

**DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM  
FOR GRANT OF LICENCE UNDER BIS CERTIFICATION SCHEME  
FOR FOREIGN MANUFACTURERS  
(Please also see the Guidelines for filling-up the Applications Form)**

- 1 Documents authenticating establishment of Branch / Liaison Office of the Applicant / of the Agent appointed by the Applicant in India, such as registration certificate in respect of incorporated company, partnership deed in respect of firm, etc., including permission from the Reserve Bank of India, wherever applicable.
- 2 Nomination of the authorized representative of the Liaison / Branch Office of the Applicant / legally appointed Agent of the Applicant, as the case may be, duly executed by the Applicant on its letterhead, as per format of the Bureau.
- 3 Process Flow-chart showing complete manufacturing process (from procurement of raw material / components to the storage of 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, for the product(s) and/or Systems in the factory.
- 6 Details of pre-certification, if any, for the components / raw materials used in manufacturing of the product:

Raw Material/ Component	Supplier's Name	Whether Certified (Yes/No)	If Certified, details thereof	Test Certificate (Yes / No)

**7 List of Manufacturing Machinery:**

Machinery	Make	Capacity	Number	Remarks

**8 List of Test Equipment (for complete testing):**

Clause No. of Indian Standard & Test Details	Test Equipment & Chemicals used in the Test	Range	Least Count/ Accuracy	Make	Sl. No. of Test Equipment	Calibration Certificate (Yes / No)	Availability of Testing Facility (In-house / Outside * )

\* For testing facilities not available in-house, provide justification and details of alternate arrangements made with copies of agreements, etc.

- 9 Drawing of the Product and/or Components (where applicable)
- 10 Appointment Letter, Qualification Certificate and Experience details of Lab In-charge / Technical / Quality Control Personnel permanently employed (NOT Consultants).
- 11 Test report from an independent accredited lab and / or Applicant's own in-house lab.
- 12 Layout Plan of the factory premises, clearly showing location of major manufacturing machinery, laboratory, etc.
- 13 Location Plan of the factory from the nearest Airport / Railway Station / Landmark and guidance as how to reach from India.
14. Application fee of Rs. 1000/- (in equivalent US \$ ) be deposited with BIS through RTGS/NEFT/SWIFT transfer. Our Bank account details are available on <http://www.bis.org.in/fmcs/saarcfec.pdf>
- 15 Details about the previous licences held / licences cancelled / applications rejected. Reasons for such cancellation / rejection and / or conviction in the past, if any, under the BIS Act, 1986 shall also be stated in the Application Form.

#### **GUIDELINES FOR FILLING-UP THE APPLICATION FORM**

##### **General:**

- a) Separate application shall be required to be submitted for each product / Indian Standard.
- b) 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 the firm's seal and also countersigned by the legally appointed authorized Indian representative.
- c) Ensure filling-in complete addresses of office and factory along with submission of supporting documentary evidence. Any change in the address(es) shall be immediately intimated to BIS with documents in support of new address(es).
- d) Clearly indicate related Indian Standard and product variety(ies) for which licence is sought (type/grade/class/rating, etc). The nomenclature and classification given in the related Indian Standard should be referred to while giving details in the respective column. Such details, including declared parameters, would be required to identify the samples, which would be drawn during the inspection by BIS for independent testing.
- e) The cost of all visits / inspections and testing shall be borne by the applicant.
- f) Applicant will be required to submit Acceptance of Scheme of Testing and Inspection (STI) and Rate of Marking Fee; and Declaration of Brand Name, etc., as per the terms and conditions of grant of licence in prescribed proforma after recording of application / during the inspection / visit.

- g) 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.**
- h) 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 the homepage of BIS web-site [www.bis.org.in](http://www.bis.org.in) under 'BIS Certification Scheme for Foreign Manufacturers' (the last page of the Agreement to be signed between BIS and the Applicant). It should be furnished on the manufacturer's letter-head. It should be signed by the CEO of the manufacturer 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. The Indian Representative should have all information related to the grant of BIS Certification Mark licence to the manufacturer, which, on request, he ought to be in a position to provide to BIS. In the absence of such Indian Representative, or non-compliance of the provisions of the BIS Act, 1986 and the Rules and Regulations framed there-under, and the terms and conditions of the licence by such authorized Indian Representative of the manufacturer, the application is liable to be rejected and the licence, if granted, shall be put under stop marking and processed for cancellation.

**Process Flow-chart:**

Process Flow-chart shall include complete manufacturing process (from procurement of raw materials to storage of finished product) along with clear identification of stages at which intermediate control checks are made to ensure conformity of the product to the relevant Indian Standard. The activities, being outsourced (if any) shall also be highlighted along with details of the process(es) outsourced and agreement, if any.

**Manufacturing Facilities:**

The details of manufacturing machinery shall 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 prescribed 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:**

- a) All tests as per relevant Indian Standards shall be enlisted in the prescribed format (preferably, in the order they appear in the Indian Standard).**
- b) No column shall be left blank.**
- c) The test facility, whether available in-house or not, shall be clearly indicated in the last column.**

- d) Alternate arrangements made for the test facility not available in-house shall be clearly brought out. Such arrangement, where these tests would be got done as per frequency of testing laid down in STI, must be with accredited and well-equipped laboratory to properly identify, handle and test the samples and ready to carry out testing as and when requested by the company as per Indian Standards and test methods mentioned therein. The lab shall also agree to provide access to BIS officers, on request, with prior intimation. A consent letter to this effect shall be obtained from such lab and submitted with the application.

**Note:** It is, however, desirable to have complete testing facility in-house for satisfactory operation of the 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 rests with the BIS.

- e) Calibration details shall be indicated in the prescribed format for all major test equipment, which require calibration. A copy each of such calibration certificates shall be attached with the application. Record of all such calibrations shall be maintained for reference by the applicant in the factory.
- f) The testing facilities shall not be shared with any other company. If so, the details shall be provided along with the application.

#### **Quality Control In-charge:**

The Quality Control In-charge shall be a permanent employee of the company and competent to understand the relevant Indian Standards. He shall also be responsible for operation of the STI and maintain all records of production and testing required as per the STI. All such records shall be readily available in the lab and the Quality Control In-charge should be able to produce the same, on request.

#### **In-house / Independent Test Reports:**

The test reports from in-house laboratory or from accredited independent laboratory, showing conformity of the product to the relevant Indian Standard, shall be attached with the application. The testing must have been done in the recent past on the material produced by the applicant in its own factory and as per the relevant Indian Standards, using test method(s) specified therein.

#### **Location Plan:**

Details of the nearest railway station / airport / landmark, etc., shall also be given including the time required to reach the factory from such destination. Such information would be useful in planning visits for inspections from India.