



उत्पाद मैनुअल
भा . मा . 5244: 2020 के अनुसार
सुरक्षा जमा लाकर अलमारियां के लिए
दस्तावेज़ संख्या-पी एम/आई एस 5244/4/ दिसंबर 2024

भारतीय मानक ब्यूरो की स्कीम-I (अनुरूपता मूल्यांकन) विनियम, 2018 के तहत यह उत्पाद मैनुअल प्रमाणीकरण के प्रचालन में रीति और पारिश्रिता की सुसंगतता सुनिश्चित करने के लिए सभी क्षेत्रीय/शाखा कार्यालयों और लाइसेंसी द्वारा संदर्भ सामग्री के रूप में उपयोग किया जाएगा। बीआईएस प्रमाणीकरण लाइसेंस/प्रमाणपत्र प्राप्त करने के इच्छुक भावी आवेदकों द्वारा भी इस दस्तावेज़ का उपयोग किया जा सकता है।

**PRODUCT MANUAL FOR
SAFETY DEPOSIT LOCKER CABINETS
ACCORDING to IS 5244:2020**

Document No.-PM/IS 5244/4/ December 2024

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.

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1.	Product	:	IS 5244:2020
	Title	:	Safe Deposit Locker Cabinets
	No. of Amendments	:	2
2.	Sampling Guidelines:		
a)	Raw material	:	As per Cl. 5 of IS 5244: 2020
b)	Grouping guidelines	:	Please refer ANNEX – <u>A</u>
c)	Sample Size	:	One No.
3.	List of Test Equipment	:	Please refer ANNEX – <u>B</u>
4.	Scheme of Inspection and Testing	:	Please refer ANNEX – <u>C</u>
5.	Possible tests in a day:		
	(i) Sizes– Cl 6 (ii) Design and Manufacture- Cl 7.1 to 7.6 (iii) Workmanship- Cl 8.1, 8.2 (iv) Performance against burglarious attacks - Cl. 9.1 (v) Test as per Cl. 9.2 (vi) Cross hatch test and Coating thickness – 9.3		
6.	Scope of the Licence:		
	“Licence is granted to use Standard Mark as per IS 5244:2020 with the following scope:		
	Name of the product	Safe Deposit Locker Cabinets	
	Type	1, 1A, 2, 2A, 3, 4	
	Size and/ or Configuration (as applicable for Type 4)		

ANNEX A**Grouping Guidelines**

1. Safe Deposit Locker Cabinets as per IS 5244: 2020 are classified as given below:

Type	1			1A	2			2A				3			4
Total Number of lockers	75			90	52			51				32			Any other size and/or configuration
Locker Size	A	2A	4A	A	B	2B	4B	B	2B	4B	2B1	D	2D	4D	
Number of lockers	66	6	3	90	48	2	2	46	2	2	1	28	2	2	

2. The Outside Dimensions of all above Types of cabinet (except Type 4) are given below:

“2000 mm high x 1100 mm wide x 575 mm deep”.

3. The Performance test against burglarious attacks is common to all Cabinets and there is no performance test which is specific to each Type.

4. Considering the above, following Group has been formed for GoL/CSoL:

Group	Type	Testing of sample
I	1, 1A, 2, 2A, 3, 4	Separate Sample of each type shall be tested. For Type 4 Cabinets, each size along with its designation shall be declared and tested to cover all sizes and configurations of Type 4 intended to be covered.

5. The manufacturer shall declare various Types of Cabinets they intend to cover in the Licence including size and configurations for Type 4. The manufacturer shall also declare critical quality parameters of the materials used for the components for all the designs intended to be covered in scope of licence.

6. During the operation of Licence, it shall be ensured that all the varieties covered in the Licence are tested in rotation, to the extent possible.

Annex B**List of Test Equipment***Major test equipment required to test as per the Indian Standard*

Sl. No.	Tests used in with Clause Reference	Test Equipment
1	Sizes/dimensions - Cl. 6 Fig 1 to Fig 5 Design/Manufacture -Cl 7 Workmanship – Cl. 8	Steel Scale Measuring Tape Vernier Calliper Degree Protector Feeler gauge Micrometer Bench vice with arrangement for bending
2	Performance against burglarious attacks - Cl. 9.1	Common hand tools as per Cl. 9.1 of IS 5244
3	Cross hatch test - Cl.9.3 and Table 1	Sharp Metal Pointer, transparent adhesive tape not less than 20 mm width
4	Coating thickness – Cl. 5, Table 1	Coating Thickness meter

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 manufacturers (licensees/applicants) will implement a Quality Assurance Plan 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 defining the control unit i.e. Batch and the levels of control (i.e. the frequency and number of samples for conducting the different tests as per the Indian Standard) and submit the same to BIS Branch Office for information. The manufacturer shall comply with the same and maintain test records in accordance with para 2.4 below.

1.3 RECOMMENDED LEVELS OF CONTROL/CONTROL UNIT:

1.3.1 Levels of Control: For the guidance of manufacturers in preparing the Quality Assurance Plan, recommended levels of control are given in **Table 1**.

1.3.2 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. Alternatively, the manufacturer has the option of adherence to the quality plan as per levels of control recommended in column 3 of Table 1.

1.4 However, all manufacturers shall ensure compliance of their products to all the requirements of the Indian Standard.

2. ENSURING COMPLIANCE THROUGH TESTING- It is expected that manufacturers (licensees/applicants) will establish a suitably equipped and staffed in-house laboratory (In house testing facility) for testing at least those parameters of the Indian Standard which require routine testing for ensuring quality of the product. This includes in-process controls as may be defined and put in place by the manufacturer, and testing parameters/requirements which can only be performed in the factory.

2.1 For the guidance of manufacturers, Table 1 giving the recommended levels of control is given below. Column 2 of Table 1 indicates routine tests where test equipment is required in-house as “R” or other tests which can be sub-contracted as “S”. Subcontracting is permitted to BIS recognized/empanelled laboratory or any other laboratory having valid NABL accreditation as per IS/ISO/IEC 17025.

2.2 For MSME manufacturers, the requirement of maintaining a laboratory/in-house testing facility for routine tests (indicated as “R” in Column 2 of Table 1) also is optional.

2.2.1 MSME manufacturers may utilize common cluster based facilities as per guidelines for the utilization of cluster based test facilities by MSMEs or the provisions of Sharing of testing facilities or get testing done from BIS recognized/empaneled laboratory or any other laboratory having valid NABL accreditation as per IS/ISO/IEC 17025.

2.3 Large Scale manufacturers shall maintain an in-house laboratory equipped at least with test facilities for routine tests (indicated as “R” in Column 2 of Table 1), where different tests given in the specification shall be carried out in accordance with the method given in the specification. They shall also implement a calibration plan for the in-house test equipment.

2.3.1 Alternatively, in lieu of an in-house laboratory, large scale manufacturers can also utilize the provisions of Sharing of testing facilities as per the Guidelines for Grant of Licence available on BIS website www.bis.gov.in. (Under Conformity Assessment>Product Certification Process). Even for subcontracted tests, provisions for sharing of testing facilities can be utilized.

2.4 TEST RECORDS- The manufacturers maintaining an in-house laboratory or utilizing common cluster based facilities or shared test facilities shall maintain test records for the tests carried out to establish conformity. For the tests being subcontracted to BIS recognized/empanelled laboratory or any other laboratory having valid NABL accreditation as per IS/ISO/IEC 17025, test reports issued by the laboratories shall be available for inspection by BIS.

3. LABELLING AND MARKING – As per the requirement of IS 5244:2020. The Standard Mark, as given in the Schedule of the licence, shall be marked on each Locker Cabinet provided always that the product thus marked conforms to all the requirement of the specification. In addition, the licence no. CM/L-_____ and details of BIS website shall be marked at an appropriate place on product or package as follows: “For details of BIS certification please visit www.bis.gov.in”.

4. REJECTION - All the production which conforms to the Indian Standard and covered under scope of the licence shall be marked with 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

ABLE 1

(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	Materials	5 & Table 1	IS 5244	S	One	Each Consignment	Records of details of materials shall be maintained. No further testing is required if accompanied with a test certificate or is ISI Marked.
6	Sizes/Dimensions	6 & Fig 1 to Fig 5	IS 5244	R	One	Manufacturer shall exercise adequate levels of control to ensure that entire production should conform to the Standard. Appropriate records of testing indicating conformity shall be maintained	
7	Design and Manufacture	7.1 to 7.6	IS 5244	R	One		
8	Workmanship	8.1, 8.2	IS 5244	R	One		
9.1	Performance against burglarious attacks	9.1	IS 5244	S	One	Once in 4 years for each type	
9.2	Test as per Cl. 9.2	9.2	IS 5244	R	Each locker unit		
9.3	Cross hatch test and coating thickness	9.3, Table 1	IS 5244	R	One	Once in month for each Type produced during the month	