

SRI LANKA STANDARD 29:1983
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SPECIFICATION FOR
ENVELOPES, POSTCARDS AND
PICTURE POSTCARDS
(FIRST REVISION)

BUREAU OF CEYLON STANDARDS

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PICTURE POSTCARDS
(FIRST REVISION)

SLS 29 : 1983

Gr. 8

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BUREAU OF CEYLON STANDARDS

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This standard does not purport to include all the necessary provisions of a contract.

SRI LANKA STANDARD
SPECIFICATION FOR ENVELOPES, POSTCARDS AND
PICTURE POSTCARDS
(FIRST REVISION)

FOREWORD

This Sri Lanka Standard was authorized for adoption and publication by the Council of the Bureau of Ceylon Standards on 1983-12-20, after the draft, finalized by the Drafting Committee on Envelopes, had been approved by the Chemicals Divisional Committee.

At the time this specification was first prepared, that is, in 1968, a very large variety of envelope sizes of the inch series was being manufactured in Sri Lanka. Since this series had ultimately to give way to the metric series, it had been considered desirable to cut down the number of sizes to a minimum, so that the transition to the metric series could take place smoothly. The sizes of envelopes prescribed in this specification have been derived from the international series of paper sizes. The sizes specified are in accordance with the Universal Postal Union (UPU) decisions.

At the UPU congress in Lausanne in 1974 the minimum size of an envelope was specified as 90 mm x 140 mm. In view of this decision the two sizes, C 7/6 (81 mm x 162 mm) and C 7 (81 mm x 114 mm) appearing in the original specification have been included in this revision only for local use due to economic considerations. The popular size, that is, (89 mm x 152 mm) has also been included in this revision and will be restricted for local use. The minimum size (90 mm x 140 mm) specified by the UPU has not been considered as a standard size of an envelope in this specification, as it has not been derived from the ISO series of paper sizes.

The sizes in Table 2 have been incorporated on the understanding that machines required to manufacture these sizes will not be fabricated or imported in the future.

In this revision additional requirements have been included for the gum used on the envelopes with relevant methods of test. With regard to window envelopes test methods for the determination of transparency of the window and the adhesion strength of the window panel have also been specified in this revision. A sampling scheme has also been included in the revision.

All standards values given in this specification are in SI units.

For the purpose of deciding whether a particular requirement of this specification is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with CS 102. The number of significant places retained in the rounded off value should be the same as that of the specified value in this specification.

In the preparation of this specification, the assistance obtained from the publications of the International Organization for Standardization, the Standards Institution of Israel and the Standards Institution of Malaysia is gratefully acknowledged.

1 SCOPE

This specification prescribes the requirements and methods of sampling and test for envelopes, postcards and picture postcards, intended for postal purposes. It does not cover aerogrammes and self-adhesive envelopes.

2 REFERENCES

- CS 102 Presentation of numerical values
- SLS 338 Determination of substances of paper and paper board
- SLS 428 Random sampling methods.

3 DEFINITIONS

For the purpose of this specification, the following definitions shall apply :

3.1 envelope : A folded and gummed cover for letters and other correspondence.

3.2 banker envelope : An envelope in which the opening and flap are formed on the side having the greater dimension (see Fig. 1).

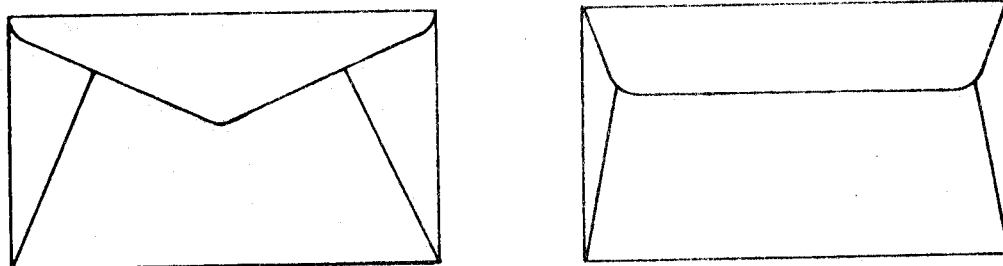


FIGURE 1 - Banker envelope

3.3 pocket envelope : An envelope in which the opening and flap are formed on the side having the lesser dimension with seam or seams parallel to the longer side. A pocket envelope may have either a centre seam or a side seam (see Fig. 2).

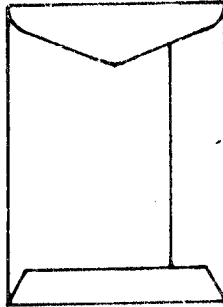


FIGURE 2 - Pocket envelope

3.4 window envelope : An envelope in which a window panel made out of transparent material is provided, through which the address could be read.

3.5 aperture envelope : An envelope provided with a cut out panel on a portion of its face through which the address could be read, but without the provision of any covering material.

3.6 postcard : A sheet of stiff paper, one entire side of which is used for correspondence and the other side divided into two parts, one for correspondence and the other for the address.

3.7 picture postcard : A sheet of stiff paper of which one side carries an illustration and the other side divided into two parts, one for correspondence and the other for the address.

4 DESIGNATION OF ENVELOPES

Envelopes shall be designated by reference to their type and size-symbol as given below. When expressing the size, the shorter dimension shall be given first.

Banker envelope 110 mm x 220 mm or banker envelope DL

Pocket envelope 229 mm x 324 mm or pocket envelope C4

Banker envelope 229 mm x 324 mm or banker envelope C4.

5 REQUIREMENTS FOR ENVELOPES

5.1 Size

The dimensions of envelopes shall be as given in Table 1 and Table 2 with a tolerance of ± 2 mm.

TABLE 1 - Sizes of envelopes

Sl. No. (1)	Symbol (2)	Size mm x mm (3)
i	C3	324 x 458
ii	B4	250 x 353
iii	C4	229 x 324
iv	B5	176 x 250
v	C5	162 x 229
vi	B6/C4	125 x 324
vii	B6	125 x 176
viii	C6	114 x 162
ix	DL*	110 x 220

*DL = Dimension Lengthwise

TABLE 2 - Sizes of envelopes only for local use

Sl.No. (1)	Symbol (2)	Size mm x mm (3)
i	C7/6	81 x 162
ii	C7	81 x 114
iii	SL	89 x 152

5.2 Paper

5.2.1 Paper used shall not be transparent.

5.2.2 The paper shall be of such quality that when written upon with blue, black or red ink using steel pens and ball point pens, the writing is clearly legible.

5.2.3 The substance of the paper used when determined as specified in SLS 338 shall be as follows :

for local purposes ; 63 g/m², min.

for air mail purposes ; 50 g/m², min.

5.2.4 The colour of paper used shall be preferably buff, white, ivory, cream or off-white. Pale shades of other colours may also be used.

For air mail envelopes, light blue paper may be used.

5.3 Gum

5.3.1 Envelopes shall be edge or shape gummed, that is where the gumming follows the contour of the flap (see Fig. 3), or the envelopes shall be gummed across the flap (see Fig. 4). The gum used shall be non-poisonous and no sweetening agent shall be added to the gum.

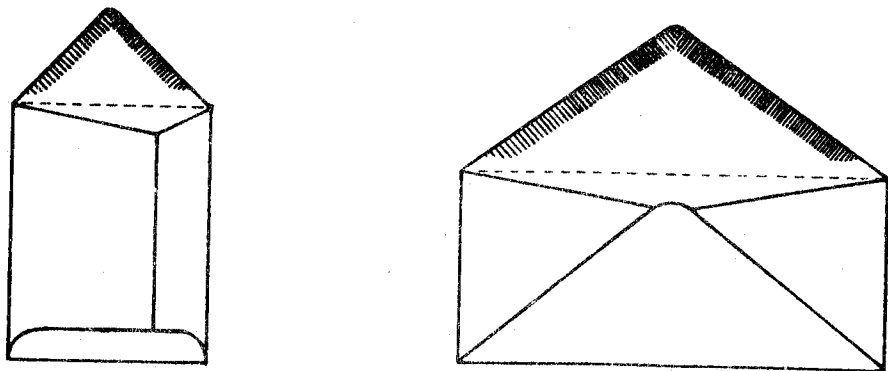


FIGURE 3 - Edge or shape gummed

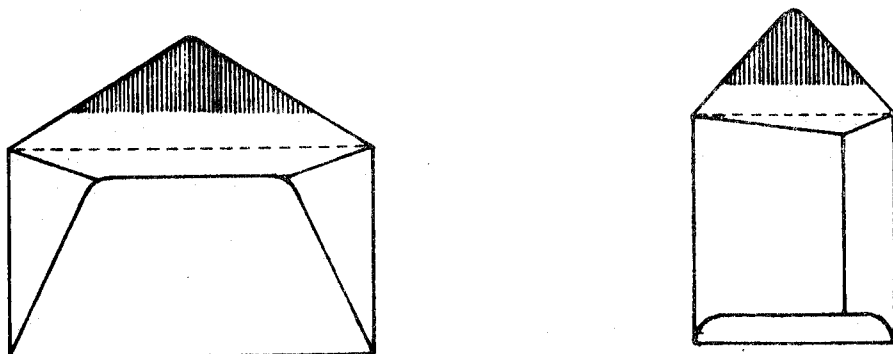


FIGURE 4 - Gummed across the flap

5.3.2 The gum used on envelopes shall also satisfy the requirements given in Table 3, when tested according to the relevant methods prescribed in Column 4 of Table 3.

TABLE 3 - Requirements for gum

S1 No. (1)	Characteristic (2)	Requirement (3)	Methods of test ref. (4)
i)	Dryness of the gum	To satisfy the requirement of the test	Appendix B
ii)	Adhesive strength of the flap	- do -	Appendix C
iii)	Shelf life of the gum	- do -	Appendix D
iv)	Strength of the sealed joints	- do -	Appendix E

5.4 Window envelopes

5.4.1 The minimum size of the transparent panel shall be 93 mm in length and 30 mm in width. The panel shall extend parallel to the length of the envelope and it shall be positioned not less than 40 mm from the top edge and not less than 15 mm from the left-hand edge, the right-hand edge and the bottom edge respectively, of the envelope.

The window panel shall be of such transparency, that when tested in accordance with Appendix F, the address shall appear through the panel so as to be read with ease.

5.4.2 The transparent panel shall be situated on the plain side of the envelope which is not provided with the closing flap. The edge of the panel shall be so adhered to the body of the envelope, that when tested in accordance with Appendix G, it shall not be possible to separate the window panel from the body of the envelope without damaging the paper of the envelope or the material of the window panel. The panel shall not be bordered by a coloured bank or frame.

5.5 Aperture envelope

The cut out panel shall be 95 mm in length and 32 mm in width, subject to a tolerance of ± 2 mm on each dimension. The panel shall extend parallel to the length of the envelope and it shall be positioned not less than 40 mm from the top edge and not less than 12.5 mm from the left-hand side, right-hand side and the bottom edge respectively, of the envelope.

6 REQUIREMENTS FOR POSTCARDS AND PICTURE POSTCARDS

6.1 Size

The dimensions of postcards and picture postcards shall not be more than 105 mm x 145 mm and not be less than 90 mm x 140 mm.

6.2 Paper

The substance of the paper used when determined as specified in SLS 338 shall be $200 \pm 10 \text{ g/m}^2$.

6.3 Other requirements

The right hand portion reserved for the address of postcards and picture postcards shall not be less than 75 mm wide. A minimum of 40 mm shall be left from the top edge for the postage stamp and the date stamp impression.

7 PACKAGING

7.1 Envelopes and postcards shall be packed into bundles. The number of envelopes or postcards in each bundle shall be 50 or as agreed upon between the purchaser and supplier. The envelopes or postcards in each bundle shall be secured with a paper strip.

7.2 The bundles of envelopes in turn shall be packed into a carton (or outer package). The number of bundles in a carton (or outer package) shall be 20 or as agreed upon between the purchaser and the supplier.

NOTE - Picture postcards shall be packed as agreed upon between the purchaser and the supplier.

8 MARKING

8.1 Each carton (or outer package) of envelopes shall be legibly and indelibly marked or labelled with the following information:

- a) Name and address of the manufacturer ;
- b) Date of manufacture ;
- c) Substance of paper in g/m^2 ;
- d) Size ;
- e) Colour ; and
- f) Number of envelopes in a carton (or outer package) .

NOTE - Postcards and picture postcards shall be marked as agreed upon between the purchaser and the supplier.

8.2 The carton (or outer package) may also be marked with the Certification Mark of the Bureau of Ceylon Standards illustrated below on permission being granted for such marking by the Bureau of Ceylon Standards.



NOTE - The use of the Bureau of Ceylon Standards Certification Mark (SLS mark) is governed by the provisions of the Bureau of Ceylon Standards Act and the regulations framed thereunder. The SLS mark on products covered by a Sri Lanka Standard is an assurance that these have been produced to comply with the requirements of that standard under a well defined system of inspection, testing and quality control which is devised and supervised by the Bureau and operated by the producer. SLS marked products are also continuously checked by the Bureau for conformity to the relevant standards as a further safeguard. Details of conditions under which a permit for the use of the Certification Mark is granted to manufacturers or processors may be obtained from the Bureau of Ceylon Standards.

9 SAMPLING

Representative samples of envelopes and postcards shall be drawn as prescribed in Appendix A.

NOTE - Sampling of picture postcards is not covered under the scheme specified in Appendix A.

10 METHODS OF TEST

Tests shall be carried out as prescribed in Appendix B to Appendix G and SLS 338.

11 CONFORMITY TO STANDARD

A lot shall be considered as conforming to the requirements of this specification, if the following conditions are satisfied.

11.1 The number of defective bundles in the sample when examined as in A.4.1 is less than or equal to the corresponding acceptance number given in Column 2 of Table 4.

11.2 The envelopes tested for shelf life of the gum as in A.4.2 satisfy the relevant requirements.

11.3 The envelopes or postcards of sub-sample tested as in A.4.3 satisfy the relevant requirements.

TABLE 4 - Acceptance number

No. of bundles examined (1)	Acceptance No. (2)
2	0
3	0
5	0
6	0
8	1
10	1
12	1
16	2
20	2
25	3

APPENDIX A SAMPLING

A.1 LOT

All the cartons (or outer packages) containing same number of envelopes of one size or all the bundles containing same number of postcards of one size and belonging to one batch of manufacture shall constitute a lot.

A.2 DEFECTIVE BUNDLE

If one or more envelopes or postcards taken from a bundle do not conform to any one or more requirements specified, the bundle shall be considered as a defective bundle.

A.3 SCALE OF SAMPLING

A.3.1 The conformity of a lot to the requirements of this specification shall be ascertained on the basis of tests carried out on the samples selected from the lot.

A.3.2 The number of cartons (or outer packages) of envelopes or the number of bundles of postcards to be selected from the lot shall be in accordance with Table 5.

TABLE 5 - Scale of sampling

No. of cartons in the lot (1)	No. of cartons of envelopes to be selected		Number of bundles of postcards to be selected (4)	Number of envelopes or postcards to be drawn for sub-sample (5)
	If cartons contain 500 or less envelopes (2)	If cartons contain more than 500 envelopes (3)		
Up to 10	5	6	2	2
11 to 20	6	8	3	2
21 to 35	8	10	5	3
36 to 70	10	12	6	3
71 to 150	12	16	8	5
151 to 500	16	20	10	5
501 and above	20	25	12	8

A.3.3 One bundle of envelopes shall be drawn from each carton selected as in A.3.2.

A.3.4 The cartons (or outer packages) and bundles shall be selected at random. In order to ensure randomness of selection, random number tables as given in SLS 428 shall be used.

A.4 NUMBER OF TESTS

A.4.1 Eight envelopes shall be drawn from each of the bundles selected as in A.3.3 and eight postcards shall be drawn from each bundle selected as in A.3.2. These envelopes and postcards shall be examined for requirements given in this specification other than substance of the paper.

A.4.2 Two envelopes shall be drawn from each of the bundles, selected as in A.3.3 and shall be subjected to the shelf life of the adhesive.

NOTE - To test the shelf life of the adhesive, a fresh sample shall be drawn from the factory.

A.4.3 A sub-sample of envelopes or postcards of size as given in Column 5 of Table 5 shall be drawn from envelopes or postcards already selected and shall be tested for substance of the paper.

APPENDIX B

TEST FOR THE DRYNESS OF THE GUM

B.1 PROCEDURE

Take two envelopes and place the flap of one on the body of the second without wetting the gum. Place a piece of cardboard or rigid board on the flap and a mass of 500 g on the board. After one hour, remove the mass and try to separate the flap from the envelope.

B.2 RESULT

The flap shall be easily lifted from the body of the envelope without damage to the gum.

APPENDIX C

TEST FOR THE ADHESIVE STRENGTH OF THE FLAP

C.1 PROCEDURE

Wet the gum on the edge of the flap and fold the flap on the envelope body. Pass a roller, 50 mm in diameter, very slowly over the flap, and apply a force of 5 N (0.5 kg) on the envelope. Allow the joint to dry for 5 minutes and then try to separate the flap from the body.

C.2 RESULT

It shall not be possible to separate the flap from the body without damaging the paper of which the envelope is made.

APPENDIX D

TEST FOR THE SHELF LIFE OF THE GUM

D.1 PROCEDURE

Keep the sample for a period of 6 months from the date of manufacture in a protected place not exposed to damp air and dust, under ambient conditions. After this period test the sample according to the method prescribed in Appendix C.

D.2 RESULT

The sample shall pass the test given in Appendix C.

APPENDIX E

TEST FOR THE STRENGTH OF THE SEALED JOINTS OF THE ENVELOPE

E.1 PROCEDURE

Cut from an open envelope two rectangular test pieces, so that each of them contains sealed joint of the envelope. The sealed joint shall be in the centre of the piece, parallel to its longitudinal axis. Try to separate the sealed edges of the test pieces.

E.2 RESULT

It shall not be possible to separate the sealed edges of the joint without damaging the paper.

APPENDIX F

TEST FOR THE TRANSPARENCY OF THE WINDOW

F.1 PROCEDURE

F.1.1 Using an electric typewriter having *Pica* type letters, type an appropriate number of lines of letters and numerals on a sheet of writing paper. Fold the sheet of typed paper and insert the paper into the envelope such that the typed matters faces the window panel. Examine, in daylight, from a distance of 0.6 m, the legibility of the writing on the sheet.

F.2 RESULT

The letters and numerals typed on the sheet shall be easily identified.

APPENDIX G

TEST FOR THE STRENGTH OF ADHESION OF THE WINDOW PANEL

G.1 PROCEDURE

Open all the folded parts of the envelope and separate the window panel from the envelope.

G.2 RESULT

It shall not be possible to separate the window panel from the envelope without damaging the paper of the envelope or the material of the window panel.

AMENDMENT NO. 01 APPROVED ON 1988-11-30**SLS 29 : 1983 SRI LANKA STANDARDS SPECIFICATION FOR ENVELOPES, POSTCARDS AND PICTURE POSTCARDS (FIRST REVISION)**

PAGE 7

Clause 5.2.3

Delete the existing text in Clause 5.2.3 and substitute the following:

"Clause 5.2.3

The minimum substance of the paper used, when determined as specified in 10.1 shall be as follows:

For local purposes :

C 3, B 4 and C 4 sizes;	95 g/m ²
B 5, C 5 and B 6/C 4 sizes;	76 g/m ²
All other sizes given in Table 1 and Table 2 ;	60 g/m ²

For air mail purposes : 48 g/m²

NOTE - The minimum values of 95 g/m², 76 g/m², 60 g/m², and 48 g/m² correspond to paper of nominal substance of 100 g/m², 80 g/m², 63 g/m², and 50 g/m² respectively. Paper having higher nominal substance may also be used. A tolerance of - 5 per cent should be permitted on the nominal substance."

PAGE 9

Clause 6.2

Delete the existing text in Clause 6.2 and substitute the following:

"Clause 6.2 Paper

The substance of the paper used when determined as specified in 10.1 shall be 200 ± 10 g/m²."

PAGE 10

Clause 10

Delete the existing text in Clause 10 and substitute the following:

"Clause 10 Methods of test

Tests shall be carried out as prescribed in 10.1 and Appendix B to Appendix G.

10.1 Determination of substance of paper

The substance of paper shall be determined as given in SLS 338. The size of the test pieces shall be not less than 60 mm x 60 mm."

PAGE 11

Clause 11.1

Delete the existing text in Clause 11.1 and substitute the following:

"Clause 11.1

The number of envelopes or postcards not conforming to any one or more requirements when examined as in A.4.1 is less than or equal to the corresponding acceptance number given in Column 2 of Table 4."

TABLE 4

Delete the existing table and substitute the following:

TABLE 4 - Acceptance number

Number of envelopes or postcards examined (1)	Acceptance number (2)
16	2
24	3
40	4
48	5
64	6
80	7
96	8
128	10
160	12
200	14

Clause 12**TABLE 5**

Delete the existing table and substitute the following:

TABLE 5 - Scale of sampling

Number of cartons in the lot (1)	Number of cartons of envelopes to be selected		Number of bundles of postcards to be selected (4)	Number of envelopes or postcards to be drawn for sub-sample (5)
	If cartons contain 500 or less envelopes (2)	If cartons contain more than 500 envelopes (3)		
Up to 10	5	6	2	5
11 to 20	6	8	3	5
21 to 35	8	10	5	8
36 to 70	10	12	6	8
71 to 150	12	16	8	10
151 to 500	16	20	10	10
501 and above	20	25	12	15

PAGE 13**Clause A.4.3**

Include the following at the end of Clause A.4.3.

"In case of window envelopes and aperture envelopes, the required number of envelope blanks (see Note) before cutting the aperture shall be submitted by the manufacturer with the lot. The number of envelope blanks required in relation to the number of cartons in the lot shall be as given in Column 5 of Table 5.

AMENDMENT NO. 02 APPROVED 1995-08-24 TO SLS 29 : 1983

**SPECIFICATION FOR ENVELOPES, POSTCARD AND PICTURE
POSTCARDS (FIRST REVISION)**

Page 3

FOREWORD

Delete paragraph 3 and substitute the following :

“At the UPU congress in Lausanne in 1974 the minimum size of an envelope was specified as 90 mm x 140 mm. This size has not been considered as a standard size of an envelope in this specification, as it has not been derived from the ISO series of paper sizes.”

Delete entirely paragraph 4.

Page 6

Clause 5.1 Size

Delete the existing text in Clause 5.1 and substitute the following:

“The dimensions of envelopes shall be as given in Table 1 with a tolerance of ± 2 mm. For postal purposes C4, B5, C6 and DL envelopes given in Table 1 shall be used.”

Table 2

Delete Table 2.

Page 9

Clause 6.1 Size

Delete the existing text in Clause 6.1 and substitute the following:

“The dimensions of postcards shall be 92 mm x 142 mm with a tolerance of ± 2 mm. The dimensions of picture postcards shall be 92 mm x 142 mm or 103 mm x 143 mm with a tolerance of ± 2 mm.”

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SRI LANKA STANDARDS INSTITUTION

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