उत्पाद मैन्युअल

रिफिल, बॉल पॉइंट पेन
भारतीय मानक 3707: 2024 के अनुसार

PRODUCT MANUAL
FOR REFILL, BALL POINT PEN
ACCORDING to IS 3707: 2024

विभिन्न उत्पादों के लिए भारतीय मानक ब्यूरो) अनुरूपता मूल्यांकन (विनियम, 2018 की योजना - I के तहत प्रमाणन के संचालन में एकरूपता और पारदर्शिता के लिए इस उत्पाद मैनुअल का उपयोग सभी क्षेत्रीय / शाखा कार्यालयों और लाइसेंसधारियों द्वारा संदर्भ सामग्री के रूप में किया जाएगा। दस्तावेज़ का उपयोग बीआईएस प्रमाणन प्राप्त करने के इच्छुक संभावित आवेदकों द्वारा भी किया जा सकता है |

This Product Manual shall be used as reference material by all Regional/Branch Offices & licensees to ensure uniformity of practice and transparency in operation of certification underScheme-I of Bureau of Indian Standards (Conformity Assessment) Regulations,2018 for variousproducts. The document may also be used by prospective applicants desirous of obtaining BIS certification.

1.	मानक संख्या **IS No.**	:	IS 3707: 2024
	शीर्षक **Title**	:	**रिफिल, बॉल पॉइंट पेन** Refill, Ball Point Pen
	संशोधनों की संख्या **No. of amendments**	:	Nil
2.	नमूना दिशानिर्देश **Sampling Guidelines**		
a)	कच्चा माल **Raw material**	:	1. Tube (Ink Container) as per Cl. 3.1 of IS 3707 2. Writing Tip as per Cl. 3.2 of IS 3707 3. Ball as per Cl. 3.3 of IS 3707 4. Ink as per Cl. 3.4 of IS 3707 *Note: This section indicates the requirements for raw material (if specified in the IS) for which compliance is to be established during Grant of Licence/Change in Scope of Licence/Factory Surveillance.*
b)	समूहीकरण दिशानिर्देश **Grouping Guidelines**	:	Please refer to Annex-A

c)	नमूने का परिमाण **Sample Quantity**	:	50 refills. *Note: This section indicates the quantity of the sample of the product and/or the raw material (if applicable), required to be sent to the laboratory for testing, for the purpose of Grant of Licence/Change in Scope of Licence/ Factory Surveillance (in case of market surveillance, effort may be made to procure the required quantity of product sample, as far as possible since raw material sample may not be available in market)*
d)	परीक्षण अनुरोध में घोषित किए जाने वाले पैरामीटर **Parameters to be Declared in Test Request**	:	1. Diameter of the ball 2. Material of tube (ink container)
3.	परीक्षण उपकरणों की सूची **List of Test Equipment**	:	Please refer to Annex-B
4.	निरीक्षण और परीक्षण की स्कीम **Scheme of Inspection and Testing**	:	Please refer to Annex-C
5.	एक दिन में संभावित परीक्षण **Possible tests in a day**		
	All tests except for Resistance to Water, Corrosion Resistance Test, Accelerated ageing and Storage test. *Note: This section is for the guidance of BIS Certification Officers/Technical Auditors of BIS Authorized Outside Surveillance Agencies(OSAs) during factory inspection to provide ready reference regarding the tests which can be witnessed during the inspection in the factory by the officer/auditor.*		

6.	लाइसेंस का दायरा/**Scope of the Licence:**	
	"Licence is granted to use Standard Mark as per IS 3707: 2024 with the following scope:	
	Name of the product	Refill, Ball Point Pens
	Ball diameter	1. Up to and including 0.8 mm 2. Greater than 0.8 mm

BUREAU OF INDIAN STANDARDS
MANAK BHAVAN,9, BAHADUR SHAH ZAFAR
MARG,NEW DELHI-110002

Annex - A
Grouping Guidelines

1. IS 3707 classifies the product, Refill, Ball Point Pens based on the ball diameter as following:

    A. Up to and including 0.8 mm

    B. Greater than 0.8 mm

2. For coverage of a variety in the scope of licence through Grant of Licence (GOL)/ Change in Scope of Licence (CSOL):

    A. One sample is to be tested for each of following ball diameter range:

        a) Up to and including 0.8 mm

        b) Greater than 0.8 mm

    B. Any one size from within the above two ranges can be tested to cover that particular range.

3. However, while considering grant of licence/change in scope of licence, it will be ensured that the applicant/licensee has got the complete manufacturing and testing facilities, as applicable for all the varieties intended to be covered.

4. During operation of the licence, BOs shall ensure that all the samples are tested for all applicable requirements on the product, and varieties covered in the licence are tested in rotation.

Annex-B

List of Test Equipment

(INDICATIVE LIST, FOR GUIDANCE ONLY)

Clause	***Requirement***	***Test equipment***
3.3	Ball	Hardness measurement arrangement
4	Dimensions	Appropriate arrangement for length and diameter measurement
5.1	Make	Ball point pen as per IS 3705
5.2	Colour, Overflow, Leakage, Oozing, Smudging, Continuity, Rotation and Scratching	Paper
5.3	Length of writing (Machine writing)	1. Standard paper 2. Standard test machine 3. Paper feed mechanism 4. Revolution counter
6.1	Smoothness of Writing	A sheet of white super calendered printing paper conforming to IS 1848 (Part 1)
6.2	Writing characteristic	A sheet of white super calendered printing paper or cream laid or cream wove paper conforming to IS 1848 (Part 1)
6.3	Starting test	A sheet of white super-calendered printing paper or cream laid or cream wove paper conforming to IS 1848 (Part 1)
6.5	Smearing test	A sheet of white super-calendered printing paper or cream laid or cream wove paper conforming to IS 1848 (Part 1)
6.6	Resistance to Water	1. A sheet of cream laid or cream wove paper conforming to IS 1848 (Part 1) 2. Water immersion vessel
6.7	Corrosion Resistance Test	1. Sodium chloride 2. Soft cloth

The above list is indicative only and may not be treated as exhaustive.

Annex-C

SCHEME OF INSPECTION AND TESTING

1. QUALITY ASSURANCE PLAN

1.1 It is expected that during operation of BIS licence, manufacturers will implement a Quality Assurance Plan (QAP) i.e. a plan of regular testing and in-process controls, designed to ensure that the product bearing the Standard Mark conforms to all requirements of the Indian Standard.

1.2 The manufacturers shall define a Quality Assurance Plan (QAP) defining the control unit (i.e. lot/batch etc.), the levels of control (i.e. the frequency and number of samples for conducting the different tests as per the Indian Standard) and declare the arrangement for testing i.e. whether in-house or subcontracting/sharing for each applicable test and submit the same to BIS Branch Office for information. The manufacturer shall comply with the QAP and maintain test records in accordance with para 2.1.

1.3 **RECOMMENDED LEVELS OF CONTROL/CONTROL UNIT**:

1.3.1 For the guidance of manufacturers, the recommended definition of control unit is: Refill, Ball Point Pens manufactured from same consignment of raw materials and of same dimension under similar conditions in a day, shall constitute a control unit.

1.3.2 For the guidance of manufacturers in preparing the Quality Assurance Plan, recommended levels of control are given in Table 1. Manufacturer has the discretion of declaring their own levels of control or accept the levels of control given in this document.

1.3.3 The manufacturer shall ensure inspection and testing as per the Quality Assurance Plan submitted by them on the whole production of the factory which is covered by this plan.

2. ENSURING COMPLIANCE THROUGH TESTING- manufacturers shall ensure compliance of their products to all the requirements of the Indian Standard for which they may have in-house test facilities. However, there is no obligation to maintain in-house laboratory. Licensee may use alternative arrangements for tests of the production as per the declared QAP. Various alternatives are available for operation of BIS certification as given below and the relevant guidelines for availing such relaxations by the manufacturers, as amended from time to time, are to be referred:

i) Shared testing resources like common facility,
ii) Cluster based testing facility,
iii) Sub-contracting to outside laboratories which may either be:
   a) BIS recognised/empanelled laboratories, or
   b) Any accredited laboratory as per ISO/IEC 17025

2.1 **TEST RECORDS**- The manufacturers shall maintain test records for the tests carried out (either in-house or at a sub-contracted or at shared test facility) to establish conformity of the product to the Standard for operation of licence. For the tests being subcontracted or conducted at a shared test facility, test results issued by the laboratories or test facilities, shall be made available for inspection by BIS.

3. PACKING AND MARKING - The Standard Mark as given in the Schedule of the licence shall be incorporated (including BIS licence no. CM/L_____) legibly and indelibly on each refill or smallest packaging of refill, provided always that the material so marked conforms to each requirement of the specification.

3.1 Packing and marking of the product shall be done as per the provision of the Indian Standard.

In addition, the packaging shall be marked with the following:

a) BIS website details: "For BIS certification details please visit www.bis.gov.in"

4. REJECTION - The production which conforms to the Indian Standard and covered under the scope of this licence shall be marked with the Standard Mark. Disposal of non-conforming product shall be done in such a way so as to ensure that there is no violation of provisions of BIS Act,2016.

TABLE 1
(Recommended Levels of Control by BIS - For Guidance Only)

(1)				*(2)*	
Test Details				***Levels of Control***	
Clause	***Requirement***	***Test Methods***		***No. of Sample***	***Frequency***
		Clause	***Reference***		
3.1	Tube (Ink container)	3.1	IS 3707	One	Each consignment of material
3.2	Writing Tip	3.2	IS 3707	One	-do-
3.3	Ball	3.3	IS 3707	One	-do-
3.4	Ink *	-	IS 5805	One	-do-
4	Dimensions	4	IS 3707	One	Each control unit
5.1	Construction	5.1	IS 3707	One	-do-
5.2	Colour, Overflow, Leakage, Oozing, Smudging, Continuity, Rotation and Scratching	5.2	IS 3707	One	-do-
5.3	Length of writing (Machine writing)	6.4	IS 3707	One	Once in six months
6.1	Smoothness of Writing	6.1	IS 3707	One	Each control unit
6.2	Writing characteristic	6.2	IS 3707	One	-do-
6.3	Starting test	6.3	IS 3707	One	-do-
6.5	Smearing test	6.5	IS 3707	One	-do-
6.6	Resistance to Water	6.6	IS 3707	One	Once in a month
6.7	Corrosion Resistance Test#	6.7	IS 3707	One	Once in three months
6.8	Accelerated ageing	6.8	IS 3707	One	-do-
6.9	Storage test	6.9	IS 3707	One	Once in six months

 # No need of further testing, if supplied with Test certificate.
** No need of further testing, if ISI marked or supplied with Test certificate.*