

BUREAU OF INDIAN STANDARDS

**APPLICATION FOR RECOGNITION UNDER LABORATORY RECOGNITION
SCHEME**

Laboratory Details

1.	Name of Laboratory	
2.	Complete Address	
3.	Address of Regd. Office/Head Office (if any and different from 2. above),	
4.	Contact Details <i>(Telephone Nos., Fax and Email Id)</i>	
5.	Name & Designation of Top Management (Proprietor, Partner, Director, CEO, Head etc., as applicable) Contact Details <i>(Telephone Nos., Mobile No. and Email Id)</i>	
6.	Normal working hours & Weekly off day(s)	
7.	Type of Organization <i>(Govt./Autonomous/Public Sector/Ltd. Co./Pvt. etc.)</i>	
8.	Name of Address of Parent Organization (If the applicant laboratory is part of a larger organization)	
9.	Proof of Legal Identity	
10.	Proof of Laboratory Address	
11.	Proof/Declaration regarding Statutory Compliances	
12.	Scope of Recognition <i>(List out Indian Standards for which recognition is sought on proforma <u>BIS/LRS/F-02</u>)</i>	
13.	Accreditation Details	

	<p>All the test parameters as per the Indian Standard/s for which recognition is sought shall be covered under the scope of accreditation as per IS/ISO/IEC 17025</p> <p>(Attach accreditation certificates and scope of accreditation)</p>	
14.	<p>Organization chart (Attach details with names and designations of various functionaries and Departments of Laboratory)</p>	
15.	<p>Details of Managerial & Technical personnel employed (submit information on proforma <u>BIS/LRS/F-03</u>)</p>	
16.	<p>Impartiality, Confidentiality, Independence in judgement and Integrity in relation to laboratory activity (Give details of arrangements for ensuring these aspects)</p>	
17.	<p>Layout of Laboratory Premises (Attach floor-wise plan indicating testing areas, storage area, area for receipt of samples, major equipments etc.)</p>	
18.	<p>Location map of Laboratory</p>	
19.	<p>Test Equipment and facilities (Attach <u>BIS/LRS/F-04</u>, duly filled-in for each ISs for which recognition is sought. In case exclusion for any test is being sought, the same has to be mentioned in the format clearly.</p>	
20.	<p>Documented procedures for handling of samples, remnants, maintaining confidentiality, complaints, sub-contracting (in case of break-down)</p>	
21.	<p>Whether Retention period of Remnant of samples has been documented. If yes, give time specified.</p>	
22.	<p>Whether laboratory follows software-based System for handling and monitoring of samples? If yes, attach details thereof.</p>	
23.	<p>Whether separate area has been earmarked for Storage of sample and Remnant? If yes, give details</p>	
24.	<p>Proficiency Testing/Inter Laboratory Test Comparison (Give details of participation)</p>	

	during last 1 year for parameters of ISs under proposed scope of recognition)	
25.	Test Reports – Whether agreeing to issue test report in proforma prescribed by BIS?	
26.	Testing Charges – Give details of IS-wise declaration of Testing Charges (Clause-wise/parameter-wise) for samples to be tested under BIS LRS in the prescribed format <u>BIS/LRS/F-05</u>	
27.	Past recognition under BIS LRS (If recognized previously, give details of Recognition No., Validity and reasons for cessation).In case previous application has been closed by BIS, the details of the same to be provided	
28.	Any other information considered relevant	

BIS/LRS/F-02

LIST OF INDIAN STANDARD FOR WHICH RECOGNITION IS SOUGHT

[illegible]

BIS/LRS/F-03

LIST OF PERSONNEL ENGAGED IN TESTING OF SAMPLES FOR ISs UNDER SCOPE OF RECOGNITION
(GIVE DETAILS OF MANAGERIAL & TECHNICAL PERSONNEL)

Department	Name	Designation	Qualification	Experience (No. of year)	Training Details	Employed since	Roles & Responsibiliti es

BIS/LRS/F-04

(Both Part A & B to be filled. In case Part B is not applicable, clear statement to this effect shall be mentioned)

DECLARATION REGARDING AVAILABLE TEST FACILITIES FOR INDIAN STANDARDS

(to be submitted separately for each Indian Standard)

PART A TEST FACILITIES AVAILABLE WITH THE LABORATORY

IS No.: Year: No of Amendments:

Product:

Grade/Variety/Designations applied for **along with clear mention of Restriction in scope for Size/Grade/Type if any.**

[illegible]

PART B TEST FACILITIES NOT AVAILABLE WITH THE LABORATORY

IS No.:

Year:

No of Amendments:

Reaffirmation Year:**Product:**

Sl. No.	Clause No. (including reference to Table & its Sl. Nos.)	Requirement	Method of Test (as applicable)	Details of Test Facility which are not available (Equipment, Ref. Material etc.)

Date:

(Signature of Authorized Signatory)

Place:

Name & Designation (Stamp)

BIS/LRS/F-05

DECLARATION REGARDING TESTING CHARGES FOR TESTING OF SAMPLES

(to be submitted separately for each Indian Standard)

IS No.:

Year:

No of Amendments:

Product:

Grade/Variety/Designations applied for

Sl. No.	Clause No. (including reference to Table & its Sl. Nos.)	Requirement	Testing Charges (for each requirement)	Testing Charges for group of Requirements (eg. All Biological requirements of water)	Testing Charges for complete testing	Remarks, if any (for example discount offered to BIS if any)

Date:

Place:

(Signature of Authorized Signatory)

Name & Designation (Stamp)

CHECK-LIST FOR APPLICATION FOR RECOGNITION UNDER LABORATORY RECOGNITION SCHEME
(To be filled by the applicant and attached with the application)

Sl. No.	Subject	Annexure No.	Page No.	Verification (by BIS) [Y/N]
1.	Application fee (in the form of Demand Draft or copy of online transaction for payment)			
2.	Document in respect of Legal Identity of the laboratory			
3.	Document Authenticating the premises (address of the laboratory)			
4.	Documents in support of Statutory Compliances			
5.	List of Indian Standards for which recognition is sought (on proforma BIS/LRS/F-02)			
6.	Copies of Accreditation certificates for (relevant to scope/field of testing applied for)			
7.	Organization chart (clearly indicating the names and designations of various functionaries and departments of the laboratory)			
8.	Details of Managerial and Technical personnel on (on proforma BIS/LRS/F-03)			
9.	Layout plan of Laboratory			
10.	Location map of the Lab			
11.	Declaration regarding IS-wise and requirement-wise test equipment / facility required and available / required but not available on proforma BIS/LRS/F-04 (to be submitted in duplicate, of which one set may be submitted in soft form through e-mail)			
12.	Details of CRMs/SRMs and calibration with details of and validity			
13.	List of procedures, work instructions, SOPs, formats as applicable for the scope applied			

14.	Copy of Procedure for handling of samples (for BIS Conformity Assessment Scheme)			
15.	Copy of Procedure for handling of remnants (for BIS Conformity Assessment Scheme)			
16.	Copy of Procedure for maintaining confidentiality			
17.	Copy of Procedure for handling of complaints			
18.	Declaration regarding testing charges for each ISs (on proforma <u>BIS/LRS/F-05</u>)			
19.	Undertaking for compliance to terms and conditions of BIS LRS, as per proforma <u>BIS/LRS/F-07</u> on laboratories letterhead.			
20.	Authorization letter from Proprietor/Partner/Director/CEO etc in case application form signed and submitted by an authorized person			
21.	Any other document referred in the application form but not covered above			

Date

Signature

(Proprietor/ Partner/Director/CEO/Authorized Signatory)

Place

Name

Designation

Seal

Terms and Conditions of Laboratory Recognition Scheme

Every laboratory recognized by BIS shall abide by the following terms and conditions:

- a) The laboratory shall inform BIS about major changes made, if any, to the Laboratory Quality Management System which formed the basis for the grant of the recognition.
- b) The laboratory shall ensure that infrastructure, test facility and manpower required as per the relevant Indian standard are met and maintained on continuous basis. Any change in status i.e., either upgradation or disruption of facilities shall be promptly informed to BIS.
- c) In case changes in the infrastructure, test facility and manpower which adversely affects the laboratories capability to test any requirement(s) as per the Indian standard(s), then the testing should be suspended under intimation to BIS and so maintained till such time the issue is addressed satisfactorily. BIS may, at its discretion, decide to impose condition for verification of corrective actions through special audit before permitting normal operation under the Scheme.
- d) The laboratory shall inform BIS as and when it plans for shifting of its laboratory premises to an address other than that declared and verified at the stage of grant of recognition. The laboratory shall not accept samples for the testing at the new premises without prior permission of BIS.
- e) The laboratory shall inform BIS as and when there is any change in testing capacity in terms of number of samples for any IS which can be tested in a month. The fresh declaration in this regard shall be submitted on the prescribed proforma (BIS/LRS/F-02).
- f) The laboratory shall inform BIS as and when there is any change in status e.g., expiry, withdrawal, extension date of validity date of accreditation for IS/ISO/IEC 17025 .
- c) The testing charges for outside recognized laboratory during the tenure of the recognition shall be declared and fixed at the time of its recognition for three years. There shall be no upward revision in the testing charges during the period of three years except when the standard is revised/amendment issued. The laboratory shall follow the policies of BIS regarding the testing charges as amended from time to time.
- d) The laboratory shall issue the Test Report containing information as per IS/ISO/IEC 17025 including information related to sample, code, dates of commencement and completion of testing, clause reference of the tests performed, relevant standard, amendment, and its specified values as per relevant IS. The laboratory shall issue test report in the formats prescribed by BIS, wherever applicable.
- e) The laboratory shall issue the test report within 7 days of completion of testing. Under no circumstances the issuance of test reports shall be withheld by the laboratory for any reason.
- f) The laboratory shall facilitate and permit access to BIS for all audits and investigations which BIS may carry out, with or without prior announcement to the laboratory and provide the required information as sought.
- g) The laboratory shall give minimum 30 days' notice while surrendering recognition and shall comply with the instructions given by BIS for handling and disposal of samples/remnants pending with it. The laboratory shall not claim refund of the recognition fee for the unutilized period of recognition.
- h) The laboratory shall retain remnants of the samples for a minimum period of **3 months** from date of issuance of test report or till the shelf life of the product whichever is earlier. The laboratory shall maintain proper record of disposal of remnants and produce the same as and when required.
- i) The laboratory shall pay such fees for application, recognition, renewal and

enhancement of scope of recognition, audits and other services as applicable and pay such additional fees on account of revision of any standard from time to time.

j) The application for renewal of recognition, if desired by the laboratory shall be submitted along with the requisite fees (Renewal and Accreditation fees) and the required documents at least **6 months** prior to the expiry of recognition.

k) The laboratory shall not accept any BIS sample for testing during application stage or after the validity of recognition is over except in the situation covered under clause 8.1.4 of this scheme.

l) The laboratory shall not accept any BIS samples during the period of suspension of recognition and shall inform the details of the sample pending with it at the time of suspension. The laboratory shall abide by the directions of BIS for handling of BIS samples and issuance of reports for the samples pending with it at the time of suspension.

m) The laboratory shall maintain records of all complaints received by it for the BIS samples and test reports issued for the same and shall document the actions taken for the complaints so received. Laboratory shall give full details of actions taken in response to complaints or discrepancy in test results and allow access to all relevant records and documents for the purpose of any investigation and provide certified copies thereof.

n) The laboratory shall have the relevant Indian standards including cross-referred standards (National or International) required for testing of products covered under scope of recognition.

o) As and when any standard for which recognition is granted or their cross-referred standard is revised or any amendment is issued to it, the laboratory shall review and update its test facilities to implement such revision/amendment and inform BIS accordingly.

p) The laboratory shall neither entertain nor contact BIS licensees/applicants for samples received from BIS. For any clarification which may be required for the sample, the laboratory shall interact only with the BIS office/laboratory from where the sample is received. This clause shall not be applicable for samples sent directly by the manufacturers under the various conformity assessment schemes of BIS. **The laboratory shall also follow and provide a signed copy of the code of ethics as per Clause 4.1.5.2.**

u) Upon Withdrawal of recognition or expiry of the recognition, the laboratory shall discontinue claiming BIS recognition and withdraw all publicity material (both in print and electronic media) which may contain reference thereto.

v) The laboratory shall implement the laboratory information management system (LIMS) as approved by BIS from time to time, in respect of products for which it applied to have BIS recognition.

Recognized lab shall update the necessary details of testing facilities of its testing facility in the National Directory of Laboratories (NDL), as per the instructions of BIS.

w) The laboratory would be required to work through available BIS portal as per the instructions provided by BIS for receiving, accepting, forwarding and uploading of test reports etc.

x) The Laboratory shall also maintain impartiality as per the requirements of clause 4.1.5.1 of this scheme. In addition, neither members of management of the laboratory nor any employee of the laboratory shall, in any way, act as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers' Certification Scheme and / or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau; and

also, if any of the family members of management of the laboratory or sister units of the laboratory or employee of the laboratory is acting as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers' Certification Scheme and / or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau; the

name of such manufacturers shall be declared to BIS. In such a situation, lab shall not be permitted to test samples of these manufacturers in their laboratory.

y) In case exclusion for some test has been permitted to the laboratory by BIS, the laboratory shall inform the same to prospective BIS applicants before accepting the samples from them.

z) The laboratories recognized for testing of products covered under various conformity assessment schemes of BIS shall adhere to scheme specific guidelines issued by BIS from time to time.

Code of Ethics:

We, M/s _____
(OSL Code - _____ / Laboratory applying for recognition under BIS LRS
2020), located at _____

_____,
a BIS recognized laboratory under the Laboratory Recognition Scheme of the Bureau
of Indian Standards / an applicant lab under the Laboratory Recognition Scheme of the
Bureau of Indian Standards , do, hereby, undertake that:

1. Integrity: We shall have a professional behavior, be straightforward and honest in all professional and business practices.
2. Objectivity: We shall not allow bias, conflict of interest or undue influence of others in our professional testing and reporting activity.
3. Professional competence and due care: It is our continuing duty to maintain professional knowledge, skill and testing facilities at the level required to ensure that the customer receives competent professional services based on current technological advancements, revision/amendment in the standards etc.
4. The following practices shall be strictly discouraged:
 - Sharing of test results before completion of testing and final issue of report.
 - Reporting the test results without proper/actual testing on the sample
 - Provide any undue favor to BIS or any government official
 - Giving any undue favor to the customer in terms of testing and reporting of results
5. Confidentiality: We shall maintain adequate confidentiality with respect to the sample under test and the test results.
6. Professional behavior: We Shall comply with relevant laws and regulations and should avoid any action that discredits the profession or brings bad name to BIS.

Date:

Name:

Place:

Designation:

Signature

Seal:

Note: The code of ethics shall be furnished, signed and sealed by Proprietor or Director or Partner of the BIS recognized laboratory /applicant laboratory on laboratory's official stationery (letter-head). For Government labs, the undertaking may be given by the local heads of the Lab.

Undertaking for acceptance of BIS Policy on Fixation of Testing Charges

(to be submitted on laboratory's letterhead)

We,

M/s _____

(OSL Code - _____/Laboratory applying for recognition under BIS LRS 2020), located at

_____, a BIS recognized laboratory under the Laboratory Recognition Scheme of the Bureau of Indian Standards / an applicant lab under the Laboratory Recognition Scheme of the Bureau of Indian Standards , do, hereby, undertake to accept the following Policy of BIS on Fixation of Testing Charges

- i) Products for which complete testing facilities are available in BIS labs: Testing charges of the products for which complete testing is available in BIS labs will be decided and fixed by BIS. These charges have to be accepted by recognized OSL for BIS samples.
- ii) Products for which partial testing facilities are available in BIS labs: Testing charges for such products will be fixed by BIS based on the testing charges of BIS recognized Government labs (excluding CPRI wherever applicable) and the average of such testing charges for the product would be fixed by BIS. These charges have to be accepted by recognized OSL for BIS samples.
- iii) Testing charges for the products for which BIS testing charges or testing charges of any BIS Recognized Government Lab are not available (Covered under Scheme 1 or Scheme 2 or any other Certification scheme of BIS: The charges of such products shall be fixed by BIS. These charges have to be accepted by recognized OSL for BIS samples.

Date:

Signature:

(Owner / Partner / Director of the laboratory / Authorized Signatory)

Place:

Name:

Designation:

Seal:

(The following undertaking with regard to impartiality of testing shall be submitted on Stamp Paper of Rs 100/- duly notarized by Notary Public.)

UNDERTAKING

We, M/s _____
(OSL Code - _____/Laboratory applying for recognition under BIS LRS
2020), located at _____

_____,
a BIS recognized laboratory under the Laboratory Recognition Scheme of the Bureau of Indian Standards / an applicant lab under the Laboratory Recognition Scheme of the Bureau of Indian Standards , do, hereby, undertake that:

- i) We shall not encourage “agent culture” (either through direct contract or collection representative) for obtaining business and shall deal professionally with the organizations submitting samples with our laboratory for independent testing under any conformity assessment scheme of the Bureau. We shall not indulge in payment of a sales commission or other inducement for the referral of new customers
- ii) Neither members of management of the laboratory nor any employee of the laboratory shall, in any way, act as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers’ Certification Scheme and / or Compulsory Registration Scheme/ any other Conformity assessment scheme of the Bureau; and
- iii) Family members of management of the laboratory or sister unit of laboratory are not acting as authorised Indian representative for any foreign manufacturer under the Foreign Manufacturer's Certification Scheme and/or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau; and if at any time in future family members of management of the laboratory or sister unit of laboratory poses any risk to impartiality as stated above, we shall inform BIS about the identified risks.

In such a situation, we undertake that we shall not test samples of these manufacturers in our laboratory to maintain impartiality as per requirement of terms and conditions of BIS recognition.

Or

Family members of management of the laboratory or sister units of the laboratory are acting as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers’ Certification Scheme and / or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau. The details of the manufacturers are as below:

We undertake that we shall not test samples of these manufacturers in our laboratory to maintain impartiality as per requirements of terms and conditions of BIS recognition.

iv) All of our relationships based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding) shall not present any threat to the impartiality of our laboratory.

v) We hereby also declare that the above mentioned information is true to the best of our knowledge. We are also aware that any deviation to the above-mentioned declarations or any information submitted, if found incorrect by BIS at any stage, may lead to rejection of our application without any further reference and if found after grant of recognition, withdrawal of recognition of the laboratory.

Date:

Name:

Place:

Designation:

Signature

Seal:

Note: The undertaking shall be furnished, signed and sealed by Proprietor or Director or Partner of the BIS recognized laboratory /applicant laboratory. For Government labs, the undertaking may be given by the local heads of the Lab.

Family members as per above undertaking shall mean anyone who is related to another, if :

(a) they are members of a Hindu Undivided Family;

(b) they are husband and wife; or

(c) if he or she is related to another in the following manner, namely:

(i) Father including step-father. (ii) Mother including step-mother (iii) Son including the step-son (iv) Son's wife (v) Daughter (vi) Daughter's husband (vii) Brother including the step-brother (viii) Sister including the step-sister.

ANNEX C
UNDERTAKING FOR INCLUSION

We, M/s _____
located _____ at _____
_____ ,

are applying for inclusion under BIS LRS. We undertake that :

1. Complete test facilities for the Indian Standard (s) for which application has been made for inclusion under BIS LRS are available with our laboratory or are similar to test facilities required as per Indian Standard(s) which are already covered under our scope of BIS recognition. The scope of accreditation as per IS/ISO/IEC 17025 (latest version) and clause wise details of test facilities are attached.
2. The test facilities available for the Indian Standard (s) for which application has been made are as per the range and accuracy as mentioned in the Indian Standard.
3. In case of inclusion on the basis of this procedure and non-availability of test facilities/non-availability of test facilities of required range and accuracy as per the requirements of Indian Standard detected in subsequent BIS audit, recognition of our laboratory will be suspended for the Indian Standard included and processed for deletion of these IS from the scope of the lab.

Note : Any test parameters for which test facilities are not available are also to be mentioned in the application and decision on inclusion of such Indian Standard will be taken by BIS.

Date

Place

Signature
(Owner / Partner / Director of the laboratory / Authorized Signatory*)
Name
Designation
Seal

* In case of authorized signatory, a letter from Owner / Director / Partner of the lab certifying the signature of authorized signatory to be submitted with the application.