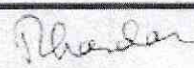


 TSD 6208B	PLANT STANDARD BHOPAL	BP 7800102 / Annx. I Rev. No. 03 PAGE 1 OF 4
<u>FILE LEVER (INDEX)</u>		SUPERSEDES BP 7800102 Annx. I (Rev.02)
1.0 SCOPE : This standard covers the general information and requirements of Lever (Index) File for easy removal and filing of A4 size paper with the help of lever mechanism.		
2.0 DESIGNATION : File - Lever (Index) shall be designated as given below : <u>On Indent / Enquiry and Requisition</u> Description : File - Lever (Index) Code : BP 780 01 02 017 Size : 290 x 320 x 90 mm.		
3.0 DIMENSIONS AND TOLERANCE : Dimensions of the lever file are given in the figure on Page 4. Tolerance on overall dimensions shall be ± 2 mm.		
4.0 MATERIAL : Lever file shall be made with straw board of good quality of $1800 \text{ gm/m}^2 \pm 5\%$ (1710-1890 gm / m ²) 2006 to IS : 2617 Gr. A. A colour printed paper of 55 - 60 G.S.M. shall be stuck on to the straw board on the outer surface of lever file . A khaki plain paper of 45 - 50 G.S.M. shall be stuck on to the straw board on the inner side of lever file. G.S.M. of finished lever file shall be 1800 to 2000 gm / m ² . This shall be checked by any conventional method.		
Revision : 1. Reviewed & brought upto date 2. Quality control at enquiry sage deleted. (Ref. TSD / SM / 212 / dt. 17.01.2008).		ISSUED by :  STANDARDS AND MATERIALS GROUP TECHNICAL SERVICES DEPARTMENT
Rev. No.: 03	Date : 22.01.2008	Date of first issue : 15.02.1992



PLANT STANDARD BHOPAL

BP 7800102 / Annx. I

Rev. No. 03

PAGE 2 OF 4

5.0 FINISH :

The straw Board shall be uniform in thickness and shall be flat. Both sides of the board shall be clean and free from loosely bound fibers.

The sheet shall be cut clean and square to the specified dimensions. All cut edges shall be free from loose fiber and dust.

6.0 PRINTING :

The printing shall be done on the spine of the Lever File as per standard lay out of BHEL in "Dark Brown" colour.

Size of Company's Monogram shall be 40 mm bilingual to Corporate Standard AA 040 11 21.

Printing shall be in single colour with uniform inking, neat and sharp.

7.0 MANUFACTURING PROCESS :

The straw board shall be cut to the required size and creased for folding as shown in the figure on Page 4.

The creasing shall be done perfectly so that the tip and bottom flaps are perfectly rectangular.

Tolerance of ± 2 mm shall be strictly adhered.

The binding Cloth of at least 150 mm width shall be pasted on spine and folding portion on both sides to protect from tearing of the straw board at the folds.

A hole, shall be die cut on the spine and metallic round ring be fixed on the spine as shown in the figure on Page 4.

Printed coloured paper shall be pasted on the outer side and khaki kraft paper shall be pasted on the inside of the file. Sticking of the paper (Outside & Inside) shall be uniform and with proper adhesion. There shall be no formation of waviness/wrinkles on all the covers of the file.

The lever mechanism shall be riveted inside properly, using washers at the back of the cover. These washers shall be covered by the printed paper while pasting.

Metal corner strips of size as mentioned in the figure shall be fixed on the corners of the Lever File.

The metal strip and lever mechanism shall have perfect locking arrangement and sharp edges to be avoided. Metal and lever mechanism shall be galvanized.



PLANT STANDARD BHOPAL

BP 7800102 / Annx. I

Rev . No. 03

PAGE 3 OF 4

8.0 QUALITY REQUIREMENT AT SUPPLY STAGE :

The supplier shall ensure that the Lever File shall meet the requirement of this standard . Materials used in manufacture of Lever File shall comply with the requirements detailed in this standard.

9.0 MARKING AND PACKING :

9.1 Identification :

The purchase order shall be printed/stamped at the space provided on the spine for identification of the supplier.

In case of staggered deliveries, Batch No. shall be printed alongwith P.O. No. putting oblique, in between :

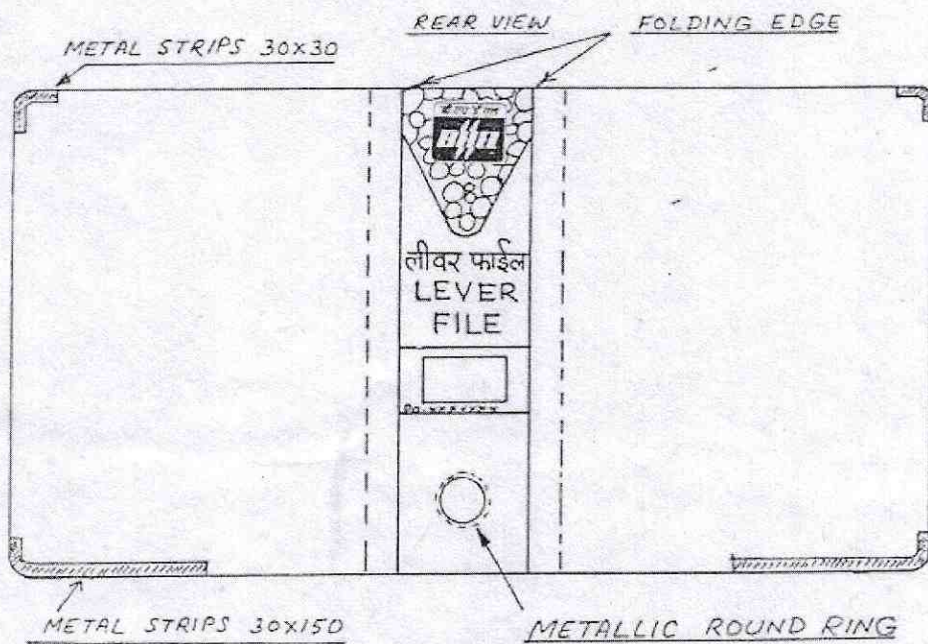
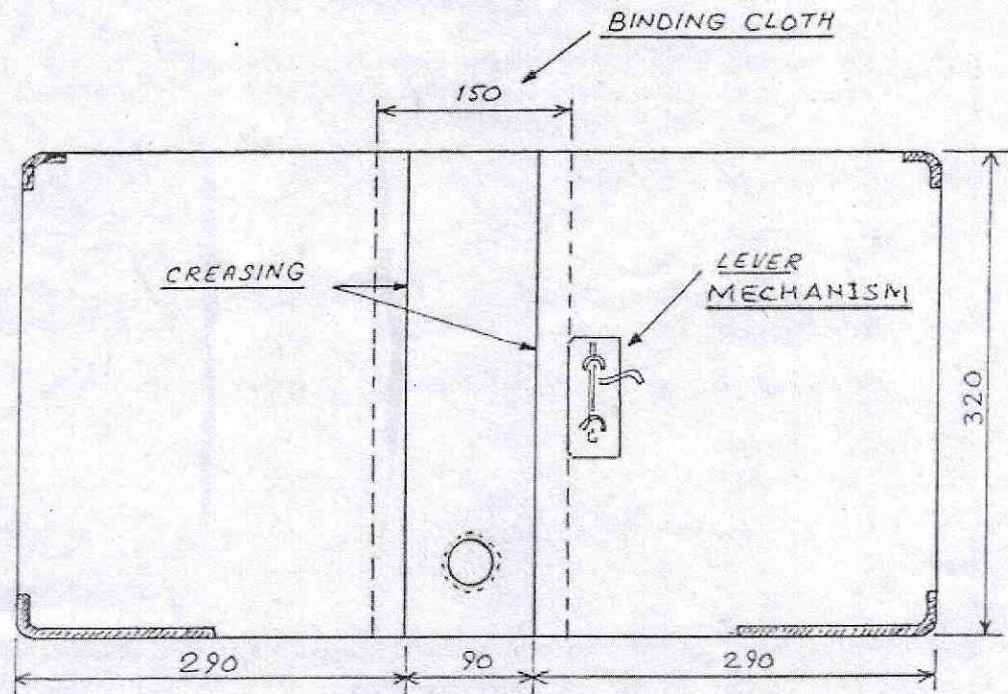
For example

P.O. 3785647 / 01 / 02 and so on.

9.2 Packing :

A packet of two files shall be covered with packing paper and a bundle of five such packets shall be tied with a binding thread to avoid damage during handling and transit.

All Dimensions are in mm.



FRONT VIEW

TOLERANCE ON OVERALL DIMENSIONS
SHALL BE ± 2 mm.