

Annex 1

Guidelines for submission of application for grant of COC for Requirement of Retro-Reflective Devices for Bicycles using manakonline on provisional basis

FOR MANUFACTURERS

- Please do not use “Google Chrome”: Use Mozilla Firefox/Microsoft Edge for Manakonline

Step 1: Create Login On Manakonline

- Go to www.manakonline.in , click on the panel titled “Conformity Assessment (manakonline)”
- On the login page, Click on “create an account”, in order to create an account on Manakonline, the BIS application portal (If account already exists this step is not required)
- After logging in, click on the tile for “product certification” and then on Apply for a licence in order to submit an application through this account.

Step 2 : Provide basic information about firm and factory

Follow the on screen instructions to provide the required information including General info – Registration Details, Factory Details, Office Details, management details, correspondence details etc.

Step 3 : Provide manufacturing unit related information

Please provide the following information:

- i) Choose the Indian Standard as **IS 10616:1983**.
 - Enter the variety of product(s) for which CoC is being applied as “Requirement of Retro-Reflective Devices for Bicycles”.
- ii) **Choose option 1 (normal procedure) only**
- iii) Download the forms for declaration of manufacturing machinery, testing equipment and upload the same after providing the details of installed manufacturing machinery and testing equipment in the prescribed formats.
In case no specific manufacturing and testing facility is required, a “Not Applicable” statement may be entered in all the fields of the list of manufacturing machinery and test equipment.
- iv) Accept the undertakings

- v) Submit Self-Evaluation Cum Verification report (SEVR) in the prescribed form
(Also see the Product Specific guidelines for directions on filling the SEVR.)
- vi) Enter the brand details of your product and accept the undertaking
- vii) Upload all other required documents i.e.
 - DIC Registration Proof, Firm Address Proof, Factory Address Proof,
 - Document establishing Legal Identity of the firm (Registration as a Firm, Partnership Deed, Certificate of Incorporation etc), Where Applicable,
 - General Undertaking/Declaration,
 - Process Flow Chart Showing Complete Manufacturing Process (from Procurement of Raw Material / Components to the Storage of Finished Products.)
In case no specific process flow is required to be given, upload a blank document indicating "Not applicable".
 - Location Plan of the factory from the Nearest Airport / Railway Station / Landmark,
 - Test Report (S) of The Product (in house test report is also acceptable),
 - Layout Plan,
 - Copies of Certificates of Qualification of Quality Control Personnel,
 - Copies of Test Certificates of Raw Material (ISI Marked Reflectors and proof of purchase of the same indicating traceability),
 - Copies of Calibration Certificates of Testing equipment
If No specific calibration certificate is required to be given, upload a blank document indicating "Not applicable".

Note: in case any document is unavailable please upload a pdf giving the reason as to why it is unavailable

Step 4: Submit Application Fee, Inspection Fee and Advance CoC Fee

Submit the following fee through the payment gateway
 Application Fee – Rs 1000/-
 Inspection Fee – Rs 7000/-
 Advance CoC Fee (50% of CoC Fee) – Rs 25000/- for Large Scale and Rs 20000/- for MSME Plus tax (GST of 18%)

Step 5: Submit Product Specific Documents through Communication Window

Submit the following documents as pdfs through communication window:

- i) List of BIS licensed manufacturers from whom BIS standard marked Reflectors (as per IS/ISO 6742 (Part 2):2015) is being procured indicating name, address, BIS licence number and validity date of licence.
- ii) Undertaking in Form B as per Product Specific Guidelines issued vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.
- iii) Name, address, and contact details (phone number, email address) of the consignees/ Distributors/dealers/sub-dealers.
- iv) Declaration of the products for which CoC is being applied for in the format as given below:

Sl. No	PRODUCT	SCOPE/ REQUIREMENTS
1	Requirement for Retro-reflective devices for Bicycles	Essential Requirement for Retro-reflective devices for Bicycles as per Clause 4.14 of IS 10613: 2014 "Cycles – Safety requirements for bicycles"

Step 6: Address any queries raised by BIS

- i. Once application is registered an application number is generated.
- ii. Please check your communication window in the Manakonline Portal & if BIS has raised any queries, respond to the same immediately and address all queries.

Step 7: Confirm date for factory inspection

Once BIS has confirmed the application, and requests to you to inform your readiness for factory inspection, please confirm readiness for visit on the earliest possible date within 10 days of submission of application.

Step 8: During Factory Inspection

On the day of the inspection ensure that

- i. All material in factory is labeled properly including raw material. Scrap must be only kept in scrap section clearly demarcated for identification.

All non-BIS material for export purpose must also be demarcated and kept separately.

- ii. For other details, please see the Guidelines for grant of CoC issued vide vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.
- iii. BIS standard marked (ISI Marked) Reflectors is available for inspection by BIS along with relevant documents for the same.
- iv. The Inspection and Testing Plan to be followed by you is discussed and communicated to the BIS Certification Officer (Suggested inspection and testing plan is given in the product specific guidelines).

Step 9: Complete follow up actions, if any, arising out of Factory Inspection

During the inspection if BIS Certification Officer raises any queries, the applicant must address those queries immediately and submit confirmation in writing to BIS through the Manakonline Communication Window.

Step 10: Make Payment and Obtain BIS Certificate of Conformity

You will be informed to submit the remaining Certificate of Conformity Fee once it is decided to grant the CoC by BIS. Payment must be made immediately.

Step 11: After grant of COC

- i. After grant of COC, you are required to follow the Inspection and Testing Plan agreed upon and the terms & conditions of the CoC.
- ii. BIS conducts factory and market surveillance activities after grant of COC. Please extend all possible cooperation/assistance to BIS officers or BIS Authorized Agencies during surveillance activities. For guidelines on Surveillance, please see the guidelines issued vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.