
CENTRAL STANDARDIZATION COMMITTEE

SPECIFICATION

FOR

LEVER ARCH FILES FOR STATIONERY
(Metric Units)

Approved by the

CENTRAL STANDARDIZATION COMMITTEE

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NOTICE

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SPECIFICATION

for

LEVER ARCH FILES FOR STATIONERY (Metric Units)

0. APPLICABLE STANDARDS

0.1 The latest issues of the following standards form part of this specification:

CKS 301 Diaries (Metric units)
TAPPI Methods T402, T403, T410, T411

1. SCOPE

1.1 This specification covers lever arch files of the landscape and upright types for filing stationery.

NOTE: The following requirements must be specified in tender invitations and in the order or contract:

- a) The colour of the cover paper, if relevant (see 2.1.2 and 2.2.1)
- b) The type of construction, i. e. landscape or upright (see 2.2.1(a))
- c) Whether spine reinforcing is required (see 2.2.1(b))
- d) Whether cover paper is required (see 2.2.1(c) and 2.2.6(a))
- e) Whether sliding edge protectors are required (see 2.2.4)
- f) Whether a file jacket is required, and the type (see 2.2.6)
- g) When relevant, whether the file jacket is to be covered with cover paper (see 2.2.6)
- h) Whether index sheets are required (see 2.2.7)
- i) The printing (if any) required on the spine label (see 2.2.8)

2. REQUIREMENTS

2.1 MATERIALS

2.1.1 Board

a) File cover. The board used for the file cover shall have

a basis mass, determined in accordance with 3. 2, of at least 1 300 g/m², and a calliper, determined in accordance with 3. 3, of at least 2 mm. The board shall allow scoring and folding and when it is tested in accordance with 3. 5 any signs of wear and cracking shall be negligible.

b) File jacket. The board used for the file jacket (when relevant) shall be of suitable stiffness and shall have a basis mass, determined in accordance with 3. 2, of at least 550 g/m², and a calliper, determined in accordance with 3. 3, of at least 0,8 mm.

2. 1. 2 Cover Paper. When relevant, paper used for covering the file cover and file jacket shall be a base paper, black or coloured (as specified by the purchaser), with a white mottled appearance, and shall have a basis mass, determined in accordance with 3. 2, of at least 60 g/m².

2. 1. 3 Spine Reinforcing Material. When relevant, the material used for reinforcing the spine shall be a black bookbinding cloth or other suitable black woven material. When the reinforcing material is tested in accordance with 3. 5 any signs of wear shall be negligible.

2. 1. 4 Spine Label. Paper used for the spine label shall be a suitable white paper of basis mass, determined in accordance with 3. 2, at least 55 g/m², and shall accept normal writing and printing media.

2. 1. 5 Index Sheets. Index sheets, when relevant, shall be of paper that is free from mechanical wood and has a basis mass, determined in accordance with 3. 2, of at least 75 g/m², and a bursting strength, determined in accordance with 3. 4, of at least 150 kPa.

2. 1. 6 Edge Protectors. Edge protectors for finger-holes and (when relevant) sliding edges shall be made from rustproof materials, or materials so coated or plated as to render them rustproof under normal conditions of use.

2. 1. 7 Clamping Mechanism. All components of the clamping mechanism shall be made from rustproof materials, or materials so coated or plated as to render them rustproof under normal conditions of use. The material shall be of sufficient strength and rigidity to prevent deformation when the file is used at maximum capacity. The arches shall be made from rods 4, 2 ± 0, 2 mm in diameter.

2. 2 CONSTRUCTION

2. 2. 1 File Cover

a) File covers shall be made from a single, square cut sheet of

board and shall have the dimensions given in Fig. 1, appropriate to the type of construction (i. e. upright or landscape) specified by the purchaser. The spine shall be formed by means of two scores made in the side of the board that forms the outside of the file cover (see Fig. 1(a)).

b) The entire outer surface of the spine shall, if so specified by the purchaser, be covered with spine reinforcing material that is firmly glued to the cover board. The material shall overlap the scores by at least 15 mm and shall be folded in for a distance of at least 10 mm at the top and bottom of the spine.

c) The entire inside and (subject to the requirements of (b) above) that part of the outside of the cover that is not covered with spine reinforcing material shall, if so specified by the purchaser, be covered with cover paper that is firmly glued to the board and, when relevant, overlaps the spine reinforcing material by not less than 5 mm and not more than 15 mm.

2. 2. 2 Spine Label. A spine label of dimensions given in Fig. 1 shall be firmly glued to the outer side of the spine, above the finger hole, as shown in Fig. 1(b).
2. 2. 3 Finger Hole. A metal reinforced finger hole of inside diameter $25 + 2$ mm shall be provided. The hole shall be located as indicated in Fig. 1(b) and centered to within 2 mm on the width of the spine.
2. 2. 4 Sliding Edge Protectors. Each of the lower edges of the front and back flaps of the file cover shall, if so specified by the purchaser, be fitted with a channel-shaped protector that has a length of at least 250 mm and is so shaped as to cover at least 20 mm of the adjacent front edge of the flap. The protectors shall have a depth of at least 2, 5 mm and a width to suit the thickness of the cover board and shall be crimped onto or otherwise suitably fastened to the cover.
2. 2. 5 Clamping Mechanism
- a) Basic mechanism. The basic mechanism shall consist of a suitable base plate to which components as listed below are fitted. When the mechanism is tested in accordance with 3. 6 all hinge points shall remain sturdy and any signs of wear in rubbing or contacting surfaces shall be negligible. The base plate, with the stationary legs positioned as indicated, shall be fixed to the back flap (see Fig. 1(a)) by means of four metal rivets.
- 1) Stationary legs. Two stationary legs shall be securely attached to the base plate at a distance apart (measured from centre to centre) of $80 + 0, 5$ mm. Each leg shall have a pointed end and its length shall be such that the filing capacity of the mechanism, determined in accordance with 3. 8, is at least 44 mm.