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# CKS

SPECIFICATION

FANFOLD STATIONERY

First edition

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**Gr 10**



## Fanfold stationery

### 1 Scope

#### 1.1 Categories and classes of stationery

This specification covers three categories of single layer and multiple layer continuous stationery intended for printing with computer printers of the impact, ink-jet or laser type, respectively. The stationery is perforated and folded in a zigzag fashion (fanfolded) and is provided with sprocket feed holes. Requirements for category 1 (impact printing) and for category 3 (laser printing) are specified for two classes: class A for high speed printers and class B for the slower printers normally used in offices. Requirements for category 2 (ink-jet printing) are specified for class B only.

#### 1.2 Recommendations for selection, storage and usage

Recommendations for the selection, storage and usage of fanfold stationery are given in annex B.

#### NOTES

- 1 Class A stationery is also suitable for class B purposes, but will probably be more expensive due to the more exacting requirements with which class A stationery should comply. However, should a manufacturer wish to make one class of stationery only, he can offer fanfold stationery made to class A requirements for class B use.
- 2 The information to be specified in tender invitations and in each order or contract is given in annex A.

### 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this specification. All standards are subject to revision and, since any reference to a standard is deemed to be a reference to the latest edition of that standard, parties to agreements based on this specification are encouraged to take steps to ensure the use of the most recent editions of the standards indicated below. Information on currently valid national and international standards can be obtained from the South African Bureau of Standards.

CKS 673, *Carbonless copy paper*.

ISO 186, *Paper and board — Sampling to determine average quality*.

ISO 187, *Paper, board and pulps — Standard atmosphere for conditioning and testing and procedure for monitoring the atmosphere and conditioning of samples*.

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ISO 534, *Paper and board — Determination of thickness and apparent bulk density or apparent sheet density.*

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

ISO 1924-2, *Paper and board — Determination of tensile properties — Part 2: Constant rate of elongation method.*

ISO 2470, *Paper and board — Measurement of diffuse blue reflectance factor (ISO brightness).*

ISO 2471, *Paper and board — Determination of opacity (paper backing) — Diffuse reflectance method.*

ISO 2758, *Paper — Determination of bursting strength.*

ISO 6588, *Paper, board and pulps — Determination of pH of aqueous extracts.*

ISO 8226-1, *Paper and board — Measurement of hygroexpansivity — Part 1: Hygroexpansivity up to a maximum relative humidity of 68 %.*

ISO 8791-2, *Paper and board — Determination of roughness/smoothness (air leak methods) — Part 2: Bendtsen method.*

SABS 652, *Carbon paper.*

TAPPI method T476, *Abrasion loss of paper and paperboard (Taber-type method).*

### 3 Definitions

For the purposes of this specification the following definitions apply:

**3.1 block:** A continuous length of fanfold stationery.

**3.2 cross direction (CD); horizontal:** The direction, in paper, at right angles to the machine direction.

**3.3 defective:** A box, pack or collection of test specimens whose average properties have been determined, that fails in one or more respects to comply with the relevant requirements of this specification.

**3.4 eye-lines:** Horizontal lines or stripes, usually faint, printed across a page to guide the eye of the reader along discontinuous lines of print.

**3.5 feed holes; sprocket holes:** A row of holes adjacent to each edge of the web, to be engaged by sprockets for feeding the web and controlling its passage through the printing machine.

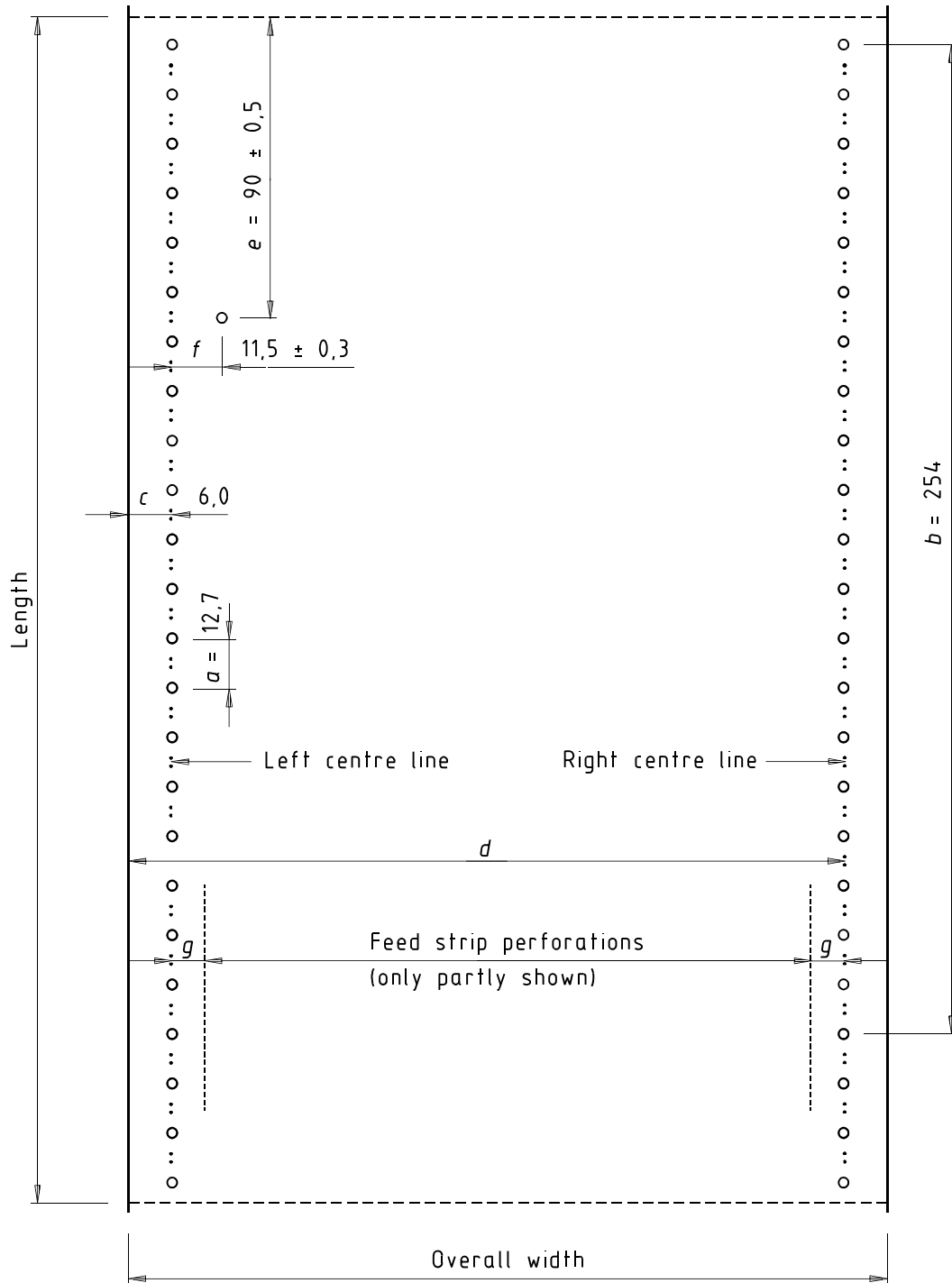
**3.6 feed strip:** A strip of paper in which feed holes appear, on each edge of the web.

**3.7 form:** A sheet or subdivision of a sheet. A sheet can be subdivided vertically or horizontally (or both) by internal perforations to yield two or more forms.

**3.8 form-feed control hole:** A single hole through a set, near its left edge (see *e* and *f* in figure 1), with the purpose of controlling the vertical position of the set in a printer.

NOTE — This hole is an optional feature that can be specified by the purchaser.

Dimensions in millimetres



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Figure 1 — Representation of a sheet of fanfold stationery