

**CHECK-LIST FOR APPLICATION TO BE SUBMITTED BY APPLICANT TO BIS
WHILE APPLYING FOR BIS LICENCE UNDER PRODUCT CERTIFICATION SCHEME OF BIS**

The following check-list is required to be submitted with all the applications for grant of BIS licence under the Product Certification Scheme of BIS.

No.	Check-point	Requirement	Observations	Page No.
	General	Is the application form completely filled?		
1.	Name & Address	Is the name and address of applicant (manufacturing unit applying for licence) same in the application as given in the attached document of Central/State Government		
2.	Status of Applicant (Manufacturing Unit)	a. Has it been indicated whether the applicant is a large scale or small scale unit?		
		b. In case the applicant is a small scale unit, does the applicant hold valid Registration Certificate from the Local / State authority or from a Chartered Accountant, and is the certificate attached.		
		c. Has it been indicated whether the applicant is a Public Sector or a Private Sector company?		
3.	IS No. & Varieties	a. Has applicant recorded the applicable Indian Standard with correct title of the Standard?		
		b. Where applicable, has applicant mentioned designation, grade, type, variety, size, etc., of the product for which the BIS licence is sought?		
5.	History	a. Where applicable, has the applicant provided information regarding earlier BIS licence(s) held by them and / or cancelled in the past?		
		b. Where applicable, has the applicant provided information regarding BIS licences currently held by them?		
6.	Signature	a. Is the application signed by the CEO of the applicant?		
		b. In case the application is signed by a person other than the CEO, is the application signed by the authorized signatory of the applicant and his authorization is attached by the authorized signatory?		
7.	Machinery	a. Does applicant possess requisite manufacturing infrastructure to manufacture the product as per the Indian Standard?		
		b. Is installed capacity of production indicated in the application?		
		c. Does applicant have all machineries installed as per manufacturing process at the applicant manufacturing premises?		
		d. If answer to 'c' above is no, does the applicant outsource any of its manufacturing processes and possesses valid agreement(s) with other manufacturing units for the outsourced processes and traceability of material, thus produced, etc.?		
		e. If answer to 'd' above is yes, does the applicant has any control over such outsourced activity? Are these		

		outsourced process will ensure testing the quality of final product for all requirements at the applicant's manufacturing premises?		
8.	Test Equipment & Calibration	<p>a. Does applicant possesses requisite test facilities in-house as per the relevant Indian Standard at its factory address?</p> <p>b. Are valid calibration certificates for relevant test equipment attached are complete and valid at least 3 months after the date of recording?</p> <p>c. If reply to 'a' above is no, does applicant have arrangement with a BIS recognized outside lab for testing of the requirements for which it does not possess test facilities in-house? Is the consent letter as attached by applicant in this regard in order?</p> <p>Note: <i>Relaxation in in-house test facilities may be allowed on submission of proper justification for requirements which are obligatory to get tested and for which frequency of testing, as prescribed in the relevant scheme of testing and inspection (STI), is, normally, one month or more.</i></p>		
9.	QC personnel	Does the applicant employ qualified & experienced Quality Control (QC) personnel on permanent basis and possess documentary evidence to establish the same? Are the copies of the qualification certificates and appointment letters of the QC personnel are in order.		
10.	Raw Materials and Components	Where ever requirements for raw materials/ components used in the manufacturing of the product are specified in the standard, do test reports/suppliers' test certificates, as submitted by the applicant show that these requirements are met as per the standard?		
11.	Plant Layout	Does copy of the plant (applicant manufacturing premises) layout clearly indicates locations of manufacturing machinery, laboratory, office, workshop, amenities, storage area, etc.?		
13.	Test Report(s)	<p>a. Is the attached test report of in-house or from independent laboratory cover all requirements of the Indian Standard and is passing in such requirements?</p> <p>b. In case the application is filed under "simplified Procedure" is the test report(s), in original, as submitted a) from BIS or its recognized laboratories? b) the test report is not older than one month from the date of submission of application, c) covers all the requirements of the standard, and d) passes in all such requirements</p>		
14.	Undertaking	In case application is under simplified procedure, an undertaking shall be obtained from the applicant on his letter-head that the licence if granted against his application shall be put under Stop Marking by BIS if the verification sample(s) (any sample including the long duration test samples) drawn during visit of the BIS officer prior to grant of licence fail to conform to the requirements of relevant Indian Standards. The licensee shall take necessary corrective actions and inform the same to BIS along with fresh samples (of rating/size/variety which facilitates verification of corrective actions on the reported failures)		

		manufactured after taking the corrective actions. The resumption of marking in such cases shall be allowed only on the basis of independent satisfactory Test Reports of the fresh samples offered (including long duration tests where failures were in long duration tests). In case the fresh sample drawn by BIS for independent testing fails, or the licensee does not inform corrective actions taken and does not offer improved samples within 1 month of the date of Stop Marking, the licence shall be processed for cancellation and no further chance would be given to the licensee		
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**SPECIFIC REQUIREMENTS FOR APPLICANTS UNDER
FOREIGN MANUFACTURERS' CERTIFICATION SCHEME OF BIS**

Sl. No.	Check-point	Requirement	Yes	Not Applicable
15.	Application Fee	Has applicant paid requisite application fee of Rs. 1000/-, in equivalent US\$ (Rs. 1000/- plus taxes, as applicable for applicants from SAARC countries only)?		
16.	Signature	Is the application countersigned by the applicant's Authorized Indian Representative?		
17.	Nomination	a. Has 'Nomination Form' of 'authorized Indian representative (AIR)' in the prescribed format on the firm's letter-head, duly signed by the authorized signatory of the applicant and the AIR or the authorized person of the company of the AIR, been submitted with the application?		
		b. Is the authorization to the signing authority to sign the 'Nomination Form' on behalf of the Indian Co. also submitted?		
		c. Is address of the AIR in the 'Nomination Form' complete and evidence of nationality, address proof, contact details like phone / fax numbers and e-mail address of the AIR submitted?		
		d. In case AIR is an Indian company, have copies of registration certificate and/or Memorandum of Articles along with authorization letter from top management of the Indian company in the name of a person acting as the AIR also been submitted with the application?		
		e. Has copy of Agreement between applicant and the Indian company / individual, nominated as the AIR, also been submitted?		
		f. Are copies of valid RBI clearance certificate for Indian Office / Branch of the applicant or any other relevant document for establishment of its Office / Branch in India provided?		
18.	Language	Are English translations of all the documents, which are in languages other than English, also available?		
19.	Preliminary Inspection / Visit Charges	Does the applicant undertake to bear inspection charges for all the inspections to be carried out by BIS at its premises before the grant of licence, including the arrangements and costs incidental thereto for travel and stay, visa, insurance, etc.?		
20.	Translation	Does the applicant undertake to arrange, if required, services of		

	Facility	translator (for translation in English) during the visits of BIS officers to its factory?		
21.	Agreement	Does the applicant agree to sign a legally binding agreement with BIS in the prescribed format?		
22.	Indemnity Bond	Does the applicant agree to submit an Indemnity Bond to BIS in the prescribed format?		
23.	Performance Bank Guarantee	Does the applicant agree to furnish a Performance Bank Guarantee to BIS of US \$ 10000/- (from a bank having its branch in India) in the prescribed format on the letter-head of the bank?		

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