

**AMENDMENT No. 1 JULY 2005 TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION 2004**

**[Annex 9, Page 96, clause 1.1(a)] – substitute “seven days” by “preferably the same day and in no case later than 3 days”**

**[Annex 9, Page 96, clause 1.1(d), line 1] – substitute “CAD” by “SP&CAD”.**

**[Annex 9, Page 96, clause 1.2, line 1] – substitute “CAD” by “SP & CAD”.**

**[Annex 9, Page 96, clause 2.2] – substitute the existing text:**

**“Complainant end investigation shall be completed by the concerned BO within 7 days of registration of the complaint. Licensee end investigation shall be completed by the concerned BO within 7 days of receipt of complainant end investigation report”.**

***Page 99 of 154, clause 3.2)* – substitute the existing text:**

**“If necessary, ADG may re-open any complaint which has been closed for actions as considered necessary. Efforts shall be made to complete all actions on the complaints within a period of one month of their receipt. Where testing of complaint sample is involved, efforts shall be made by BO who has drawn the sample under complaint to get the same tested on priority and within a maximum period of one month. Sample under complaint can be tested only for the requirements against which it has been reported to be deficient /failing.**

**In case the complaint sample takes more than one month of testing, approval of concerned DDGR may be taken in such cases.**

**SP & CAD shall put up all complaints pending for more than one month to ADG/DG for review and direction every month”.**

**AMENDMENT NO.2 DECEMBER 2005 TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION 2004**

Clause No	Existing Matter	Amendment
Clause 1.8.2, Page 10	New Clause	– Insert the following new clause 1.8.2 : <b><i>“1.8.2 In case of First application of a product on All India basis, an officer from CMD or any other department may also be associated in Preliminary Inspection, preparation of proper STI, proposals for any specific Certification related issues. Concerned RO/BO in such cases shall send a proposal to DDGM for deputing an officer.”</i></b>
Existing clause 1.8.2, Page 10	Renumber existing clause	<b><i>Renumber existing clause 1.8.2 as 1.8.3</i></b>
Clause 3.8.1, Page 41	Samples of certified products should be purchased from market or procured from organized consumers since the tests on market samples give additional evidence whether the BIS Certification Scheme is operating satisfactorily or otherwise. It shall be the responsibility of the concerned BO, to make arrangements for the purchase of market samples. As far as possible, a list of regular retailers/consumers of the product should be maintained by the BO, which would help in obtaining the market samples in a regular manner. In case, it is not possible to keep the list, action should be initiated immediately after carrying out the surveillance visit. Where products are made against specific order, sample from consumer end may not be available. In such cases opinion of the consumer must be obtained	Replace the last sentence with the following text : <b><i>“For procurement of market samples of such products which are not available openly in the market such as ACSR, heavy duty cables etc. BOs can write to organized purchasers like DGS&amp;D, Electricity Boards etc. to place order for additional quantity required by BIS as market sample and which on receipt by them could be forwarded to concerned branch office as market sample. Branch offices, of course, shall pay the cost of the market samples to the organization against sample so received. Where it is not possible to draw the Market Sample, opinion of the consumer must be obtained.”</i></b>

<b>Clause 3.8.1.4, Page 42</b>	New clause	Insert the following new clause 3.8.1.4 : <b><i>“3.8.1.4 For the purchase of market samples, arrangements can even be made with reputed NGOs, consumer organizations and State Govt. departments who could assist them in purchase of market samples.”</i></b>
<b>Clause 3.8.2.2 &amp; 3.8.2.3, Page 42 –</b>	New Clauses	Insert the following new clauses 3.8.2.2. and 3.8.2.3 <b><i>3.8.2.2 “At least two market samples must be drawn against each licence. In many of the sensitive products where production volumes are very high, only one or two market samples may not reflect the true picture of the quality of the product. Keeping in view that licensee also pays on unit rate basis for higher production volumes, more market samples shall be drawn in such cases corresponding to the production and their number may be decided by Dealing Officer in consultation with the Branch Head”.</i></b> <b><i>3.8.2.3 “It has also been observed during the past that there is a tendency to meet the targets of market samples at the fag end of the year. As per the principles of certification, market samples need to be tested out of the recent production of licensee so that reports are available in time and immediate corrective actions are advised to the licensee wherever required. It is, therefore desired that drawl of market samples should be equally spread over the year and as far as possible, out of latest batches of production.”</i></b>

Clause 3.12.10, Page 56	Suspension of licence	Insert the following at the end of the clause: <b><i>“The marking fee shall be payable during suspension of licence.”</i></b>
Annex II, Page 79, Row 1 g), Col. 3 –	New Sentence	Insert the following sentence after the second sentence : <b><i>“Approval of DDGM for testing in applicant’s factory for licence to be granted by DDGM.”</i></b>
Annex II, Page 81, Row 2 f), Col. 3 Action arising out of Unsatisfactory performance / Failure of samples	However before issuing Stop Marking, Group Leader shall take concurrence of Head BO.	<b><i>However before issuing Stop Marking, Group Leader shall take prior approval of Head of BO.</i></b>

Page 128-CMD/PF 604 Oct 1998- Sl. No. 9 at Page 130 Report of Performance	Authentication by Chartered Accountant or by the Manufacturer by giving an Affidavit/Undertaking (Amendment No 2) (Amendment No. 1)	Delete <b><i>“or by the manufacturer by giving an affidavit / undertaking.”</i></b>
Annex 18, Page 138, A-2	A-2 Preliminary Factory Evaluation Charges Rs.  4000/	Substitute the following for the existing matter : <b><i>“A-2 Preliminary Factory Evaluation Charges - Rs. 4000/-“</i></b> <b>[Note - Where an officer from HQ/ any other BO is required to be associated for inspection (see clause 1.8.2), the preliminary factory evaluation charges shall be Rs. 8000/-]</b>



**AMENDMENT NO. 3, MARCH 2006  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION 2004  
(Fifth Revision) (November 2004)**

Clause No.	Existing Matter	Amendment
3.8.1.4(also see Amendment No.2)	“3.8.1.4 For the purchase of market samples, arrangements can even be made with reputed NGOs, Consumer Organizations and State Govt. Departments who could assist them in purchase of market samples.”	Add following text at the end of the Clause 3.8.1.4 :  “The expertise and human resource available with Engineering Colleges including IITs & RECs in the form of students and faculties should be utilized in the surveillance activities as well as procurement of market samples.”
3.8.2.2 (also see Amendment No.2)	First sentence: “At least two market samples must be drawn against each licence.”	Replace first sentence with the following text:  “At least four market samples shall be drawn against each Packaged Drinking Water licence and two market samples for other licences except for bulky products.”
1.8.3 (also see Amendment No.2)	-	Re-number existing clause 1.8.3 as 1.8.4
1.8.3 (also see Amendment No.2)	New Clause	Insert the following new Clause, 1.8.3 :  “1.8.3 For processing applications in BOs where there is lot of pendency, DDGRs may depute officers from other BOs and TA/DA expenditure may be debited to Head Quarter. Such proposals may be sent to DDGM, if required.”
3.13.3	New Clause	Insert the following as new Clause, 3.13.3: “3.13.3 Wide publicity shall be given for the expired/cancelled licences through local newspapers in addition to BIS website for the benefit of consumers.”
Annexure 21, Page 143	Existing Clause No.3, 3.1 and 3.2	Re-number existing Clause 3 as Clause 4, Clause 3.1 as Clause 4.1 and Clause 3.2 as Clause 4.2.

Annexure 21, Page 143	New Clause	Insert the following as new Clause 3:  “3. A Show-cause notice shall be given in the case of products under mandatory certification as stoppage of marking in such products would lead to closure of factory.”
Annexure 22, Page 144	Re-name Existing Note (below the table)	Re-name existing “Note” as “Note 1”.
Annexure 22, Page 144	New addition under “Note 1”	Add “Note 2” below existing “Note 1”:  “Note 2: A Show-cause notice shall be given in the case of Food Products under mandatory certification as stoppage of marking in such products would lead to closure of factory.”
3.12.8 (a)	Last line: “may be deferred for not more than one month after which the licence shall expire.”	Replace last line with the following text:  “may be deferred for not more than three months after which the licence shall expire.”
3.12.10 (also see Amendment No.2)	Last line “The marking fee shall be payable during suspension of licence.”	Add following text at the end of last line:  “Although, no specific time limit has been provided in the Regulations for suspension of licence, it may be taken as maximum one year.”

**AMENDMENT NO. 4, APRIL 2006 TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

<b>Clause No.</b>	<b>Existing Matter</b>	<b>Amendment</b>
6.1.5 (Section VI)	New Clause	Add the following as new clause: “6.1.5-ROs/BOs may outsource the work for updation of annual accounts to Chartered Accountants as per time schedule circulated by the Finance Department.”
3.12.11.1.1 (Section III)	New Clause	Add the following as new clause: “3.12.11.1.1- Inclusion of new varieties in the existing licence may be agreed without testing if : a) the performance of the licence is satisfactory for the last two years. b) no failure has been observed during the period. c) there is no requirement of additional manufacturing or testing facilities. d) the product is similar to the product already covered in the licence. e) test report from approved OSL for the new variety is furnished.  Soon after inclusion, FS/MS to be drawn for evaluation of conformance.”
2.10.4 (Section II)	“2.10.4 Marking of Licence Number- Irrespective of whether the manufacturer’s name or the Brand is appearing on the product, the Licence Number shall invariably be marked on the product/package along with other markings’.	Modify clause 2.10.4 as under:  “2.10.4: Marking of Licence Number and Manufacturer’s Name- Irrespective of whether the brand name is appearing on the product, the licence number shall invariably be marked on the product/package along with other markings. It shall also be necessary to mark manufacturer’s name on the product which shall also be included in relevant STI where such provision is not provided”.
2.8.7.3.1 (Section II)	New Clause	Add the following as new clause: “2.8.7.3.1- After scanning the BIS intranet, the inspecting officer shall

		invariably endorse the test request as ‘Status Report verified as on ..... (date may be given)’, before sending the samples to concerned laboratory. If this endorsement is available, sample shall not be returned by CL or any other BIS laboratory.”
3.7.1(Section II)	New Clause	Add the following as new clause: “(i) Check latest status of testing of samples in various laboratories of BIS for the related product/ISS to ensure dispatch of samples to right laboratory in the first instance for expeditious testing.”
3.7.2 (Section II)	---	Add following text after “---- independent testing.” in the sixth line of clause 3.7.2 (g):  “After scanning the BIS intranet, the inspecting officer shall invariably endorse the test request as ‘Status Report verified as on ..... (date may be given)’, before sending the samples to concerned laboratory. If this endorsement is available, sample shall not be returned by CL or any other BIS laboratory.”
2.9.5(Section II)	First sentence: “ In case, the samples sent to BIS or other ----- after obtaining prior approval from DDGR”	Replace the first sentence with the following:  “ In case, the samples sent to BIS or other recognized laboratories for independent testing are likely to be held up inordinately and when grant of licence is required to be considered urgently in view of public interest, like products required with BIS Standard Mark to meet the requirements of Projects being undertaken for Public and where the availability of such Standard Marked material is inadequate etc, the samples may be tested in the laboratory of the applicant provided complete testing facilities exist, after obtaining prior approval from DDGR.”

**AMENDMENT NO.5, SEPTEMBER 2006 TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

<b>Clause No.</b>	<b>Existing Matter</b>	<b>Amendment</b>
2.2.2.1.6 ( renumber existing Clause 2.2.2.1.6 as 2.2.2.1.7 )	New Clause	Add the following as new clause: “2.2.2.1.6 – In the cases where BIS Standard Mark is misused in a particular application/licence and party has several other applications/ licences, legal action as per BIS Act/Rules/ Regulations may proceed in respect of that particular application/licence only (see Enforcement Manual). The case may be forwarded to HQs in respect of processing of other applications and operation of other licences along with the recommendations. CMD will put up the same through DDGM/ADG to DG for specific orders on case to case basis considering the merit of the case.”
4.7.2 ( renumber existing Clause 4.7.2 as 4.7.3 )	New Clause	Add the following as new clause: “4.7.2 – In the cases where BIS Standard Mark is misused in a particular application/licence and party has several other applications/ licences, legal action as per BIS Act/Rules/ Regulations may proceed in respect of

		that particular application/licence only (see Enforcement Manual). The case may be forwarded to HQs in respect of processing of other applications and operation of other licences along with the recommendations. CMD will put up the same through DDGM/ADG to DG for specific orders on case to case basis considering the merit of the case.”
(*)3.12.9.2	Existing text:  “ 3.12.9.2 : In cases of cancellation/non renewal due to misuse of Standard Mark, DDGR/BO issuing the cancellation/non renewal order should state in the order the minimum waiting period between six to twelve months from date of cancellation/non-renewal before a fresh application can be made.”	Replace the existing text with the following text:  “3.12.9.2: In cases of cancellation/non-renewal due to misuse of Standard Mark, DDGR/BO issuing the cancellation/non-renewal order state in the order the waiting/cooling period. This period may be upto one year depending on gravity of misuse. This will enable Competent Authority to impose shorter cooling period in cases of genuine error/unintentional misuse.”

**(\*) Justification for waiving-off cooling period:** The cooling period specified in BIS Regulations is applicable in cases where there is conviction for misuse under Section 33 of BIS Act. Section (1A) of the Regulations stipulates that “where the application for a licence is made by a person, who has been convicted under section 33 of the Act, he shall not be eligible to apply for a period of six months from the date of such conviction. The period of disqualification shall be determined by the Bureau having regard to the facts and circumstances of each case and it shall not exceed a period of one year.” Although, cooling off period is not applicable where

the licensee has not been convicted and where only the licence has been cancelled, it was introduced in OMPC through 3.12.9.2 to ensure that the licensee undergoes some punishment for misuse and is not able to submit fresh application next day of cancellation. However, it was felt that the provision of OMPC with respect to cooling off period from 6 to 12 months was hampering industrial activity. Even in cases where there was genuine error and there was unintentional misuse of the Standard Mark by existing licensees, Competent Authority was unable to wave off cooling period based on the merit of the case. Accordingly, the matter was reviewed and cooling off period upto 1 year in place of 6 to 12 months has been decided.

**AMENDMENT NO.6, DECEMBER 2006 TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

**3.12.11 INCLUSION OF ADDITIONAL TYPES, GRADES, SIZES OR VARIETIES**

3.12.11.1 The criteria to determine whether the sample should be tested before the type or grade could be included is that the new type or grade should be distinctly different and not covered under grouping of the already covered varieties in the licence. In case of doubt, the matter should be referred to CMD.

3.12.11.2 In case the licensee intends to cover new types, grades, varieties etc. in the licence which are not already covered, his request for inclusion shall accompany the following:

- a) Satisfactory Test Report(s) from BIS approved laboratories for the new varieties along with raw material test reports, where ever applicable.
- b) Declaration of additional resources required i.e. raw materials, process controls, manufacturing and testing facilities, technical skills etc. Details of additional manufacturing and testing facilities, if required shall be furnished in CMD/PF 305 and 306. Verification of such additional resources shall be done during subsequent surveillance visits and reported.

3.12.11.3 If the licensee is unable to furnish any or both of the documents indicated above, BIS shall pay visit for drawal of samples including raw materials, as applicable for testing in BIS approved laboratories and/or verification of additional resources including manufacturing and testing facilities. Special Inspection charges for such visits shall be payable by the licensee.

3.12.11.4 After ensuring satisfactory compliance to the requirements indicated at clause 2&3 above (as applicable), the case should be put up to the Head of BO by the group leader for orders in proforma (CMD/PF-603) known as 'Yellow Form'. For long duration tests, the provisions applicable to grant of licence shall apply.

3.12.11.5 In case partial test report is received from the laboratory/firm, the remaining tests may be carried out in the factory of the licensee, under permission from the Head (BO), to expedite processing of Yellow Form. Such visits shall be charged at the rate of Special Visit Charges. However, testing charges for test(s) not carried out shall be refunded/ adjusted, as applicable.

3.12.11.6 Testing may also be carried out in the factory for considering inclusion of varieties provided firm has got complete testing facilities and prior approval of DDGR has been obtained. The licensee shall be required to pay special inspection charges for such visits. In such case, where the inclusion of variety is to be recommended based of factory testing, samples for independent testing need not be drawn for conformity test. However, such variety shall invariably be drawn for independent testing during immediate next surveillance visit, if available, failing which in subsequent visits, whenever available.

3.12.11.7 Endorsement for inclusion of additional varieties should give a complete and clear description of items covered under the licence so that there is no scope for misinterpretation or misrepresentation by the licensees in this regard.





**BUREAU OF INDIAN STANDARDS**  
**(CMD-I)**

**CIRCULAR NO. 91**

**Our Ref: CMD-I/5:4/31:1**

**23 07 2007**

**Subject: Amendment No.7 to OMPC-2004**  
**(related to Gazetting of Marking Fees and its implementation)**

1. The proposal relating to Gazetting of Marking Fees and its implementation was reviewed by CMD-1 and accordingly, an amendment to Operating Manual for Product Certification-2004 was prepared and put up to CA for his kind consideration and approval.

2. The Amendment No.7, July 2007 to OMPC, 2004 has been approved by the Competent Authority and has been made effective from 17 07 2007. Controlled Copy of the Amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD-1.

(P.K. Batra)  
D&H (CMD-1)

Encl: Amendment No.7, July 2007 to OMPC 2004

Cc: ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGT	Finance
ADGM	P&C
CVO	SP&CAD
DDGM	All BO Heads
DDGRs	All IO Heads
DDGT	Bureau Secretariat
DDG (HP)	Legal
DDGF	Library
DDGL	
Head (Training)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit	
( for translation)	

**BUREAU OF INDIAN STANDARD**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 7, July 2007** to Operating Manual for Product Certification (Fifth Revision), November 2004 for implementation.

Name:  
Designation :  
Deptt.:

Date:

**D&H (CMD-1)**

**AMENDMENT NO.7, JULY 2007 TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

Clause No.	Existing Matter	Amendment
Section VII Clause 7.2	7.2 While gazette notifications for Standard Mark and Marking Fee rates shall be prepared by CMD IV, the Gazette notifications for Licences granted shall be prepared by individual BOs every month, consolidated by CMD IV and send for Gazetting under the signatures of Competent Authority.	<p>Replace the existing text with the following text:</p> <p><b>“7.2</b> Details related to licences granted, licences cancelled and Standard Mark which are required to be gazetted shall be prepared by respective BOs/CMD-II &amp; III (as applicable) in specified proforma and forwarded to CMD-1. Such details shall be sent every month by individual BOs and CMD-II&amp;III for consolidation by CMD-1 and approval of Competent Authority for Gazette Notification.</p> <p><b>7.2.1</b> As far as Gazette Notification of Marking Fee is concerned, after approval of revised marking fee by the Competent Authority/ Committee, respective CMD-II/III shall forward the details immediately to CMD-1 for initiating the process of Gazette Notification.</p> <p><b>7.2.2</b> On receipt of Gazette Notification, CMD-1 shall inform CMD-II/III who in-turn will communicate to ROs/BOs along with its date of implementation. There should be a gap of at least six months (effective from 1st of the month) from the date of approval by the Competent Authority / Committee and date of implementation of revised marking fee (about 3 months for gazette notification, another about 1½ month for communication to ROs/BOs and by ROs/BOs to licensees and another about 1½ month for receipt of acceptance of marking fee rates or otherwise).</p> <p><b>7.2.3</b> In case, representations are received from licensees/industry associations to review the marking fee and if the Competent Authority/ Committee considers the same, then reviewed, revised and approved marking fee rates shall be implemented following the same procedure as mentioned above.”</p>

Section VII Clause 7.3	7.3 CMD shall maintain a register for recording the details and for immediate Gazetting. The various gazette notifications proformae are given as CM/PF 704 to CM/PF 713.	<p>Replace the existing text with the following text:</p> <p><b>“7.3</b> CMD-I shall maintain a register for recording the details with regard to Gazetting related to licences granted, licences cancelled, Standard Mark and marking fee rates. However, CMD-II &amp; III shall also maintain separate marking fee record (IS-wise) giving reference of related gazette notification. Copies of such notifications may also be maintained by CMD-II &amp; III for future legal reference, if any.</p> <p><b>7.3.1</b> Various Gazette Notification Proformae are given as CMD/PF 704 to CMD/PF-713.”</p>
Section VII Clause 7.4	New Clause (Cl. 7.4)	<p>Add the following additional clause after Cl. 7.3:</p> <p><b>“7.4:</b> Actions related to Gazetting of revised Marking Fee shall be initiated by CMD-1 after receipt of details from CMD-II/III with in a maximum of 15 days. Details related to implementation of revised marking fee rates shall be communicated by CMD-II/III to ROs/BOs within 15 days of gazette notification.”</p>
Section II Clause 2.5.3	2.5.3 First two sentences are as under : “CMD shall review periodically the marking fees fixed for various products (CMD/PF502). CMD shall communicate the revised marking fee with its date of implementation to ROs/BOs”	<p>a) Replace the first two sentences with the following :</p> <p>“CMD-II/III shall review periodically the marking fees fixed for various products (CMD/PF502). CMDII/III shall communicate the revised marking fee with its date of implementation to ROs/BOs.”</p> <p>b) Add the following text at the end of clause 2.5.3:</p> <p>“(For further details about Gazette Notifications related to BIS Standard Mark, Licences granted and cancelled and Marking Fee including the time period in which necessary actions are required to be taken by all concerned, please see Section VII)”.</p>



**BUREAU OF INDIAN STANDARDS**  
**(CMD-I)**  
**CIRCULAR No. 92**

**Our Ref: CMD-I/5:4/31:1**

**23 07 2007**

**Subject: Amendment No.8 to OMPC-2004**

**[Related to (a) different time periods for deferment of renewal of licence  
and (b) extension of stop marking period beyond six months]**

**1.** At present, OMPC-2004 gives different time periods for deferment of renewal of licence under different conditions as indicated below:

**a)** 3 months, in case of non-receipt of renewal application or if it is received incomplete within the validity period (Cl.3.12.8 a).

**b)** 6 months from the date of issue of stoppage of marking, in case licence is under stop marking at the end of validity period (Cl.3.12.8 b).

**c)** Where renewal application has been received but overall performance needs improvement which may require not more than two months from the date of validity, the renewal of the licences may be deferred. If the licence is not renewed within a period of two months, the licence shall stand expired (Cl.3.12.8 c).

**2.** A proposal was received from CRO that in case the over-all performance is not found satisfactory at the time of renewal, deferment of renewal may be considered upto 6 months ( in place of 2 months as indicated at 1 ( c) above).

**3.** Another proposal was received from CRO to make provision in OMPC-2004 to consider extension of stoppage of marking period beyond six months provided the licensee has confirmed the corrective actions.

**4.** The suggestions/proposals given at 2 and 3 above were examined at CMD-1 and accordingly, an amendment to OMPC-2004 was prepared and put up to CA for his kind consideration and approval.

**5.** The Amendment No.8, July 2007 to OMPC, 2004 has been approved by the Competent Authority and has been made effective from 20 07 2007. Controlled Copy of the Amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD-1.

(P.K. Batra)  
D&H (CMD-1)

Encl: Amendment No.8, July 2007 to OMPC 2004

Cc: ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGT	Finance
ADGM	P&C
CVO	SP&CAD
DDGM	All BO Heads
DDGRs	All IO Heads
DDGT	Bureau Secretariat
DDG (HP)	Legal
DDGF	Library
DDGL	
Head (Training)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit	
( for translation)	



**BUREAU OF INDIAN STANDARD**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 8, July 2007** to Operating Manual for Product Certification (Fifth Revision), November 2004 for implementation.

Name:  
Designation :  
Deptt.:

Date:

**D&H (CMD-1)**

**AMENDMENT NO. 8, July 2007 TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

Clause No.	Existing Matter	Amendment
Clause 3.11.2.4 ii)	3.11.2.4 ii) Resumption of marking should be done, within six months of issuance of stop marking orders, by the Head of BO/DDGR on verification of corrective actions.	<p>Add the following text at the end of Cl. 3.11.2.4 ii):</p> <p>“In case, the stop marking period is likely to exceed six months because of genuine reasons and licensee has confirmed having taken corrective actions, the case may be put up by BO along with their recommendations to DDGR for grant of extension of stoppage of marking period beyond six months. However, such extension period in no case shall be more than 12 months from the date of stoppage of marking. ”</p> <p>Add the following Note at the end of Cl. 3.11.2.4 ii):</p> <p>“Note: Genuine reasons may be like the firm confirms the corrective actions for situations like shifting of premises, stoppage of manufacturing activities due to product being seasonal, delay in detecting/studying the reasons for non-conformity of sample etc. just before the expiry of stop marking period (i.e. six months) leaving hardly any time for BIS to verify the corrective actions and consider Resumption of Marking (ROM) within stipulated period of 6 months. In certain situations, BO might not have been able to pay timely visit for verification of corrective actions for considering ROM due to manpower constraints or otherwise. Sometimes, there may be delay in receipt of test reports for verification and considering ROM.”</p>
Clause 3.12.8 b)	<p>Last sentence of clause 3.12.8 b)</p> <p>“ If the licence is not renewed with in a period</p>	<p>Add the following text at the end of Cl. 3.12.8 b):</p> <p>“In case, the stop marking period is likely to</p>

	of six months from the date of stoppage of marking , the licence shall stand expired”	exceed six months because of genuine reasons [see note below clause no. 3.11 2.4 (ii)]and licensee has confirmed having taken corrective actions, the case may be put up by BO along with their recommendations to DDGR for grant of extension of stoppage of marking period beyond six months. In such case, the licence shall stand expired after the period of extension granted by DDGR. However, such extension period in no case shall be more than 12 months from the date of stoppage of marking.”
Clause 3.12.8 c)	3.12.8 c) Where renewal application has been received but overall performance needs improvement which may require not more than <b>two</b> months from the date of validity, the renewal of the licence may be deferred. If the licence is not renewed within a period of <b>two</b> months, the licence shall stand expired.	Replace the existing text with the following text:  “3.12.8 c) Where renewal application has been received but overall performance needs improvement which may require not more than <b>six</b> months from the date of validity, the renewal of the licences may be deferred for six months. If the licence is not renewed within a period of <b>six</b> months, the licence shall stand expired.”
Clause 3.12.4.3 Renewal of Licence	<b>Licence is Renewed</b> <b>b)</b> When renewal application is received not more than <b>one month</b> after the expiry date (during which period renewal had been deferred) and performance is satisfactory and dues stand cleared.	Replace the existing text with the following text:  “b) When renewal application along with fees is received with in <b>three months</b> after the expiry of the validity date (during which period renewal had been deferred) and performance is satisfactory and dues stand cleared.”
Clause 3.12.4.3 Renewal of Licence	<b>Licence not Renewed</b> <b>a)</b> When the application is not received even after <b>one month</b> of the validity date	Replace the existing text with the following text: “ <b>a)</b> When the application is not received even after <b>three months</b> of the validity date.”
Clause 3.12.4.3 Renewal of Licence	<b>Licence not Renewed</b> <b>b)</b> When the application is received and overall	Replace the existing text with the following text: “ <b>b)</b> When the application is received and

	assessment of performance is unsatisfactory and there exist no or little possibility of effecting an improvement with in the period of <b>two months</b> beyond the validity date.	overall assessment of performance is unsatisfactory and there exists no or little possibility of effecting an improvement with in the period of <b>six months</b> beyond the validity date.”
Clause 3.12.4.3 Renewal of Licence	<b>Licence not Renewed</b> c) If the licence is under stop marking at the end of validity period, and the marking is not resumed within a period of six months from the date of stop marking, the licence may not be renewed.	Add the following text at the end of Cl. 3.12.4.3 c) under ‘Licence not renewed’:  “In case, the stop marking period is likely to exceed six months because of genuine reasons [see note below clause no. 3.11 2.4 (ii)] and licensee has confirmed having taken corrective actions, the case may be put up by BO along with their recommendations to DDGR for grant of extension of stoppage of marking period beyond six months. In such case, the licence may not be renewed after the period of extension granted by DDGR. However, such extension period in no case shall be more than 12 months from the date of stoppage of marking.”

**BUREAU OF INDIAN STANDARDS**  
**(CMD-1)**

**CIRCULAR NO. -93**

**Our Ref: CMD-1/5:4/31:1**

**02 01 2009**

**Subject: Amendment No. 9 to OMPC-2004**  
**(opening and functioning of Dehradun Branch Office, DBO under CRO)**

1. Consequent upon opening and functioning of Dehradun Branch Office having office address at C-43, Sector 1, Defence Colony, Dehradun, an amendment to Annexure 3 of OMPC 2004 was prepared and put to the Competent Authority for their kind consideration and approval.
2. The Amendment No. 9, January 2009 to OMPC 2004 has been approved by the Competent Authority with immediate effect. Controlled copy of the amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.


It is requested to send back the enclosed acknowledgement receipt to CMD-1.

  
(A K Sen)  
Secy & Head (CMD-1)


Encl: Amendment No. 9, Jan. 2009 to OMPC 2004

✓ Cc: ITSD with a request to upload on intranet and RTI interactive)

DG Section	Enforcement
ADGI	Finance
ADGM	P&C
CVO	SP & CAD
DDGM	All BO Heads
DDGRs	All IO Heads
DDGT	Bureau Secretariat
DDG (HP)	Legal
DDGF	Library
DDGI	
Head (Training)	
Head CMD (II, III)	
Accounts	
Hindi Unit	
(for translation)	

  
7 Jan. 2009

  
DD (BS)

  
Pl. upload.

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. \_\_\_\_\_ of Amendment No 9, Jan. 2009 to  
Operating Manual for Product Certification (5<sup>th</sup> Revision). Nov. 2004 for  
implementation

Name:  
Designation:  
Deptt.:

Date:

Sec. 'F' & H (CMD-1)

**AMENDMENT NO.9, JANUARY 2009 TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

**ANNEX 3**  
(Clause 2.2.1)

**JURISDICTION OF REGIONAL AND BRANCH OFFICES**

**1. Northern Regional Office (Chandigarh), NRO**

States of Punjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Uttar Pradesh/Uttaranchal (excluding NOIDA and area covered by Ghaziabad Office), Union Territory of Chandigarh

**1.1 Chandigarh Branch Office (CHBO)**

States of Punjab, Jammu & Kashmir, Haryana (excluding those under FDO), Union Territory of Chandigarh

**1.2 Faridabad Office (FDO)**

Faridabad, Gurgaon, Rewari, Mahendragarh & Jhajjar Districts of Haryana

**1.3 Kanpur Branch Office (KBO)**

Agra, Etawah, Kanpur nagar, Kanpur Dehat, Mathura, Aligarh, Fatehpur, Firozabad & Jhansi, Hamirpur, Banda, Auraiya, Mainpuri, Hathras, Etah, Lalitpur, Jalaun, Mahoba, Shahjani Nagar, Allahabad, Pratapgarh, Kaushambi, Farrukhabad, Kannauj Districts of UP

**1.4 Lucknow Branch Office (LBO)**

States of Uttar Pradesh (excluding NOIDA and districts covered by KBO and GZO)

**1.5 Nalagarh Branch Office (NLBO)**

State of Himachal Pradesh

**2. Central Regional Office (Delhi), CRO**

States of Madhya Pradesh, Chhattisgarh, Rajasthan, Union Territory of Delhi, NOIDA, areas of U.P. covered by Ghaziabad Office.

**2.1 Bhopal Branch Office (BPLBO)**

State of Madhya Pradesh, Chhattisgarh, Inspection Office – Bhojai

**2.2 Delhi Branch Offices (MDD)**

Union Territory of Delhi, NOIDA

**2.3 Ghaziabad Branch Office (GZO)**

Ghaziabad (excluding NOIDA), Saharanpur, Muzaffarnagar, Meerut, Baghpat, Bulandshahar, Districts of UP

**2.4 Jaipur Branch Office (JBO) .**

State of Rajasthan

**2.5 Dehradun branch Office (DBO)**

State of Uttarakhand: Dehradun, Haridwar, Tehri Garwal, Pauri Garwal, Chamoli, Uttarakashi, Rudra Prayag, Almora, Bageshwar, Champawat, Nainital, Pithoragarh, Udham Singh Nagar Districts and other Districts as will be formed in future

**3. Eastern Regional Office (Kolkata), ERO**

States of Bihar, Jharkhand, West Bengal, Orissa, Sikkim, Assam, Meghalaya, Nagaland, Arunachal Pradesh, Tripura, Manipur and Mizoram

**3.1 Bhubaneswar Branch Office (BHBO)**

State of Orissa, Inspection Office - Rourkela

**3.2 Kolkata Branch Office (MDK)**

State of West Bengal, Sikkim, Inspection Office - Durgapur

**3.3 Guwahati Branch Office (GBO)**

States of Assam, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Manipur and Mizoram

**3.4 Patna Branch Office (PBO)**

States of Bihar & Jharkhand, Inspection Office - Jamshedpur

**4. Western Regional Office (Mumbai), WRO**

States of Maharashtra, Gujarat, Goa, Daman and Diu, Dadra and Nagar Haveli

**4.1 Mumbai Branch Office (MDM)**

State of Maharashtra (excluding districts covered by Pune and Nagpur offices), State of Goa, Daman and Dadra Nagar Haveli

**4.2 Ahmedabad Branch Office (ABO)**

State of Gujarat, except Districts covered by Rajkot Branch Office

**4.3 Pune Branch Office**

Ahmednagar, Aurangabad, Beed, Jalna, Kolhapur, Latur, Nanded, Osmanabad, Parbhani, Pune, Sangli, Satara and Solapur, Hingoli, Washim, Districts of Maharashtra State



#### 4.4 Nagpur Branch Office

Akola, Amaravati Bhandara, Buldhana, Chandrapur, Gondia, Garhchiroli, Nagpur, Wardha and Yavatmal Districts of Maharashtra State

#### 4.5 Rajkot Branch Office

Rajkot, Junagadh, Kodinar, Bhavnagar, Jamnagar, Porbandar, Surendranagar, Kutch, and Amreli Districts of Gujarat and U.T of Diu

### 5. Southern Regional Office (Chennai), SRO

States of Tamil Nadu, Andhra Pradesh, Karnataka, Kerala, Andaman Nicobar and Union Territory of Pondichery

#### 5.1 Bangalore Branch office (BNBO)

State of Karnataka

#### 5.2 Coimbatore Office (CBTO)

Districts of Coimbatore, Nilgiri & Erode of Tamil Nadu State

#### 5.3 Hyderabad Branch Office (HBO)

State of Andhra Pradesh, except districts covered by VBO

#### 5.4 Chennai Branch Office (MDC)

State of Tamil Nadu except districts covered under Coimbatore Branch, Union Territory of Pondicherry (excluding Mahe and Yanam)

#### 5.5 Thiruvananthapuram Branch Office (TBO)

State of Kerala, Lakshadweep, Mahe (Union Territory of Pondicherry)

#### 5.6 Vishakhapatnam Branch Office (VBO)

Districts of Khammam, West Godavari, East Godavari, Vijaynagar, Vishkapatnam, Srikakulam of Andhrapradesh State and Yanam (U.T. of Pondicherry)

### ABBREVIATED FORMS FOR MARKS DEPARTMENTS LOCATED IN REGIONAL OFFICE HEADQUARTERS

MDCH - Marks Department Chandigarh

MDD - Marks Department Delhi

MDK - Marks Department Kolkata

MDM - Marks Department Mumbai

MDC - Marks Department Chennai

**AMENDMENT NO. 10, JANUARY 2009**

**TO**

**OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC) 2004**

<b>Clause No. of OMPC 2004</b>	<b>Existing Matter</b>	<b>Amendment</b>
<b>4.5, Page - 64</b>	Title of the clause: <b>4.5 Guidelines for Implementation of Revised Indian Standards</b>	The title under 4.5 shall be amended as follows: <b>4.5 Guidelines for Implementation of Revised Indian Standard or New Indian Standard Superseding the Old Indian Standard (s)</b>
<b>4.5, Page 64-65</b>	New sub-clause added after sub- clause-7 under clause 4.5. Existing sub-clause-8 & onwards shall be renumbered from 12 and onwards.	Add new sub-clauses 8) to 11) under 4.5 as follows:  8) A declaration from the licensee shall be taken that the marked product conforms to the revised or new ISS (superseding the old ISS for which licence is under operation) from the effective date of implementation of the ISS. 9) Stop marking shall be imposed immediately on receipt of non-conforming test report for the sample(s) drawn during verification visit for implementation of the revised/new Indian Standard. 10) Resumption of marking shall be permitted after verification of corrective action taken by the firm by carrying out special inspection and passing of sample in independent testing (to be tested as per revised/new ISS). Licensee shall bear the testing charge for the sample sent for independent testing. 11) If the improved sample fails in testing, notice for cancellation of the licence shall be issued as per existing practice.

## **CENTRAL MARKS DEPARTMENT- I**

Our Ref: CMD I/31

01 10 2009

Subject: Amendment No. 11 to Operating Manual for Product Certification, 2004

1. Guidelines have been prepared with regard to actions to be taken in the case of expiry of licence based on unsatisfactory performance or stoppage of marking.
2. The amendment No. 11, September 2009 to OMPC 2004 has been approved by the Competent Authority and has been made effective from 30 09 2009. Controlled copy of the amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD I.

( Rakesh Chander)  
Sc.F&H (CMD I)

Encl: Amendment No. 11, September 2009 to OMPC 2004

CC : ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGM	Finance
CVO	P&C
DDGM	SP&CAD
DDGRs	All BO Heads
DDGT	All IO Heads
DDG(HP)	Bureau Secretariat
DDGF	Legal
DDGL	Library
Head (Training)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit (for translation)	

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 11, September 2009** to  
Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**AMENDMENT NO.11, SEPTEMBER 2009  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC 2004)**

<b>Clause No. of OMPC 04</b>	<b>Existing Matter</b>	<b>Amendment</b>
<b>3.12.8, Page 55</b>	<b>New Note added under Note 2</b>	<p><b>Add New Note 3 under 3.12.8 c) as follows :</b></p> <p><b>‘Note 3 : Whenever it is intended to expire a licence based on unsatisfactory performance or stoppage of marking {refer b) or c) above}, an advance notice of minimum 14 days shall be given to the licensee, indicating its intention to expire the licence giving the reasons thereof with the provision of personal hearing, by the designated authority. However, in the case of deferment of renewal of licence due to non-receipt of renewal application and advance marking fees, the letter of deferment cum expiry notice may be signed by the group leader.’</b></p>

## **CENTRAL MARKS DEPARTMENT- I**

Our Ref: CMD I/31

27 10 2009

Subject: Amendment No. 12 to Operating Manual for Product Certification, 2004

1. Fresh Guidelines for the implementation of revised Indian Standard and Amendment to the Indian Standard for the Indian Standards of which BIS is operating a Certification Marks Licence have been prepared
2. The amendment No. 12, October 2009 to OMPC 2004 has been approved by the Competent Authority and has been made effective from 26 10 2009. Controlled copy of the amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD I.

( Rakesh Chander)  
Sc.F&H (CMD I)

Encl: Amendment No. 12, October 2009 to OMPC 2004

CC : ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGM	Finance
CVO	P&C
DDGM	SP&CAD
DDGRs	All BO Heads
DDGT	All IO Heads
DDG(HP)	Bureau Secretariat
DDGF	Legal
DDGL	Library
Head (Training)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit (for translation)	

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 12, October 2009** to  
Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**AMENDMENT NO.12, OCTOBER 2009  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC 2004)**

Clause No. of OMPC 04	Existing Matter	Amendment
--	--	<p>Add the following new clause after 4.4.6.2, Note.</p> <p><b>“4.5 Guidelines for implementation of the Revised Indian Standard and Amendments to the Indian Standard for the Indian Standards of which BIS is operating Certification Marks Licences, at wide circulation stage”</b></p> <ol style="list-style-type: none"> <li>1) Technical departments shall send one Hard copy of the Wide Circulation Document of the proposed Indian Standard/Amendment to the Indian Standard to the concerned CMD and DDGL. This WC document shall clearly state in the “Foreword” what are the changes made in the draft standard vis-à-vis the earlier Standard (proposed to be revised). Even if, it is relating to adoption of ISO/IEC Standard, the changes are to be highlighted in the “National Foreword” by the technical department. If the revised standard is replacing the earlier Indian Standard(s), the same should also be highlighted in the “Foreword” of the proposed revised standard.</li> <li>2) Concerned CMD (CMD-2 or CMD-3) shall circulate the above WC document to all licensees through RO/BO and make all efforts to receive comments. These comments be compiled by concerned CMD and with the approval of DDGM/ADGM be sent to concerned Technical</li> </ol>



		<p><b>Department.</b></p> <ol style="list-style-type: none"> <li>3) CL to inform the concerned Technical Department whether complete independent testing facilities in BIS labs/OSLs are available for the revised Indian Standards/Amendment. If not, the likely time to be taken in installing the facilities.</li> <li>4) All the comments from CMD &amp; CL be placed in Technical Committee meeting and the officers from CMD &amp; CL be invited to this meeting.</li> <li>5) The Technical Committee shall consider finalizing revised Indian Standard/Amendment when all the comments, if any, from CMD and CL are addressed.</li> </ol>
<b>4.5, Page 64</b>	<b>“4.5- Guidelines for Implementation of Revised Indian Standards”</b>	<p>Replace the existing clause with the following:  <b>“4.6 Guidelines for implementation of the Revised Indian Standard and Amendments, at finalization/printing stage”.</b></p> <p>Add new sub clause as under:  <b>“4.6.1 Guidelines for Implementation of Revised Indian Standards”</b>  (all existing matter under 4.5 shall be now under this clause)</p>
<b>4.6, Page 65</b>	<b>“4.6 Amendment to Indian Standards”</b>	<p>Replace the existing clause with the following:  <b>“4.6.2 Guidelines for implementation of the Amendments to Indian Standards”.</b>  (all existing matter under 4.6 shall be now under this clause)</p>

## **CENTRAL MARKS DEPARTMENT- I**

Our Ref: CMD I/31

09 11 2009

Subject: Amendment No. 13 to Operating Manual for Product Certification, 2004

The amendment No. 13, November 2009 to OMPC 2004, covering section 14 & 15 along with Section 11&12 of BIS Act as well as about application fee made non-refundable, has been approved by the Competent Authority and has been made effective from 04 11 2009. Controlled copy of the amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD I.

( Rakesh Chander)  
Sc.F&H (CMD I)

Encl: Amendment No. 13, November 2009 to OMPC 2004

CC : ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGM	Finance
CVO	P&C
DDGM	SP&CAD
DDGRs	All BO Heads
DDGT	All IO Heads
DDG(HP)	
DDG(PP&C)	Bureau Secretariat
DDGF	Legal
DDGL	Library
Head (Training)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit (for translation)	

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 13, November 2009** to  
Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**AMENDMENT NO.13, NOVEMBER 2009**  
**TO**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC 2004)**

<b>Clause No. of OMPC 04</b>	<b>Amendment</b>
2.2.2.1 (iv & v), 2.2.2.1.4 & 2.2.2.1.5	The words ‘Section 11 & 12” may be replaced by “Section 11 or Section 12 or Section 14 or Section 15”
2.2.3,	The following may be included at the end.  “The application fee is non- refundable”.

**CENTRAL MARKS DEPARTMENT- I**

Our Ref: CMD I/31

03 02 2010

Subject: Amendment No. 14 to Operating Manual for Product Certification, 2004

An Amendment No. 14, February 2010 to OMPC 2004, has been approved by the Competent Authority & has been made effective from 03 02 2010. Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD I.

( Rakesh Chander)  
Sc.F&H (CMD I)

Encl: Amendment No. 14, February 2010 to OMPC 2004

CC : ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGM	Finance
CVO	P&C
Sc 'G'(Certi.)	SP&CAD
Sc 'G'(Tech.)	All BO Heads
Sc 'G'(Lab)	All IO Heads
DDGC	Library
DDGRs	DDG(HP)
DDG(PP&C)	Bureau Secretariat
DDGF	Legal
DDGTI	Head (Training)
DDG(Enf)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit(For Hindi Translation of Amendment only)	

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 14, February 2010** to  
Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**AMENDMENT NO.14, FEBRUARY 2010  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC 2004)**

<b>Clause No. of OMPC 04</b>	<b>Amendment</b>
General	Substitute “DDGM/ADGM/Scientist ‘G’ (Certification)” for “DDGM or ADGM”, wherever it appears in the manual OMPC 2004.
1.7.2, Page 10	Substitute”DDGM/ADGM/Scientist ‘G’ (Certification)” for “DDGM/ADGM”
4.1, Page 134	The following may be included at the end of sentence.  “as well as for utilizing BIS approved labs located inside/outside the region”.
4.2, Page 134	“Delete”

Our Ref: CMD I/31

09 03 2010

Subject: Amendment No. 15 to Operating Manual for Product Certification, 2004

An Amendment No. 15, March 2010 to OMPC 2004, has been approved by the Competent Authority & has been made effective from 08 03 2010. Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD I.

( Rakesh Chander)  
Sc.F&H (CMD I)

Encl: Amendment No. 15, March 2010 to OMPC 2004

CC : ITSD with a request to upload on intranet.

DG Section	Enforcement
ADGM	Finance
CVO	P&C
Sc 'G'(Certi.)	SP&CAD
Sc 'G'(Tech.)	All BO Heads
Sc 'G'(Lab)	All IO Heads
DDGC	Library
DDGRs	DDG(HP)
DDG(PP&C)	Bureau Secretariat
DDGF	Legal
DDGTI	Head (Training)
DDG(Enf)	
Head CMD (I, II, III)	
Accounts	
Hindi Unit(For Hindi Translation of Amendment only)	



**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. \_\_\_\_\_ of **Amendment No. 15, March 2010** to Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**AMENDMENT NO.15, MARCH 2010  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC 2004)**

<b>Clause No. of OMPC 04</b>	<b>Amendment</b>
Clause 2.3.1.1(first line), Clause 2.2.6 (third line) and Annex 20 ( Sr. No.1. Grant of licence)	Substitute “four months for domestic manufacturers/Indian importers and six months for foreign manufacturers” for “ four months or 120 days”.

**AMENDMENT NO.16, DECEMBER 2010**  
**TO**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION (OMPC 2004)**

<b>Clause No. of OMPC 04</b>	<b>Existing Matter</b>	<b>Amendment</b>
Clause 2.3.1.1	<b>2.3.1.1</b> It shall be ensured that the licences are granted within a maximum period of four months from the date of recording of the application. In specific cases if the application is to be kept pending beyond 4 months/6 months and up to 1 year after its recording, the case shall be put up to DDGR's and beyond 1 year after its recording, to ADGM, with proper justification for approval. (See <b>Annex 20</b> )	<b>2.3.1.1</b> It shall be ensured that the licences are granted within a maximum period of four months/six months ( <b>See Annex 20</b> ) from the date of recording of the application. Each application shall be compulsorily reviewed and put up to Head (BO) a week before the completion of stipulated time norm. Decision concerning keeping any application pending beyond stipulated time norm shall be taken by Head (BO) only after satisfying himself with the grounds for doing so. A speaking order shall be recorded in individual cases. In case it is decided to keep the application pending beyond stipulated time norm, the time for which extension is granted shall also be recorded. Further, a complete list of applications which are pending beyond stipulated time norms (including cases where permission for keeping the application alive has been granted by Head (BO)) shall be sent to respective DDGRs and CMD1 with complete date-wise details, beginning from the date of recording, along with MCR every month for review by higher authorities.

**BUREAU OF INDIAN STANDARDS**  
**CENTRAL MARKS DEPARTMENT- I**

Our Ref: CMD I/31

01 11 2011

**Subject: Amendment No. 17 to Operating Manual for Product Certification, 2004**

The procedure for Stop Marking and Resumption of Marking for food products under mandatory certification including Packaged Drinking Water and Packaged Natural Mineral water has been revised and subsequently Annex-22 to OMPC has been replaced.

In order to incorporate the above revision in OMPC 2004, Amendment No. 17, July 2011 to OMPC 2004 has been issued with the approval of competent authority and has been implemented wef 16/08/2011.

ITSD is requested to upload on intranet send back the enclosed acknowledgement receipt to CMD I.

(R K KAIN)  
Sc -.E

Encl: Amendment No. 17, July 2011 to OMPC 2004 and its Annex-1.

**H CMD-1**

**H ITSD**

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. of **Amendment No. 17, October 2011** to Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**Amendment No.17 July 2011**  
**To**  
**Operational Manual for Product Certification (OMPC) 2004**

Applicable only for food products including Packaged drinking water and  
Packaged natural mineral water under Mandatory Certification

<b>OMPC 2004</b>	<b>Amendment</b>
<b>Annex 22</b>	<b>Replace the existing stop marking and resumption of marking procedure for food products under Mandatory Certification with procedure given at Annex I to this amendment.</b>

## **Annex I to Amendment 17 to OMPC 2004**

### **ANNEX 22 to OMPC 2004** **(Clause 3.11.2.1 to 3.11.2.4)**

## **REVISED GUIDELINES FOR STOP MARKING/RESUMPTION OF MARKING FOR FOOD PRODUCTS UNDER MANDATORY CERTIFICATION**

### **1. STOP MARKING**

Various situations of Stoppage of Marking

#### **1.1 Stoppage of Marking by the Bureau due to Non Conformity of product**

**(Non-conformity of sample against the Indian Standard)**

As per provisions of BIS Certification Regulation 5 (7) (b) (i) if at any time the Bureau has sufficient evidence that product carrying Standard Mark may not be conforming to the Indian Standard, the licensee shall be directed to Stop Marking (Ref. Note 1) of such product in following situations:

“Non conformance of product established after factory or independent testing including complaint sample”

#### ***Definitions***

- **FT-** Factory testing
- **IT** – Independent testing
- **Non-conforming sample** - A sample (FT/IT) failing to meet any one or more specified requirement(s) of the relevant Indian standard.
- **Ist NC** - A non-conforming sample (FT/IT) which is first non-conforming sample when the preceding sample (other than a sample drawn for verification of corrective action or ROM) was found conforming.

#### **Procedure for Stop Marking**

1.1.1 On receipt of FT/IT, arrange for evaluation of the test report within 7 days of receipt. In case the concerned DO is not available, Head/ GL shall make alternate arrangement.

1.1.2 Review of performance shall be put up by dealing officer and actions shall be taken as per Fig 1.

1.1.3 Check if it is Ist NC (see definition for Ist NC).

- 1.1.4 If it is Ist NC, check if previous visit is Unsatisfactory.
- 1.1.5 If previous visit is unsatisfactory, issue Stop-Marking (Use CM/PF 116)
- 1.1.6 If previous visit is satisfactory, intimate NC **by Regd Post with Ack Due/Speed Post/Email** and seek corrective actions (see Note 2, Use CM/PF 115).
- 1.1.7 Check whether intimation regarding corrective actions taken is received by the end of stipulated time.
- 1.1.8 If intimation (see 1.1.7) is not received, issue Stop-Marking (Use CM/PF 116)
- 1.1.9 If intimation (see 1.1.7) is received review for completeness [a) reasons for the non-conformity as per their investigation, b) remedial actions taken for avoiding recurrence of the non-conformity, c) FT/IT report indicating conformity of the product after remedial actions taken, d) production schedule for arranging verification visit & e) Special inspection charges, if required].
- 1.1.10 If intimation (see 1.1.7) received is incomplete (see 1.1.9), seek missing information within 15 days.
- 1.1.11 if the reply for missing information is either not received in 15 days or not satisfactory, issue Stop-Marking (Use CM/PF 116)
- 1.1.12 If the intimation (see 1.1.7) received is complete (see 1.1.9 and 1.1.10), arrange for verification visit to be completed in 90 days (Use normal periodic visit report).
- 1.1.13 If the verification visit is not satisfactory, IO shall not draw the verification sample. Stop-Marking shall be issued(Use CM/PF 116).
- 1.1.14 If the verification visit is satisfactory, IO shall draw the verification sample.
- 1.1.15 Meanwhile, normal operation may be allowed.
- 1.1.16 Review on receipt of test report for verification sample.
- 1.1.17 If sample conforms allow normal operation to continue.
- 1.1.18 If sample does not conform, issue Stop-Marking (Use CM/PF 116).
- 1.1.19 From 1.1.3, If it is not the Ist NC (see definition for Ist NC), Check the date of manufacturing / packing (DOM/DOP).  
If the DOM/DOP is after receipt of corrective actions intimation, issue stop-Marking (use CM/PF 116).
- 1.1.20 If DOM/DOP is before the receipt of corrective actions intimation, check whether TR for verification sample of Ist NC has been received and found non-conforming. Check through Fig 1, the licence would have been already under Stop-marking. Communicate NC.
- 1.1.21 If the TR for verification sample of Ist NC has been received and found conforming, communicate the NC and allow normal operation.
- 1.1.22 If the TR for verification sample of Ist NC has not been received, check whether non-conformity is in the same requirement as of Ist NC.
- 1.1.23 If yes, take action as in 1.1.21
- 1.1.24 If no, issue stop-Marking (use CM/PF 116).

*(A process flow diagram is given at Fig.1)*



### **1.2 Self Stoppage of Marking by the licensee**

As per Certification Regulation 5 (7) (a) if there is some difficulty in maintaining the conformity of the product to the specification or the testing equipment goes out of order, the marking shall be stopped by the licensee under intimation to Bureau & may be resumed as soon as the defects are removed.

#### **1.2.1 Self stoppage of marking due to first non-conforming as mentioned at Cl.1.1.6.**

### **1.3 Stop-Marking due to unsatisfactory performance.**

As per Certification Regulation 5 (7) (b), any or more of following observations during the inspection will render unsatisfactory performance.

- i) Non implementation of provision of the Scheme of Testing and Inspection which may include important testing equipment not calibrated, testing equipment out of order or not available and no alternate arrangement made, unsatisfactory hygienic conditions etc [Regulation 5(7)(b)(ii)].
- ii) Non-availability of testing personnel & no satisfactory alternate arrangement made [Regulation 5(7)(b)(iii)].  
It shall be clearly indicated in DV Report to inform us immediately after his joining. In case it will repeat stop marking shall be imposed. IO will make an attempt to verify the presence of testing personnel in the past through attendance record, salary record, test record etc.
- iii) Significant modification(s) in the manufacturing process, plant, machinery etc without prior evaluation & approval of the Bureau[Regulation 5(7)(b)(iv)] .
- iv) Relocation of plant & machinery to new premises [Regulation 5(7)(b)(v)] .
- v) Marking of non conforming products  
It may be ascertained from the record or any documentary evidence or otherwise shows marking of non conforming product (other than factory testing).

Note: The Discrepancy/Variations observed shall be recorded in Discrepancy/Variation Report (CM/PF 260 Sept 2010). Effort should be made to ensure that DV Report has been received by responsible person for taking corrective actions. In all cases of unsatisfactory visit, letter shall be sent which would serve the purpose of a show cause notice for stoppage of marking by Regd. Post/Speed Post/E-mail except the cases given in fig 2 where stop marking to be imposed on first unsatisfactory visit itself. It shall be treated as unsatisfactory performance. (Ref. Note 1 below)

- vi) Marking of product other than those included in the licence [Regulation 5(7)(b)(viii)] .
- vii) Complaint from organized consumer involving bulk supplies being found genuine.

*(A process flow diagram is given at Fig 2)*

### **1.4 Stoppage of Marking due to administrative reasons**

Marking shall be stopped in following situations:

- i) Non payment of fees, inspection or testing charges (after giving 14 days notice) [Regulation 5(7)(c)(i)] .
- ii) Prolonged closure of factory [Regulation 5(7)(b)(vi)] .

If the factory is under seasonal closure or closed due to non availability of order from organized purchasers as the product is not meant for open market sale as may be intimated to BO, stop marking need not be imposed. In case factory is found to be non functional during surveillance visit, IO should issue a DV Report and get the acknowledgement from the person present. A notice through Regd. Letter/Speed Post/E-mail shall be sent to the registered office of the licensee allowing 15 days time to explain the position. If the situation is likely to continue or time period can not be ascertained e.g. labour trouble, manufacturing machinery is out of order etc, the stop marking shall be imposed.

- iii) Non cooperation to BIS Technical Auditor in carrying out inspection[Regulation 5(5)(a)(iii)] .

(Non acceptance of official communication or not permitting to conduct inspections or Manhandling etc.)

- iv) Non fulfilment of responsibilities as BIS licensee (Ref. Annex 6 of OMPC).

*(A process flow diagram is given at Fig 3)*

Note 1 : Stop Marking shall be imposed in consecutive occurrence of the following in any combination : (1) Unsatisfactory performance (2) Non-conformity of sample in factory testing (3) non-conformity of factory sample or market sample in independent testing.

Note 2: Inform the firm that BIS standard mark (Self stoppage/resumption of marking) can only be used after (a ) non-conformity analysis and review of the entire system (b) corrective actions taken (c)conformity of an improved sample during testing in-house/otherwise to relevant specification and (d) communicating future production schedule to BIS for verification.

Note: 3. The available stock after receiving the communication about non-conformity or stop marking shall be re-tested and conformity ensured to relevant specification before dispatch.

Note: 4. During the inspection (See clause 3.7 of OMPC 2004) verify all the corrective actions taken & report on adequacy of action taken. Draw samples as far as possible from the same variety/type/size for complete independent testing if inspection is satisfactory & sample conforms in FT.

Note 5 Sample drawn during the Verification Visit for corrective action taken shall not be counted for the purpose of deciding Ist NC

Note 6 . Action to be taken when test report received indicating non-conformity in long-term tests. The licensee shall carry out analysis for non-conformity, review the entire system and take corrective actions. The improved sample shall be drawn for long duration test and it shall be made clear to the licensee that in case of non conformity of the improved sample in long term test, the

licence shall be put under stop marking and process for cancellation. An undertaking from the licensee shall be obtained for this purpose.

Note 7: In case the scope of licence covers more than one variety/type/grade/rating and the non conformity reported pertains to one such variety/type/grade/rating only and the effect of the non-conformity relates to a process, raw material, component which does not affect the overall quality & characteristics of other grade, partial stop marking may be considered, with detailed justification through speaking orders in the file.

Note 8 : Speaking order shall be recorded by the Competent Authority on the file for imposing stop marking or resumption of marking.

Note 9 : Standard marked material lying in stock at the time of stop marking should be withheld, declared, retested & segregated by licensee. Based on the evidence provided Head of BO may decide to release the material.

Note 10: On receipt of communication from BIS about Stop-Marking, the material pertaining to non-conforming batches available in the market shall be withdrawn from the dealers and distributors.

Note 11: Copies of Fig 1, 2 & 3 shall be used for taking actions of stop-marking indicating the flow path.

Note 12: The time limit for taking corrective action and sending intimation to BIS has been specified in the letter (CMD/PF 116) as 45 days. However, Head of the Branch office are authorized to extend the period upto 90 days based on merit of individual cases with grounds to be recorded in writing.

## **2. RESUMPTION OF MARKING**

**2.1** The licensee shall take corrective actions after identification of the causes for non-conformity and offer improved lot for inspection.

Note : Product specific circular may also be referred.

**2.2** During inspection corrective actions shall be verified.

**2.3** Effort shall be made to consider Resumption of Marking on the basis of factory testing depending upon manpower availability in the BO else, such sample shall be sent for independent testing.

**2.4** During factory testing, sample shall be tested for non-conforming requirements in addition to all other tests possible within the time period available in the factory.. If some requirements could not be tested in the factory, sample from the same batch shall be sent for independent testing only for the remaining requirements.

**2.5** If it is not possible to test any of the requirements in the factory for any reason, sample shall be drawn and sent for independent testing.

**2.6** Resumption of marking shall be permitted if the outcome of the inspection is satisfactory and sample is found conforming during testing including independent testing , if required).

**2.7** In case of non implementation of STI, marking shall be resumed only after corrective action has been taken and verified by BIS preferably within 30 days but not later than 90 days .

Note : Resumption of Marking should be done within the stipulated period

**2.8        Action to be taken if samples found non- conforming drawn for Resumption of Marking.**

**2.8.1** If the sample drawn for considering ROM does not conform, the licensee may be permitted to take further corrective action and offer a fresh improved lot for inspection and testing,

however, such testing shall be at an independent laboratory.

**2.8.2** If the sample does not conform, process for cancellation of the license shall be initiated.

Note : Consecutive samples shall not be tested in the same lab unless there is sound justification for the same and is recorded in file.

**Fig 1**  
**STOP MARKING ON ACCOUNT OF NON-CONFORMING SAMPLE (NC) (Reg 5(7)(b)(i))**

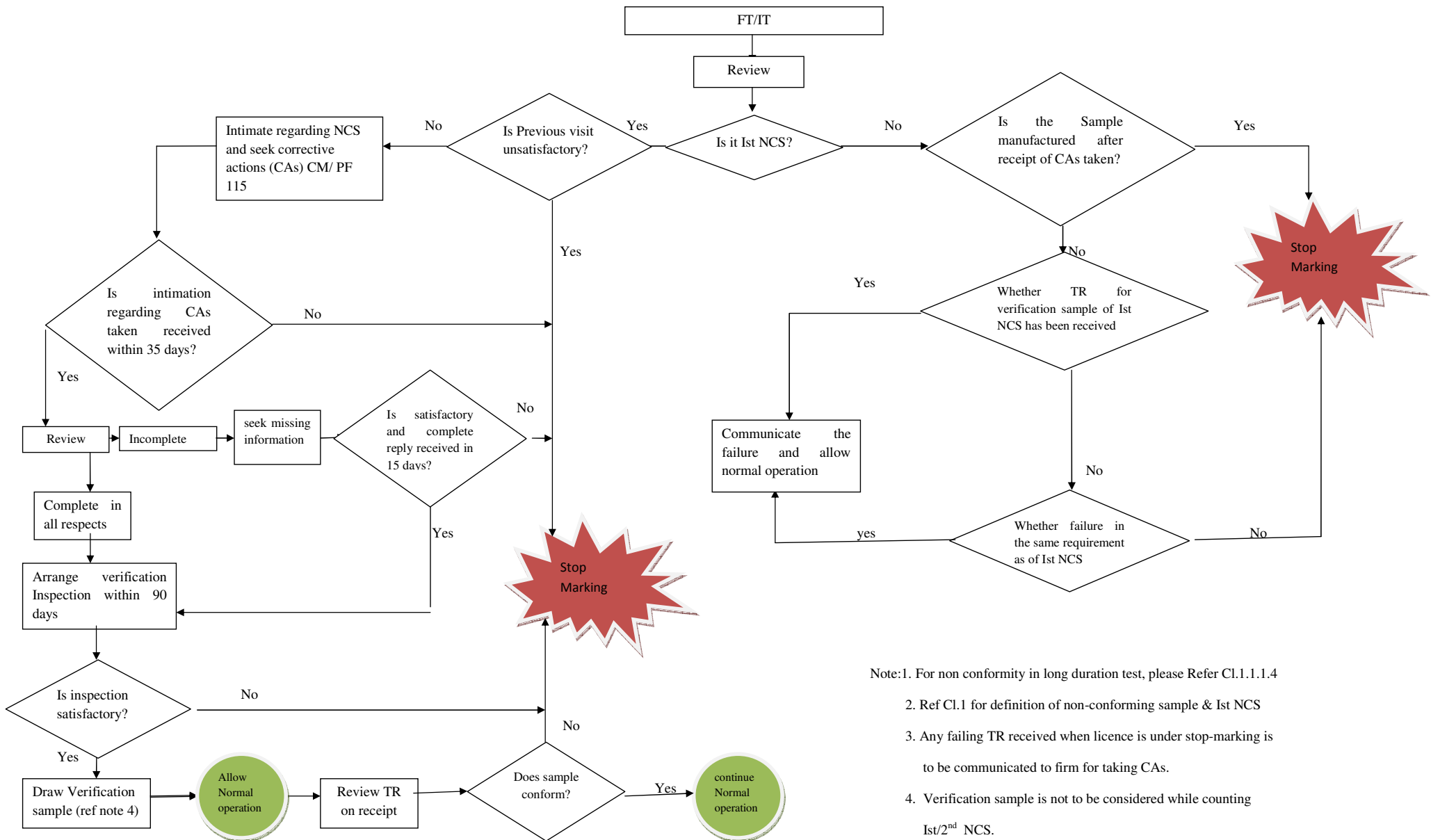
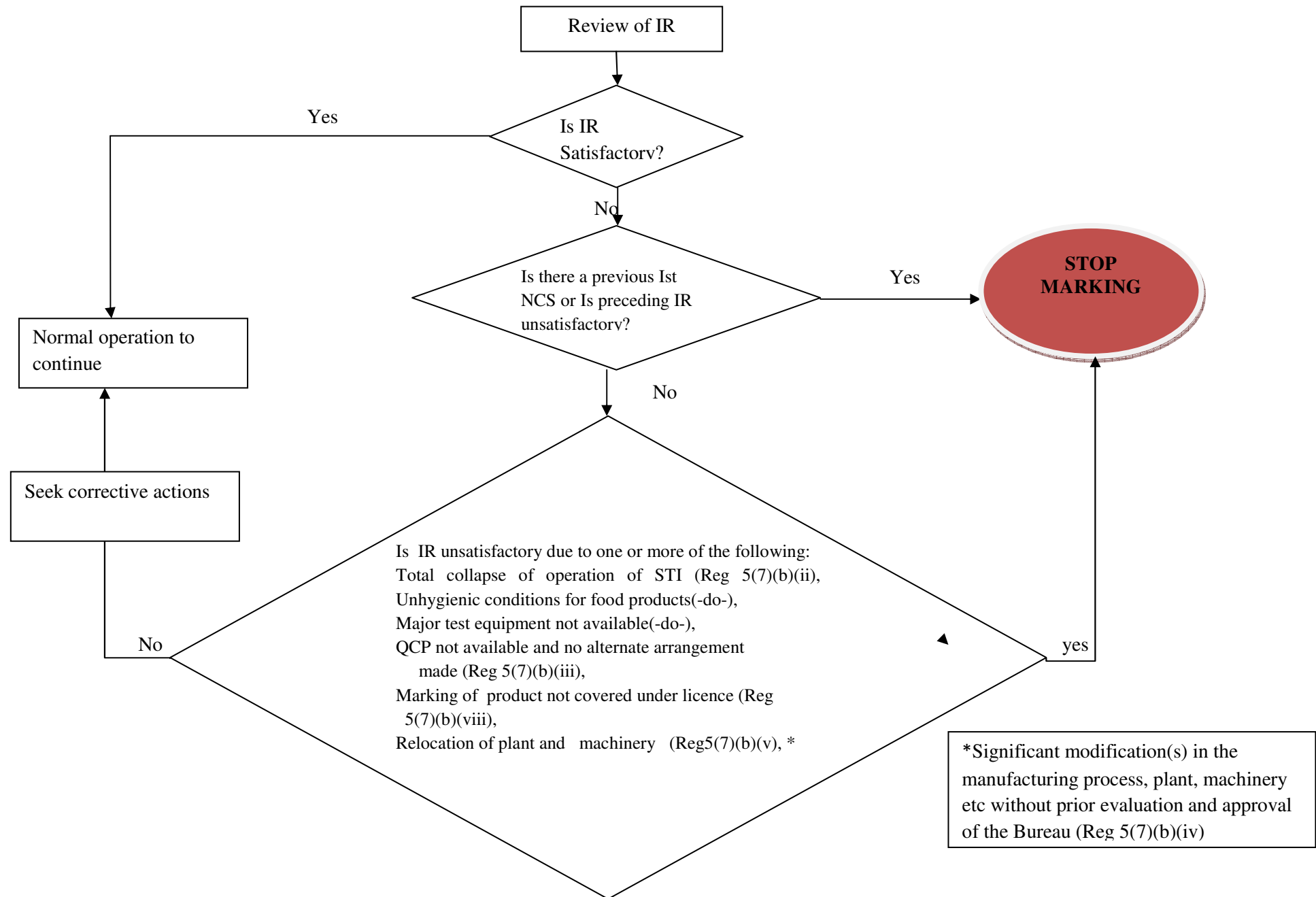
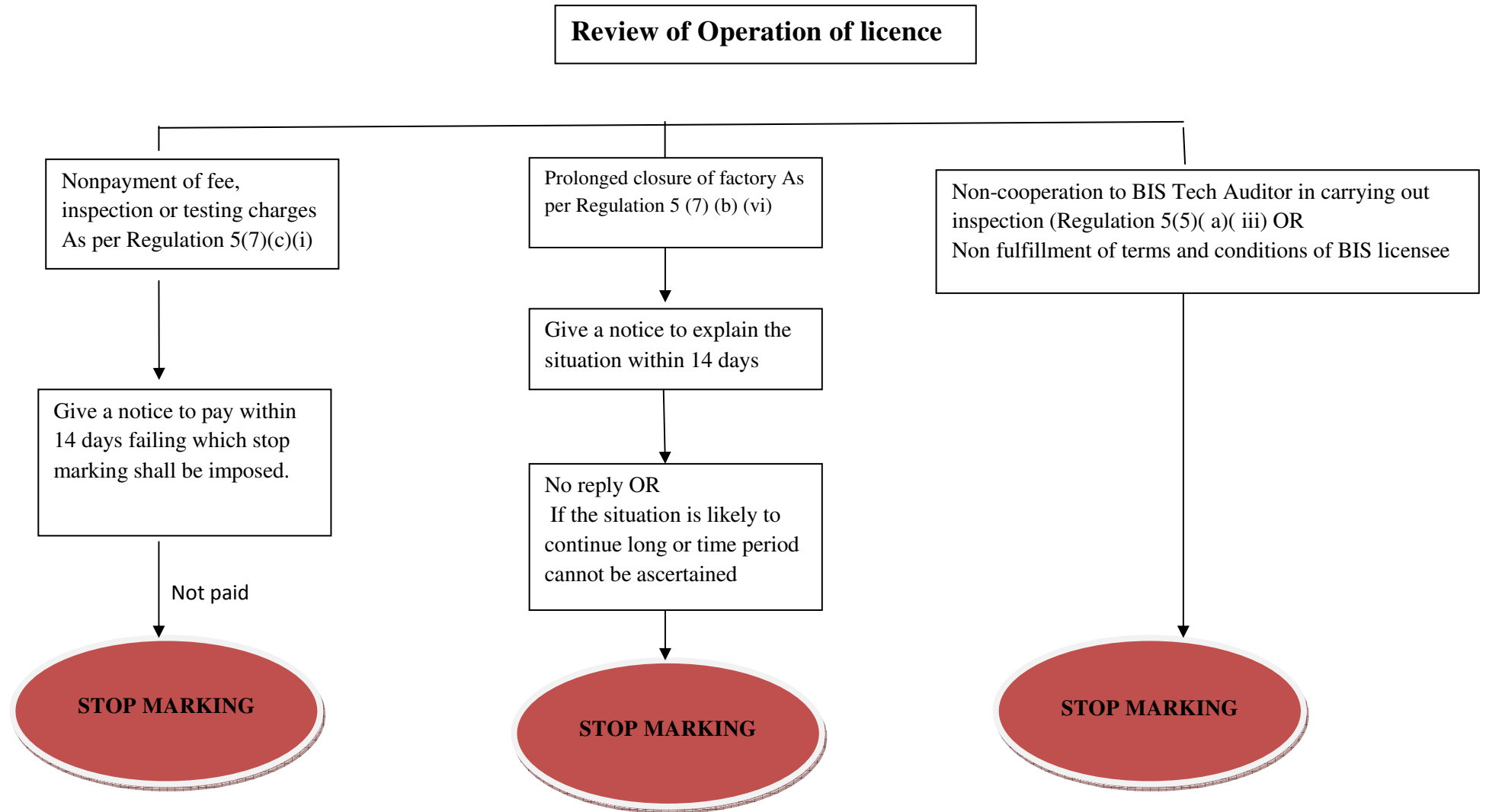


Fig 2  
STOP MARKING ON ACCOUNT OF UNSATISFACTORY PERFORMANCE OBSERVED DURING FACTORY INSPECTION



**Fig 3**

**STOP MARKING ON ACCOUNT OF ADMINISTRATIVE REASONS**



Note: Stop-Marking to be imposed whenever cancellation notice sent

CM/PF 115  
CM/PF 115  
September 2010

ANNEX 22.1 of OMPC 2004

REGISTERED POST-AD/SPEED-POST/FAX/E-MAIL

Our Ref: \_\_\_\_\_ Date: \_\_\_\_\_  
Subject: Non-conformity of sample *pertaining to* CM/L-.....  
M/s \_\_\_\_\_

Madam/Sir,

1. Please refer to the BIS Certification Marks Licence No. CM/L-..... granted to you for use of BIS Standard Mark on..... (Product name) manufactured according to IS.....
2. In accordance with Regulation 5 (11 & 12) of BIS Certification, a factory/market sample mentioned below was drawn and found not conforming to the requirements of the standard during independent/factory testing\* (copy of the test report enclosed).

Particulars of Sample:

Name of the Product: \_\_\_\_\_ Date of Manufacturing: \_\_\_\_\_  
Batch/C.U/Lot No.: \_\_\_\_\_ Date of sampling: \_\_\_\_\_  
Size/ Variety/ Type/Grade: \_\_\_\_\_  
Source: Market Sample(purchase details)

Name of Laboratory	Test Report No	Requirement(s) not met

3. You are required to investigate the reasons for non-conformity by reviewing your quality assurance system and to take appropriate corrective actions. You may test the improved product after the corrective actions have been taken to ensure that the actions taken are appropriate to prevent recurrence of non-conformities observed.
4. You are further required to intimate BIS the reasons for non-conformity and the details of corrective actions taken along with a copy of the complete test report of improved sample of same size/type/grade/variety within 30 days of the issuance of this letter.
5. **You are also required to inform the production schedule of the product as per the improved process for verification by BIS.**
6. Please note that as per BIS certification Regulation 5(7) (a) the licensee shall stop (self-stoppage) using the Standard Mark on the product as soon as the non-conformity is noticed/communicated. The marking may be resumed by licensee (self resumption) as soon as *appropriate actions are taken to rectify the defects and the information about the corrective actions taken is sent so as to reach the Bureau*



*within 30 days from the date of issuance of this letter.*

7. The Bureau shall *impose* stop marking according to the provisions of Regulation 5 (7) (b) of BIS (Certification) Regulations, 1988 *if actions as per item 6 above are not taken.*
8. You are advised *to take appropriate action to* withdraw the non-conforming material *pertaining to the Batch/Lot/C.U number* (Ref 2 above) from market /dealer/distributor under intimation to this office.
9. In view of this non conformity, you are required to retest the available stock and ensure conformity to relevant standard before despatch. Record of such retesting must be maintained.
10. It may also be noted that, in case, any other sample (pending testing or otherwise) is found not conforming to the standard, stop marking shall be imposed in accordance with the Regulation 5 (7) (b) of BIS (Certification) Regulations, 1988.
11. Kindly acknowledge receipt and ensure compliance and reply as per item 6 above.

Yours faithfully,

Encl: as stated.

\* Strike off whichever is not applicable.

ANNEX 22.2 of OMPC 2004

REGISTERED POST-AD/SPEED-POST/FAX/E-MAIL

Our Ref:

Date:

Subject: Stop Marking on ..... (product name) *under CM/L-----*

Madam/Sir,

This has reference to the BIS Certification Marks Licence No. CM/L - ..... granted to you for use of Standard Mark on ..... according to IS ..... which is valid upto .....

2. In this connection, we confirm having sent a telegram/fax/e-mail dated ..... *to you, which reads* as under:

“REF LICENCE CM/L-..... STOP MARKING IMMEDIATELY (.) LETTER FOLLOWS.”

3. In accordance with the provisions of Regulation 5 (7) (b) of BIS (Certification) Regulations, 1988, it has been decided to put your licence under Stop Marking with immediate effect due to the following reason(s)\*:

i) During surveillance inspection carried out in your unit on ....., your performance was assessed to be unsatisfactory on account of serious lapses given below:

.....  
.....

(Reference to D/V report may be made if issued during the visit)

ii) During surveillance inspection carried out on..... your performance was assessed as unsatisfactory and communicated vide our letter reference No..... dated ..... It is regretted that *no reply/incomplete/unsatisfactory reply\** has been received in the stipulated time.

iii) Information was given under Registered post/Speed post/FAX/e-mail vide our letter No. .... dated ..... about non-conformity of the sample(s) of the above mentioned product drawn on..... with the advice to take necessary corrective action, test the product after corrective actions to determine if it conforms to the above mentioned Indian Standard and submit the details within the stipulated time. *We regret to note that your reply has not been received/*

iv) Information was given under Registered post/Speed post/FAX/e-mail vide our letter No..... dated ..... about non-conformity of the sample(s) of the above mentioned product drawn on..... with the advice to take necessary corrective action, test the product

after corrective actions to determine if it conforms to the above mentioned Indian Standard and submit the details within the stipulated time. Complete/satisfactory reply has not been received in the stipulated time.

v) Information was given under Registered post/Speed post/FAX/e-mail/vide our letter No. .... dated.....to you about non-conformity of the sample of the above mentioned product drawn on.....

vi) Subsequently, the test report of another sample *pertaining to Batch/Lot/C.U No .....* drawn from factory on ..... has now been received and found not conforming to the standard (copy enclosed). Non conformity has been noticed in the following requirements of the standard:

Name of Laboratory	Test Report No	Requirement(s) not met

vii)The sample tested in your factory during the surveillance inspection carried out on..... was found not conforming to the standard (Ref. Point No..... of D/V report/FT report copy enclosed).

viii) A market sample drawn on ..... did not conform to the standard on independent testing ( copy of test report enclosed). The particulars of the sample as also its source of collection are given below:

.....

ix) During surveillance inspection carried out on ..... your performance was assessed as unsatisfactory as communicated vide our letter No..... dated.....

x) Recently surveillance inspection has been carried out on..... and your performance with respect to operation of the scheme of testing and inspection was assessed as unsatisfactory. A Discrepancy/Variation Report ..... dated ..... was issued to you during the said inspection with details of discrepancies observed (copy *enclosed*).

4. You are advised *to take appropriate action to* withdraw the material *pertaining to the non conforming Batch/Lot/C.U number.....* from market /dealer/distributor under intimation to this office.

**5. You are not permitted to mark and despatch (including stock in hand) the above mentioned product with Standard Mark.** You are, therefore, advised to ensure stoppage of marking on the product with immediate effect & confirm the same immediately preferably by returned post/e-mail. You are also advised to submit us the following details as on the date of receipt of telegram.

- Quantity of material with Standard Mark held in stock:
- (i) Batch No(s). and date(s) of manufacture; (ii) Brand; (iii) size/type/grade/variety;
- Packing details; and

d) Pending Orders for material with Standard Mark, if any with purchasers' names and addresses

6. Your reply with above stated details must reach us within **15 days** of the issuance of this letter failing which it will be presumed that you do not have such material in stock. In case it is subsequently found that you have sold the material with Standard Mark after receipt of BIS instructions to stop marking, it will be construed that the material so sold has been marked subsequently contravening the provisions of Section 11 of BIS Act, 1986. In such an eventuality, the Bureau will reserve the right to take such action against you as envisaged in the BIS Act, 1986, Rules & Regulations framed there under.

7. The minimum marking fee as indicated in the Second Schedule of above mentioned licence is payable by you for the period the licence is not in operation under stoppage of marking instructions from BIS, according to Regulation 6 of BIS (Certification) Regulations, 1988.

8. If you intend to resume marking, necessary corrective action may be taken in the context of the reasons for stop marking as stated in Para 3) above and submit complete details of compliance with all supporting documents (including TR in case of non conformity observed) to us for examination and verification inspection. One/two fresh control unit(s) shall be manufactured & tested incorporating corrective actions and offered for testing to BIS.

The reply with information sought under point 5 & 6 above should be sent immediately by return post/e-mail but not later than 15 days from the issuance of this letter. Further, complete reply with respect to Para 8 should reach BIS **within 45 days** failing which your licence will be considered for expiry/cancellation as per regulation 5(5)(a).

9. A sum of Rs. \_\_\_\_\_ shall be payable in advance towards the Special inspection charges, in the form of Bank Draft/Pay Order drawn in favour of Bureau of Indian Standards, payable at ..... .

10. Kindly acknowledge receipt and ensure compliance.

\* Strike off which are not applicable.

Yours faithfully,

Encl. As stated

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-----  
Not to be communicated (for guidance only)

Note : Stop Marking shall be imposed in accordance with SOM guidelines (Ref fig 1,2, and 3) based on the applicable grounds appropriate items from para 3 would be retained and others struck. Further, para 4 would be retained where applicable.

**REGISTERED POST-AD/SPEED-POST/FAX/E-MAIL**

Our Ref:

Date:

Subject: Unsatisfactory performance pertaining to *CM/L*-----

M/s.

Madam/Sir,

This has reference to the BIS Certification Marks Licence No. *CM/L* - .....granted to you for use of Standard Mark on ..... according to IS ..... which is valid upto .....

A Surveillance Inspection was carried out in your unit on..... During the visit, serious discrepancies were observed and communicated to you (Ref. D/V report issued during the visit, copy enclosed). You are advised to take appropriate corrective actions and send action taken report to avoid such discrepancies in future. Your reply must reach us within..... days from the date of issuance of this letter along with supporting document as objective evidence of corrective action taken.

In case, complete/satisfactory reply is not received within the stipulated period or performance during next surveillance visit is also found unsatisfactory or any factory/market sample is found to be not conforming to the Standard, stop marking shall be imposed in accordance with Regulation 5 (7) (b) of BIS Certification Regulations, 1988.

Thanking you,

Yours faithfully,

Encl. As above

( )

**Annex 22.3**  
**BUREAU OF INDIAN STANDARDS**  
**(DISCREPANCY/VARIATION REPORT)**

Reference No.

Date.....

Name of Applicant/Licensee: M/s

CM/L.....

Valid upto.....

Nature of Inspection: Preliminary/ Periodic/ Other/.....

Persons Contacted.....

IS:

Product:

Date(s) of Inspection:

Time:

Sl. No.	Discrepancy/variation observed	Clause reference of ISS/STI

Note 1: If discrepancy/variation is observed regarding operation of licence, competency of QC personnel and non cooperation of licensee etc. must be highlighted in detail.

Note 2: Non conformity detected in factory testing must be clearly indicated in D/V Report. If the above space is insufficient to record discrepancy/variation, a separate sheet must be attached and each sheet should be signed by the representative of the firm & Inspecting officer.

Comments /agreed action (by Applicant/licensee)

---

I have fully explained the Discrepancy/variation.

i) I have fully understood the D/V

ii) Confirmation of the corrective actions  
shall be made to BIS within \_\_\_\_\_ days.

Signature .....

Signature. ....

Name .....

Name .....

Designation .....  
(BIS Representative)

Designation .....  
(Firm's Representative)

Date:

Date:

Note: Copy of this report shall be issued to Firm's representative and acknowledgement obtained.

**BUREAU OF INDIAN STANDARDS**  
**CENTRAL MARKS DEPARTMENT- I**

Our Ref: CMD I/31

14 11 2011

**Subject: Amendment No. 18 to Operating Manual for Product Certification, 2004**

This has reference to OMPC 2004 with amendments 1 to 17 implemented, where clear guidelines regarding drawal of sample for inclusion when performance is unsatisfactory, are not available. It has been decided that **“when licensee submits request for inclusion of additional variety prior to surveillance inspection and a common visit is paid for surveillance as well as inclusion, sample of inclusion variety shall not be drawn in case performance is assessed unsatisfactory during the inspection”**.

Inorder to incorporate the above provision in OMPC 2004, a new clause no. 3.12.11.8 has been inserted after clause 3.12.11.7 of amendment no. 6, Dec 2006 to OMPC 2004.

Hence amendment No. 18, November 2011 to OMPC 2004 has been issued with the approval of competent authority for immediate implementation.

ITSD is requested to upload amendment no. 18, NOV 2011 to OMPC 2004 on intranet and send back the enclosed acknowledgement receipt to CMD I.

  
(R K KAIN)  
Sc -E

Encl: Amendment No. 18, November 2011 to OMPC 2004

H CMD-1

  
14/11/2011

H ITSD - To put up on BIS Intranet

Copy: HCMD-II

HCMD-III



**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. of **Amendment No. 18, November 2011** to Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**

**AMENDMENT NO.18 November 2011 TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION 2004**

Clause No	Existing Matter	Amendment
3.12.11.8,	New Clause	<p>– Insert the following new clause 3.12.11.8 after clause no. 3.12.11.7 of amendment no. 6, December 2006 to OMPC 2004.</p> <p>When licensee submits request for inclusion of additional variety prior to surveillance inspection and a common visit is paid for surveillance as well as inclusion, sample of inclusion variety <b>shall not</b> be drawn in case performance of the license is assessed unsatisfactory during the inspection.</p>

**BUREAU OF INDIAN STANDARDS**  
**Central Marks Department- I**

Our Ref: CMD I/31:2

23 10 2012

**Subject: Amendment No. 19 to Operating Manual for Product Certification, 2004**

The clause 7.2.2 of OMPC 2004 with amendments 1 to 18, when read in conjunction with Amendment No. 7, July 2007, has been modified in view of legal requirement.

In order to incorporate the above modification in OMPC 2004, amendment No. 19, October 2012 to OMPC 2004 has been issued with the approval of competent authority for immediate implementation. Copy enclosed

ITSD is requested to upload amendment no. 19, Oct 2012 to OMPC 2004 on intranet and send back the enclosed acknowledgement receipt to CMD I.

  
(R K KAIN)  
Sc -E

Encl: Amendment No. 19, October 2012 to OMPC 2004

H CMD-I

H ITSD - To put up on BIS Intranet

Copy: HCMD-II

HCMD-III

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. of **Amendment No. 19, October 2012** to Operating Manual  
for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:

Date:

**D& H (CMD-1)**



**AMENDMENT NO. 19, October 2012**  
**TO**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION 2004**  
**(Fifth Revision) (November 2004)**

Reference/Clause no.	Existing Matter	Amendment
Section VII, clause 7.2.2 and amendment no.7, July 2007		Replace the existing text with the following text:
Clause 7.2.2	On receipt of Gazette Notification, CMD-I shall inform CMD-II/III who in-turn will communicate to ROs/BOs along with its date of implementation. There should be a gap of at least six months (effective from 1 <sup>st</sup> of the month) from the date of approval by the Competent Authority / Committee and date of implementation of revised marking fee (about 3 months for gazette notification, another about 1½ month for communication to ROs/BOs and by ROs/BOs to licensees and another about 1½ month for receipt of acceptance of marking fee rates or otherwise).	On receipt of Gazette Notification, CMD-I shall inform CMD-II/III who in-turn will communicate to ROs/BOs along with its date of implementation.



**BUREAU OF INDIAN STANDARDS**  
**Central Marks Department-II**

Ref: CMD-II/31

07.01.2014

**Subject: Amendment No. 20 & 21 to IOMPC 2004 (Related to file maintenance system for product certification and Simplification of process to include new varieties in the existing licenses)**

It has been decided to implement the modified system for File Maintenance for Product Certification licenses to be followed in ROs/BOs and Sub Branch offices (Inspection Offices) and also Simplification process for inclusion of new type/grade/variety in the scope of existing licenses.

Amendment no. 20 to OMPC provides simplified procedure for inclusion of new type/grade/variety in the scope of existing licenses. Accordingly, the existing clauses 3.12.11.1, 3.12.11.2, 3.12.11.3, 3.12.11.4 & 3.12.11.5 of OMPC 2004 have been revised.

Amendment no. 21 to OMPC provides details for the modified system for File Maintenance for Product Certification licenses. Accordingly, the existing clause 4.8.2 and Annex 19 of OMPC 2004 have been revised.

The Amendment N0.20 & 21 November 2013 to OMPC, 2004 has been approved by the Competent Authority. Controlled Copies of the Amendments are enclosed herewith and are being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned for immediate implementation.

It is requested to send back acknowledgement receipt to CMD-II.



Nitasha Doger  
Sc-B, CMD-II

Encl: Amendment No.20 & 21 November 2013 to OMPC 2004

 H(CMD-II)

Sc-G. & Chief (Certification)

All ROs, BOs

ITSD with a request to upload on intranet.

  
07.01.2014.

  
7-1-14

**AMENDMENT NO. 20, November 2013, TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

Reference/Clause No	Amendment
Clause 3.12.11.1	<p>Replace the existing text with the following:</p> <p>3.12.11.1 In case, the licensee intends to cover types, grades, sizes or varieties, etc, not included in the licence, the procedure shall be followed as given below;</p> <p><b>(a) When the Machinery/Test Equipment &amp; process used for manufacture of new variety is same as that of the existing varieties covered in the licence :</b> No test report is required to be submitted by the licensee. New variety to be endorsed in case the same is covered in the approved grouping guidelines. Order to be issued on paper yellow in colour.(Yellow Form CM/PF603)</p> <p><b>(b) When the Machinery/Test Equipment &amp; process used for manufacture of new variety is different from that of existing variety covered in licence:</b> Licensee should submit an independent test report for the new varieties from a BIS recognized laboratory along with the declaration of additional manufacturing and testing facilities in CMD/PF 305 and 306. The test report shall be evaluated and if found passing, inclusion of new varieties shall be permitted immediately without carrying out any special inspection for verification. Order to be issued on paper yellow in colour.(Yellow Form CM/PF603) "</p>
Clause 3.12.11.2	<p>Replace the existing text with the following:</p> <p>Processing charges as have been specified in Annex18 (clause 6.1.3.2) shall be charged for inclusion of new variety under situations mentioned above. "</p>
Clause 3.12.11.3	<p>Replace the existing text with the following:</p> <p>During the next surveillance inspection, all verifications such as additional requirements such as raw materials, process requirements &amp; controls, manufacturing machinery, test facilities, shall be done and reported.</p> <p>Sample must be drawn for the new variety. "</p>
Clause 3.12.11.4	Deleted vide amendment No 20
Clause 3.12.11.5	Deleted vide amendment No 20

**AMENDMENT NO. 21, November 2013, TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

Reference/Clause No	Amendment
4.8.2	Replace the text as File maintenance system for Product Certification Licences in ROs/BOs is given in ANNEX 19.
Annex 19 (clause 4.8.2)	<p>Replace the existing text with the following:</p> <p><b>File Maintenance system for Product certification Licences</b> The following procedure for maintenance of files under product certification shall be implemented:</p> <ol style="list-style-type: none"> <li>1. <b>Technical Files</b> <ol style="list-style-type: none"> <li>1.1 Each BO shall create technical file for each IS under certification in BO. This shall contain copy of relevant Indian Standard, STI, Product Manual, grouping guidelines, marking fee details etc. Any correspondence regarding particular Indian Standards shall be from this technical file and in no case such correspondence shall be made from applicant/licensee file.</li> <li>1.2 In case the relevant papers of particular IS are received in BO which no applicant/licence exists at that time, such papers shall be filed in the file titled "General technical file".</li> </ol> </li> <li>2. <b>Files for individual licence</b> <ol style="list-style-type: none"> <li>2.1 There shall be only two files, One called as "Guard File" and the second as "Operational file" for each licence.</li> </ol> </li> <li>3. <b>Guard File</b> <ol style="list-style-type: none"> <li>3.1 The Guard File shall preferably be Red in colour and printed as "GUARD FILE". The name of the licensee with the Licence Number shall be indicated on the Guard File. It shall contain the following documents and in the colour mentioned against each: <ol style="list-style-type: none"> <li>a) Original copy of Grant of Licence letter (on BIS Letter head) [preferably on Pink paper]</li> <li>b) All Inclusions in original [preferably on Yellow paper]</li> </ol> </li> </ol> </li> </ol>



	<p>c) All Renewal letters in original [preferably on Blue paper]</p> <p>d) Copies of All Stop Marking Orders [preferably on Pink paper]</p> <p>e) Copies of All Resumption of Marking Orders [preferably on Green paper]</p> <p>f) Original Copies of Letters issued to Licensee conveying various decisions taken as mentioned above [BIS Letter Head]</p>
3.2	Each of the above documents be issued with two copies for office use. One copy for official use shall be kept in the Operational file & the other be placed in the Guard file.
3.3	The Guard file shall be sequentially numbered from page 1 onwards, and be kept in such a way that the latest document is on top.
3.4	An Index Sheet [in white colour] shall be maintained in the back of the cover page of the Guard file which will provide the list of documents on the file with the date and page numbers to facilitate location of a particular document. There shall be only one volume of the Guard file and it shall be kept in the safe custody of the dealing Scientist. This file shall remain valid till the licence is in operation.
3.5	All the guard files shall be invariably handed over to the next officer and an acknowledgement taken when handing over charge.
3.6	A guard file shall be created for all the existing licenses whenever the license file is being processed subsequent to the issue of this order.
4.	<b>Operational File</b>
4.1	All the operational files shall be opened for Grant of licence and thereafter a new file shall be opened every time the licence is renewed. The name of the licensee with the licence number along with the volume number shall be indicated on top of each operational file. This shall be followed by "Original Licence", "1 <sup>st</sup> Renewal", "nth Renewal" etc.
4.2	<p>The operational files shall have note sheets and correspondence sheets. The note sheets shall provide the full history of the case, its progress, and decisions. The First volume of this file shall contain the following:</p> <p>a) Application Form with all annexure</p> <p>b) Preliminary Inspection report and subsequent follow-up action reports</p> <p>c) Copy of Red form and its annexure including test report put up for considering GOL and subsequent actions till Grant of Licence.</p> <p>d) Surveillance Inspection Reports</p>

	<ul style="list-style-type: none"> <li>e) All inclusions in original, if any</li> <li>f) Special Inspection Reports, if any</li> <li>g) Complaints, if any</li> <li>h) Stop Marking decisions in original</li> <li>i) Resumption of Marking decisions in original</li> <li>j) Original Copies of Letters issued to Licensee conveying various decisions taken as mentioned above</li> <li>k) Details of FS and MS drawn ( Test Requests)</li> <li>l) Test reports</li> <li>m) Money receipts</li> <li>n) Correspondence</li> </ul>
4.3	All the note sheets shall be numbered as 1/N, 2/N etc. All paragraphs and approvals on the note sheet shall also be numbered, like 1, 2 etc. All note sheets shall be sequentially arranged in such a way that latest note sheet is at the end of note sheets. All correspondence sheets shall be sequentially numbered from page 1 onwards and be kept in such a way that the latest correspondence sheet is on top.
4.4	The above documents shall be maintained in the operational File till the validity of the original licence and subsequently to be sent to the record room at the end of the licence period.
4.5	Next volume of the operational file shall be opened at the time of renewal of the licence with a fresh note sheet and all the applicable papers from the beginning of the renewal application including renewal letters in original, till the end of the operative period of the renewed licence.
4.6	The page number on correspondence sheets shall start from 1. This shall be continued till the period the renewed licence is in operation.
4.7	The existing files for each licence shall be arranged as above whenever they are taken up for any processing. The original documents as in Para 1.1 above shall be placed in the new guard file that is now opened & the photocopy (where only the original copy is available) shall be kept in the operational file. The current operational file shall be closed as soon as the next renewal of the licence is taken up.
<b>5.</b>	<b>Old Operational Files</b>
5.1	It shall be ensured that all the old operational files shall be easily retrievable, protected from damages and maintained in good condition. For this purpose, a separate record room with adequate space shall be opened in every RO/BO.

	<p><b>6. Files for Sub Branch Office</b></p> <p>6.1 The above system of Technical as well as licence files shall apply to Sub Branch Offices (Inspection Offices) also.</p> <p>6.2 In addition to the "Guard File" being maintained at the Sub Branch level, one "Duplicate Guard File" shall be maintained at the Branch level. This file shall be in the custody of the Branch Head (with the help of his Steno/PS). No duplicate copy of the "Operational File" shall be maintained at the Branch level.</p> <p>6.3 The old Operational Files shall be stored in the record room maintained at the Branch Office.</p> <p><b>7. Audit of Files</b></p> <p>7.1 Periodically Head of BO shall carry out audit of files selected at random, to ensure that these are being maintained as per the File maintenance system.</p>
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**BUREAU OF INDIAN STANDARDS  
(CMD-II)**

**Ref: CMD-II/31**

**Date 09.01.2014**

**Subject: Amendment No 22 to OMPC-2004 [Related to deferment of renewal of licence]**

**1.** At present, OMPC-2004 gives different time periods for deferment of renewal of licence under different conditions as indicated below:

- a) 3 months, in case of non-receipt of renewal application or if it is received incomplete within the validity period (Cl.3.12.8 a).
- b) 6 months from the date of issue of stoppage of marking, in case licence is under stop marking at the end of validity period (Cl.3.12.8 b).
- c) Where renewal application has been received but overall performance needs improvement which may require not more than two months from the date of validity, the renewal of the licences may be deferred. If the licence is not renewed within a period of two months, the licence shall stand expired (Cl.3.12.8 c).

**2** In this amendment provision for renewal of licence for licence under stop marking has been made. Accordingly relevant clauses related to deferment of licence where licence is under stop marking have been deleted.

**3.** Similarly, the option to defer a licence when the overall performance needs improvement also has been deleted. Whenever the performance needs any improvement, independent action either to give the licensee to improve his performance, or issue stop marking orders to cancel the licence may be taken as per the prevalent guidelines.

**4.** The Amendment No.22 November 2013 to OMPC, 2004 has been approved by the Competent Authority and implemented with immediate effect. Controlled Copy of the Amendment is enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD-II.

H(CMD2)

Encl: Amendment No.22 November 2013 to OMPC 2004

All ROs,BOs

ITSD- with a request to upload on intranet.

**AMENDMENT NO. 22, November 2013 TO OPERATING MANUAL  
FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

<b>Reference/Clause No</b>	<b>Amendment</b>
Clause 3.12.4.3 <b>b) Note</b>	Deleted vide amendment no 22
3.12.4.3 <b>b)</b>  (See Amendment No 8 to OMPC 2004)	Deleted vide amendment no 22
3.12.4.3 <b>c)</b>  (See Amendment No 8 to OMPC 2004)	Deleted vide amendment no 22
3.12.4.3 <b>d)</b>	Deleted vide amendment no 22
3.12.5	<p>Replace the existing text with the following:</p> <p>Renewing authority shall record specific justification for agreeing to renewal, in case licensee has not produced any goods with Standard Mark for two or more successive years.</p> <p>Such licences shall normally be renewed only in cases where the capacity to produce the licenced goods continue to exist, but the licensee is not able to procure adequate orders for the product for which the licence has been granted.</p>
3.12.7	<p>Replace the existing text with the following:</p> <p>Renewal Period – Licences shall be renewed for a period up to 2 years at the request of the licensee, provided that the following is fulfilled:</p> <ol style="list-style-type: none"> <li>1. The performance of the licensee is better than satisfactory for at least one year before the renewal</li> <li>2. Licence fee is paid for the full period.</li> </ol> <p>The Renewal dates should be aligned with validity of other licences held by the licensee. The validity of the licence shall be given till the end of a calendar month. However, such adjustments should not lead to an extension of validity beyond a maximum of two years.</p>



	<p>In all other cases renewal shall be for 1 year except for the cases where slight adjustment in the renewal dates are necessary to align them with the other licences held by the licensee &amp; to make the validity of the licence till the end of a calendar year.</p>
<p>3.12.8 b) (See Amendment No 8 to OMPC 2004)</p>	<p>Replace the existing text with the following:</p> <p>In case licence is under stop marking at the end of the validity period and licensee applies for renewal along with the payment of licence fee and marking fee, licence shall be renewed <b>‘with stop marking to continue’</b>. While conveying <b>‘renewal with stop marking to continue’</b>, the licensee shall be informed that in case marking is not resumed within the maximum period specified for resumption of marking, action would be taken, including cancellation of licence, as per BIS (Certification) Regulations, 1988.</p>
<p>3.12.8 c) (See Amendment No 8 to OMPC 2004)</p>	<p>Deleted vide amendment no 22</p>

**BUREAU OF INDIAN STANDARD**

Received Controlled Copy No. of **Amendment No.22, November 2013** to Operating Manual for Product Certification (Fifth Revision), November 2004 for implementation.

Name:  
Designation :  
Deptt.:  
Date:

**Sc F &H (CMD-II)**

**CENTRAL MARKS DEPARTMENT-II**

**Our Ref: CMD-II/31:2**

09 01 2014

**Subject : Amendment No.23 to OMPC-2004 (Related to list of fee to be charged from applicant/licensee)**

This has reference to circular of CMD-I dated 07 10 2013 & 22 10 2013 pertaining to revision of Special Inspection Charges & Lot Inspection Charges respectively. Further the CA has also approved the processing charges of Rs 5000/- for considering inclusion.

Accordingly necessary changes in Annexure 18 of OMPC 2004 has been made and issued as Amendment No.23 to OMPC 2004.

The Amendment No.23 January 2014 to OMPC 2004 has been approved by the Competent Authority. Controlled copy of the Amendment is enclosed herewith and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned to ensure compliance.

It is requested to send back the enclosed acknowledgement receipt to CMD-II.

H (CMD-II)

Encl. Amendment No.23 to OMPC 2004

**Sc-G.& Chief (Certification)**

**All ROs/BOs**

**ITS - with a request to upload on INTRANET.**



**AMENDMENT NO. 23, December 2013**  
**TO**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

**Existing Annex-18 of OMPC 2004 shall be replaced by the Text given below:**

**ANNEX 18**  
*(Clause 6.1.3.2)*

**LIST OF FEE TO BE CHARGED FROM APPLICANT/LICENSEE  
AS APPLICABLE**

**A. APPLICANT**

- |     |   |  |
|-----|---|--|
| A-1 | Application fee (Non Refundable)<br>(along with application)  | Rs.1000/-                              |
| A-2 | Special Visit Charges (see clause 3,6)<br>[Note - Where an officer from HQ/ any other BO is required to be associated for inspection (see clause 1.8.2), the preliminary factory evaluation charges shall be Rs. 14000/-] | Rs. 7000/- per manday                  |
| A-3 | Testing Charges   | As applicable to the relevant product. |

**B. LICENSEE**

- |      |   |                        |
|------|---|------------------------|
| B-1  | ANNUAL LICENCE FEE  | Rs.1000/-              |
| B-2  | RENEWAL APPLICATION FEE (Non refundable)  | Rs. 500/-              |
| B-3  | MARKING FEE as applicable to the relevant product.<br>Manner of payment as mentioned in Schedule II of licence document |                        |
| B-4  | Special Visit Charges   | Rs. 7000/- per manday. |
| B-4A | Processing Charges for Inclusion<br>(per endorsement in the licence)  | Rs 5000/-              |
| B-5  | Testing charges, where required as applicable to the relevant product.  |                        |
| B-6  | Issue of Duplicate Licence  | Rs 100/-               |
| B-7  | Lot inspection charges (see 5.2.1.1, 5.2.1.3 & 5.2.1.6)   |                        |
- (i) **Lot Inspection Charges for LPG Cylinders, over and above marking fees:**  
Rs 7000/- per manday for first time and Rs 10000/- per manday for second time in a week, incase licensee arranges for travel and /or Board and lodging. Otherwise Rs 5000/- toward travel and Rs 4000/- for Board & Lodging per night stay shall be charged extra in addition to inspection charges.

Incase inspection team is required to spend an extra day at the plant due to inadequate testing capacity, the charges for the additional day shall be enhanced to Rs 10000/- w.e.f 01-02-2014 and Rs 15000/- w.e.f 01-06-2014 per manday.

- (ii) **Lot Inspection Charges for LPG Valves and Regulators:**  
Rs 7000/- per manday in case licensee arranges for travel and /or Board and lodging. Otherwise Rs 5000/- toward travel and Rs 4000/- for Board & Lodging per night stay shall be charged extra in addition to inspection charges.
- (iii) 1% of Value of lot from Licensees
- (iv) 2% of Freight on Board (FOB) Value of goods inspected from any other organization.

**C. FOREIGN MANUFACTURERS SCHEME CHARGES:** available with CMD-1

Note 1: All the above mentioned payments shall be taken in advance along with applicable service tax.

Note 2: Testing charges of samples drawn in connection with resumption of marking/ renewal of deferred licence shall be charged.

**BUREAU OF INDIAN STANDARDS**  
**(Central Marks Department - II)**

**Our Ref.: CMD-1/31**

**9<sup>th</sup> January 2014**

**Subject:           Amendment no. 24 to Operating Manual for Product Certification**

This has reference to circular of CMD-I under reference CMD-I/31 dated 31 10 2013 pertaining to Modified System for Recording of Application.

The revised procedure for recording of application was devised and was implemented with effect from 1<sup>st</sup> Nov 2014.

In order to incorporate these changes in Operating Manual Of Product Certification (OMPC) 2004., Amendment No. 24, January 2014 to OMPC 2004 has been issued.

Amendment No.24 January 2014 to OMPC, 2004 has been approved by the Competent Authority. Controlled Copy of the Amendments are enclosed and is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD-II.

Encl: Amendment No.24 January 2014 to OMPC 2004

**H(CMD-II)**

-All ROs, BOs

-ITSD - with a request to upload on intranet.

**AMENDMENT No.24, January 2014**

**to**

**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**

**(Fifth Revision) (November 2004)**

<b>Reference/ Clause No.</b>	<b>Proposed Amendment to OMPC 2004</b>
Section II,  Clause 2.2.1	<p>Replace the existing text with the following text:</p> <p><b>2.2.1 Receipt of Application:</b> The manufacturer desirous of obtaining Certification Marks licence, should apply in the prescribed form (CM/PF 301) to the BO within whose jurisdiction the factory is situated (<b>see Annex 3</b>) along with the prescribed application fee. A single application has to be filed for all type/grades/sizes of a product covered in an Indian Standard; however, separate applications have to be filed for products covered in different Indian Standards unless specific guidelines to the contrary exist.</p> <p>A counter shall be set up in all Branch Offices (BO) to receive applications for grant of licence (as well as for other related activities like inclusion of variety, renewal of licence, etc.). One of the staff members from Sales activity, where available, shall be deputed to operate the counter. The BO may provide additional staff to this counter on temporary basis whenever the work load is more. The counter should, preferably, be at the main entrance of the BO.</p> <p>All applications received by post shall also be dealt in the same manner.</p> <p>A web-based system is also under development by which the applicant would fill various applications / enclosures online, print the same and then physically submit the same at the BO with his signature. This online system would incorporate suitable checklist/ safe guards to prevent incomplete applications being submitted both electronically/ physically.</p>
Section II,  Clause 2.2.2	<p>Replace the existing text with the following text:</p> <p><b>2.2.2 Return of Application –</b> If the application is incomplete when checked against the prescribed checklist (refer Annex-26) at the above mentioned counter (refer clause 2.2.1), the same shall be returned across the counter with a clear list of deficiencies found in the application (see CM/PF 109) with one copy of the checklist to the applicant after signing the same. In case application is received by post; the same shall be returned with the checklist and the original application, by post, when it is found incomplete/deficient. No further approval of DO/GL/Head shall be required for this.</p>

<p>Section-II,</p> <p>Clause 2.2.3</p>	<p>Replace the existing text of clauses 2.2.3 with the following text.</p> <p><b>2.2.3 First stage Scrutiny and recording of application</b> - Every application for grant of product certification licence accompanied with the fee and relevant documents shall be checked as per prescribed checklist (see <b>Annex-26</b>) at the counter at BIS Reception.</p> <p>Whenever the applications are complete, the same shall be recorded immediately and no further approval of DO/GL/Head shall be required. If the application received is for a product/variety, which is not covered in the Indian Standard and it needs to be revised/amended which is time consuming, the application shall be returned with the fee and the applicant advised to approach BIS at a later date. Simultaneously, CMD / concerned Technical Department shall be informed.</p> <p>The recording of application shall be done in order of priority of receipt and be given a recording number. The recording number shall be a five digit number in a serial order prefixed by letter CM/A- and the Code number of the BO. The application record shall be maintained by BO in CMMS or as per the prescribed proforma (CM/PF 303).</p> <p>All applications received by post shall also be dealt with in the same manner except that the original application shall be returned by post when found incomplete/ deficient.</p>
<p>Section-II,</p> <p>Clause 2.2.4</p>	<p>Replace the existing text of clauses 2.2.4 with the following text.</p> <p><b>2.2.4 Second stage Scrutiny by IO</b> - The BO shall allot the applications to the concerned Inspecting Officers (IOs) if the relevant Indian Standard is found to be amenable for certification. IO shall carryout second stage (i.e. technical) scrutiny vis-a-vis a prescribed checklist (see <b>Annex-27</b>).</p> <p><b>2.2.4.1</b> The concerned officer shall fix the date for preliminary inspection / verification inspection within 15 days from the date of recording of the application. The concerned officer shall also examine the application and inform the applicant about any deficiency / missing information, if any, in the application and / or enclosures attached therewith. The applicant shall be required to complete the requisite actions before the visit. In case of request from the applicant for postponement of the visit for preliminary inspection / verification, such request shall be granted up to a maximum period of 15 days. In case the applicant fails to confirm completion of the requisite action within 15 days, the application shall be processed for rejection as per procedure. The requisite actions with regard to the deficiencies pointed out shall be verified by the inspecting officer (IO) during the preliminary inspection / verification inspection.</p> <p>The IO shall draw sample for independent testing in case the applicant is assessed to be competent to manufacture and test the product as per the relevant Indian Standard and majority of the documentation work is complete and found to be in order.</p> <p><b>2.2.4.2</b> If the application is for a product for which no licence has been granted (All India basis), the application should be accepted only if the relevant Indian Standard is amenable to certification, otherwise, it shall be returned along with the application fee. For determining amenability to certification, the nature of requirements and Marking Clause specified in the Indian Standard and the availability of testing facilities in the country shall be considered. The following</p>

	<p>procedure is recommended:</p> <ol style="list-style-type: none"> <li>For ascertaining the availability of testing facilities, periodic lists circulated by CL may be referred.</li> <li>In case availability of testing facilities is not listed, reference shall be made to CL under intimation to CMD and the concerned Standards Formulating Department to ascertain the laboratory who can undertake the test.</li> <li>The Standard shall be scrutinized and discussions held with the applicant regarding the process of manufacture in order to satisfy ourselves about feasibility of an appropriate surveillance scheme.</li> <li>In case of doubt, an acknowledgment should be issued and the application referred to CMD before accepting.</li> <li>Information about acceptance of application for a new product should be sent to all ROs/BOs and CMD for special attention.</li> </ol> <p><b>The concerned Inspecting Officer dealing with the case of all India first Application shall prepare “Product Manual” and the same shall be sent by the concerned BO to CMD within one week of carrying out the Preliminary inspection / drawal of applicant sample for testing.</b> For processing grant of licence in such cases, guidelines as per <b>Annex-24</b> shall be followed.</p> <p><b>2.2.4.3</b> If the application received is for a product/variety, which is not covered in the Indian Standard and it needs to be amended, which is time consuming, the application shall be returned with the fee and the applicant advised to approach BIS at a later date. Simultaneously, CMD / concerned Technical Department shall be informed.</p>
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**ANNEX- 26**

(Clause -2.2.3)

**CHECK-LIST FOR SCRUTINY OF APPLICATIONS AT THE COUNTER**

***(to be checked at the time of receipt of Application)***

<b>Sl. No.</b>	<b>REQUIREMENT</b>	<b>YES / NO</b>
1.	Whether the application form is as per BIS standard format and filled completely with no column left as blank?	
2.	Whether the application is signed and stamped?	
3.	Whether the application is accompanied with requisite fee (DD or evidence of transfer through RTGS)?	
4.	Whether the application is accompanied with check list?	
5.	Whether the application is accompanied by all documents as per "the list of documents to be attached"? ( <b><i>Please see Annex A, Annex A-1, Annex A-2, Annex A-3 and Annex B</i></b> )	
6.	In case the application is under "simplified procedure", is the test report attached with application and is not older than one month from date of submission of application?	

**Notes:**

1. If the application is found to be complete, it shall be recorded and acknowledgement issued to the applicant across the counter.
2. If the application is found to be incomplete or deficient, the deficiencies shall be clearly communicated to the applicant in writing and acknowledgement obtained across the counter.
3. The application shall, then, be marked to the Head of the Branch Office, immediately.

**ANNEX - 27**

**CHECK-LIST FOR SCRUTINY OF APPLICATIONS BY CONCERNED OFFICER IN THE BO**

***(to be checked at the time of receipt of Application)***

<b>Sl. No.</b>	<b>REQUIREMENT</b>	<b>YES / NO</b>
1.	Whether the application is complete in all respects, including the availability of requisite infrastructure for manufacturing and testing as per the Indian Standard? <b><i>(Please see Check-list attached as Annex B)</i></b>	
2.	Whether the test report(s) attached with the application has / have been submitted within the specified time norms <i>(applicable in case of simplified procedure)</i> ?	
3.	Whether the test report(s) is / are from BIS or BIS recognized laboratory(ies) only?	
4.	Whether the test report(s) show conformity of the sample(s) tested to the relevant Indian Standard(s)?	
5.	Whether all the requirements as per the relevant Indian Standard(s) have been tested?	
6.	Whether, in case of application under the Foreign Manufacturers' Certification Scheme, additional requirements, as given in <b>Annex C</b> , have been checked and found in order?	

**Note -** After scrutiny of the application, the concerned Officer shall communicate the deficiencies, if any, to the applicant and also indicate the date on which the preliminary / verification inspection is proposed to be carried out, clearly indicating that all deficiencies shall have to be completed by the applicant within the stipulated period in order to enable the BIS officer to verify the same during the preliminary / verification inspection.



**LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION**

No.	Title of Document	Page
1	Check-list ( <i>Please see Annex B</i> )	
2	In case the application is filed under “simplified Procedure”, the test report(s) in original from BIS or its recognized laboratories for all the requirements of the product and, where applicable, of raw material(s)/ component(s)	
3	Document of Central/State Government (e.g. Registration Certificate, Memorandum of Articles, etc) authenticating the address and purpose of the establishment of the manufacturing unit for which the application is made for grant of licence.	
4	In case the applicant applies as SSI unit, copy of valid Registration Certificate from the Local / State authority or from a Chartered Accountant?	
5	In case the application is signed by the authorized signatory of the applicant, authorization letter from CEO in the name of the authorized signatory.	
6	Process Flow-chart covering all processes of manufacture (from raw material to finished product stage), including details of in-process controls at each stage, even for those stages which have been outsourced?	
7	Complete list of manufacturing machinery, clearly indicating the name of the machinery, the details of the process for which it is used, its capacity and quantity in <b>Annex A-1</b> .	
8	In case some of the manufacturing processes are outsourced, provide details of such processes and the controls exercised by you before receipt of such material/components, etc. Also attach an authenticated copy of the agreement.	
9	<p>Complete list of testing facilities, clearly indicating the name of the equipment, the test for which it is used (mention clause No. of the Indian Standard), range / least count / accuracy of the test equipment, calibration status and quantity in <b>Annex A-2</b>.</p> <p><b>Note:</b> Model lists of testing facilities for some of the Indian Standards already covered under product certification are available on the BIS website and may be referred. However, for other Indian Standards, you are advised to study the relevant Indian Standard(s) and / or contact the concerned Branch Office of BIS for guidance.</p>	
10	Copies of calibration certificates of testing equipment valid at least till 3 months of acceptance of application	
11	Where applicable, ‘consent letter’ from BIS recognized laboratory (for requirements which have got to be and / or are proposed to be got tested from outside lab for which the applicant does not have in-house test facilities).	
12	Plant Layout clearly indicating location of manufacturing machinery, lab, office, workshop, amenities, storage area, etc., available in the factory premises, with the application?	
13	Appointment letter of QC personnel indicating names, experience, qualifications, date of appointment and also attach a copy each of the qualification certificates	
14	Copy each of the test reports/suppliers’ test certificates for each of the raw materials / components.	

15	Copy of in-house or independent test report for the product covering all requirements as per the relevant Indian Standard	
16	In case application is under simplified procedure, an undertaking from the applicant on his letter-head (see <b>Annex A-3</b> ) that the licence if granted to him shall be put under Stop Marking by BIS if the verification sample(s) drawn during verification visit of the BIS officer prior to grant of licence fail to conform to the Indian Standard. In case the licensee does not take corrective actions, informs BIS and offers two improved lots to BIS for inspection and testing within one month of the date of Stop Marking, the licence shall be processed for cancellation and no further chance would be given to the licensee	

**ANNEX A-1****(Sl. No. 7 on the List of Documents)****DECLARATION REGARDING MANUFACTURING MACHINERY**

1. Applicant name: \_\_\_\_\_

2. Application No. \_\_\_\_\_

3. Name/Address \_\_\_\_\_

Date	Machinery	Make	Capacity	Number	Remarks

<p>I hereby declare that the machinery of which details are given overleaf is owned by me and are actually installed in the premises*.</p> <p>I also declare that in case of grant of licence , I will send prior intimation to BIS whenever any machinery is taken out of the premises of the firm due to any reason</p> <p>Sig. of Firm's Representative _____</p> <p>Name: _____</p> <p>Designation: _____</p> <p>Date _____</p>	<p>I have checked and found that machinery of which details are given overleaf was available during my inspection.</p> <p>Sig. of BIS I.O. _____</p> <p>Name _____</p> <p>Designation _____</p> <p>Date of verification _____</p>
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**ANNEX A-2****(Sl. No. 9 on the List of Documents)****DECLARATION REGARDING TEST EQUIPMENT**

No entry to be crossed

1. Application No. \_\_\_\_\_

2. Licence No. \_\_\_\_\_

3. Name /Address \_\_\_\_\_

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

I hereby declare that the test equipments of which details are given overleaf 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.

Signature of firm's Representative \_\_\_\_\_

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Date: \_\_\_\_\_

I have checked and found that the test equipment of which details are given overleaf were available during my inspection.

Sig. of BIS I.O. \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of verification \_\_\_\_\_

**ANNEX A-3**

**(Sl. No. 16 on the List of Documents)**

**UNDERTAKING BY APPLICANT APPLYING UNDER SIMPLIFIED PROCEDURE**

(To be submitted on the letter head by CEO/Authorized Signatory to concerned Head of the Branch office along with the Application and other documents)

The Director and Head

BIS

\_\_\_\_\_

Dear sir

I, -----( name of person), -----( designation) have applied for a licence to you for use of BIS standard mark on -----(name of product) being manufactured at our factory at -----( give address).

I give an undertaking that the licence if granted against his application shall be put under Stop Marking by BIS if the verification sample(s) drawn during verification visit of the BIS officer prior to grant of licence fail to conform to the Indian Standard.

In such a case, I shall take necessary corrective actions and inform the same to BIS within 15 days along with offering fresh lot of products manufactured after taking corrective actions, from which samples (of rating/size/variety which facilitates verification of corrective actions on the reported failures) shall be drawn by BIS for independent testing .

I agree that the resumption of marking in such cases shall be allowed only on the basis of independent satisfactory Test Reports of the fresh samples offered (including long duration tests where failures were in long duration tests). In case the fresh sample drawn by BIS for independent testing fails, or we do not inform corrective actions taken and do not offer improved samples within 15 days of the date of Stop Marking, the licence shall be processed for cancellation without any further chance to me.

Date:

(Name)

(Designation)

(Seal)

**Annex B****CHECK-LIST FOR APPLICATION TO BE SUBMITTED BY APPLICANT TO BIS  
WHILE APPLYING FOR BIS LICENCE UNDER PRODUCT CERTIFICATION SCHEME OF BIS**

The following check-list is required to be submitted with all the applications for grant of BIS licence under the Product Certification Scheme of BIS. Please tick (√) in the relevant box.

Whether applied under: Simplified Procedure

☐

or

Normal Procedure

☐

**Note:** Refer BIS website or details of “Simplified Procedure” and “Normal Procedure” for grant of licence.

No.	Check-point	Requirement	Observations	Page No.
	General	Is the application form completely filled?		
1.	Name & Address	Is the name and address of applicant (manufacturing unit applying for licence) same in the application as given in the attached document of Central/State Government		
2.	Status of Applicant (Manufacturing Unit)	a. Has it been indicated whether the applicant is a large scale or small scale unit?		
		b. In case the applicant is a small scale unit, does the applicant hold valid Registration Certificate from the Local / State authority or from a Chartered Accountant, and is the certificate attached.		
		c. Has it been indicated whether the applicant is a Public Sector or a Private Sector company?		
3.	IS No. & Varieties	a. Has applicant recorded the applicable Indian Standard with correct title of the Standard?		
		b. Where applicable, has applicant mentioned designation, grade, type, variety, size, etc., of the product for which the BIS licence is sought?		
5.	History	a. Where applicable, has the applicant provided information regarding earlier BIS licence(s) held by them and / or cancelled in the past?		
		b. Where applicable, has the applicant provided information regarding BIS licences currently held by them?		
6.	Signature	a. Is the application signed by the CEO of the applicant?		
		b. In case the application is signed by a person other than the CEO, is the application signed by the authorized signatory of the applicant and his authorization is attached by the authorized signatory?		



7.	Machinery	a. Does applicant possess requisite manufacturing infrastructure to manufacture the product as per the Indian Standard?		
		b. Is installed capacity of production indicated in the application?		
		c. Does applicant have all machineries installed as per manufacturing process at the applicant's manufacturing premises?		
		d. If answer to 'c' above is no, does the applicant outsource any of its manufacturing processes and possesses valid agreement(s) with other manufacturing units for the outsourced processes and traceability of material, thus produced, etc.?		
		e. If answer to 'd' above is yes, does the applicant has any control over such outsourced activity? Are these outsourced process will ensure testing the quality of final product for all requirements at the applicant's manufacturing premises?		
8.	Test Equipment &  Calibration	a. Does applicant possesses requisite test facilities in-house as per the relevant Indian Standard at its factory address?		
		b. Are valid calibration certificates for relevant test equipment attached are complete and valid at least 3 months after the date of recording?		
		c. If reply to 'a' above is no, does applicant have arrangement with a BIS recognized outside lab for testing of the requirements for which it does not possess test facilities in-house? Is the consent letter as attached by applicant in this regard in order?  <b>Note:</b> <i>Relaxation in in-house test facilities may be allowed on submission of proper justification for requirements which are obligatory to get tested and for which frequency of testing, as prescribed in the relevant scheme of testing and inspection (STI), is, normally, one month or more.</i>		
9.	QC personnel	Does the applicant employ qualified & experienced Quality Control (QC) personnel on permanent basis and possess documentary evidence to establish the same? Are the copies of the qualification certificates and appointment letters of the QC personnel are in order.		
10.	Raw Materials and Components	Where ever requirements for raw materials/ components used in the manufacturing of the product are specified in the standard, do test reports/suppliers' test certificates, as submitted by the applicant show that these requirements are met as per the standard?		
11.	Plant Layout	Does copy of the plant (applicant manufacturing premises) layout clearly indicates locations of manufacturing machinery, laboratory, office, workshop, amenities, storage area, etc.?		
13.	Test Report(s)	a. Is the attached test report of in-house or from independent laboratory cover all requirements of the Indian Standard and is passing in such requirements?		

		b. In case the application is filed under “simplified Procedure” is the test report(s), in original, as submitted a) from BIS or its recognized laboratories? b) the test report is not older than one month from the date of submission of application, c) covers all the requirements of the standard, and d) passes in all such requirements		
14	Undertaking	In case application is under simplified procedure, an undertaking shall be obtained from the applicant on his letter-head that the licence if granted against his application shall be put under Stop Marking by BIS if the verification sample(s) (any sample including the long duration test samples) drawn during visit of the BIS officer prior to grant of licence fail to conform to the requirements of relevant Indian Standards. The licensee shall take necessary corrective actions and inform the same to BIS along with fresh samples (of rating/size/variety which facilitates verification of corrective actions on the reported failures) manufactured after taking the corrective actions. The resumption of marking in such cases shall be allowed only on the basis of independent satisfactory Test Reports of the fresh samples offered (including long duration tests where failures were in long duration tests). In case the fresh sample drawn by BIS for independent testing fails, or the licensee does not inform corrective actions taken and does not offer improved samples within 1 month of the date of Stop Marking, the licence shall be processed for cancellation and no further chance would be given to the licensee		

**ADDITIONAL REQUIREMENTS FOR APPLICANTS UNDER  
FOREIGN MANUFACTURERS' CERTIFICATION SCHEME OF BIS**

<b>Sl. No.</b>	<b>Check-point</b>	<b>Requirement</b>	<b>Yes</b>	<b>Not Applicable</b>
15.	Application Fee	Has applicant paid requisite application fee of Rs. 1000/-, in equivalent US\$ (Rs. 1000/- plus 12.36% tax for applicants from SAARC countries)?		
16.	Signature	Is the application countersigned by the applicant's Authorized Indian Representative?		
17.	Nomination	a. Has 'Nomination Form' of 'authorized Indian representative (AIR)' in the prescribed format on the firm's letter-head, duly signed by the authorized signatory of the applicant and the AIR or the authorized person of the company of the AIR, been submitted with the application?		
		b. Is the authorization to the signing authority to sign the 'Nomination Form' on behalf of the Indian Co. also submitted?		
		c. Is address of the AIR in the 'Nomination Form' complete and evidence of nationality, address proof, contact details like phone / fax numbers and e-mail address of the AIR submitted?		
		d. In case AIR is an Indian company, have copies of registration certificate and/or Memorandum of Articles along with authorization letter from top management of the Indian company in the name of a person acting as the AIR also been submitted with the application?		
		e. Has copy of Agreement between applicant and the Indian company / individual, nominated as the AIR, also been submitted?		
		f. Are copies of valid RBI clearance certificate for Indian Office / Branch of the applicant or any other relevant document for establishment of its Office / Branch in India provided?		
18.	Language	Are English translations of all the documents, which are in languages other than English, also available?		
19.	Preliminary Inspection / Visit Charges	Does the applicant undertake to bear inspection charges for all the inspections to be carried out by BIS at its premises before the grant of licence, including the arrangements and costs incidental thereto for travel and stay, visa, insurance, etc.?		
20.	Translation Facility	Does the applicant undertake to arrange, if required, services of translator (for translation in English) during the visits of BIS officers to its factory?		
21.	Agreement	Does the applicant agree to sign a legally binding agreement with BIS		

		in the prescribed format?		
22.	Indemnity Bond	Does the applicant agree to submit an Indemnity Bond to BIS in the prescribed format?		
23.	Performance Bank Guarantee	Does the applicant agree to furnish a Performance Bank Guarantee to BIS of US \$ 10000/- (from a bank having its branch in India) in the prescribed format on the letter-head of the bank?		



**BUREAU OF INDIAN STANDARDS**  
**(Central Marks Department - FCTI)**

**Our Ref.: CMD-FCT/ Amendment No 25 to OMPC**

**12 02 2014**

**Subject: Amendment no. 25 to Operating Manual for Product Certification 2004**

An Amendment No. 25, February 2014 to OMPC 2004, has been approved by the Competent Authority & has been made effective with immediate effect.

Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD FCT.

Encl: Amendment No. 25, February 2014 to OMPC 2004

(B. Ramakrishna Rao)  
Sc F & H (CMD FCT)

CC : ITSD with a request to upload on intranet.

**BUREAU OF INDIAN STANDARDS**

Received Controlled Copy No. of **Amendment No. 25, February 2014** to Operating Manual for Product Certification, 2004 for implementation.

Name:  
Designation:  
Deptt:  
Date:

Sc F & H (CMD FCT)

## AMENDMENT No 25 to OMPC 2004

**Subject: Modified procedure for Grant of Licence based on factory testing**

Existing Matter in OMPC 2004	Replace the existing text under Clause 2.9.5 (2.9.5.1 & 2.9.5.2 ) in OMPC 2004 with the following clauses and text
<p><b>2.9.5 Factory Testing of Applicant Samples</b> - In case, the samples sent to BIS or other recognized laboratories for independent testing are likely to be held up inordinately and when grant of licence is required to be considered urgently in view of public interest, like products required with BIS Standard Mark to meet the requirements of Projects being undertaken for Public and where the availability of such Standard Marked material is inadequate etc, the samples may be tested in the laboratory of the applicant provided complete testing facilities exist, after obtaining prior approval from DDGR. For products where approved laboratory is not available or product is difficult to transport and where CMD has issued specific guidelines, factory testing of applicant sample in the applicant's laboratory can be undertaken and in such cases prior permission from DDGR for factory testing would not be required. Special inspection charges are to be levied for the purpose. Depending on the requirements of the Standard, number of days required for inspection shall be estimated and, for this purpose, technical auditor shall make an advance plan in consultation with the applicant and get it approved from Head of the BO. Test records shall invariably be recorded in the approved proforma of CL, wherever it is available for the relevant specification.</p> <p>Where a licensee has applied for an additional grant of license for a product similar to the product (e.g. IS 2062 and IS 1977; IS 2830 and IS 2831 etc.) for which they are operating a license satisfactorily, the applicant sample be tested in the factory for grant of license with prior permission of DDGR.</p> <p>In case, a partial test report is received from the laboratory due to any reason, which could not be foreseen at the time of sending the sample to the laboratory e.g. a test equipment having gone out of order or facility for test does not exist for some of the requirements, the remaining tests may be carried out in the factory of the applicant on the counter sample under permission from Head BO, to expedite processing of the application. Separate permission from DDGR is not required. Such visit shall be charged at the rate of Special Visit Charges and testing charges for test(s) not carried out shall be refunded/ adjusted.</p> <p><b>2.9.5.1</b> If grant of license is to be recommended based on factory testing with permission, samples for independent testing need not be drawn for confirmatory</p>	<p><b>2.9.5 Factory Testing of Applicant Samples –</b></p> <p><b>2.9.5.1</b> The grant of license may be considered under any one or more of the following situations</p> <p>(a) For products where testing facility is not available either in BIS or its recognized laboratories</p> <p>(b) For Products that are difficult to transport.</p> <p>(c) The applicant has a continuous manufacturing process with integrated and mechanized in- built quality control system that automatically prevents production of any product, which is not conforming to the Indian Standard. (To be confirmed &amp; so certified by the Inspecting Officer)</p> <p>Provided that the testing time required is not more than five days.</p> <p>Provided further that the Inspecting officer has categorically recorded his confirmation about availability of complete testing facilities as per the relevant Indian Standard in the factory.</p> <p><b>2.9.5.2</b> Special inspection charges shall be taken in advance for all on-site visit days after estimating the number of days required for the purpose.</p> <p><b>2.9.5.3</b> The Inspecting Officer shall carry out testing in factory with due diligence. The test results shall be recorded in the approved test report proforma of Central Laboratory of BIS / as is specified in the Product Manual, wherever it is available. The Inspecting Officer shall clearly indicate the sample details, Quantity, Grade Variety/Type/Class/Size etc., Brand name, Declared values, Batch No. &amp; Date of Manufacture on the test report.</p> <p><b>2.9.5.4</b> There shall be no ambiguity in reporting the results. The Inspecting Officer shall indicate his findings/ remark regarding conformity/non-conformity to the relevant Indian Standard. The test report shall be signed by both BIS Inspecting Officer &amp; Quality Control personnel of the firm. In case sample tested in the factory is found to be non-conforming to the relevant Indian Standard, the same shall also be brought into the notice of</p>



<p>test. However samples shall invariably be drawn for independent test during the next surveillance visit, if available, failing which in the subsequent visits whenever available.</p> <p><b>2.9.5.2</b> In case a license is operated exclusively on factory testing basis, complete testing of sample during surveillance visits, at least once in an operative year, shall be done to ensure conformity of products to relevant standard.</p>	<p>management of the firm.</p> <p><b>2.9.5.5</b> In case a licence is operated exclusively on factory testing basis, complete testing of samples during each surveillance visit shall be done to ensure conformity of the product to the relevant Indian Standard. At least two such surveillance visits shall be conducted every year. Regular feed back from buyers shall be obtained.</p>
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**BUREAU OF INDIAN STANDARDS  
(Central Marks Department - FCT)**

**Our Ref.: CMD-FCT/ Amendment No 26 to OMPC 2004**

**Date: 20 02 2014**

**Subject: Amendment No 26 to Operating Manual for Product Certification 2004**

An Amendment No. 26, February 2014 to OMPC 2004, has been approved by the Competent Authority & has been made effective with immediate effect.

Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD (FCT).

Encl: Amendment No.26, February 2014 to OMPC 2004

(B. Ramakrishna Rao)  
Sc F & H (CMD FCT)

**ALL ROs/BOs**

CC : ITSD with a request to upload on intranet.

**AMENDMENT No. 26, February 2014  
to  
OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004  
(Fifth Revision) (November 2004)**

**Add a new clause after clause 6.1.5**

**6.1.6** All payments shall be, to the extent possible, be received through an on line payment gateway being provided through the BIS website. No payment receipts are required to be issued for such on line payment since the person making such payment can obtain the receipt from the website.

Payments can also be made through printable challan forms generated from the BIS website. In such cases the “customer” copy of the challan indicating receipt of money, shall be accepted. No further issue of receipts by BIS are required.

In cases where payments are accepted through Demand Draft / Banker’s cheque, other means across the counter, the receipt for payment received shall be handed over at the same time across the counter and can be stamped “Subject to realization of Demand Draft”

Where the receipt as above cannot be issued, the receipt for payment received shall be sent along with the next communication to be sent to the applicant / licensee. No payment receipts shall be sent independently by post.

**AMENDMENT NO. 27, March 2014  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

**Subject: Testing of Counter Sample & witnessing testing of counter sample**

OMPC 2004 Clause	Existing Text	<b>Replace the existing text under Clause 3.9.3 in OMPC 2004 with the following clauses and text</b>
Clause 3.9.3	<p>Clause 3.9.3  <b>Testing of Counter Samples</b> - When factory samples tested in independent laboratory fail, licensees may request technical auditor to test the counter samples in the factory during the time of his visit. This shall not be agreed. If licensees want another check, a formal written request is necessary. Testing of remnants of earlier samples may also be considered, if feasible. Prior permission of DDGR shall be taken before testing of counter samples/remnants is taken up. In cases where tests are carried out in outside laboratories, testing charges for testing of counter samples at the request of applicant/licensee shall be borne by applicant/licensee irrespective of the results obtained. In case of BIS laboratory, however, if the results of counter sample are found to be conforming to the requirement of the standard they may not be charged. This shall be made clear to the party before undertaking the testing of the counter sample. Head BOs may allow testing of counter samples when the original sample is damaged or lost in transit due to bonafide reasons.</p>	<p>Clause 3.9.3  <b>Testing of Counter Samples</b> - When factory samples tested in independent laboratory fail, licensees may request for the testing of counter sample or the testing of the remnants of earlier samples, if feasible.</p> <p>BO, shall normally allow all such reasonable requests. In case of refusal to allow this test, the matter shall be referred further to RO.</p> <p>The testing charges for testing of counter samples at the request of applicant/licensee shall be twice the rates charged for normal testing and shall be borne by applicant/licensee</p> <p>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.</p> <p>In case where sample was tested in BIS laboratory and licensee / applicant makes a request for witnessing testing of counter sample / remnants of the sample the BO may allow the same.</p> <p>For witnessing the test, a separate charge of Rs 10000.00 + cost of travel and boarding &amp; lodging for the BIS official to witness the testing shall be payable by the licensee/ applicant (travel and boarding &amp; lodging only in case of OSLs). The concerned laboratory I/C shall also be personally remain present and witness such testing either in BIS laboratory or in OSLs.</p>

**BUREAU OF INDIAN STANDARDS**

**Our Ref:CMD-FCT/Amendment No.28 to OMPC 2004**

**09 04 2014**

**Subject : Amendment No.28 to Operating Manual for Product Certification 2004**

An Amendment No.28, April 2014 to OMPC 2004, has been approved by the Competent Authority & has been made effective with immediate effect.

Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD(FCT).

Encl: Amendment No. 28, April 2014 to OMPC 2004

(B. Ramakrishna Rao)  
Sc F & H (CMD FCT)

**ALL ROs/BOs**

**CC:ITSD with a request to upload on BIS web**

**AMENDMENT NO. 28, APRIL 2014  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

Replace the existing text under Clause 2.9.1 (Note 2), in OMPC 2004 with the following clauses and text

Clause	Existing Text	Proposed Text
Clause 2.9, Sub Clause 2.9.1 (Note 2)	<p>Clause 2.9 PROCESSING FOR GRANT OF LICENCE</p> <p>Sub Clause 2.9.1 (Note 2)</p> <p>For product characteristics requiring testing time more than six months (like keeping property tests in paints, carbon paper, insulating tapes, various types of inks etc) proof in the form of test reports from laboratory, firms own or outside, should be made available for such tests. It shall be made clear to the applicant that in case of non conformity of independent sample in these requirements, the licence shall be processed for cancellation and fresh licence to such units shall be granted based on independent test reports only. An undertaking from the applicant shall be obtained for this purpose.</p>	<p>Clause 2.9 PROCESSING FOR GRANT OF LICENCE</p> <p>Sub Clause 2.9.1 (Note 2)</p> <p>For products involving long duration tests the following procedure shall be adopted for grant of licence:</p> <p>a) The grant of licence shall be considered without waiting for test reports for long duration test.</p> <p>b) The characteristics requiring testing time of more than <b>one month</b> shall be considered as long duration test period.</p> <p>c) Applicant shall submit an undertaking that in case of non conformity of independent sample in long duration test requirements, the licence shall be processed for cancellation.</p>

**BUREAU OF INDIAN STANDARDS**

**Our Ref:CMD-FCT/Amendment No.29 to OMPC 2004**

**17 04 2014**

**Subject : Amendment No.29 to Operating Manual for Product Certification 2004**

An Amendment No.29, April 2014 to OMPC 2004, has been approved by the Competent Authority & has been made effective with immediate effect.

Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD(FCT).

Encl: Amendment No. 29, April 2014 to OMPC 2004

(B. Ramakrishna Rao)  
Sc F & H (CMD FCT)

**ALL ROs/BOs**

**CC:ITSD with a request to upload on BIS web**

**AMENDMENT NO. 29, APRIL 2014  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

**Existing Annex-18 of OMPC 2004 shall be replaced by the Text given below:**

**ANNEX 18  
(Clause 6.1.3.2)**

**LIST OF FEE TO BE CHARGED FROM APPLICANT/LICENSEE  
AS APPLICABLE**

**A. APPLICANT**

**A-1 Normal & Simplified Procedure**

A-1.1 Application fee (Non Refundable)	Rs.1000/-
A-1.2 Special Visit Charges	Rs.7000/- per manday
A-1.3 Testing Charges	As applicable

**A-2 Tatkal Scheme**

A-2.1 Application Fee (Non Refundable)	Rs.2000/-
A-2.2 Special Visit Charges	Rs.14000/- (per manday)
A-2.3 Testing Charges	As applicable

**B. LICENSEE**

B-1 ANNUAL LICENCE FEE	Rs.1000/-
B-2 RENEWAL APPLICATION FEE (Non refundable)	Rs.1000/-
B-3 MARKING FEE Manner of payment as mentioned in Schedule II of licence document	As applicable
B-4 Special Visit Charges	Rs.7000/- per manday
B-5 Processing Charges for Inclusion of new varieties (per endorsement in the licence)	Rs.5000/-
B-6 Design & Drawing approval for LPG Cylinders, valves, regulators etc. and other products where Design & Drawing approval is sought from BIS (for each approval)	Rs.5000/-



B-7 Testing charges, where required As applicable

B-8 Issue of Duplicate Licence Rs.1000/-

**B-9 Counter Sample Testing & Witnessing Charges (applicant/licensee)**

- (i) Charges for testing of counter sample : Twice the rates charged for normal testing
- (ii) Charges for witnessing testing of counter sample : Rs.10000.00 + Travel, boarding & lodging for BIS official where outstation travel is required to be made.

**B-10 Testing Charges for Resumption of Marking/Applicant Sample/ Verification Sample**

Testing charges of samples drawn in connection with Resumption of marking/Applicant Sample/ Verification Sample shall be charged.

**B-11 Lot Inspection Charges**

**(i) Lot Inspection Charges for LPG Cylinders, Refillable seamless steel gas cylinders, Cylinders for on-board storage of CNG as a fuel for automotive vehicles, LPG Valves and regulators, Valve fittings for compressed gas cylinder excluding LPG, Multifunction valve assembly for permanently fixed LPG containers for automotive use, Low pressure regulators for use with LPG etc. and for other products where regular lot inspections are carried out by BIS:**

Rs.7000/- per manday for first day in a week and Rs.10000/- per manday for second day in a week, in case licensee arranges for travel and/or boarding and lodging. Otherwise Rs.5000/- towards travel and Rs.4000/- for boarding & lodging per night stay shall be charged extra in addition to inspection charges. In case inspection team is required to spend an extra day at the plant due to inadequate testing capacity, the charges for the additional day shall be enhanced to Rs.15000/- w.e.f. 01-06-2014 per manday. **All these charges are over & above the marking fees.**

**(ii) Lot Inspection on the Request of Licensee other than (i) mentioned above.**

1% of Value of lot from Licensees (see 5.2.1.6)

**(iii) Inspections on Behalf of other Organizations**

2% of Free on Board (FOB) Value of goods inspected from any other organization. (See 5.2.1.3 & 5.2.1.4)

**C. FOREIGN MANUFACTURERS SCHEME CHARGES :**

The fee to be charged from applicants & licensees for Foreign manufacturers shall be same as applicable to domestic manufacturer. Per-diem charges shall be applicable as prescribed in Chapter II of Regulation 12 (4) (e) of the Bureau of Indian Standards (Terms and Conditions of Service of Employees) Regulations, 2007.

## **D. REGISTRATION SCHEME**

### **D-1 Application**

(i) Application fee for grant of registration : Rs.1000/-

(ii) The Processing fee of Rs.25000/- plus applicable taxes be charged for each application including one test report for grant of registration. For each additional test report included with the application, additional processing fee of Rs.10000/- be charged.

### **D-2 Registration**

Annual Registration Fee	Rs.1000/-
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### **D-3 Inclusion**

Inclusion Charges	Rs.5000/- and Rs.10000/- per test report be charged as processing fee.
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### **D-4 Renewal**

Application Fee	Rs.1000/-
Annual Registration Fee	Rs.1000/-
Annual Processing fee (including one test report)	Rs.25000/-

## **E. Collection of Service Charges**

All the above mentioned payments shall be taken in advance along with applicable service tax.

**BUREAU OF INDIAN STANDARDS**

**Our Ref:CMD-FCT/Amendment No.30 to OMPC 2004**

**23 04 2014**

**Subject : Amendment No.30 to Operating Manual for Product Certification 2004**

An Amendment No.30, April 2014 to OMPC 2004, has been approved by the Competent Authority & has been made effective with immediate effect.

Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD(FCT).

Encl: Amendment No. 30, April 2014 to OMPC 2004

(B. Ramakrishna Rao)  
Sc F & H (CMD FCT)

**ALL ROs/BOs**

**CC:ITSD with a request to upload on BIS web**

**AMENDMENT No. 30 , April 2014**  
**to**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

Existing Matter in OMPC 2004	Replace the existing text under Clause 3.12.7 with the following text
<p><b>3.12.7</b> Renewal Period – Licences shall be renewed for a period up to 2 years at the request of the licensee, provided that the following is fulfilled:</p> <p>1. The performance of the licensee is better than satisfactory for at least one year before the renewal</p> <p>2. Licence fee is paid for the full period.</p> <p>The Renewal dates should be aligned with validity of other licences held by the licensee. The validity of the licence shall be given till the end of a calendar month. However, such adjustments should not lead to an extension of validity beyond a maximum of two years.</p> <p>In all other cases renewal shall be for 1 year except for the cases where slight adjustment in the renewal dates are necessary to align them with the other licences held by the licensee &amp; to make the validity of the licence till the end of a calendar year.</p>	<p><b>3.12.7</b> Renewal Period – Licences falling under Category I (Star Licence) shall be renewed for the maximum period permitted under the Regulations &amp; Category II (Normal Licence) shall be renewed for a period not exceeding 2 years at the request of the licensee.</p> <p>Licences falling under the Category III (Marginal Licence) shall be renewed only for a period of 1 year.</p> <p>The Renewal dates should be aligned with validity of other licences held by the licensee. The validity of the licence shall be given till the end of the month. However, such adjustments should not lead to an extension of validity beyond the maximum period permitted under the Regulations for Category I (Star Licence) &amp; for a period not exceeding 2 years for Category II (Normal Licence).</p> <p>. In all other cases renewal shall be for 1 year. This excludes the additional period for which renewal is being allowed to align the dates of more than one licence to bring the licence validity to the end of the month.</p>

**BUREAU OF INDIAN STANDARDS**  
**CENTRAL MARKS DEPARTMENT-FCT**

**Our Ref:CMD-FCT/Amendment No.31 to OMPC 2004**

**08 05 2014**

**Subject : Amendment No.31 to Operating Manual for Product Certification 2004**

An Amendment No.31, May 2014 to OMPC 2004, has been approved by the Competent Authority & has been made effective with immediate effect.

Controlled copy of the amendment is being forwarded to Activity Heads, DDGRs, Departmental Heads and other concerned.

It is requested to send back the enclosed acknowledgement receipt to CMD(FCT).

Encl: Amendment No. 31, May 2014 to OMPC 2004

Sd/-  
(P M Pantulu )  
Sc F & H (CMD FCT)

**ALL ROs/BOs**

**CC:ITSD with a request to upload on BIS web**

**AMENDMENT No. 31 , May 2014**  
to  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

Existing Matter in OMPC 2004	Replace the existing text under Clause 3.11 with the following text
<p><b>3.11 FOLLOW UP ACTIONS INCLUDING STOP MARKING</b></p> <p><b>3.11.1</b> On receipt of surveillance report from technical auditor the next superior authority should review the report and take actions on the lapses noticed during the surveillance report which are of serious nature and require urgent action. Observations, discrepancy/variation report of the technical auditor during visit shall also be confirmed in writing to the licensee by email / FAX (Speed in written communication as a follow up is very important). At the same time the communication should be clear and precise covering all the points and advising corrective actions. The actions taken should be indicated by group leader on the inspection report. The actions to be taken by Dealing officer /Group leader/Director/Head of BO, during operation of licence should include (See <b>Annex 2: Certification Marking Flow Chart</b>):</p> <ul style="list-style-type: none"> <li>a) giving a notice to the licensee for lapses observed and advising him to take necessary action to remove these lapses, and thereafter following up to ensure that actions are taken by the licensee well in time.</li> <li>b) advising the licensee to stop marking if the STI is not being operated satisfactorily; proper checks to see that marking is stopped, shall be exercised.</li> <li>c) permitting resumption of marking if the operation is found to be satisfactory after approval by the Head of MD/BO concerned. For this purpose the prescribed proforma shall be used (CM/PF 602).</li> <li>d) ensuring forwarding of the samples to the laboratory for testing; a letter (CM/PF 114) should go to the firm</li> </ul>	<p><b>3.11 STOP MARKING / RESUMPTION OF MARKING</b></p> <p><b>3.11.1 Provisions in the BIS Rules and in the BIS Certification Regulations (Modified) concerning Stop Marking</b></p> <p>The provisions with respect to stop marking as contained in the Certification Regulation are as follows:</p> <p><b>Regulations 5 (7) (a)</b> <i>“If, at any time, there is some difficulty in maintaining the conformity of the product to the specification or the testing equipment goes out of order, the marking on the product with trade mark or brand name registered with the Bureau shall be stopped by the licensee, under intimation to the Bureau. The marking may be resumed as soon as the defects are removed and information regarding such resumption of marking be sent to the Bureau, immediately thereafter.”</i></p> <p><b>Regulations 5 (7) (b)</b> : <i>“If, at any time, the Bureau has sufficient evidence that any product with the trade mark or brand name registered with the Bureau carrying the Standard Mark is not conforming to the Indian Standard, the licensee shall be directed to Stop Marking of such product under the trade mark or brand name permitted for use of Standard Mark. Such evidence is not limited to, but may include one or more of the following situations:”</i></p> <ul style="list-style-type: none"> <li>(i) <i>non conformance of products under the trade mark or brand name except in parameters specified to be non-critical under the condition of licence established after factory or independent testing</i></li> <li>(ii) <i>non-implementation of the provision(s) of the Scheme of Testing and Inspection</i></li> </ul>

<p>if the information regarding despatch of sample is not received from the courier/firm as the case may be.</p> <ul style="list-style-type: none"> <li>e) making arrangements for drawal of market samples and seeking consumers views. (See <b>3.9.7</b>)</li> <li>f) carrying out investigations in case of failure of factory and market samples.</li> <li>g) reminding the licensees to send reply/take actions on the earlier letter sent to them.</li> <li>h) informing licensees of any amendments to the scheme of testing and inspection, marking fee, operational procedures, etc.</li> <li>i) informing Technical Departments regarding any lacuna, noticed in specification by RO/BO/licensee.</li> <li>j) suggesting modifications in specification requirements on the basis of the analysis of data collected from licensee.</li> <li>k) processing of notice of cancellation of licence under the Act under the signatures of DDGR or any other officer authorized on his behalf when the lapses are of serious nature and it is observed that licensee is has not taken adequate actions for removing these lapses. Draft notice with complete papers shall be put up to competent authority.</li> <li>l) investigation of any complaints received.</li> <li>m) internal notings for suggestion/advice to technical auditor.</li> </ul> <p><b>3.11.2 Stop Marking</b></p> <p><b>3.11.2.1</b> Under the circumstances mentioned in Certification Regulation <b>5(7)(a)</b> the licensee should stop marking by himself and intimate BIS. Likewise when the licensee proposes to resume marking the same must be intimated to BIS. BIS may direct a licensee to stop marking under conditions laid down in Regulations</p>	<ul style="list-style-type: none"> <li>(iii) <i>non-availability of testing personnel or equipment and no alternate arrangements made</i></li> <li>(iv) <i>licensee failed to provide reasonable opportunity to any Inspecting Officer to enable him to discharge the duties imposed on him</i></li> </ul> <p><i>The resumption of marking shall be permitted by the Bureau after satisfying itself that the licensee has taken necessary actions and sufficient evidence is available about the conformity of the product to the relevant standard.</i></p> <p><i>During the period of stop marking, the licensee shall not produce and sell in the market under the Trade Mark or Brand Name for which the license has been granted by the BIS.</i></p> <p><b>3.11.2 Delegation of Powers</b></p> <p>Any decision for Stoppage of Marking (SOM) shall be taken by Head of BO only after careful examination of the entire matter <b>subject to the approval of DDGR</b> within 7 days.</p> <p>Speaking Order shall be recorded by the Competent Authority on the file for imposing stop marking. All such cases to be reviewed every month by the concerned DDGR. The SOM should be strictly as per the procedure given below. Any frivolous issue of SOM should be viewed very seriously and action would be taken against the concerned officer whenever any deviations are found.</p> <p><b>3.11.3 Broad Principles of Stop Marking / Resumption of Marking.</b></p> <p>Stop marking is a provision which must be used very carefully. Provisions have been made for imposing stop marking in case of non conformity of product however the IO should always take a balanced approach in consumer interest. In the case of a product under mandatory certification a manufacturer is not able to carry on his manufacturing process and therefore has to cease production. In other cases also, the production and supply of goods with standard mark is prevented and this</p>
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<p><b>5(7)(b)</b>, when sufficient evidence is available that the product carrying the Standard Mark may not be conforming to the requirements of the relevant Indian Standard and other situations detailed in the tree diagram for stop marking at Figure 1 or for non payment of dues as given in Regulation <b>5(7)(c)</b>.</p> <p>The stop marking in case of food products under mandatory certification and any other product identified specifically in this regard shall be done in accordance with provisions of <b>Annex 22</b>.</p> <p><b>Note 1:</b> In case the scope of licence covers more than one variety/type/grade/rating and the nonconformity reported pertains to one such variety/type/grade/rating only, and the effect of the failure relates to a process, raw material, component etc. which does not affect the overall quality and characteristics of other grades, partial stop marking may be considered.</p> <p><b>3.11.2.2 Process for Stop Marking</b></p> <p>The procedure leading to issuance of stop marking on account of failures of samples (non-ISI marked raw materials, components, final products etc), has been detailed in the Stop marking process flow chart in Figure 2. For the purpose of counting ‘First’, ‘Second’ or ‘third’ failure, all Test reports received in the past shall be taken into account, unless one passing (based on date of drawal) test report has been received, in which case the previous failures shall be disregarded. (See also <b>Annex 21 - Guidelines on STOP MARKING /RESUMPTION OF MARKING</b>). However, if failure in two or more Critical requirements are observed in the same sample, Stop Marking should be imposed immediately after taking concurrence of Head BO. For food products under mandatory certification and for any other product specially identified, norms given in <b>Annex 22</b> will apply.</p>	<p>deprives the consumer of quality goods. Therefore it should be resorted to in consumer interest only wherever it is essential to do so and it is obvious that the license holder is not in a position to / not interested in meeting the requirements of the Indian Standard.</p> <p>Resumption of marking should be done at the earliest, once the licensee has confirmed having taken corrective actions.</p> <p><b>3.11.4 Self Stop Marking by Licensee</b></p> <p>Under the circumstances mentioned in Regulations 5 (7) (a), the licensee should stop marking by himself and intimate BIS. Likewise when the licensee proposes to resume marking the same must be intimated to BIS.</p> <p>In the event of shifting of factory , the licensee may inform in writing that they have stopped production. On receipt of intimation from the licensee that they have completed shifting and ready to start production they may be permitted to do so and a surveillance inspection shall be arranged within 15 days of giving such permission. During this surveillance inspection the production facilities and testing arrangements in the new premises shall be verified.</p> <p>If a factory is under prolonged closure due to lack of orders or due to any other reasons, stop marking need not be imposed. In case factory is found to be non functional during surveillance visit, IO should issue a DV Report and get the acknowledgement from the person present.</p> <p><b>3.11.5 Stop Marking due to Non Conformity of Product in Critical / Non-Critical requirement(S)</b></p> <p>BIS may direct a licensee to stop marking under conditions laid down in Regulations <b>5(7)(b)</b>, when sufficient evidence is available that the product carrying the Standard Mark may not be conforming to the requirements of the relevant Indian Standard and other situations. This shall also apply in case of non</p>
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<p>For reasons other than failure of samples, stop marking instructions can be issued on receipt of consecutive unsatisfactory surveillance visit reports; the receipt of a complaint from an organized consumer involving bulk supplies, being found genuine, significant modification(s) in the manufacturing process, plant and machinery etc without prior approval of the Bureau; relocation of plant and machinery(including laboratory equipment; prolonged closure of factory; (intentional) marking of non-conforming products; marking on products other than those covered in licence as detailed in Figure 1. Stop Marking may be imposed after the first unsatisfactory visit following major breakdown of testing and manufacturing equipment; non availability of Testing Personnel (and no alternate arrangement made) and in case confirmation of corrective action is not received from firm within a reasonable time (See <b>Annex 21</b> - Guidelines on STOP MARKING / RESUMPTION OF MARKING. See also <b>Annex 22</b> Norms for Strict Control/Licences of Food Products under Mandatory Certification.)</p> <p><b>3.11.2.3 Communicating the Stop Marking Decision</b></p> <ul style="list-style-type: none"> <li>i) Speaking order shall be recorded by the competent authority on the file for imposing stop marking.</li> <li>ii) The BO shall communicate the stop marking decision through a telegram/e-mail and simultaneously confirm the stop marking through a letter sent through registered mail or fax addressed to Chief Executive of the firm, stating the grounds of stop marking, the scope to which stop marking instructions apply (specify if partial stop marking) and the conditions under which the marking will be resumed, so that, corrective actions could be initiated. In addition this letter also should contain the paragraphs ; - “Please confirm that you have stopped marking the above mentioned products with the ISI Mark and furnish us</li> </ul>	<p>conforming test reports being obtained as a result of complaint cases or / and Public Testing of samples.</p> <p>Product Manual for each Indian Standard which are under certification are likely to be made available shortly. The critical requirements are being specified in the Product Manual. Till the Product Manual is made available, ROs / BOs may decide upon the critical requirements.</p> <p><b>A. In case Previous Test Report was Conforming (in critical requirement)</b></p> <p>On receipt of non-conforming report in critical requirements, actions shall be taken as given below:</p> <ul style="list-style-type: none"> <li>a) If previous test report was found conforming in one or more critical requirement, a letter shall be issued to the licensee enclosing the failure test report and seeking corrective actions and reply within 10 days (as per format given at Annex A).</li> <li>b) If reply is received <b>within 10 days</b>, review shall be made for completeness: a) reasons for the non-conformity as per their investigation, b) remedial actions taken for avoiding recurrence of the non-conformity, c) FT/IT report indicating conformity of the product after remedial actions taken, d) production schedule for arranging verification visit of the Inspecting Officer.</li> </ul> <p>If the reply received is complete, arrange for verification visit. This visit is to be completed within 10 days of receipt of intimation. Visit for verification of corrective action shall be chargeable. If the verification visit is satisfactory, IO shall draw the verification sample for independent testing and normal operation of licence shall be allowed to continue. Testing charges for verification sample drawn shall be paid by the licensee to BIS at twice the rate for normal testing. <b>The actual charge shall be paid by BIS to the concerned labs.</b></p>
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<p>information on quantity of ISI marked material held in stock along with the details of brand, type, variety, batch number, packing and pending orders for Standard marked material.”</p> <p>iii) While communicating stop marking instructions to the licensees, the reference to relevant Certification Marks Regulations i.e. <b>5(7)(a)</b> or <b>(b)</b> shall invariably be mentioned. The terminology used for such communication shall be synonymous with the terminology provided in the regulation. The term "self marking rights suspended" "marking is suspended" etc. should not be used. Similarly for resumption of marking, terminology "resumption of marking" should be used as provided in Regulation <b>5(7)(b)</b> and other terms like "revocation of marking," "restoration of self marking rights" etc. should not be used.</p> <p>iv) A visit should be arranged to licensee's factory preferably within a time period not exceeding 30 days of the issue of stop marking instructions to ensure compliance with the orders. In case the licensee has not complied with the stop marking instructions, licence may be considered for cancellation. The provision for visiting the factory for verification of stop marking instructions, may be relaxed in case of licences where the previous experience indicates compliance to stop marking instructions. However visit must be paid for mandatory product licences.</p> <p>v) Standard marked material lying in stock at the time of stop marking should be withheld, declared, reassessed and segregated by</p>	<p>c) On receipt of test report of verification sample.</p> <p>i) If verification sample conforms, normal operation of the licence shall be allowed to continue.</p> <p>ii) If verification sample does not conform, and the deviation from the required value is less than 10%, the licensee shall be given one more opportunity to submit another sample.</p> <p>iii) In case the verification sample does not conform and the deviation from the required value is more than 10% Stop-Marking shall be issued. (as per format given at Annex B)</p> <p>d) If the verification visit is not satisfactory, IO shall not draw the verification sample. Stop-Marking shall be issued (as per format given at Annex B).</p> <p>e) If reply received is incomplete, seek missing information within 10 days. If the reply for missing information is either not received in 10 days or still not satisfactory, but the failure is in one or more critical requirements, Stop-Marking shall be issued. (as per format given at Annex B)</p> <p><b>B. In case, the previous report was Non Conforming (in critical requirements)</b></p> <p>a) Check the date of manufacturing(DOM) / packing (DOP). In case these dates are not available on the product or packaging, check the date of drawal of sample(DOS).</p> <p>b) If DOM/DOP/DOS is before the receipt of corrective actions intimation and its verification done by BIS, check whether non-conformity in the test report is in the same requirement as of first non-conformity test report.</p> <ul style="list-style-type: none"> <li>• If yes, remind the licensee to take corrective action and submit compliance report immediately.</li> <li>• If no, issue another letter (as per format</li> </ul>
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<p>licensee. Based on evidence provided, Head of BO may decide to release of material.</p> <p>vi) On issuance of stop marking instructions due to administrative reasons any samples pending despatch or testing should not be withheld or withdrawn.</p>	<p>given at Annex A) indicating additional action to be taken by the licensee. Further actions to be taken in line with 3.11.6 (A)</p> <p>c) If the DOM/DOP/DOS is after receipt of corrective actions intimation by licensee on the first failure /verification by BIS, issue stop-Marking (as per format given at Annex B).</p>
<p><b>3.11.2.4 Resumption of Marking</b></p> <p>i) Where corrective actions need to be confirmed by ascertaining product conformity, representative samples may be tested in factory. In case of long duration tests, sample may be sent for independent testing for considering resumption. Normally there is no requirement to draw independent samples for confirmatory testing except where indicated in Figure 3 RESUMPTION OF MARKING (FLOW CHART). However, when ‘Stop Marking’ was done for reasons other than failure, sample may be drawn to get feedback of licensees performance in the long run. The test reports of such samples would have no bearing on the decision for resumption of marking, and should be viewed as normal samples (See also <b>Annex 21-Guidelines on STOP MARKING / RESUMPTION OF MARKING</b>).</p> <p>ii) Resumption of marking should be done, within six months of issuance of stop marking orders, by the Head of BO/DDGR on verification of corrective actions. In case, the stop marking period is likely to exceed six months because of genuine reasons and licensee has confirmed having taken corrective actions, the case may be put up by BO along with their recommendations to DDGR for grant of extension of</p>	<p><b>C. In case Previous Test Report was Conforming (in non- critical requirement)</b></p> <p>On receipt of non-conforming report in non-critical requirements, actions shall be taken as given below:</p> <p>a) If previous test report was found conforming and it is a first test report found non conforming in one or more non critical requirements, a letter shall be issued enclosing the failure test report and seeking corrective actions and reply within 10 days (as per format given at Annex A).</p> <p>b) If reply is received within 10 days, review shall be made for completeness : a) reasons for the non-conformity as per their investigation, b) remedial actions taken for avoiding recurrence of the non-conformity, c) FT/IT report indicating conformity of the product after remedial actions taken, d) production schedule for arranging verification visit, if required.</p> <p>c) Surveillance inspection shall be arranged within 30 days of receipt of information and during the visit corrective actions shall be verified.</p> <p>d) In case reply is not received within 10 days, a reminder shall be sent giving 10 days time. In case still reply is not received Surveillance inspection shall be arranged within 30 days during which corrective actions shall be verified.</p>

<p>stoppage of marking period beyond six months. However, such extension period in no case shall be more than 12 months from the date of stoppage of marking. ”</p> <p>“<b>Note:</b> Genuine reasons may be like the firm confirms the corrective actions for situations like shifting of premises, stoppage of manufacturing activities due to product being seasonal, delay in detecting/studying the reasons for non-conformity of sample etc. just before the expiry of stop marking period (i.e. six months) leaving hardly any time for BIS to verify the corrective actions and consider Resumption of Marking (ROM) within stipulated period of 6 months. In certain situations, BO might not have been able to pay timely visit for verification of corrective actions for considering ROM due to manpower constraints or otherwise. Sometimes, there may be delay in receipt of test reports for verification and considering ROM.”</p> <p>iii) The details of stop marking instructions and resumption of marking shall be recorded in the blue form.</p> <p>iv) When ‘Stop Marking has been imposed due to shifting/closure of factory, verification of proper functioning of plant and machinery, including factory testing where considered necessary should be carried out for resumption of marking. (See also <b>Annex 21</b> - Guidelines on STOP MARKING/RESUMPTION OF MARKING). In case of shifting of premises, all other documents as required to be submitted as in the case of an applicant shall also be obtained for considering ROM.</p>	<p><b>D. In case Previous Test Report was non-Conforming (in non- critical requirement)</b></p> <p>a) In case failure is only in non critical requirement(s), failure to be communicated, advising the licensee to take corrective actions and inform within 10 days. Further actions to be taken in line with 3.11.5 (C).</p> <p><b>3.11.6 Resumption Of Marking (ROM) where Stop Marking imposed on the basis of non conforming Test Report</b></p> <p>a) Within 15 days (3 days in case of product under mandatory certification) of receipt of corrective action and request by the licensee to pay the visit, verification of corrective actions and testing of samples in factory from two improved lots shall be carried out by an officer other than the one who recommended SOM. During this visit compliance to SOM orders may also be verified. The Inspecting Officer shall also carry out the factory testing of two improved lots. Decision on ROM shall be taken within one week (3 days in case of product under mandatory certification) of verification of corrective actions.</p> <p>b) It shall be ensured that no production was carried out after the receipt of SM orders from BIS &amp; that all the old stock has either been destroyed / re-processed as per the Product Manual / STI.</p> <p>c) In case of failure in long duration tests (testing time requiring more than one day) , verification of corrective actions and testing of samples (except long duration test) in factory from two improved lots shall be carried out as above. The Inspecting officer shall draw one sample from the improved lot for independent testing including for long duration test. The testing charges for such sample shall be paid by the licensee to BIS at twice the rate for normal testing. The actual charge shall be paid by BIS to the concerned laboratory.</p> <p>d) The marking in such cases may be resumed without waiting for the results of long</p>
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	<p>duration tests provided the licensee gives an undertaking that in case of non conformity of the sample in long duration test in independent testing, the licence shall again be put under stop marking.</p> <p>e) In case sample fails during factory testing carried out at the time of verification of corrective action, licensee shall be advised to take corrective action and offer improved lot along with special inspection charges within 10 days.</p> <p><b>3.11.7 Stop-Marking due to non-implementation of the provision(s) of the Scheme of Testing and Inspection or non-availability of testing personnel and / or equipment and no alternate arrangements made</b></p> <p>a) The Discrepancy/Variation Report shall be issued by the IO before leaving the manufacturing unit and handed over to a responsible person. A letter shall be issued to the licensee (as per format given in Annex C) giving 14 days time to take corrective action and report the same to the BO.</p> <p>b) In case reply is not received, remind the licensee to take corrective action and submit compliance report within 10 days. If no reply is received even after the reminder, stop-marking shall be issued immediately.</p> <p>c) In case reply received is complete, the licensee shall be allowed to resume marking . The corrective action shall be verified at the time of the next surveillance inspection. All efforts shall be made to conduct such surveillance inspection at the earliest.</p> <p><b>3.11.8 Stop-Marking in case of licensee failed to provide reasonable opportunity to any Inspecting Officer to enable him to discharge the duties imposed on him, marking shall be stopped.</b></p> <p>a) In case of non cooperation to BIS Inspecting Officer in carrying out inspection, manhandling or non acceptance of official</p>
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	<p>communication, a notice seeking explanation from the licensee giving 14 days time shall be issued. In case reply is not received, remind the licensee to take corrective action and submit compliance report within 10 days. If no reply is received even after the reminder, stop-marking shall be issued immediately.</p> <p><b><i>b) If the reply is received giving corrective action / compliance report, the same shall be verified during the surveillance inspection. The surveillance inspection shall be arranged at the earliest.</i></b></p>
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## ANNEX A

### REGISTERED POST-AD/SPEED-POST/FAX/E-MAIL

Our Ref: Date:

Subject: Non-conformity of sample *pertaining to CM/L-.....*

M/s

Madam/Sir,

1. Please refer to the BIS Certification Marks Licence No. CM/L- ..... granted to you for use of BIS Standard Mark on.....(Product name) manufactured according to IS.....

2. A factory/market\* sample mentioned below was drawn and found not conforming to the requirements of the standard during independent/factory testing\* (copy of the test report enclosed).

Particulars of Sample:

Name of the Product:

Date of Manufacturing:

Batch/C.U/Lot No.:

Date of sampling:

Size/ Variety/ Type/Grade:

Source: Market Sample(purchase details)

Name of Laboratory	Test Report No	Requirement(s) not met

3. You are required to investigate the reasons for non-conformity by reviewing your quality assurance system and to take appropriate corrective actions. You may test the improved product after the corrective actions have been taken to ensure that the actions taken are appropriate to prevent recurrence of non-conformities observed.

4. You are advised *to take appropriate action to* withdraw the non-conforming material *pertaining to the Batch/Lot/C.U number* (Ref 2 above) from market /dealer/distributor under intimation to this office.

5. In view of this non conformity, you are required to retest the available stock and ensure conformity to relevant standard before despatch. Record of such retesting must be maintained.

6. You are further required to intimate BIS the reasons for non-conformity and the details of corrective actions taken along with a copy of the complete test report of improved sample of same size/type/grade/variety within 10 days of the issuance of this letter.

7. You are also required to inform the production schedule of the product as per the improved process for verification by BIS.

8. A sum of Rs.\_\_\_\_\_ shall be payable in advance towards the Special inspection charges, in the form of Bank Draft/Pay Order drawn in favour of Bureau of Indian Standards, payable at .....

9. Kindly acknowledge receipt and ensure compliance and reply as stated above.

Yours faithfully,

Encl: as stated.

\* Strike off whichever is not applicable.



## ANNEX B

### REGISTERED POST-AD/SPEED-POST/FAX/E-MAIL

Our Ref:

Date:

Subject: Stop Marking on ..... (product name) *under CM/L-----*

Madam/Sir,

This has reference to the BIS Certification Marks Licence No. CM/L - ..... granted to you for use of Standard Mark on ..... according to IS ..... which is valid upto .....

2. In this connection, we confirm having sent a **fax/e-mail** dated ..... *to you, which reads as under:*

“REF LICENCE CM/L-..... STOP MARKING IMMEDIATELY (.) LETTER FOLLOWS.”

3. It has been decided to put your licence under Stop Marking with immediate effect due to the following reason(s)\*:

i) During surveillance inspection carried out in your unit on ....., your performance was assessed to be unsatisfactory on account of serious lapses given below:

.....  
.....

The same were communicated vide our Discrepancy / Variation report No..... dated .....

iii) Information was given under Registered post/Speed post/FAX/e-mail vide our letter No. .... dated ..... about non-conformity of the sample(s) of the above mentioned product drawn on..... with the advice to take necessary corrective action, test the product after corrective actions to determine if it conforms to the above mentioned Indian Standard and submit the details within the stipulated time. We regret to note that your reply has not been received.

iv) Information was given under Registered post/Speed post/FAX/e-mail vide our letter No..... dated ..... about non-conformity of the sample(s) of the above mentioned product drawn on..... with the advice to take necessary corrective action, test the product after corrective actions to determine if it conforms to the above mentioned Indian Standard and submit the details within the stipulated time. Complete/satisfactory reply has not been received in the stipulated time.

v) Information was given under Registered post/Speed post/FAX/e-mail/vide our letter No. .... dated.....to you about non-conformity of the sample of the above mentioned product drawn on.....

vi) Subsequently, the test report of another sample *pertaining to Batch/Lot/C.U No .....* drawn from factory/market on ..... has now been received and found not conforming to the standard (copy enclosed). Non conformity has been noticed in the following requirements of the standard:

Name of Laboratory	Test Report No	Requirement(s) not met

vii) The sample tested in your factory during the visit for verification of corrective actions on..... was found not conforming to the standard (Ref. Point No..... of D/V report/FT report copy enclosed).

4. You are advised to *take appropriate action to* withdraw the material *pertaining to the nonconforming Batch/Lot/C.U number.....* from market /dealer/distributor under intimation to this office.

5. You are not permitted to mark and despatch (including stock in hand) the above mentioned product with Standard Mark. You are, therefore, advised to ensure stoppage of marking on the product with immediate effect & confirm the same immediately preferably by returned post/e-mail. You are also advised to submit us the following details as on the date of receipt of intimation.

- a) Quantity of material with Standard Mark held in stock;
- b) (i) Batch No(s). and date(s) of manufacture; (ii) Brand; (iii) size/type/grade/variety;
- c) Packing details; and
- d) Pending Orders for material with Standard Mark, if any with purchasers' names and addresses

6. Your reply with above stated details must reach us within **15 days** of the issuance of this letter failing which it will be presumed that you do not have such material in stock. In case it is subsequently found that you have sold the material with Standard Mark after receipt of BIS instructions to stop marking, it will be construed that the material so sold has been marked. In such an eventuality, the Bureau will reserve the right to take such action against you.

7. The minimum marking fee as indicated in the Second Schedule of above mentioned licence is payable by you for the period the licence is not in operation under stoppage of marking instructions from BIS.

8. You are therefore advised to take necessary corrective action in the context of the reasons for stop marking as stated above and submit complete details of compliance with all supporting documents (including TR in case of non conformity observed) to us for examination and verification inspection. One/two fresh control unit(s) shall be manufactured & tested incorporating corrective actions and offered for testing to BIS. The reply with information sought be sent immediately by return post/e-mail but not later than 15 days from the issuance of this letter.

9. A sum of Rs.\_\_\_\_\_ shall be payable in advance towards the Special inspection charges, in the form of Bank Draft/Pay Order drawn in favour of Bureau of Indian Standards, payable at .....

10. Kindly acknowledge receipt and ensure compliance.

\* Strike off which are not applicable.

Yours faithfully,

Encl. As stated

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Not to be communicated (for guidance only)

Note : Stop Marking shall be imposed in accordance with SOM guidelines based on the applicable grounds appropriate.

## ANNEX C

### REGISTERED POST-AD/SPEED-POST/FAX/E-MAIL

Our Ref:

Date:

Subject: Unsatisfactory performance pertaining to *CM/L*-----

M/s.

Madam/Sir,

This has reference to the BIS Certification Marks Licence No. *CM/L* - .....granted to you for use of Standard Mark on ..... according to IS ..... which is valid upto .....

A Surveillance Inspection was carried out in your unit on..... During the visit, serious discrepancies were observed and communicated to you (Ref. D/V report issued during the visit, copy enclosed). You are advised to take appropriate corrective actions and send action taken report to avoid such discrepancies in future. **One/two fresh control unit(s) shall be manufactured & tested incorporating corrective actions and offered for testing to BIS** Your reply must reach us within..... days from the date of issuance of this letter along with supporting document as objective evidence of corrective action taken.

A sum of Rs. .... shall be payable in advance towards the Special inspection charges, in the form of Bank Draft/Pay Order drawn in favour of Bureau of Indian Standards, payable at .....

In case, complete/satisfactory reply is not received within the stipulated period stop marking shall be imposed.

Thanking you,  
Yours faithfully,  
Encl. As above  
(

**AMENDMENT No. 32 , July 2014**  
**to**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

**Subject : Clause 2.9.5 to OMPC 2004, Factory testing of Applicant samples**

<b>Clause No</b>	<b>Existing text</b>	<b>Replace the existing text under Clause 2.9.5.1</b>
<b>Clause 2.9.5.1 of OMPC</b>	<p><b>2.9.5.1</b> The grant of license may be considered under any one or more of the following situations</p> <p>(a) For products where testing facility is not available either in BIS or its recognized laboratories.</p> <p>(b) For products that are difficult to transport.</p> <p>(c) The applicant has a continuous manufacturing process with integrated and mechanized in-built quality control system that automatically prevents production of any product, which is not conforming to the Indian Standards. (To be confirmed &amp; so certified by the Inspecting Officer)</p> <p>Provided that the testing time required is not more than five days.</p>	<p><b>2.9.5.1</b> The grant of license may be considered under any one or more of the following situations</p> <p>(a) For products where testing facility is not available either in BIS/BIS recognized/Gr-2 Category of laboratories.</p> <p>(b) For products that are difficult to transport.</p> <p>(c) The applicant has a continuous manufacturing process with integrated and mechanized in-built quality control system that automatically prevents production of any product, which is not conforming to the Indian Standards. (To be confirmed &amp; so certified by the Inspecting Officer)</p> <p>Provided further that the Inspecting officer has categorically recorded his confirmation about availability of complete testing facilities as per the relevant Indian Standard in the factory.</p>

**AMENDMENT No. 33, July 2014**  
**to**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**  
**(Fifth Revision) (November 2004)**

**Subject: Clause 2.9.5 to OMPC, Factory testing of Applicant Samples.**

**Add new clauses**

Clause no	Contents
2.9.5.6	<p><b>Where complete testing of Applicant sample is not possible (due to situations like lack of test facility, test method not specified, etc)</b></p> <p>2.9.5.6.1 Situations have come to light where although licences are in operation but because of situations like revision of ISS, issue of Amendment to ISS, de-recognition or suspension of lab processing of fresh cases have become difficult. The above mentioned circumstances at times may also lead to situations where test facilities for one or few parameters in the ISS or the test method(s) have ceased to exist, leading to situations where there is limited scope for undertaking testing of the products for such parameters. It is therefore essential that new cases shall not be stalled due to inherent lacuna in the system while existing licences continue to be in operation. However till such time test method is established, the manufacturer shall take adequate precautions and the responsibility to ensure conformity of the product shall lie with the manufacturer for which a suitable undertaking shall be given to the Bureau by him.</p> <p>Under such circumstances the cases shall be processed as per the guidelines detailed below:</p> <ol style="list-style-type: none"><li>i. Applications shall be processed without insisting on test results for requirements for which test method is not specified or test facility is not available.</li><li>ii. A suitable undertaking shall also be taken from such applicants that as and when any modification/amendment is made to the Standard and test method and/or lab is identified for undertaking the tests as per the Standard, the applicant sample or a fresh sample (depending upon the type of the product) shall be tested for these requirements. In case such sample fails the license shall be put under stop marking and further actions shall be initiated as per the existing provisions of OMPC or specific guidelines issued for the purpose, if any.</li></ol>

## **AMENDMENT No. 34, Aug 2014**

to

### **OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**

**(Fifth Revision) (November 2004)**

**Subject: Clause 3.12.11 to OMPC: Inclusion of additional Type, Grade, Size, Variety.**

<b>Add new clause:</b>	
<b>3.12.11.8</b>	Where complete testing of Inclusion sample is not possible (due to situations like lack of test facility, test method not specified, etc) the procedure for considering and processing Inclusion of additional type/grade/variety/size shall be the same as given in clause 2.9.5.6 of OMPC. However as and when test method is specified or test facility is identified/created for undertaking tests, action shall be initiated as per clause 3.12.11.3 of OMPC.

**AMENDMENT No. 35, Aug 2014**  
**to**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**  
**(Fifth Revision) (November 2004)**

**Subject: Clause 2.2.5 to OMPC: Rejection of Application.**

<b>Add new clause:</b>	
<b>2.2.5.3</b>	<p>Whenever an application is made under a specified procedure and is being considered for rejection by BO, requests may come from applicants for processing of application by switching over to a different procedure. Such requests shall not be entertained.</p> <p>On rejection, BO may however inform the applicant about the scheme(s) under which he can re-apply.</p>



**AMENDMENT NO. 36, November 2014  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

**Existing Annex-29 of OMPC 2004 shall be replaced by the Text given below:**

**ANNEX 18  
(Clause 6.1.3.2)**

**LIST OF FEE TO BE CHARGED FROM APPLICANT/LICENSEE  
AS APPLICABLE**

**A. APPLICANT**

**A-1 Normal & Simplified Procedure**

A-1.1 Application fee (Non Refundable)	Rs.1000/-
A-1.2 Special Visit Charges	Rs.7000/- per manday
A-1.3 Testing Charges	As applicable

**A-2 Tatkal Scheme**

A-2.1 Application Fee (Non Refundable)	Rs.2000/-
A-2.2 Special Visit Charges	Rs.14000/- (per manday)
A-2.3 Testing Charges	As applicable

**B. LICENSEE**

B-1 ANNUAL LICENCE FEE	Rs.1000/-
B-2 RENEWAL APPLICATION FEE (Non refundable)	Rs.1000/-
B-3 MARKING FEE Manner of payment as mentioned in Schedule II of licence document	As applicable
B-4 Special Visit Charges	Rs.7000/- per manday
B-5 Processing Charges for Inclusion of new varieties (per endorsement in the licence)	Rs.5000/-
B-6 Design & Drawing approval for LPG Cylinders, valves, regulators etc. and other products where Design & Drawing approval is sought from BIS (for each approval)	Rs.5000/-

B-7 Testing charges, where required As applicable

B-8 Issue of Duplicate Licence Rs.1000/-

**B-9 Counter Sample Testing & Witnessing Charges (applicant/licensee)**

- (i) Charges for testing of counter sample : Twice the rates charged for normal testing
- (ii) Charges for witnessing testing of counter sample : Rs.10000.00 + Travel, boarding & lodging for BIS official where outstation travel is required to be made.

**B-10 Testing Charges for Resumption of Marking/Applicant Sample/ Verification Sample**

Testing charges of samples drawn in connection with Resumption of marking/Applicant Sample/ Verification Sample shall be charged.

**B-11 Lot Inspection Charges**

**(i) Lot Inspection Charges for LPG Cylinders, Refillable seamless steel gas cylinders, Cylinders for on-board storage of CNG as a fuel for automotive vehicles, LPG Valves and regulators, Valve fittings for compressed gas cylinder excluding LPG, Multifunction valve assembly for permanently fixed LPG containers for automotive use, Low pressure regulators for use with LPG etc. and for other products where regular lot inspections are carried out by BIS:**

Rs.7000/- per manday for first day in a week and Rs.10000/- per manday for second day in a week, in case licensee arranges for travel and/or boarding and lodging. Otherwise Rs.5000/- towards travel and Rs.4000/- for boarding & lodging per night stay shall be charged extra in addition to inspection charges. In case inspection team is required to spend an extra day at the plant due to inadequate testing capacity, the charges for the additional day shall be enhanced to Rs.15000/- w.e.f. 01-06-2014 per manday. **All these charges are over & above the marking fees.**

**(ii) Lot Inspection on the Request of Licensee other than (i) mentioned above.**

1% of Value of lot from Licensees (see 5.2.1.6)

**(iii) Inspections on Behalf of other Organizations**

2% of Free on Board (FOB) Value of goods inspected from any other organization. (See 5.2.1.3 & 5.2.1.4)

**C. FOREIGN MANUFACTURERS SCHEME CHARGES :**

C-I Special Visit Charges Rs.14,000/- per manday

C-II Other fees to be charged from applicants & licensees for Foreign manufacturers shall be same as applicable to domestic manufacturer. Per-diem charges shall be applicable as prescribed in Chapter II of Regulation 12 (4) (e) of the Bureau of Indian Standards (Terms and Conditions of Service of Employees) Regulations, 2007.

## **D. REGISTRATION SCHEME**

### **D-1 Application**

(i) Application fee for grant of registration : Rs.1000/-

(ii) The Processing fee of Rs.25000/- plus applicable taxes be charged for each application including one test report for grant of registration. For each additional test report included with the application, additional processing fee of Rs.10000/- be charged.

### **D-2 Registration**

Annual Registration Fee	Rs.1000/-
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### **D-3 Inclusion**

Inclusion Charges	Rs.5000/- and Rs.10000/- per test report be charged as processing fee.
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### **D-4 Renewal**

Application Fee	Rs.1000/-
Annual Registration Fee	Rs.1000/-
Annual Processing fee (including one test report)	Rs.25000/-

## **E. Collection of Service Charges**

All the above mentioned payments shall be taken in advance along with applicable service tax.

**AMENDMENT No. 37, December 2014**

**to**

**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**

**(Fifth Revision) (November 2004)**

**Subject: Clause 3.12.11 to OMPC: Inclusion of additional Type, Grade, Size, Variety.**

	Existing Text	New Text
<b>3.12.11.1</b>	<p><b>a) When the Machinery/Test Equipment &amp; process used for Manufacture of new variety is same as that of existing variety covered in licence:</b> No test report is required to be submitted by the licensee. New variety is to be endorsed in case the same is covered in the approved guidelines. Order to be issued on paper yellow in colour (Yellow form CM/PF 603).</p> <p><b>b) When the Machinery/Test Equipment &amp; process used for Manufacture of new variety is different from that of existing variety covered in licence:</b> Licensee should submit an independent test report from a BIS recognised Laboratory along with the declaration of additional manufacturing machinery and testing facilities in CMD/PF 306 and 306. The test report shall be evaluated and if found passing, inclusion shall be permitted immediately without carrying out any special inspection for verification. Order to be issued on paper yellow in colour (Yellow form CM/PF 603)</p>	<p><b>a) When the Machinery/Test Equipment &amp; process used for Manufacture of new variety is same as that of existing variety covered in licence:</b> No test report is required to be submitted by the licensee. New variety is to be endorsed <i>within 7 days</i> in case the same is covered in the approved guidelines. Order to be issued on paper yellow in colour (Yellow form CM/PF 603).</p> <p><b>b) When the Machinery/Test Equipment &amp; process used for Manufacture of new variety is different from that of existing variety covered in licence:</b> Licensee should submit an independent test report not more than 30 days old for the new varieties from the following category of Labs-</p> <ul style="list-style-type: none"><li>i) BIS Laboratory,</li><li>ii) BIS recognised laboratory</li><li>iii) Group-2 Category of Labs,</li><li>iv) Laboratories of Central &amp; State Universities &amp; IITs,</li><li>v) Government laboratory having NABL accreditation.</li></ul> <p>The report shall be accompanied along with the declaration of additional manufacturing machinery and testing facilities in in appropriate proforma. For the purpose of inclusion, Test Report/Test Certificates of only additional raw materials/components, if any, shall be insisted. The test report shall be evaluated</p>

		<p>and if found passing, inclusion shall be permitted immediately without carrying out any special inspection for verification. Order &amp; endorsements to be issued within 15 days from the date of submission of application in case documents are complete in all respects. In case of shortcomings, deficiencies shall be communicated to firm (preferably through e.mail) for providing information within next 15 days. In case of no reply/incomplete reply a rejection notice shall be issued under the signatures of Head-BO and case decided/rejected base on the merit of the case. On rejection licensee shall be informed accordingly. In case licensee requests for additional time for providing information the same may be decided by BO on the merit of the case.</p> <p>[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.]</p>
<b>3.12.11.2</b>	Processing charges as have been specified in Annex-18 (clause 6.1.3.2) shall be charged for inclusion of new variety under the situations mentioned above.	<i>No change.</i>
<b>3.12.11.3</b>	<p>During the next surveillance inspection, all verifications such as additional requirements, raw materials, process requirements &amp; controls, manufacturing machinery, test facilities, shall be done and reported.</p> <p>Sample must be drawn for the new variety.</p>	<p>During the next surveillance inspection, all verifications such as additional requirements, raw materials, process requirements &amp; controls, manufacturing machinery, test facilities, shall be done and reported.</p> <p>Sample must be drawn for the new variety during next surveillance or in subsequent visit which shall be monitored by BO till</p>

		drawl of sample.
<b>3.12.11.4</b>	<b>Void</b>	In case a partial test report is submitted by licensee (which is beyond the control of the licensee) the remaining tests may be carried out in the factory of the licensee, under permission from Head BO, to expedite processing of Yellow Form. Such visit shall be charged at the rate of Special Visit. Time norms as given in 3.12.11.1 shall be followed.
<b>3.12.11.5</b>	<b>Void</b>	<b>Void</b>
<b>3.12.11.6</b>	Testing may also be carried out in the factory for considering inclusion of varieties provided firm has got complete testing facilities and prior approval of DDGR has been obtained. The licensee shall be required to pay special inspection charges for such visits. In such case, where the inclusion of variety is to be recommended based of factory testing, samples for independent testing need not be drawn for conformity test. However, such variety shall invariably be drawn for independent testing during immediate next surveillance visit, if available, failing which in subsequent visits, whenever available.	Where licences are operated on factory testing basis and only when the Machinery/Test Equipment & process used for Manufacture of new variety is different from that of existing variety covered in licence visits may be paid for factory testing of sample for inclusion and verification of additional information. In case of deficiencies, time line as given at 3.12.11.1 is to be followed.
<b>3.12.11.7</b>	Endorsement for the inclusion of additional varieties should give a complete and clear description of items covered under the licence so that there is no scope for misrepresentation or misinterpretation by the licensees in this regard.	No change

<p><b>3.12.11.8</b></p>	<p>When a licensee submits request for inclusion of additional variety prior to surveillance inspection and a common visit is paid for surveillance as well as inclusion, sample of inclusion variety shall not be drawn in case performance of the license is assessed unsatisfactory during the inspection.</p> <p>Where complete testing of Inclusion sample is not possible (due to situations like lack of test facility, test method not specified, etc) the procedure for considering and processing Inclusion of additional type/grade/variety/size shall be the same as given in clause 2.9.5.6 of OMPC. However as and when test method is specified or test facility is identified/created for undertaking tests, action shall be initiated as per clause 3.12.11.3 of OMPC.</p>	<p><i>Delete.</i></p> <p>Where complete testing of Inclusion sample is not possible (due to situations like lack of test facility, test method not specified, etc) the procedure for considering and processing Inclusion of additional type/grade/variety/size shall be the same as given in clause 2.9.5.6 of OMPC. However as and when test method is specified or test facility is identified/created for undertaking tests, action shall be initiated as per clause 3.12.11.3 of OMPC.</p>
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**AMENDMENT No. 38, January 2015**  
to  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**  
**(Fifth Revision) (November 2004)**

Clause no	Existing Text	Amended Text
<b>2.2.5.1.b)</b>	<b>2.2.5.1.b)</b> Sample drawn fails in an independent testing. (In case more than one sample has been drawn to cover different type/grades etc and more than 50% such samples fail, it shall be treated as failure of complete sample).	<b>2.2.5.1.b)</b> If the sample fails in the Factory/ independent testing, further processing shall be done as per clause 2.8.8 of OMPC.
<b>2.8.8</b>	<b>New clause</b>	<p><b>2.8.8 Evaluation of TRs</b></p> <p>2.8.8.1 Test Reports (TRs) shall be downloaded on daily basis by the BO (a system shall be put in place by the BO for downloading of TRs on daily basis). On receipt of TR, the same shall be decoded, the observed values shall be checked for assessing conformity of the sample and accordingly entry be made in CMMS.</p> <p>2.8.8.2 In case of conformity of samples the case shall be processed for GOL.</p> <p>2.8.8.3 When non-conformity of finished products is observed, the following actions shall be taken:</p> <p style="padding-left: 40px;"><b>i. All TRs are failing in Critical parameter(s)</b> Case shall be processed for closure of application. Decision shall be taken based on the merits of the case, after giving due weightage to the explanation provided by the applicant in writing and/or after personal hearing if so desired by the applicant in writing.</p> <p style="padding-left: 40px;"><b>ii. All TRs are failing in non-critical parameter(s)</b> Case shall be processed for closure of application. On the basis of hearing, a chance shall generally be given to the applicant to reoffer samples, in case requested. It shall however be made clear to the applicant that in case of failure of improved sample application shall be rejected without any further reference.</p>



		<p><b>iii. When more than one variety of samples were drawn and some of the TRs are found conforming</b></p> <p>Applicant shall have the option to seek grant of licence with revised reduced scope or re-offer samples.</p> <p>2.8.8.4. When raw material samples have been drawn and non-conformity observed, further course of action shall be taken as per clause 2.8.2.1.b).</p> <p>2.8.8.5 In case of failure of sample in factory testing provisions of cl 2.8.8.3 shall be equally applicable.</p>
<b>2.9.1</b>	<p><b>Note 1:</b> If samples of more than one variety were drawn for testing, the grant of licence shall be recommended restricting to the variety/group/ sizes(s)/type(s) found satisfactory in testing; However, if more than 50% of the samples drawn fail, it shall be treated as failure of sample and the application shall be processed for rejection.(see Clause <b>2.2.5</b>)</p> <p><b>Note 2 under clause 2.9.1.</b></p>	<p><b>Note 1 stands deleted.</b></p> <p><b>Note 2 under clause 2.9.1, may be read as Note 1 with no change in text.</b></p>

**AMENDMENT No. 39, January 2015**

**to**

**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**

**(Fifth Revision) (November 2004)**

**Subject: Clause 2.8.2.1 to OMPC: Guidelines for Drawal of samples of raw materials of products under Certification.**

	Existing Text	New Text
<b>2.8.2.1</b>	<p><b>2.8.2.1 Guidelines for Drawal of samples of raw materials of products under Certification.</b></p> <p>In order to bring uniformity in operation with respect to drawal of samples for raw materials of products under Certification, the following guidelines have been formulated:</p> <p>a. During Preliminary Inspections, samples of raw materials/components shall be drawn for independent testing where ensuring conformity of raw materials is the normative requirement of the product standard being considered for Certification. In case of inspections for inclusion of new varieties, samples of only additional raw materials/components, if any, shall be drawn.</p> <p>b. Samples of raw materials/components shall also be drawn, even if they are BIS Standard Marked. However, they shall be treated only as Market sample(s) of the concerned licensee(s). The case may however be processed for GOL/inclusion without awaiting the test results of the raw material sample(s). If ISI marked raw material/component is found failing, it shall be taken as a failure of market sample and shall not affect the grant of licence. It should however be ensured that the markings on the raw material/component are genuine, and the firm has the appropriate records of purchase. For raw material samples, other than ISI Mark, the applicant shall be given two</p>	<p><b>2.8.2.1 Guidelines for Drawal of samples of raw materials of products under Certification.</b></p> <p>In order to bring uniformity in operation with respect to drawal of samples for raw materials of products under Certification, the following guidelines have been formulated:</p> <p>a. During Preliminary Inspections, at times the applicant is required to demonstrate the conformity of the raw materials/components being used, to the normative requirement of the product standard being considered for Certification</p> <p>b. In case of ISI Marked raw materials or components, no sample shall be drawn for the purpose of processing grant of Licence. Proper traceability of receipt of genuinely ISI Marked raw material/components shall however be ensured. In case it is proposed to draw a market sample of such ISI marked material/ component, it should be done preferably in consultation with the BO concerned. In case raw material/component is without ISI mark factory the same may be tested in the factory during preliminary inspection and sample need not be drawn for independent testing. In case of availability of test certificate/report showing conformity</p>

	<p>chances for reoffering the raw material samples provided the product sample is found to be conforming.</p> <p>Note : This provision, however does not affect closure of applications where time norms have been stipulated.</p> <p>c. Samples of raw materials / components may also be drawn during surveillance visits by rotation so as to test all raw materials during a period of two years</p> <p>d. Where Indian standards for raw materials are referred to in the product Standard for guidance or reference only, raw material samples should not be drawn. However, suitable declaration may be taken from the applicant/ licensee depending on the stipulation in the standard.</p> <p>e. Separate raw material samples shall not be drawn where the requirements of a raw material can be tested from the product itself.</p> <p>Test certificates of the conformity of raw material/components provided by the</p>	<p>of the raw material/component from BIS Recognised labs/Gr-II category lab /Government labs having NABL Accreditation/Labs of Central &amp; State Universities/IITs the same shall be accepted and no further testing shall be required. However, in specific cases acceptance of Test Certificates of a reputed manufacturer/NABL Accredited lab can be permitted by CA for GOL. For raw material samples, other than ISI Mark, in case the sample fails, the case shall be processed for rejection/GOL with reduced scope (as the case may be). Decision shall be taken on the merit of the case.</p> <p>Note : This provision, however does not affect closure of applications where time norms have been stipulated.</p> <p>c. Samples of raw materials / components may be drawn during surveillance visits by rotation so as to ensure conformity of raw materials being used by the manufacturer. The drawal of raw material/component shall be guided by the same principles as given at (b) above.</p> <p>d. Where Indian standards for raw materials are referred to in the product Standard for guidance or reference only, raw material samples should not be drawn, however, suitable declaration may be taken from the applicant depending on the stipulation in the standard, that ensuring conformity of raw material/components shall rest with the applicant.</p> <p>e. Samples of raw materials/components may be drawn only if proof of conformity as above cannot be demonstrated by the applicant. Separate raw material samples shall not be drawn where the requirements of a raw material can be</p>
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	<p>applicant/ licensee shall not be accepted in general. However, in specific cases where acceptance of Test Certificates has been permitted by CMD, test certificate shall be from a BIS recognized Lab or a NABL Accredited Lab. Relaxation for acceptance of test certificate of raw materials from a reputed manufacturer/ an organized buyer shall be done with consent of CA for GOL. Where general statements are made in Indian Standards that raw materials should conform to 'relevant' Standards or other similar statements, without indicating the specific Indian Standard, raw material samples shall not be drawn in order to avoid subjectiveness. In case of such statement being in the standards pertaining to products of direct human consumption/application an undertaking with regard to safety of the raw material in use may be obtained from the manufacturer</p>	<p>tested from the product itself. In such cases the test request shall have clear cut indication for testing of raw materials from the finished product. However, in case drawl of separate raw material can expedite the GOL case, the same shall be drawn and in such case test request must have suitable indication.</p>
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**AMENDMENT No. 40, January 2015**

**to**

**OPERATING MANUAL FOR PRODUCT CERTIFICATION - 2004**

**(Fifth Revision) (November 2004)**

**Subject: Clause 2.8.2.3 to OMPC: Grouping Guidelines.**

	Existing Text	New Text
<b>2.8.2.3</b>	New clause	<b>2.8.2.3 Grouping guidelines</b>  Grouping guidelines are to be framed by the custodian BO and finalised as per the procedure given in DGO(404). For drawal of sample, guidelines issued by CMD/Custodian BO for specific group of products shall be followed. The guidelines should contain the broad principles to be followed and instead of testing of all samples in the range, most stringent variety(ies) may be tested wherever feasible. For products where grouping guidelines are not available; IO should draw samples based on a tentative grouping guidelines to be prepared by IO and approved by DDGR and subsequently the same should be sent to concerned CMD for finalization. For existing licences, the Custodian BO shall prepare the tentative grouping guidelines and finalise based on guidelines in DGO(404).

**AMENDMENT NO. 41, March 2015  
TO  
OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004  
(Fifth Revision) (November 2004)**

**ANNEX 18  
(Clause 6.1.3.2)**

**LIST OF FEE TO BE CHARGED FROM APPLICANT/LICENSEE  
AS APPLICABLE**

**A. APPLICANT**

**A-1 Normal & Simplified Procedure**

A-1.1 Application fee (Non Refundable)	Rs.1000/-
A-1.2 Special Visit Charges	Rs.7000/- per manday
A-1.3 Testing Charges	As applicable

**A-2 Tatkal Scheme**

A-2.1 Application Fee (Non Refundable)	Rs.2000/-
A-2.2 Special Visit Charges	Rs.14000/- (per manday)
A-2.3 Testing Charges	As applicable

**B. LICENSEE**

B-1 ANNUAL LICENCE FEE	Rs.1000/-
B-2 RENEWAL APPLICATION FEE (Non refundable)	Rs.1000/-
B-3 MARKING FEE Manner of payment as mentioned in Schedule II of licence document	As applicable
B-4 Special Visit Charges	Rs.7000/- per manday
B-5 Processing Charges for Inclusion of new varieties (per endorsement in the licence)	Rs.5000/-
B-6 Design & Drawing approval for LPG Cylinders, valves, regulators etc. and other products where Design & Drawing approval is sought from BIS (for each approval)	Rs.5000/-

B-7 Testing charges, where required As applicable

B-8 Issue of Duplicate Licence Rs.1000/-

**B-9 Counter Sample Testing & Witnessing Charges (applicant/licensee)**

- (i) Charges for testing of counter sample : Twice the rates charged for normal testing
- (ii) Charges for witnessing testing of counter sample : Rs.10000.00 + Travel, boarding & lodging for BIS official where outstation travel is required to be made.

**B-10 Testing Charges for Resumption of Marking/Applicant Sample/ Verification Sample**

Testing charges of samples drawn in connection with Resumption of marking/Applicant Sample/ Verification Sample shall be charged.

**B-11 Lot Inspection Charges**

**(i) Lot Inspection Charges for LPG Cylinders, Refillable seamless steel gas cylinders, Cylinders for on-board storage of CNG as a fuel for automotive vehicles, LPG Valves and regulators, Valve fittings for compressed gas cylinder excluding LPG, Multifunction valve assembly for permanently fixed LPG containers for automotive use, Low pressure regulators for use with LPG etc. and for other products where regular lot inspections are carried out by BIS:**

Rs.7000/- per manday for first day in a week and Rs.10000/- per manday for second day in a week, in case licensee arranges for travel and/or boarding and lodging. Otherwise Rs.5000/- towards travel and Rs.4000/- for boarding & lodging per night stay shall be charged extra in addition to inspection charges. In case inspection team is required to spend an extra day at the plant due to inadequate testing capacity, the charges for the additional day shall be enhanced to Rs.15000/- w.e.f. 01-06-2014 per manday. **All these charges are over & above the marking fees.**

**(ii) Lot Inspection on the Request of Licensee other than (i) mentioned above.**

1% of Value of lot from Licensees (see 5.2.1.6)

**(iii) Inspections on Behalf of other Organizations**

2% of Free on Board (FOB) Value of goods inspected from any other organization. (See 5.2.1.3 & 5.2.1.4)

**C. FOREIGN MANUFACTURERS SCHEME CHARGES :**

C-1 Special Visit Charges Rs.7,000/- per manday

C-2 Other fees to be charged from applicants & licensees for Foreign manufacturers shall be same as applicable to domestic manufacturer. Per-diem charges shall be applicable as prescribed in Chapter II of Regulation 12 (4) (e) of the Bureau of Indian Standards (Terms and Conditions of Service of Employees) Regulations, 2007.

## **D. REGISTRATION SCHEME (to be effective from 01/06/2015)**

### **D-1 Application**

- (i) Application fee for grant of registration : Rs.1000/- ,
- (ii) The Processing fee of Rs.10,000/- plus applicable taxes be charged for each application including one test report for grant of registration. For each additional test report included with the application, additional processing fee of Rs.5,000/- be charged.

### **D-2 Registration**

Annual Registration Fee Rs.1000/-

### **D-3 Inclusion**

Inclusion Charges Rs.5000/- and Rs.5000/- per set<sup>Note1</sup> of test report be charged as processing fee.

Note 1: Set shall be defined as follows:

- i. For Voluntary Registration-Includes one or many Test Report (raw material, Long duration, component) for one variety/type/grade/size or one range which is to be considered as per the grouping guidelines,
- ii. For Electronics and IT products under Compulsory registration- One test report for a series/family submitted at a time

### **D-4 Renewal**

Application Fee Rs.1000/-  
Annual Registration Fee Rs.1000/-

### **Marking Fee**

Minimum Marking Fee of Rs19,000.00 for LS and Rs15,000.00 for MSME or 0.05% of sale value whichever is higher

### **D-5 Market Sample**

Cost of market sample and its testing charges on actual basis.

## **E. Collection of Service Charges**

All the above mentioned payments shall be taken in advance along with applicable service tax.



**AMENDMENT No. 42 , July 2015**  
to  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

Clause No.	Existing text	New Text
3.12.8 b)	In case licence is under stop marking at the end of the validity period and licensee applies for renewal along with the payment of licence fee and marking fee, licence shall be <b>renewed 'with stop marking to continue'</b> While conveying ' <b>renewal with stop marking to continue</b> , the licence shall be informed that in case marking is not resumed within the maximum period specified for resumption of marking, action would be taken, including cancellation of licence, as per BIS (Certification) Regulation, 1988.	In case licence is under stop marking at the end of the validity period and licensee applies for renewal along with the payment of licence fee and marking fee, licence shall be renewed ' <b>with stop marking to continue</b> ' While conveying ' <b>renewal with stop marking to continue</b> , the licence shall be informed that in case marking is not resumed within the maximum period specified for resumption of marking, action would be taken, including cancellation of licence, as per BIS (Certification)Regulation, 1988. However, when licence has been put under self-stoppage of marking due to relocation/shifting of premises, the renewal of the licence shall be deferred till such time firm confirms completion of shifting. Further action shall be taken as per the existing provision of OMPC. In such cases, deferment period shall not exceed beyond one year from the last validity date.

**AMENDMENT NO. 43, July 2015**  
**TO**  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

Replace the existing text under Clause 2.2.4.2.b) in OMPC 2004 with the following text:

Clause no	Existing Text	Modified Text
Cl 2.2.4.2	b) In case availability of testing facilities is not listed, reference shall be made to CL under intimation to CMD and the concerned Standards Formulating Department to ascertain the laboratory who can undertake the test.	<p>(b)Whenever an application is received for a product first time or for a product for which currently there is no licence, and there is no lab recognized for the product as per the lab data-base, the following system shall be adopted by BOs:</p> <p>i) Test Report from BIS recognized lab which is recognized for similar products and has complete test facilities or from a National lab (working under Govt. control) and having complete test facilities for the product in question shall be accepted by Head-BO</p> <p>ii) No approval from any other authority shall be required in such cases. The branch shall also keep CMD informed and also intimate LPPD so that necessary action is taken by LPPD for expansion of scope of the concerned lab and inclusion in lab database.</p> <p>iii) Necessary incorporation in the Product Manual shall also be made by the BO so that information is available with all other branches processing similar applications. In case product manual has not been finalised, details shall be hosted in BIS-Intranet by the concerned Custodian-BO.</p> <p>iv) In case the identified lab does not have complete test facilities or is not recognized for similar product or no lab is available, the matter shall be referred to LPPD for further directions. Under no circumstances, the BO shall return or reject the application or issue closure notice on account of non availability of testing facilities without obtaining views of LPPD. Head-BO, shall monitor all such cases and ensure that there is no delay on the part of BO in processing the applications. Difficulties, if any, may be brought to the notice of DDGR/CMD.</p>

**AMENDMENT No. 44, December 2016**  
to  
**OPERATING MANUAL FOR PRODUCT CERTIFICATION, 2004**  
**(Fifth Revision) (November 2004)**

Clause No.	Existing Text (Amendment No. 30, April 2014)	New Text
<b>3.12.7 Renewal Period</b>	<p>Licences falling under Category I (Star Licence) shall be renewed for the maximum period permitted under the Regulations &amp; Category II (Normal Licence) shall be renewed for a period not exceeding 2 years at the request of the licensee.</p> <p>Licences falling under the Category III (Marginal Licence) shall be renewed only for a period of 1 year. The Renewal dates should be aligned with validity of other licences held by the licensee. The validity of the licence shall be given till the end of the month. However, such adjustments should not lead to an extension of validity beyond the maximum period permitted under the Regulations for Category I (Star Licence) &amp; for a period not exceeding 2 years for Category II (Normal Licence).</p> <p>In all other cases renewal shall be for 1 year. This excludes the additional period for which renewal is being allowed to align the dates of more than one licence to bring the licence validity to the end of the month.</p>	<p>Licence may be considered for renewal for a period of one year or two years on the request of the licensee, depending upon whether the annual licence fee and advance minimum marking fee has been paid for one year or two years along with the renewal application. This option shall be allowed only when applying for renewal and extension of validity of a renewed licence shall not be permissible.</p> <p>However, at the discretion of the Competent Authority, the renewal may be limited to one year for licences whose performance was unsatisfactory during the operative period or where no material was marked for two successive years.</p> <p>Slight adjustments in renewal dates of a licence may be permitted to align with validity of other licences held by the licensee. However, such adjustments should not lead to extension of validity beyond a maximum period of two years. For the extended period, proportionate advance minimum marking fee is to be paid by the licensee.</p>
Clause No.	Existing Text (Amendment No. 3, March 2006)	New Text
<b>3.12.8 Deferment of Renewal of Licence</b>  <b>a) Where Licence is not under Stop Marking:</b>	<p>When renewal application is not received within the validity period or before the expiry date, renewal application is received in an incomplete form, the renewal may be deferred for not more than three months after which the licence shall expire.</p>	<p>When renewal application along with the requisite fee (Renewal application fee, Annual licence fee and Marking fee) and dues, if any, is not received within the validity period of the licence or the renewal application received is incomplete, the renewal of the licence may be</p>

		deferred for not more than three months from the date of validity of the licence and simultaneously a deferment of renewal cum expiry notice in <b>CM/PF 119 (Annex-1)</b> under the signature of Head BO shall be issued. The licence shall stand expired after this period if no response is received from the licensee within this period.
Clause No.	Existing Text (Amendment No. 42, July 2015)	New Text
3.12.8 b) <b>Where Licence is under Stop Marking:</b>	In case licence is under stop marking at the end of the validity period and licensee applies for renewal along with the payment of licence fee and marking fee, licence shall be renewed ' <b>with stop marking to continue</b> ' While conveying ' <b>renewal with stop marking to continue</b> , the licence shall be informed that in case marking is not resumed within the maximum period specified for resumption of marking, action would be taken, including cancellation of licence, as per BIS (Certification)Regulation, 1988. However, when licence has been put under self-stoppage of marking due to relocation/shifting of premises, the renewal of the licence shall be deferred till such time firm confirms completion of shifting. Further action shall be taken as per the existing provision of OMPC. In such cases, deferment period shall not exceed beyond one year from the last validity date.	<p>If the licence is under stop marking at the end of validity period and the licensee applies for renewal of licence, the renewal shall be deferred for not more than <b>six months</b> from the date of validity of the licence and simultaneously, a deferment of renewal cum expiry notice in <b>CM/PF 120 (Annex-2)</b> shall be issued under the signature of Head BO.</p> <p>During this period the licensee shall be required to complete all corrective actions for resumption of marking. The licence may be renewed retrospectively from the due date, if marking is resumed.</p> <p>If the licence is not renewed within a period of six months, the licence shall stand expired.</p>
3.12.8 c)	(New sub-clause)	When a licensee applies for renewal but the licence is under stoppage of marking due to relocation/shifting of premises, the renewal of the licence shall be deferred and simultaneously, a deferment of renewal cum expiry notice shall be issued in <b>CM/PF 120 (Annex-2)</b> under the signature of Head BO. Renewal of licence shall be considered when normal operation of licence at new

		premises is permitted by BIS. However, the period of deferment of the licence <b>shall not exceed one year from the date of stop marking.</b>
3.12.8 d)	(New sub-clause)	In cases where an action for cancellation of a licence has been initiated and in the meantime, the renewal of licence becomes due, the renewal of licence shall be deferred for not more than three months, even if renewal application, marking fee and dues, if any, have been received. The decision regarding the renewal of the licence shall be taken based on the outcome of the process of cancellation of the licence.

**SPEED POST / EMAIL****Our Ref: \_\_\_BO /L-****Dated:****Subject : DEFERMENT OF RENEWAL OF LICENCE-CUM-EXPIRY NOTICE****M/s****(Kind Attn: CEO/MD)**

Dear Sir,

This has reference to BIS certification Mark Licence No. \_\_\_\_\_ granted to you for use of Standard Mark on your product \_\_\_\_\_ as per IS \_\_\_\_\_ which was valid up to \_\_\_\_\_.

2. It has been decided to defer the renewal of the above mentioned Licence after \_\_\_\_\_ due to the following reasons:

**(BO to give the reasons for deferment in this space)**

3. In view of the above, you are not permitted to mark and dispatch (including stock in hand) the above mentioned product with Standard Mark during the period of deferment. You are, therefore, instructed to ensure stoppage of marking on the product with immediate effect and confirm the same by return speed post or e-mail giving the following details as on the date of issuance of this communication:
- a) Quantity of material with Standard Mark held in stock:
  - b) (i) Batch No. and date of manufacture; (ii) Brand; (iii) size/type/ grade/variety;
  - c) Packing details; and
  - d) Pending Orders for material with Standard Mark, if any with purchasers' names and addresses
4. Your reply with above stated details must reach us within 15 days of the issuance of this letter failing which it shall be presumed that you do not have such material in stock. In case it is subsequently found that you have sold the material with Standard Mark after receipt of these instructions, it will be construed that the material so sold has been marked subsequently contravening the provisions of Section 11 of the BIS Act, 1986. In such an eventuality, the Bureau reserves the right to take such action against you as envisaged in the BIS Act, 1986, Rules & Regulations framed thereunder.
5. Please note that during the period of deferment of licence, you shall not claim by any means that you would supply the material with the Standard Mark.

6. You may also note that, the marking fee as indicated in the second schedule of the licence is payable by you even during the period of deferment of renewal of the licence.
7. # You are required to take necessary action in the context of the reasons for deferment of renewal of licence as mentioned at para 2 within \_\_\_\_\_.
8. In case necessary actions are not taken by you within the stipulated period, it shall be presumed that you are no more interested in the operation of the licence and accordingly your licence becomes liable for expiry after the last date of validity. Under these circumstances, this letter may be treated as an expiry notice.
9. You may put forward your point of view as to why action proposed above should not be taken for the referred licence. In case you have anything to say in the matter or you would like to be heard in person or through a representative authorized by you, kindly do so within 14 days from the date of receipt of this letter.

Thanking you,

Yours faithfully,

(Head of the BO)

**# BO to specify the applicable time period**

**SPEED POST / EMAIL**

Our Ref: \_\_\_\_BO / L-

Dated:

**Subject: DEFERMENT OF RENEWAL OF LICENCE-CUM-EXPIRY NOTICE**

M/s

**(Kind Attn: CEO/MD)**

Dear Sir,

This has reference to BIS certification Mark Licence No. \_\_\_\_\_ granted to you for use of Standard Mark on your product \_\_\_\_\_ as per IS \_\_\_\_\_ which was valid up to \_\_\_\_\_.

2. It has been decided to defer the renewal of the above mentioned Licence after \_\_\_\_\_ as the licence is **under stop marking** w.e.f \_\_\_\_\_, which has been communicated to you vide our letter ref: \_\_\_\_\_ dated \_\_\_\_\_.
3. Please note that during the period of deferment of licence, you shall not claim by any means that you would supply the material with the Standard Mark.
4. You may also note that, the marking fee as indicated in the second schedule of the licence is payable by you even during the period of deferment of renewal of the licence.
5. # You are required to take necessary action in the context of the reasons for deferment of renewal of licence as mentioned at para 2 within \_\_\_\_\_.
6. In case necessary actions are not taken by you within the stipulated period, it shall be presumed that you are no more interested in the operation of the licence and accordingly your licence becomes liable for expiry after the last date of validity. Under these circumstances, this letter may be treated as an expiry notice.
7. You may put forward your point of view as to why action proposed above should not be taken for the referred licence. In case you have anything to say in the matter or you would like to be heard in person or through a representative authorized by you, kindly do so within 14 days from the date of receipt of this letter.

Thanking you,

Yours faithfully,

(Head of the BO)

**# BO to specify the applicable time period**