

**Bureau of Indian Standards**  
**(Hallmarking Department)**

**Our Ref: HMD/14:1**

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**Guidelines on Off-site Centre (OSC) of Assaying and Hallmarking Centre(AHC)**

Following guidelines are issued for allowing the setting up of the OSCs by the Bureau recognised AHCs:

- 1.1 An OSC can be set up by an AHC in any district in the Country subject to the conditions that one AHC cannot have more than 5 (five) OSCs attached to it and the distance of an OSC cannot be more than 100 kms from the parent AHC. AHC hallmarking at least 500 articles per day on an average shall be obligated to set up an AHC or OSC in one uncovered district.
- 1.2 An offsite centre (OSC) shall have all the facilities as in an AHC except the facilities required for fire assay and will carry out all the functions of an AHC, as laid down by the Bureau for the hallmarking of gold jewellery except fire assay.
- 1.3 It shall be the responsibility of the parent AHC to carry out the fire assay of the jewellery received at an OSC. A chart showing the work flow at and between OSC and parent AHC is placed at Appendix 1.
- 1.4 After making all necessary arrangements, AHC may apply to the Branch Office of Bureau for permission for Off-site operations with complete details as required for an AHC along with the details of the methodology for dispatch of samples from OSC to the parent AHC and the receipt of Assay Test Report and remnants of testing from by the OSC therefrom.
- 1.5 OSC shall have testing personnel including a Quality Manger, as required for AHC, except the personnel required for fire assay process. The Quality Manager of the parent AHC shall however, be overall quality incharge of both AHC and OSCs.
- 1.6 OSC shall have all the testing equipment as required for AHC as specified in IS 15820: 2009 except the testing equipment required for fire assay process.
- 1.7 The AHC shall be required to submit the application in the format and through the portal as instructed by the Bureau.
- 1.8 If an OSC is proposed in a Branch other than the one in which the AHC is located, the application should be submitted to the Branch Office of Bureau, which has the territorial jurisdiction over that AHC.

1.9 The Branch Office of Bureau shall take following steps after receipt of the application:

- 1.9.1 Verify the past performance of the AHC and its preparedness in terms of manpower and infrastructure for fire assay.
  - 1.9.2 Organise Audit (of one manday each) at Parent and Off-Site location for verification of arrangements as per the criteria laid down by the Bureau for recognition of AHCs, as far as possible within a week of the receipt of the application.
  - 1.9.3 Dispose of the application within three days of the receipt of audit report subject to the applicant having taken necessary corrective action, as required by the audit report.
- 2 No application or recognition fee will be required to be paid for an OSC. The assessment fee of Rs 5000/- per manday shall, however, be payable to cover the cost of the audit of an OSC.
  - 3 There shall be no renewal fee for an OSC, and its recognition shall stand renewed on the renewal of recognition of the parent AHC.
  - 4 The parent AHC shall be responsible for punitive action for the violation of the prescribed norms and criteria for the hallmarking of the jewellery at an Off-Site Centre, as if the said violation had occurred at the parent AHC.
  - 5 Bureau can suspend and stop the operations of an OSC if it is not found to be functioning in a proper manner. The parent AHC shall, however, be given an opportunity of being heard before the recognition of an OSC is terminated.
  - 6 In case of suspension or de-recognition of parent AHC, the permission for all OSC operations shall also stand withdrawn automatically.
  - 7 The OSC will have a display board indicating the name of the parent AHC along with its Recognition Number and contact details. The display board shall also contain the information that a complaint can be lodged with the Bureau using BIS CARE App or Consumer Engagement Portal of e-BIS.
  - 8 The AHC shall include the OSC-wise details in the report or return to be filed to the Bureau in the format and manner laid down by the Bureau.

APPENDIX 1

