

BUREAU OF INDIAN STANDARDS
(CENTRAL MARKS DEPARTMENT-1)

CIRCULAR NO - 89

Our Ref: CMD-1/20:1:2

18 June 2007

Subject: Consolidated Guidelines on Simplified Procedure for Grant of Licence

The all-new Simplified procedure for grant of licence was introduced vide Circular No. CMD-1/5:1 dated 27 July 2006 and implemented w.e.f. 15 August 2006. Subsequently a large no. of circulars have been issued fine-tuning the procedure and providing elaborations/ clarifications aimed at uniform approach across the BOs. Through this circular an attempt has been made to consolidate all guidelines issued till 1 June 2007 relating to simplified procedure for easy comprehension and application.

A. General

1. The Applicant shall have option to apply as per old procedure or the new simplified procedure. However, to make sure that the applicant is aware of both the options, a confirmation be obtained in writing.
2. The new procedure for grant of licence under Product Certification Scheme of BIS has been introduced with a view to facilitate easy entry to BIS licensing system, making it predictable for the applicants and enhancing the coverage of BIS Product Certification Scheme. One of the major constraints in enhancing the coverage was the time taken for grant of licence. The existing procedure was examined in detail by the Certification Advisory Committee (CAC) and a simplified procedure was approved by the EC in its meeting held on 26th May 2006. The procedure while aiming at reduction in time taken for grant of licence without compromising the intent of the 'Type' of the scheme being operated by BIS, makes the Industry equally accountable for the quality of their product bearing BIS Standard Mark.
3. For products to be certified under statutory requirements such as cylinders, cement, flameproof enclosures etc. the old procedure will continue. Similarly where no independent test facilities are available, applications shall continue to be processed on factory testing basis. However, factory testing operation to be reviewed by all ROs/BOs for bringing under Independent Testing regime. The self evaluation report is applicable in such cases also.
4. The application may be processed even when testing and manufacturing facilities are taken on lease. In each surveillance visit, validity of lease is to be checked by the inspecting officer carrying out surveillance inspections and reported in the inspection report.
5. Verification visit by Chartered Engineer will not be applicable in case of 'All India First Licence' for any product.
6. In exceptional situations not covered under the guidelines issued for implementing simplified procedure, matter may be referred with recommendations to DDGM through DDGRs.

B. RECEIPT OF APPLICATION & OTHER DOCUMENTS

7. Applicant shall be required to submit application as given in **Annex I** and a self evaluation-cum-verification report, as given in **Annex II** along with enclosures and a copy of test report not older than one month (see Note) covering all requirements according to the relevant ISS from a BIS recognized testing laboratory for the particular product together with the specified application fee. The list of such BIS recognized labs is available on the BIS website (www.bis.org.in).

Note: Specific cases of accepting test reports more than one month old shall be as per CMD guidelines for the particular product issued from time to time. Head (BOs) are authorized to accept Test Reports up to 45 days older with proper justification. (The date of reference for the purpose of counting 45 days shall be the date of submission of completed application in BIS). Cases of Test Reports older than 45 days, if pressed by applicant, may be sent to DDGRs for approval with proper justification of the firm for older Test Report and with comments and recommendations of the Head (BO) on the same.

8. **Licence Number Allotment** In order to facilitate applicant to make preparations like printing of labels and other preparatory actions required to commence production, the licence number may be allotted, blocked at the time of recording of application (not at the time of submission) itself for all products under mandatory certification and communicated to the applicant. For other products the licence number may be allotted at the time of application if requested by the applicant and communicated. An Undertaking-Cum-Indemnity Bond *on Rs. 100/- non-judicial stamp paper* shall be obtained from the applicants in the **format enclosed (Annex III)**.

9. An **undertaking** shall be obtained from the applicant on the letter-head that the licence if granted against the application No. xxxxxxxx may be cancelled by BIS if the verification samples (any sample including the long duration test samples) drawn during visit of the BIS officers prior to grant of licence **or** during surveillance visit immediately after grant of licence (if the verification was done by Chartered Engineer) fail to conform to the requirements of relevant Indian Standards. In case of failure of such samples, fresh licence shall be granted by BIS based on complete independent satisfactory TRs only (for all tests including long duration tests) and in that case samples shall also be drawn by BIS.

10. The Scheme of Testing and Inspection shall be sent to applicant immediately on receipt of application along with acknowledgement so that the applicant gets time to study the STI. The acceptance of STI shall be taken before or at the time of verification visit. In case of new product where the STI and Marking fee is to be finalized after preliminary inspection, this would be done only after verification visit.

Note: (i) Where applicant is using BIS Standard Marked Raw Material, the applicant shall not be required to furnish TR for such Raw Material.

(ii) On receipt of application with partial TR, Head (BO) may record the application & get the remaining test(s) done in lab of the applicant (also see item 31 for further details)

C. VERIFICATION VISIT BY BIS

11. BO shall scrutinize the application, self evaluation-cum-verification report and test report submitted by the Applicant. A factory visit shall be arranged within 15 days of the submission of application to verify capabilities of the organization with respect to Manufacturing and Testing facilities and Quality Assurance Personnel.

12. The process of association of the officer from CMD and Technical Department for the new product to be covered under certification should not in any case delay the processing of application. The BOs should plan the verification visit in consultation with the applicant and immediately communicate the proposed date of verification visit to CMD and Technical Department requesting to depute the relevant officer. Further, if no response is forthcoming from CMD/Technical Department or if any constraints in association of the officer is expressed which may lead to delay in processing of application, BO may go ahead with the verification visit and process the application as per the procedure.

13. The charges for verification visit is to be borne by applicant as Inspection Charges (Rs. 4000/- per day for the first day and Rs. 3000/- for subsequent days) and to be collected along with the application fee.

14. During verification visit, the **factory testing** may be carried out as much as possible. If during the factory testing the non-conformity is observed, the applicant may be advised to carry out improvement to be verified through another inspection and testing in factory in the requirement found failing (Special inspection charges to be paid by applicant). If the non conformity is found repeated, application may be processed for rejection and applicant advised to furnish fresh application along with copy of test report of improved quality product.

15. In case of discrepancies observed during verification visit, the applicant should be advised to complete the required action so that process of grant of licence is complete within 30 days. However, if the applicant requests for extension of time, the same may be taken in writing and clarified that delay in processing the application shall be on his account only. The total time for processing the application in such cases shall not exceed three months. In such cases if the independent test report from BIS Laboratory, (sample of which was drawn during verification visit) is received in the meantime and found failing, the application may be rejected and applicant advised to furnish fresh application along with copy of test report of improved quality sample later.

16 . On receipt of application with partial TR , Head (BO) may record the application and get the **remaining test(s) done in lab of the applicant** (see item 31 for further details).

17. The proforma of Verification by BIS Officer has been made part of the self evaluation cum verification report and is given in **Section B** of the enclosed report. In addition, proforma for acceptance of Scheme of Testing and Inspection has also been included in the self evaluation report. A copy of self evaluation cum verification report including these provisions is **enclosed (Annex II)**.

Sample drawl during Verification Visit for IT

18. During the verification visit paid by BIS, a sample of product from regular production shall be drawn for Independent Testing (outcome of this test report shall not be the basis for Grant of Licence). The testing charges of the sample to be drawn during verification visit shall be borne out of the marking fee to be paid by the licensee after grant of licence. That is, this sample would be treated as part of the factory samples drawn for surveillance. The testing charges shall be collected from the applicant and shall be adjusted in marking fee to be paid after grant of licence.

19. If the applicant has furnished the test reports of samples to cover number of varieties, only one variety of sample shall be drawn during verification visit taking into consideration the number of factory samples/market samples to be tested during operation of licence on the basis of which the marking fee is fixed.

20. If RM used is ISI marked

Where applicant is using BIS Standard Marked Raw Material, the applicant shall not be required to furnish test report of such Raw Material. However the use of BIS Standard Marked material shall be verified during verification visit and sample drawn for independent testing to be treated as Market Sample. No testing charges shall be collected for such ISI Marked Material sample.

If, however, sample of ISI marked raw material is drawn, it shall be treated as MS of the licensee who had produced that RM/Product. Therefore, before such RM sample is drawn, it shall be ensured by BO that not more than 2or3 MS had earlier been drawn during the year for that RM/Product licensee. If RM sample pertains to other BO, MS may be drawn in consultation with the concerned BO only. Testing charges for such samples shall not be charged from the firm.

21. If RM used is not ISI marked

During verification visit by BIS or surveillance by BIS (immediately after grant of licence) (when verification was done by other than BIS officer), Raw Material (RM) samples along with the main sample of product may not be drawn for independent testing. However, during subsequent surveillance visits, samples may be drawn as per requirement of the relevant Indian Standards or guidelines issued by CMD for the specific product, if any.

D. VERIFICATION VISIT BY CHARTERED ENGINEER/EX-BIS OFFICERS

22. The details as furnished by the applicant in the self evaluation-cum-verification report can also be verified by a Chartered Engineer of **concerned discipline**, except in case of All-India first product. Hence, the application may be processed for grant of licence without verification visit by BIS if the application is accompanied with all relevant documents including test report of the samples, self-evaluation-cum-verification report and verification certificate by Chartered Engineer. Parallel to verification by chartered engineers, verification by empanelled Ex-BIS officers is also permitted as an option to the applicants. However, the criteria of discipline would equally apply in the case of Ex-BIS officers.

23. The proforma of Verification by Chartered Engineer has been made part of the self evaluation cum verification report and is given in **Section C** of the enclosed report. In addition, proforma for acceptance of Scheme of Testing and Inspection has also been included in the self evaluation report. A copy of self evaluation cum verification report including these provisions is **enclosed**.

24. The following procedure for processing the application in case of verification by Chartered Engineer shall apply:--

- a) An applicant should be given an option to submit a certificate from a certified registered Chartered Engineer of concerned discipline certifying the installation and working of manufacturing machinery, test equipments (as per ISS), production process, competency of testing personnel and other details as per relevant Indian Standards as furnished by the applicant in the self evaluation-cum-verification report.
- b) On the basis of the certificate by Chartered Engineer, BIS shall grant the licence immediately on receipt of the application if all other documents like Sample test report are found satisfactory.
- c) In case the applicant is not able to submit verification certificate from the chartered engineer then the simplified procedure for grant of licence is to be

followed where verification visit would be done by BIS after furnishing of application by the firm.

- d) A surveillance visit shall be planned within one month after the grant of licence, where the licence has been granted based on Chartered Engineer's Verification Report.

25. Eligibility Criteria for Chartered Engineer has been laid down by Institution of Engineers at their site (www.ieindia.org) as "Any life Corporate Member of the Institution of Engineers (India) can designate himself as a Chartered Engineer (C Eng)". Reports from such Chartered Engineers may be accepted for processing applications. Similarly, reports from Engineer Members of other Institutions like Indian Institute of Chemical Engineers (www.iiche.org), The Institute of Electronics and Telecommunication Engineers (www.iete.org), Institute of Electrical and Electronic Engineers (www.ieee.org), Indian Institute of Metals (www.iim-india.com) and other similar institutions may also be accepted.

26. BO should also examine the availability of all pre-requisites for GOL and wherever found deficient should be brought to the notice of Chartered Engineer and get it complied and again got verified by Chartered Engineer.

27. If application for grant of licence is submitted along with verification report of Chartered Engineer, we may not take visit charges of Rs 4000/- as no visit then shall be made by BIS officer for verification at applicant stage. However, if verification report is not satisfactory and a visit by BIS officer becomes necessary, special inspection charges of Rs 4000/- may be collected.

E. TESTING LABORATORIES/TEST REPORTS INCLUDING PARTIAL TEST REPORTS/TESTING (FACTORY /FOR LONG DURATION TESTS)

28. For products having **no testing facilities in BIS recognized labs and the facilities are available only in BIS labs**, BIS labs shall accept the samples from the prospective applicants along with the testing charges and issue the test report to them. The applicant may thereafter furnish the application to BIS along with the test report of the sample issued by BIS lab. Such test reports issued by BIS labs may contain endorsement on each page as "For BIS Internal Use Only".

29. Where the testing charges of the products in BIS recognized labs are several times higher than those charged by BIS labs, BIS labs may accept samples of such products from prospective applicants and carry out the testing after collecting the testing charges as under:-

a) If the existing BIS testing charges are less than Rs. 5000/- - the testing charges shall be collected at double the rate.

b) Where the existing BIS testing charges are more than Rs. 5000/- - the testing charges shall be collected @ 1.5 times.

30. The test reports issued by the following laboratories shall be accepted for processing the applications:

- a) All BIS accredited labs
- b) Labs of CSIR, NPL, ICAR and other similar labs
- c) All labs under control of Central Govt. like NTH, RTC etc.
- d) All labs under control of State Govt. which are NABL accredited
- e) All Labs of National Level Institutions like IITs, National Metallurgical Institute etc.
- f) Labs of Department of Central Universities

g) Labs of National Institute of Technologies

Note : In case of BIS recognized labs if the specific product is not covered in the list of items for which the laboratory is approved but are similar to the products for which the lab is recognized, the test report of such lab may be accepted and DDGL informed to process inclusion of such products in the list of the particular laboratory.

31. The test reports issued by labs after 15 days of the date of issue of de-recognition/suspension of recognition circular shall not be accepted.

32. On receipt of application with partial test report, at the first instance, applicant should be advised to get the remaining test(s) done from the lab and submit complete test report expeditiously. If inability is shown by the laboratory, applicant must submit reasons for test reports not being complete and proper justification to the satisfaction of Head (BO) for not getting the specific test(s) done from outside approved laboratory. Based on the reasons/justification received, Head (BO) may record the application and **get the remaining test(s) done in the laboratory of the applicant** as per following procedure. Visits paid for such testing shall be chargeable as per BIS norms:-

- a) The factory testing for remaining tests will be carried out by BIS officer subject to:
 - i) Availability of complete testing facility in the lab of the applicant for the remaining tests to be done.
 - ii) Readiness of the firm to pay the visit charges.
 - iii) Availability of sufficient material for carrying out remaining tests/sampling for independent testing (same lot of which test reports were submitted along with the application and one fresh lot **or** two fresh lots).
- b) After compliance to a) above, BIS officer will pay visit for carrying out remaining tests. The remaining tests may be carried out on the same lot, if available (pertaining to which test reports have been submitted by the applicant with BIS) **or** fresh lot manufactured in the factory for getting the remaining tests done. Inspecting officer should satisfy himself w.r.t origin/traceability of the product before undertaking testing. Verification sample from different/second lot may also be drawn during visit, for independent testing for all tests (including remaining tests). Review on receipt of test reports may be done as per guidelines.
- c) In addition to factory testing during the visit, BIS officer shall also carry out verification as per guidelines and submit report as per annexure available in the Self Evaluation-cum-Verification Report. If such Report has already been submitted by the applicant along with the application (duly certified by Chartered Engineer) then opportunity may again be availed by the BIS Inspecting Officer to re-verify the same and submit verification report.

33. It is further clarified that Chartered Engineer is **not** permitted to carry out factory testing for the purpose of grant of licence.

34. For product characteristic requiring **testing time more than three months** (like keeping property tests in paints, carbon paper, insulating tapes, various types of inks etc) proof in the form of test reports from any laboratory, firm's own or outside, should be made available for such tests. Based on such test reports and after applicant complies with all other pre-requisites for grant of licence, application may be recorded by BO and processed for grant of licence as per

guidelines. Such relaxation shall be applicable to all products except for the products where specific guidelines otherwise have been issued by CMD.

35. The applicant should also simultaneously produce evidence that the long duration test in BIS approved laboratory is in progress and the laboratory shall be able to issue the Test Report (TR) within a definite time period (indicating date), which shall be made available by the firm to BIS. Case shall be reviewed by BO on receipt of such TR and if the sample is found not meeting the specified requirements, the licence shall be liable to be cancelled as per guidelines. An undertaking to this effect shall be obtained on firm's letter-head before Grant of Licence (GOL) and accordingly, a clause in the GOL letter shall also be added suitably. Follow-up w.r.t receipt of TR for long duration tests within the specified time period may also be done by BO, if required.

36. The testing time of the product is not relevant in submitting the application as the applicant should apply within one month of the receipt of test report from the BIS recognized laboratory. It is also clarified that the test report should cover all the requirements specified in the relevant Indian Standard including long term test, if any. However, in such cases requiring long term test and also raw material component tests, one month time should be counted from the date of the last test report furnished by the applicant.

37. All the raw materials, (except ISI marked raw materials), conformity of which have been specified as mandatory in the relevant Indian Standards, are required to be tested and test reports furnished by the applicant for processing the application.

38. Keeping in view the instances of forging of test reports by applicants, the authentication of the test reports may be checked. This sampling check may be within 10% at random. Special attention may be given to those test reports for the products where testing charges are substantially high & testing time is long.

39. There are certain ISS in which for a particular parameter, variation is checked vis-à-vis declared values. Applicants shall invariably declare parameters, wherever applicable at the time of submission of samples with laboratory for testing.

40. Record of such declared parameters shall be kept by the BO in related file for future reference. Firms may seek help of laboratory or concerned BIS Branch Office in case any clarification w.r.t declared parameters is required by them.

F. GRANT OF LICENCE, TIME NORMS & OTHER ACTIONS

41. Licence shall be granted by the Competent Authority after submission of the following:

- a) Application (**Annex 1**).
- b) Self Evaluation Report (**Annex II**).
- c) Verification of the Self Evaluation Report of the applicant by BIS or Chartered Engineer as contained in **Annex II**.
- d) Test report(s) submitted meets the criteria of the ISS applied for.

42. Process of grant of licence is expected to be completed within 30 days of submission of application in case verification visit is to be paid by BIS. In case discrepancies are observed during such visit and applicant requests for extension of time in writing, the total time for processing shall not exceed 3 months (see item 15 for details)

43. On the basis of the certificate of Chartered Engineer, BIS shall grant the licence immediately on receipt of application if all other documents like sample TR are found satisfactory.

44. The grant of licence letter shall include a clause stating that **licence was being granted subject to the condition** that if verification samples drawn by BIS prior to grant of licence (when verification visit was paid by BIS) or samples drawn by BIS during surveillance visit immediately after grant of licence (when verification visit was paid by Chartered Engineer) or sample submitted by the applicant/licensee for long duration tests fail to conform to the requirements of relevant Indian Standard in any requirement, the licence shall be liable to be cancelled.

G. POST GOL ACTIONS

45. A surveillance visit shall be planned within one month after the GOL, where the licence has been granted based on Chartered Engineer's verification report.

46. Review on Receipt of Test Report During verification visit by BIS or first surveillance visit by BIS immediately after grant of licence (in case verification visit was paid by Chartered Engineer), the sample(s) drawn should be got tested for all tests including long duration tests. (Testing charges for long duration tests, if not covered in the marking fee structure, shall be payable by the applicant/licensee). In case of failure of such samples, marking shall be stopped immediately and a notice for cancellation of licence shall be given. Decision on cancellation shall be taken on merit of the case. Subsequently, fresh licence shall be granted to the firm based on complete independent satisfactory TRs only (including long duration tests) and in such cases samples shall also be drawn by BIS as per old procedure.

47. Fresh Licence after Cancellation- If licence granted as per new simplified procedure is cancelled due to failure of verification samples, the fresh licences shall only be considered as per old procedure, i.e. sample will be drawn by BIS and licences granted upon passing of the sample and meeting other pre-requisites

48. After initiation of marking, market sample shall preferably be drawn within 3 months.

49. During other surveillance inspections, drawal of factory and market samples shall be as per normal operation of certification scheme.

H. INCLUSION

50. The simplified procedure shall be equally applicable for inclusion of varieties for which no additional visit will be required. Where additional manufacturing/testing facilities are required, these will be verified during subsequent surveillance visit. Licensee shall invariably declare parameters, wherever applicable at the time of submission of samples for testing and record of such declared parameters shall be kept by BO in related file.

Form 1
[See Regulation 3]
BUREAU OF INDIAN STANDARDS
Product Certification Scheme

APPLICATION FOR LICENCE TO USE THE STANDRD MARK

Full name of individual or firm

OFFICE	Address	<input type="text"/>	Tel.	<input type="text"/>
			Fax.	<input type="text"/>
	City District State Country Pin		Email	<input type="text"/>

FACTORY	Address	<input type="text"/>	Tel.	<input type="text"/>
			Fax.	<input type="text"/>
	City District State Country Pin		Email	<input type="text"/>

MANAGEMENT	Top Management Name	Designation	Technical Management Name	Designation
	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	
CONTACT PERSON & TEL. NO.	<input type="text"/>			

CORRESPONDENCE ADDRESS

Office

SCALE

Large

SECTOR

Public

This application is being made to use the BIS Standard Mark on:

PRODUCT

[Empty box for product description]

INDIAN STANDARD

IS :
Part :
Sec :

GRADE/TYPE/
CLASS

[Empty box for Indian Standard details]

PRESENT
INSTALLED
CAPACITY
(Production per annum)

Units of Production

Quantity

Value (Rs.)

[Empty box for Units of Production]

[Empty box for Quantity]

[Empty box for Value (Rs.)]

DETAILS OF PREVIOUS
CANCELLATION/CONVICTIONS
IF ANY UNDER BIS ACT

[Empty box for details of previous cancellations/convictions]

SEAL OF FIRM

[Empty box for seal of firm]

Signature

Name

Designation

Date of application

- Important: Representative.
1. Application should be signed by CEO of the firm, or in his absence by authorized representative.
 2. Application from Foreign Manufacturers should be countersigned by Authorized Indian Representative.
 3. Please inform whether you are holding BIS licence(s) for any product(s).

ANNEX II

SECTION A

BUREAU OF INDIAN STANDARDS (*SELF EVALUATION-CUM-VERIFICATION REPORT*)

SECTION A (To be filled by the Applicant neatly. No overwriting shall be done. Every page is to be signed and any cutting/correction shall be countersigned by the Applicant)

1. GENERAL INFORMATION

- a) Applicant's Name
- b) Person(s) to be contacted during inspection:
- c) BIS Licences, if any, held by the applicant

2. RAW MATERIALS

a) Raw Materials Used (Separate sheet, duly authenticated, may also be used, if required):

Sl. No	Raw Material	Name of Supplier	With or Without BIS Certification mark	Test Certificate of the Supplier	How Received Batches / Lots Nature of Package

- b) Arrangement for testing as received
- c) Methods of disposal of sub-standard raw materials
- d) Record of tests with proforma of records

3. MANUFACTURE

3.1 Machinery & Equipment (Separate sheet, duly authenticated, may also be used, if required)

(Every column to be filled up)

Sl. No.	Machinery	Make	Capacity	Number	Remarks

I hereby declare that the machinery of which details are given above is owned by me and are actually installed in the premises.

I also declare that in case of grant of licence, I will send prior intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

3.2 Process & Production

- a) Description of the process from raw material to finished product stage ready for dispatch (enclose process flow chart)
- b) Intermediate manufacturing steps where control is exercised with records maintained
- c) Method(s) of disposal of sub-standard products (intermediate or finished)
- d) Units of production
- e) Production per day or per shift
- f) Enclose hand drawn layout plan of the factory

4. PACKING AND MARKING

- a) Nature of packing
- b) Quantity per package
- c) Marking on article
- d) Method of marking (printing, Stenciling, embossing etc)
- e) Form of label(s), if any (enclose one set)
- f) Batch or Code numbering for identification
- g) In what manner marking differs from the provisions in the Indian Standard Specification

5. LABORATORY AND INSPECTION

(Separate sheet, duly authenticated, may also be used, if required)

a) Equipment, chemicals and other facilities for complete specification testing

(Every column to be filled up)

Sl. No.	Test Equipment/Chemicals and Identification Numbers (Where applicable)	Least Count & Range (Where applicable)	Valid Calibration (Where required) Yes/No	Tests Used in with Clause Reference	Remarks (Indicate number of Equipment)

I hereby declare that the test equipments of which details are given above are owned by me and are actually installed in the premises.

I also declare that in case of grant of licence, I will send intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

b) Details of Quality Control Staff:

Sl. No.	Name of Person	Designation	Qualification	Experience

c) Records maintained in laboratory for routine tests:

Sl. No	Requirement/Characteristic	Specified Value	Observed Value

d) Stage of processing where laboratory reports are made available

e) Sampling and testing of end products

6. OTHER INFORMATION

a) List of dealers and main buyers shall be provided after Grant of Licence and any change shall be intimated to BIS

b) Storage facilities

c) Hygienic conditions (in case of food products, give complete note as per relevant hygienic code)

d) DECLARATION AND ACCEPTANCES:

1. Marking fee rate

(The details of marking fee are available on BIS Website. The acceptance of marking fee is mandatory for grant of licence)

ACCEPTANCE OF RATE OF MARKING FEE

We hereby agree to pay marking fee to Bureau of Indian Standards after grant of licence to use the Standard Mark on

.....
according to IS..... at the following rates and in the manner stipulated as under:

- i) Rate of marking fee:
 - ii) The marking fee is payable as follows:
 - a) Minimum marking fee for one operative year payable in advance which will be carried over to next renewal(s).
 - b) Actual marking fee for the first nine months of the operative period calculated on the unit rate on the production marked or the minimum fee whichever is higher shall be payable to BIS at the time of the first renewal of the licence . For subsequent renewals, the actual marking fee for 12 months period consisting of last three months of previous operative year and the first nine months of the current operative year or the minimum fee whichever is higher, shall be payable.

2. Scheme of testing and inspection (STI)

(The relevant STI is available on BIS Website. The acceptance of STI is mandatory for grant of licence)

ACCEPTANCE OF SCHEME OF TESTING AND INSPECTION

This is with reference to your letter No. dated

We hereby agree that after a license is granted to us for
..... as per IS:
we shall follow the Scheme of Testing and Inspection (Doc: STI.. ..)
strictly and maintain all records properly.

Signature:
Name:
Designation:
Seal:

Place:

Date:

3. Brand Name(s)

**DECLARATION OF BRAND NAME/
TRADE MARK PROPOSED TO BE COVERED UNDER CERTIFICATION**

a) Brand Names/Trademark(s) being used:

Brand Names/Trademark(s) which would be marked on the product bearing the BIS Standard Mark (Give actual design depiction of the Brand Name/Trade Mark(s))	Owned by self or others	Registered/Unregistered	Date of Registration/Introduction
a)			
b)			
c)			
d)			

c). Other Brand Names/Trademark(s) used for the same product marketed without BIS Standard Mark. Give reasons.

d). In case Brand Names/Trademark(s) of any other party/manufacturer is being used for purposes of the above, give the design depiction of the Brand Names/Trademark(s) and copy of the agreement authorizing the use of the same.

e). I/We undertake to inform BIS in advance as and when we propose to use any other Brand Names/ Trademark(s) in conjunction with the operation of the BIS Certification Scheme.

f). I/We also undertake that, as far as possible, the entire production which conforms to the specification shall be marked with the BIS Mark, irrespective of the Brand Names/Trademark(s) used.

g). I/We understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any Brand Name or Trade Mark, that this is not in anyway be interpreted to mean that BIS has permitted/approved the use of the Brand Names and Trade Marks listed above, and that the responsibility is entirely mine/ours.

4. Any other declaration/undertaking

5. The intended manner of putting Standard Mark

DECLARATION

The information given in this report are true to the best of my knowledge and belief. I further declare that the sample(s) for which the test report(s) are enclosed have been manufactured in my factory premises at the address mentioned in the application. I shall be responsible if any misleading information has been given in this report and the application shall be liable for rejection if wrong information has been given. If the licence is granted on the basis of information which is found to be incorrect later, the licence shall be liable for cancellation.

Date:

Place:
(Signature)

Name & Designation

VERIFICATION BY BIS INSPECTING OFFICER

(if verified by BIS)

SECTION B

(The Inspecting Officer(s) in this Section shall give technical comments on manufacturing capability, in process controls, competency of testing personnel and testing capability. Any discrepancy observed during verification at factory shall be highlighted. Separate sheet may be used, if required)

Date of verification:

Persons Contacted:

1. Factory Testing: Test results for the possible tests done on sample(s) tested in the factory during the day(s) of inspection (enclose Test Report in the format given below):

Product detail:

IS No. with applicable amendments:

Sr. No.	<u>Requirements</u> (with Clause Ref.)	<u>Specified Value</u>	<u>Observed Value</u>	Remarks

REMARKS:

2. Details of sample drawn (attach separate sheet, if required)

	Sample 1	Sample 2	Sample 3	Sample 4, etc.
Description of sample drawn				
Sample code				
Lab sent				
Nature of tests (Chem./ Mech/ Elect)				
Remarks				

(Note: The above list is illustrative (10))

3. CONCLUSION

		Observation of the IO
Manufacturing Facilities	<i>Complete/ Not complete</i>	
Testing Facilities <i>deficiencies,</i>	<i>Complete/ Not complete (give details of if any as per IS)</i>	
Quality Control In charge <i>competent</i>	<i>Competent / Not</i>	
STI (Latest) <i>acceptance)</i>	<i>Accepted/ Not Accepted (If yes, enclose</i>	
Marking Fee	<i>Accepted/ Not Accepted</i>	

4. COMMENTS and RECOMMENDATIONS

5. POINTS FOR ACTION

Signature
Name
Designation
Date

List of Enclosures:

- i) Factory Test Report
- ii) Test Request
- iii) Discrepancy/ Variation Report
- iv) Acceptance of STI
- v)
- vi)

VERIFICATION BY CHARTERED ENGINEER

(if verified by Chartered Engineer)

SECTION C

Date of verification:

Persons Contacted:

1. This is to certify that the information contained in Self Evaluation Report (as enclosed) _____ furnished _____ by M/s _____ (give complete factory address) has been verified by me and found in order. The following parameters have specifically been examined and my observations are given below:

		Observation of the Chartered Engineer
Manufacturing Facilities	<i>Complete/ Not complete</i>	
Testing Facilities	<i>Complete/ Not complete (give details of deficiencies, as per relevant ISS, if any)</i>	
Production Process (flow chart)	<i>As declared/Not as per declaration</i>	
Quality Control In charge	<i>Competent / Not competent</i>	
STI (Latest)	<i>Accepted/ Not Accepted (If yes, enclose acceptance)</i>	
Marking Fee	<i>Accepted/ Not Accepted</i>	

2. OBSERVATIONS ON TEST REPORT(S)

i) Test Report details:

Sl. No.	Description of the sample(s) (Product/Raw Materials)	Indian Standard Specification (ISS) (with amendment numbers)	Name of the laboratory	Test Report Number with date	All applicable tests have been carried out as per ISS (Yes/No) (if no, give details)	Sample passes in the requirements tested as per ISS (Yes/No) (if no, give details)

- ii) All the samples tested (the details of which are given above) conform to all the requirements of related Indian Standards: **YES/NO**
(If no, give details)

3. COMMENTS and RECOMMENDATIONS

4. POINTS FOR ACTION, if any

Signature
Name
Registration No.
Seal
Date

Note:

1. Each page of the Self Evaluation Report shall be verified and signed by the Chartered Engineer.
2. A copy of registration certificate of the Chartered Engineer shall be enclosed with the verification report.
3. Each page of all the test reports enclosed with the application shall be certified by the Chartered Engineer.

DOCUMENTS AND INFORMATION TO BE SUBMITTED ALONG WITH THE APPLICATION FOR GRANT OF LICENCE UNDER PRODUCT CERTIFICATION SCHEME OF BIS

1. Self Evaluation -cum- Verification Report (as enclosed).
2. Copy of test report(s), duly authenticated, from independent BIS recognized laboratory indicating conformance of the product to relevant Indian Standard(s). It shall not be more than one month old.
3. Document authenticating establishment of the firm, such as Registration by Company Registrar or State Authority or Memorandum of Article in case Applicant Firm is a Limited Company or Partnership Deed in case the applicant firm is under Partnership.
4. Certificate from concerned regulatory agencies like Central Insecticide Board (CIB), Chief Controller of Explosive (CCE) and Drug Controller etc., as applicable.
5. SSI Certificate in case firm is a small scale unit (if concession in Marking Fee is required).
6. Drawing of the product (as applicable).
7. Pay Order/Demand Draft in favour of Bureau of Indian Standards payable at New Delhi for:
 - a) Rs. 1000/= + Taxes, as applicable (Application Fee)
 - b) Rs. 4000/= + Taxes, as applicable (Preliminary Inspection Charges).
8. Undertaking and Indemnity Bond on non-judicial stamp paper of the value of Rs. 100/- along with the application with a request for blocking licence number. Specimen of the undertaking/bond is enclosed. Furnishing of such undertaking-cum-Indemnity Bond by the Proprietor/Partner of the firm is a must for the products under mandatory certification. List of products under mandatory certification is available on BIS web site.

NOTES:

- Application to be submitted in duplicate duly stamped and signed by proprietor / partner / MD / authorized signatory of the firm indicating name & designation.
- Clearly indicate product variety to be covered (type/grade/declared parameters etc. and related ISS).
- In case of shifting of manufacturing premises, BIS shall be informed.
- Mention complete office and factory address.

- Give details of previous application for this product if applied earlier. State whether application was closed / rejected with reason.
- Give details of licence held earlier if any. State whether licence was cancelled / expired with reason.
- Give details of any legal case filed by BIS if any. State whether convicted by Court at any time in such cases.
- All Visits/Inspections till grant of licence are chargeable @ Rs 3000 per day per person (except Preliminary Inspection for which Rs. 4000/= are chargeable).
- Testing charges of sample(s) are to be paid at the time of drawal of sample.
- Submit undertaking with respect to acceptance of Scheme of Testing and Inspection at the time of Verification Visit.
- The application is liable to be rejected, if the information submitted by you along with your application is found to be incorrect.
- If the documents are in language other than English/Hindi, a translation in English/ Hindi should be provided.

SPECIMEN OF UNDERTAKING -CUM-INDEMNITY BOND

(to be submitted on Rs. 100/-non-judicial stamp paper)

UNDERTAKING-CUM-INDEMNITY BOND

Undertaking-cum-Indemnity Bond of Shri/Smt _____S/o/W/o_____

R/o_____.

I, the above named deponent do hereby solemnly affirm and declare as under:

1. That I am competent to swear this bond.
2. That the blocking of licence number shall not confer any right on me or it would not give any assurance/guarantee that I would be granted licence.
3. That the blocking of licence number would be further subject to the provisions of BIS (Certification) Regulations, 1988 and other conditions as may be imposed by BIS.
4. That in the event the licence is not granted to me on account of any reason, then this blocked licence number would not be allotted to me and BIS shall have right to allot the same to other applicant.
5. That the blocking of this licence number would not confer any right or claim whatsoever that this number would be my licence number in future.
6. That I shall not use this number with respect to any product/processes in any manner whatsoever before grant of licence.
7. That any expenditure incurred by me on account of blocking this licence number, the same shall be at my cost and risk and BIS shall have no liability whatsoever in this regard.
8. That in case any dispute arising out of the above blocking of this licence number between myself and/or BIS, and/or third party, any liability /expenses etc. incurred by BIS , I shall indemnify BIS for the same.

DEPONENT

VERIFICATION

Verified at _____ on this the _____ day of _____ 2006,
that all the contents of this bond are true to the best of my knowledge and belief and no material has been concealed therein.

DEPONENT

SPECIMEN OF REQUEST LETTER FOR ALLOTING/BLOCKING LICENCE NUMBER

Reference No. :
Subject: Allotment or Blocking of Licence Number

Dated:

To

Bureau of Indian Standards
(to Head of related Branch Office of BIS)

Dear Sir/Madam,

I request you to kindly allot/block the BIS Certification Marks Licence Number while recording my application being submitted for grant of licence for(mention product) as per IS.....

The required undertaking-cum-Indemnity Bond is attached herewith for your records.

Thanking You,

Yours faithfully

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