

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE
APPLICATION FORM
FOR GRANT OF LICENCE UNDER BIS CERTIFICATION SCHEME
FOR FOREIGN MANUFACTURER
(Also see attached Guide Notes before filling up the Form)**

- 1 Nomination form in support of representative located in India **or** Documents for authentication of Indian Liaison/Branch office of foreign manufacturer, if existing which should include the permission from Reserve Bank of India.
- 2 Document authenticating establishment of the firm, such as Registration by Company Registrar or any State Authority or Memorandum of Article in case applicant firm is a Limited Company Or Partnership Deed in case the applicant firm is under Partnership.
- 3 Process Flow Chart showing the complete manufacturing process (from raw-material to finished product).
- 4 Quality assurance system being followed in factory (e.g. copy of Quality manual, Quality plan, Test formats etc.)
- 5 Details of other certifications (if any) on the Product/System.
- 6 Details of pre-certification (if any) on Components/Raw Materials used in Manufacturing of the product :

Raw Material/ Component	Name of Supplier	Pre-Certification (Yes/No)	Details of Pre- Certification	Test Cert. Received (Yes/No)

- 7 List of manufacturing machinery in the format :

Machinery	Make	Capacity	Number	Remarks

- 8 List of Test Equipment in the format for complete testing :

Clause No. of Indian Standard & Test details	Test Equipment/ Machinery/ Chemicals used in the test and available	Range	Least Count/ Accuracy	Make	Sl. No. of Equip- ment	Calibra- tion Certific- ate (Yes/ No)	Avail- ability of testing facility (in- house/ outside) (*)

(*)For test facilities not available in-house, provide justification.

- 9 Drawing of the Product (where applicable)
- 10 Qualification Certificate and experience details of Lab In-charge/Technical/Q.C. Personnel employed (not consultants).
- 11 Test report from an independent accredited laboratory and/ or own laboratory.
- 12 Broad Layout Plan of the factory premises clearly showing the location of major manufacturing machinery and laboratory etc.
- 13 Location Plan of the factory from the nearest Airport/Railway Station and guidance as how to reach from India.
- 14 Demand Draft of Rs.1000/- in Rupees or equivalent US \$ in favour of Bureau of Indian Standards payable at New Delhi.
- 15 Details about the previous licences held/applications rejected. Reasons for such cancellation /rejection/conviction, if any under BIS Act, may be indicated in the application.

Guide notes for filling up the application form:

General:

- Separate application shall be required to be submitted for each product/Indian Standard.
- The duly filled in application should be signed by the CEO of the firm, or in his absence by the representative authorized by him. It should be sealed with firm's seal and also countersigned by Indian representative.
- Ensure complete office and factory address along with submission of supporting documentary evidence. Any change in the same shall be intimated to BIS, immediately with documents in support of new location.
- Clearly indicate related Indian Standard and product variety for which licence is sought (type/grade/class/rating etc). The nomenclature and classification given in the related Indian Standard should be referred while giving details in the respective column. Such details including declared parameters would be required to identify the samples which shall be drawn during visit/inspection for independent testing.
- All visits/inspections and cost of testing shall be chargeable and paid by the applicant.
- Applicant will be required to submit Acceptance of Scheme of Testing and Inspection (STI), Rate of Marking Fee and Declaration of Brand Name etc. as per terms and conditions of grant of licence in prescribed proforma after recording of application/during visit.
- In case the information submitted by the applicant along with the application is found to be incorrect at any time, the application is liable to be rejected.
- For documents in language other than Hindi/English, a translation in Hindi/English should also be provided (duly certified).

Nomination of Indian Representative: The specimen of nomination form is available on home-page of BIS web-site www.bis.org in under 'Foreign Manufacturers Scheme' (it is the last page of the Agreement to be signed between BIS and the applicant firm). It should be furnished on Company's letter-head. It should be signed by the CEO of the Company or his authorized representative and also by the Indian Representative along with his contact details. Any change in authorized Indian Representative should be informed to BIS, immediately along with fresh nomination. Only one person can be nominated by the applicant/firm. The Indian representative should have all information related to the consignments of ISI marked material being sent by the licensee to India. On request, he should be able to provide the details immediately to BIS like bill number, quantity, product details including class/variety/grade/rating, complete consignee details including their contact details etc. In the absence of such Indian Representative, the licence is liable for cancellation.

Process Flow Chart : Process Flow Chart should include complete manufacturing process (from raw-material to finished product) along with clear identification of stages at which intermediate control checks are made to ensure conformity of the final product to the requirements specified in relevant Indian Standards. The activities being outsourced shall also be highlighted, if any.

Manufacturing Facilities: The details of machinery should be complete and as per the process flow chart attached with the application. Complete name of the machinery must be indicated along with the operation it carries out (in brief) in the format. The activities being outsourced shall be highlighted with details of outsourcing e.g. the agency, copy of agreement, traceability of material etc.

Testing Facilities:

1. All tests as per relevant Indian Standards should be enlisted in the specified format (preferably in the order they appear in the Indian Standard).
2. No column should be left blank.
3. The test facility available in-house or not should be clearly indicated in the last column.
4. Alternate arrangements made for the test facility not available in-house should be clearly brought out. Such labs, where these tests would be got done as per frequency of testing laid down in STI, must be accredited; well-equipped to properly identify, handle & test the samples/product and ready to carry out testing as & when requested by the firm as per Indian Standards and test methods mentioned therein. They should also agree to provide access to BIS officers, on requested with prior intimation. A consent letter to this effect shall be obtained from such lab and submitted with the application.
- 4.1 It is desirable to have complete testing facility in-house for satisfactory operation of STI. However, if for a few tests, the test facilities are not available in-house, relaxation may be considered by BIS provided request for the same is submitted along with the application with proper explanation and justification. Discretion to accept such request for relaxation in testing facilities solely lies with the BIS.
5. Calibration details must be indicated in the above format for all major test equipments which require calibration. The record of such calibration including valid calibration certificates should be kept with in the factory premises for reference, when desired.
6. The testing facilities should not be shared with any other firm. If so, the details should be provided along with the application.

Lab In-charge: The lab In-charge should be a permanent employee and competent to read/interpret the Indian Standards applicable for the product. He shall also be responsible to keep and update copy of all related Indian Standards; operate STI successfully and maintain records. All such records should be readily available in the lab and lab In-charge/QCI must be able to produce the same, on request.

Test Reports: The test reports attached with the application should show conformity of the product to **ALL** requirements specified in the relevant Indian Standards (and not any other National or International Standards). The testing must have been done in the recent past on the material produced by the applicant in their own factory and as per the related Indian Standards using the test method(s) specified therein.

Location Plan: Detail of the nearest railway station/ airport etc. may also be given including the time required to reach the factory location from such destination. Such information becomes useful while planning visits for inspections from India.