



**उत्पाद मैनुअल
टेबल्स और डिस्कस
आई एस 17633:2022 के अनुसार**

**PRODUCT MANUAL
TABLES AND DESKS
ACCORDING TO IS 17633:2022**

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 17633 : 2022
	शीर्षक Title	:	Tables and Desks
	संशोधनों की संख्या No. of amendments	:	Nil
2.	नमूना दिशानिर्देश Sampling Guidelines		
a)	कच्चा माल Raw material	:	Nil 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 Licence/ Factory Surveillance
b)	समूहीकरण दिशानिर्देश Grouping Guidelines	:	Please refer to Annex-A
c)	नमूने का परिमाण Sample Quantity	:	2 Tables/ Desks – For Dimensional and Safety requirements (clause 4, 5 & 7) - Material cut panels – For Surface Performance tests (clause 6) 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	-	Same as the scope of licence
3.	परीक्षण उपकरणों की सूची List of Test Equipment	:	Please refer to Annex-B
4.	निरीक्षण और परीक्षण की स्कीम Scheme of Inspection and Testing	:	Please refer to Annex-C
5.	एक दिन में संभावित परीक्षण Possible tests in a day		
	(i) Design and Workmanship (Cl 4) (ii) Dimensions (Cl 5) (iii) Stability test and Strength test (Cl 7.2 & 7.3) 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.	लाइसेंस का दायरा /Scope of the Licence:		
	“Licence is granted to use Standard Mark as per IS 17633:2022 with the following scope:		
	Name of the product	Tables and Desks	
	Performance Category	Office Tables / Domestic Tables	
	Model (by name/number/code)	1 st Lead Model : xxxxx,	
		Models of this Family : xxxx, xxxx, xxxx, xxxx, xxxx	
		2 nd Lead Model : xxxxx,	
		Models of this Family : xxxx, xxxx, xxxx, xxxx, xxxx	

भारतीय मानक ब्यूरो
 BUREAU OF INDIAN STANDARDS
 मानक भवन, ९, बहादुर शाह ज़फ़र मार्ग
 Manak Bhawan, 9, Bahadur Shah Zafar Marg
 नई दिल्ली- ११०००२
 New Delhi – 110002

ANNEX A

Grouping Guidelines

1. IS 17633:2022 covers the requirements relating to the performance and safety of tables and desks. The Standard applies to completely manufactured/ fabricated tables and desks as well as ready-to-assemble units. The model shall be declared by the manufacturer.
2. Tables and Desks covered in IS 17633:2022 are classified as follows :
 - (a) Performance Category:
 - Office Tables (office work areas, meeting tables, pantry tables, etc.),
 - Domestic Tables (use for bedroom, living room, study uses and other domestic uses, etc.)
 - (b) Model (by name/number/code)
3. **Family of models and Lead model in a family:**
 - (a) The manufacturer shall declare all the models (by name/ number/ code, as uniquely defined by the manufacturer) of the tables and desks along with following essential parameters and drawing of each model:
 - (i) Material of tables and desks (e.g. natural wood, engineered wood, steel, aluminium, etc.)
 - (ii) Construction of tables and desks :
 - i.e.
 - Manufactured/fabricated or ready-to-assemble units,
 - With/without castors
 - With/without extension elements
 - Fixed height / adjustable heights (with mode of operation such as motorized or manual)
 - (iii) Dimensions (dimensions of components defined in IS 3663)
 - (b) The manufacturer shall identify and declare **Family of models** and the **lead model** in each family of models of tables and desks. **Lead model** represents a family of models declared by manufacturer. A **Family of models** is defined as a group of models having the same performance category, same Material of product, same Construction of product; and having dimensions in the range of $\pm 10\%$ of dimensions of the declared lead model.

Note: For the purpose of grouping the tables and desks in terms of dimensions as mentioned above, the following dimensions are to be considered (as defined in IS 3663) : height of top surface (H) and clearance below desk top (R).
4. For GoL/CSoL of tables and desks, the grouping guidelines as given below are to be followed:

- (a) Sample of the declared Lead model of a family of models of tables and desks shall be tested to cover all the models in that family of tables and desks without separate testing of those models.
- 5. The Firm shall declare the varieties (i.e. performance category and models) of tables and desks they intend to cover in the Licence. The Scope of Licence may be restricted based on the Manufacturing and Testing capabilities of the Manufacturer.
- 6. During operation of the licence if any new model is intended to be covered within the existing families of lead models that are already covered in the scope of licence, firm is required to submit the details as per para 2(a) above along with its drawing. On receipt of the details, BO to review the request of firm and to take action for inclusion of these new models and the endorsements to be issued accordingly. In such cases, there is no requirement to collect charges towards inclusion.
- 7. During the operation of the Licence, BO shall ensure that all the models covered in the Licence are tested in rotation, to the extent possible.

ANNEX B

List of Test Equipment

(INDICATIVE LIST, FOR GUIDANCE ONLY)

Sl. No.	Tests used in with Clause Reference	Test Equipment
1	Dimensions (clause 5)	- Micrometer, Vernier caliper - Measuring tape - Steel scale - Angle protractor
2	Surface Performance (Tests on rigid surfaces of materials)	
	Resistance to mechanical damage	- As per IS 17641:2021, or, as per Annex B-2 of IS 17637:2021
	Pencil hardness	- as per Annex C-1 of IS 17637:2021
	Resistance to wet heat	- Air conditioner, humidifier & hygrometer - as per Clause 5 of IS 17639:2021
	Resistance to dry heat	- as per Clause 5 of IS 17638:2021
	Resistance to marking by cold liquids	- as per Clause 3 of IS 17640:2021
	Resistance to marking by cold oils and fats	- as per Clause 3 of IS 17640:2021
	Adhesive performance	- as per Annex D-2 of IS 17637:2021
Tests on Furniture -		
4	Stability test (Clause 7.2)	- Floor surface as per Clause B-2 of IS 17633 - Stops as per Clause B-3 of IS 17633 - Loading Pad as per Clause B-4 of IS 17633 - Masses as per Clause B-5 of IS 17633 - Polyurethane Foam as per Clause B-6 of IS 17633 - Vertical Impactor as per Clause B-7 of IS 17633
5	Strength test (Clause 7.3)	
6	Durability test (Clause 7.4)	
7	Durability and Stiffness Under Horizontal Force (Clause 7.5)	
8	Vertical Impact Test (Clause 7.6)	
9	Deflection of Table Tops (Clause 7.7)	
10	Durability of Tables with Castors (Clause 7.8)	
11	Drop Test (Clause 7.9)	

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:

1.3.1 For the guidance of manufacturers, the recommended definition of control unit is : All Tables and desks of same performance category and model, manufactured in a week shall constitute a control unit.

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

1.3.3 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/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. PACKING AND MARKING - The Standard Mark as given in the Schedule of the licence shall be incorporated indelibly and legibly on each table and desk provided always that the product so marked conforms to each requirement of the specification.

3.1 Marking shall be done as per Clause No 9 of IS 17633:2022.

3.2 Additional Marking requirements: The product/packaging shall also be marked with the following additional requirement on the product/ packing:

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

4. 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 ofControl		
Cl.	Requirement	Test Methods			No. of Sample	Frequency	Remarks
		Clause	Reference				
4	Design and workmanship	4	IS 17633	R	Firm to have adequate in-process controls to check compliance of this parameter as per the tolerances given in the Indian Standard. However, appropriate records shall be maintained by the manufacturer for evidence of conformity.		
5	Dimensions	-	IS 3663	R			
6	Surface performance requirements (of materials)						
	Rigid Surfaces	-	IS 17637	S	One	Each Consignment	
7	SAFETY REQUIREMENTS						
7.2	Stability Test						
	Stability Under Vertical Load - (i) Test for tables that can be set to a height of 950 mm or less (ii) Test for Tables that can be set to a height greater	7.2.1	IS 17633	R	One	Each control unit	-

	than 950 mm						
	Stability with Extension Elements Open	7.2.2					
	Stability Under Horizontal Load - (i)Test for tables that can be set to a height of 950 mm or less (ii) Test for tables with height greater than 950 mm	7.2.3					
	Strength Tests						
7.3	Strength under Vertical Static Force (Cl 7.3.1)						
	Stated load	7.3.1.1	IS 17633	R	One	Each control unit	-
	For occasional heavy loads	7.3.1.2					
	Strength under horizontal static force	7.3.2					
	Durability Tests						
7.4	Durability under Vertical Force	7.4.1					Each lead model produced during the period shall be tested in rotation so that all the lead models are tested in a period of two years
	Durability of the Height Adjustment Mechanism	7.4.2	IS 17633	S	One	Once in six months	
	Durability and Stiffness Under Horizontal Force						
7.5	General	7.5.1					Each lead model produced during the period shall be tested in rotation so that all the lead models are tested in a period of two years
	Durability under Horizontal Force	7.5.2	IS 17633	S	One	Once in six months	
	Stiffness of the Structure Under Horizontal Force	7.5.3					
	Vertical Impact Test						

7.6	General	7.6.1	IS 17633	R	One	Each control unit	-
	Vertical Impact Test for Glass Table Tops	7.6.2					
	Vertical Impact Test for All Other Table Tops	7.6.3					
7.7	Deflection of Table Tops	7.7	IS 17633	R	One	Each control unit	-
7.8	Durability of Tables with Castors	7.8	IS 17633	S	One	Once in six months	Each lead model produced during the period shall be tested in rotation so that all the lead models are tested in a period of two years
7.9	Drop Test	7.9	IS 17633	R	One	Each control unit	-

Note-1: All applicable safety requirements as mentioned in clause 7 of IS 17633:2022 shall be carried out on the same sample and in the sequence as the clauses are numbered in this standard. All tests if specified for a particular component shall be carried out on the same sample.