



उत्पाद मैनुअल
आई एस 14203: 2023 के अनुसार
अग्नि प्रतिरोधी अभिलेख रिकार्ड संरक्षण कैबिनेट के लिए

दस्तावेज़ संख्या – पी एम/आई एस 14203/4/नवम्बर 2025

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
FIRE RESISTING RECORD PROTECTION CABINETS
ACCORDING to IS 14203:2023**

Document No.- PM/IS 14203/4/ November 2025

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 14203: 2023
	Title	:	Fire Resisting Record Protection Cabinets
	No. of Amendments	:	One
2.	Sampling Guidelines:		
a)	Raw material	:	As per clause 5 of IS 14203 Manufacturer shall declare the materials used for the components for all the types and sizes intended to be covered in scope of licence Material as per IS 277, IS 513, IS 1079, IS 2062, IS 5986 and IS 9550 are under mandatory BIS Certification and manufacturer shall ensure that only ISI Marked material is used and is received with test certificate.
b)	Grouping guidelines	:	Please refer ANNEX -A
c)	Sample Size	:	2 cabinets
3.	List of Test Equipment	:	Please refer ANNEX –B
4.	Scheme of Inspection and Testing	:	Please refer ANNEX – C
5.	Possible tests in a day	:	Dimension (Cl 3, 6), Construction (Cl 8), Internal fixture (Cl 9), Painting (Cl 10)
6.	Scope of the Licence :		
	“Licence is granted to use Standard Mark as per IS 14203: 2023 with the following scope:		
	Name of the product	Fire Resisting Record Protection Cabinets	
	Type	FR 30/ FR60/ FR 90/ FR120	
	Sizes	1000 mm, 1300 mm, 1600 mm, or any other size as mutually agreed between purchaser and manufacturer (to be declared)	

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ANNEX – A

GROUPING GUIDELINES

1. Fire Resisting Record Protection Cabinets as per IS 14203: 2023 are classified into the different varieties based on following parameters:
 - a) Type: FR 30/ FR60/ FR 90/ FR120
 - b) Nominal size: 1000, 1300, 1600 or or any other size as mutually agreed between purchaser and manufacturer (to be declared)
2. The Manufacturer shall declare Sizes of the various Fire Resisting Record Protection Cabinets of all types they intend to cover in the Licence.
3. In addition to the above parameters, manufacturers shall also declare following parameters of cabinets while submitting application for GoL/CSoL:

Internal Volume, Number of doors, Plinth size, Type and thickness of construction and protective materials, Wall and door thickness, Locking mechanism, Hinge construction, Rabbet geometry and any other feature that will affect fire protection
4. For considering GoL/ CSoL, following guidelines shall be followed:
 - a) Separate sample shall be tested for each type of cabinet.
 - b) By testing highest size of a particular type of Cabinet, cabinets having internal volume upto 50 percent of internal volume of the cabinet tested, may also be covered without separate testing, provided that cabinets differ from the tested sample only in size, and not in such details as number of doors, plinth size, type and thickness of construction and protective materials, wall and door thickness, locking mechanism, hinge construction, rabbet geometry and any other feature that will affect fire protection.
 - c) If the manufacturer has also offered sizes less than 50 % of the highest size offered by them, same criteria as above shall be followed by testing highest size from the remaining sizes, till the time all the sizes offered by them are covered.
 - d) During operation of licence, if the manufacturer intends to cover cabinets with different size, and internal Volume, in the already granted scope, then the same may be agreed provided the Number of doors, Plinth size, Type and thickness of construction and protective materials, Wall and door thickness, Locking mechanism, Hinge construction, Rabbet geometry and any other feature that will affect fire protection do not change from the varieties already covered in scope. Manufacturer shall submit the declarations of the parameters for all such cabinets before starting production under BIS licence.
5. The manufacturer shall also declare critical quality parameters of the materials used for the components for all the sizes and types intended to be covered in scope of licence.

6. The Scope of Licence may be restricted based on the Manufacturing and Testing capabilities of the Manufacturer.
7. 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 Equipments***Major test equipment required to test as per the Indian Standard*

Sl. No.	Tests used in with Clause Reference	Test Equipment
1	Dimensions Cl 3 & Table 1 Construction Cl 8.1 Locking Mechanism Cl 8.2	Steel Scale
		Measuring Tape
		Vernier Calliper
		Micro Meter
2	Painting Cl 10.1	Coat Meter
3	Cross Hatch Test Cl 10.2	Sharp Metal Pointer, Transparent adhesive tape not less than 20 mm width
4	Endurance Test, Cl. 11.2	Test set up as per B-3.1 of IS 14203
5	Fire and Impact Test, Cl. 11.2	Test set up as per B-3.2 of IS 14203

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 Control Unit: For the guidance of manufacturers, the recommended definition of Control Unit is quantity of Cabinets of same type, size and design (Internal Volume, Number of doors, Plinth size, Type and thickness of construction and protective materials, Wall and door thickness, Locking mechanism, Hinge construction, Rabbet geometry and any other feature that will affect fire protection) manufactured in a week.

1.3.1 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) is also 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 14203:2023. The Standard Mark, as given in the Schedule of the licence, shall be marked on each 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 (Recommended 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	Material	5	IS 14203	S	One	Each Consignment	Manufacturer shall maintain record of the materials used for the components for all the types and sizes manufactured. Material as per IS 277, IS 513, IS 1079, IS 2062, IS 5986 and IS 9550 are under mandatory BIS Certification and manufacturer shall ensure that only ISI Marked material is used and is received with test certificate. For other materials, no further testing is required if the the material is ISI marked or accompanied with a test certificate
6	Dimensions and Tolerances	6, Table 1	IS 14203	R	One	Each control unit	-
8	General Construction	8.1 to 8.4	IS 14203	R	One	Each control unit	-
9	Internal fixture	9	IS 14203	R	One	Each control unit	-
10	Painting	10.1	IS 14203	R	One	Each control unit	-
	Cross Hatch Test	10.2	IS 14203	R	One	Once in a month	-

11	Fire Endurance Test	11, Annex B	IS 14203	S	One	These are considered as type tests and shall be carried out at the time of initial approval or at any subsequent change in the design. These tests shall be carried out once in 4 years, in such a manner that each type of Fire resisting Record Protection Cabinet for which manufacturer has obtained approval, is tested at least once in 4 years.
	Fire and Impact Test	11, Annex B	IS 14203	S	One	