



उत्पादमानुयल
CARBON PAPERS - TYPEWRITERS
IS 1551:1991केअनुसार

PRODUCT MANUAL
FOR
CARBON PAPERS - TYPEWRITERS
ACCORDING TO IS 1551:1991

भारतीय मानक ब्यूरो (अनुरूपतामूल्यांकन) विनियमकीस्कीम-।
केतहतयहउत्पादमानुयलप्रमाणीकरणकेप्रचलनमेरीतिऔरपारदर्शिताकेसुसंगतासुनिश्चितकरनेकेलिएस
भीक्षेत्रीय/शाखाकार्यालयोंएवंलाइसेन्सधारियोंद्वारासंदर्भसामग्रीकेरूपमेउपयोगकियाजाएगा।बीआईएस
लाइसेन्स/प्रमाणपत्रप्राप्तकरनेकेइच्छुकभावीआवेदकोंद्वाराभीइसदस्तावेज़काउपयोगकियाजासकताहै।

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

1.	उत्पाद Product	:	IS 1551:1991
	शीर्षक Title	:	CARBON PAPERS – TYPEWRITERS-SPECIFICATION
	संशोधनसंख्या No. of Amendments	:	Nil
2.	नमुनाकरणदिशानिर्देश		

	Sampling Guidelines:		
a)	कच्चा माल Raw material	:	The base paper used in the manufacture of the material shall conform to Type 1 of IS 3413 in case of Grade 1 and in case of Grade 2,3 & 4 shall conform to Type 1 or Type 2
b)	समूहिकरण दिशानिर्देश Grouping guidelines	:	NA - Sample of each grade shall be tested
c)	नमूने का परिमाण Sample Size	:	1 carton or folder
3.	परीक्षण उपकरणों की सूची List of Test Equipment	:	कृप्या ANNEX – A देखें Please refer ANNEX – <u>A</u>
4.	निरीक्षण व परीक्षण स्कीम Scheme of Inspection and Testing	:	कृप्या ANNEX – B देखें Please refer ANNEX – <u>B</u>
5.	एक दिन में संभावित परीक्षण/Possible tests in a day :		
	All tests are possible in a day except Cl. 6 - Keeping Quality		
6.	लाइसेन्स का कार्य क्षेत्र/Scope of the Licence :		
	IS 1551:1991 के अनुसार मानक मुहर का उपयोग करने के लिए लाइसेन्स निम्न लिखित कार्य क्षेत्र के लिए प्रदान किया जाता है Licence is granted to use Standard Mark as per IS 1551:1991 with the following scope:		
	Name of the product	Carbon Papers for Typewriters	
	Grades	Grade 1/ Grade 2/ Grade 3/ Grade 4	

BUREAU OF INDIAN STANDARDS
Manak Bhawan, 9, Bahadur Shah Zafar Marg,
New Delhi – 110002

**ANNEX ATO THE
PRODUCT MANUAL
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List of Test Equipment

Sl. No.	Tests used in with Clause Reference	Test Equipment
1	Cl. 5.3, Size	Measuring scale
2	Cl. 5.4, Carbon Work	White papers
3	Cl. 5.5, Resistance of Curling	Wire screen, conditioning room/chamber 65±2% RH and 27±1°C, timer, flat glass surface, measuring scale.
4	Cl. 5.6, Table 1	
	(i) Substance of base paper (ii) Coating	Cutter, Measuring scale, Carbon tetrachloride, acetone, beaker, water bath, forceps, weighing balance 1mg LC, Conditioning chamber 65±2% RH and 27±1°C.
	(iii) Durability (minimum number of impressions at the same spot) (iv) Manifolding (minimum number of copies)	Suitable machine meant for testing carbon papers and typewriters ribbons, with freshly cleaned pica type A No.1 platen and a typewriter ribbon. OR Ordinary typing paper of substance 40 g/m ² , carbon paper, measuring scale, pressure sensitive adhesive cellulose tape, type writer.

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

**ANNEX BTO THE
PRODUCT MANUAL
FOR CARBON PAPERS -TYPEWRITERS AS PER IS 1551:1991**

Scheme of Inspection And Testing

1. LABORATORY - A laboratory shall be maintained which shall be suitably equipped (as per the requirement given in column 2 of Table 1) and staffed, where different tests given in the specification shall be carried out in accordance with the methods given in the specification.

1.1 The manufacturer shall prepare a calibration plan for the test equipment.

2. TEST RECORDS – The manufacturer shall maintain test records for the tests carried out to establish conformity.

3. LABELLING AND MARKING – The Standard Mark as given in the schedule of the licence shall be stamped/printed on each carton or folder of carbon paper provided always that the carbon papers in each packet to which the Mark is thus applied conform to every requirement of the Indian Standard.

3.1 In addition, small paper labels carrying the Standard Mark shall be pasted on the closing side of the packet in such a manner that the label is destroyed when the carton or folder is opened.

3.2 The sheets and packets may also be marked with the Standard Mark of the Bureau.

3.3 Details of BIS website: “ For details of BIS certification please visit www.bis.gov.in” shall be printed on each package or on the label applied to them

3.4 PACKING - Unless otherwise agreed to between the purchaser and the vendor, the material shall be packed 25 or 100 sheets in a folder. When more than 25 sheets are packed in a folder, a demarcation sheet of distinctive colour shall be included after every 25 sheets.

3.5 In addition, the following information shall be given on each carton:

- A) Name of the manufacturer:
- B) Recognized trade mark, if any:
- C) Name and colour of the material:
- D) Grade and size of the material:
- E) Number of carbon papers in the folder or carton:
- F) Identification in code or otherwise to enable the date and control unit to be traced back from factory records: and
- G) Month and Year of packing

4. CONTROL UNIT – For the purpose of this scheme, the total quantity of carbon papers of one grade from a single mother roll produced in one operationshall constitute a control unit.

4.1 If any of the samples representing a particular control unit fails in any of the requirements, the entire control unit shall be declared unfit for applying standard mark,

5. LEVELS OF CONTROL - The tests as indicated in column 1 of Table 1 and the levels of control in column 3 of Table 1, shall be carried out on the whole production of the factory which is covered by this plan and appropriate records maintained in accordance with paragraph 2 above.

5.1 All the production which conforms to the Indian Standards and covered by the licence should be marked with Standard Mark.

6. REJECTIONS – 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
LEVELS OF CONTROL

(1)				(2)	(3)		
Test Details				Test equipment requirement R: required (or) S: Sub-contracting permitted	Levels of Control		
Cl.	Requirement	Test Method			No. of Sample	Frequency	Remarks
		Clause	Reference				
5.1	Description	5.1	IS 1551	R	All Sheets	Each Control Unit	The control unit shall be marked only if all the samples pass
5.2	Base paper	5.2	IS 3413	S	All Sheets	Each Control Unit	The base paper used in the manufacture of the material shall conform to Type 1 of IS 3413 in case of Grade 1 and in case of Grade 2,3 & 4 shall conform to Type 1 or Type 2. A certificate to the effect that the base paper conforms to the above requirements shall be obtained from the manufacturer for each supply of base paper received. Alternatively, each consignment shall be tested for all these requirements and test records maintained for their conformity.
5.3	Size	5.3	IS 1551	R	6 sheets	Each control unit	The control unit shall be marked only if all the samples pass
5.4	Carbon work	5.4	IS 1551	R			
5.5	Resistance to curling	Annex A	IS 1551	R			
5.6 & Table 1	Substance of base paper	Annex B	IS 1551	R			
	Coating	Annex B	IS 1551	R			
	Durability (minimum number of impressions at the same spot)	Annex C	IS 1551	R			
	Manifolding	Annex C	IS 1551	R			

	(minimum number of copies)						
6	Keeping Quality	6	IS 1551	R	6 sheets	Once in a month	--

Note-1: Whether test equipment is required or sub-contracting is permitted in column 2 shall be decided by the Bureau and shall be mandatory. Sub-contracting is permitted to a laboratory recognized by the Bureau or Government laboratories empaneled by the Bureau.

Note-2: Levels of control given in column 3 are only recommendatory in nature. The manufacturer may define the control unit/batch/lot and submit his own levels of control in column 3 with proper justification for approval by BO Head.