

CENTRAL MARKS DEPARTMENT-1**Our Ref: CMD-1/2:4:1****Date 09 June 2016****Sub: Guidelines on Simplified Procedure for Grant of Licence and Inclusion of Additional Varieties**

There are two procedures available under the product certification scheme for grant of licence (GOL):

- a) **Normal Procedure** – In this procedure, grant of licence is considered provided the preliminary inspection is found to be satisfactory, samples drawn during this inspection are found to be conforming and the applicant agrees to implement the defined scheme of testing and inspection and pay the prescribed marking fee.
- b) **Simplified Procedure** – In this procedure, the applicant is required to submit test report(s) from specified laboratories along with the application. Grant of licence is considered provided the verification visit is found to be satisfactory and the applicant agrees to implement the defined scheme of testing and inspection and pay the prescribed marking fee. Sample(s) is (are) drawn during the verification visit for independent testing, but the conformity of this sample does not form a pre-condition for grant of licence. However, the test result is used for review purpose.

The applicant shall have the option to apply as per the Normal Procedure or Simplified Procedure.

The guidelines on simplified procedure is given below-

- Applicability** 1. Simplified procedure is applicable for GOL for all the products **except** for the following:
- a) products such as cylinders, valves, regulators, cement, etc., where a joint inspection or approval is required from another statutory authority;
 - b) products for which licence is granted on the basis of factory testing; and
 - c) Packaged Drinking Water (PDW) and Packaged Natural Mineral Water (PNMW).

It shall also be applicable to All India First licence cases.

- Application** 2. The applicant shall be required to submit:
- a. application in the proforma as given in **Annex-I**,
 - b. a self-evaluation cum verification report in the proforma, as given in **Annex-II**, along with necessary enclosures,
 - c. original test report(s) [TR] of the product from any of the laboratories, as specified under clause 3, covering all requirements as given in the relevant Indian Standards, including declared parameters, if any. (Refer product specific grouping guidelines, if any)
 - d. test report(s) establishing conformity of raw material(s), wherever required, (refer clause 5),
 - e. the specified fee,
 - f. undertaking for long duration test, wherever applicable (refer clause 10), and
 - g. undertaking, as per the format given in **Annex-III** (refer clause 11).

- Laboratory** 3. Test reports of the following laboratories shall be accepted:
- (i) **##** BIS labs and BIS recognized labs for the product (including Group-2 labs as specified under the Laboratory Recognition Scheme of BIS);
 - (ii) In case the required testing facilities are not available in any of the labs covered under Sl. No. (i) above, any BIS recognized lab, though not specifically recognized for the product/test, but possesses complete test facility;

- (iii) In case the required testing facilities are not available in any of the labs covered under Sl. No. (i) and (ii) above, any NABL accredited lab;
- (iv) In case the required testing facilities are not available in any of the labs covered under Sl. No. (i), (ii) and (iii) above, any laboratory of the Government having complete testing facilities;

##Note: For BIS Labs, the testing charges for the applicant samples shall be as follows:

- a) *If the existing BIS testing charges are less than Rs. 5000/-, the testing charges shall be collected at double the rate.*
- b) *If the existing BIS testing charges are more than Rs. 5000/-, the testing charges shall be collected @ 1.5 times.*

Test
Reports
(As
amen
ded on
31.05.
2017)

4. The test reports of the product shall not be more than 45 days old. The period for counting 45 days shall be from the date of issue of the test reports to the date of receipt of the application in the BO. **Test reports up to 60 days old may be accepted with justification for which the Head BO shall record the justification.** In case of multiple test reports for one product, the latest product test report shall not be more than 45 days old and the oldest product test report shall not be more than 90 days old.

(Note: In case of de-recognition/suspension of BIS recognized laboratory, the acceptance of test reports from such laboratories shall be made as per the policy of BIS.)

Conformity of
Raw Material

5. Where ensuring conformity of raw materials is a **mandatory** requirement of the product standard being considered for certification, such conformity shall be established through any of the following:
 - a) Raw material is ISI marked;
 - b) Test report from any laboratory as specified under clause 3;
 - c) In case (a) & (b) above are not possible, then raw material manufacturer's test certificate;
 - d) In case (a), (b) and (c) are not possible, then in-house Factory Test Report.
6. Where Indian standards for raw materials are referred to in the product standard for guidance or reference only, evidence of conformity of raw material should not be insisted upon. Ensuring conformity of raw material/components shall rest with the applicant.

Submission
of Partial
Test Report

7. It is the responsibility of the applicant to ensure that the test reports submitted are complete in all respects and conforming to the relevant Indian Standard. In the event of submission of partial test report, applicant must submit reasons for test reports not being complete and proper justification to the satisfaction of Head (BO). Based on the reasons/justification received, the remaining test(s) shall be done in the laboratory of the applicant, with permission of Head (BO), as per procedure given at clause 8 below.
8. The factory testing for remaining tests will be carried out by BIS during verification visit, subject to:
 - (i) Availability of complete testing facility in the lab of the applicant for the remaining tests to be done.
 - (ii) Payment of special inspection charges for the visit.
 - (iii) Availability of sufficient material for carrying out the remaining tests from material of the same control unit of which the test reports were submitted along with the application. In case, material from the same control unit is not available, sufficient material from two fresh control units be made available.

Long
Duration
Tests

9. For product characteristic requiring **testing time more than six months** (like keeping property tests in paints, carbon paper, insulating tapes, various types of inks etc) evidence of conformity in the form of test reports from any laboratory, firm's own or outside, should be made available for such tests. The applicant should also simultaneously produce evidence that the long duration test in any of the laboratories mentioned in clause 3, is in progress and the laboratory shall be able to issue the Test Report (TR) within a definite time period (indicating date), which shall be made available by the applicant to BIS.

Undertakings

10. An **undertaking** (refer clause 2(f)) shall also be obtained from the applicant on its letter head that, in the event of failure of the sample in long duration test(s) or its inability to submit the test report within 10 days of the date confirmed by the laboratory, the licence, if granted shall be processed for cancellation.
11. An **undertaking** (refer clause 2(g)) shall also be obtained from the applicant on the letter-head that the licence, if granted, shall be put under Stop Marking if the sample(s) drawn during the verification visit of the BIS officers, fail to conform to the requirements of relevant Indian Standards.

Scrutiny of
application &
Plan for
Verification
Visit

12. The application will be received at the facilitation counter of the Branch Office (BO), and will be checked for its completeness as per the prescribed checklist. If the application is found complete, it shall be recorded and put up to the Head, BO, who in turn will mark the same to the Inspecting Officer concerned, dealing with the subject for technical scrutiny, based on the prescribed checklist. The IO shall scrutinize the application, test report(s), and the self-evaluation report for their completeness. In case the test report(s) is(are) found failing, the application shall be processed for rejection.
13. In case the test reports are found conforming to the relevant Indian Standard, the officer concerned, should inform the applicant about any deficiency / missing information, in the application and / or enclosures attached therewith, preferably within 15 days of recording of application and also fix the date for verification visit. The applicant shall be required to complete the requisite actions before the visit and confirm the completion of all actions. In case of request from the applicant for postponement of verification visit, the same may be accepted keeping in view that the visit is organized within a maximum period of 30 days from the date of recording.

If the applicant fails to confirm the completion of the requisite action and fails to arrange for visit within this period, the application will be processed for rejection.

14. The verification visit will be organized preferably within 15 days of receipt of the application. **In case of an All India First application**, an officer from CMD and/or Technical Department may be associated with the visit, but this **should not in any case delay the processing of the application.**

Verification
visit

15. During verification visit, the IO shall-
- a. Verify the availability of the requisite manufacturing and testing infrastructure and competence of Quality Control Personnel with the applicant vis-à-vis the self-evaluation report submitted by it and the requirements of the Indian Standard,
 - b. Verify the availability of testing facilities for raw material testing, where the applicant has submitted factory test report as evidence of conformity of the raw materials (refer clause 5 (d)),
 - c. Check the calibration status of the test equipment, wherever applicable,

**Factory
Testing**

- d. Verify pending actions, if any, as identified during the scrutiny of the application, for which the applicant has subsequently confirmed compliance,
- e. Carry out Factory Testing (FT) for as many requirements, as possible. All subjective requirements like – workmanship, visual characteristics, surface defects etc. will be checked in the factory.
- f. Carry out factory testing on the remaining requirements (refer clause 7 and 8) in case of partial test report(s) submitted by the applicant. **Special inspection charges, as applicable, shall be collected** for the additional man-days required for such factory testing.
- g. In case of bulkier products, the dimensional measurements and other tests, for which complete product cannot be drawn and sent for independent testing (e.g. steel plates, sheets, steel pipes etc.) shall be carried out during FT.
- h. A factory testing report shall be prepared and signed by the IO and the Quality Control Personnel of the applicant firm. The same will be enclosed with the verification report.
- i. If, **during the factory testing, any non-conformity is observed**, the applicant may be advised to carry out improvement, which is to be verified through another inspection and testing in the factory (special inspection charges to be paid by the applicant for the visit). **In such an eventuality, no sample will be drawn for independent testing.**

If any non-conformity is found again during FT on the fresh lot offered for testing after taking corrective actions, the application may be processed for rejection and applicant be advised to furnish fresh application under Normal procedure for GOL.

**Drawl of
sample**

- j. Draw a sample of the product from the regular production for complete independent testing, unless product specific guidelines, if any, require otherwise (e.g. Repetition of short circuit test may not be required for Circuit-breakers for overcurrent protection for household and similar installations – IS/IEC 60898-1) . If the applicant has furnished the test reports of samples to cover number of varieties, only one variety of sample shall be drawn during verification visit,
- k. Draw an identical counter sample of the product. **No raw material samples shall be drawn for independent testing.** However, the authenticity of the document submitted by the applicant for conformity of raw materials, wherever applicable (see clause 5) may be verified during the visit.

**Sample
sealing and
dispatch**

- l. Use the letters 'VS' for coding of the samples,
- m. After ensuring proper packing of the sample, seal the sample and the counter sample. The guidelines issued vide office order LPPD/5:1/Issue No. 18869 dated 03rd February 2016 shall be followed for sealing and dispatch of the sample to laboratory for testing.

**Testing
charges**

- n. Ensure collection of the testing charges from the applicant for the verification sample testing, which shall be adjusted in the marking fee to be paid at the time of grant of licence,
- o. Issue Discrepancy/Variation Report (DVR) in CM/PF 260, wherever any discrepancies are observed, (see clause 17)

**Report of
Verification
Visit**

16. The report of the verification visit shall be submitted in Verification Report proforma and, product specific Preliminary Inspection Report proforma, e.g. CM/PF 203 for Primary Producers of Steel Products, wherever such specific proforma exists. **Acceptance of STI and Marking fee** shall be obtained from the applicant and enclosed with the verification report. Any deficiency in the documents submitted earlier by the applicant, shall be got corrected and wherever necessary, fresh declarations, undertakings etc. shall be obtained by the IO.

- Discrepancies observed* 17. **In case of discrepancies observed** during verification visit, the applicant should be advised to complete the required action so that process of grant of licence is complete within 30 days. However, if the applicant requests for extension of time, the same may be taken in writing. In such cases, the onus of the delay shall be on the applicant. However, the total time for processing the application shall not exceed 90 days. Under such circumstances, if the independent test report of verification sample is received and found failing, the application may be processed for rejection and applicant may be advised to furnish fresh application under Normal procedure.
- Processing GOL* 18. After satisfactory verification visit, the necessary data entry relating to verification visit shall be made in CMMS. The applicant shall submit the proof of receipt of the verification sample by the concerned laboratory, wherever applicable, and the testing charges. Only after submission of such proof, the licence shall be granted by the competent authority. Process of grant of licence is expected to be completed within 30 days from the date of receipt of the application.
- Review of test report of verification sample 'VS' and Long Duration Test* 19. In case of failure of sample(s) drawn during verification visit, 'Stop Marking' shall be imposed, immediately. The licensee shall take necessary corrective actions and inform the same to BIS, and also confirm his readiness to offer fresh samples manufactured after taking the corrective actions. The Resumption of Marking (ROM) in such cases shall be considered only on the basis of independent satisfactory TRs of the fresh samples drawn. In case the fresh sample drawn by BIS for consideration of ROM fails in independent testing, 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. In such cases, **fresh application for consideration of GOL shall be processed under Normal procedure only.**
20. In case of receipt of test report of any sample drawn after GOL [Factory Sample (FS) /Market Sample (MS)] prior to receipt of the test report for the verification sample (VS), the same shall be treated as a routine sample. However, on receipt of test report of VS which is found non-conforming, notwithstanding the conformity of the FS/MS drawn after GOL, **action as per clause 19 above, shall be taken.**
21. Case shall also be reviewed for the test report of long duration test, for which the applicant had submitted an undertaking (refer clause 10). If the test report for the long duration test is found failing or the applicant fails to submit the test report by the stipulated time, the licence, if granted, shall be processed for cancellation.
- Partial Test Report of Verification Sample* 22. In case of receipt of partial test report for Verification Sample, the remaining test shall be carried out on the counter sample in an independent laboratory. If, in any case, it is not possible to test the remaining requirements in an independent laboratory, the same may be carried out in the factory of the licensee with approval of Head, BO, provided such test facilities exist in the factory. Special inspection charges shall be applicable for FT.
- Inclusion of Additional Varieties* 23. The simplified procedure shall be equally applicable for inclusion of varieties for which no additional visit will be required. Where additional manufacturing/testing facilities are required, these will be verified during subsequent surveillance visit.
- Provisions not explicitly covered* 24. These Guidelines are to be read in conjunction with OMPC for provisions not explicitly covered here.

प्रपत्र 1 Form 1

(विनियम 3 देखें) [See Regulations]

भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

उत्पाद प्रमाणन योजना

Product Certification Scheme

मानक मुहर के उपयोग के लिए लाइसेंस के लिए आवेदन

APPLICATION FOR LICENCE TO USE THE STANDARD MARK

आवेदक फ़र्म का पूरा नाम

Full name of Applicant Firm

कार्यालय OFFICE	पता Address					दूरभाष	<input type="text"/>
	<input type="text"/>					Tel.	<input type="text"/>
						फैक्स	<input type="text"/>
						Fax	<input type="text"/>
	शहर City	जिला District	राज्य State	देश Country	पिन Pin	*ई-मेल	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*E-mail	<input type="text"/>	

फैक्टरी FACTORY	पता Address					दूरभाष	<input type="text"/>
	<input type="text"/>					Tel.	<input type="text"/>
						फैक्स	<input type="text"/>
						Fax	<input type="text"/>
	शहर City	जिला District	राज्य State	देश Country	पिन Pin	*ई-मेल	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*E-mail	<input type="text"/>	

प्रबंध MANAGEMENT	शीर्ष प्रबंध Top Management		तकनीकी प्रबंध Technical Management	
	नाम Name	पदनाम Designation	नाम Name	पदनाम Designation
	1. <input type="text"/>		1. <input type="text"/>	
	2. <input type="text"/>		2. <input type="text"/>	
	3. <input type="text"/>		3. <input type="text"/>	
4. <input type="text"/>		4. <input type="text"/>		
संपर्क किए जाने वाले व्यक्ति एवं दूरभाष/मोबाइल स. CONTACT PERSON & Tel/Mobile No.				<input type="text"/>

*Furnishing of correct and valid email id is a mandatory requirement and absence of this information shall make the application liable for rejection

पत्राचार का पता
CORRESPONDENCE
ADDRESS

कार्यालय Office	<input type="checkbox"/>
फैक्टरी Factory	<input type="checkbox"/>

स्तर
SCALE

बड़ा Large	<input type="checkbox"/>
सूक्ष्म, लघु और मध्यम(MSME)	<input type="checkbox"/>

क्षेत्र
SECTOR

सार्वजनिक Public	<input type="checkbox"/>
निजी Private	<input type="checkbox"/>

यह आवेदन _____ पर भारतीय मानक ब्यूरो की मानक के उपयोग के लिए किया जा रहा है।

This application is being made to use the Bureau of Indian Standards (BIS) Standard Mark on _____

उत्पाद
PRODUCT

भारतीय मानक
उपयुक्त संसोधन सहित
INDIAN STANDARD
WITH APPLICABLE
AMENDMENTS

भा मा IS:
भाग Part:
खंड Sec:

ग्रेड/टाइप/श्रेणी
GRADE/TYPE/CLASS

वर्तमान संस्थापित क्षमता
PRESENT INSTALLED
CAPACITY
(उत्पादन प्रतिवर्ष)
(Production per annum)

उत्पाद की इकाईया
Units of Production

मात्रा
Quantity

मूल्य (रु.)
Value (Rs.)

Bureau of Indian Standards (BIS) Licenses held
भारतीय मानक ब्यूरो से धारित लाइसेंस

भारतीय मानक ब्यूरो अधिनियम के अधीन पिछले निरस्तीकरण/
कन्विकशन, यदि कोई है, के विवरण
DETAILS OF PREVIOUS CANCELLATION/CONVICTION
IF ANY UNDER BIS ACT

Declaration: The above information is true to the best of my knowledge and belief. I shall be responsible for any misleading information in the application. I understand and agree that in case of any wrong information in the application, the application shall be liable for rejection. I also agree that, if the license is granted on the basis of information which is later found to be incorrect, the license shall be liable for cancellation.

घोषणा: उपरोक्त सूचना मेरी जानकारी एवं विश्वास से सच है। इस आवेदन में यदि कोई भ्रामक सूचना पाई जाती है तो उसके लिए मैं जिम्मेदार रहूँगा। मैं समझता हूँ और इस बात से सहमत हूँ की इस आवेदन में अगर कोई गलत सूचना दी गई है तो यह आवेदन अस्वीकृत माना जाएगा। मैं इस बात से भी सहमत हूँ की यदि बाद में ऐसा पता चलता है कि गलत सूचना के आधार पर लाइसेंस प्रदान किया गया है, तो लाइसेंस रद्द माना जाएगा।

फर्म की सील:
Seal of the Firm:

##हस्ताक्षर (Signature) _____

नाम (Name) _____

पदनाम (Designation) _____

आवेदन की तिथि (Date of Application) _____

महत्वपूर्ण- आवेदन पर फर्म के सीईओ अथवा उनकी अनुपस्थिति में अधिकृत प्रतिनिधि के हस्ताक्षर हों।

Important- Application should be signed by CEO of the firm, or in his absence by authorized representative.

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

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

1. GENERAL INFORMATION

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

2. RAW MATERIALS

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

Sl. No	Raw Material/ Components	Grade/ Designation, if any	Name of Supplier	With or Without BIS Certification mark	Test Certificate indicating conformity	How Received Batches / Lots Nature of Package

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

3. MANUFACTURING DETAILS

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

(Every column to be filled up)

Sl. No.	Machinery	Make	Capacity	Number	Remarks (Please indicate whether it is owned/leased/hired)

I hereby declare that the machinery of which details are given above are actually installed in the premises.

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

3.2 Process & Production

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

4. PACKING AND MARKING

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

5. LABORATORY AND INSPECTION

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

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

(Every column to be filled up)

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

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

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

b) Details of Quality Control Staff:

Sl. No.	Name of Person	Designation	Qualification	Experience in the field

c) Records maintained in laboratory for routine tests:

(Please attach test report of in-house testing)

d) Stage of processing where laboratory reports are made available

e) Indicate sampling and testing of end products

6. OTHER INFORMATION

a) List of dealers and main buyers
(To be updated from time to time)

b) Storage facilities

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

d) Declaration & Acceptances:

(1) Marking fee rate

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

ACCEPTANCE OF RATE OF MARKING FEE

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

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

- i) Rate of marking fee:

- ii) The marking fee is payable as follows:
 - a) Minimum marking fee for one operative year payable in advance which will be carried over to next renewal(s).

 - b) Actual marking fee for the first nine months of the operative period calculated on the unit rate on the production marked or the minimum fee whichever is higher shall be payable to BIS at the time of the first renewal of the licence . For subsequent renewals, the actual marking fee for 12 months period consisting of last three months of previous operative year and the first nine months of the current operative year or the minimum fee whichever is higher, shall be payable.

(2) Scheme of testing and inspection (STI)

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

ACCEPTANCE OF SCHEME OF TESTING AND INSPECTION

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

Signature:
Name:
Designation:
Seal:

Place:

Date:

(3) Brand Name(s)

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

1. Application No. / Licence No. _____

2. Licence valid up to _____

3. Name of the manufacturer and address _____

4.	Brand Names/Trade Mark(s) which would be marked on the product bearing the BIS Standard Mark. (Give actual depiction of Brand Name/Trade Mark)	Owned by self or Others	Registered/ Unregistered	Date of Registration/ Introduction
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a)

b)

5. Other Brand Name(s) / Trade Mark(s) used for the same product marketed without BIS Standard Mark. Give reasons

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

7. I/We undertake to inform BIS in CM/PF 307 in advance as and when there is any change in Brand Name(s)/Trade Mark(s) in conjunction with the operation of BIS Certification Scheme.

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

9. I/We understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any brand name/Trade Mark, that is not in any way be interpreted to mean that BIS has permitted/approved the use of the Brand Name(s) and Trade Mark(s) listed above, and the responsibility is entirely mine/ours.

Date _____
Place _____
Designation _____

Signature _____
Name _____

(4) Any other declaration/undertaking:

(5) The intended manner of putting Standard Mark:

7. DETAILS OF TEST REPORTS ENCLOSED:

Sl.No.	Test Report No. & Date	Name of Lab	Remarks (Grade/Type/Variety/Size)

DECLARATION

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

Date:

(Signature)

Place:

Name & Designation:

REPORT OF VERIFICATION VISIT

SECTION B (To be filled in by BIS Inspecting Officer. Refer guidelines before filling. Separate sheet may be used, if required)

DATE OF VERIFICATION:

PERSONS CONTACTED:

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

Product detail:

IS No. with applicable amendments:

Sr. No.	Requirements (with Clause Ref.)	Specified Value	Observed Value	Remarks

REMARKS:

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

	Sample 1	Sample 2	Sample 3	Sample 4, etc.
Description of sample drawn				
Sample code				
Name of lab where sample is sent				
Nature of tests (e.g. Chem/ Mech/ Elect)				
Remarks (including declared values)				

(Note: The above list is illustrative)

3. CONCLUSION

		Observation of the IO
Manufacturing Facilities	<i>Complete/ Not complete</i>	
Testing Facilities	<i>Complete/ Not complete</i>	
Competence of Quality Control Person	<i>Competent / Not competent</i>	
STI (Latest)	<i>Accepted/ Not Accepted</i>	
Marking Fee	<i>Accepted/ Not Accepted</i>	
D/V Report	<i>Issued/Not issued (please attach copy, if issued)</i>	

4. COMMENTS & RECOMMENDATIONS, INCLUDING SCOPE OF LICENCE:

5. POINTS FOR ACTION

List of Enclosures:

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

Signature:

Name:

Designation:

Date:

Annex - III

UNDERTAKING BY APPLICANT APPLYING UNDER SIMPLIFIED PROCEDURE

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

The Head

Bureau of Indian Standards

Dear Sir

I, _____ (name of person), _____ (designation) have applied for a licence under simplified procedure on _____ (date of application as in the application form) to you for use of BIS standard mark on _____ (name of product) as per IS _____ (Indian Standard No.) being manufactured at our factory at _____ (give address).

I clearly understand and agree to the conditions that-

- (i) the licence, if granted against the above application shall be put under stop marking by BIS, if the sample drawn during the verification visit fails to conform to the relevant Indian Standard,
- (ii) in such case of stop marking, I shall take necessary corrective actions and inform the same to BIS within 15 days and offer fresh lot of product manufactured after taking corrective actions, from which sample(s) will be drawn by BIS for independent testing,
- (iii) the resumption of marking will be considered only on the basis of complete independent test report(s) of the fresh samples offered,
- (iv) the testing charges for testing of sample drawn for consideration of resumption of marking shall be borne by me, and
- (v) in case, the fresh sample drawn by BIS for considering resumption of marking fails, or I fail to inform corrective actions within 15 days from the date of stop marking, the licence will be processed for cancellation.

Date:

(Name)
(Designation)
(Seal)

Central Marks Department-1

Our Ref: CMD-1/2:4:1

Date: 12/02/2018

Subject: Acceptance of Test Reports under Simplified Procedure – reg.

1. This is with reference to the Guidelines on Simplified Procedure issued vide CMD-1/2:4:1 dated 09 June 2016 and subsequently amended vide CMD-1/2:4:1 dated 31 May 2017.
2. Time period for acceptance of Test Reports has been specified under Si. No. 4 of the said guidelines as given below:

*“The test reports of the product shall not be more than 45 days old. The period for counting 45 days shall be from the date of issue of the test reports to the date of receipt of the application in the BO. **Test reports up to 60 days old may be accepted with justification for which the Head BO shall record the justification.** In case of multiple test reports for one product, the latest product test report shall not be more than **45 days** old and the oldest product test report shall not be more than 90 days old.”*

3. It is felt that there may be genuine reasons for not submitting the test reports of a sample within the specified time norms as per the simplified procedure by the applicant/licensee.

Accordingly, the following may be considered by the BOs with regard to acceptance of test reports under simplified procedure:

“If a BO is of the opinion that the test report(s) to be considered for Grant of Licence/Inclusion of varieties under simplified procedure (refer CMD-1/2:4:1 dated 09 June 2016 and subsequently amended vide CMD-1/2:4:1 dated 31 May 2017) need to be accepted beyond specified time norms due to genuine reasons, the case may be put up for the approval of concerned DDGR with proper justification. DDGR after due consideration of the facts in the recorded justification, may take a decision whether to allow acceptance of the test report(s) which are not within the time limits specified at Sl. No. 4 of the simplified procedure.”

4. This issues with the approval of DDG (Certification).

H(CMD-1)- Sd/-

Circulated to All ROs/BOs

BUREAU OF INDIAN STANDARDS
CENTRAL MARKS DEPARTMENT-1

Our Ref: CMD-1/2:4:1

15 Nov 2017

Subject: Guidelines on simplified procedure for Grant of Licence and Inclusion of additional varieties

This has reference to the clause 18 of the CMD-1 note ref: CMD-1/2:4:1 dated 09 June 2016 on the above subject regarding processing GOL.

2. Clause 18 reads as "The applicant shall submit the proof of receipt of the verification sample by the concerned laboratory, wherever applicable, and the testing charges. Only after submission of such proof, the licence shall be granted by the competent authority." It has come to the notice of DDG (certification) that BOs are not following the above mentioned clause completely. The licences are being granted by BOs without the proof of receipt of the verification sample by the concerned laboratory.

3. It is desired by DDG (certification) that all DDGRs seek from Head (BO)s the details of all such cases where guidelines have been violated in any manner and initiate suitable actions against the concerned officers under intimation to DDG (certification). All DDGRs are also requested to take suitable measures to ensure non-recurrence of such instances in future.

4. This has the approval of DDG (certification).

Circulated to: All ROs/BOs