



उत्पाद मैनुअल
हाथ से लिखाई के लिए कार्बन कागज
3450 : 2022 के अनुसार
Product Manual for
Carbon Papers - Handwriting
According to IS 3450 : 2022

भारतीय मानक ब्यूरो (अनुरूपता मूल्यांकन) विनियम 2018 की स्कीम-I के तहत यह उत्पाद मैनुअल प्रमाणीकरण की संचालन रीति में सुसंगतता और पारदर्शिता सुनिश्चित करने के लिए सभी क्षेत्रीय/शाखा कार्यालयों एवं लाइसेन्स धारियों द्वारा संदर्भ सामग्री के रूप में उपयोग किया जाएगा। बीआईएस लाइसेन्स/प्रमाण पत्र प्राप्त करने के इच्छुक भावी आवेदकों द्वारा भी इस दस्तावेज़ का उपयोग किया जा सकता है।

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 3450 : 2022
	शीर्षक Title	:	हाथ से लिखाई के लिए कार्बन कागज- विशिष्ट Carbon Papers – Handwriting- Specification
	संशोधन संख्या No. of Amendments	:	Nil
2.	नमूनाकरण दिशा निर्देश Sampling Guidelines:		
a)	कच्चा माल Raw material	:	Base paper shall conform to Type 2 of IS 3413 (as per Cl. 5.2).
b)	समूहिकरण दिशा निर्देश Grouping guidelines	:	Each Grade to be tested separately.
c)	नमूने का परिमाण Sample Size	:	2 x 25 शीट 2 x 25 sheets
3.	परीक्षण उपकरणों की सूची List of Test Equipment	:	कृपया Annex-A देखें Please see Annex – A
4.	निरीक्षण व परीक्षण स्कीम	:	कृपया Annex-B देखें Please see Annex – B

	Scheme of Inspection and Testing	
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 कार्यक्षेत्र/Scope of the Licence :	
	IS 3450 : 2022 के अनुसार मानक मुहर का उपयोग करने के लिए लाइसेन्स निम्नलिखित कार्यक्षेत्र के लिए प्रदान किया जाता है Licence is granted to use Standard Mark as per 3450 : 2022 with the following scope:	
	उत्पाद का नाम Name of the product	हाथ से लिखाई के लिए कार्बन कागज Carbon Papers - Handwriting
	ग्रेड Grades	Grade A and/or Grade B and/or Grade C

ANNEX – A
**TO PRODUCT MANUAL FOR
CARBON PAPERS - HANDWRITING
AS PER IS 3450 : 2022**

LIST OF TEST EQUIPMENTS,

Major test equipment required to test as per the Indian Standard

Sr. No.	Tests used in with Clause Reference	Test equipment
1.	Cl. 5.3, Size	Measuring scale
2.	Cl. 5.5, Resistance of Curling	Wire screen, conditioning room/chamber 65±2% RH and 27±1°C, timer, Flat glass surface, Measuring Scale
3.	Cl. 5.6, Table 1	
	(i) Substance of base paper (ii) Coating	Cutter, Measuring scale, Petroleum Ether, 100/120, Rectified Spirit, Weighing Balance, Beaker, Water bath, Forceps, Surgical grade cotton wool, 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)	White printing paper, Glass plate. Note: For Pencil carbon paper, test shall be made by Hard pencil equivalent in grade to 2H pencil (see IS 1375) on a 52/54 g/m ² white printing paper (see IS 1848)

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

ANNEX B
TO PRODUCT MANUAL FOR
CARBON PAPERS - HANDWRITING
AS PER IS 3450 : 2022
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 and implement a calibration plan for the test equipments.

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

3. PACKING AND MARKING – The Standard Mark as given in the schedule of the licence shall be stamped/printed on each folder or cardboard box containing carbon papers; provided always that the carbon papers in the folder or cardboard box to which this mark is thus applied conforms to every requirement of the specification. In addition, a small paper label carrying the Standard Mark shall be pasted on the closing side of the folder or cardboard box in such a manner that the label is destroyed when the folder or cardboard box is opened.

3.1 Packing and Marking shall be done as per the provisions of the Indian Standard. In addition, the following shall be incorporated on each folder/cardboard box :

- i) BIS License Number CM/L and
- ii) BIS website details i.e. For details of BIS certification please visit www.bis.gov.in

4. CONTROL UNIT – The total quantity of carbon paper of a particular grade from a single mother roll produced in one operation shall 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 the purpose of marking.

4.2 A certification to the effect that the base paper conforms to the requirements of Type 2 of IS 3413 shall be obtained from the manufacturer for each supply of base paper received. Alternatively, each consignment shall be tested for all those requirements and test records maintained for their conformity.

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
TABLE 1 (Levels of Control)
(Para 5 of Scheme of Inspection and Testing)

(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 3450	R	All Sheets		The control unit shall be marked only if all the samples pass
5.2	Base paper	5.2	IS 3413	S	One roll	Every lot of base paper received	Test report of conformity shall be obtained from the manufacturer for each supply of base paper received. Alternatively, each consignment shall be tested for all requirements and test records maintained (see Cl. 4.3 of SIT).
5.3	Size	5.3	IS 3450	R	6 sheets	Every control unit	The control unit shall be marked only if all the samples pass
5.4	Carbon work	5.4	IS 3450	R			
5.5	Resistance to curling	Annex A	IS 3450	R			
5.6 & Table 1	Substance of base paper	Annex B	IS 3450	R			
	Coating	Annex B	IS 3450	R			
	Durability (minimum number of impressions at the same spot)	Annex C-2.1	IS 3450	R			
	Manifolding (minimum number of copies)	Annex C-2.2	IS 3450	R			
6	Keeping Quality	6	IS 3450	R	6 sheets	Once a month	--

Note-1. Sub-contracting is permitted to a laboratory recognized by the Bureau or Government laboratories empanelled by the Bureau.

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.