



उत्पाद मानुयल
आवरण कागज
6956 : 2001 के अनुसार
PRODUCT MANUAL
FOR
COVER PAPER
ACCORDING TO IS 6956 : 2001

भारतीय मानक ब्यूरो (अनुरूपता मूल्यांकन) विनियम 2018 की स्कीम-1 के तहत यह उत्पाद मानुयल प्रमाणीकरण के प्रचलन में रीति और पारदर्शिता के सुसंगत 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 6956 : 2001
	शीर्षक Title	:	आवरण कागज Cover Paper
	संशोधन संख्या No. of Amendments	:	01
2.	नमूनाकरण दिशा निर्देश Sampling Guidelines:		
a)	कच्चा माल Raw material	:	कारखाने में प्राप्त कच्चे माल की प्रत्येक खेप का नियमित विश्लेषण किया जाएगा और उपयुक्त रिकॉर्ड बनाए रखा जाएगा। निर्माण के विभिन्न चरणों में पर्याप्त निरीक्षण सुनिश्चित किया जाएगा। Routine analysis of each consignment of raw material received in the factory shall be carried out and appropriate records maintained. Adequate inspection at the various stages of manufacture shall be ensured.
b)	समूहिकरण दिशा निर्देश Grouping guidelines	:	लागू नहीं Not applicable.

c)	नमूने का परिमाण Sample Size	:	50 शीट्स 50 Sheets
3.	परीक्षण उपकरणों की सूची List of Test Equipment	:	कृपया Annex-ए देखें Please see Annex – A
4.	निरीक्षण व परीक्षण स्कीम Scheme of Inspection and Testing	:	कृपया Annex-B देखें Please see Annex – B
5.	एक दिन में संभावित परीक्षण Possible tests in a day :		
	All tests.		
6.	लाइसेन्स का कार्यक्षेत्र / Scope of the Licence :		
	IS 6956 : 2001 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 6956 : 2001 with the following scope:		
	उत्पाद का नाम Name of the product	आवरण कागज - विशिष्ट COVER PAPER — SPECIFICATION	
	प्रकार Types	a) Paper and Paper Boards manufactured out of pulp containing not less than 60 percent by weight of pulp made from materials other than bamboo, hardwoods, softwoods and reed. b) Recycled paper and paper board made from 100 percent waste paper.	
	Any other aspect as per the Standard	ECO Mark, if available.	

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ANNEX – A
TO PRODUCT MANUAL
FOR
COVER PAPER AS PER IS 6956 : 2001

LIST OF TEST EQUIPMENTS,

Sr. No.	Tests used in with Clause Reference	Test equipment
1.	Grammage (Clause 4.3)	Sheet-Weighing balance (L.C 1 mg)
2.	pH (Clause 4.2 and Table 1)	Weighing balance, Hot plate, Stop watch, Electrometric pH meter, Glasswares, Ground- glass air condenser, water bath. Reagents: Buffer solution of pH 4 and pH 9, Distilled water pH 6.0 to 7.2
3.	Tensile index Machine Direction (Clause 4.2 and Table 1)	Tensile strength Tester
4.	One minute cobb test (Clause 4.2 and Table 1)	Cobb Water absorption Tester (size 100 cm ²) ,Weighing Balance, Thermometer, Stopwatch, Blotting paper
5.	Opacity % (Clause 4.2 and Table 1)	Opacity tester
6.	Brightness (shade) (Clause 4.2 and Table 1)	Brightness tester, Reflectance Standards
7.	Burst Index (Clause 4.2 and Table 1)	Burst strength tester
8.	Wax pick (Clause 4.2 and Table 1)	Wax sticks (5-16A), Wooden Block, Burner
9.	Smoothness (Bendtsen) (Clause 4.2 and Table 1)	Smoothness tester, Conditioning chamber (27±2°C, 65± 5 RH)
10.	Folding Endurance (Clause 4.2 and Table 1)	Folding Endurance tester
11.	Bending stiffness Index (Clause 4.2 and Table 1)	Stiffness tester, Conditioning chamber (27±2°C, 65± 5 RH)

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

ANNEX B
TO PRODUCT MANUAL
FOR
COVER PAPER AS PER IS 6956 : 2001
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 equipments.

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

3. LABELLING AND MARKING – The Standard Mark(s) as given in the schedule of the licence shall be printed on each ream or reel of cover paper or printed on the label applied to it provided always that the paper in the ream or reel so marked conforms to every requirement of the specification. The ECO Mark shall also be included in the schedule, if the product is also covered under ECO Marking.

3.1 In addition, the following information shall be marked on each reel or ream on the label applied to it.

- a) Description and grammage, in g/m² of the paper;
- b) Size of the paper in mm;
- c) Mass in Kg, per ream of 500 sheets including wrapping paper;
- d) Lot number;
- e) Identification in code to trace the relevant approved rolls;
- f) Month and year of manufacture;
- g) Machine direction if agreed to between the purchaser & the supplier;
- h) Manufacture's name or recognized trade mark;
- i) 'Made in India' if required;
- j) The type of the material used in case of ECO Mark product;
- k) In case of ECO Mark product, the package shall also carry the criteria for which the product is labelled with ECO Mark.
- l) Licence No. (CM/L.....)

3.2 For consignment to be transhipped, the pictorial marking 'USE NO HOOKS' and 'DO NOT PUNCTURE' as contained in IS 1286 Pictorial Marking for Handling of Goods in General shall be stencilled on the rolls.

3.3 The packing of paper shall be done so as to ensure that paper is not damaged due to handling & transportation and as per code of practice for packing of paper and board (see IS 6211)

3.4 For ECO Mark, the product shall be packed in such packages which shall be recyclable/reusable or biodegradable.

4. CONTROL UNIT – For the purpose of this Scheme, 50 tonnes of production or part thereof made on a particular machine continuously in period not exceeding 8 hours (per shift) shall constitute a control unit.

4.1 On the basis of tests and analysis decision shall be taken regarding conformity or otherwise of the control unit as a whole with the requirements of the specification as follows:-

4.1.1 Requisite number of samples shall be taken from a control unit at equal interval of time and tested after conditioning for all requirements of the specification.

4.1.2 In case of failure of any of the samples, the production belonging to the corresponding period shall be considered unfit for the purpose of marking. From the subsequent manufacture, the frequency of sampling shall be increased to four times and samples tested for requirements where failures have occurred. The original frequency shall be resumed when four consecutive samples thus drawn are found meeting the requirements.

4.1.3 Each ream or reel consisting the control unit shall be examined for formation, finish and visual defects and shall satisfy the requirements as given in the Specification. In case the lot is found defective, it shall be segregated and not used for marking.

4.1.4 Raw Material- Routine analysis of each consignment of raw material received in the factory shall be carried out and appropriate records maintained. Adequate inspection at various stages of manufacture shall be ensured.

4.1.5 In respect of all other clauses of the specification and at all stages of production appropriate controls and checks shall be maintained by the factory so as to ensure that the product conforms to the various requirements of the specification.

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. Additional requirement for Eco Mark- The product shall conform to the requirements for quality and performance prescribed under 4.1 to 4.3 of IS 6956.

6.1 Environmental consent clearance as per the provision of water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act 1981 alongwith the authorization, if required under the Environment (Protection) Act, 1986 shall be up to date and shall be produced to BIS.

6.2 The material shall be of two types depending on the raw material used in the manufacture as per cl. 4.4.2.1 of IS 6956.

7. REJECTIONS – A separate record providing the detailed information regarding control units and mode of their disposal shall be maintained. Such material shall in no case be stored together with that conforming to the specification.

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				
4.1	General	4.1	IS 6956	R	One Ream	Each roll	See Cl.4.1.3 of STI
4.3	Grammage	6	IS 1060 (Part 1)	R	Six	One control unit	
4.2 & Table 1	(i) pH	10	IS 1060 (Part 1)	R	Three	One control unit	
	(ii) Tensile index machine direction	12.4	IS 1060 (Part 1)	R	Three	One control unit	
	(iii) One minute cobb test*	13.2.2	IS 1060 (Part 1)	R	Three	One control unit	
	(iv) Opacity %	16	IS 1060 (Part 1)	R	Three	One control unit	
	(v) Brightness (shade)**	13	IS 1060 (Part 2)	R	Three	One control unit	
	(vi) Burst Index	12.5	IS 1060 (Part 1)	R	Three	One control unit	
	(vii) Wax Pick	8	IS 1060 (Part 3)	R	Three	One control unit	
	(viii)Smoothness (Bendtsen)	3	IS 9894	R	Three	One control unit	
	(ix)Folding Endurance a) Cross Direction	12.6	IS 1060 (Part 1)	R	Three	One control unit	
	b) Machine Director	12.6	IS 1060 (Part 1)	R	Three	One control unit	
	(x)Bending Stiffness Index	Annex A	IS 6956	R	Three	One control unit	

*Take four test pieces; determine cobb value on two test pieces facing wire side and two test pieces facing top side. Report the average of (i) should pass the value prescribe in IS 6956, Table 1, Column 3. (The values of (ii) may be required for providing additional production control, if necessary)

**In case of tinted papers, the colour shall be close match to the standard shade for green tinted Cover paper approved by the Bureau from time to time. The requirements of brightness shall not apply in case of cover papers so tinted.

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

Note 2: Level 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.