribbean (Jamaica) Ltd.
	Mr. Stuart King	Irie Tools
	Ms. Maxine Brown	PriceWaterhouse Coopers
	Mr. Gordon Webster	
	Mr. Samuel Prince	
	Ms. Kadian Murray	Former C&W CSR
	Mr. Dave Johnson	Clarendon Skills Training
	Mr. Carl Gordon	Ministry of Industry, Investment & Commerce (MIIC)
	Mr. Robert Findley	Maths Supreme
	Mr. Michael Terrelonge	Focal Point Consulting Limited
	Ms. Marlene Hines	Ministry of Education
	Mr. Rohan Ramsay	LIME
	Ms. Kimmin Smith	Ralph Chen & Associates
	Mr. Ralph A. Chen	
	Mr. Ian Bailey-Harris	New Horizons
	Ms. Dionne Palmer	Technology Innovation Centre
	Mr. George A. Brown	Betting, Gaming & Lotteries Commission
	Mr. Ricardo Williams	Mona School of Business, UWI
	Mr. Arnold Cooper	dotTech ICT Training & Consultants Co. Ltd.
	Mr. Milverton Moore	Independent
	Mr. Dean Smith	Independent
	Ms. Keisha Syblis	Independent
	Mr. Charles Heholt	Amazing PC
	Mr. Ajani Blake (Facilitator)	BSJ
Mr. Gladstone Rose (Technical Secretary)		
<b>Jamaica National Building Code Steering Technical Committee:</b>	Mr. Noel daCosta (Chair)	JIE
	Mr. Peter Jervis (Chairman of Structural Requirements & Materials	Peter Jervis and Associates Ltd

11 Jamaican Application Documents	Sub-committee)	
	Mr. Alfrico Adams	SMADA Consultants Limited
	Mr. Neville Box	Incorporated Master-builders Association
	Mr. Patrick Brown	National Housing Trust (NHT)
	Mr. Roosevelt DaCosta (Consultant to JIE)	JIE
	Mr. David Harrison	UTech, Jamaica
	Mr. Leonard Francis	National Environmental Protection Agency (NEPA)
	Mr. Richard Lawrence (Technical Advisor)	BSJ
	Mrs. Elaine Edwards (Facilitator)	
<b>National Petroleum Safety Code: Codes for all Sectors within the Industry, e.g. Transportation, Product)</b>	Mr. Robert Blake	Petrojam
	Ms. Nicole Smith	
	Mr. Leon Jarrett	
	Mr. Paul Reid	
	Mr. Christopher Gayle	ODPEM
	Mr. Horace Glaze	
	Mr. Hugh Coore	JGRA
	Mr. Derrick Thompson	
	Mr. Andrew Grahame	Total Jamaica Ltd.
	Mr. Dave Grant	Chevron Jamaica Limited
	Mr. Dwight Campbell	Cool Petroleum Limited
	Mr. Joseph Aryee	JIE
	Mr. Warren Malcolm	Jamaica Fire Bridge
	Mrs. Princess Flether Watson	Ministry of Labour and Social Security
	Mr. Derrick Jackson	
	Mr. Andrew Dale	
	Mr. Michael Whyte	United Kerosene Retailers Association
	Mrs. Yvonne Chin	
	Mr. Henry Morant	
	Mrs. Racquel Chambers	CAC
	Mr. Pash Fuller	
	Mr. Conroy Watson	Ministry of Energy
	Mr. Douett Stennett	
	Mr. Andre Johnson	
	Mr. Solomon Burchell	
	Mr. Carlton Thomas	BSJ
	Mr. Tweedsmuir Mitchell	
Mr. Devon Perry		
Mr. Stephen Farquharson		
Ms. Tanesha Williams (Facilitator)		
<b>National Standard for</b>	Dr. J. D. Robertson (Chair)	Pragmatic Analysis

<b>Improving Public Behaviour:</b> <i>National Standard for Improving Public Behaviour in Jamaica</i>	Bishop Gary Welsh (Vice Chair)	Chaplain - Jamaica Constabulary Force (JCF)
	Mr. Ralph Chen (Technical Secretary)	Ralph Chen & Associates
	Dr. Barbara Daubon (Chair - 'Student' Subcommittee)	He Restoreth My Soul Ministries
	Ms. Dorothy Purge (Chair - 'Worker' Subcommittee)	Literary Writer – Sunmedico
	Ms. Yvonne Coke (Chair - 'Citizen' Subcommittee)	Founder – Hands Across Jamaica for Righteousness
	Ms. Pauline Wilson	Marketing Specialist
	Ms. Karen McGibbon	Guidance Counselor – St. Andrew High School for Girls
	Dr. Aggrey Irons	Psychiatrist – Health Care Ltd.
	Mr. Randy McLaren	Independent
	Mr. Lawman Lynch	Education Transformation Team Citizen Education Programme (CEP) Ministry of Education
	Ms. Corine LaFont	Independent
	Mr. Dennis Salmon	Independent
	Ms. Natoya Morrison	Sagicor Financial Corporation
	Ms. Janet Scott	Passage Fort Citizens Association
	Ms. Jeanette Brown	Caripro Construction
	Mr. King Pottinger	Royale Industry
	Ms. Stacey Steele	Independent
	Mr. Stuart Reeves	Education Transformation Team Citizen Education Programme (CEP) Ministry of Education
	Rev. Harris Cunningham	Jamaica Council of Churches
	Ms. Elaine Knight	Independent
	Ms. Audrey Robinson	Independent
	Ms. Patricia Eves-McKenzie	Administration, UTech, Jamaica
	Ms. Annelise Christie	Youth Opportunities Unlimited
	Ms. Kaydeon Thomas	Manager, Public Relations - Social Development Commission
	Ms. Hurlene Hall	Independent
	Mr. Ricardo Carr	Social Worker – Oracabessa High School
	Ms. Marcia Williams	Independent
Mrs. Trecia Thomas-Brown (Recording Secretary)	BSJ	
Ms. Kadiann Atkinson (Facilitator)		
<b>Paint and Surface Coatings:</b> <i>Reviewing of JS 110: 1984 - Paint: interior and exterior,</i>	Mr. Ansel Mohansingh (Chair)	Sherwin Williams (W.I.) Limited
	Ms. Sandra Graham (Vice Chair)	Edgechem (Jamaica) Limited

<i>emulsion type flat, JS 123: 1995 - Paint: emulsion type, interior and exterior, low sheen and semi-gloss and JS 111: 1984 - Methods of test for paints and surface coating</i>	Mr. Gavin Davis	QD and Ace Hardware Ltd.
	Dr. Henry Ellis	UWI
	Mr. Corie Forbes	Diamond Paint Manufacturing Co.
	Ms. Atasha Perry	Brandram Henderson (W.I.) Ltd.
	Ms. Margaret Jarrett	Utech, Jamaica
	Mr. Simon Todd	William Wilson Ltd.
	Ms. Gladys Miller	Berger Paints Jamaica Ltd.
	Ms. Kesseta Scott (Facilitator/Recording Secretary)	BSJ
<b>Transportable Gas Containers:</b> <i>Reviewing of JS 25: 1992 Specifies requirements for the materials, design, construction and testing of new steel containers intended for the conveyance by road of permanent liquefiable and dissolved gases, under pressure</i>	Mr. Howard Chin (Chair)	JIE
	Mr. Dorr Campbell (Vice Chair)	UTech, Jamaica
	Mr. Paul Reid (Technical Secretary)	Petcom
	Mr. Dwight Campbell	Cool Petroleum
	Mr. Carlyle Anderson	Gas Products Limited
	Mr. Don Maxwell	T. Geddes Grant
	Mr. Samuel McIntosh	Jamaica Fire Brigade
	Ms. Racquel Chambers	CAC
	Mr. Hunston Hunter	BSJ
	Mr. Tariq Nembhard	
	Mr. Norman Henderson Technical (Facilitator)	
Mrs. Elaine Edwards (Facilitator/Recording Secretary)		
<b>Water System Components:</b> <i>Adoption of the ANSI/ NSF 61- 2007A: Drinking water system components: Health effects</i>	Dr. Homero Silva	PAHO/WHO
	Mr. Steve Malcolm	National Consumers League
	Mr. William Broughton	Ministry of Health and Environment
	Mr. Eustace Smith	SRC
	Ms. Bridgette Lawrence-Blake	National Water Commission
	Professor Anthony Greenaway	UWI
	Ms. Christine Fray-Aiken	
	Mr. Gary Walters	JIE
	Mr. Ian Levy	Ian K (Agencies) Ltd.
	Mr. Matthew Levy	
	Ms. Kesseta Scott (Facilitator/Recording Secretary)	BSJ
<b>Spa Standard Development Committee</b> <i>Development of Spa Standards in conjunction with</i>	Mr. Ludlow Thompson	HEART – NCTVET
	Mrs. Winsome Belnavis- chair	New Lifestyle Health Spa
	Mr. Stephen Phillips (Vice-Chair)	Half Moon Hotel & Spa
	Mrs. Deanne Keating-	

<i>Toursim Product Development Company (TPDCo) Ltd</i>	Campbell	TPDCo. Ltd
	Mrs. Ann Marie Rodriguez	
	Mrs. Noriel Jacobs-Gray (Technical Secretary)	Northern Caribbean University
	Ms. Cherisse Pink	Super Club - Grand Lido Braco
	Mr. Leonard Smith	Ministry of Health
	Mr. Pash Fuller	CAC
	Ms. Tanesha Williams (Facilitator)	BSJ
<b>National Foods Standards</b>		
<i>Review of Jamaican Standard Specification for the Production of Processed Food utilizing the HACCP Principles (General), Jamaican Standard for Ketchup, and Jamaican Standard Specification for Honey</i>	Mr. Omar Manasseh (Chair)	Jamaica Drink Company Ltd.
	Ms. Simonne March	
	Ms. Madeen Miller (Technical Secretary)	SRC
	Mrs. Ann Marie Smith	
	Ms. Marcia Henry	
	Mrs. Denyse Perkins	Walkerswoods Caribbean Foods
	Ms. Donna Bromfield	Southern Fruits & Food Processors
	Ms. Laura D. Richards	Caribbean Food & Nutrition Institute
	Mr. Leo Stone	Magnacorp Investments Limited
	Mrs. Dolsie Allen	CAC
	Mr. Winston Williams	Pioneer Meats
	Mr. Hugh Smith	Ministry of Agriculture & Lands
	Ms. Joycelene McFarlene	Exotic Products Jamaica Ltd.
	Ms. Lorna Gooden	RADA
	Mr. Clifton Gardner	Ministry of Health (SERHA)
	Ms. Sandra Duhaney	Walkerswood Caribbean Foods
	Mrs. Audrey Morris	Caribbean Food and Nutrition Institute
	Mr. Gail Nelson	Coffee Industry Board
	Mr. Howard Findlator	Mavis Bank Coffee Factory

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

### **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 earned 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

#### **BLACK'S BLOCK FACTORY**

Hollow Concrete Blocks

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

Gray's Hot Pepper Sauce  
Gray's Spicy Sauce

#### **MARJOBLOC QUARRY AND 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 earned the Plant Mark

Caribbean Cement Company Limited  
Gray's Pepper Products Limited

# **APPENDIX 6**

## **Audited Financial Statements**

**BUREAU OF STANDARDS JAMAICA**

**INDEPENDENT AUDITORS' REPORT  
AND FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2009**

**(With Additional Information)**

**BUREAU OF STANDARDS JAMAICA**

**YEAR ENDED MARCH 31, 2009**

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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 32, which comprise the balance sheet as at March 31, 2009, 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, 2009, 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  
March 14, 2011

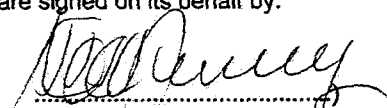

## BUREAU OF STANDARDS JAMAICA

## BALANCE SHEET AT MARCH 31, 2009

	<u>Notes</u>	<u>2009</u> \$'000	<u>2008</u> \$'000
<b><u>ASSETS</u></b>			
<b>Non-current assets</b>			
Property, plant and equipment	5	706,099	613,873
Investment property	6	37,759	33,229
Employee benefits asset	14(a)	<u>392,378</u>	<u>494,609</u>
		<u>1,136,236</u>	<u>1,141,711</u>
<b>Current assets</b>			
Inventories	7	4,983	3,729
Trade and other receivables	8	33,847	35,010
Income tax recoverable		52,301	50,138
Securities purchased under resale agreements	9	178,042	-
Cash and cash equivalents	10	<u>155,014</u>	<u>380,108</u>
		<u>424,187</u>	<u>468,985</u>
<b>Total assets</b>		<u>1,560,423</u>	<u>1,610,696</u>
<b><u>EQUITY AND LIABILITIES</u></b>			
<b>Equity</b>			
Capital reserve	11	458,356	428,622
Insurance reserve	11	7,000	5,600
Revenue reserve	12	<u>934,404</u>	<u>1,035,089</u>
		<u>1,399,760</u>	<u>1,469,311</u>
<b>Non-current liability</b>			
Employee benefits liability	14(b)	<u>31,856</u>	<u>27,340</u>
<b>Current liabilities</b>			
Trade and other payables	13	112,675	103,087
Provisions	15	<u>16,132</u>	<u>10,958</u>
		<u>128,807</u>	<u>114,045</u>
<b>Total equity and liabilities</b>		<u>1,560,423</u>	<u>1,610,696</u>

The Notes on Pages 6 to 32 form an integral part of the Financial Statements.

The financial statements on Pages 2 to 32 were approved and authorized for issue by the Council on March 14, 2011 and are signed on its behalf by:

  
 \_\_\_\_\_  
 Council Members  
  
 \_\_\_\_\_

## BUREAU OF STANDARDS JAMAICA

## INCOME STATEMENT

YEAR ENDED MARCH 31, 2009

	<u>Notes</u>	<u>2009</u> \$'000	<u>2008</u> \$'000
Revenue	16	620,371	580,343
Investment revenue	17	48,491	38,640
Other gains and losses	17	4,751	4,976
Administrative expenses	18	(630,071)	(424,552)
Other operating expenses		<u>(142,827)</u>	<u>(103,671)</u>
<b>(DEFICIT) SURPLUS FOR THE YEAR</b>	19	<u>( 99,285)</u>	<u>95,736</u>

The Notes on Pages 6 to 32 form an integral part of the Financial Statements.



**BUREAU OF STANDARDS JAMAICA**  
**STATEMENT OF CHANGES IN EQUITY**  
**YEAR ENDED MARCH 31, 2009**

	Note	Capital Reserve \$'000	Insurance Reserve \$'000	Special Fund \$'000	Revenue Reserve \$'000	Total \$'000
Balance at April 1, 2007		385,180	4,083	65,159	473,601	928,023
Effect of change in accounting policy for employee benefits		<u>-</u>	<u>-</u>	<u>-</u>	<u>467,269</u>	<u>467,269</u>
As restated		385,180	4,083	65,159	940,870	1,395,292
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>-</u>	<u>-</u>	<u>-</u>	<u>95,736</u>	<u>95,736</u>
Balance at March 31, 2008		428,622	5,600	-	1,035,089	1,469,311
Increase in insurance reserve		-	1,400	-	( 1,400)	-
Surplus on revaluation of property, plant and equipment	5	29,734	-	-	-	29,734
Deficit for the year and total recognized income		<u>-</u>	<u>-</u>	<u>-</u>	<u>( 99,285)</u>	<u>( 99,285)</u>
Balance at March 31, 2009		<u>458,356</u>	<u>7,000</u>	<u>-</u>	<u>934,404</u>	<u>1,399,760</u>

The Notes on Pages 6 to 32 form an integral part of the Financial Statements.

**BUREAU OF STANDARDS JAMAICA****STATEMENT OF CASH FLOWS****YEAR ENDED MARCH 31, 2009**

	<u>2009</u> \$'000	<u>2008</u> \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
(Deficit) Surplus for the year	( 99,285)	95,736
Investment revenue recognized in surplus or deficit	( 47,061)	( 33,680)
Foreign exchange gain	( 1,430)	( 4,959)
Surplus on revalued investment property	( 4,530)	( 3,566)
Depreciation of property, plant and equipment	28,024	22,117
Impairment loss recognized on trade receivables	5,601	5,443
Gain on disposal of property, plant and equipment	( 221)	( 1,410)
Expense recognized in respect of employee pension benefits	126,618	-
Credit recognized in respect of other employee benefits	<u>5,578</u>	<u>-</u>
	13,294	79,681
Movements in working capital		
Increase in receivables	( 4,438)	( 9,787)
Increase in inventories	( 1,254)	( 960)
Increase in payables	9,588	26,533
Increase in provision	5,174	4,549
Contribution to employee pension benefits	( 24,387)	-
Contribution to other employee benefits	<u>( 1,062)</u>	<u>-</u>
Cash (used in) generated from operations	( 3,085)	100,016
Income tax paid	<u>( 2,163)</u>	<u>-</u>
Net cash (used in) generated by operating activities	<u>( 5,248)</u>	<u>100,016</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest received	47,061	33,680
Purchases of property, plant and equipment	( 91,205)	( 59,217)
Proceeds from disposal of property, plant and equipment	910	1,410
Securities purchased under resale agreements	<u>(178,042)</u>	<u>-</u>
Net cash used in investing activities	<u>(221,276)</u>	<u>( 24,127)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Disbursements to Government of Jamaica from Special Fund	<u>-</u>	<u>( 65,159)</u>
Net cash used in financing activities	<u>-</u>	<u>( 65,159)</u>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	(226,524)	10,730
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	380,108	364,419
Effect of exchange rate changes on the balance of cash held in foreign currencies	<u>1,430</u>	<u>4,959</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u>155,014</u>	<u>380,108</u>

The Notes on Pages 6 to 32 form an integral part of the Financial Statements.

**BUREAU OF STANDARDS JAMAICA**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2009**

**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.

**Income tax**

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

**2. ADOPTION OF NEW AND REVISED INTERNATIONAL FINANCIAL REPORTING STANDARDS**

Standards and Interpretations effective in the current year

In the current year IASB issued amendments to IAS 39 Financial Instruments: Recognition and Measurement and IFRS 7 Financial Instruments: Disclosures on reclassification of financial assets effective July 1, 2008. These amendments permit an entity to reclassify non-derivative financial assets (other than those designated at fair value through profit or loss by the entity upon initial recognition) out of the fair value through profit or loss category in particular circumstances. The amendment also permits an entity to transfer from the available-for-sale category to the loans and receivable category a financial asset that would have met the definition of loans and receivables and the entity has the intention and ability to hold that financial asset for the foreseeable future or to maturity.

The Bureau elected not to reclassify its investments.

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>Effective for annual periods beginning on or after</u>
<u>New Standards</u>		
IFRS 8	Operating Segments	January 1, 2009
IFRS 9	Financial Instruments – Classification and Measurement	January 1, 2013
IFRS for SMEs	International Financial Reporting Standard for Small and Medium-sized Entities	(i)
<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))	Amendments arising from April 2009 Annual Improvements to IFRS	January 1, 2010
IAS 1 and 32 (Revised)	Amendments relating to disclosure of puttable instruments and obligations arising on liquidation	January 1, 2009

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

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

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

		<u>Effective for annual periods beginning on or after</u>
<u>Amendments to Standards (Cont'd)</u>		
IAS 27, 28, and 31 (Revised)	Consequential amendments arising from amendments to IFRS 3	July 1, 2009
IAS 1 (Revised)	Presentation of Financial Statements – Comprehensive revision including requiring a statement of comprehensive income	January 1, 2009
IAS 23 (Revised)	Borrowing costs – Comprehensive revision to prohibit immediate expensing of borrowing costs in respect of qualifying assets	January 1, 2009
IAS 24 (Revised)	Related Party Disclosures – Revised definition of related parties	January 1, 2011
IAS 27 (Revised)	Consolidated and Separate Financial Statements - Amendment relating to cost of an investment on first-time adoption	January 1, 2009
IAS 32	Financial Instruments: - Amendment relating to classification of rights issue	February 1, 2010
IAS 38 (Revised)	Intangible assets – Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
IAS 39 and IFRS 7	Reclassification of Financial Assets	(ii)
IAS 39 (Revised)	Eligible Hedged Items	July 1, 2009
IAS 39 and IFRIC 9 (Revised)	Embedded Derivatives	(iii)
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	January 1, 2009
	– Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
	– Amendments relating to group cash-settled share-based payment transactions	January 1, 2010
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

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

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

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

<u>New and Revised Interpretations</u>		<u>Effective for annual periods beginning on or after</u>
IFRIC 9 (Revised)	Reassessment of Embedded Derivatives – Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
IFRIC 13	Customer Loyalty Programmes	July 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 16 (Revised)	Hedges of a Net Investment in a Foreign Operation – Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
IFRIC 17	Distributions of Non-cash Assets to Owners	July 1, 2009
IFRIC 18	Transfer of Assets from Customers	(iv)
IFRIC 19	Extinguishing Financial Liabilities with Equity Instruments	July 1, 2010

- (i) - issued July 9, 2009.
- (ii) - effective July 1, 2008.
- (iii) - effective for annual periods ending on or after June 30, 2009.
- (iv) - effective for transfers received on or after July 1, 2009.

The Board of Directors and management believe that the adoption of the following Standards and Interpretations in the future periods at their effective dates will be relevant to the financial statements of the Bureau.

New and Revised Standards and Interpretations that are relevant

- Amendments specifically to *IAS 1, 8, 10, 16, 18, 36, 39 and IFRS 7*, resulting from the May 2008 Annual Improvements to IFRS are not expected to have any significant impact on the Bureau's financial statements on adoption at their respective effective dates.
- Amendments specifically to *IAS 1, 7, 36 and 39*, resulting from the April 2009 Annual Improvements to IFRS are not expected to have any 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 amendment 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.
- *IAS 24 (Revised 2009) Related Party Disclosures* – Amendment to IAS 24 allows for a partial exemption from the disclosures requirements for transactions between a government-controlled reporting entity and that government or entities controlled by that government. The revision also resulted in an amendment to the definition of related party. An adoption at its effective date, the revised standard is not expected to have a material impact on the Bureau's financial statements.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****2. ADOPTION OF NEW AND REVISED INTERNATIONAL FINANCIAL REPORTING STANDARDS (Cont'd)**New and Revised Standards and Interpretations that are relevant (Cont'd)

- *IFRS 9 – Financial Instruments: Classification and Measurement* – IFRS 9 introduces new requirements for classifying and measuring financial assets. On adoption at its effective date, the standard is not expected to have a material impact on the Bureau's financial statements.
- IFRS for SMEs – Management and Directors have not yet assessed the likely impact of this standard on the Bureau. This assessment will be carried out when the Institute of Chartered Accountants of Jamaica determines the effective date of the standard and the entities that should apply it.

**3. SIGNIFICANT ACCOUNTING POLICIES****Statement of compliance**

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

**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.

**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 revenue reserve.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Property, plant and equipment (Cont'd)**

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.

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 disposal cost.

**BUREAU OF STANDARDS JAMAICA**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2009**

**3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)**

**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

A financial liability is any liability that is 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

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. The balances are held for cash rather than investment purposes.

(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.

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.



**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Financial instruments (Cont'd)***Financial assets (Cont'd)*

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

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 45 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 20 (f).

**Capital grants**

Grants are not recognized until there is reasonable assurance that the Bureau will comply with the conditions attached 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.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****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.

The Standards Compliance Fee (SCF) in accordance to the Standards Act is 0.3% of the Cost Insurance and Freight (C.I.F.) value of each shipment of imported commodities, excluding household effects, raw material and capital goods. As at October 2000, this income has been collected on behalf of the Bureau of Standards, at source, by the Collector of Customs at a fee of 3% of the gross SCF. Additionally, based on Cabinet Decision 31/06 (dated September 11, 2006) an amount of 10% of gross SCF was allocated to the Jamaica National Agency for Accreditation (JANAAC). The resulting SCF amount remitted to the Bureau of Standards on a monthly basis is 87.3% of the gross calculated.

*Interest income*

Interest income is accrued on a time basis, by reference to the principal outstanding and the effective interest rate applicable which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial assets to the asset's carrying amount.

*Rental income*

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

**Employees' benefits***Pension obligations*

The Bureau participates in a defined benefits plan.

The cost of providing benefits is determined using the Projected Unit Credit Method with independent actuarial valuations being carried out at the end of the reporting period. Actuarial gains and losses that exceed 10% of the greater of the present value of the Bureau's obligation and the fair value of plan assets are amortized over the expected average remaining working lives of the participating employees. Past service cost is recognized immediately to the extent that the benefits are already vested, and otherwise is amortized on a straight-line basis over the average period until the amended benefits become vested.

The retirement benefit obligation recognized in the balance sheet represents the present value of the defined benefit obligation as adjusted for unrecognized actuarial gains and losses and unrecognized past service costs, and as reduced by the fair value of plan assets. Any asset resulting from this calculation is limited to the unrecognized actuarial losses and past service cost, plus the present value of available refunds and reductions in future contributions to the plan.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Employees' benefits (Cont'd)***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.

*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**

A party is related to the Bureau if:

- (a) directly, or indirectly through one or more intermediaries, the party:
  - (i) controls, is controlled by, or is under common control with the Bureau (this includes parent, subsidiaries and fellow subsidiaries);
  - (ii) has an interest in the entity that gives it significant influence over the Bureau; or
  - (iii) has joint control over the Bureau;
- (b) the party is an associate of the Bureau;
- (c) the party is a joint venture in which the Bureau is a venturer;
- (d) the party is a member of the key management personnel of the Bureau or its parent;
- (e) the party is a close member of the family of any individual referred to in (a) or (d);
- (f) the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or
- (g) the party is a post-employment benefit plan for the benefit of employees of the Bureau, or of any entity that is a related party of the Bureau.

Related parties to the Bureau also include other profit-oriented state-controlled entities.

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.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY (Cont'd)****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**

The following are the 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.

Employee benefit –obligations

## (a) Pension obligations

As disclosed in Note 14 (a), the Bureau participates in a defined benefit pension plan. The amount shown in the balance sheet of an asset of approximately \$392.378 million in respect of the defined benefits plan is subject to estimates in respect of periodic costs which costs are dependent on returns on assets, future discount rates, rates of salary increases and the inflation rate.

The estimated return on pension assets assumption is determined by considering long-term historical returns, asset allocation and future estimates of long-term investment returns. The Bureau, on advice of actuaries, estimates the appropriate discount rate annually which rate is used to determine the present value of estimated cash outflows expected to be required to settle any future pension obligation.

To determine the appropriate discount rate in the absence of high quality corporate bonds, the interest rate on government bonds that have maturities approximating the related pension liabilities were considered.

## (b) Post employment medical benefits

As disclosed in Note 14 (b), the Bureau participates in a post retirement medical plan. The amount shown in the balance sheet of a liability of approximately \$31.856 million in respect of the medical plan is subject to estimates in respect of periodic costs, which costs are dependent on returns on future discount rates, medical claim growth and the inflation rate.

The Bureau, on the advice of the actuaries, estimates the appropriate discount rate annually, which rate is used to determine the present value of estimated cash outflows expected to be required to settle any future medical benefit obligation.

Fair value of property, plant and equipment and investment property

The Bureau's property having a carrying value of \$542.2 million (2008: \$495.1 million) is carried at fair market value as determined by independent valuers. On the instructions of management, the valuers have used a direct sales comparison approach to determine fair market value. This approach is based on the principle of substitution, whereby there is a purchaser with perfect knowledge of the property market who would pay no more for the property than the cost of acquiring an existing comparable property, assuming no cost delay in making the substitution. This approach thus requires a comparison of the property with others of similar design and utility which were sold in the recent past.

However, as no two properties are exactly alike, adjustments are made by the valuers to reflect differences between properties. Consequently, the determination of fair market value of the property requires that the valuers analyse the differences in relation to age and physical condition, time of sale, land to building ratio, the advantages and disadvantages of the location and other function gains to be derived from the property and make necessary adjustments.

Included in the balance sheet is the amount of \$37.8 million (2008: \$33.2 million) representing the fair value of investment property.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY (Cont'd)

## Key sources of estimation uncertainty (Cont'd)

Fair value of property, plant and equipment and investment property (Cont'd)

In making its judgement, management's best estimate of their fair value was based on current prices of properties of different nature, condition or location adjusted to reflect those recent prices of similar properties in less active markets, with adjustments to reflect any changes in economic conditions since the date of transactions received at those prices.

## 5. PROPERTY, PLANT AND EQUIPMENT

	Freehold Land at Fair Value \$'000	Freehold Buildings at Fair Value \$'000	Motor Vehicles at Cost \$'000	Plant & Equipment at Cost \$'000	Furniture & Fittings at Cost \$'000	Total \$'000
<b>At cost/valuation</b>						
April 1, 2007	359,477	77,560	23,025	170,319	20,872	651,253
Revaluation	61,490	( 18,048)	-	-	-	43,442
Additions	-	18,292	4,483	32,984	3,458	59,217
March 31, 2008	420,967	77,804	27,508	203,303	24,330	753,912
Revaluation	( 5,300)	28,227	-	-	-	22,927
Additions	-	20,543	5,454	57,939	7,269	91,205
Disposal	-	-	( 2,140)	-	( 565)	( 2,705)
March 31, 2009	<u>415,667</u>	<u>126,574</u>	<u>30,822</u>	<u>261,242</u>	<u>31,034</u>	<u>865,339</u>
<b>Depreciation</b>						
April 1, 2007	-	2,043	10,475	91,460	13,944	117,922
Charge for year	-	1,600	3,114	16,047	1,356	22,117
March 31, 2008	-	3,643	13,589	107,507	15,300	140,039
Charge for year	-	3,164	4,434	18,569	1,857	28,024
Eliminated on disposal of asset	-	-	( 1,474)	-	( 542)	( 2,016)
Eliminated on revaluation	-	( 6,807)	-	-	-	( 6,807)
March 31, 2009	-	-	16,549	126,076	16,615	159,240
<b>Net Book Value</b>						
March 31, 2009	<u>415,667</u>	<u>126,574</u>	<u>14,273</u>	<u>135,166</u>	<u>14,419</u>	<u>706,099</u>
March 31, 2008	<u>420,867</u>	<u>74,261</u>	<u>13,919</u>	<u>95,796</u>	<u>9,030</u>	<u>613,873</u>

The following rates are used for depreciation of property, 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.

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****5. PROPERTY, PLANT AND EQUIPMENT (Cont'd)**

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 20, 2009.

Had the land and buildings been measured on a historical cost basis, their carrying amount would have been as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Freehold land	5,038	5,038
Freehold buildings	78,019	59,998

**6. INVESTMENT PROPERTY**

The analysis and movement in investment property are as follows:

	\$'000
Fair value of investment property	
At April 1, 2007 (Fair value)	29,663
Increase in fair value	<u>3,566</u>
At March 31, 2008 (Fair value)	33,229
Increase in fair value	<u>4,530</u>
At March 31, 2009 (Fair value)	<u>37,759</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 \$481,000 (2008: \$478,000). Direct operating expenses arising on the investment property during the year amounted to approximately \$737,814 (2008: \$569,000).

**7. INVENTORIES**

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

**8. TRADE AND OTHER RECEIVABLES**

	<u>2009</u> \$'000	<u>2008</u> \$'000
Trade receivables	11,485	8,297
Less: Allowance for doubtful debts	<u>( 6,585)</u>	<u>( 3,802)</u>
	4,900	4,495
Staff loans (Net of deferred interest income 2009: \$816,000; 2008: \$1,005,000)	11,369	10,839
Deposits and other receivables	<u>17,578</u>	<u>19,676</u>
	<u>33,847</u>	<u>35,010</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 8. TRADE AND OTHER RECEIVABLES (Cont'd)

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 doubtful. Trade receivables over 45 days are provided for based on estimated irrecoverable amounts from the services provided, determined by reference to past default experience.

Before accepting new customers an assessment is made of the potential customer's credit quality and credit limits are defined. Approximately 90% of the trade receivables, that are neither past due nor impaired, are of good quality in line with the Bureau's credit policy. Of the trade receivables balance at the end of the year, approximately \$4.4 million is due from the Bureau's largest customers. There is no other customer who represents more than 5% of the total balance of trade receivables.

Movement in allowance for doubtful debts

	<u>2009</u> \$'000	<u>2008</u> \$'000
Balance at beginning of year	3,802	2,514
Impairment losses recognized during year	5,601	5,443
Amounts written off as uncollectible	<u>(2,818)</u>	<u>(4,155)</u>
Balance at end of year	<u>6,585</u>	<u>3,802</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 \$5,601,000 (2008: \$5,443,000).

Ageing of impaired trade receivables

	<u>2009</u> \$'000	<u>2008</u> \$'000
Over 45 days	<u>6,585</u>	<u>3,802</u>

## 9. SECURITIES PURCHASED UNDER RESALE AGREEMENTS

The Bureau entered into reverse repurchase agreements collateralised by Government of Jamaica securities. These agreements may result in credit exposure in the event the counterparty to its transaction is unable to fulfil its contractual obligations.

These investments are with reputable financial institutions and mature within 1 – 12 months from the dates of placement. These are Jamaican dollar investments bearing interest at rates ranging between 15.5% and 25%.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 10. CASH AND CASH EQUIVALENTS

Cash and cash equivalents comprise:

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Bank balances (Note 9(a))	26,797	20,498
Short-term deposits (Note 9(b))	128,145	359,538
Cash in hand	<u>72</u>	<u>72</u>
	<u>155,014</u>	<u>380,108</u>

- (a) Bank balances include foreign currency savings accounts of US\$85,973 (2008: US\$187,449) at interest rates of 1.9% to 2.5% (2008: 1.72%). Jamaican dollar deposits are at interest rates of 2.5% (2008: 2.5%).
- (b) Short-term deposits include foreign currency deposits of US\$313,937 (2008: US\$1,168,947) at interest rates of 5.35% to 7.40% (2008: 5.9% to 6.5%). Jamaican dollar short-term deposits are at interest rates of 7.5% to 25% (2008: 8% to 13.85%).

## 11. RESERVES

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Capital reserve	458,356	428,622
Insurance reserve	7,000	5,600
Special fund	<u>-</u>	<u>-</u>
	<u>465,356</u>	<u>434,222</u>

.1 *Capital reserve*

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Balance, April 1	428,622	385,180
Property revaluation surplus	<u>29,734</u>	<u>43,442</u>
Balance, March 31	<u>458,356</u>	<u>428,622</u>

The properties revaluation reserve arises on the revaluation of land and buildings. When revalued land or buildings are sold, the portion of the properties revaluation reserve that relates to that asset, and that is effectively realised, is transferred directly to revenue reserves.

.2 *Insurance reserve*

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Balance, April 1	5,600	4,083
Increase in reserve	<u>1,400</u>	<u>1,517</u>
Balance, March 31	<u>7,000</u>	<u>5,600</u>

Insurance reserve represents a self insurance fund established to meet the cost of damages to the head office building. Transfers are made from the revenue reserve to the insurance reserve on the basis of the estimated annual premium which would have been payable to external insurers. The insurance reserve is unfunded.



## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 11. RESERVES (Cont'd)

## .3 Special fund

	<u>2009</u> \$'000	<u>2008</u> \$'000
Balance, April 1	-	65,159
Transfer from revenue reserve	-	-
Disbursements to GOJ	<u>-</u>	<u>(65,159)</u>
Balance, March 31	<u>-</u>	<u>-</u>

Equity obligations (Funds Allocation) resulting from Cabinet decisions are transferred to the special fund from which disbursements are made.

## 12. REVENUE RESERVE

	<u>2009</u> \$'000	<u>2008</u> \$'000
Revenue reserve	1,401,404	1,502,090
Less: Funds allocation	<u>467,000</u>	<u>467,000</u>
Balance, March 31	<u>934,404</u>	<u>1,035,090</u>

Revenue reserves are stated net of equity obligations (Funds Allocation) resulting from Cabinet Decisions.

The equity obligations relating to Cabinet Decisions which have been disbursed/accumulated to date amount to \$467 million as follows:

<u>Year</u>	<u>Funds allocated</u> \$'000
2003	20,000
2005	380,000
2006	47,000
2007	<u>20,000</u>
	<u>467,000</u>

## 13. TRADE AND OTHER PAYABLES

The analysis of trade and other payables is as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Trade payables	23,860	25,652
IDB project (See Note 13(a))	6,880	9,761
Gratuity and incentive payable	48,248	43,690
Deposits	1,073	253
Statutory deductions	10,677	513
Staff welfare	6,364	6,364
Local contributions	10,000	10,000
Prepayment liability	3,361	3,528
Other payables and accruals	<u>2,212</u>	<u>3,326</u>
	<u>112,675</u>	<u>103,087</u>

(a) The IDB project balance represents the residual cash balance due to the IDB in respect of an IDB project managed by the Bureau. As of March 31, 2009 the project had not been finalized.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 14. EMPLOYEE BENEFITS

## (a) Defined benefit pension plan

The Bureau operates a defined benefit plan for qualifying employees of the Bureau. The plan is funded by contributions from the employee at a rate of 5% of pensionable salaries. The employer contributes at a rate of 10% of pensionable salaries.

If the employee's service is terminated before retirement age, the employee may leave contributions to accumulate at credited interest thereon to provide a deferred pension commencing at normal retirement date or elect a cash return of contributions together with credited interest to the date of termination. No other post-retirement benefits are provided.

The most recent valuation of plan assets and the present value of the defined benefit obligation at March 31, 2009 was carried out at July 23, 2010 by Constance Dalmadge Hall, Fellow of the Society of Actuaries, (Coke & Associates/Eckler Partnership). The present values of the defined benefit obligation, the related current service cost and past service cost were measured using the projected unit credit method.

The actuarial valuation showed that the market value of plan assets was \$1,037.724 million (2008: \$1,051.859 million) and that the actuarial valuation of these assets represented 90.1% (2008: 88.8%) in excess of the present value of obligation.

(i) The principal assumptions used for the purpose of the actuarial valuations were as follows:

	Valuation at	
	<u>2009</u> %	<u>2008</u> %
Discount rate at beginning of year	13	11
Discount rate at end of year	16	13
Expected return on assets	12	12
Expected rate of salary increases	11	9.5
Future pension increases	10	8.75
Inflation	10	8.75

(ii) Amounts included in the balance sheet in respect of the plan are as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Present value of funded obligation	( 545,981)	( 557,250)
Fair value of plan assets	<u>1,037,724</u>	<u>1,051,859</u>
	491,743	494,609
Unrecognized actuarial gains (losses)	52,606	-
Unrecognized asset due to limitation	( 151,971)	-
Net asset in balance sheet	<u>392,378</u>	<u>494,609</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 14. EMPLOYEE BENEFITS (Cont'd)

## (a) Defined benefit pension plan (Cont'd)

(iii) Amounts recognized in income in respect of the plan are as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Current service cost	25,738	-
Interest costs	75,705	-
Expected return on plan assets	(126,796)	-
	( 25,353)	-
Change in income not eligible for recognition due to limit	<u>151,971</u>	<u>-</u>
Total included in employee benefits expense	<u>126,618</u>	<u>-</u>
Actual return on plan assets	<u>( 23,678)</u>	<u>-</u>

The charge for the year has been included in administration expenses.

(iv) Movements in the net assets in the year were as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Balance, April 1	494,609	-
Amounts credited to income	25,353	-
Contributions	<u>24,387</u>	<u>-</u>
	544,349	-
Change in income not eligible for recognition due to limit	<u>(151,971)</u>	<u>-</u>
Balance, March 31	<u>392,378</u>	<u>494,609</u>

(v) Changes in the present value of the defined benefit obligation are as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Opening defined benefit obligation	(557,250)	-
Service cost	( 39,300)	-
Interest cost	( 75,705)	-
Actuarial loss on obligation	97,868	-
Benefits paid and administrative expenses	<u>28,406</u>	<u>-</u>
Closing defined benefit obligation	<u>(545,981)</u>	<u>-</u>

(vi) Changes in the fair value of plan assets are as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Opening fair value of plan assets	1,051,859	-
Contributions – employer	24,387	-
Contributions – employees	13,562	-
Expected return on plan assets	126,796	-
Benefits paid and administrative expenses	( 28,406)	-
Actuarial (loss) on plan assets	<u>( 150,474)</u>	<u>-</u>
Closing fair value of plan assets	<u>1,037,724</u>	<u>-</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 14. EMPLOYEE BENEFITS (Cont'd)

## (a) Defined benefit pension plan (Cont'd)

(vii) The fair value of plan assets at the balance sheet date is analyzed as follows:

	<u>2009</u> \$'000	<u>2008</u> \$'000
Equity fund	163,836	-
Fixed income fund	700,133	-
Mortgage and real estate	<u>173,755</u>	<u>-</u>
Closing fair value of plan assets	<u>1,037,724</u>	<u>-</u>

The plan assets do not include any of the company's own financial instruments, nor any property occupied by or other assets used by the company.

## (viii) Retirement benefit experience adjustments

	<u>2009</u> \$'000	<u>2008</u> \$'000
Present value of defined benefit obligation	( 545,981)	( 557,250)
Unrecognised asset due to limitation	( 151,971)	-
Unrecognised actuarial gains	52,606	-
Fair value of plan assets	<u>1,037,724</u>	<u>1,051,859</u>
Surplus	<u>392,378</u>	<u>494,609</u>
Experience loss adjustments to plan liabilities	<u>51,516</u>	<u>-</u>
Experience loss adjustments to plan assets	<u>( 150,474)</u>	<u>-</u>

## (b) Other post-employment benefit obligations

	<u>2009</u> \$'000	<u>2008</u> \$'000
Post-employment medical benefits	<u>31,856</u>	<u>27,340</u>

## (i) Post-employment medical benefits

	<u>2009</u> \$'000	<u>2008</u> \$'000
Present value of unfunded obligations	23,955	27,340
Unrecognized actuarial (losses) gains	<u>7,901</u>	<u>-</u>
Liability recognized in balance sheet	<u>31,856</u>	<u>27,340</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 14. EMPLOYEE BENEFITS (Cont'd)

## (b) Other post-employment benefit obligations (Cont'd)

## (ii) Movements in post-employment medical benefits

	<u>2009</u> \$'000	<u>2008</u> \$'000
Balance at beginning of year	27,340	-
Contributions paid	( 1,062)	-
Expense recognized in the statement of income	<u>5,578</u>	<u>-</u>
Balance at end of year	<u>31,856</u>	<u>27,340</u>

## (iii) Expense recognized in the statement of income

	<u>2009</u> \$'000	<u>2008</u> \$'000
Current service costs	1,852	-
Interest on obligations	<u>3,726</u>	<u>-</u>
	<u>5,578</u>	<u>-</u>

The expense recognized is included in administrative expenses.

## (iv) Assumed health care cost trend rates have a significant effect on the amounts recognized in the statement of income. A one percentage point change in assumed health care cost trend rates would have the following effect:

	<u>One Percentage Point Increase</u>		<u>One Percentage Point Decrease</u>	
	<u>2009</u> \$'000	<u>2008</u> \$'000	<u>2009</u> \$'000	<u>2008</u> \$'000
Effect on the aggregate of the service cost and interest cost	56	-	( 56)	-
Effect on defined benefit obligation	319	273	(319)	(273)

## (v) Principal actuarial assumptions at the balance sheet (expressed as weighted averages)

	<u>2009</u> %	<u>2008</u> %
Discount rate at start of year	13	12
Discount rate at end of year	16	13
Medical claims growth	12	10

Actuarial assumptions regarding inflation, etc., follow the same bases as those outlined in Note 14(a) above.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 14. EMPLOYEE BENEFITS (Cont'd)

(c) Historical information

Post-employment medical and life insurance obligation benefit

<u>2009</u>	<u>2008</u>
\$'000	\$'000

Present value of the post-employment benefit obligation	<u>23,955</u>	<u>27,340</u>
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Experience adjustments arising on plan liabilities	<u>( 4,004)</u>	<u>-</u>
----------------------------------------------------	-----------------	----------

Deficit (Surplus) in the plan	<u>23,955</u>	<u>27,340</u>
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No information was available in respect of the experience adjustments for the years 2005 to 2007.

## 15. PROVISIONS

<u>2009</u>	<u>2008</u>
\$'000	\$'000

Employee benefits (i)	<u>16,132</u>	<u>10,958</u>
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(i) The provision for employee benefits represents annual vacation leave accrued.

The movement in the provision is as follows:

\$'000

Balance, April 1, 2007	6,409
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Additional provision recognized	<u>4,549</u>
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Balance, April 1, 2008	10,958
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Additional provision recognized	<u>5,174</u>
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Balance, March 31, 2009	<u>16,132</u>
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## 16. REVENUE

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

<u>2009</u>	<u>2008</u>
\$'000	\$'000

Compliance income	544,604	509,192
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Fees	71,325	68,179
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Rental income	481	478
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Miscellaneous	<u>3,961</u>	<u>2,494</u>
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	<u>620,371</u>	<u>580,343</u>
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## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 17. INVESTMENT AND OTHER REVENUE

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
<b>INVESTMENT INCOME GAINS AND RECEIVABLES</b>		
Interest on bank deposits	47,061	33,680
Foreign exchange gains on deposits	<u>1,430</u>	<u>4,960</u>
	<u>48,491</u>	<u>38,640</u>
<b>OTHER GAINS AND LOSSES</b>		
Surplus on revaluation of investment property	4,530	3,566
Gain on disposal of property, plant and equipment	<u>221</u>	<u>1,410</u>
	<u>4,751</u>	<u>4,976</u>
	<u>53,242</u>	<u>43,616</u>

The following is an analysis of investment revenue earned on financial assets by category of asset:

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Loans and receivables (including cash and cash equivalents)	48,491	38,640
Investment income earned on non-financial assets	<u>4,751</u>	<u>4,976</u>
	<u>53,242</u>	<u>43,616</u>

## 18. ADMINISTRATIVE EXPENSES

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Salaries and wages	361,175	301,986
Statutory contributions	21,802	13,750
Group and health insurance	9,441	11,458
Pension and post-employment medical plan cost (Note 14)	132,196	14,199
Travelling and subsistence	33,985	22,728
Staff welfare	13,173	9,171
Utilities	30,548	26,020
Advertising	9,976	7,370
Other	<u>17,775</u>	<u>17,870</u>
	<u>630,071</u>	<u>424,552</u>

## 19. (DEFICIT) SURPLUS FOR THE YEAR

(Deficit) Surplus for the year has been arrived at after charging:

	<u>2009</u>	<u>2008</u>
	\$'000	\$'000
Directors' fees	2,142	1,498
Staff costs	524,614	341,393
Depreciation	28,024	22,117
Audit fees	1,600	1,430

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 20. 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>2009</u> \$'000	<u>2008</u> \$'000
<b>Financial Assets</b>		
Loans and receivables (Including cash and bank balances)		
Securities purchased under resale agreements	178,042	-
Cash and cash equivalents	155,014	380,108
Receivables	<u>25,939</u>	<u>27,524</u>
	<u>358,995</u>	<u>407,632</u>
<b>Financial Liabilities (At amortized cost)</b>		
Payables	<u>35,174</u>	<u>39,194</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 20 (b) below and interest rates, as disclosed in Note 20 (c) below, the Bureau has no exposure to market risk.



## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

## 20. 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	
	2009 \$'000	2008 \$'000
United States dollars	35,442	96,812

*Foreign currency sensitivity*

The following table details the sensitivity to a 2% revaluation or 10% devaluation (2008: 10% revaluation and 10% devaluation) in the Jamaican dollar against the relevant foreign currencies. The above sensitivity rates are 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 the percentage changes in foreign currency rates as described above.

If the Jamaican dollar strengthens by 2% or weakens by 10% (2008: strengthens by 10% or weakens by 10%) against the relevant foreign currency, income will decrease or increase by:

	2009		2008	
	Increase \$'000	Decrease \$'000	Increase \$'000	Decrease \$'000
United States dollars	<u>709</u>	<u>3,544</u>	<u>9,681</u>	<u>9,681</u>

This is mainly attributable to the exposure outstanding on bank and investment 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 is detailed below.

	Jamaican Dollar Instruments			
	Effective Interest Rate %	1 – 3 Months \$'000	3 – 12 Months \$'000	Total \$'000
March 31, 2009				
Variable interest rate instruments	19	<u>100,820</u>	<u>178,042</u>	<u>278,862</u>
March 31, 2008				
Variable interest rate instruments	13.5	<u>275,995</u>	<u>-</u>	<u>275,995</u>

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

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

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

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

	United States Dollar Instruments			
	Effective Interest Rate %	1 – 3 Months \$'000	3 – 12 Months \$'000	Total \$'000
March 31, 2009				
Variable interest rate instruments	7.3	<u>35,442</u>	<u>-</u>	<u>35,442</u>
March 31, 2008				
Variable interest rate instruments	6	<u>96,812</u>	<u>-</u>	<u>96,812</u>

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 500 basis points increase or a 800 basis points decrease (2008: 100 basis points increase/decrease) and for US\$ instruments 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.

If interest rates had been 500 basis points higher or 800 basis points lower and for US\$ instruments a 100 basis point increase or decrease (2008: 100 basis points higher or 100 basis points lower) and all other variables were held constant, the Bureau's deficit for the year ended March 31, 2009 would increase/decrease by \$15,231,524/\$24,157,785 (2008: surplus increase/decrease by \$3,800,000). 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\$360.00 million (2008: J\$408.00 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 all investments are backed by Government of Jamaica instruments.

Trade receivables consist of a large number of customers spread across diverse industries and there are formal contracts for each job which require the customer to make a deposit.

## (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.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2009

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

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

## (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.

## 21. OTHER DISCLOSURES – EMPLOYEES

	<u>2009</u>	<u>2008</u>
(a) Average number of persons employed by the Bureau during the year:	<u>191</u>	<u>188</u>
	\$'000	\$'000
(b) Staff costs incurred during the year were:		
Salaries and wages (including retroactive and terminal payments)	361,175	301,986
Statutory contributions	21,802	13,750
Pension cost and post-employment medical plan	132,196	14,199
Group and health insurance	<u>9,441</u>	<u>11,458</u>
	<u>524,614</u>	<u>341,393</u>

## 22. 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>2009</u>	<u>2008</u>
	\$'000	\$'000
Within one year	481	481
In the second to third years inclusive	<u>481</u>	<u>962</u>
	<u>962</u>	<u>1,443</u>

**BUREAU OF STANDARDS JAMAICA****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2009****23. 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>2009</u> \$'000	<u>2008</u> \$'000
Short-term benefits	68,290	40,614
Directors' fees	<u>2,142</u>	<u>1,498</u>
	<u>70,432</u>	<u>42,112</u>
Loans to related parties		
	<u>2009</u> \$'000	<u>2008</u> \$'000
Loans to key management personnel	<u>908</u>	<u>1,862</u>

The Bureau administers motor vehicle and personal loan schemes that are available to staff at approved concessionary interest rates.

**24. COMMITMENTS**

## Capital commitments

	<u>2009</u> \$'000	<u>2008</u> \$'000
Authorized but not contracted for	<u>62,700</u>	<u>78,200</u>

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

**25. CONTINGENCY**

## Sunshine Food Processors Jamaica Limited v. Bureau of Standards

The Claimant's application for an Order of Certiorari was refused by the Supreme Court on December 15, 2008. The Claimant has not lodged an appeal in the time stipulated by the Court of Appeal Rules, 2002. The matter is, therefore, at an end.

## BUREAU OF STANDARDS JAMAICA

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED MARCH 31, 2009

## 26. CHANGE IN ACCOUNTING POLICY FOR EMPLOYEE BENEFITS

Below is the reconciliation of equity as at April 1, 2008.

	<u>Notes</u>	<u>As Previously Stated 2008</u>	<u>Effects of Restatement</u>	<u>As Restated 2008</u>
		\$	\$	\$
<b><u>ASSETS</u></b>				
Non-current assets				
Property, plant and equipment		613,873	-	613,873
Investments property		33,229	-	33,229
Employee benefits asset	1	<u>-</u>	<u>494,609</u>	<u>494,609</u>
		647,102	494,609	1,141,711
Total current assets		<u>468,985</u>	<u>-</u>	<u>468,985</u>
<b>Total assets</b>		<b><u>1,116,087</u></b>	<b><u>494,609</u></b>	<b><u>1,610,696</u></b>
<b><u>EQUITY AND LIABILITIES</u></b>				
Shareholders' Equity				
Capital reserve		428,622	-	428,622
Insurance reserve		5,600	-	5,600
Revenue reserve	1	<u>567,820</u>	<u>467,269</u>	<u>1,035,089</u>
		<u>1,002,042</u>	<u>467,269</u>	<u>1,469,311</u>
Current liabilities				
Trade and other payables		114,045	-	114,045
Employee benefits liability	1	<u>-</u>	<u>27,340</u>	<u>27,340</u>
Total current liabilities		<u>114,045</u>	<u>27,340</u>	<u>141,385</u>
<b>Total equity and liabilities</b>		<b><u>1,116,087</u></b>	<b><u>494,609</u></b>	<b><u>1,610,696</u></b>

Employee benefits asset and liability

- 1 This change is as a result of accounting for post-employee benefits as defined benefit plans instead of defined contribution plans.

The opening balance sheet at March 31, 2008 was not restated as no information was available for April 1, 2007.

ADDITIONAL INFORMATION

## BUREAU OF STANDARDS JAMAICA

## EXPENSES

YEAR ENDED MARCH 31, 2009

	<u>2009</u> \$'000	<u>2008</u> \$'000
<b>Administrative</b>		
Salaries and wages	361,175	301,986
Statutory contributions	21,802	13,750
Group and health insurance	9,441	11,458
Pension and post-employment medical plan cost	132,196	14,199
Tea and small supplies	776	551
Pest control and janitorial	5,610	5,104
Travelling and subsistence	33,985	22,728
Staff welfare	13,173	9,171
Utilities	30,548	26,020
Stationery and other supplies	5,541	5,263
Courier and postage	2,135	1,776
Board expense	1,279	3,429
Bank charges	292	249
Directors' fee	2,142	1,498
Advertising	<u>9,976</u>	<u>7,370</u>
	<u>630,071</u>	<u>424,552</u>
<b>Other Operating</b>		
Motor vehicles	4,961	3,755
Repairs and maintenance		
- Buildings	4,120	4,399
- Furniture and equipment	4,121	3,738
- Other	5,311	5,374
General insurance	5,850	3,217
Audit and accounting fees	1,663	1,430
Impairment loss recognized on trade receivables	5,601	5,443
Depreciation	28,024	22,117
Professional fees	26,843	12,517
Security	7,491	6,139
Lab supplies	6,579	2,693
Entertainment	624	59
Local and international contributions	12,525	9,714
Conferences and seminars	5,588	1,331
Canteen expenses	6,368	2,780
Rental	4,189	2,923
Projects	3,511	9,062
National Quality Awards	5,901	3,820
Books and publications	566	1,067
Miscellaneous	<u>2,991</u>	<u>2,093</u>
	<u>142,827</u>	<u>103,671</u>