



**PRODUCT MANUAL FOR
FIRE RESISTING RECORD PROTECTION CABINETS
ACCORDING TO IS 14203:2017**

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.	Product	:	IS 14203: 2017
	Title	:	FIRE RESISTING RECORD PROTECTION CABINETS
	No. of Amendments	:	Nil
2.	Sampling Guidelines:		
a)	Raw material	:	As per clause 5 of IS 14203
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 :		
	(i) Dimension Cl 3, 6		
	(ii) Construction Cl 8		
	(iii) Internal fixture Cl 9		
	(iv) Painting Cl 10		
6.	Scope of the Licence :		
	“Licence is granted to use Standard Mark as per IS 14203: 2017 with the following scope:		
	Name of the product	FIRE RESISTING RECORD PROTECTION CABINETS	
	Type	FR60/ FR120	
	Sizes	1000 mm, 1300 mm, 1600 mm	

ANNEX – A

GROUPING GUIDELINES

1. Fire Resisting Record Protection Cabinets as per IS 14203: 2017 are classified into the following groups:

Group	Type	Nominal Size (mm)
I	FR 60	1000, 1300, 1600
II	FR 120	1000, 1300, 1600

2. For considering GoL/ CSoL, Cabinet with highest Size from each group shall be tested for all requirements to include all lower sizes in that group.
3. The Manufacturer shall declare Sizes of the various Fire Resisting Record Protection Cabinets they intend to cover in the Licence.
4. The Scope of Licence may be restricted based on the Manufacturing and Testing capabilities of the Manufacturer.
5. 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

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

ANNEX - C

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 – As per the requirements of Clause 12 of IS 14203.

4. CONTROL UNIT – All Cabinets of same type manufactured in a week shall constitute a control unit.

5. LEVELS OF CONTROL – The test 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

(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	In case the material is ISI marked or accompanied with a test certificate, no further testing is required.
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	One month's production	-
11	Fire Endurance Test	11 Annex B	IS 14203	S	One	Once in four years	These are considered as type tests and shall be carried out at the time of initial approval or whenever there is any change in the design.
	Fire and Impact Test	11 Annex B	IS 14203	S	One	Once in four years	

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

Note-2: The control unit and levels of control as decided by the Bureau are obligatory, to which the licensee shall comply with.