

# **BUREAU OF INDIAN STANDARDS**

## **(CENTRAL MARKS DEPARTMENT - I)**

**Our Ref: CMD-I/2:12:5**

**08 August 2018**

**Subject: Guidelines for coding and retesting of sample(s) for the conformity assessment Scheme – I of Schedule – II of BIS (Conformity Assessment) Regulations, 2018**

These guidelines stipulate the procedure for coding of sample drawn by certification officers and retesting of those samples or counter samples. These are to be read in conjunction with BIS Act 2016, BIS Rules 2018 and BIS (Conformity Assessment) Regulations 2018. In particular, the provision for drawal of samples are addressed in subparagraph 6 of paragraph 3 of Scheme-I of Schedule-II of BIS (Conformity Assessment) Regulations, 2018.

### **Coding of Samples:**

1. The sample(s) drawn by the certification officers may be coded in the following manner:

Branch Office/Employee No./Sample drawl date/Type of sample/Serial number

2. Branch Office refers to jurisdiction under which manufacturer is located.
3. Date of drawl of sample in the format YYYYMMDD.
4. Type of samples:

Applicant sample (option 1)	AS
Applicant sample (option 2)	VS
Complaint sample	CP
Change of scope sample	IN
Market sample	MS
Factory sample	FS (operative licence sample)
Counter sample	CS
Revocation of suspension sample	RM
Enforcement sample	ES
5. Serial number is sequential number of the test request finalized by employee no on that date.
6. For enforcement operations sample, employee no. of enforcement team leader to be used

### **Retesting of Sample or Counter Sample:**

7. Head BOs may also allow testing of counter samples when the original sample is damaged or lost in transit due to bonafide reasons. No additional charge for such samples be levied.
8. When any sample drawn is found non-conforming in a third party laboratory testing, the firm may challenge the test results and submit justification in this regard. Firm

may request for the testing of counter sample or the testing on remnants of sample, if feasible.

- 9.** Head BO may allow all such reasonable requests. However, in case of refusal of such requests, the matter shall be decided by Head of the Region.
- 10.** The testing charges for retesting of the remnants or counter sample at the request of firm shall be twice the rates charged for normal testing and shall be borne by firm.
- 11.** For witnessing the test(s), a separate charge of rupees ten thousand per day, cost of travel, boarding and lodging for the BIS official to witness the testing shall be payable by the firm. The concerned officer incharge and QA officer shall also be personally remain present and witness such testing either in BIS laboratory or in OSLs.
- 12.** In case, the firm requests for retesting of only non-conforming requirements:
  - a) For testing on remnants of already tested sample: testing of other parameters may be foregone by BO, if felt technically appropriate
  - b) For testing on counter sample: testing of other interrelated parameters shall not be foregone, such decisions to be taken by BO based on the nature of the product