उत्पाद मैन्युअल
बॉल पॉइंट पेन
भारतीय मानक 3705: 2024 के अनुसार

PRODUCT MANUAL
FOR BALL POINT PENS
ACCORDING to IS 3705: 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 3705: 2024
	शीर्षक **Title**	:	**बॉल पॉइंट पेन** Ball Point Pens
	संशोधनों की संख्या **No. of amendments**	:	Nil
2.	नमूना दिशानिर्देश **Sampling Guidelines**		
a)	कच्चा माल **Raw material**	:	1. Plastic- Plastic shall be either cellulose acetate-butyrate or hard grade polypropylene or type 3 polystyrene conforming to IS 2267. It shall satisfy the accelerated ageing test specified in 8.1 and the flammability test specified in 8.2 of IS 3705. 2. Metal Parts – Metal parts shall pass the corrosion test specified in 8.3 of IS 3705. 3. Spring used shall be made of spring steel or phosphor bronze wire and shall pass the test specified in 8.4 of IS 3705. 4. Refill- The refill used shall conform to 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**	:	40 pens of each type for all tests. *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. Type of pen 2. Actuating mechanism type 3. With / without pocket clip
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 Accelerated ageing and Corrosion resistance. *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 3705: 2024 with the following scope:	
	Name of the product	Ball Point Pens
	Type	1. Desk type 2. Cap type 3. Twist type with / without cap 4. Retract (Click) type with / without pocket clip *Note: Cap type means tip protected by cap without actuating mechanism*.

BUREAU OF INDIAN STANDARDS
MANAK BHAVAN,9, BAHADUR SHAH ZAFAR
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Annex - A
Grouping Guidelines

1. Ball Point Pens can be classified as following, based on the IS as well as availability in the market:

    A. Desk type ball point pens

    B. Other than desk type ball point pens

        a. Based on the actuating mechanism

            i. Twist type

            ii. Retract (Click) type

        b. Based on the applicability of cap

            i. With cap

            ii. Without cap

        c. Based on the applicability of pocket clip

            i. With pocket clip

            ii. Without pocket clip

2. Following shall be applicable for coverage of a variety in the scope of licence through Grant of Licence (GOL)/ Change in Scope of Licence (CSOL):

    A. Pen of each of following type shall be tested for coverage in the scope:

        a) Cap type (*without* actuating mechanism)

        b) Twist type with / without cap

        c) Retract (Click) type with / without pocket clip

    B. Pens without cap may be covered in the scope upon testing of pens with cap.

    C. Pens without pocket clip may be covered in the scope upon testing of pens with pocket clip.

    D. Desk type pen may be covered in the scope upon testing of any type of pen, however, if an application is made only for the desk type pen, same will be tested.

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***
3.1	Accelerated Ageing	Arrangement for accelerated ageing test as per Cl. 8.1 of IS 3705
	Flammability	1. Apparatus as per Fig. 1 with wire gauge 2. Alcohol (Spirit) lamp 3. Stop-watch
	Corrosion resistance	1. Sodium chloride 2. Soft cloth
4.6	Clip action	1. Cloth 2. Paper
4.7	Load test	1. Hard surface 2. Load

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: Ball Point Pens of same type manufactured from same consignment of raw materials 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 pen or smallest packaging of pen, 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	Accelerated Ageing	8.1	IS 3705	One	Once in six months or upon change of supplier, whichever is earlier
3.1	Flammability	8.2	IS 3705	One	-do-
3.1	Corrosion resistance #	8.3	IS 3705	One	Once in three month
3.1	Compression test on spring #	8.4	IS 3705	One	Each consignment of material
4.1	Dimensions	4.1	IS 3705	One	Each control unit
4.2	Threads	4.2	IS 3705	One	-do-
4.3	Alignment	4.3	IS 3705	One	-do-
4.4	Refill replacement	4.4	IS 3705	One	-do-
4.5	Functional test	8.5	IS 3705	One	-do-
4.6	Clip action	8.6	IS 3705	One	-do-
4.7	Refill *	-	IS 3707	One	Each consignment of material
4.7	Load test	8.7	IS 3705	One	Each control unit
4.8	Interchangeability	4.8	IS 3705	One	-do-
5	Finish	5	IS 3705	One	-do-

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