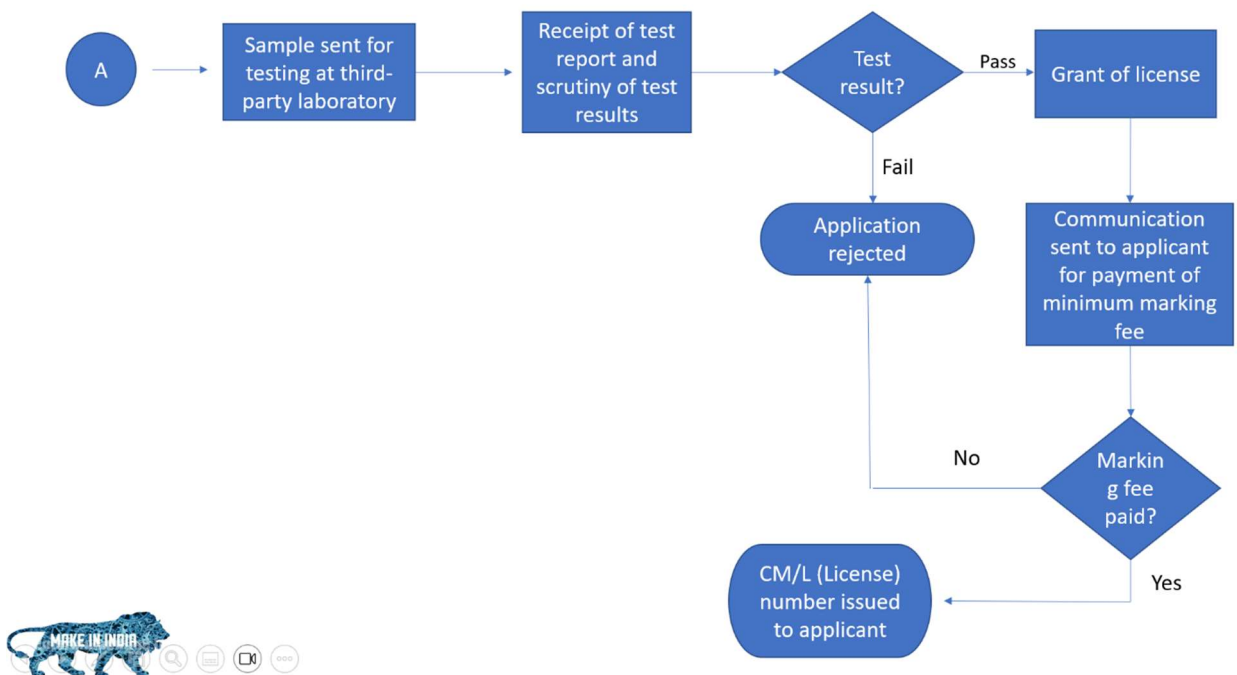
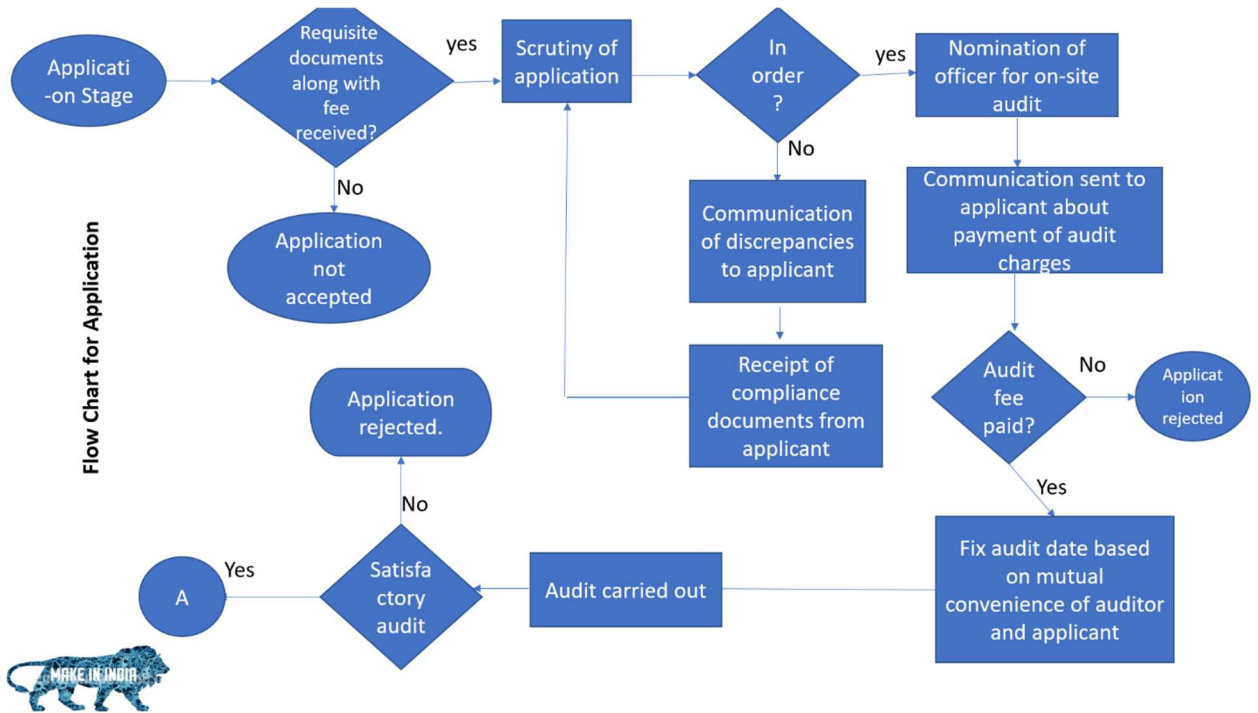


Quy trình và thủ tục cấp Giấy chứng nhận tiêu chuẩn chất lượng BIS tại Ấn Độ

Flow chart for BIS Application



1. List of Documents to be submitted

- Application Form (Please refer hyperlink <https://www.bis.gov.in/wp-content/uploads/2018/11/ApplicationFormV.pdf> along with Application Fee of INR 1000 in equivalent USD.
- Document authenticating the Address of the Factory (e.g: Business Licence document incorporating factory address or any certificate issued by the Govt. Authorities)
- List of Manufacturing Machinery. Please see <https://www.bis.gov.in/wp-content/uploads/2018/11/ManufactureMachineryFormI.pdf>
- List of Test Equipment as per relevant ISS and calibration certificates. Product manual may be referred as reference material. Please see <https://www.bis.gov.in/wp-content/uploads/2018/11/TestEquipmentsFormII.pdf>
- List of Raw Materials with analysis certificate.
- Plant Layout in block diagram specifying raw material storage, in house factory testing lab, Processing area, office, final product storage room etc.
- Process Flow Chart with brief descriptions and intermediate quality control points.
- Factory Test Report for all possible tests as per Indian Standard.
- Acceptance of Product Manual, Marking Fee
- Consent Letter (if in case complete Testing Facility is not available)
- Declarations or specification pertaining to the Product (if applicable).

2. Situations leading to Rejection of Application

- Non availability of complete testing facility as per the relevant ISS/Product manual.
- Non submission of reply/Incomplete reply to the queries raised by the nominated officer.
- Non submission of visit charges
- Non issuance of invitation letter to the nominated officer.
- Non confirmation/ readiness for the audit.

3. Evaluation during factory visit

- Visit is planned by BIS once the application is found to be complete in all aspects. During the visit, the following are assessed.
 - . Assessment of manufacturing facilities
 - . Hygienic conditions (in case of food products)
 - . Assessment of testing facilities.
 - . Assessment of Quality Control Personnel.
- If the assessment is satisfactory, samples are drawn for Independent Testing. Transportation and custom clearance shall be the responsibility of the applicant. Testing Charges of the sample sent to India shall be borne by the applicant.

4. Grant of Licence

- On receipt of passing test report from Independent laboratory and receipt of compliance for Discrepancy cum Advisory Report (if any), Application is processed for Grant of Licence.
- Licence is granted for one year or two years initially on receipt of the applicable annual licence fee and minimum marking fee. Option of choosing the period of operation of licence rests with the Firm.

5. Product Manual

- Product manual is a document that is used as reference material by the Firms to ensure coherence of practice and transparency in operation of certification under Scheme-I of Bureau of Indian Standards (Conformity Assessment) Regulations, 2018 for various products.
- Product Manual consists of Raw Material requirements, Grouping guidelines, List of Test Equipment and Scheme of Testing and Inspection (SIT).
- SIT mentions the Levels of Control i.e. Frequency of the Tests to be carried out.

6. Role of Authorized Indian Representative(AIR)

- **AIR is representative of one manufacturing firm only and doesn't represent other foreign manufacturer(s) as AIR under the BIS Conformity Assessment schemes.**
- AIR shall be an Indian resident

- Foreign manufacturers belonging to one group of companies and importers (related to the foreign manufacturer) nominated as AIR, the restriction shall not be applicable.

7. Responsibilities of AIR

- AIR(s) shall not have any conflict of interest with respect to their role as AIR with testing of sample(s) in third party laboratories.
- AIR(s) shall be preferably at least graduate by qualification and shall understand the provisions of BIS Act, 2016 and rules, regulations framed thereunder and the implications thereof.
- AIR shall ensure compliance to Indian Standard, Product Manual and terms and conditions of BIS licence.
- AIR(s) shall declare his/her consent to be responsible for compliance of the BIS Act, Rules, Regulations and Terms & Conditions as laid down in BIS Licence, Agreement, Undertaking etc. executed by or on behalf of the foreign manufacturer in connection with grant and operation of licence.

8. Agreement & Indemnity Bond

- Agreement for grant of BIS license along with the indemnity bond to be duly executed on a non-judicial stamp paper of rupees one hundred to be executed by the AIR .
- Format of the Agreement is <https://www.bis.gov.in/wp-content/uploads/2018/11/AgreementFormIX.pdf>
- Format for Indemnity Bond is <https://www.bis.gov.in/wp-content/uploads/2018/11/IndemnityBondformX.pdf>

9. Performance Bank Guarantee

- Performance bank guarantee for 10,000 USD or equivalent amount in INR issued by any overseas bank having Reserve Bank of India approved branch in India to be submitted by that manufacturer after the grant of licence.
- Format of PBG is <https://www.bis.gov.in/wp-content/uploads/2018/11/PerformanceBankGuaranteePBGFormXI-1.pdf>

10. Operation of Licence

- Mapping of licence on Manak Online Portal (www.manakonline.in) after grant of licence. Regular updating of each and every consignment details

in Manak Online Portal of BIS after grant of licence in order to enable drawl of Sample for Independent Testing.

- Testing charges of the sample drawn after Grant of Licence is borne by BIS.
- In case of non-conformity of the sample, a surveillance visit shall be carried to the factory to verify the corrective actions and draw improved sample for Independent Testing. In such cases visit charges and testing charges for the sample shall be borne by the licensee.

11. Renewal of Licence

- The licensee shall apply for renewal of the licence at least three months before the expiry of validity of the licence. Format of Application of Renewal of Licence is mentioned in the hyperlink.
- Submission of Production Statement of Goods produced and dispatched with BIS Standard Mark duly authenticated by Chartered Accountant/ Cost Accountant along with Self Compliance Report. Link of self compliance report is <https://www.bis.gov.in/wp-content/uploads/2022/03/RenewalGuidelines-WebsiteHosting.pdf>
- Renewal of the licence can be done for a period upto and including 05 years based on the performance of the licence.
- Annual Licence Fee is Rs 1000/- multiplied by number of years of renewal requested and Renewal Application Fee is Rs 1000/-
- Minimum Marking Fee to be paid by the licensee for renewal irrespective of the quantum of production covered under BIS licence.

12. INCLUSION OF NEW VARIETY/ CHANGE IN SCOPE OF LICENCE

- The scope given in the schedule of licence covers types, sizes, grades, varieties, etc. for which licence is granted may be extended
- Application for change in scope of licence shall be made in the prescribed Form with the following:

Independent Laboratory test report

Additional manufacturing facilities if required

Additional testing facilities if required

Processing fee of INR 5000 (in equivalent USD) for each group (Please refer grouping guidelines in product manual)

13. SITUATIONS LEADING TO SUSPENSION OF LICENCE

- Non-submission of renewal application with marking fee may lead to deferment of renewal of license which implies suspension.
- Shifting of manufacturing premises.
- Failure of sample(s) drawn from factory/market.
- Non submission of production statement after completion of one year of operation in case licence is renewed for two or more years.
- Authorized Indian representative has resigned and no new representative appointed.
- Non submission of PBG/Expiry of PBG.

Product Manuals for various products are hosted in BIS Website under the link <https://www.bis.gov.in/product-certification/product-specific-information-2/product-manualsmk/>