



**BUREAU OF STANDARDS
JAMAICA**

Making Standards Work For You...

*40TH
ANNUAL
REPORT*

2010-2011

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

ACCA	Association of Chartered Certified Accountants	JAS	Jamaica Agricultural Society
ACI	American Concrete Institute	JASAP	Jamaica Association of Secretaries and Administrative Professionals
ALL	Angostura Ltd. Laboratory	JaWFA	Jamaica Wooden Products and Furniture Association
ANAB	ANSI National Accreditation Board	JBDC	Jamaica Business Development Corporation
ANCAP	Administración Nacional de Combustibles, Alcoholes y Portland	JEA	Jamaica Exporters Association
ANP	Agência Nacional do Petróleo, Gás Natural e Biocombustíveis	JGRA	Jamaica Gasoline Retailers Association
ANSI	American National Standards Institute	JIE	Jamaica Institution of Engineers
BIPM	Bureau International des Poids et Mesures	JMA	Jamaica Manufacturers' Association Limited
BSJ	Bureau of Standards Jamaica	JOAM	Jamaica Organic Agriculture Movement
CAC	Codex Alimentarius Commission	JP	Justice of the Peace
CAC	Consumer Affairs Commission	JPS	Jamaica Public Service
CARICOM	Caribbean Community	JSN	Jamaica Standards Network
CARIMET	Caribbean Metrology Subgroup	JTB	Jamaica Tourist Board
CARIRI	Caribbean Industrial Research Institute	KEBS	Kenya Bureau of Standards
CASCO	Committee on Conformity Assessment	LACOMET	Laboratoria Costarricense de Metrología
CASE	College of Agriculture, Science and Education	LATU	National Institute of Metrology
CARIMET	Caribbean Metrology Group	LCA	Life Cycle Assessment
CCA	Caribbean Cooperation for Accreditation	LCI	Life Cycle Inventory
CCLAC	Coordinating Committee for Latin America and the Caribbean	LCIA	Life Cycle Impact Assessment
CD	Order of Distinction in the rank of Commander	LCIA	Life Cycle Impact Assessment
CD	Committee Draft	LPG	Liquefied Petroleum Gas
CENAM	Centro Nacional de Metrología	MIIC	Ministry of Industry, Investment & Commerce
CENPES	Centro de Pesquisas da Petrobras	MOU	Memorandum of Understanding
CERE	Centre of Excellence for Renewable Energy	MRA	Mutual Recognition Arrangement
CFNI	Caribbean Food Nutrition Institute	MSB	Mona School of Business
CHTA	Caribbean Hotel & Tourism Association	MSME	Micro, Small and Medium-sized Enterprises
CIPM	International Committee for Weights and Measures	NC	National Standards Body of Cuba

CMC	Calibration and Measurement Capability	NCBJ	National Certification Body of Jamaica
COPANT	Pan-American Standards Commission	NCC	National Codex Committee
CORPLab	Corporación Laboratorios Ambientales del Peru S.A.C.	NCSLI	National Conference of Standards Laboratories International
CROSQ	CARICOM Regional Organisation for Standards and Quality	NCU	Northern Caribbean University
CSME	CARICOM Single Market and Economy	NEPA	National Environmental Planning Agency
DEVCO	Committee on developing country matters	NFI	National Food Institute (Thailand)
DJS	Draft Jamaican Standard	NIAP	National Innovation Awards Programme
DSS	Department of Science Service (Thailand)	NIST	National Institute of Standards and Technology
EASO	Environmental Assessment of Sites and Organizations	NMI	National Metrology Institute
EC	European Community	NMISA	National Metrology Institute of South Africa
EDF	European Development Fund	NQA	National Quality Awards
Envirolab	Environmental Laboratories	NRC	National Research Council
EPA	Economic Partnership Agreement	NSB	National Standards Body
EURAMET	European Association of National Metrology Institutes	NWC	National Water Commission
FAO	Food and Agriculture Organization	OAS	Organization of American States
FDJS	Final Draft Jamaican Standard	OD	Order of Distinction in the rank of Officer
FP	Federated Pharmaceutical	PCJ	Petroleum Corporation of Jamaica
FWPIP	Furniture and Wooden Products Incubator Project	PTB	Physikalisch-Technischen Bundesanstalt
GHG	Greenhouse Gas	RQI	Regional Quality Infrastructure
GMPs	Good Manufacturing Practices	SBDA	Small Business Development Agency
GOJ	Government of Jamaica	SIM	Inter-American Metrology System
HACCP	Hazard Analysis Critical Control Points	SMEs	Small and Medium-sized Enterprises
IBMETRO	Instituto Boliviano de Metrologia	SRC	Scientific Research Council
ICC	International Code Council	TBT	Technical Barriers to Trade
ICENS	International Centre for Environmental Nuclear Sciences	TCs	Technical Committees
ICP-MS	Inductively Coupled Plasma Mass Spectrometry	TIC	Technical Information Centre
ICWI	Insurance Company of the West Indies	TMC	Technical Management Committee
IDB	Inter-American Development Bank	TPDCo	Tourism Product Development Company
IEC	International Electrotechnical Commission	SCs	Subcommittees
INDECOPI	Instituto Nacional de Defensa de la Competencia y	SRI	Sandals Resorts International

INEN de la Protección de la Propiedad Intelectual
INLASA Instituto Ecuatoriano de Normalización
INMETRO Instituto Nacional Laboratorios de Salud
INTI National Institute of Metrology
ISO Instituto Nacional de Tecnología Industrial
JAMPRO International Organization for Standardization
JAPA Jamaica Promotions Corporation
Jamaica Agro-Processors Association

TTBS Trinidad & Tobago Bureau of Standards
UL Underwriters Laboratories
UTech University of Technology
UWI University of the West Indies
VTDI Vocational Training Development Institute
WHO World Health Organization
WTO World Trade Organization

2010-2011 YEAR AT A GLANCE

The following presents some of the activities and milestones of the BSJ during the 2010-2011 financial year.

April 2010

- The BSJ chaired the 16th Technical Management Committee (TMC) of the CARICOM Regional Organisation for Standards and Quality (CROSQ) in Barbados from 12 to 14 April.
- The BSJ hosted and participated in the Laboratory Health and Safety Management Workshop, which was held under the CROSQ/EDF CLAS Project from 28 to 30 April.

May 2010

- The management systems certification unit, the National Certification Body of Jamaica (NCBJ), was accredited by ANSI National Accreditation Body (ANAB) to offer certification services to ISO 14001.
- The BSJ participated in a Ministerial Workshop on Rattan and Bamboo and Rattan Sector Development in China from 20 to 29 May.

June 2010

- The BSJ renewed its Summer Employment Programme effective 1 June with the employment of 50 secondary and tertiary level students for a period of 6 to 12 weeks.
- The BSJ participated in the JMA/JEA Expo from 17 to 20 June with the mounting of three exhibitions with showcased the following: (1) management systems certification services offered by the NCBJ; (2) the Furniture and Wooden Products Incubator Project; and (3) the various products and services offered by the organization, with emphasis on those related to the building industry.

July 2010

- The Director of the Standards Division made a presentation titled "Using Standards in the SME Sector as a Driver in the Business Growth Process" at the 'Women-In-Business' Conference in Kingston on 27 July. At the event, the BSJ also promoted the new National Building Code and its programmes and services for the construction sector.

August 2010

- The BSJ hosted and participated in a CROSQ Measurement Toolkit for SMEs Workshop on 9 and 10 August.
- A Human Resource Management System (HRMS) was implemented in August resulting in a reduction in the cycle time for the provision of some of the services provided by the Human Resources Management & Development Division to staff.
- In collaboration with CROSQ, the BSJ organized (and hosted) a meeting of the Caribbean Metrology Subgroup (CARIMET) in Kingston on 30 and 31 August.

September 2010

- In collaboration with CROSQ, the BSJ organized (and hosted) a meeting of the Caribbean Cooperation for Accreditation (CCA) in Kingston on 1 and 2 September.
- The BSJ facilitated a benchmarking visit by a delegation of 7 technical officers from Trinidad & Tobago Bureau of Standards (TTBS) from 20 to 22 September. The areas of focus were the BSJ's metrology & testing laboratories, and its inspection activities (theoretical and practical).
- The BSJ was elected Chair of the CROSQ Editorial Committee and Vice Chair of its TMC at the 11th Editorial Committee Meeting and 17th TMC Meeting held in Barbados on 23-25 and 27-30 September respectively.

October 2010

- In commemoration of World Standards Day (14 October 2010), the BSJ:
 - held a Standards Symposium under the theme "Standards Allowing Access for All" on 12 October
 - honoured technical committee members for their contribution to national, regional and international standards activities at an appreciation luncheon on 13 October.
 - presented 12 awards to companies in the manufacturing and service sectors for their adherence to quality in the manufacturing of products and provision of services at its annual National Quality Awards (NQA) Ceremony and Dinner on 14 October. The Executive Secretary of the Pan-American Standards Commission (COPANT) was the keynote speaker at the event.
- The BSJ facilitated a study visit of its NQA Programme by a technical officer from the TTBS on 14 and 15 October.
- The 17th Meeting of the CROSQ Council and the 6th Annual General Meeting and associated activities were held in Kingston from 18 to 22 October. Representatives from 14 CARICOM Member States participated in the activities.
- The BSJ hosted an ISO National Workshop on Consumer Involvement in Standardization in Kingston on 25 to 26 October.

November 2010

- The NCBJ launched a discount card for SMEs in November 2010. Private and public sector organizations who receive this card are eligible to receive a 25% discount on the management systems certification services offered by the NCBJ.
- The BSJ celebrated World Quality Day 2010 “Out of Crisis” with the holding of a symposium on 11 November. The key note speaker was Nigel H. Croft, International Consultant and Fellow of the Chartered Quality Institute.
- The BSJ signed a 5-year MOU with Jamaica Promotion Corporation (JAMPRO) on 23 November 2010 for the provision of export-related services from a ‘Fast Track Facility’ established by JAMPRO.
- The BSJ hosted and participated in a CROSQ Workshop on Good Regulatory Practice in Kingston on 25 and 26 November.

December 2010

- The BSJ’s Annual Pensioner’s Forum was held in Kingston on 09 December.
- The BSJ chaired the 13th Plenary Meeting of ISO/TC 93 in China from 9 to 11 December.

January 2011

- The BSJ facilitated a visit of 30 students from the Manning's High School (Savanna-la-mar) to its Mechanical, Electrical and Civil Engineering Laboratories on 20 January. The visit was part of their research work for their School Based Assessment (SBA).
- The BSJ participated in the Jamaica Customs Department Information Fair in Montego Bay on 29 January. The opportunity was used to strengthen its partnership with Jamaica Customs, increase awareness about its regulatory role and to promote some of its products and services including the new National Building Code, and certified reference materials for synthetic wastewater, and canned beef meat.

February 2011

- Effective 11 February 2011, the BSJ commenced providing export-related transactions ranging from export and registration application to the processing of applications for export licenses through the ‘Fast-track Facility’ established by JAMPRO.
- The BSJ participated in the career day events at Knox College (Clarendon) and the Northern Caribbean University (Manchester) on 2 and 8 February respectively.
- As a part of its public education programme to increase public awareness about its role and function (with special emphasis on its regulatory activities), the BSJ held 5 stakeholder forums in parishes across the island

March 2011

- The BSJ provided technical advice to officers at the Belize Bureau of Standards on the testing and sale of Liquefied Petroleum Gas (LPG) on 2 and 3 March.
- The BSJ participated in the 3rd Annual National Science, Health & Technology Careers' Exposition (hosted jointly by SRC, UTech and the College of Health Sciences) in Kingston on 3 March.
- The BSJ conducted its annual staff awards function on 23 March at which 29 employees received awards for service to the organization and 9 received awards for contribution to the achievement of divisional and organizational goals.
- The BSJ held a stakeholder session with representatives from the Packaging and Dangerous Goods Sector to sensitize them on its initiative to re-establish its Furniture and Packaging Laboratories.

Financial Highlights

Figure 1 - Revenue

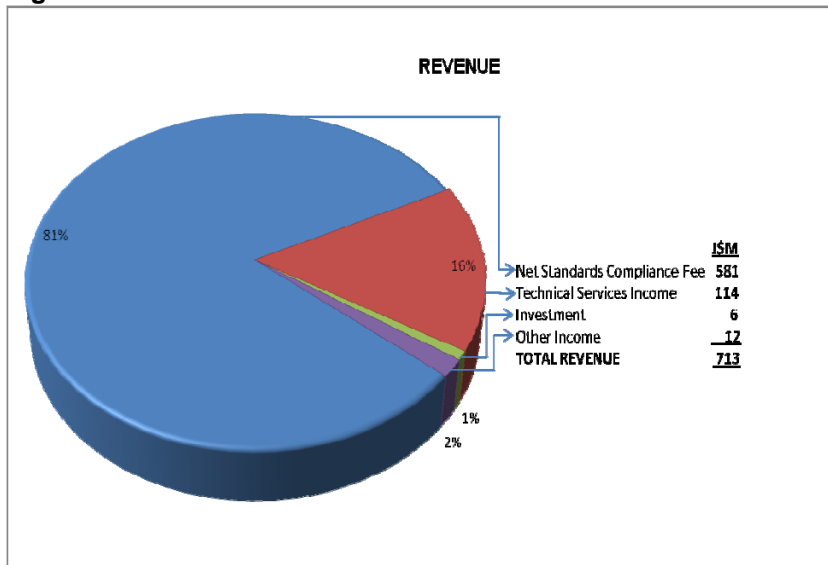
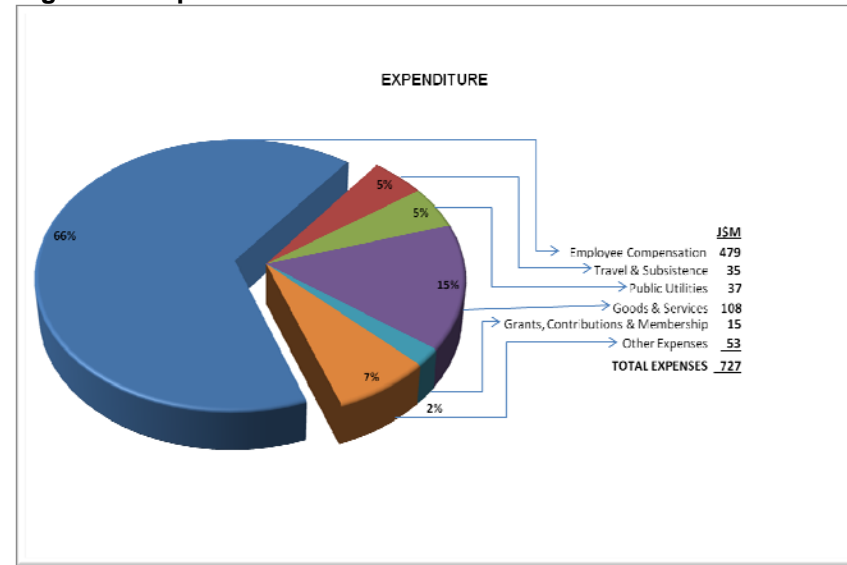


Figure 2 - Expenditure



EXECUTIVE SUMMARY

For more than forty years, since its inception in July 1969, the Bureau of Standards Jamaica (BSJ) has in various ways lived out, through its operations, what is now the stated Mission of the organization. The BSJ has consistently sought to facilitate trade, and protect consumers; promote competitiveness of Jamaican products and producers internationally; has offered services in metrology and standardization; all this, while still serving as regulator of several areas of industry. This has been made possible through creative, dynamic leadership which has guided a team of employees over four decades of work aimed primarily at undergirding economic national development.

In keeping with the core activities of the organization, and through 17 active technical committees, 16 standards were completed and gazetted while 13 regional standards were developed. The BSJ, representing Jamaica, maintained Participating membership status in 25 technical committees and Observer status on 74 technical committees of the International Organization for Standardization (ISO), the largest standards development body in the world. As it relates to leadership positions in the regional arena, the BSJ, on behalf of Jamaica, attained the positions of Vice-Chair of the Technical Management Committee and Chair of the Editorial Committee of CROSQ and Geographic Representative for the FAO/WHO Coordinating Committee for Latin America and the Caribbean (CCLAC), one of the regional committees of the Codex Alimentarius Commission (CAC).

As an agency that also facilitates trade, the BSJ provided over forty training solutions to more than 700 persons – professionals and industry personnel in direct efforts to strengthen quality, conformity assessment and metrology. In extending support to several National Standards Bodies (NSBs) throughout the region, the BSJ was demonstrating its commitment to the development of the wider Caribbean.

During the year, the NCBJ gained accreditation to offer certification to ISO 14001. This followed closely on the heels of having acquired accreditation, in the previous year, of certifying companies to ISO 9001. This development is welcomed even as the world's major trading partners intensify their own scrutiny of items seeking to enter their borders. Increasingly the demand for independent third-party verification of manufacturing companies is becoming common-place and the BSJ through its unit – the NCBJ – is aiming to provide that service locally.

In other areas of the organization's work, regulatory activities continued to keep pace with the levels of importation, manufacturing and retail; the Chemistry Laboratory successfully participated in several inter-comparisons in the region continuing to maintain the organization's culture of excellence. All of this undertaken as the agency continued to nurture and develop its human resources through capacity building, training and professional development. This important aspect was critically pursued even as the organization continued to fulfill its credo to the society – *Making Standards Work for you...*

1.0 INTRODUCTION

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, and the Weights & Measures Act 1976 and their attendant regulations and the CARICOM Regional Organization and Standards and Quality Act 2005. 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 Customs (Prohibition of Importation of Goods) (Miscellaneous Goods) Order 2010, and the Road Traffic (Protective Devices) Regulations 1999.

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, conformity assessment and metrology. It operates within a national, regional and international framework that serves to guide its activities and provide it with the legitimacy it needs to remain a viable, credible and sustainable organization.

Standardization, conformity assessment and metrology 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.

1.3.1 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, International Electrotechnical Commission (IEC) and the CAC.

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.

Regionally and internationally, the BSJ manages Jamaica's participation in regional and international standards organizations consulting, compiling and submitting national comments on the standards developed by these organizations; serving in leadership positions; participating in meetings; and engaging in formal agreements.

1.3.2 Conformity Assessment

Conformity assessment is the comprehensive term used for measures taken or required by manufacturers, their customers, regulators and independent third parties to assess conformity to standards or technical regulations. Conformity assessment may

relate to a product, process, system, person or body. 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.

1.3.3 Metrology

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

1.3.4 Quality and Environmental Management Systems

Since April 2009, the BSJ has been involved in the process of implementing ISO 9001:2008 *Quality Management Systems -- Requirements*, ISO 14001:2004 *Environmental Management Systems -- Requirements*, throughout the organization and ISO/IEC 17025:2005 *General requirements for the competence of testing and calibration laboratories* within its laboratories.

In implementing these systems, the BSJ is seeking to improve its products, services and programmes with the aim of enhancing customer satisfaction. The systems provide confidence to stakeholders, both internal and external, that the BSJ's systems and practices conform to internationally recognized standards. The BSJ's Quality and Environmental Policy and the Quality Policy for its Metrology and Testing Laboratories are presented below.

- **Quality and Environmental Policy**

The Bureau of Standards Jamaica, a statutory body providing standardization, conformity assessment and metrology services, is committed to quality while conforming to the requirements of ISO 9001, ISO 14001 and ISO/IEC 17025 and all other applicable requirements. We are committed to continually improving our Management System to efficiently develop and deliver products and services to our customers/stakeholders through visionary leadership, consultation and teamwork while taking steps to prevent pollution and minimise the impact of our activities on the environment.

In order to achieve the above we will:

- a. Provide quality products and services that meet the requirements, needs and expectations of our internal and external customers/stakeholders.
- b. Comply with the provisions of the governing legislation and all other enactments relevant to our operations.
- c. Implement and maintain conformance to ISO 9001, ISO 14001 and ISO/IEC 17025 standards.
- d. Provide our employees with the necessary resources, including training and equipment, and establish and maintain a working environment that supports the provision of quality products and services to all customers.
- e. Implement strategies to reduce consumption of electricity, water and paper.
- f. Implement strategies to minimise solid waste by evaluating operations and ensuring they are as efficient as possible.
- g. Replace inputs to our operations that generate hazardous wastes with non-hazardous alternatives or minimise quantities where possible.
- h. Minimise vehicular emissions through the selection and use of our fleet and the source of our fuel requirement.
- i. Comply with all environmental legislation and other requirements that relate to the organisation.
- j. Update this policy, our objectives and targets periodically in consultation with employees and external customers/stakeholders.

This policy will be communicated internally to employees and externally to our customers/stakeholders. We encourage all to embrace these principles and practices.

- **Quality Policy – Metrology and Testing Laboratories**

The Laboratories' management is committed to good professional practice, in performing its testing and calibration services.

The management maintains a standard of service consistent with the requirements of ISO/IEC 17025, the organization's Quality and Environment Management System as well as the standard specifications of the tests and calibrations performed.

The importance of technical competence is recognized and personnel conducting tests or calibrations are fully trained.

The Laboratories' management is responsible for ensuring that the quality system is understood, implemented and maintained by every employee concerned with testing and calibration activities, thus increasing confidence in the results and in the quality of the work performed.

2.0 CORPORATE PROFILE

The BSJ falls under the aegis of the Ministry of Industry, Investment & Commerce (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

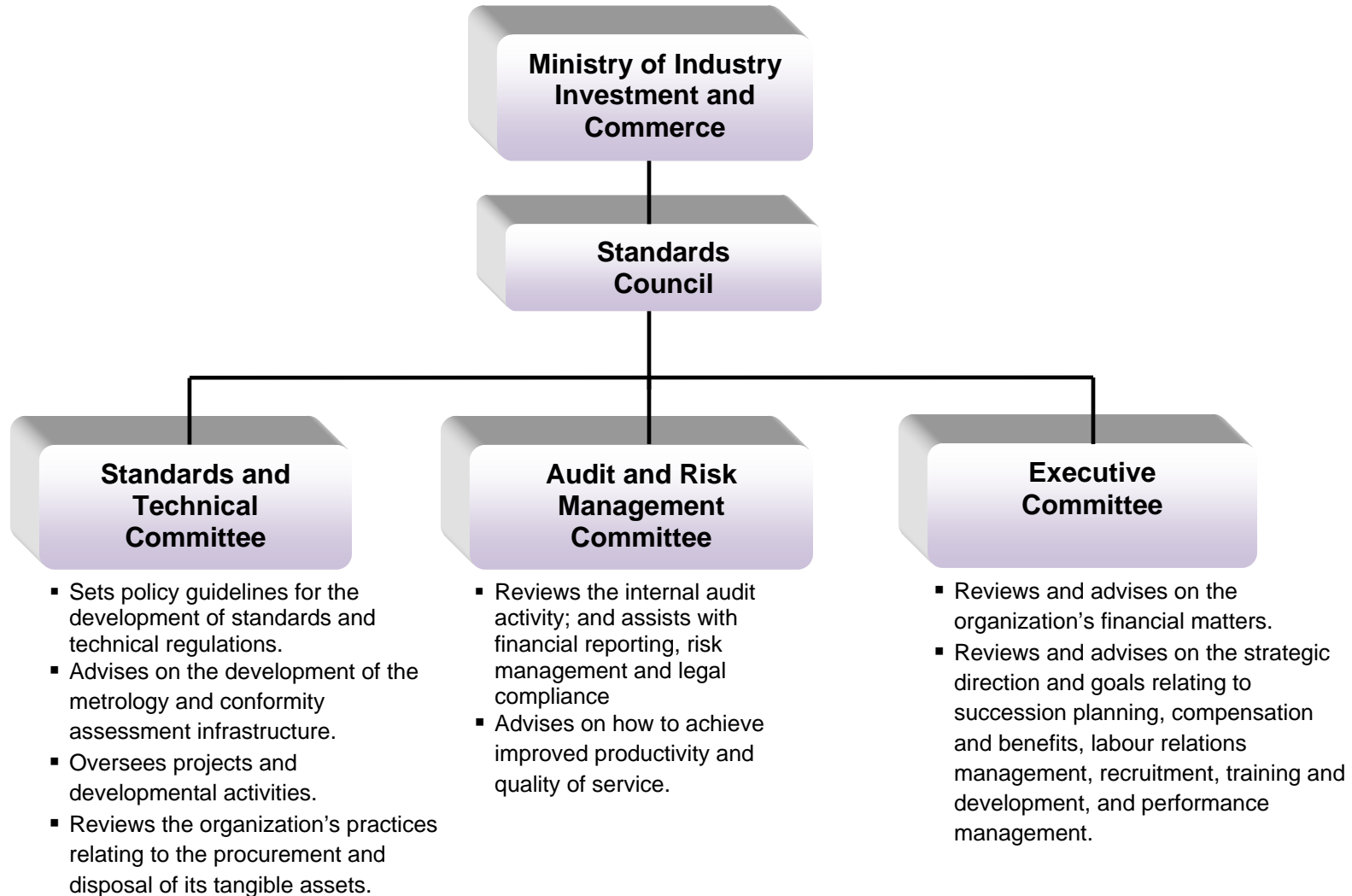
The Standards Council is responsible for the policy and general administration of the BSJ, thus providing governance and direction in ensuring the fulfillment of the organization's mandate. This work includes approval of standards, relevant policies; budgets and audited financial statements. The Standards 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

Name	Occupation
Rev. Dr. Arnel Henry CD, JP (Chairman)	Retired Agriculturalist and Minister of Religion
Mrs. Andrene Collings (Vice Chairman)	Trade Specialist, MIIC
Mr. Noel Osbourne	Executive Director, BSJ
Mr. Matthew Ziadie	General Manager, Mussons Jamaica Ltd.
Mr. Wade Mars	Investment Manager, Mayberry Investments Ltd.
Miss Joyce Campbell OD, JP	Civil Society Representative, National Consumers League
Ms. Rachael McDonald	Director, El Centro
Mrs. Joan Parris Woodstock	Attorney-at-Law
Mr. Noel daCosta	Corporate Relations Director, Red Stripe Jamaica
Mr. Collin Virgo	Businessman/Farmer
Ms. Adonia Chin	Executive Assistant, MIIC
Ms Tova Hamilton	Attorney at Law, Attorney General's Chambers
Mr. Danville Walker	Commissioner of Customs, Jamaica Customs Department
Mrs. Dolsie Allen	Chief Executive Officer, Consumer Affairs Commission

The Standards Council established a number of committees, which all played important roles in fulfilling its role in relation to corporate governance. Figure 3 outlines the roles and responsibilities of each committee.

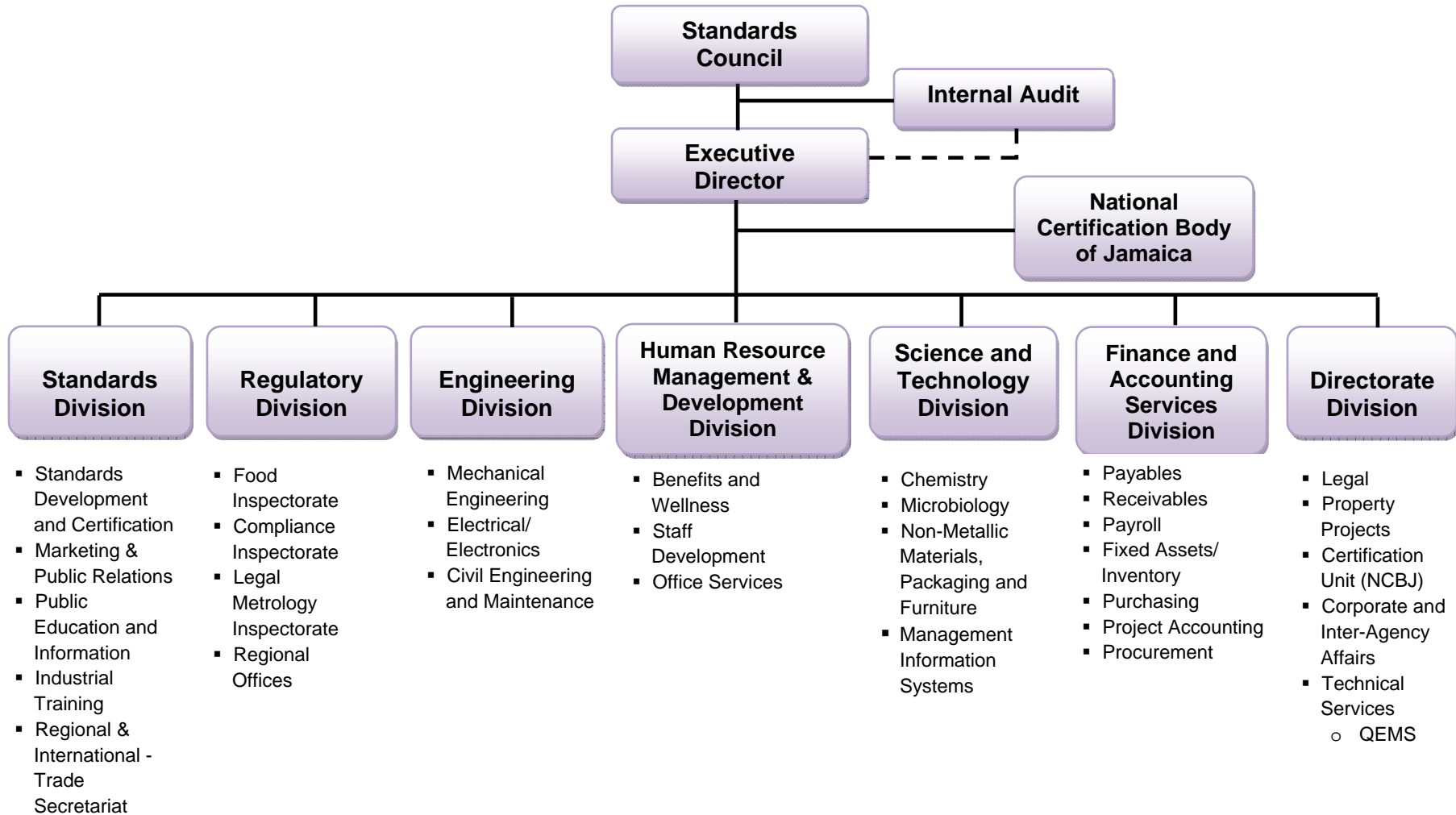
Figure 3 - Standards Council and Committees Structure



2.2 Corporate Structure

The policies established by the Standards Council were operationalized by an Executive Director, who was assisted by a senior management team. The organization's organizational structure is presented in Figure 4.

Figure 4 - Corporate Structure



2.3 Staff Profile

Figures 5a, 5b and 5c present the BSJ's staff profile for the financial year 2010-11 in respect of employee classification, qualifications and duration of service. The staff complement at the end of financial year was 210.

Figure 5a - Distribution of Staff by Employee Classification

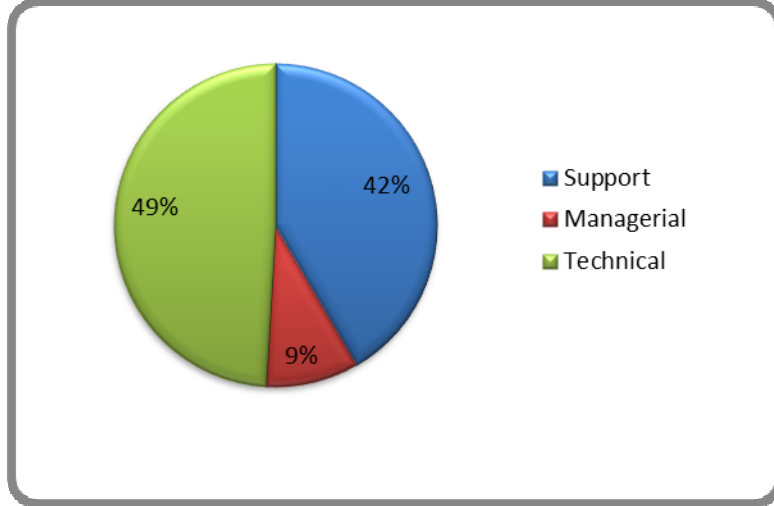


Figure 5b - Distribution of Staff by Highest Level of Qualification

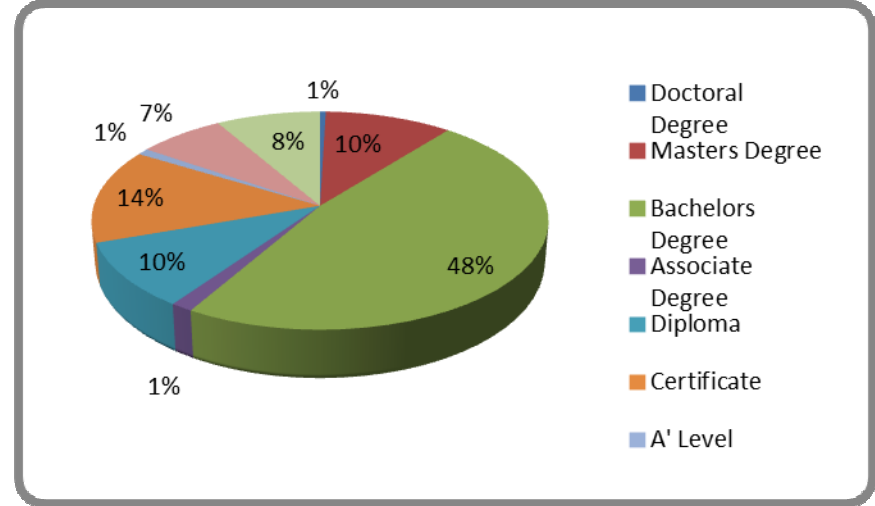
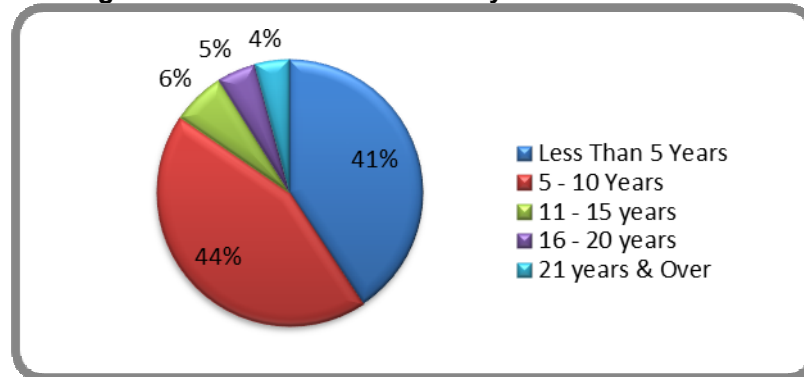


Figure 5c - Distribution of Staff by Duration of Service



3.0 OPERATIONAL ACTIVITIES

3.1 Nurturing and 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 87 training and professional development opportunities (training courses, training attachments, seminars and workshops) locally and overseas to improve their competence, productivity and efficiency. Appendix 1 provides details on the local and overseas training and development activities in which staff participated during the period under review.

Recognizing employee contributions also remained a priority in 2010-2011. The BSJ continued the practice of marking service milestones by presenting awards to 29 employees with 5, 10, 15, 20, 30, and 35 years of service at a staff appreciation event. In addition, at the same event, awards for excellent contribution to the achievement of divisional and organizational goals were presented to nine employees.

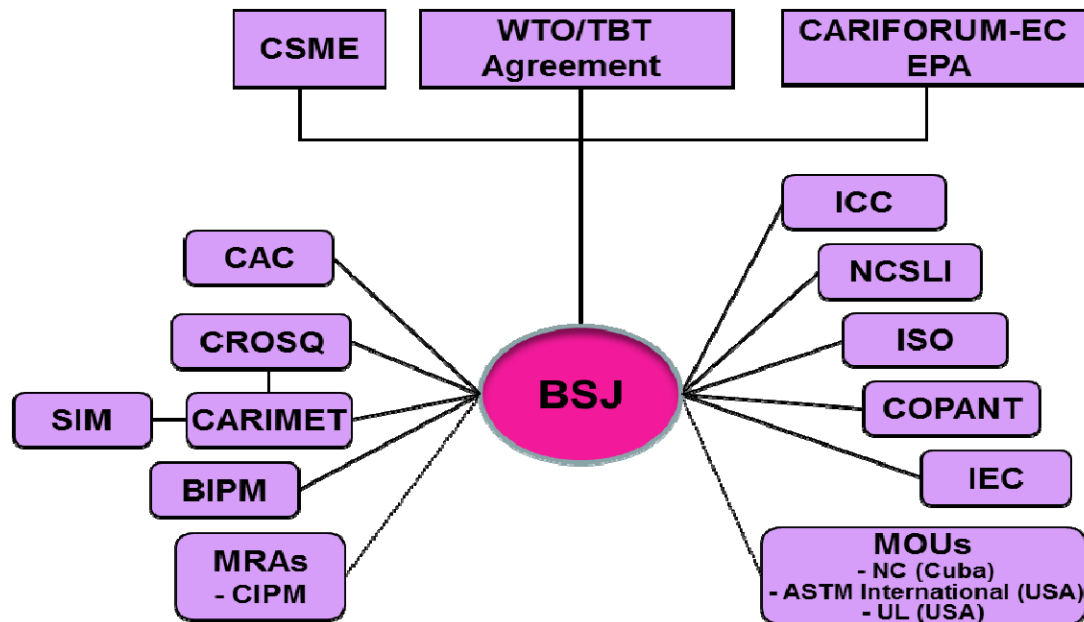
3.2 Maintaining Regional and International Relations

Notwithstanding the existence of the World Trade Organization (WTO) since 1995, there has been considerable use of non-tariff barriers (also referred to as technical barriers) to trade, in the form of, inter alia, sanitary and phytosanitary conditions; state subsidies; anti-dumping measures; and standards and technical regulations. These barriers pose serious challenges to exporters in all countries, particularly those in developing countries like Jamaica. As a small national economy with limited resources, it is necessary to develop partnerships with similar organizations in other countries as well as regional and international organizations to respond to these challenges.

3.2.1 Regional and International Involvement

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 with responsibility for engaging in metrology and conformity assessment activities, continued to work through regional and international institutions to help develop and operationalize international trading rules to ensure the protection of human, animal, ecosystem and plant life. The benefits of these alliances included: recognition of the organization's expertise; technical and financial assistance to improve human and physical capabilities; and reduction or removal of technical barriers to trade.

Figure 6 - BSJ within the Regional and International Framework



The BSJ worked closely with other national bodies and regional and international organizations. Some of the organizations with which the BSJ collaborated or in which it held membership can be seen in Figure 6. It is to be noted that during the year under review, financial support was received from overseas partners to participate in 51 of the 58 overseas activities in which representation was made on behalf of Jamaica.

The WTO/TBT (Technical Barriers to Trade) 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 continued to serve as the National Enquiry Point and participated in the work of regional and international standards organizations (Article 2.6) such as COPANT, ISO, and the CAC. Further, involvement in CROSQ, which is considered a sub-regional organization in the international arena, is included in this section.

▪ **Involvement in COPANT, ISO and CAC**

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 and during the period under review the involvement in ISO was as follows:

- Maintained Participating “P” membership in 25 Technical Committees (TCs) and Subcommittees (SCs).
- Maintained Observer “O” membership in 74 TCs and SCs.

- Continued to serve as the Secretariat for ISO/TC 93 Starch (including derivatives and by-products). A meeting of this TC was organized by the BSJ and held in Beijing, China.
- Attained a voting record of 99.6% on the international standards developed by ISO. In respect of the 682 ballots received, 679 votes were submitted.
- Staff and external technical persons accredited by the BSJ attended 3 ISO meetings and participated in 8 training activities. See Table 4 and Appendix 1 for details.
- Hosted the ISO National Workshop on Consumer Involvement in Standardization in October.

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 BSJ represents Jamaica in this organization and during the period under review the involvement in COPANT was as follows:

- Maintained Participating “P” membership in two TCs and Observer “O” membership in six TCs.
- Staff attended one meeting and participated in one training activity. See Table 3 and Appendix 1 for details.

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.

The BSJ’s involvement in CAC, on behalf of Jamaica, was as follows:

- Continued to serve as the Contact Point. Among other things, the Contact Point receives and maintains a library of Codex final texts.
- Continued to Serve as the Secretariat for the National Codex Committee (NCC).
- Successfully vied for the position of Geographic Representative for CCLAC in November 2010. Once this is ratified by the CAC at its meeting to be held in July 2011, Jamaica will serve on the Executive Committee of the CAC.
- Staff attended two meetings and participated in one training activity. See Table 3 and Appendix 1 for details.

▪ **Involvement in CROSQ**

Jamaica, through the BSJ, is a member of CROSQ, the regional organization that is responsible for coordinating the development of the regional quality infrastructure including harmonization of standards and the strengthening of the metrology infrastructure in the Caribbean Community (CARICOM).

As the most advanced standards body within the region, the BSJ held the following leadership positions on behalf of Jamaica:

- Chair the Technical Management Committee (TMC) until September 2010

- Vice-Chair of the TMC as of September 2010
- Member of the Financial Committee
- Chair of the Editorial Committee as of September 2010
- Coordinator, Regional Codex Coordinating Group
- Sub-executing agency for the CROSQ/IDB Project SME Project¹

The BSJ's other involvement in CROSQ on behalf of Jamaica was as follows:

- Attained a voting record of 100% on the regional standards developed by CROSQ. Votes were submitted in respect of 9 regional standards.
- Staff attended nine meetings and participated in nine training activities. See Table 3 and Appendix 1 for details.
- Facilitated the development/harmonization process for 13 CARICOM standards. See Table 6 for details.
- Hosted four meetings (17th CROSQ Council Meeting, 6th Annual General Meeting, CCA Meeting and CARIMET Meeting) and four workshops (Laboratory Health & Safety Management; Standards and Conformity Assessment for Business Support Organizations "Improving and Maintaining Market Access through Standards and Conformity Assessment"; Measurement Toolkit for SMEs; and Good Regulatory Practice).

As it relates to the provision of technical assistance and guidance to other NSBs within CROSQ, the BSJ engaged in the three activities listed below.

- *September 2010* - facilitated a benchmarking visit by seven technical officers from TTBS. The objectives achieved by this visit were: (1) sharing of the vision and philosophy leading to the development of the BSJ laboratories; (2) sharing of the legal framework for the BSJ's inspection activities; (3) observation of some of the BSJ's inspection activities at the ports of entry and in the domestic marketplace; and (4) sharing of the TTBS experience in the area of used tyre inspection.
- *October 2010* - facilitated a study visit by a technical officer from the TTBS. The objectives achieved by that visit were: (1) sharing of the BSJ's National Quality Awards Programme; (2) sharing of theoretical and practical knowledge on the Malcolm Baldrige National Quality Awards Programme and other similar programmes, which was gained by the TTBS officer from a visit to the National Institute of Standards and Technology (NIST).
- *March 2011* - provided technical advice to officers at the Belize Bureau of Standards on the testing and sale of Liquefied Petroleum Gas (LPG).

¹ Officially named the CROSQ/IDB Project: Promoting Small and Medium Enterprise Competitiveness in the Caribbean through Technical Standards

- **Regional and International Meetings**

Participation in regional and international meetings not only gives Jamaica the opportunity to provide input into policy decisions of these organizations but it also allows for the learning of best practices from, and share ideas with other standardization communities. In the financial year 2010-2011, staff in addition to external technical persons accredited by the BSJ represented Jamaica in 22 regional and international meetings (see Table 2).

Table 2 - Participation in Regional and International Meetings

Date	Activity	Country
April	16 th CROSQ TMC Meeting	Barbados
	Meeting of the Project Monitoring Group for the CROSQ/IDB SME Project	
	COPANT Assembly 2010	Mexico
May	16 th CROSQ Council Meeting	Antigua & Barbuda
	CROSQ/IDB/PTB Regional Quality Infrastructure Project Steering Committee Meeting	
June	WTO 6 th Special Meeting on Procedure for Information Exchange	Switzerland
	WTO/TBT Committee Meeting	
	2 nd Meeting of the CROSQ Regional Information Network (RIN) Committee	Barbados
August	Inter-American Metrology System (SIM) Chemical Metrology Working Group Annual Meeting	Chile
	Annual Coordinators Meeting for the Creation of Reference Material (under the Organization of American States (OAS) Project: Collaboration for Support with Chemical Metrology and the Quality and Safety of the Food Products of the Agricultural Sector)	Ecuador
September	Caribbean Codex Contact Points Colloquium Meeting	USA
	33 rd ISO General Assembly	Norway
	44 th ISO/DEVCO Meeting	
	11 th CROSQ Editorial Committee Meeting	Barbados
	17 th CROSQ TMC Meeting	
October	National Accreditation Focal Point Meeting	Antigua & Barbuda
November	SIM General Assembly	USA
	17 th Session of the FAO/WHO Coordinating Committee for Latin America and the Caribbean (CCLAC)	Mexico
December	13 th Plenary Meeting of ISO/TC 93	China
	CROSQ Certification Project Team Meeting	Trinidad & Tobago
March	18 th CROSQ TMC Meeting	Barbados
	Technical Meeting for the Creation of Reference Material for Wheat Flour (under the OAS Project)	Peru

3.3 Facilitating Trade

Trade facilitation involves, inter alia, streamlined regulatory environments, deeper harmonization of standards with international or regional regulations, enhancement of conformity assessment activities and reducing transaction costs. According to the WTO/TBT Agreement, to facilitate trade, countries should seek to adopt the technical content of relevant international (and regional) standards or guides. Recognizing that this may not be possible at all times, the agreement states that each WTO Member must notify Members if it develops a technical regulation that is not in accordance with the technical content of relevant international standards or guides; and which may have a significant effect on the trade of other Members. During the year under review, only one technical regulation - Used pneumatic tyres for passenger cars (G/TBT/N/JAM/22) - was notified to the WTO.

3.3.1 Standards

A standard is a “document approved by a recognized body that provides, for common and repeated use, rules, guidelines or characteristics for products or related processes and production methods, with which compliance is not mandatory. It may also include or deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a product, process or production method.”² Standards serve as key enablers for Jamaican businesses to gain competitive advantage and access global markets. The BSJ continued to facilitate the development, revision, adoption and adaptation of standards through technical committees comprised stakeholders such as manufacturers, consumers, regulators, and professionals. The 16 standards that were completed and gazetted during the financial year 2010-2011 are listed in Table 3. The scope of each standard has been provided.

Table 3 - National Standards Gazetted

Reference Number & Name of Standard	Scope
JS: ISO 14001:2002 Specification for Environmental Management Systems -- Requirements with guidance for use	Specifies requirements for an environmental management system to enable an organization to develop and implement a policy and objectives which take into account legal and other requirements pertinent to the organization, and information about significant environmental aspects. Applies to those environmental aspects that the organization identifies as controllable and those which it can influence.
JS: ISO 14050:2002 Specification for Environmental management -- Vocabulary	Defines terms of fundamental concepts related to environmental management as published in the ISO 14000 series of International Standards.

² Annex 1, WTO/TBT Agreement

Reference Number & Name of Standard	Scope
JS: ISO 14004:2004 Specification for Environmental management systems -- General guidelines on principles, systems and support techniques	Provides guidance on the establishment, implementation, maintenance and improvement of an environmental management system and its coordination with other management systems.
JS: ISO 14015:2001 Specification for Environmental management -- Environmental assessment of sites and organizations (EASO)	Provides guidance on how to conduct an EASO through a systematic process of identifying environmental aspects and environmental issues and determining, if appropriate, their business consequences.
JS: ISO 14040:2006 Specification for Environmental management -- Life cycle assessment -- Principles and framework	Describes the principles and framework for life cycle assessment (LCA) including: a) the goal and scope definition of the LCA; b) the life cycle inventory (LCI) analysis phase; c) the life cycle impact assessment (LCIA) phase; d) the life cycle interpretation phase; e) reporting and critical review of the LCA; f) limitations of the LCA; g) relationship between the LCA phases; and h) conditions for use of value choices and optional elements.
JS: ISO 14044:2006 Specification for Environmental management - Life cycle assessment -- Requirements and guidelines	Specifies requirements and provides guidelines for LCA including: a) the goal and scope definition of the LCA; b) the life cycle inventory analysis (LCI) phase; c) the LCI) phase; d) the life cycle interpretation phase; e) reporting and critical review of the LCA; f) limitations of the LCA; g) relationship between the LCA phases; and h) conditions for use of value choices and optional elements.
JS: ISO/TR 14047:2003 Specification for Environmental management -- Life cycle impact assessment -- Examples of application of ISO 14042	Provides examples to illustrate current practice in carrying out a LCIA in accordance with ISO 14042: 2000 Environmental management -- Life cycle assessment -- Life cycle impact assessment and also presents examples of the total possible "ways" to satisfy the provisions of the ISO 14042. These "ways" are the key elements of the LCIA phase of the LCA.
JS: ISO/TR 14048:2002 Specification for Environmental management -- Life cycle impact assessment -- Data documentation format	Provides the requirements and a structure for a data documentation format, to be used for transparent and unambiguous documentation and exchange of LCA and LCI data, thus permitting consistent documentation of data, reporting of data collection, data calculation and data quality, by specifying and structuring relevant information.

Reference Number & Name of Standard	Scope
<p>JS: ISO/TR 14049:2000 Specification for Environmental management -- Life cycle assessment - Examples of application of ISO 14041 to goal and scope definition and inventory analysis</p>	<p>Provides examples about practices in carrying out a LCI as a means of satisfying certain provisions of ISO 14041. These examples are only a sample of the possible cases satisfying the provisions of the standard. They should be read as offering “a way” or “ways” rather than the “unique way” of applying the standard. Also they reflect only certain portions of an LCI study.</p>
<p>JS: ISO Guide 64:2008 Specification for Guide for addressing environmental issues in product standards</p>	<p>Provides guidance on addressing environmental issues in product standards. Primarily intended for product standards writers.</p>
<p>JS: ISO/TR 14062:2002 Specification for Environmental management -- Integrating environmental aspects into product design and development</p>	<p>Describes concepts and current practices relating to the integration of environmental aspects into product design and development, where “product” is understood to cover both goods and services.</p>
<p>JS: ISO 14063:2006 Specification for Environmental management -- Environmental communication -- Guidelines and examples</p>	<p>Gives guidance to an organization on general principles, policy, strategy and activities relating to both internal and external environmental communication. Utilizes proven and well established approaches for communication, adapted to the specific conditions that exist in environmental communication.</p>
<p>JS: ISO 14064-1:2006 Specification for Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals</p>	<p>Specifies principles and requirements at the organization level for quantification and reporting of greenhouse gas (GHG) emissions and removals. Includes requirements for the design, development, management, reporting and verification of an organization's GHG inventory.</p>
<p>JS: ISO 14064-2:2006 Specification for Greenhouse gases -- Part 2: Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements</p>	<p>Specifies principles and requirements and provides guidance at the project level for quantification, monitoring and reporting of activities intended to cause GHG emission reductions or removal enhancements. Includes requirements for planning a GHG project, identifying and selecting GHG sources, sinks and reservoirs relevant to the project and baseline scenario, monitoring, quantifying, documenting and reporting GHG project performance and managing data quality.</p>
<p>JS: ISO 14064-3:2006 Specification for Greenhouse gases -- Part 3: Specification with guidance for the validation and verification</p>	<p>Specifies principles and requirements and provides guidance for those conducting or managing the validation and/or verification of GHG assertions. Can be applied to organizational or GHG project quantification, including GHG quantification, monitoring and reporting carried out in accordance with ISO</p>

Reference Number & Name of Standard	Scope
	14064-1 or ISO 14064-2.
JS 268: 2010 Specification for Bituminous materials	Specifies the requirements for penetration grade bitumens, cut-back bitumens and emulsified bitumens. Excludes requirements for bituminous paving mixtures.
JS 25: 2010 Specification for Transportable gas containers	Specifies requirements for the materials, design, construction and testing of containers for the conveyance of permanent, liquefiable and dissolved gases under pressure. Applies to steel containers of water capacity 0.5 L up to 150 L (150 kg) having longitudinal and/or circumferential main seams, made by a fully or semiautomatic welding process.

- **Harmonization of Standards**

In fulfilling its mandate of developing and harmonizing standards “for the enhanced efficiency and improved quality in the production of goods and services in the Community, thereby facilitating consumer and environmental protection and improved trade”, 13 regional standards were harmonized by CROSQ (see Table 4). These standards were developed under the CROSQ/IDB Project: Promoting Small and Medium Enterprise Competitiveness in the Caribbean through Technical Standards (CROSQ/IDB SME Project)

Table 4 - CARICOM Standards Developed/Harmonized

Reference Number & Name of Standard	Scope
CRS1: 2010 Specification for Packaged water	Specifies requirements for the purity, treatment, bacteriological acceptability, packaging and labelling of all waters that are pre-packaged for sale and used as beverages or in foods. It should be used in conjunction with CRCP 1: 2010.
CRS3: 2010 Specification for Packaged natural coconut water	Applies to packaged natural coconut water, which is offered for consumption. Only applies to coconut water which has been packaged in its natural state without the use of additives. It must be read in conjunction with CRCP 2: 2010.
CRS12: 2010 Specification for Short term vehicle rentals	Specifies the minimum requirements for acceptable practices relating to business conduct, physical facilities, vehicle fleet, personnel, customer guidance, contractual agreements, documentation, and handling of complaints for short-term vehicle rental operations. It applies only to motor vehicles that are classified

Reference Number & Name of Standard	Scope
	as rentals and include motor cars, station wagons, vans, sports utility vehicles (SUVs), motorcycles, scooters and four-wheel-drive vehicles.
CRS21: 2010 Specification for Indigenous furniture - Bamboo, rattan, wicker, tibiriri and nibbi	Specifies the requirements for indigenous furniture, namely those made from bamboo, rattan, wicker, tibiriri and nibbi materials.
CRS5: 2010 Specification for Labelling of pre-packaged foods	Applies to the labelling of all pre-packaged foods to be offered to the consumer or for catering purposes. It is a modified adoption of the Codex Alimentarius Standard for Labelling of Pre-packaged Foods.
CRS20: 2010 Specification for Wooden furniture	Specifies the requirements for the materials, construction, workmanship and finish employed in the manufacture of all types of wooden furniture.
CRS22: 2010 Specification for Achar, amchar and kuchela	Applies to the products known as achar, amchar and kuchela which are prepared from edible fruits such as green or unripe mangoes (<i>Mangifera indica</i>), golden apple (<i>Pommecythere spp</i>), june plum (<i>Spondias spp</i>), tamarind (<i>Tamarindus indica</i>) and chalta or elephant fruit (<i>Dillenia indica</i>), as the predominant ingredients and blended with spices and additives prior to packaging.
CRS35: 2010 Specification for Spices and sauces	Provides guidance and basic information on the identity, purity, wholesomeness and quality of the spices and sauces mentioned, so that they can be traded in regional and international markets. Some physical and chemical tests are included to assure that the products are fresh and not contaminated.
CRCP2: 2010 Code of Practice for Packaged natural coconut water	Sets out the recommendations for the hygienic preparation of packaged natural coconut water including harvesting, processing, packaging, storing, transporting and distributing.
CRCP8: 2010 Code of Practice for Inbound tour operators	Recommends guidelines for the establishment and maintenance of minimum acceptable levels of service for inbound tour operators.
CRCP 3: 2010 Code of Practice for Tour guides	Establishes the minimum acceptable levels of service for tour guides operating within the CARICOM Member States. Is also intended for use as a quality tool by: a) tour guides and tourism service providers; b) tour parties; and c) relevant

Reference Number & Name of Standard	Scope
	authorities and agencies responsible for tourism within the CARICOM region.
CRCP 1: 2010 Code of Practice for Packaged water	Recommends appropriate general techniques for the collection, processing, packaging, storing, transporting, distributing and offering for sale, all bottled or packaged drinking water for direct consumptions.
CRCP 4: 2010 Code of Hygienic Practice for the Handling of fish and fishery products	Applies to the growing, harvesting, handling, production, processing, storage transportation and retail sale of fish, shellfish and aquatic invertebrates and products from marine and freshwater sources, which are intended for human consumption.

▪ **Standards under Development**

The development of regional standards and the adoption of relevant international standards as national standards are vital to increase acceptance of Jamaican products and services in overseas markets. At the same time, the standards developed must also be market-driven and fit national objectives. In addition, 56 national, regional and international standards were in the process of being developed, reviewed and adopted to help businesses achieve better productivity, quality, safety and reliability of products, processes and services. Figure 7 presents a breakdown of the standards in terms of their stages of development, while Table 5 presents a description of each stage of the standards development process. As at 31 March 2011, most of the standards, 47 or 84%, were at the preparatory and committee stages of the development process.

Technical Committees (and their subcommittees) are responsible for the development of new standards, adoption of regional and international standards and the revision of standards. Staff of the BSJ serve on these committees, usually in the capacities of facilitator and recording secretary, and generally manage the development and production processes of each standard. 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. With regard to their day-to-day operation, there are no really important differences between technical committees and subcommittees. The membership of committees reflect a balanced representation of all parties interested/involved in the Committee's scope of operations, namely; producers, users and consumers, research organizations, representatives from government organizations, educational authorities and individual expert. At the end of the year under review, there were 17 active technical committees and 1 subcommittee. A list of the active national technical committees and their membership and the national, regional and international standards that were being developed, reviewed and adopted are presented in Appendix 2.

Figure 7 - Standards under Development

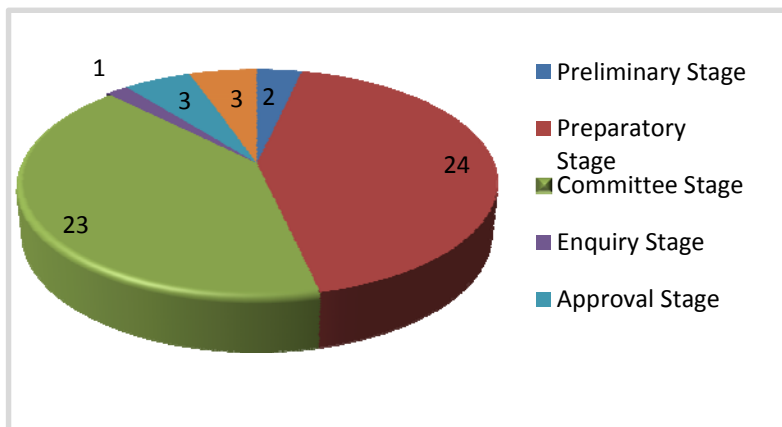


Table 5 - Standards Development Stages

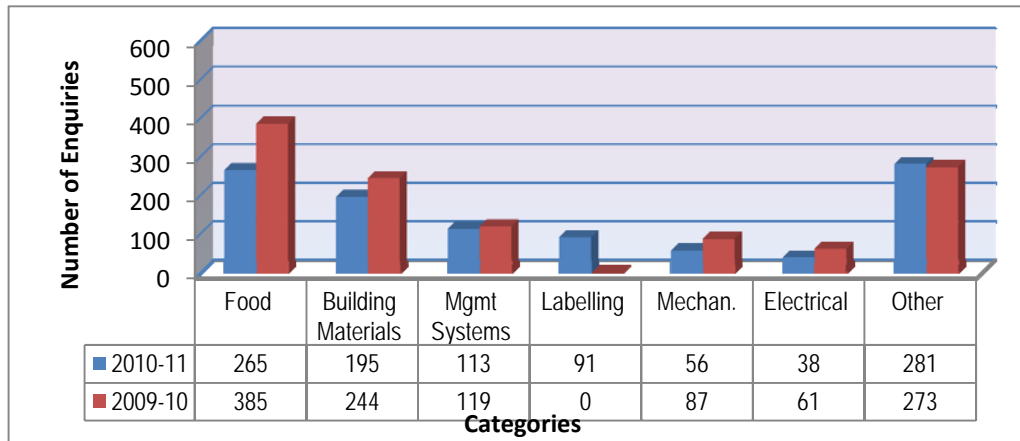
Stage	Description
Preliminary Stage (00)	The request for development/review of a standard (New Work Item) is received and evaluated.
Proposal Stage (10)	The proposal and the evaluation summary are submitted to the Standards Council for approval.
Preparatory Stage (20)	A new technical committee is formed or the work item is placed on the work plan of an existing technical committee. The committee develops a Committee Draft (CD).
Committee Stage (30)	The committee draft is included in the work plan, edited and submitted to the Standards Council for approval as a Draft Jamaican Standard (DJS).

Stage	Description
Enquiry Stage (40)	The DJS is circulated for public comments. If the standard is to be a Technical Regulation, a notification is sent to the WTO. Comments received are reviewed by the Technical Committee and the draft standard revised if necessary and registered as a Final Draft Jamaican Standard (FDJS).
Approval Stage (50)	The FDJS is edited and submitted to the portfolio government Ministry for approval.
Publication Stage (60)	Once approved, the draft standard is gazetted and published as a Jamaican standard.
Review Stage (90)	A systematic, periodic review of the standard is performed in an effort to keep it current and relevant.

3.3.2 Providing Standards and other Technical Information

The Artnel S. Henry Technical Information Centre (TIC) has an extensive collection of national, regional and international standards and related technical documents such as test methods in hard copy and electronic formats. The TIC provides services related to standards and related documents to clients from the private and public sectors; academia as well as staff members. Documents can be accessed or purchased in hard copy and electronic formats.

Figure 8a - Enquiries (by Category)



As Figure 8a illustrates, during the financial year 2010-2011, the TIC responded to 1,039 enquiries, 130 (11%) less than the previous year, 2009-10. During both financial years, more than 50% of the enquiries were in relation to food, building materials and management system standards.

Figure 8b - Enquiries (by Stakeholder Group)

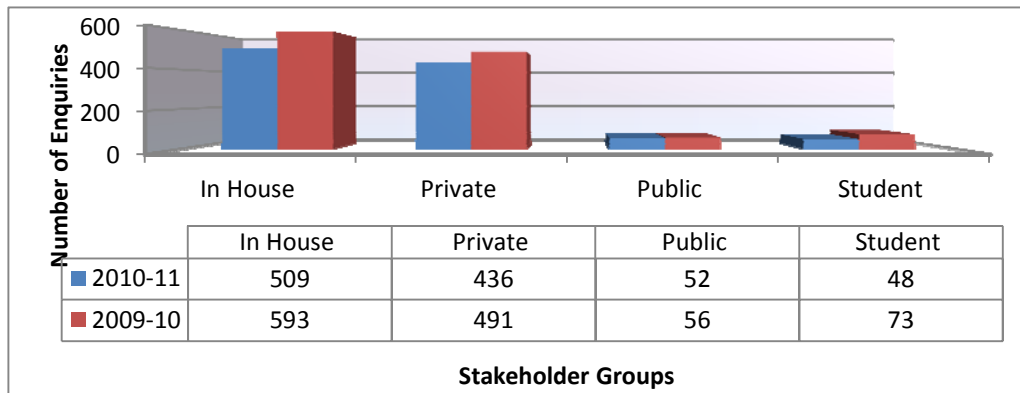
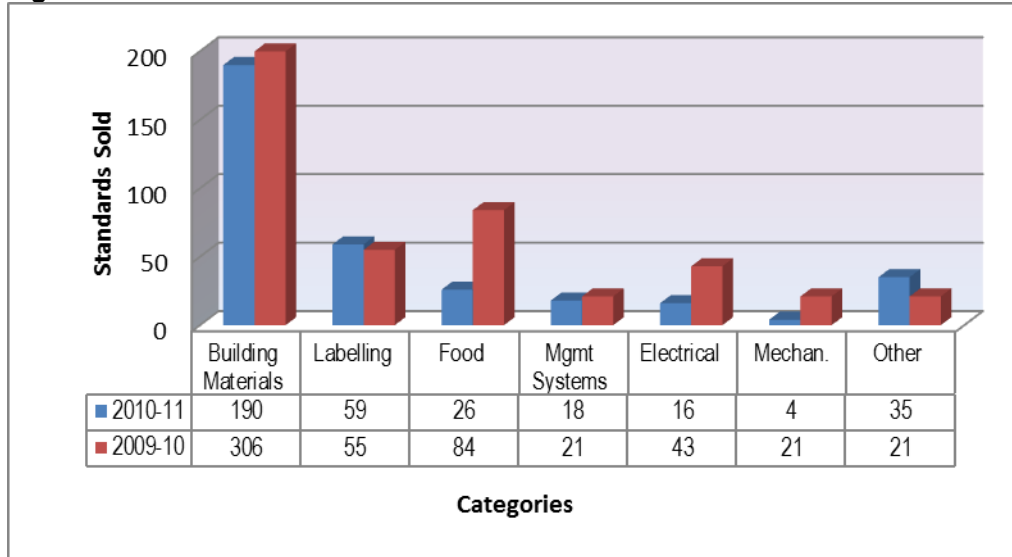


Figure 8b illustrates that during the financial year 2010-2011, the TIC responded to 1,039 enquiries for standards and other technical information from 1,045 persons from the public and private sectors, students and the wider public. The number of persons who made the enquire is 168 (14%) less than the figure for the previous year. During both financial years, more than 50% of the enquiries were in relation to food, building materials and management system standards.

Figure 8c - Sale of Standards



The TIC not only provides access to and information on standards but also offers them for sale. A catalogue of the published national standards can be accessed via the organization’s website (www.bsj.org.jm). During the period under review, the TIC sold 348 standards (national standards and those published by overseas standards organizations). As Figures 8 illustrates, this was 203 (37%) less than those sold during the previous year. During both financial years, more than 70% of the standards sold were in relation to food, building materials and labelling of products.

3.3.3 Metrology & Testing Capabilities

In an effort to have new and enhanced testing and calibration capabilities in the areas of metrology and testing, the BSJ continued to upgrade its laboratories. The objective is to ensure that the BSJ has an adequate metrology and testing infrastructure to produce accurate results.

The BSJ continued to enhance its capabilities through the acquisition of the latest technology and the training of its technical staff in an effort to achieve the highest standards of expertise, technical standards, efficiency and quality assurance in our services. During the year under review, an investment of J\$12 million was made to acquire equipment to upgrade its laboratory and field testing services. See Appendix 3a for a list of the metrology and testing laboratories at the BSJ and Appendix 3b for the laboratory and field equipment acquired and commissioned during 2010-11. Further, through the acquisition of equipment and the provision of 14 training and development opportunities (see Appendix 1) there were improvements in technical competence, and the provision of new and enhanced services (see Table 6).

Table 6 - New & Enhanced Metrology and Testing Capabilities

Metrology & Testing Areas	New Services	Enhanced Services
Mechanical Engineering (Mass, Flow & Volume, Dimensional)	Capacity to (1) calibrate weighing instruments (2) calibrate reference standard (gauge blocks) in-house	Expansion of: (1) calibration range for weights (2) capacity to calibrate domestic water meters
Civil Engineering (Cement Testing, Aggregate Testing)	-	(1) Improved cement test accuracy (2) 50% decrease in turnaround time for aggregate tests (3) Increased capability to test ready-mix concrete - Ready-Mixed Concrete Monitoring Programme to commence in 2011-2012
Electrical/Electronic Engineering (Temperature)	-	Expansion of calibration range for standard thermocouples.

▪ **Laboratory Competence Demonstrated**

As part of its effort to assure quality measurements, in addition to use of validated methods and reference materials, the BSJ's laboratories also apply strict quality control measures at all stages of testing - from sample management to final reporting and verification of test results. One such quality measure is participation in inter-comparisons involving similar laboratories in National Metrology Institutes (NMIs) in countries which are members of SIM. Participation in inter-comparisons assesses the degree of equivalence of its measurement standards with that of different NMIs.

As the laboratories engage in testing of locally manufactured and imported goods, steps are being taken to conform with ISO/IEC 17025, to provide assurance that the organization is adequately equipped, staffed by competent personnel and has the demonstrated capacity to produce accurate testing results. In addition, to check the quality and traceability of products that are traded, certified reference materials are established through a collaborative testing process that involves different, and if possible, equally competent laboratories.

- **Inter-comparisons** - Two inter-comparisons involving the Chemistry Laboratory were completed during the period under review. These were:

1. An Anhydrous Bio-ethanol inter-comparison involving nine other laboratories³, which was completed in September 2010 and coordinated by National Institute of Metrology Quality and Technology (INMETRO) in Brazil.
 2. A waste water inter-comparison involving nine other laboratories⁴, which was completed in January 2011 and coordinated by the National Research Council (NRC) in Canada.
- **Certification of Reference Material (CRM)** - Through the BSJ's Chemistry Laboratory, Jamaica continued to participate in the 4-year SIM/OAS Certified Reference Material Verification/Production Project with 7 other laboratories within countries in SIM⁵. In the financial year 2010-2011, which was the fourth and final year of the project, reference material for wheat flour was successfully certified. This reference material is to be disseminated to local laboratories for them to attain traceability to same material. During the first, second years of the project, the focus was placed on certifying reference material for milk powder, waste water and beef respectively. Only the waste water and beef reference material was formally certified.⁶

3.4 Protecting Consumers

The BSJ is one of the national agencies responsible for market monitoring and consumer protection. Both imports and locally produced goods are subjected to the same rules to ensure that, not only to promote fair trade but also to ensure that they do not pose a significant threat to the health of Jamaicans.

As a regulatory agency, the BSJ conducted assessments for compliance (inspections, audits, product sampling and verifications) with national regulatory requirements and standards. These assessments were carried out in relation to three main activities: food safety, legal metrology, and standards compliance. Table 7 presents data on some of the compliance activities undertaken during the financial year. Besides strict enforcement of the nation's food safety system through a well-established legal framework, the BSJ educated consumers on their shared responsibility in maintaining food safety in Jamaica.

³1) Brazil - Agência Nacional do Petróleo, Gás Natural e Biocombustíveis (ANP), 2) Uruguay - Administración Nacional de Combustibles, Alcoholes y Portland (ANCAP), 3) Brazil - Centro de Pesquisas da Petrobras (CENPES), 4) Mexico - Centro Nacional de Metrología (CENAM), 5) Peru – Instituto Nacional de Defensa de la Competencia y de la Protección de la Propiedad Intelectual (INDECOPI) 6) Bolivia - Instituto Boliviano de Metrología (IBMETRO), 7) Kenya Bureau of Standards (KEBS) 8) Costa Rica - Laboratorio Costarricense de Metrología (LACOMET), 9) National Metrology Institute of South Africa (NMISA).

⁴ 1) Costa Rica - LACOMET, 2) Ecuador - Instituto Ecuatoriano de Normalización (INEN), 3) Environmental Laboratories (Envirolab) Perú S.A.C., 4) Corporación Laboratorios Ambientales del Perú S.A.C. (CORPLab),

5) Uruguay - National Institute of Metrology (LATU), 6) Trinidad & Tobago - Caribbean Industrial Research Institute (CARIRI), 7) Trinidad & Tobago - Angostura Ltd. Laboratory (ALL), 8) Thailand - Department of Science Service (DSS), 9) Thailand - National Food Institute (NFI).

⁵ 1) Argentina - Instituto Nacional de Tecnología Industrial (INTI), 2) Bolivia - Instituto Nacional Laboratorios de Salud (INLASA), 3) Brazil - INMETRO, 4) Mexico – CENAM, 5) Peru – INDECOPI, 6) Uruguay – LATU, 7) Ecuador - INEN

⁶ The analysis of the results from the participating labs of the milk powder certification exercise revealed wide variations, which were unacceptable.

Table 7 - Compliance Activities

Location	Activities	Achievements
Ports of Entry and Site (Premises of Importers)	Inspection visits	5,351
	Consignments inspected	6,065
	Consignments detained	173
Domestic Marketplace	Inspection visits	5,084
	Products inspected	157,318
	Products withdrawn	5,139
Processed Food Establishments	Inspection visits	3,063
	Establishments Registered	456
	Approval Certificates issued	785
	Export Certificates issued	1,128
	# of products for which approval certificates were issued	358,569
	# of products for which export certificates were issued	185,950
Premises with Weighing and Measuring Devices	Verification visits	1,164
	Weighing and measuring devices verified	7,042

3.4.1 Regulating Local Processed Food Production

In ensuring the safety of locally produced processed food products, each food-processing establishment was subject to an annual registration process to confirm that critical systems and controls were in place. The BSJ inspected these establishments regularly to ensure that they complied with the relevant compulsory standards and other national regulations. While the BSJ worked towards ensuring full compliance with legislative requirements within the food processing industry, it recognized that due to the complexity and inherent variability of the food-processing sector, some degree of non-compliance was inevitable. The BSJ's working assumption was that as industry improved compliance, food safety risks would diminish.

Regulated by BSJ's stringent registration criteria, local processed food establishments were encouraged to adopt Good Manufacturing Practices (GMPs) or other equivalent systems of food safety such as the Hazard Analysis Critical Control Points (HACCP) system, for the entire manufacturing process. A preventive approach to managing food safety, the HACCP system analyses potential hazards and identifies critical control points through scientific methodologies.

As indicated by Table 8, during the year under review, the BSJ made 3,063 inspection visits to local processed food establishments to ensure adherence to proper hygiene practices. Of the 591 processed food establishments inspected, 456 (77%) met the registration requirements. The reasons 135 (23%) failed to meet the requirements were: (1) poor physical infrastructure, (2) unhygienic conditions, (3) improper sanitation practices, (4) poor personal hygiene practices, (5) unsatisfactory test results, (6) poor

record keeping, and (7) non-payment of the registration fee. Actions taken by the BSJ in lights of these findings included: (1) issuing directives to the establishments to discontinue processing until corrective actions had been taken; (2) withdrawing products from the domestic marketplace; (3) withdrawing products from the premises of processors; (4) recommending (to the Minister, MIIC) the closure of establishments; and (5) encouraging processors to implement food safety systems such as the HACCP approach.

3.4.2 Product Testing

The BSJ tested regulated food commodities to confirm that they complied with applicable laws and regulations. This testing assisted in verifying that domestic and imported food products did not pose a significant risk to the health of Jamaicans. In financial year 2010-2011, the BSJ conducted 11,138 chemical and microbiological tests on 4,313 samples of imported and locally produced food products to, among other things, determine the pH, acidity, brix (sweetness) levels, to check for contaminants and/or extraneous matter and quantify specific bacteriological variables such as yeast and mould counts. Besides analyzing food samples as per the relevant regulations, the BSJ also provided analytical testing services to private and public entities for quality assurance purposes.

In addition to food products, the BSJ conducted type approval testing on imported commodities as it sought to ensure the protection of consumers. Tables 8a and 8b present the conformance level of some of the commodities (fans, stoves and various other appliances⁷) for which type approval testing was conducted. Type approval is granted to a product that meets a minimum set of regulatory, technical and safety requirements. Type approval is required before a product is allowed to be sold in Jamaica, as the requirements for a given product may vary around the world. The non-conformances identified included: improper labeling, inadequate cord length, power rating not within required tolerance and non-existent heat sensitive safety device.

Table 8a - Testing of Electrical Appliances

Product	# of Models tested	# of Conforming Models	Conformance Level
Fans	47	36	77%
Stoves	18	12	67%
Other Appliances	28	9	32%

Table 8b - Testing of Measuring Instruments

Product	# of Units tested	Population Size (units)	Conformance Level
JPS Electricity Meters	2844	110,873	100%
NWC Water Meters	600	41,100	100%

3.4.3 Monitoring Imports

⁷ Incandescent bulb, automobile battery, washing machine, TV, DVD player, DVD & VCR player, TV & VCR player, air condition unit, blender, hot plate, circuit breaker, plug, and microwave.

Under its Standards Compliance/Import Monitoring Programme, the BSJ continued to ensure compliance of imported products with the requirements of compulsory standards (technical regulations) and labelling regulations by conducting inspections, examinations and investigations at the ports of entry and the premises of importers as well as related regulatory conformance testing. Consignments found to be in breach of compulsory standards were subject to detentions. Based on the gravity of the breach, the non-conforming products in the consignments were allowed to be rehabilitated (by the importer), re-exported or destroyed.

During the year under review, a total of 5,351 inspections visits were conducted and of the 6,065 consignments inspected, 173 or 2.7% were detained for labelling breaches and for conformance testing of selected products such as electrical/electronic products and building materials.

3.4.4 Conducting Market Surveillance

Under the aforementioned Standard Compliance/Import Monitoring Programme, the BSJ inspected establishments in the domestic market (e.g. pharmacies and supermarkets) and withdrew products for labelling breaches for regulatory laboratory testing to ensure compliance of products (locally produced and imported) with the relevant requirements. Products found to be in breach of these standards were subject to withdrawal from sale. Products withdrawn were either allowed to be rehabilitated (by the supplier) or destroyed (by the BSJ).

The BSJ implemented a number of approaches to assessing compliance when carrying out its domestic market surveillance activities. These included:

- *Monitoring approach* - Establishments and products were inspected; and products were sampled and tested in accordance with relevant standards.
- *Targeted approach* - In cases where monitoring had identified specific compliance problems, the BSJ employed a targeted approach to inspections, product sampling and testing by focusing on the problem area.
- *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.

The BSJ conducted 5,084 inspections in the domestic marketplace on 157,318 products. Of this amount, 5,208 or 3.3% of the products were withdrawn due to labelling breaches, and for chemical, microbiological and physical analyses. The labelling breaches included information that was solely in a foreign language, non-existent expiry date, coded date mark and no stated country of origin. As it relates to products that were subjected to laboratory analyses, rejections were due mainly to the presence of microbial activity and foreign matter.

3.4.5 Verifying Weighing and Measuring Devices

In fulfillment of its mandate to ensure accuracy in trade, the BSJ continued to engage in legal metrology activities, which involved verifying weighing and measuring devices (e.g. scales, tanker wagons, gas nozzles at petrol stations and weighbridges). Under the Gas Pump Certification Programme, gas nozzles were inspected to ensure that the amount dispensed was in agreement with the indicated meter reading. “Passed” stickers were affixed to equipment that were tested and found to be accurate while “Rejected” stickers were affixed to those assessed to be inaccurate. Owners of inaccurate equipment were required to have them corrected, re-tested and passed by the BSJ, before putting them back into use. Gas pumps were re-certified every 6 months. In addition to activities under the Programme, pumps islandwide were randomly tested.

During the year under review, 7,042 weighing and measuring devices (scales, petrol pumps, weighbridges, LPG cylinders) were verified during the 1,164 visits conducted.

3.4.6 Support for Research and Development

For the 4th consecutive year, two students from the Department of Chemistry at the University of the West Indies (UWI) participated in an eight-week work-study programme in the BSJ's Chemistry Laboratory. They conducted research and produced the following papers:

- *Determination of Cyanide Concentration in Cassava Tubers and Cassava Products* - The objective of the study was to validate a method for the determination of cyanide in cassava tubers and cassava products. The samples tested included bammy, cassava chips and cassava tubers. It was recognized that the test method was suitable for the determination of high concentrations of cyanide > 20 ppm as is found in both bitter and sweet varieties of the fresh tuber. The study revealed that when subjected to heat, the products (bammy and cassava chips) did not have any detectable amounts of cyanide. This contradicts the high numbers reported by investigators using the cyanide kit method of measurement. With two methods providing separate results, a third method is being explored to achieve better detection limits and confirm the best method of measurement.
- *Determination of the Concentration of Cadmium in Canned Ackee via ICP-MS⁸ Analysis* - The objective of the study was to analyze samples of ackee, which were taken from seven ackee manufacturers, to determine their cadmium⁹ levels. Cadmium and its compounds are generally considered to be carcinogenic by most health and safety agencies. The element irritates internal organs such as the lungs and intestines when inhaled or ingested, and long term exposure to high levels of cadmium can cause death. People are exposed to cadmium through occupations which involve the element, along with polluted air and water. Once cadmium has polluted an area, it can be very difficult to remove. The cadmium levels founds in all the samples

⁸ Inductively coupled plasma mass spectrometry (ICP-MS)

⁹ According to the Cadmium Mineral Information Institute, cadmium is a soft, silver-white metal that is usually found in combinations with other elements, typically copper, zinc and lead. Most of world's cadmium is used in the production of batteries. Industrial uses of cadmium include production of metal plating, and it is sometimes added to plastics as a stabilizer.

were within the acceptable range. However, as the samples were taken from companies from disparate parts of the island, the results showed variations among the cadmium levels in the samples. This is because cadmium levels in ackee are attributed to the soil in which the fruit grows. As a result, an area with low Cadmium level would have a low Cadmium concentration in the fruit growing in that area and vice versa.

3.5 Enhancing Business Competitiveness

Recognizing that the majority of businesses in Jamaica were small and medium-sized enterprises (SMEs) that did not have the capacity and resources to conduct and implement all the necessary quality controls, the BSJ's key focus was on assisting these entities to improve the quality of their products and services thus enhancing their competitiveness. This was achieved through development and implementation of regional standards, renewal of its quality systems-based award programme, offering of discounted prices on its laboratory services, the provision of product development assistance and conducting human capacity building opportunities.

3.5.1 CROSQ/IDB Project: Promoting Small and Medium Enterprise Competitiveness in the Caribbean through Technical Standards (CROSQ/IDB SME Project)

The aim of the CROSQ/IDB SME Project is to improve the competitiveness of SMEs in the CARICOM region through the development and implementation of regional standards, in order to increase trade in goods and services and promote regional, hemispheric and global integration. The project commenced in the 2007-2008 financial year and will come to an end in the 2011-2012 financial year. Deliverables under this project during the period under review were:

- Thirteen (13) regional standards were developed (see list of standards in Table 6). Eighteen (18) were developed during the previous year. Three additional standards are to be developed during the next financial year to meet the target of 34 standards.
- A consultant provided technical guidance to three SMEs (electrical products, furniture, eggs) in the implementation of CRS14: 2010 *Requirements for Good Management Practices for Micro, Small and Medium Enterprises in their businesses*. The purpose of the coaching was to assist the companies to improve institutional capacity, product quality and competitiveness and sustainability.
- Two standards awareness raising workshops for SMEs (Good Management Practices for SMEs and CARICOM Standard Specification for Honey) and one training session for sector support agencies (Standards and Conformity Assessment for

Business Support Organizations “Improving and Maintaining Market Access through Standards and Conformity Assessment”) were conducted.

3.5.2 National Quality Awards (NQA) Programme



The activities of the 7th NQA Programme culminated with an Awards Ceremony on 14 October 2010. 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.

As presented in Table 9, Awards of Excellence were presented to two companies representing the manufacturing and services sectors. In addition, 10 sectional awards were presented to companies from the aforementioned sectors. The areas assessed under the programme were: Organizational Focus, Customer Focus, Human Resource Focus, Process Management and Business Results.

Table 9 - 2010 NQA Award Recipients

	Manufacturing	Services
AWARDS OF EXCELLENCE		
	Sherwin Williams (WI) Ltd.	Digicel
SECTIONAL AWARDS		
Customer Focus	Nestlé Jamaica Ltd.	National Council on Technical and Vocational Education and Training (NCTVET)
Human Resource Focus	Red Stripe Jamaica	Digicel
Process Management Focus	Red Stripe Jamaica	Churches Co-operative Credit Union Ltd.
Organizational Focus	Sherwin Williams (WI) Ltd.	Digicel
Business Results Focus	Grace Food Processors Ltd.	Digicel

3.5.3 Product & Management Systems Certification

- **Accreditation of the National Certification Body of Jamaica (NCBJ)**

The NCBJ, which commenced its operations on 02 April 2007, is the Management Systems Certification Unit of the BSJ. It was established to institutionally strengthen the BSJ by ensuring that it had the competence to audit and issue certifications confirming that an organization meets the requirements of a specific management system standard (e.g. ISO 9001). In May 2010 the NCBJ was accredited by ANAB to offer certification to ISO 14001. It had attained accreditation to offer certification to ISO 9001 in November 2009.

As at the end of March 2011, three companies had been certified by the NCBJ; two were certified to ISO 9001 and the other to ISO 14001.

- **National Certification Mark Programme**

The BSJ continued its programme of conferring certification marks to companies that demonstrate that their products, processes and practices conform to the relevant standard specifications. The National Certification Mark Programme was developed by the BSJ in 1984 to encourage manufacturers to establish and maintain effective quality systems which should contribute to the provision of quality goods and services to consumers; and enhance the visibility of high quality products in the marketplace

The two marks granted under the Programme were:

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 of the end of the 2010-2011 reporting period, three companies had earned the Product Mark for 11 products, while five companies had earned the Plant Mark (see Appendix 4).

3.5.4 Discount on Services Provided to SMEs

The BSJ continued to offer a 50% discount on laboratory services to SMEs referred to the organization by the Jamaica Business Development Corporation (JBDC). During the 2010 calendar year, 14 SMEs benefited from this offer.

The NCBJ launched a discount card for SMEs in November 2010. Until December 2011, this card provides eligible organizations in the private and public sector requiring management systems certification with a 25% discount on services offered by the NCBJ. Organizations eligible for receiving this card are those that (1) operate in Jamaica, (2) have implemented quality, food safety or environmental management systems, and (3) have applied to the NCBJ for certification services.

3.5.5 Furniture and Wooden Products Incubator Project (FWPIP)

The Furniture and Wooden Products Incubator Project (FWPIP), which commenced in April 2009 with the launch of the pilot phase, is aimed at improving the quality infrastructure of the local furniture sector through the provision of technical support to new and existing micro and small furniture and wooden products manufacturers. Through networking/clustering/incubating, the industry is being assisted in the areas of: finance and procurement; design and marketing; standards and production; and training. The BSJ is providing funding of J\$100 million over a 3-year period. Funding will be sought from foreign donor organizations to complement this sum. The BSJ served as the Secretariat for this project until August 2010 when it is transferred to the JBDC.

3.5.6 BSJ/Business Partnership Project

The BSJ has embarked on a project which is designed to enhance the competitiveness of micro, small and medium sized enterprises (MSMEs) through the use of standards. The primary aim of the project is to offer technical assistance to organizations/associations by training resource persons who will subsequently provide technical support to the MSME sector. Formal agreements are to be established between the BSJ and business support organizations to execute activities under this projects. During the period under review, a draft MOU with the MSME Alliance was developed and submitted to the portfolio Minister for approval. The next entity with whom a similar agreement is to be established is the JBDC.

3.5.7 Training Activities for External Stakeholders

The BSJ offered 40 structured training activities (some courses were offered more than once during the financial year) to 707 industry personnel and professionals during the year under review (see Table 10 for details). 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, labeling 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.

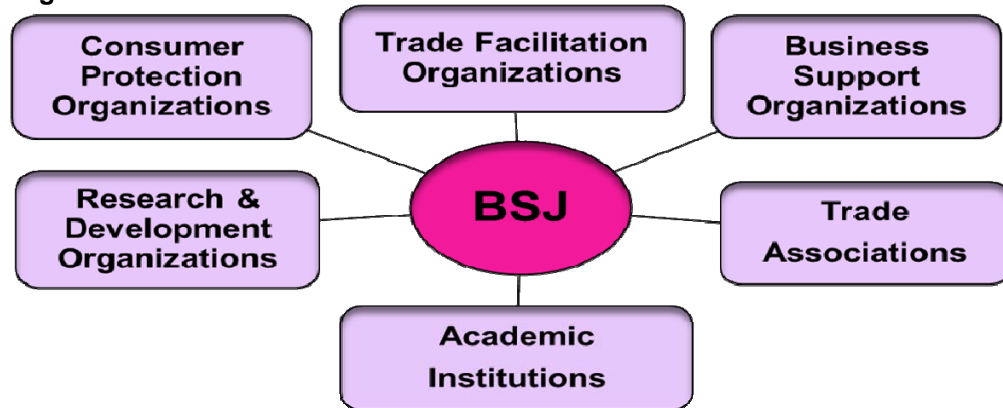
Table 10 - Training Activities for External Stakeholders

Developing a Quality Manual in accordance with ISO 9001:2008	HACCP Workshop
Understanding and Interpreting ISO 9001:2008	Good Manufacturing Practices
ISO 9001:2008 Internal Auditing	Elements of Food Safety for Pan Chicken
ISO 9001:2008 Lead Auditor Course	Elements of Food Safety for Bag Juice Processors
ISO 9001:2008 Lead Auditor Practice Session & Examination	Safe Handling and Transportation of Dangerous Goods Seminar
Understanding ISO 22000	Standards and Conformity Assessment for Business Support Organizations “Improving and Maintaining Market Access through Standards and Conformity Assessment” (in partnership with CROSQ)
Root Cause Analysis	Understanding Environmental Aspects and Impact and Laws (ISO 14000)
Integrated Auditing for all Management Systems	CROSQ Measurement Tool Kit Workshop for SMEs
Audit Planning and Report Writing	Labelling Seminar
Documentation and Process Mapping	ISO National Workshop on Consumer Involvement in Standardization
FWPIP Training Course on Furniture Finishes and Finishing	CROSQ Workshop on Good Regulatory Practice

3.6 Forging National Alliances

The BSJ recognized that building linkages with national public and private sector organizations was an effective means increasing its impact in the areas of trade facilitation, consumer protection and business competitiveness enhancement. The location of the BSJ in the national framework is illustrated in Figure 9. Details of the BSJ’s engagement in collaborative activities with private and public sector organizations are presented below.

Figure 9 - BSJ within the National Framework



3.6.1 National Building Code

Training in the implementation of the new National Building Code was conducted by UTech, HEART Trust/NTA, the JIE and BSJ for the provision of training to professionals and artisans in accordance with a MOU also signed in October 2009. The Code is comprised of 11 International Code Council Codes (I-Codes) and the National Electric Code (published by the National Fire Protection Association) and corresponding Jamaican Application Documents specific to various areas of the building industry. Eleven (11) train-the-trainer courses in the I-Codes were conducted by trainers from the ICC in April, May and June. The participants were representatives from all four institutions who will be responsible for providing training in the implementation of the Code. The two educational institutions (UTech and HEART Trust/NTA) will coordinate courses for professional students and artisans, the JIE will host training seminars for its membership while the BSJ will target the general public.

In April 2010, Cabinet issued drafting instructions to the Chief Parliamentary Council to develop a National Building Act which, among other things, will make the National Building Code enforceable.

3.6.2 Reducing Transaction Costs

In seeking to contribute to the achievement of the national outcome of “An Enabling Business Environment” as outlined Vision 2030 Jamaica, the BSJ entered into a partnership with JAMPRO and other agencies with the aim of reducing the transaction costs for businesses.

Specifically, effective 11 February 2011, the BSJ commenced providing export-related services through the ‘Fast-track Facility’ established by JAMPRO. The objective of this facility is to allow new and existing exporters to conduct their export-related transactions under one roof, in JAMPRO’s offices in Kingston and Montego Bay. A MOU between the BSJ and JAMPRO, which served to formalize the partnership, was signed on 23 November 2010. Two additional phases will commence at the end of April and June 2011 respectively. The services being provided by the BSJ from this facility are: guidelines on packaging, labeling and HACCP Certification; processing of applications for the registration of an establishment/factory, and for Approval and Export Certificates for prescribed foods; processing of requests for Exemption Letters, and for Certificates of Freesale/Health/Hygiene; and collection and processing of fees for each transaction where relevant.

3.7 Educating the Public

Raising awareness on the importance of standards, quality and related issues remained one of the priorities of the BSJ. Promotional and public education efforts to foster awareness among industry, non-governmental organizations, academia and the wider public on the organization’s role in facilitating trade, protecting consumers and enhancing business competitiveness were effected through activities such as expositions, outdoor promotions, and presentations to stakeholder groups and the public. In addition, information was provided through the print and audio media through advertorials, interviews, time signals, among others. Table 11a presents the

major promotional and public education activities organized by the BSJ, while Table 11b presents those activities organized by others in which the BSJ participated.

Table 11a - National Activities Organized/Facilitated by the BSJ

Date	Activity
30 July	Presentation on Labelling and Packaging to Vocational Training Development Institute (VTDI) Students and Lecturer
26 August	Jamaica Standards Network (JSN) Meeting "Role of Standards in Economic Development and Trade"
12 October	Annual Standards Symposium "Standards Allowing Access for All" (in commemoration of World Standards Day, 14 October 2010)
13 October	Technical Committee Appreciation Luncheon (in commemoration of World Standards Day, 14 October 2010)
14 October	National Quality Awards Ceremony and Dinner
11 November	NCBJ's World Quality Day Symposium "Out of the Crisis"
30 November	JSN Meeting "Promoting SME Competitiveness through Technical Standards"
20 January	Facilitate visit of 30 students from the Manning's High School, Savanna la mar, to the Mechanical, Electrical and Civil Engineering Laboratories as part of their research work for their School Based Assessment
2, 15, 21, 23, 28 February	Stakeholder Forums on the Role of the BSJ (with focus on the regulatory activities) in St Mary, St James, Hanover, Savanna-la-mar, and Trelawny
1 March	JSN Meeting "Awareness Building about CRS14:2010 Requirements for Good Management Practices" (for SMEs)
25 March	Presentation on ISO 14001 to students at College of Agriculture, Science & Education (CASE)
31 March	Stakeholder Session for Packaging and Dangerous Goods Sector

Table 11b - National Activities Organized by Others

Date	Activity
15 April	Awards Ceremony for Winners of the Essay and Poster Competitions
22 April	Earth Day Expo (hosted by Environmental Foundation of Jamaica)
12 May	3rd Annual Small Business Expo (organized by the JBDC)
7-20 June	JMA/JEA Expo "Brand Jamaica to the World"
27 July	'Women-In-Business' Conference, hosted by the Small Business Development Agency (SBDA), in association with Scotiabank's Small Business Banking. Made presentation titled "Using Standards in the SME Sector as a Driver in the Business Growth Process"
31 July-2 August	Denbigh Agricultural Show
8 October	JBDC/ACCA Symposium "Creating Sustainable Entrepreneurship"
26 October	JAMPRO Seminar "Preparing and Negotiating Export Sales Contract and Risk Management"
25 November	7th Anniversary of the JAS Eat Jamaican Campaign
15-18 January	Caribbean Marketplace 2011 (organized by Caribbean Hotel & Tourism Association (CHTA))

Date	Activity
29 January	Jamaica Customs Department Information Fair
2 February	Career Day at Knox College
8 February	Northern Caribbean University's Career Expo 2011
16 February	JAMPRO's Forum: Let's Talk Exports
20 February	Pan Caribbean SIGMA Corporate Run
22 February	JAMPRO's Forum: How to break into the Caribbean Market Workshop
3 March	3rd Annual National Science, Health and Technology Careers' Exposition (hosted jointly by SRC, UTech and the College of Health Sciences)
17 March	JEA's Members' Luncheon "Understanding Jamaica/USA Trade Relations to Grow Jamaica's Exports"

4.0 Emoluments for Senior Executive and Compensation for Directors

Tables 12a and 12b detail the emoluments for the senior executive and the compensation for the directors (members of the Standards Council).

Table 12a - Emoluments for the Senior Executive

Position of Senior Executive	Salary (\$)	Gratuity (\$)	Performance Incentive (\$)	Travelling Allowance or Value of Fully Assignment of Motor Vehicle (\$)	Pension or Other Retirement Benefits (\$)	Other Allowances (\$)	Non-Cash Benefits (\$)	Total (\$)
Executive Director	7,500,000.00	-	262,500.00	120,000.00	-	-	-	7,882,500.00
Senior Director, Technical Services/ Technical Specialist	5,839,836.17	5,034,7812.12 ¹⁰	243,442.86	796,500.00	-	1,123,699.50 (vacation) ¹¹	-	13,038,259.65
Director, Engineering	4,426,659.00	-	-	796,500.00	-	-	-	5,223,159.00
Director, Standards	4,311,181.00	-	-	796,500.00	-	-	-	5,107,681.00
Director, Regulatory	4,311,181.00	-	-	796,500.00	-	-	-	5,107,681.00
Director, Human Resources Management & Development	4,311,181.00	-	127,547.40	796,500.00	-	-	-	5,235,228.40
Director, Science & Technology	4,426,659.00	-	172,047.50	796,500.00	-	-	-	5,395,206.50
Manager, Finance & Accounting Services	3,653,176.08	730,635.20	151,232.53	796,500.00	-	140,406.00 (vacation)	-	5,472,050.57
Manager, Standards Development & Certification	3,746,052.96	-	148,869.21	796,500.00	-	-	-	4,691,422.17
Manager, Inspectorate	3,746,052.96	-	151,961.38	796,500.00	-	-	-	4,694,514.34
Manager, National Certification Body of Jamaica	3,467,421.00	-	145,851.80	796,500.00	-	-	-	4,409,772.80
Manager, Marketing	3,374,544.00	-	143,221.88	796,500.00	-	-	-	4,314,265.88

¹⁰ End of contract gratuity payment for the period 17 January 2008 to 16 January 2011.

¹¹ 47 days outstanding vacation leave as at 16 January 2011

Position of Senior Executive	Salary (\$)	Gratuity (\$)	Performance Incentive (\$)	Travelling Allowance or Value of Fully Assignment of Motor Vehicle (\$)	Pension or Other Retirement Benefits (\$)	Other Allowances (\$)	Non-Cash Benefits (\$)	Total (\$)
Manager, Human Resources	3,229,427.00	-	133,514.37	796,500.00	-	95,854 (vacation)	-	4,159,441.37
Manager, Property Projects	3,095,911.92	-	128,742.12	796,500	-	142,888.24 (vacation)	-	4,164,042.28
Manager, Quality & Environmental Systems	3,095,911.92	-	88,480.20	796,500	-	-	-	3,980,892.12
Manager, Civil Engineering & Maintenance (Acting)	2,845,708.92	-	132,656.84	796,500	-	250,203.00 (acting)	-	4,025,068.76
Legal Officer/Corporate Secretary ¹²	3,395,652.12	2,721,729.49 ¹³	137,613.26	685,875.00	-	468,792.49 (vacation) ¹⁴	-	7,409,662.36
								94,310,848.20

¹² Period employment ended in August 2010.

¹³ End of contract gratuity payment for the period 01 December 2007 to 10 August 2010.

¹⁴ 31 days outstanding vacation leave as at November 10, 2010.

Table 12b – Compensation for Directors (Standards Council Members)

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	222,000.00	-	-	-	222,000.00
Chairman, Executive & Finance Committee	160,500.00	-	-	-	160,500.00
Chairman, Standards & Technical Committee	116,500.00	-	-	-	116,500.00
Chairman, Audit & Risk Management Committee	81,000.00	-	-	-	81,000.00
Chairman, National Quality Awards Committee	181,500.00	-	-	-	181,500.00
Standards Council Member	146,000.00	-	-	-	146,000.00
Standards Council Member	117,000.00	-	-	-	117,000.00
Standards Council Member	111,000.00	-	-	-	111,000.00
Standards Council Member	107,000.00	-	-	-	107,000.00
Standards Council Member	92,000.00	-	-	-	92,000.00
Standards Council Member	91,500.00	-	-	-	91,500.00
Standards Council Member	74,000.00	-	-	-	74,000.00
Standards Council Member	26,000.00	-	-	-	26,000.00
					1,526,000.00

Staff Training & Development Activities

Activities conducted in Jamaica

Workshop on Good Practices for Participation in SPS Forums
Train-the-Trainer Courses (as part of the implementation of the National Building Code): - Plumbing and Mechanical Code - Energy Conservation Code - National Electrical Code - International Residential Code - International Fire Code - International Fuel Gas Code - International Private Sewage Disposal Code - International Existing Building Code Fundamentals - International Property Maintenance Code Fundamentals - International Building Code Fundamentals Non-Structural Provision - International Building Code Fundamentals Structural Provisions
Laboratory Health and Safety Management Workshop (under the CROSQ/9 th EDF CLAS Project)
Grant Proposal Writing
Mettler Toledo Scales Training
Fire Safety/Safety Monitor Training
Customer Service Training
Geographical Indications Workshop
Proposal Writing Workshop
Safety Monitor Training Programme
Essentials of Occupational Safety & Health
ISO/IEC 17025 & Accreditation Seminar
HIV/AIDS Voluntary Compliance Programme Audit Training
Hazardous Waste Operations & Emergency Response Training Course
Environmental Aspects & Impacts and Applicable Laws Training Course
Training Course - Detection of Radioactive Material
Excel Level 1
Developing Successful Wellness Programmes
How to Improve your Public Image & Communication Skills
Concrete Solutions for Sustainable Development

Applied Research Methods
Symposium on Energy Database and Modelling
Leading your Team in times of Crisis
ISO 9001:2008 Lead Auditor Training Course
Increasing the Collection of Debt through Platinum Negotiations
ISO National Workshop on Consumer Involvement in Standardization
Project Management
ISO/IEC 17025 Lead Assessor
Integrated Internal Auditing for All Management Systems
CROSQ Workshop on Good Regulatory Practice
Root Cause Analysis
Disaster Management Conference
Essentials of Occupational Safety & Health
Standards Development, Promulgation & Formatting
Retort Operations & Thermal Process Inspections
Better Process Control School
GOJ Procurement Guidelines
Minute Writing
Documentation & Process Mapping
Supervisory Management
Natural Juice Processing
Developing a Quality Manual
HACCP Internal Auditing
Understanding & Interpreting ISO 9001:2008
Supervisory Management
HACCP General Awareness
Hazardous Materials Management
Canning Workshop

Activities conducted Overseas

Activity	Country
ISO Regional Workshop on Developing Country Strategy and Planning	Brazil
Calibration and Measurement Capability (CMC) Training Attachment at the National Institute of Metrology (INMETRO)	
Training seminar "Standards for Ethanol in Africa and Latin America"	
Regulatory Impact Assessment & Good Regulatory Practices (under CROSQ/IDB SME Project)	Grenada
COPANT Workshop "New Trends in Global Standardization (during the period of the 2010 COPANT Assembly)	Mexico
FAO/WHO Coordinating Committee for Latin America and the Caribbean (CCLAC) Workshop "The International Process of Risk Assessment in Developing Risk Based Standards"	
Factory visit to observe testing of SENSUS 8020 domestic water meters	France and Slovakia
CROSQ Management Workshop 'Leadership' (during the period of the 16 th CROSQ Council Meeting)	Antigua & Barbuda
Ministerial Workshop on Rattan and Bamboo and Rattan Sector Development	China
Geographical Indications Workshop	Switzerland
8 th Technical Session of ISO/CASCO Working Group 21	
National Institute of Standards and Technology (NIST) Annual Time & Frequency Seminar	USA
International Short Course on Food Safety	
SIM Quality System Task Force Workshop	
American Concrete Institute (ACI) Concrete Field Testing Technician Grade 1 Review Session and Examination	
Concluding Workshop for the Blended Learning Training "Quality Infrastructure for Sustainable Development"	Germany
Workshop - ISO/IEC 17025 Laboratory Quality Management System Documentation for the Calibration of Weighing Instruments (under the CROSQ/IDB/PTB RQI Project)	Peru
ISO Regional Workshop on Social Responsibility	
SIM Chemical Metrology Workshop	Chile
Train-the-Trainer Workshop Accreditation and Laboratory Quality Management Systems	Trinidad & Tobago
Internal Audit Training Workshop	
ISO/IEC 17025 Laboratory Quality Management System Documentation for Calibrating Weighing Instruments Workshop	Suriname
Estimation of Measurement Uncertainty Workshop for the Calibration of Weighing Instruments (under the CROSQ RQI Project)	
ISO Regional Setting National Standardization Strategies	
Open Session "IT @ work: The Contribution of Standards" (during the period of the 33 rd ISO General Assembly)	Norway
ISO/NC Regional Workshop "Linking Trade Promotion Organizations and National Standards Bodies for Export Success"	Cuba
Training Facility Needs Assessment Workshop	Barbados
ISO Regional Workshop on the Path to Financial Sustainability for NSBs	Argentina
CROSQ-EURAMET Partnership and Metrology Training Programme "Capacity Building in Metrology for CROSQ and National Bureaus of Standards (NBS)"	Germany and Czech Republic

National Technical Committees

This table presents the active national technical committees (and sub-committees), the standards that were being developed, adopted or reviewed, their members and the entity/association which they represented during the period April 2010 to March 2011.

Technical Committee & Standards	Names of Committee Members	Entity/Association
Bag Juices <i>Development of Standard Specification for Bag juices/drinks</i>	Mr. Raymond Green (Chairperson)	Caribbean Brands Ltd.
	Mr. Ian Wong (Vice Chairperson)	Coldfield Manufacturing Ltd.
	Ms. Paulette Simpson	Spike Industries Ltd.
	Mr. Winston Wright	Wrights Bakery
	Mr. Andre Hinds	Homestyle Syrup
	Dr. Michael Coley	University of the West Indies (UWI), Mona
	Mr. Patrick Duncan	Jamcol Ltd.
	Mr. Lloyd Walters	Smith & Stewart Distributors
	Mr. James Anand	Caribbean Flavours and Fragrances
	Ms. Salihah Budall (Technical Secretary)	BSJ
	Ms. Acinette Rose (Recording Secretary)	
	Mrs. Vonetta Nurse Thompson (Facilitator)	
	Baked Products <i>Revision of JS 145:1985 Breads and rolls</i>	Ms. Audrey Lecky (Chairperson)
Ms. Keisha Ferguson (Vice Chairperson)		Bakers Association of Jamaica
Mr. Winston Piper (1st Technical Secretary)		University of Technology (UTech), Jamaica
Dr. Ian Thompson (2nd Technical Secretary)		UWI, Mona
Ms. Winsome Harrisingh		Consumers Affairs Commission (CAC)
Mr. Malcolm Fredrick		Nutrition Products Ltd.
Ms. Hyacinth Bailey		Jamaica Flour Mills
Mr. Andre Hoo		Grace Bakery
Mr. Ryan Chen		Top Loaf

Technical Committee & Standards	Names of Committee Members	Entity/Association
	Ms. Andrene Phillips	BSJ
	Ms. Teneisha L. Williams	
	Mrs. Joan Henry	
	Mr. Stephen Jon-Brown	
	Mrs. Janiese Pinnock	
	Ms. Nicole James	
	Mrs. Joan Henry (Recording Secretary)	
	Ms. Kesseta Scott (Facilitator)	
Cement <i>Development of Jamaican Standard Performance Specification for General purpose hydraulic cements</i> <i>Revision of JS301:2008 Blended Cements and JS 32:2008 Portland Cements – Ordinary and Rapid Hardening</i>	Mr. Victor Douse (Chairman)	UWI, Mona
	Mr. Steve Malcolm	National Consumers League
	Mr. Richard Rowe	CAC
	Mr. Raymond Mitchell	Caribbean Cement Company. Ltd
	Mr. Ken Wiltshire	
	Ms. Lorraine Walters	
	Mr. Homer Pinnock	Buying House Co. Ltd.
	Ms. Marianne Greaves	Tank Weld Metals
	Mr. Harri Mootoor	
	Mr. John Valentine	
	Mr. Clayton Lawrence	Arc Systems
	Mr. Junior Gordon	BSJ
	Mr. David Allen (Technical Secretary)	
Ms. Kesseta Scott (Recording Secretary & Facilitator)		
Soaps and Detergents (Phosphates) <i>Revision of JS 73:1992 Synthetic laundry detergent powder</i>	Mr. Rohan Sharpe (Interim Chair)	Consumer Packaging and Payless Distrib. Limited
	Ms. Panzie Haylett Malcoh	Jamaica Council for Persons with Disabilities
	Mr. Haile Dennis	International Centre for Environmental and Nuclear Sciences (ICENS)
	Ms. Jordanne Keane	Versachem International Limited
	Ms. Sabrina Watson	Grace Kennedy Limited
	Ms. Judymay Mitchell Merrick	Cool Petroleum
	Ms. Audrey Whitely	ZEP Products Limited
	Mr. Andrew Frankson	Quality Chemicals

Technical Committee & Standards	Names of Committee Members	Entity/Association
	Mr. Joseph Pennant	Water Resources Authority
	Mrs. Bridgette Lawrence-Blake	National Water Commission (NWC)
	Mr. Fernandez Edwards	Shirlhome Chemicals
	Ms. Lorraine Robinson	Versachem Intl. Limited
	Mr. Wayne Smith	Grace Kennedy Ltd.
	Mr. Lewis Lakeman	Jamaica Institution of Engineers (JIE)
	Mr. Leonard Smith (Interim Technical Secretary)	Ministry of Health
	Ms. Julia Brown	Scientific Research Council (SRC)
	Mr. Gary Chin	Consumer Brands
	Mr. Alrick Winter	Cool Petroleum
	Mr. Oswald Chirkoo	National Environment & Planning Agency (NEPA)
	Mrs. Paulette Kolbusch	
	Mr. Ruel Freemantle (Assistant. Facilitator)	BSJ
	Ms. Ester Williams (Facilitator)	
Electrical Practices and Products	Mr. Ray Campbell (Chairman)	Ray Campbell Ltd.
<i>Adoption of UL 67 Panelboards and Revision of JS 20: 1987 Panelboards and panelboard enclosures</i>	Mr. Michael Tai (Vice Chairman)	SPECOM Ltd.
	Mr. Solomon Burchell	General Electrical Inspector
	Mr. Jessel H. Dunstan	J. H. Dunstan & Associates Ltd.
	Mr. Wilfred Roberts	Source Technology
	Mr. Al Akin	Citrad Company
	Mr. Newnan Malcolm	Jamaica Public Service (JPS) Co. Ltd.
	Mr. Desmond Bennett (Technical Secretary)	BSJ
	Mr. Garfield Morgan	
	Ms. Kesseta Scott (Recording Secretary & Facilitator)	
	Industrial Chemicals and Allied Products	Mrs. Yvonne Barrett Edwards (Chairman)
<i>Revision of JS 268 Jamaican Standard Specification for Bituminous materials</i>	Mr. Gladstone Ivey (Technical Secretary)	Petrojam
		Petroleum Corporation of Jamaica (PCJ) / Centre of

Technical Committee & Standards	Names of Committee Members	Entity/Association
	Mr. Niconor Reece	Excellence for Renewable Energy (CERE)
	Mr. Trevor Barnes	Jamaica Gasoline Retailers Association (JGRA)
	Mr. Andrew Grahame	Esso
	Mr. Kent Lacroix	Total Jamaica Ltd.
	Ms. Joan Henry (Recording Secretary)	BSJ
	Ms. Ester Williams (Facilitator)	
Furniture <i>Revision of JS 106: 1996 Minimum requirements for wooden, metal, plastic and upholstered accommodation furniture and craft</i>	Mr. Mortimer McPherson (Chairperson)	Jamaica Wooden Furniture Association (JaWFA)
	Mr. Owen Reeves (Vice Chairperson)	Heffes Sales Co. Ltd.
	Mr. Gladstone Rose (Technical Secretary)	BSJ
	Mr. Leon Fraser	Ministry of Education
	Mr. Owen Evelyn	Forestry Department
	Mr. Charles Dunkley	
	Mrs. Victoria Chang	National Consumers League
	Ms. Maxine Harris	Independent
	Ms. Daedre Douglas	3M
	Ms. Ava-Dawn Morris	TPD Co.
	Mrs. Andrea Jones-Bennett	NEPA
	Mr. Eric Nelson	HEART Trust/NTA
	Mr. Owen Leslie	Singer
	Mrs. Sherryleen Pike	
	Mrs. Chairmaine Fairweather-Stewart	Ministry of Health
	Mr. Sean Parham	
	Mr. Roger Chang	Autocraft
	Mr. Horace Stephens	VGC Holdings
	Mr. Gladstone Bennett	
	Mr. Michael Thompson	Edge Chem Ja. Ltd
	Mr. Paul Hastings	Sherwin Williams
	Mr. Kenneth Richardson	
	Mr. Desmond Hyatt	DTAB Manufacturing
	Mr. Winston Williams	Lotus Industries
	Mr. Derrick Smith	PND Ind. Ltd.
	Mr. E. McLeod	Eco Art
Ms. Susan Hamilton	Abilities Foundation	

Technical Committee & Standards	Names of Committee Members	Entity/Association
	Ms. Rosemarie Brown	Phoenix Furnishing
	Mr. Alton Davis	BSJ
	Mr. Carlton Francis	
	Ms. Nicole James	
	Mrs. Joan Henry (Recording Secretary)	
	Mrs. Gail Bailey (Facilitator)	
National Mirror Technical Committee for ISO 26000 Social Responsibility <i>Development of ISO 26000 Social Responsibility (including voting and making comments at various of its development)</i>	Mrs. Brigitte Levy (Chairperson)	Private Sector Collaborative/UWI Centre of Corporate Social Responsibility
	Mrs. Caroline Mahfood (Vice Chairperson)	Grace Kennedy Foundation
	Mr. Robert Neish	Digicel Foundation
	Ms. Yanique Rodgers	SRC
	Ms. Dawn McNeil	UTech, Jamaica
	Mr. Donovan McLaren	Kevoy Community Dev. Institute
	Ms. Jeanne Robinson	Insurance Company of the West Indies (ICWI)
	Mrs Jean Smith	Jamaica Exporters Association (JEA)
	Ms. Klao Bell-Lewis	Caribbean Management & Consultancy Partners Ltd.
	Mrs. Racquel Chambers	CAC
	Ms. Ester Williams	BSJ
	Mrs. Joan Henry (Recording Secretary)	
	Mrs. Gail Bailey (Facilitator)	
National Mirror Technical Committee for ISO/TC 93 Starch (including derivatives and by-products) <i>Re-activated in March 2011 to handle resolutions from ISO/TC 93 Meeting which was held in December 2010 in China</i>	Dr. Roy Porter	UWI
	Ms. Christine Fray-Aiken	UTECH, Jamaica
	Dr. Shirley Thomas	
	Mr. Jermaine Andrews	Private Interest
	Ms. Grethel Sessing	Sessing Consultancy AIBGA
	Mr. Barrington Reeves	Polydiagnostic Centre
	Mr. Johann Antoine	ICENS
	Mr. Franklin McKenzie	Federated Pharmaceutical (FP)
	Gladstone Rose	BSJ
	Mrs. Joan Henry (Recording Secretary)	
Mr. Ruel Freemantle (Facilitator)		

Technical Committee & Standards	Names of Committee Members	Entity/Association
Labelling (CROSQ Regional Technical Committee) <i>Revision of the CARICOM Standards for the Labelling of Aerosol Insecticides, Labelling of Prepackaged Goods, and Labelling of Prepackaged Foods</i>	Mr. Wayne Stewart (Chairman)	Dunlop Corbin Communications Ltd.
	Mr. Roy Banarsee	Summit Marketing Ltd.
	Mrs. Yvonne Haynes	Independent
	Mr. Pash Fuller	CAC
	Ms. Lehonie Francis	Grace Kennedy Ltd.
	Ms. Roxanne Miller	Dunn Cox
	Ms. Audrey Morris	Caribbean Food and Nutrition Institute (CFNI)
	Mr. Boswell Ivey	Mona School of Business (MSB), UWI
	Ms. Kolleen Russell	Consumer Brands Co. Ltd.
	Mr. David Gaynair	Jamaica Manufacturers' Association (JMA)
	Mr. Ryan Strachan	W. A. Consulting
	Mr. Rolando Parkes	BSJ
Mrs. Vonetta Nurse Thompson (Facilitator, Technical Secretary)		
National Food Standards <i>Revision of JS 215:1998 Specification for Jerk sauces and seasoning; JS 84:1988 Ketchup; JS 276: 2000 Specification for the Production of Processed Food utilizing the HACCP Principles (General)</i> <i>Development of CARICOM Standard Specification for Honey</i>	Ms. Leslie Hoo Fung (Chairperson)	ICENS
	Ms. Donna Bromfield	Southern Fruits & Food Processors/ Jamaica Agro Processors Association (JAPA)
	Ms. Lorna Lowe	Grace Kennedy Ltd.
	Dr. Donna Minott-Kates	UWI
	Ms. Sheryll Lewis	TPDCo.
	Mr. Michael Ming	Island Packers/JAPA
	Ms. Audrey Morris	CFNI
	Ms. Salihah Budall	BSJ
	Mrs. Vonetta Nurse Thompson (Facilitator)	
	Mrs. Pearlitta Lumsden (Technical Secretary)	
Paint and Surface Coatings <i>Revision of JS 110: 1984 - Paint: interior and exterior, emulsion type fla,;</i>	Mr. Ansel Mohansingh (Chairman)	Sherwin Williams (W.I) Ltd.
	Ms. Sandra Graham (Vice Chairperson)	Brandram Henderson (W.I) Ltd.
	Ms. Gladys Miller (Technical Secretary)	Berger Paints Jamaica Ltd.

Technical Committee & Standards	Names of Committee Members	Entity/Association
<i>JS 111:1984 Methods of test for paints and surface coatings; and JS 123:1995 Paint: emulsion type, interior and exterior, low sheen and semi-gloss</i>	Dr. Henry Ellis	UWI, Mona
	Mr. Simon Todd	William Wilson Ltd T/AS The Paint Shop
	Ms. Margaret Jarrett	UTech, Jamaica
	Mr. Kemoy Douglas	BSJ
	Mr. Alton Davis	
	Ms. Kesseta Scott (Facilitator)	
Transportable Gas Containers <i>Revision of JS 41:1998 Jamaican Standard Specification for Inspection , retesting and use of transportable gas containers; and JS 3:1974 Jamaican Standard Specification for The repair and rebuilding of welded steel cylinders for containing liquefied petroleum gases</i>	Mr. Howard Chin (Chairperson)	JIE
	Mr. Paul Reid (Technical Secretary)	Independent
	Mr. Dwight Campbell	Cool Petroleum
	Mr. Carlyle Anderson	Gas Products Ltd.
	Mr. Wayne Fraser	IGL Ltd.
	Mr. Gladstone Bennett	VGC Manufacturing
	Mr. Laurence Quarrie	IGL Ltd.
	Mr. Hunston Hunter	BSJ
	Mrs. Vonetta Nurse Thompson (Facilitator)	
Composite Cylinders (sub-committee of Transportable Gas Containers) <i>Development of standard for Composite Cylinders</i>	Mr. Howard Chin (Chairperson)	JIE
	Dr. Vernon Buchanan	UTech, Jamaica
	Dr. Noel Brown	
	Mr. Paul Reid (Technical Secretary)	Independent
	Mr. Carlyle Anderson	Gas Products Ltd.
	Mr. Gladstone Bennett	VGC Manufacturing
	Mr. Wayne Fraser	IGL Ltd.
	Ms. Margaritta Sherwood	Ministry of Industry, Investment & Commerce (MIIC)
	Mr. David Rowe	PETCOM
	Mr. Hunston Hunter	BSJ
Mrs. Vonetta Nurse Thompson (Facilitator)		
Construction of Playgrounds and Play/Sports Equipment	Dr. Rebecca Tortello (Chairman)	Ministry of Education
	Mr. Freda Thomas (Vice Chairperson)	Private Interest
	Mr Aldredo Martin (Technical Secretary)	Utech, Jamaica
	Mr. Salvador Martinez	

Technical Committee & Standards	Names of Committee Members	Entity/Association
<i>Established in March 2011 to develop a standard for the design, construction, maintenance and testing of playgrounds and recreational apparatuses for children</i>	Mr. Carey Brown	Ministry of Education
	Mr. Andrew Reid	
	Mr. Duaine Giscombe	Giscombe Sports Warehouse – John Junior Giscombe Sales
	Ms. Georgette Wright	Ministry of Transport and Works
	Mr. Aldane Stennett	JPS / JIE
	Ms. Gloria Thompson	Organization of Children’s Advocate
	Ms. Marsha Grant	Early Childhood Commission
	Ms. Jacqueline Bennett	Jamaica Council for Persons with Disabilities
	Mrs. Davia Moore-Gordon	Randolph Lopez School of Hope
	Mrs. Gail Bailey	BSJ
	Mr. Ajani Blake	
	Ms. Ester Williams	
	Mr. David Allen	
	Ms. Sussitte Gordon	
	Mrs. Joan Henry (Recording Secretary)	
Mr. Ruel Freemantle (Facilitator)		
Spa Standard Steering Committee	Mrs. Rose Marie Headley-Smith (Chairman)	UTECH, Jamaica
<i>Development of the Draft Jamaican Standard Specifications for Spa Entities</i>	Mrs. Deanne Keating-Campbell (Vice-Chairperson)	TPDCo
	Mrs. Kimecia Griffiths-Buchanan, (Recording Secretary)	
	Ms. Sheryll Lewis (Technical Secretary)	
	Mrs. Ava Dawn Hylton-Morris	
	Ms. Cassandra Morrison	
	Mr. Pash Fuller	CAC
	Mrs. Noriel Jacobs-Gray	Northern Caribbean University (NCU)
	Ms. Jackie Lewis	Jackie’s on the Reef
	Mrs. Sharon Parris-Chambers	Caribbean Resort & Day Spa Association
	Ms. Charisse Pink	Superclubs/Breezes Resorts /Breath
	Mrs. Sharille Pink	Jamaica Tourist Board (JTB)
	Mr. Leonard Smith	Ministry of Health
	Ms. Diane Sommerville	Milk River Hotel & Spa
Mrs. Tanya Vassell	Sandals Resorts International (SRI)	

Technical Committee & Standards	Names of Committee Members	Entity/Association
	Dr. Diane Robertson	Caribbean Herbal Business Association
	Ms Ester Williams (Facilitator)	BSJ
Tourism High Angle Techniques	Ms. Sheryll Lewis (Chair)	TPDCo.
<i>Development of the Draft Jamaican Standard Specifications for Tourism Entities using High Angle Techniques</i>	Mrs. Wendy McDaniel-Thompson (Vice Chairperson)	Ministry of Tourism
	Mr. Winston Reid (Technical Secretary)	Tourism Consultant
	Ms. Geraldine Roy	
	Ms. Shakira Azan	NEPA
	Mr. Canute Tyndale	
	Mr. Leon Bennett	Jamaica Defense Force
	Mr. Brian Brown	TPDCo.
	Mr. Khary Brown	
	Mr. Garfield Grant	
	Mr. David Rose	
	Mrs. Coral Williams	
	Mr. Alaric Hacker	Jamaica Fire Brigade
	Mr. Sean Martin	
	Ms. Jodi-Kay Neill	Ministry of Tourism
	Mrs. Sharille Pink	JTB
	Mrs. Joan Henry	BSJ
	Miss Ester Williams (Facilitator)	
Organic Products	Dr. Eustace Smith (Chair)	SRC
<i>Development of the CROSQ Code of Practice for Organically Produced Foods</i>	Ms. Diana DaCosta (Vice Chairperson)	JTB
	Mr. Raymond Martin (Technical Secretary)	UTech, Jamaica & Jamaica Organic Agriculture Movement (JOAM)
	Mr. Trevor Brown	
	Mr. Leroy Brown	JOAM
	Dr. David Lee	
	Ms. Stacy Marie Bennett	
	Miss Ester Williams (Facilitator)	BSJ

Metrology & Testing Laboratories

Mechanical Engineering	Electrical/Electronics Engineering	Civil Engineering	Analytical Services
Flow and Volume	Appliance Testing	Cement Testing	Chemistry
Mass	Battery Testing	Asphalt Testing	Microbiology
Dimensional	Electronic Workshop	Block Testing	Packaging
Force and Pressure	Temperature Metrology	Aggregates Testing	Non-Metallic
Product Testing	AC/DC Metrology		Furniture
Density	Time and Frequency Metrology		
Metallurgy	Energy Metrology		
	Energy Efficiency		

Laboratory & Field Equipment Acquired & Commissioned

Area	Equipment	Purpose
Electrical/Electronics Engineering	Nano voltmeter	Measures the nanovolt signal from thermocouples during the calibration of thermocouples and digital thermometers with thermocouple sensors.
Mechanical Engineering	Magnetic Susceptometer	Determines the magnetic properties of weights to be calibrated.
Microbiology	Digital Colony Counter	Replacement of an obsolete colony counter. It provides the lighting and magnification needed for the enumeration of microorganisms isolated from test samples.
	Top Loading Autoclave	Sterilizes various types of items used in the laboratory. It is also used to destroy the harmful microorganisms isolated from contaminated materials.
	Coliform Water-bath	Maintains the stringent temperature range required for the culturing of faecal coliforms (organisms that indicate faecal contamination of products).

Area	Equipment	Purpose
Civil	Humidity Moist Cabinet	Controls the test environment in which cement develops its properties within mortar or concrete mixtures.
Regulatory	Photometer	Tests the levels of chlorine in water used for food processing.
	Refractometer	Measures the brix (sugar content) of foods such as syrup or juices. Also capable of measuring salt content.
	Thickness/Corrosion Gauge Ultrasonic	Calibrates above ground storage tanks.
	Luminometer	Detects microbial activity in factories.
	Portable Appliance Testers (2)	Tests electrical and house-hold appliances.

National Certification Mark Programme



Companies that have the Product Mark

GRAY'S PEPPER PRODUCTS LTD

Gray's Hot Pepper Sauce
Gray's Spicy Sauce

GRACE FOOD PROCESSORS (CANNING DIVISION) LTD

Grace Tomato Ketchup
Grace Hot Tomato Ketchup
Grace Reconstituted Orange Juice (Canned)
Grace Reconstituted Grapefruit Juice (Canned)
Grace Reconstituted Pineapple Juice (Canned)
Grace Reconstituted Tomato Juice (Canned)
Caribbean Choice Reconstituted Orange Juice (Canned)
Caribbean Choice Tomato Ketchup

MARJOBAC QUARRY AND BLOCK FACTORY

Hollow Concrete Blocks

SHERWIN WILLIAMS (W.I.) LIMITED

Sherwin Special Flat Emulsion
Super Kem Flat Emulsion
Super Kem Glo Emulsion
Super Kem Gloss Oil Paint



Companies that have the Plant Mark

Caribbean Cement Company Limited
Grace Food Processors (Canning) Division
Grace Food Processors (Meat) Division
Gray's Pepper Products Limited
VAP Limited
King Pepper Products Limited

BUREAU OF STANDARDS JAMAICA

YEAR ENDED MARCH 31, 2011

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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, (the Bureau) set out on pages 2 to 37, which comprise the statement of financial position as at March 31, 2011, the statement of comprehensive income, the statement of changes in equity and the statement of 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 of financial statements that give a true and fair view in accordance with International Financial Reporting Standards and the requirements of the Standards Act and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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 auditor's 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 auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view 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, 2011, 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
August 8, 2011

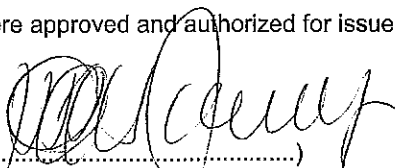
BUREAU OF STANDARDS JAMAICA


STATEMENT OF FINANCIAL POSITION AT MARCH 31, 2011

	<u>Notes</u>	<u>2011</u> \$'000	<u>2010</u> \$'000
<u>ASSETS</u>			
Non-current assets			
Property, plant and equipment	5	831,013	788,433
Investment property	6	100,706	92,492
Employee benefits asset	13(a)	<u>606,195</u>	<u>504,993</u>
		<u>1,537,914</u>	<u>1,385,918</u>
Current assets			
Inventories	7	4,256	3,851
Income tax recoverable		58,190	58,235
Trade and other receivables	8	73,509	49,889
Securities purchased under resale agreements	9	-	24,098
Cash and cash equivalents	10	<u>76,260</u>	<u>125,435</u>
		<u>212,215</u>	<u>261,508</u>
Total assets		<u>1,750,129</u>	<u>1,647,426</u>
<u>EQUITY AND LIABILITIES</u>			
Equity			
Capital reserve	11	564,382	524,923
Insurance reserve	11	9,800	8,400
Special fund	11	90,954	119,405
Revenue reserve	12	<u>901,893</u>	<u>825,584</u>
		<u>1,567,029</u>	<u>1,478,312</u>
Non-current liability			
Employee benefits liability	13(b)	<u>45,077</u>	<u>35,514</u>
Current liabilities			
Provisions	14	21,246	19,003
Trade and other payables	15	<u>116,777</u>	<u>114,597</u>
		<u>138,023</u>	<u>133,600</u>
Total equity and liabilities		<u>1,750,129</u>	<u>1,647,426</u>

The Notes on Pages 6 to 37 form an integral part of the Financial Statements.

The financial statements on Pages 2 to 37 were approved and authorized for issue by the Council on August 8, 2011 and are signed on its behalf by:



) Council Members


BUREAU OF STANDARDS JAMAICA
STATEMENT OF COMPREHENSIVE INCOME
YEAR ENDED MARCH 31, 2011

	<u>Notes</u>	<u>2011</u> \$'000	<u>2010</u> \$'000
Revenue	16	675,573	618,175
Interest income	17	7,157	45,357
Other gains and losses	17	29,921	9,198
Administrative expenses	18	(495,390)	(432,877)
Other operating expenses		<u>(139,552)</u>	<u>(123,273)</u>
SURPLUS FOR THE YEAR	19	77,709	116,580
Other comprehensive income			
Gain on revaluation of properties	5	<u>39,459</u>	<u>66,567</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		<u>117,168</u>	<u>183,147</u>

The Notes on Pages 6 to 37 form an integral part of the Financial Statements.

BUREAU OF STANDARDS JAMAICA
STATEMENT OF CHANGES IN EQUITY
YEAR ENDED MARCH 31, 2011

	<u>Notes</u>	<u>Capital Reserve</u> \$'000	<u>Insurance Reserve</u> \$'000	<u>Special Fund</u> \$'000	<u>Revenue Reserve</u> \$'000	<u>Total</u> \$'000
Balance at April 1, 2009		<u>458,356</u>	<u>7,000</u>	<u>-</u>	<u>934,404</u>	<u>1,399,760</u>
Increase in insurance reserve	11(b)	-	1,400	-	(1,400)	-
Transfer from revenue reserve	11(c)	-	-	224,000	(224,000)	-
Disbursement to Government of Jamaica	11(c)	-	-	(104,595)	-	(104,595)
		<u>-</u>	<u>1,400</u>	<u>119,405</u>	<u>(225,400)</u>	<u>(104,595)</u>
Surplus for the year		-	-	-	116,580	116,580
Other comprehensive income		<u>66,567</u>	-	-	-	<u>66,567</u>
Total comprehensive income for the year		<u>66,567</u>	-	-	<u>116,580</u>	<u>183,147</u>
Balance at March 31, 2010		<u>524,923</u>	<u>8,400</u>	<u>119,405</u>	<u>825,584</u>	<u>1,478,312</u>
Increase in insurance reserve	11(b)	-	1,400	-	(1,400)	-
Disbursement to Government of Jamaica	11(c)	-	-	(28,451)	-	(28,451)
		<u>-</u>	<u>1,400</u>	<u>(28,451)</u>	<u>(1,400)</u>	<u>(28,451)</u>
Surplus for the year		-	-	-	77,709	77,709
Other comprehensive income		<u>39,459</u>	-	-	-	<u>39,459</u>
Total comprehensive income for the year		<u>39,459</u>	-	-	<u>77,709</u>	<u>117,168</u>
Balance at March 31, 2011		<u>564,382</u>	<u>9,800</u>	<u>90,954</u>	<u>901,893</u>	<u>1,567,029</u>

The Notes on Pages 6 to 37 form an integral part of the Financial Statements.

BUREAU OF STANDARDS JAMAICA

STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2011

	<u>2011</u> \$'000	<u>2010</u> \$'000
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus for the year	77,709	116,580
Adjustments for:		
Investment revenue	(7,157)	(45,357)
Foreign exchange loss adjustment	997	235
Surplus on revaluation of investment property	(8,214)	(9,433)
Depreciation of property, plant and equipment	43,198	28,749
Impairment loss recognised on trade receivables	2,627	8
Reversal of impairment loss on trade receivables	-	(524)
Credit recognised in respect of employee pension benefits	(71,501)	(85,768)
Charge recognised in respect of other employee benefits	11,138	5,351
Provision charged	<u>18,968</u>	<u>16,966</u>
	67,765	26,807
Movements in working capital:		
Increase in receivables	(26,247)	(15,526)
(Increase) Decrease in inventories	(405)	1,132
Increase in payables	2,180	1,922
Provision utilised	(16,725)	(14,095)
Contribution to employee pension benefits	(29,701)	(26,847)
Contribution to other employee benefits	<u>(1,575)</u>	<u>(1,693)</u>
Cash used in operations	(4,708)	(28,300)
Income tax refunded (paid)	<u>45</u>	<u>(5,934)</u>
Net cash used in operating activities	<u>(4,663)</u>	<u>(34,234)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received	7,157	45,357
Purchases of property, plant and equipment	(46,319)	(89,816)
Proceeds from securities purchased under resale agreements	<u>24,098</u>	<u>153,944</u>
Net cash (used in) generated by investing activities	<u>(15,064)</u>	<u>109,485</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Disbursements to Government of Jamaica from special fund	<u>(28,451)</u>	<u>(104,595)</u>
Net cash used in financing activities	<u>(28,451)</u>	<u>(104,595)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(48,178)	(29,344)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	125,435	155,014
Effect of exchange rate changes on the balance of cash held in foreign currencies	<u>(997)</u>	<u>(235)</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>76,260</u>	<u>125,435</u>

The Notes on Pages 6 to 37 form an integral part of the Financial Statements.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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 standardisation 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).

These financial statements are expressed in Jamaican dollars.

2. ADOPTION OF NEW AND REVISED INTERNATIONAL FINANCIAL REPORTING STANDARDS

Standards and Disclosures affecting amounts reported in the current period (and/or prior periods)

There were no Standards and Interpretations that were applied in the current year that affected the amounts reported in these financial statements.

Standards and Interpretations affecting presentation and disclosure only

There were no Standards and Interpretations that were applicable in the year that affected presentation and disclosure.

Standards and Interpretations affecting the reported financial performance and/or financial position

There were no Standards and Interpretations that were applicable in the year that affected reported financial performance and/or financial position.

Standards and Interpretations adopted with no effect on financial statements

The following new and revised Standards and Interpretations have been adopted in these financial statements. Their adoption has not had any impact on the amounts reported in these financial statements but may impact the accounting for future transactions or arrangements.

		Effective for annual periods <u>beginning on or after</u>
IAS 1, 7, 17, 36, 39,) IFRS 5 and 8 (Revised))	Amendments arising from April 2009 Annual Improvements to IFRS	January 1, 2010
IAS 27, 28 and 31 (Revised)	Consequential amendments arising from amendments to IFRS 3	July 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 (Revised)	Eligible Hedged Items	July 1, 2009
IAS 39 (Revised)	Financial Instruments – Recognition and Measurement – Amendments for embedded derivatives when reclassifying financial instruments	June 30, 2009

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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

		Effective for annual periods <u>beginning on or after</u>
IFRS 1 (Revised)	First-time Adoption of International Financial Reporting Standards	
	- Amendment relating to oil and gas assets and determining whether an arrangement contains a lease	January 1, 2010
	- Revised and restructured	July 1, 2009
IFRS 2 (Revised)	Share-based Payment:	
	- Amendment relating to group cash-settled share-based payment transactions	January 1, 2010
	- Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
IFRS 3 (Revised)	Business Combinations – Comprehensive revision on applying the acquisition method	July 1, 2009
IFRS 5 (Revised)	Non-current Assets Held for Sale and Discontinued Operations – Amendments resulting from May 2008 Annual Improvements to IFRS	July 1, 2009
IFRIC 9 (Revised)	Reassessment of Embedded Derivatives – Amendments arising from April 2009 Annual Improvements to IFRS	July 1, 2009
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	Distribution of Non Cash Assets to Owners	July 1, 2009

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 effective for the financial period being reported on:

		Effective for annual periods <u>beginning on or after</u>
<u>New Standards</u>		
IFRS 9	Financial Instruments - Classification and Measurement	January 1, 2013
IFRS 9	Financial Instruments - Incorporation of Requirements on the accounting for financial liabilities	January 1, 2013
IFRS 10	Consolidated Financial Statements	January 1, 2013
IFRS 11	Joint Arrangements	January 1, 2013
IFRS 12	Disclosures of Involvement with Other Entities	January 1, 2013
IFRS 13	Fair Value Measurement	January 1, 2013
<u>Revised Standards</u>		
IAS 1, 34, IFRS 1 and 7	Amendments arising from May 2010 Annual Improvements to IFRS	January 1, 2011
IAS 12	Income Taxes – limited scope amendment (recovery of underlying assets)	January 1, 2012

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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

		<u>Effective for annual periods beginning on or after</u>
<u>Revised Standards</u> (Cont'd)		
IAS 19	Employee Benefits – Amended Standard resulting from the Post-Employment Benefits and Transaction Benefit Projects	January 1, 2013
IAS 24	Related Party Disclosures – Revised definition of related parties	January 1, 2011
IAS 27 and IFRS 3	Amendments arising from May 2010 Annual Improvements to IFRS	July 1, 2011
IFRS 1	First-time Adoption of International Financial Reporting Standards:	
	– Limited exemption from comparative IFRS 7 disclosures for first-time adopters	July 1, 2010
	– Replacement of fixed dates for certain exceptions with the date of transition to IFRS	July 1, 2011
	– Additional exception for entities ceasing to suffer from severe hyperinflation	July 1, 2011
IFRS 7	Financial instruments: Disclosures – amendments enhancing disclosures about transfers of financial assets	July 1, 2011
<u>New and Revised Interpretations</u>		
IFRIC 13	Customer loyalty programmes – amendment arising from May 2010 Annual Improvements to IFRS	January 1, 2011
IFRIC 14	IAS 19, The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their interaction: November 2009 amendment with respect to voluntary prepaid contributions	January 1, 2011
IFRIC 19	Extinguishing Financial Liabilities with Equity Instruments	July 1, 2010

New and Revised Standards in issue not yet effective that are relevant

The Council and management have assessed the impact of all the new and revised Standards and Interpretations in issue not yet effective and have concluded that the following are relevant to the operations of the Bureau:

- Amendment specifically to *IAS 1 and IFRS 7* resulting from the May 2010 Annual Improvements to IFRS is not expected to have any significant impact on the Bureau's financial statements on adoption at their respective effective dates.
- *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. On adoption at its effective date, the revised standard is not expected to have a significant impact on the Bureau's financial statements.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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

New and Revised Standards in issue not yet effective that are relevant (Cont'd)

- The amendments to *IFRS 7 Disclosures – Transfers of Financial Assets* increase the disclosure requirements for transactions involving transfers of financial assets. These amendments are intended to provide greater transparency around risk exposures when a financial asset is transferred but the transferor retains some level of continuing exposure in the asset. The amendments also require disclosures where transfers of financial assets are not evenly distributed throughout the period.

The Bureau does not anticipate that these amendments to IFRS 7 will have any effect on the disclosures in the financial statements.

- *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 significant impact on the Bureau's financial statements.
- *IFRS 13 – Fair value measurement*. establishes a single source of guidance for fair value measurement under IFRS. IFRS 13 defines fair value, provides guidance on its determination and introduces consistent requirements for disclosure on fair value measurement. Council and management have not yet assessed the impact of this IFRS on the financial statements.

3. SIGNIFICANT ACCOUNTING POLICIES

Statement of compliance

The Bureau's financial statements have been prepared in accordance with International Financial Reporting Standards (IFRS) and 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 that are measured at revalued amounts or fair values as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets.

These principal accounting policies are set out below.

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 end of each reporting period, monetary items denominated in foreign currencies are retranslated at the rates prevailing at that date.

Non-monetary items carried at fair value that are denominated in foreign currencies are retranslated at the rates prevailing at the date when the fair value was determined. Non-monetary items that are measured in terms of historical cost in a foreign currency are not retranslated.

Exchange differences on monetary items are recognised in profit or loss in the period in which they arise.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Property, plant and equipment**

Land and buildings held for use in the supply of goods or services, or for administrative purposes, are stated in the statement of financial position 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 end of each reporting period.

Any revaluation increase arising on the revaluation of such land and buildings is recognised in other comprehensive income and accumulated in capital reserve, except to the extent that it reverses a revaluation decrease for the same asset previously recognised in profit or loss, in which case the increase is credited to profit or loss to the extent of the decrease previously expensed. 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 capital reserve relating to a previous revaluation of that asset.

Depreciation on revalued buildings is recognized in profit or loss. On the subsequent sale or retirement of a revalued property, the attributable revaluation surplus remaining in capital reserve is transferred directly to revenue reserve.

Land is not depreciated.

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

Depreciation is recognized so as to write off the cost or valuation of assets (other than land) less their residual values over their estimated useful lives, using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each reporting period, with the effect of any change in estimate being accounted for on a prospective basis.

An item of property, plant and equipment is de-recognised upon disposal or when no future economic benefits are expected to arise from the continued use of the asset. Any 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 recognised in profit or loss.

Investment property

Investment property is property held to earn rentals and/or for capital appreciation. Investment property is measured initially at cost, including transaction costs. Subsequent to initial recognition, investment property is measured at fair value. 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.

An investment property is de-recognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on de-recognition of the property (calculated on the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is de-recognised.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Intangible assets**

Intangible assets acquired separately are reported at cost less accumulated amortisation and accumulated impairment losses. Amortisation is charged on a straight-line basis over their estimated useful lives. The estimated useful life and amortisation method are reviewed at the end of each annual reporting period, with the effect of any changes in estimates accounted for on a prospective basis.

De-recognition of intangible assets

An intangible asset is de-recognised on disposal, or when no future economic benefits are expected from its use or disposal. Gains or losses arising from derecognition of an intangible asset, measured as the difference between the net disposal proceeds and the carrying amount of the asset, are recognised in profit or loss when the asset is de-recognised.

Impairment of tangible and intangible assets

At the end of each reporting period, 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 for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. Impairment losses are recognised 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 (or cash-generating unit) 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 recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised 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.

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 amortised over the expected average remaining working lives of the participating employees. Past service cost is recognised immediately to the extent that the benefits are already vested, and otherwise is amortised on a straight-line basis over the average period until the amended benefits become vested.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Employees' benefits (Cont'd)***Pension obligations (Cont'd)*

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

Post employees medical benefits

The Bureau provides health benefits to qualifying employees upon retirement. The entitlement to these benefits is usually based on the employee remaining in service up to retirement age and the completion of a minimum service period. The expected costs of these benefits are accrued over the period of employment, using an accounting methodology similar to that used for the defined benefit pension plan.

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 recognises 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 end of each reporting period are discounted to present value.

Leave entitlements

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave for services rendered by employees up to the end of each reporting period.

Inventories

Inventories are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value represents the estimated selling price less costs necessary to make the sale.

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 of the Bureau 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.

A financial liability of the Bureau is any liability that is a contractual obligation:

- (i) to deliver cash or another financial asset to another entity; or
- (ii) to exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavourable to the Bureau.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Financial instruments (Cont'd)

The Bureau recognises financial assets or financial liabilities on its statement of financial position only when the Bureau becomes a party to the contractual provisions of the instruments. Financial assets and financial liabilities are initially measured at fair value. Transactions that are directly attributable to the acquisition or issue of financial assets and liabilities are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition.

The fair values of financial instruments are discussed in Note 20 (f).

Listed below are the Bureau's financial assets and liabilities and the specific accounting policies relating to each:

Financial assets

These are recognised and derecognised on trade date where the purchase or sale of a financial asset is under a contract whose terms require delivery of the investment within the timeframe established by regulation or convention in the market place.

The Bureau classifies its financial assets as loans and receivable. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts (including all fees on points paid or received that form an integral part of the effective interest rate, transaction costs and other premiums or discounts) through the expected life of the financial asset, or, where appropriate, a shorter period to the carrying amount on initial recognition. Income is recognised on an effective interest basis for debt instrument.

(a) *Loans and receivables*

These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are measured at amortised cost using the effective interest method less any impairment. Interest income is recognised by applying the effective interest rates, except for short-term receivables when the recognition of interest would be immaterial. The Bureau's portfolio of loans and receivables comprises trade and other receivables, securities purchased under resale agreement and cash and cash equivalents.

Purchase and resale agreements

Securities purchased under resale agreements to resell (reverse repurchase agreements) are treated as collateralised financing transactions. The difference between the purchase and resale price is treated as interest income and is accrued over the lives of the resale agreements using the effective yield method.

Although the security may be delivered to "the buyer" at the time of the transaction, title is not transferred unless the counter party fails to repurchase the securities on the date specified.

Repurchase agreements are accounted for as short-term collateralised lending and are included in loans and receivables. The related interest income is recorded as the difference between the repurchase and resale price and is accrued over the life of the agreements using the effective yield method.

(b) *Impairment of financial assets*

Financial assets are assessed for indicators of impairment at the end of each reporting period. Financial assets are considered to be impaired if 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 asset have been affected.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Financial instruments (Cont'd)

Financial assets (Cont'd)

(b) *Impairment of financial assets (Cont'd)*

Objective evidence of impairment could include:

- significant financial difficulty of the issuer or counterparty; or
- default or delinquency in interest or principal payments; or
- it becoming probable that the borrower will enter bankruptcy or financial re-organisation; or
- the disappearance of an active market for that financial asset because of financial difficulties.

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.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flow discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

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 deemed uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously provided for reduce the amount of the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss. Recoveries of amounts previously written off are credited to income.

For financial assets at amortised cost, 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 recognised, the previously recognised 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 amortised cost would have been had the impairment not been recognised.

De-recognition of financial assets

Financial assets are de-recognised only when the contractual rights to the cash flows from the asset expire; or the Bureau transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. If the Bureau neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Bureau recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the Bureau retains substantially all the risks and rewards of ownership of a transferred financial asset, the Bureau continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

On de-recognition of a financial asset in its entirety, the difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in fair value reserve is recognised in profit or loss.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****Financial instruments (Cont'd)***Financial assets (Cont'd)*

De-recognition of financial assets (Cont'd)

On de-recognition of a financial asset other than in its entirety (e.g. when the Bureau retains an option to repurchase part of a transferred asset or retains a residual interest that does not result in the retention of substantially all the risks and rewards of ownership and the Bureau retains control), the Bureau allocates the previous carrying amount of the financial asset between the part it continues to recognise under continuing involvement, and the part it no longer recognises on the basis of the relative fair values of those parts on the date of the transfer. The difference between the carrying amount allocated to the part that is no longer recognised and the sum of the consideration received for the part no longer recognised and any cumulative gain or loss allocated to it that had been recognised in other comprehensive income is recognised in profit or loss. A cumulative gain or loss that had been recognised in other comprehensive income is allocated between the part that continues to be recognised and the part that is no longer recognised on the basis of the relative fair values of those parts.

Financial liabilities

Financial liabilities are classified as "other financial liabilities".

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.

Financial liabilities include current liabilities except accruals.

Capital grants

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

Grants are recognised in profit or loss on a systematic basis over the periods in which the Bureau recognises as expenses the related costs for which the grants are intended to compensate. Specifically, grants whose primary condition is that the Bureau should purchase, construct or otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Bureau with no future related costs are recognised in profit or loss in the period in which they become receivable.

The benefit of a government loan at a below-market rate of interest is treated as a government grant, measured as the difference between proceeds received and the fair value of the loan based on prevailing market interest rates.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****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 recognised when services have been rendered.

Compliance fee income

These are recognised on an accrual basis.

Interest income

Interest income from a financial asset is recognised when it is probable that the economic benefits will flow to the Bureau and the amount of the income can be measured reliably. Interest income is accrued on a time basis, by reference to the principal outstanding and at the effective interest rate applicable, which is the rate that exactly discounts estimated future receipts through the expected life of the financial asset to the asset's net carrying amount on initial recognition.

Rental income

The Bureau's policy for recognition of revenues from operating leases is described under "leases" below.

Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

The Bureau as a lessor

Rental income from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

The Bureau as a lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed. Contingent rentals, if any, arising under operating leases are recognised as an expense in the period in which they are incurred.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)****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 recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Critical accounting judgements

Management believes there are no judgements made that had a significant effect on the amounts recognised 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 the end of the reporting period 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 13 (a), the Bureau participates in a defined benefit pension plan. The amount shown in the statement of financial position of the plan of approximately \$606.195 million, in respect of the defined benefits plan, is subject to estimates in respect of periodic costs which are dependent on returns on assets, future discount rates, rates of salary increases and the inflation rate.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY (Cont'd)****Key sources of estimation uncertainty (Cont'd)**Employee benefit obligations (Cont'd)

(a) Pension obligations (Cont'd)

The estimated return on pension assets assumption is determined by considering asset allocation and future estimates of long-term investment returns. The Bureau, on advice of actuaries, estimates the appropriate discount rate annually which 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.

Some history of experience adjustments to plan assets and liabilities is given at Note 13 (c) (i).

(b) Post employment medical benefits

As disclosed in Note 13 (b), the Bureau participates in a post retirement medical plan. The amount shown in the statement of financial position of a liability of approximately \$45.077 million in respect of the medical plan is subject to estimates in respect of periodic costs, which 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 is used to determine the present value of estimated cash outflows expected to be required to settle any future medical benefit obligation.

Some history of experience adjustments to the liability of medical benefits and the sensitivity to the changes in the medical inflation rates are described at Notes 13 (b) (vi) and 13 (c) (ii) respectively.

Fair value of property, plant and equipment and investment property

(a) Property, plant and equipment

The Bureau's property having a carrying value of \$625.8 million (2010: \$578.5 million) is carried at fair market value as determined by independent valuers (see Note 5). 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.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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)

(b) Investment property

Included in the statement of financial position is the amount of \$100.706 million (2010: \$92.492 million) representing the fair value of investment property (see Note 6).

In determining the fair values of investment property, management makes assumptions including the current rental for similar properties and the yield (years purchase in perpetuity) of each property. These are deemed by management as the best estimate of what prevails in the market at the end of the reporting period after considering values determined by external valuers on all properties.

5. PROPERTY, PLANT AND EQUIPMENT

	Freehold Land at <u>Fair Value</u> \$'000	Freehold Buildings <u>at Fair Value</u> \$'000	Motor Vehicles <u>at Cost</u> \$'000	Plant & Equipment <u>at Cost</u> \$'000	Furniture & Fittings <u>at Cost</u> \$'000	<u>Total</u> \$'000
At cost/valuation						
April 1, 2009	415,667	126,574	30,822	261,242	31,034	865,339
Transfer to investment property (Note 6)	(29,000)	(16,300)	-	-	-	(45,300)
Revaluation (Note 11(a))	20,009	42,262	-	-	-	62,271
Additions	-	<u>19,295</u>	-	<u>67,535</u>	<u>2,986</u>	<u>89,816</u>
March 31, 2010	406,676	171,831	30,822	328,777	34,020	972,126
Revaluation (Note 11(a))	20,419	13,303	-	-	-	33,722
Additions	-	<u>13,565</u>	-	<u>31,759</u>	<u>995</u>	<u>46,319</u>
March 31, 2011	<u>427,095</u>	<u>198,699</u>	<u>30,822</u>	<u>360,536</u>	<u>35,015</u>	<u>1,052,167</u>
Depreciation						
April 1, 2009	-	-	16,549	126,076	16,615	159,240
Charge for year	-	4,296	4,778	17,816	1,859	28,749
Eliminated on revaluation (Note 11(a))	-	(4,296)	-	-	-	(4,296)
March 31, 2010	-	-	21,327	143,892	18,474	183,693
Charge for year	-	5,737	4,087	31,160	2,214	43,198
Eliminated on revaluation (Note 11(a))	-	(5,737)	-	-	-	(5,737)
March 31, 2011	-	-	<u>25,414</u>	<u>175,052</u>	<u>20,688</u>	<u>221,154</u>
Net Book Value						
March 31, 2011	<u>427,095</u>	<u>198,699</u>	<u>5,408</u>	<u>185,484</u>	<u>14,327</u>	<u>831,013</u>
March 31, 2010	<u>406,676</u>	<u>171,831</u>	<u>9,495</u>	<u>184,885</u>	<u>15,546</u>	<u>788,433</u>

The following useful lives are used in the calculation of depreciation:

Buildings	-	40 years
Motor vehicles	-	5 years
Plant and equipment	-	4 years
Furniture and fittings	-	10 years

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****5. PROPERTY, PLANT AND EQUIPMENT (Cont'd)**

Land and buildings included at valuation were based on fair market value (see Note 4) as expressed by independent professional valuers, Langford & Brown, Valuers and Real Estate Dealers, on May 10, 2011. The Council and management believe that the values at the end of the reporting period would not differ significantly from what obtained at the date of valuation.

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

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Freehold land	4,938	4,938
Freehold buildings	133,698	120,133

6. INVESTMENT PROPERTY

The analysis and movement in investment property are as follows:

	\$'000
At April 1, 2009	37,759
Transfer of land and building (Note 5)	45,300
Increase in fair value	<u>9,433</u>
At March 31, 2010	92,492
Increase in fair value	<u>8,214</u>
At March 31, 2011	<u>100,706</u>

This is a commercial building held for long-term rental and is not occupied by the Bureau. Land and buildings included at valuation were based on fair market value (see Note 4) as expressed by independent professional valuers, Langford & Brown, Valuer and Real Estate Dealers, on May 10, 2011. The Council and management believe that the values at the end of the reporting period would not differ significantly from what obtained at the date of valuation.

The property rental income earned by the Bureau from its investment property which is leased under operating leases amounted to \$442,000 (2010: \$481,000). Direct operating expenses arising on the investment property during the year amounted to approximately \$1,402,000 (2010: \$983,160).

7. INVENTORIES

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

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

8. TRADE AND OTHER RECEIVABLES

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Trade receivables	12,240	8,661
Less: Allowance for doubtful debts (Note 8 (a))	<u>(7,163)</u>	<u>(5,316)</u>
	5,077	3,345
Compliance fee income receivable	42,374	-
Staff loans (net of deferred interest income of \$1,125,000 (2010: \$1,504,000))	12,483	15,575
Deposits on property, plant and equipment	6,343	23,569
GCT recoverable	6,230	6,230
Other receivables	<u>1,002</u>	<u>1,170</u>
	<u>73,509</u>	<u>49,889</u>

The average credit period for receivables is 15 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 between 16 – 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. 92% 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 \$5.392 million is due from 5 of the 160 customers of the Bureau. There are no other customers whose individual balances represent more than 5% of the total balance of trade receivables.

Included in the Bureau's trade receivables are debtors with a carrying amount of \$2.638 million (2010: \$1.245 million) which are past due at the reporting date for which the Bureau has not provided as there has not been a significant change in the credit quality and the amounts are still considered recoverable.

Ageing of past due not impaired

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
16 – 30 days	984	1,073
31 – 45 days	<u>1,654</u>	<u>172</u>
	<u>2,638</u>	<u>1,245</u>

Ageing of impaired trade receivables

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Over 45 days	<u>7,163</u>	<u>5,316</u>

(a) Movement in allowance for doubtful debts

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Balance at beginning of year	5,316	6,585
Impairment losses recognized during year	2,627	8
Impairment loss reversed	-	(524)
Amounts written off as uncollectible	<u>(780)</u>	<u>(753)</u>
Balance at end of year	<u>7,163</u>	<u>5,316</u>

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****8. TRADE AND OTHER RECEIVABLES (Cont'd)****(a) Movement in allowance for doubtful debts (Cont'd)**

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.

9. SECURITIES PURCHASED UNDER RESALE AGREEMENTS

The Bureau had entered into reverse repurchase agreements collateralised by Government of Jamaica securities.

These investments were with reputable financial institutions and matured within 1 – 12 months from the dates of placement. These were United States dollar investments bearing interest at rates ranging between 5.3% and 7.25%. The investments matured during the year.

10. 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.

Cash and cash equivalents comprise:

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Bank balances (Note 10(a))	14,260	16,808
Short-term deposits (Note 10(b))	61,928	108,555
Cash in hand	<u>72</u>	<u>72</u>
	<u>76,260</u>	<u>125,435</u>

(a) Bank balances include foreign currency savings accounts totalling approximately US\$112,000 (2010: US\$139,000) at interest rates of 0.35% to 0.60% (2010: 0.95% to 1.5%). Jamaican dollar deposits totalling \$3.663 million (2010: \$3.437 million) are at an interest rate of 1% (2010: 1.5%).

(b) Short-term deposits include foreign currency deposits totalling approximately US\$126,000 (2010: US\$25,000) at interest rates of 8% and 3.9% (2010: 5.25% to 7.25%). Jamaican dollar short-term deposits are at interest rates of 6.25% to 9.35% (2010: 5.75% to 19.25%).

11. RESERVES

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Capital reserve (Note 11(a))	564,382	524,923
Insurance reserve (Note 11(b))	9,800	8,400
Special fund (Note 11(c))	<u>90,954</u>	<u>119,405</u>
	<u>665,136</u>	<u>652,728</u>

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

11. RESERVES (Cont'd)

(a) Capital reserve

	<u>2011</u> \$'000	<u>2010</u> \$'000
Balance, beginning of year	524,923	458,356
Property revaluation surplus (Note 5)	<u>39,459</u>	<u>66,567</u>
Balance, end of year	<u>564,382</u>	<u>524,923</u>

The property revaluation surplus arises on the revaluation of freehold land and buildings.

(b) Insurance reserve

	<u>2011</u> \$'000	<u>2010</u> \$'000
Balance, beginning of year	8,400	7,000
Increase in reserve	<u>1,400</u>	<u>1,400</u>
Balance, end of year	<u>9,800</u>	<u>8,400</u>

Insurance reserve represents a self insurance fund established to meet the cost of damages to the head office building in the event of a disaster. 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.

(c) Special fund

	<u>2011</u> \$'000	<u>2010</u> \$'000
Balance, beginning of year	119,405	-
Transfer from revenue reserve (Note 11 (c) (i))	-	224,000
Disbursements to GOJ (Note 11 (c) (ii))	<u>(28,451)</u>	<u>(104,595)</u>
Balance, end of year	<u>90,954</u>	<u>119,405</u>

(i) Equity obligations (Funds Allocation) resulting from Cabinet decisions are transferred to the Special Fund from which disbursements are made.

(ii) This represents amounts disbursed to various projects by Cabinet decisions.

12. REVENUE RESERVE

	<u>2011</u> \$'000	<u>2010</u> \$'000
Revenue reserve	1,592,893	1,516,584
Less: Funds allocation	<u>691,000</u>	<u>691,000</u>
Balance, end of year	<u>901,893</u>	<u>825,584</u>

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

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****12. REVENUE RESERVE (Cont'd)**

The equity obligations relating to Cabinet Decisions which have accumulated year to date amount to \$691 million of which \$600.046 million (including a disbursement of \$28.451 million during 2010/11) has been disbursed as follows:

<u>Year</u>	<u>Funds Allocated</u> \$'000
2003	20,000
2005	380,000
2006	47,000
2007	20,000
2010	<u>224,000</u>
	691,000
Disbursement to date	<u>(600,046)</u>
Balance, Special Fund March 31, 2011	<u>90,954</u>

There were no equity obligations during the year.

13. EMPLOYEE BENEFITS**(a) Defined benefit pension plan**

The Bureau operates a defined benefit pension 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 elect to leave his 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, 2011 was carried out on May 16, 2011 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.

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

	<u>Valuation at</u>	
	<u>2011</u> %	<u>2010</u> %
Discount rate at beginning of year	11.5	16.0
Discount rate at end of year	10.5	11.5
Expected return on assets	10.0	12.0
Expected rate of salary increases	7.5	8.5
Future pension increases	6.5	7.5
Inflation	6.5	7.5

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

13. EMPLOYEE BENEFITS (Cont'd)

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

(ii) Amounts included in the statement of financial position in respect of the plan are as follows:

	<u>2011</u> \$'000	<u>2010</u> \$'000
Present value of funded obligation	(803,747)	(839,914)
Fair value of plan assets	<u>1,481,596</u>	<u>1,344,907</u>
	677,849	504,993
Unrecognised actuarial (losses) gains	(71,654)	80,142
Unrecognised asset due to limitation	<u>-</u>	<u>(80,142)</u>
Net asset in the statement of financial position	<u>606,195</u>	<u>504,993</u>

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

	<u>2011</u> \$'000	<u>2010</u> \$'000
Current service cost	42,268	20,742
Interest costs	101,438	90,054
Expected return on plan assets	<u>(135,065)</u>	<u>(124,735)</u>
	8,641	(13,939)
Change in income not eligible for recognition due to limit	<u>(80,142)</u>	<u>(71,829)</u>
Total included in employee benefits expense (Note 18)	<u>(71,501)</u>	<u>(85,768)</u>
Actual return on plan assets	<u>125,207</u>	<u>303,718</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>2011</u> \$'000	<u>2010</u> \$'000
Balance, April 1	504,993	392,378
Amounts credited to income	(8,641)	13,939
Contributions	<u>29,701</u>	<u>26,847</u>
	526,053	433,164
Change in income not eligible for recognition due to limit	<u>80,142</u>	<u>71,829</u>
Balance, March 31	<u>606,195</u>	<u>504,993</u>

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

	<u>2011</u> \$'000	<u>2010</u> \$'000
Opening defined benefit obligation	(839,914)	(545,981)
Service cost	(60,257)	(36,351)
Interest cost	(101,438)	(90,054)
Actuarial gain (loss) on obligation	161,654	(206,519)
Benefits paid and administrative expenses	<u>36,208</u>	<u>38,991</u>
Closing defined benefit obligation	<u>(803,747)</u>	<u>(839,914)</u>

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

13. EMPLOYEE BENEFITS (Cont'd)

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

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

	<u>2011</u> \$'000	<u>2010</u> \$'000
Opening fair value of plan assets	1,344,907	1,037,724
Contributions – employer	29,701	26,847
Contributions – employees	17,989	15,609
Expected return on plan assets	135,065	124,735
Benefits paid and administrative expenses	(36,208)	(38,991)
Actuarial (loss) gain on plan assets	<u>(9,858)</u>	<u>178,983</u>
Closing fair value of plan assets	<u>1,481,596</u>	<u>1,344,907</u>

(vii) The fair value of plan assets at the end of each reporting period is analysed as follows:

	<u>2011</u> \$'000	<u>2010</u> \$'000
Equity fund	318,090	241,606
Fixed income fund	920,620	910,416
Mortgage and real estate	186,370	192,885
Net current assets	44,540	-
Other	<u>11,976</u>	<u>-</u>
Closing fair value of plan assets	<u>1,481,596</u>	<u>1,344,907</u>
Estimated return on plan assets	<u>10%</u>	<u>10%</u>

The overall expected rate of return is a weighted average of the expected return of the various categories of plan assets held. The Council's assessment of the expected return is based on historical return trends and analysts' predictions of the market for the asset over the life of the related obligation.

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

(b) Other post-employment benefit obligations

The Bureau sponsors an insured health plan covering its full-time employees and retirees.

The most recent valuation was carried out at May 16, 2011 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.

	<u>2011</u> \$'000	<u>2010</u> \$'000
Post-employment medical benefits	<u>45,077</u>	<u>35,514</u>

(i) Post-employment medical benefits

	<u>2011</u> \$'000	<u>2010</u> \$'000
Present value of the obligations	88,122	53,006
Unrecognised actuarial losses	<u>(43,045)</u>	<u>(17,492)</u>
Liability recognised in statement of financial position	<u>45,077</u>	<u>35,514</u>

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

13. EMPLOYEE BENEFITS (Cont'd)

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

(ii) Movements in post-employment medical benefits

	<u>2011</u> \$'000	<u>2010</u> \$'000
Balance at beginning of year	35,514	31,856
Contributions paid	(1,575)	(1,693)
Expense recognised in the statement of comprehensive income	<u>11,138</u>	<u>5,351</u>
Balance at end of year	<u>45,077</u>	<u>35,514</u>

(iii) Expense recognised in the statement of comprehensive income

	<u>2011</u> \$'000	<u>2010</u> \$'000
Current service costs	4,124	1,628
Interest on obligations	6,478	3,958
Net actuarial gain recognised in year	<u>536</u>	<u>(235)</u>
Total included in employee benefits expense (Note 18)	<u>11,138</u>	<u>5,351</u>

The expense recognised is included in administrative expenses.

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

	<u>2011</u>		<u>2010</u>	
	Inflation <u>at 8%</u> \$'000	Inflation <u>at 10%</u> \$'000	Inflation <u>at 11%</u> \$'000	Inflation <u>at 13%</u> \$'000
Revised service cost	3,178	5,446	1,282	2,102
Revised interest cost	5,424	7,888	3,399	4,676
Revised defined benefit obligation	44,778	63,867	20,809	27,972

(v) Principal actuarial assumptions at the end of the reporting period (expressed as weighted averages)

	<u>2011</u> %	<u>2010</u> %
Discount rate at start of year	11.5	16.0
Discount rate at end of year	10.5	11.5
Medical claims growth	10.0	9.0

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

13. EMPLOYEE BENEFITS (Cont'd)

(c) Historical information

(i) Defined benefit pension plan

	<u>2011</u> \$'000	<u>2010</u> \$'000	<u>2009</u> \$'000
Present value of the defined benefit obligation	803,747	839,914	545,981
Fair value of plan assets	<u>(606,195)</u>	<u>(504,993)</u>	<u>(392,378)</u>
Deficit	<u>197,552</u>	<u>334,921</u>	<u>153,603</u>
Experience adjustment on plan asset – Gain (Loss)	<u>(9,858)</u>	<u>178,983</u>	<u>(150,474)</u>
Experience adjustment on plan liabilities – (Gain) Loss	<u>(76,108)</u>	<u>(4,482)</u>	<u>51,516</u>

(ii) Post-employment medical and life insurance obligation benefit

	<u>2011</u> \$'000	<u>2010</u> \$'000	<u>2009</u> \$'000
Present value of the post-employment benefit obligation	<u>88,122</u>	<u>53,006</u>	<u>23,955</u>
Experience adjustments arising on plan liabilities – (Gain) Loss	<u>(21,835)</u>	<u>13,914</u>	<u>(4,004)</u>

No information was available in respect of the experience adjustments for the years 2007 to 2008.

14. PROVISIONS

	<u>2011</u> \$'000	<u>2010</u> \$'000
Employee benefits (i)	<u>21,246</u>	<u>19,003</u>

(i) The provision for employee benefits represents annual vacation leave accrued.

The movement in the provision is as follows:

	\$'000
Balance, April 1, 2009	16,132
Charged to income for the year	16,966
Utilised during the year	<u>(14,095)</u>
Balance, March 31, 2010	19,003
Charged to income for the year	18,968
Utilised during the year	<u>(16,725)</u>
Balance, March 31, 2011	<u>21,246</u>

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****15. TRADE AND OTHER PAYABLES**

The analysis of trade and other payables is as follows:

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Trade payables	18,530	25,107
IDB project (See Note 15(a))	-	11,981
Gratuity and incentive payable	22,352	42,216
Deposits	1,614	1,613
Statutory deductions	8,332	8,391
Staff welfare including retroactive salaries accrual	55,242	6,364
Local contributions (See Note 15(b))	-	10,000
Deposit on jobs	7,617	6,494
Other payables and accruals	<u>3,090</u>	<u>2,431</u>
	<u>116,777</u>	<u>114,597</u>

(a) The IDB project balance represented the residual cash balance due to the IDB in respect of an IDB project managed by the Bureau. The project was finalised during the year.

(b) Local contributions balance represented amounts contributed to Scientific Research Council. However, because of cash constraints the Bureau has not made any accrual for this financial year.

16. REVENUE

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

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Compliance fee income (Note 16 (a))	580,749	539,589
Other fees	91,128	75,992
Rental income	442	481
Miscellaneous	<u>3,254</u>	<u>2,113</u>
	<u>675,573</u>	<u>618,175</u>

(a) The Standards Compliance Fee (SCF) in accordance with 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 collected.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

17. INVESTMENT AND OTHER REVENUE

	<u>2011</u> \$'000	<u>2010</u> \$'000
<i>Interest Income (at amortised cost)</i>		
Interest on bank deposits	<u>7,157</u>	<u>45,357</u>
<i>Other Gains and Losses</i>		
<u>At amortised cost</u>		
Foreign exchange loss on deposits	(997)	(235)
<u>Other</u>		
Surplus on revaluation of investment property	8,214	9,433
Liabilities written back to income (See Note 17 (a))	<u>22,704</u>	<u>-</u>
	<u>29,921</u>	<u>9,198</u>

(a) The amount written back to income represents accruals and provisions previously made no longer deemed necessary,

18. ADMINISTRATIVE EXPENSES

	<u>2011</u> \$'000	<u>2010</u> \$'000
Salaries and wages	409,898	368,102
Statutory contributions	24,509	22,113
Group and health insurance	13,215	13,726
Pension and post-employment medical plan (income) cost (Note 13)	(60,363)	(80,417)
Travelling and subsistence	35,342	31,294
Staff welfare	8,468	10,616
Utilities	36,552	34,063
Advertising	9,782	15,504
Other	<u>17,987</u>	<u>17,876</u>
	<u>495,390</u>	<u>432,877</u>

19. SURPLUS FOR THE YEAR

Surplus for the year has been arrived at after charging:

	<u>2011</u> \$'000	<u>2010</u> \$'000
Directors' fees	1,526	1,135
Depreciation	43,198	28,749
Audit fees	2,000	1,800

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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 end of each reporting period:

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Financial Assets		
Loans and receivables (At amortised cost)		
Securities purchased under resale agreements	-	24,098
Cash and cash equivalents	76,260	125,435
Trade and other receivables	<u>67,279</u>	<u>43,659</u>
	<u>143,539</u>	<u>193,192</u>
Financial Liabilities (At amortised cost)		
Payables	<u>37,947</u>	<u>63,929</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 minimise 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.

(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.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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

Financial risk management policies and objectives (Cont'd)

(b) Foreign exchange risk management (Cont'd)

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

	<u>Assets</u>	
	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
United States dollars	20,451	38,820

Foreign currency sensitivity

The following table details the sensitivity to a 1% revaluation or devaluation (2010: 2% 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 or weakens by 1% (2010: strengthens by 2% or weakens by 10%) against the relevant foreign currency, income will decrease or increase by:

	<u>2011</u>				<u>2010</u>			
	<u>%</u>	<u>Increase</u>	<u>%</u>	<u>Decrease</u>	<u>%</u>	<u>Increase</u>	<u>%</u>	<u>Decrease</u>
		\$'000		\$'000		\$'000		\$'000
United States dollars	<u>-1</u>	<u>205</u>	<u>+1</u>	<u>205</u>	<u>+2</u>	<u>776</u>	<u>-10</u>	<u>3,882</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.

The Bureau's sensitivity declined during the year due to the reduction in foreign currency bank and deposit holdings.

(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:

	<u>Jamaican Dollar Instruments</u>		
	<u>Effective</u>		
	<u>Interest Rate</u>	<u>1 – 12 Months</u>	<u>Total</u>
	%	\$'000	\$'000
March 31, 2011			
Fixed interest rate instruments	5.36	<u>54,814</u>	<u>54,814</u>
March 31, 2010			
Fixed interest rate instruments	7.03	<u>109,473</u>	<u>109,473</u>

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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, 2011				
Variable interest rate instruments	2.27	<u>20,451</u>	<u>-</u>	<u>20,451</u>
March 31, 2010				
Variable interest rate instruments	4.43	<u>14,722</u>	<u>24,098</u>	<u>38,820</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 end of each reporting period. For J\$ instruments, a 100 basis point increase decrease and for US\$ instruments, a 50 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 100 basis points higher or lower for J\$ instruments and a 50 basis point higher or lower (2010: 500 basis points higher or 800 basis points lower for J\$ instruments and a 100 basis point higher or lower for US\$ instruments) and all other variables were held constant, the Bureau's profit for the year ended March 31, 2011 would increase/decrease by approximately \$0.689 million (2010: increase/ decrease by \$5.836 million/\$9.12 million). 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\$143.539 million (2010: J\$193.192 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. The Bureau has a significant concentration of credit exposure to five customers for settlement which accounts for 44% of the trade receivables.

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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

Financial risk management policies and objectives (Cont'd)

(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.

Ultimate responsibility for liquidity risk management rests with the Council, which has established an appropriate liquidity risk management framework for the management of the Bureau's short, medium and long-term funding and liquidity management requirements. The Bureau manages by continuously monitoring future cash flows and liquidity.

Liquidity risk tables

The following tables detail the Bureau's remaining contractual maturity for its non-derivative financial liabilities with agreed repayment periods. The tables have been drawn up based on the undiscounted cash flows of financial liabilities based on the earliest date on which the Bureau can be required to pay. The tables include both interest and principal cash flows. To the extent that interest flows are floating rate, the undiscounted amount is derived from interest rate curves at the end of the reporting period. The contractual maturity is based on the earliest date on which the Bureau may be required to pay.

	Weighted Average Effective Interest Rate	1 to 12 Months	Total
	%	\$'000	\$'000
March 31, 2011			
Non-interest bearing	Nil	<u>37,947</u>	<u>37,947</u>
March 31, 2010			
Non-interest bearing	Nil	<u>63,929</u>	<u>63,929</u>

BUREAU OF STANDARDS JAMAICA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2011

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

Financial risk management policies and objectives (Cont'd)

(e) Liquidity risk management (Cont'd)

The following table details the Bureau's expected maturity for its non-derivative financial assets. The table has been drawn up based on the undiscounted contractual maturities of the financial assets including interest that will be earned on those assets. The inclusion of information on non-derivative financial assets is necessary in order to understand the Bureau's liquidity risk management as the liquidity is managed on a net asset and liability basis.

	<u>1 to 12</u> <u>Months</u> <u>\$'000</u>	<u>Total</u> <u>\$'000</u>
March 31, 2011		
Non-interest bearing	77,947	77,947
Interest bearing	<u>75,591</u>	<u>75,591</u>
	<u>153,538</u>	<u>153,538</u>
March 31, 2010		
Non-interest bearing	42,531	42,531
Interest bearing	<u>147,610</u>	<u>147,610</u>
	<u>190,141</u>	<u>190,141</u>

(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 recognised 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 the end of each reporting period. 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 cash equivalents, securities purchased under resale agreements, receivables and payables, reflect the approximate fair values because of the short-term maturity of these instruments.

Fair value measurements recognised in the Statement of Financial Position

There were no financial instruments that were measured subsequent to initial recognition at fair value.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****20. FINANCIAL INSTRUMENTS, FINANCIAL RISKS MANAGEMENT (Cont'd)*****Capital risk management***

Management objectives when managing capital are to safeguard the Bureau's ability to continue as a going concern in order to provide returns for the Bureau's shareholders and benefits for other stakeholders, and to maintain an optimal capital structure to reduce the cost of capital. There were no changes to the Bureau's approach to capital management during the year.

The Bureau is not subject to any externally imposed capital requirements.

The Bureau risk management committee reviews the capital structure of the Bureau.

The capital structure of the Bureau consists of equity of the Bureau (revaluation reserves and insurance reserves) (see Note 11).

The Bureau is not subject to any externally imposed capital requirements.

21. OTHER DISCLOSURES – EMPLOYEES

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Staff costs incurred during the year were:		
Salaries and wages (including retroactive and terminal payments)	409,898	368,102
Statutory contributions	24,509	22,113
Pension (credit)/cost and post-employment medical plan	(60,363)	(80,417)
Group and health insurance	13,215	13,726
Staff welfare	<u>8,468</u>	<u>10,616</u>
	<u>395,727</u>	<u>334,140</u>

22. OPERATING LEASE ARRANGEMENTS

(a) The Bureau as lessor:

The Bureau rents out its investment property to a tenant under an operating lease. At the end of each reporting period the Bureau had contracted with the tenant for the following future minimum lease payments:

	<u>2011</u>	<u>2010</u>
	\$'000	\$'000
Within one year	1	481
In the second to third years inclusive	<u>1</u>	<u>-</u>
	<u>2</u>	<u>481</u>

During 2010/2011, the Bureau leased the property to a related party for a nominal amount.

(b) The Bureau as lessee:

There is no formal contract for the property leased by the Bureau.

BUREAU OF STANDARDS JAMAICA**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MARCH 31, 2011****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>2011</u> \$'000	<u>2010</u> \$'000
Short-term benefits	94,311	75,796
Directors' fees	<u>1,509</u>	<u>1,135</u>
	<u>95,820</u>	<u>76,931</u>
Loans to related parties		
	<u>2011</u> \$'000	<u>2010</u> \$'000
Loans to key management personnel	<u>1,332</u>	<u>1,270</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>2011</u> \$'000	<u>2010</u> \$'000
Authorized but not contracted for	<u>16,254</u>	<u>31,500</u>

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

ADDITIONAL INFORMATION

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

Our examination of the financial statements of the Bureau for the year ended March 31, 2011 was intended primarily for the purpose of formulating an opinion on those financial statements taken as a whole. The additional information presented in page 2 has been taken primarily from accounting and other records of the Bureau and is not necessary to give a true and fair view of the financial position of the Bureau at March 31, 2011 or the results of its financial performance or cash flows for the year then ended. Such information has not been subjected to sufficient tests and other auditing procedures to enable us to express an opinion as to the fairness of all the details included therein and accordingly we do not express an opinion on the additional information.


Chartered Accountants

Kingston, Jamaica,
August 8, 2011

BUREAU OF STANDARDS JAMAICA

EXPENSES

YEAR ENDED MARCH 31, 2011

	<u>2011</u> \$'000	<u>2010</u> \$'000
Administrative		
Salaries and wages	360,966	368,102
Provision for retroactive	48,932	-
Statutory contributions	24,509	22,113
Group and health insurance	13,215	13,726
Pension and post-employment medical plan (income) cost	(60,363)	(80,417)
Tea and small supplies	847	794
Pest control and janitorial	7,612	6,824
Travelling and subsistence	35,342	31,294
Staff welfare	8,468	10,616
Utilities	36,552	34,063
Stationery and other supplies	5,347	6,202
Courier and postage	1,481	2,060
Board expense	671	422
Bank charges	503	439
Directors' fee	1,526	1,135
Advertising	<u>9,782</u>	<u>15,504</u>
	<u>495,390</u>	<u>432,877</u>
Other Operating		
Motor vehicles	5,898	5,996
Repairs and maintenance		
- Buildings	3,998	6,816
- Furniture and equipment	3,001	1,396
- Other	2,803	5,491
General insurance	5,341	6,465
Audit and accounting fees	2,008	2,123
Impairment loss recognized on trade receivables	2,627	8
Depreciation	43,198	28,749
Professional fees	13,767	7,732
Security	9,762	9,873
Lab supplies	4,990	3,916
Entertainment	472	125
Local and international membership fees and contributions	15,185	17,420
Conferences and seminars	2,049	1,849
Canteen expenses	10,202	6,200
Rental	5,818	5,673
Projects	-	4,225
National Quality Awards	4,553	4,231
Books and publications	1,179	1,676
Miscellaneous	<u>2,701</u>	<u>3,309</u>
	<u>139,552</u>	<u>123,273</u>