



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

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SPEED POST/E-mail/BIS Website

Our Ref: **MDD-III/G-3.25(a)**

04- 10-2012

All Licences of MDD-III

Dear Sir(s),

It has been seen during the various inspections that the complete information is not provided to BIS officers or BIS approved agency auditor during various inspections. You are, therefore, advised to incorporate the following system in your factory so that the information in the following lines could be provided to the visiting BIS inspecting officer or BIS approved agency auditors:

1. You must show correspondence file for correspondence with BIS related to your licence including the copy of previous Deviation/Variation report, compliance report, its reply and proof of delivery of the sample sealed during the previous visit.
2. Your reply to DVR and compliance Report should always be point-wise attending to all issues indicated in DVR/Compliance report.
3. Very frequently, it is seen that your Quality control In-charge/Personnel or Lab In-charge is absent. You must inform BIS, MDD-III about his absence, if known in advance besides maintaining leave record in the factory. You must advise your Quality control In-charge/Personnel or Lab In-charge to keep yourself informed about his absence either in writing or verbally on phone so that his absence could be communicated to us for the same atleast by 1100 h to MDD-III for his absence through e-mail on that day. **Absence to be promptly confirmed to MDD-III through e-mail so that these infructuous visits could be avoided and the performance of the licence could be assessed properly.** Else, it would be considered that you are hiding the facts about the availability of your Quality control In-charge/Personnel or Lab In-charge.
4. Attendance record of Quality control In-charge/Personnel or Lab In-charge to be maintained and shown to the visiting inspecting officer. |
5. Raw-material test records to be maintained and shown even though the requirement has been checked visually with quantity received, quantity accepted for use and quantity rejected with its manner of disposal. Each raw-material records should also indicate the consignment no., co-relating with their purchase and lot number/reference number of product where used.

6. Production records/test records should also be maintained giving co-relation with the raw material used, its consignment no. and quantity consumed.
7. Test result variation for various measurable parameters for each size/variety to be calculated and recorded at the end of every month production for ease of verification by BIS Inspection officer.
8. Requirement got tested from OSL must also be recorded in your raw-material test records/finish records as applicable.
9. Calibration of testing equipments to be ensured to be carried out within the stipulated period and the consolidated records should also be maintained for future reference.
10. You must adhere to the time norms given for reply to DVR in order to expedite your reply you are advised to send your reply through e-mail at e-mail address mdd3@bis.org.in
11. In order to streamline your production record with your renewals, you are advised to provide the information during inspections for production from first of every month when renewal fall on last date of the month and in case your licence is valid upto 15th of the month, production details to be given from 16th of that month. This will help us in comparing your statement given during the inspection with that of renewal application.
12. Further detail of production to be given brand wise month wise. You must ensure providing correct information else your licence is liable to be put under deferment at the time of renewal.
13. In case you are small scale manufacturing unit, supporting certificate as valid on the day of renewal to be submitted with renewal application and marking fee. The units other than non-conforming area proper certificate from Department of Industries must be submitted else your unit shall be considered as large scale unit and accordingly fee shall be charged as per large scale unit for considering your renewal in future. Failing which your renewal of licence is likely to be deferred for want of incomplete payment of marking fee.

Thanking you,

Yours faithfully,

(Rakesh Chander)
Sc-F&Head(MDD-III)