



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

FORMS

MANAGEMENT SYSTEMS CERTIFICATION

TITLE: Questionnaire for Obtaining Preliminary Information and Declarations from The Applicant for Obtaining Licence for Certification of Environment management Systems Against relevant Indian Standards

DOC: MSC-F11-07

ISSUE: 04

DATE: September 2018

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Prepared By:

Approved By: DDG (MSCD)

प्रपत्र- VII/ FORM - VII

(तीन प्रतिय की)
(To be submitted in triplicate*)

1. DETAILS OF THE COMPANY

1.1 Name of the Organization :

1.2 Address of the Factory/Unit _____

Telephone _____ Fax _____ Email _____

1.3 Address of the Registered Office

Telephone _____ Fax _____ Email _____

1.4 Status of the Unit

Large/Small Scale Industry/Ancillary/Tiny
units/Small Scale Service and Business
(Industry Related) Enterprises/ small enterprise
(see Note)

Note: Please enclose Registration letter from the concerned authority and also see BIS 'Guidelines for Applicants'.

1.5 Indicate whether the unit is a part of some larger organization, if so give the name and address of the holding organization

Name : _____

Address : _____

1.6 Whether the unit is registered under Factories Act.

1.7 Legal occupancy of the Unit: OWNER/TENANT/LESSEE

1.8 Year of commissioning of unit at the present site:

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2. Number of Shifts (with timings of each shift):

2.1 Number of Personnel

2.2 Number of part-time personnel covered in the scope of certification converted to full time personnel (based on 8 hours/day working): _____

2.3 Number of personnel partially involved in the scope of certification converted to full time personnel (based on 8 hours/day working) : _____

2.4 Number of personnel in simple functions (Finance, Admin, Security, Transport, Drivers, Canteen, Gardening, etc): _____

2.5 Total number of personnel in general shift/Shift 1: _____

2.6 Total number of personnel in other shifts: _____

2.7 Total number of personnel in other shifts for mutually exclusive activities (Only in operations/functions other than that in general shift/Shift 1): _____

3. INFORMATION PERTAINING TO ENVIRONMENT MANAGEMENT

3.1 Land Use (Site)

- a) Total area of the plot :
- b) Total area of the Building :
- c) Total are of Unit/Factory :
- d) Number of floors :
- e) Height of the Building :
- f) Height of working hall :
- g) Total area set aside for wild life habitat :
- h) Area of contamination of land :

3.2 Raw Material/Natural Resources

- a) Name of raw materials :
- b) Whether imported/indigenous :
- c) Annual consumption value :
- d) Use of natural resources, if any :

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3.3 Energy Management

- a) Source of Energy - Coal/LPG/Oil/Electricity/Non-Conventional Energy/
Traditional Energy - Firewood/Diesel Generating Set :
- b) Energy Load (kW) :
- c) Clearance Certificate from local Authority :

3.4 Air Quality Management

- a) Quantity of emissions such as CO, CO₂, SO₂ etc. :

3.5 Water Management

- a) Source of water - ground/municipal
- b) Consumption of water :
- c) Management of waste water :
- d) Management of storm water :

3.6 Effluents Management

- a) Type of effluent :
- b) Quality of effluent :
- c) Mode of disposal :

3.7 Waste Management

- a) Waste produced per quantity of finished product :
- b) Percentage waste recycled :
- c) Percentage recycled material used in packaging :

3.8 Hazardous Material Management

- a) Type of hazardous material generated :
- b) Quantity :
- c) Mode of disposal/replacement :

3.9 Transportation

Have you attempted to reduce the impact of your distribution methods on environment :

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3.10 Legislative and Regulatory Requirements

- List the legal requirement/standards/codes of practice
- Indicate the consent/clearance obtained on the above from authorities
- Number of prosecutions, if any

3.11 Emergency Contingency Plans

- Number of Environment incidents/accidents
- Indicate the plans you have for dealing with emergencies/accidents

4. CONSULTANCY

4.1 In case the quality management system is established, implemented or maintained through use of consultancy, the following information be provided:

- Name & Address of the consultancy organization/personnel

- Type of consultancy provided _____
{such as preparing manual, procedures etc; giving _____
specific advice, instructions or solutions for development _____
and implementation of management system}
- Status of consultancy (whether continues or ended) _____
- Date on which consultancy ended, if applicable _____

5. OTHER INFORMATION

5.1 Description of category of products or processes for which licence is sought



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5.2 Details of any Environmental Management System licence or certificate already held and/or assessment held

5.3 Please enclose a copy of latest Environmental performance statement submitted by you to Pollution Control Board

Signature
Name
Designation
For and on behalf of
.....
Seal of the Firm

Date:

**All the three copies of this form are to be signed in original by the authorized person.*