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उत्पाद मैनुअल
कंप्यूटर पेपर – विशिष्टि
आई एस 12766: 2023 के अनुसार

PRODUCT MANUAL FOR
COMPUTER PAPER- SPECIFICATION
ACCORDING TO IS 12766: 2023

विभिन्न उत्पादों के लिए भारतीय मानक ब्यूरो) अनुरूपता मूल्यांकन (विनियम, 2018 की योजना -I के तहत प्रमाणन के संचालन में एकरूपता और पारदर्शिता के लिए इस उत्पाद मैनुअल का उपयोग सभी क्षेत्रीय / शाखा कार्यालयों और लाइसेंसधारियों द्वारा संदर्भ सामग्री के रूप में किया जाएगा। दस्तावेज़ का उपयोग बीआईएस प्रमाणन प्राप्त करने के इच्छुक संभावित आवेदकों द्वारा भी किया जा सकता है।

This Product Manual shall be used as reference material by all Regional/Branch Offices & licensees to ensure uniformity 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.

1.	मानक संख्या IS No.	:	IS 12766 : 2023
	शीर्षक Title	:	COMPUTER PAPER — SPECIFICATION
	संशोधनों की संख्या No. of Amendments	:	01
2.	नमूना दिशानिर्देश Sampling Guidelines		
a)	कच्चा माल Raw material	:	No specific requirements specified Note: This section indicates the requirements for raw material (if specified in the IS) for which compliance is to be established during Grant of Licence/Change in Scope of License/Factory Surveillance
b)	समूहीकरण दिशानिर्देश Grouping guidelines	:	कृपया Annex-A देखें Please refer ANNEX – A

c)	नमूने का परिमाण Sample Size	:	One pack of computer paper Note: This section indicates the quantity of the sample of the product and/or the raw material (if applicable), required to be sent to the laboratory for testing, for the purpose of Grant of Licence/Change in Scope of Licence/ Factory Surveillance (in case of market surveillance, effort may be made to procure the required quantity of product sample, as far as possible since raw material sample may not be available in market)
d)	परीक्षण अनुरोध में घोषित किए जाने वाले पैरामीटर Parameters to be Declared in Test Request		1. Grammage 2. Colour/Tinted/Printed 3. Dimeter and distance of feedholes 4. Z-fold 5. size Note: This section indicates declared values to be specified against a parameter (in Test Requests) to enable testing of sample against the requirement and determine its conformity. Any other requirements/parameters may also be declared as per the standard, as applicable.
3.	परीक्षण उपकरणों की सूची List of Test Equipment	:	कृपया Annex-B देखें Please refer ANNEX – B
4.	निरीक्षण और परीक्षण की स्कीम Scheme of Inspection and Testing	:	कृपया Annex-C देखें Please refer ANNEX – C
5.	एक दिन में संभावित परीक्षण Possible tests in a day	:	All tests possible (on conditioned samples as applicable) Note: This section is for the guidance of BIS Certification Officers/Technical Auditors of BIS Authorized Outside Surveillance Agencies (OSAs) during factory inspection to provide ready reference regarding the tests which can be witnessed during the inspection in the factory by the officer/auditor.
6.	Scope of the Licence:		
	IS 12766: 2023 के अनुसार मानक मुहर का उपयोग करने के लिए लाइसेंस निम्नलिखित कार्यक्षेत्र के लिए प्रदान किया जाता है। Licence is granted to use Standard Mark as per IS 12766:2023 with the following scope :		
	उत्पाद का नाम Name of the product	:	Computer Paper - Specification
	Colour		White/Printed/tinted

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NEW DELHI-110002

ANNEX-A

**GROUPING GUIDELINES
FOR COMPUTER PAPER- SPECIFICATION
ACCORDING TO IS 12766: 2023**

As per the Indian Standard, based on material, Computer Paper can be of following combination:

Colour : White/ Printed/tinted

1. For considering Grant of licence/inclusion of any type (Colour), the following grouping guideline shall apply:
 - i) If white colour computer paper is tested, printed/tinted paper may also be included in the scope of licence.
2. However, while considering grant of licence/inclusion of additional Types (Colour), it shall be ensured that the applicant/licensee has got the complete manufacturing and testing facilities for variety intended to be covered.
3. During operation of the licence, BO shall ensure that all the varieties covered in the licence are tested in rotation.

ANNEX-B
LIST OF TEST EQUIPMENTS
FOR COMPUTER PAPER- SPECIFICATION
ACCORDING TO IS 12766: 2023

Major test equipment essentially required to test as per the Indian Standard

Sr. No.	Tests used in with Clause reference	Test Equipment
1.	grammage (substance) of computer paper, 4.1.1	Cutting device, Balance, Special sheet-weighing balances, conditioning chamber, arrangement for standard atmospheric conditions of lab as per ISO 187
2.	Bulk , 4.7	Thickness gauges, Dead-weight micrometer, conditioning chamber, Cutting device, Balance, Special sheet-weighing balances, arrangement for standard atmospheric conditions of lab as per ISO 187
3.	Tensile index , 4.7	Tensile testing machine, Device for cutting test pieces, Means of measuring the work done, Means of plotting the force-elongation curve and measuring the maximum slope of the curve, conditioning chamber, arrangement for standard atmospheric conditions of lab as per ISO 187
4.	Tear index, 4.7	Elmendorf-type tear tester, Device for preparing the test piece, conditioning chamber, arrangement for standard atmospheric conditions of lab as per ISO 187
5.	Burst index, , 4.7	Clamping system as per 5.1 of IS 1060 (Part 6/Sec2), Diaphragm, Hydraulic system, Pressure-measuring system, conditioning chamber, arrangement for standard atmospheric conditions of lab as per ISO 187
6.	One-minute Cobb test, , 4.7	Absorptiveness tester, Water- distilled or deionized, Blotting paper, having a grammage of 250 g/m ² + - 25 g/m ² , Metal roller, Balance, with an accuracy of 1 mg, Timer, Graduated cylinder, conditioning chamber, arrangement for standard atmospheric conditions of lab as per ISO 187
7.	Brightness ISO, , 4.7	Reflectometer, Reference standards for calibration of the instrument and the working standards, Working standards,
8.	Opacity, 4.7	Reflectometer, Reference standards for calibration of the instrument and the working standards, Working standards, Black cavity as per CI 5.4 of IS/ISO 2471
9.	Moisture, , 4.7	Balance, having an accuracy of 0.05 % of the mass to be weighed, or better, Containers, Oven, capable of maintaining the air temperature at (105 ± 2)°C, and suitably ventilated , Desiccator
10.	Ash, percent, , 4.7	Dishes of platinum, ceramics, or silica, of capacity to accommodate about 10 g of sample, Muffle furnace, capable of maintaining a temperature of 900 °C ± 25 °C, Analytical balance, accurate to 0.1 mg, desiccator
11.	Smoothness (Bendtsen) for both sides, , 4.7	Bendtsen tester- variable area flowmeter type/electronic flowmeter type, sample cutter, conditioning chamber, arrangement for standard atmospheric conditions of lab as per ISO 187

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. lot/batch etc.) 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.

1.3 RECOMMENDED LEVELS OF CONTROL/CONTROL UNIT:

For the guidance of manufacturers, the recommended definition of control unit is: COMPUTER PAPER produced and packed on a particular machine continuously from the same batch of raw material during a day.

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 subcontracted as "S". Subcontracting is permitted to BIS recognized/empaneled 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. PACKING AND MARKING - The Standard Mark as given in the Schedule of the licence shall be incorporated legibly and indelibly on each packaging provided always that the material so marked conforms to each requirement of the specification.

3.1 Packing and Marking shall be done as per the Indian Standard.

3.2 **Additional Marking requirements:** The packaging of computer paper shall also be marked with the following additional requirement

a) “For BIS certification details please visit www.bis.gov.in”

1. REJECTION - All the production which conforms to the Indian Standard and covered under the scope of this licence shall be marked with the 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
(ONLY FOR GUIDANCE PURPOSE)

1				2	3		
Test Details				Test equipment requirement R: required (or) S: Subcontracting permitted	Levels of Control		
Clause	Requirement	Test Methods			No. of Sample	Frequency	Remarks
		Clause	Reference IS				
4.1	paper	-	IS 12766:2023	R	Firm to have adequate in-process controls to check compliance of this parameter given in the Indian Standard. However, appropriate records shall be maintained by the manufacturer for evidence of conformity		
4.1.1	grammage (substance) of computer paper	-	IS 1060 (Part 5/Sec 5)	R			
4.1.2	printing	-	IS 12766:2023	R			
4.3	Z-fold creases	-	IS 12766:2023	R			
4.4	feeder holes	-	IS 12766:2023	R			
4.5	size	-	IS 12766:2023	R			
4.6	colour	-	IS 12766:2023	R			
4.7	Bulk	-	IS 1060 (Part 5/Sec 3)	R	one	each control unit	
4.7	Tensile index	-	IS 1060 (Part 5/Sec 6)	R	one	each control unit	
4.7	Tear index	-	IS 1060 (Part 6/sec 1)	R	one	each control unit	
4.7	Burst index,	-	IS 1060 (Part 6/Sec2)	R	one	each control unit	
4.7	One minute Cobb test,	-	IS 1060 (part 5/sec 4)	R	one	each control unit	Not applicable in case of printed/tinted computer paper
4.7	Brightness ISO,	-	IS 1060 (Part 4/sec 13)	R	one	each control unit	Not applicable in case of printed/tinted computer paper

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4.7	Opacity,	-	IS/ISO 2471	R	one	each control unit	
4.7	Moisture,	-	IS 1060 (Part 5/Sec 2)	R	one	each control unit	
4.7	Ash, percent,	-	IS 1060 (Part 4/Sec 3)	R	one	once a week	Not applicable in case of printed/tinted computer paper
4.7	Smoothness (Bendtsen) for both sides,	-	IS 1060 (Part 5/Sec 20)	S	one	once a month	