

## **SELF COMPLIANCE REPORT FOR FMCS LICENCE**

### **SECTION A: CHANGES IN ORGANIZATION PROFILE**

1. Please tick “No” below if there are no changes to the user/organization profile i.e. Name of firm, Sector (Private/Public), Registration, Office details, Factory Address, Contact Details.

Please tick “Yes” if there is any change

☐ No (there is no change)

☐ Yes (there is change)

If “Yes”, then please attach relevant documents describing in brief the nature of the changes.

In case you have changed the location of the factory to a different premises/address, you are required to suspend the further use of BIS Standard Mark and inform BIS and await further instructions before resumption of marking.

2. The details of Authorized Indian Representative is as follows:

Name of AIR –

Contact details (Email & Mobile no.) -

3. We are using the following brand/names trade mark with respect to the products being manufactured which has been informed to BIS

Brand Name/ Trade mark which would be marked on the product bearing BIS Standard	Owned by self or others (to be selected from dropdown)	Registered or unregistered (to be selected from dropdown)	Date of registration/ introduction (Date field in dd/mm/yyyy)	Upload pdf of registration or brand name/trademark agreement if owned by different firm	
				<upload pdf>	(+)

Attach separate sheets, if required.

## **SECTION B: CONFIRMATION REGARDING MANPOWER, MANUFACTURING AND TESTING INFRASTRUCTURE**

1. Please tick “No” below if there are no changes to the top management, technical personnel, manufacturing machinery, manufacturing process, factory layout plan, testing equipment, form of label, weekly off. Please tick “yes” if there are any changes.

☐ No (there is no change)

☐ Yes (there is change)

If “Yes”, please attach relevant documents describing the nature of changes.

However, manufacturing process flow chart is to be enclosed for all cases.

2. Is there any change in installed capacity?: <Yes/No>

☐ No (there is no change)

☐ Yes (there is change)

If “Yes”, then mention the new installed capacity .....

## **SECTION C: COMPLIANCE INFORMATION**

We declare that:

1. We have implemented the current version of the Indian Standard with all amendments

If applicable, please submit relevant details.

or

We are in the process of implementation of the latest version of the Indian Standard with all amendments and shall complete and confirm the same to BIS before the last date of implementation (applicable in case of concurrent running of two versions of a standard).

If applicable, please provide relevant details.

2. We have completed action and reported compliance on all instructions of BIS including instructions conveyed due to non-conformity of product sample, instructions given during previous inspection (s) and payment of outstanding dues (if applicable)

3. Hygienic conditions are being maintained in the factory (applicable for food products and medical products where hygienic conditions are stipulated in the product manual and/or the Indian Standard).

Or

Hygienic conditions are not applicable for our product

*Please attach the duly filled up checklist signed by the Quality Control Incharge for compliance to hygienic conditions as per the product manual.*

4) We declare the raw material details as follows and declare that the raw materials are conforming to the requirements of the Indian Standard/Product Manual (if applicable) and evidence of conformity is available as per details below:

Sr. No	Raw material	Name of Supplier	Mode of conformity of material	How received (by road, rail, air etc.)	Records maintained (Yes/No)	Attach test certificate/ test report
			Choose one or more <input type="checkbox"/> Raw material is ISI marked* <input type="checkbox"/> Supplier test certificate <input type="checkbox"/> Test report from BIS recognized lab <input type="checkbox"/> Test report from other accredited lab <input type="checkbox"/> In-house test report			

Attach separate sheets, if required.

\* Details of raw materials consumed in production of finished product (batch/lot wise) to be attached.

5) We have attached month wise details of production with BIS standard mark for last operative period. We have also attached consignee details for the period as well.

6) Scheme of Inspection and Testing is being followed and records are being maintained including for tests subcontracted to outside labs (*including labs of same group of companies being utilized*)

- a) Please submit complete in-house test report of all material marked with BIS standard mark.
- b) Please provide the details and attach **all** the test reports issued by labs to whom testing is being subcontracted as per the SIT **during the current operative year** (applicable if complete in-house testing facilities are not available as follows

Sr. No.	Lab Name & address	Tests which are subcontracted with clause reference	Attach Test reports
			<upload pdf>

Attach separate sheets, if required.

- c) Please provide the details and attach **all** the test reports issued by labs to which sharing of testing facilities have been allowed and done as per the SIT **during the current operative year** (applicable if complete in-house testing facilities are not available) as follows

Sr. No.	Name and address of the lab to which sharing of test facility permitted.	Tests which are subcontracted with clause reference	Attach Test reports
			<upload pdf>

7) Storage, packing and marking/labelling of the product is being done as per the Scheme of Inspection and Testing and Indian Standard. (Labels/Test certificates (as applicable) to be attached).

8) Test equipment installed in-house are duly calibrated and in proper working order (this includes test equipment of sub-contracted test facility if being utilized by licensee). Calibration got done from outside labs is being done in accredited labs (if applicable).

*Please attach the calibration status as per the following format:*

<i>Sr. No.</i>	<i>Test equipment with identification no.</i>	<i>Validity of calibration</i>	<i>Test used in with clause reference</i>	<i>Calibration done in house or in accredited lab</i>

Attach separate sheets, if required.

9) We have uploaded complete details of each consignment along with complete address and contact details of consignee in FMCS portal.

*The last updation of consignee details was done by us on .....*

10) We are regularly submitting production details to BIS. The production details during the current operative year is enclosed.

11) If there is no production with standard mark in last two operative years, the reasons thereof and justification for continuing with BIS licence

#### **SECTION D: DECLARATION**

1) We declare that we i.e. M/s <....*Name of firm*....> have been manufacturing the product <*name of product*> on a continual basis in compliance with IS ..... The finished product is subjected to tests at frequency specified in Scheme of Inspection and Testing and compliance ensured as per the Indian Standard, and relevant records maintained on continual basis.

- 2) We declare that details of consignees have been updated in the portal and the details are correct and reflect the latest consignees
- 3) We declare that the above information provided in the self-compliance report is true and correct.
- 4) If it is established that we have submitted incomplete/ misleading information, BIS may take any action as deemed fit including suspension, cancellation or expiry of licence.
- 4) Any other information/declaration to be provided .....

*Note: All the information/documents submitted with Self-compliance report should be in English only and duly signed by the **Authorized Signatory** of the firm.*

Signature

Name

Designation

Date