



**PRODUCT MANUAL FOR
FIRE RESISTING (INSULATING) FILING CABINETS
ACCORDING TO IS 14561:2014**

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 14561:2014
	Title	:	Fire Resisting (Insulating) Filing Cabinets
	No. of Amendments	:	3
2.	Sampling Guidelines:		
a)	Raw material	:	As per Cl. 5 of IS 14561: 2014
b)	Grouping guidelines	:	Please refer ANNEX – A
c)	Sample Size	:	Three Nos.
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) Dimensions and tolerances – Cl 4		
	(ii) Construction- Cl 7.1 to 7.8		
	(iii) Assembly- Cl. 8		
	(iv) Finish- Cl 10		
6.	Scope of the Licence:		
	“Licence is granted to use Standard Mark as per IS 14561:2014 with the following scope:		
	Name of the product	Fire Resisting (Insulating) Filing Cabinets	
	Type	Vertical/ Lateral	
	Fire rating		
	Size (up to and including)		

ANNEX A**Grouping Guidelines**

1. Fire resisting (Insulating) Filing Cabinets as per IS 14561: 2014 are classified into the following groups:

Group	Type	Remarks
I	Vertical	Fire Resisting Ratings are 60 min, 120 min, 180 min and 240 min
II	Lateral	Fire Resisting Ratings are 60 min, 120 min, 180 min and 240 min

2. Sample with highest size for each fire rating 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 (Insulating) Filing Cabinets they intend to cover in the Licence. The Scope of Licence may be restricted based on the Manufacturing and Testing capabilities of the manufacturer.
4. 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. 4, Table 1 Construction -Cl 7	Steel Scale Measuring Tape Vernier Calliper Micrometer
	Handle test, Cl. 7.6	Load/Weight
	Drawer suspension test and latch test, Cl. 9.1	Electrically or mechanically operated test equipment with a counter fitted on it, load
3	Cross hatch test - Cl. 10.2.1	Sharp Metal Pointer, transparent adhesive tape not less than 20 mm width
4	Coating thickness – Cl. 10.2	Coating Thickness meter
	Performance test, Cl. 11.1, Cl. 11.2	Test equipment as per Annex B of IS 14561

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 IS 14561:2014

4. CONTROL UNIT – Fire resisting (Insulating) Filing Cabinets of same type and fire rating manufactured in one week shall constitute a control unit.

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 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	Materials	5 & Table 2	IS 14561	S	One	Each Consignment	Material at Table 1 of IS 14561 is for guidance only. No further testing is required if accompanied with a test certificate or is ISI Marked. Material which are covered under mandatory certification shall be ISI Marked.
4	Dimensions and tolerances	4, Table 1	IS 14561	R	One	Each Control Unit	
7	Construction	7.1 to 7.8	IS 14561	R	One	Each Control Unit	
8	Assembly	8.1, 8.2	IS 14561	R	One	Each Control Unit	
9.1	Drawer suspension and Latch test	9.1	IS 14561	S	One	Every 3 months for each type and rating	
10.1	Finish	10.1	IS 14561	R	Each cabinet		
10.2	Coating thickness	10.2	IS 14561	R	One	One-month production	
10.3	Cross Hatch test	10.3	IS 14561	R	One	One-month production	
11	Fire Endurance Test	11.1, 11.2, Annex B	IS 14561	S	One	Once in 4 years for each variety	Type test and shall be carried out for initial approval of the design or at any subsequent change in the design of the fire resisting (insulating) filing cabinets
	Fire and impact test	11.1, 11.2, Annex B	IS 14561	S	One		

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.