 <b>भारतीय मानक ब्यूरो</b> <b>BUREAU OF INDIAN STANDARDS</b> <b>MANAGEMENT SYSTEMS CERTIFICATION</b>			FORM
<b>TITLE: Application form for Grant of Licence to use the Standard Mark for Management Systems Certification under the BIS Act, 2016</b>			
DOC: MSC-F11-01	ISSUE: 04	DATE: July 2018	PAGE: 1 of 5
Prepared By: MSCD		Approved By: DDG(MSCD)	

**Form - I**

*(Refer clause (a) of sub-paragraph (1) of paragraph 3 of Scheme-III)*

The Deputy Director General  
 Bureau of Indian Standards  
 ..... Regional Office (Address)  
 .....

1. I/We carrying on business at \_\_\_\_\_ (full business address) under the style of \_\_\_\_\_ (full name of individual or firm) hereby apply for grant of licence for Management Systems Certification under the Bureau of Indian Standards Act, 2016, in respect of \_\_\_\_\_ System(s) in accordance with IS \_\_\_\_\_. The description of products/range of products/services/range of services/processes/activities are detailed below:

2. The above products/range of products/services/range of services/processes /activities are rendered by our factory/unit/office \_\_\_\_\_ (Name of factory/unit/ office) in the premises situated at \_\_\_\_\_ (address).

3. (a) The Composition of the top Management of my/our factory/unit/office is as follows:

Sr.No	Name	Designation

(b) I/We undertake to intimate to the Bureau any change in the above composition as soon as it takesplace.

4. I/We hereby enclose photo copy of the Certificate of incorporation issued by the Registrar of Firms or Societies/Directorate General of Technical Development/ Director of Industries or similar other documents authenticated the name of firm and its premises.

5. I/We have necessary consents/clearances as per the provisions of Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981 respectively under the Environment (Protection) Act, 1986. (If applicable)


6. Details of Technical Personnel/experts employed:

Sr. No	Name	Qualification	Job

7. I/We have designed and developed necessary documentation required (copy enclosed).

8. I/We further undertake to modify, amend or alter my/our documented information to bring it in line with the requirements of the relevant standard and/or as required by BIS from time to time.

9. I/We agree to pay fee prescribed by the Bureau as applicable and as given in the scheme and/or as per the agreement/quotation letter No. \_\_\_\_\_ dated \_\_\_\_\_

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10. I/We have read the conditions of licence and hereby undertake to abide by them as mentioned in the guidelines for applicants and the regulations framed under the BIS Act, 2016.

11. Should any initial enquiry be made by the Bureau, I/We agree to extend to the Bureau all reasonable facilities at my/our command and I/We also agree to pay all expenses of the said enquiry, as and when required by the Bureau.

12. I/ We request that the visit for audit of my/our factory /unit/office may be carried out by \_\_\_\_\_ (indicate date).

OR

I/We shall intimate the time, date, suitable for carrying out the visit for audit as soon as I/We are ready for the same.

13. Certified that I/We had earlier applied for a licence to BIS for \_\_\_\_\_ on \_\_\_\_\_ which could not mature.

14. I/We undertake that should any of the information supplied above in the application form is found to be wrong, the application may be rejected forthwith.

15. I/We have not been convicted under the Bureau of Indian Standards Act in any court of law and neither any prosecution is pending.

OR

The details of convictions/prosecutions pending under the BIS Act are as under:

\_\_\_\_\_

\_\_\_\_\_

16. I/We have never been warned/advised by BIS for any of our actions violative of the Bureau of Indian Standards Act/

OR

The details of warning/advice received by me/us for violating the BIS Act are as under:

\_\_\_\_\_

\_\_\_\_\_

17. Should the licence be granted and as long as it will remain operative I/We hereby undertake to abide by all the conditions of licence and the regulations specified under the aforesaid

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand \_\_\_\_\_

(Signature) : \_\_\_\_\_

(Name) : \_\_\_\_\_


(Designation) : \_\_\_\_\_

(Seal of the firm)

(For and on behalf of) \_\_\_\_\_

Documents attached:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**Form - II**

*(Refer sub-paragraph (1) of paragraph 9 of Scheme-III)*

**Application for Re-certification of Licence to use the Standard Mark for Management Systems Certification under the Bureau of Indian Standards Act, 2016**

The Deputy Director General  
Bureau of Indian Standards  
\_\_\_\_\_ Regional Office  
(Address)

1. I/We carrying on business at \_\_\_\_\_ (full business address) under the style of \_\_\_\_\_ (full name of individual or firm) hereby apply for recertification of \_\_\_\_\_ system(s) Certification licence dated \_\_\_\_\_ granted by Bureau of Indian Standards in respect of \_\_\_\_\_ system(s) in accordance with IS \_\_\_\_\_ for a further period of three years, subject to the conditions of licence as stipulated in my/our aforesaid licence, and/or such other conditions as may be stipulated by the Bureau.

2. Name of Contact Person and Designation: \_\_\_\_\_  
2.1 Contact Person's Phone No., Fax No. and Email: \_\_\_\_\_

3. Number of Shifts (with timings of each shift):

4. Number of Personnel

4.1 Number of part-time personnel covered in the scope of certification converted to full time personnel (based on 8 hours/day working): \_\_\_\_\_

4.2 Number of personnel partially involved in the scope of certification converted to full time personnel (based on 8 hours/day working) : \_\_\_\_\_

4.3 Number of personnel in simple functions (Finance, Admin, Security, Transport, Drivers, Canteen, Gardening, etc): \_\_\_\_\_

4.4 Total number of personnel in general shift/shift 1: \_\_\_\_\_

4.4 Total number of personnel in other shifts: \_\_\_\_\_

4.5 Total Number of personnel in other shifts for mutually exclusive operations/functions other than that in general shift/shift 1: \_\_\_\_\_


5. Status of the Unit  
Large/Small Scale Industry/Ancillary/Tiny units/Small Scale Service and Business (Industry Related) Enterprises/ small enterprise (see Note)

Note: Please enclose Registration letter from the concerned authority and also see BIS 'Guidelines for Applicants'.

6. \*The scope of certification would be same as given in the existing licence document.

OR

\*The scope of certification may be modified as follows:

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\*Strike out whichever is not applicable

7. Change(s) in the firm's structure and Management Systems/System from those mentioned in the existing licence.

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8. Changes affecting the context of the organisation (e.g. changes in legislation, etc.)

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9. I/We propose to continue to use the documentation prepared by us or the revised documentation prepared by us is enclosed. If changes in documentation, please give the details:

10. (a) The composition of the top Management of my/our factory is the same or has changed from as given in the earlier application for the aforesaid licence and is as follows:

Sr. No.	Name	Designation

(b) I/We undertake to intimate to the Bureau any change in the above composition as soon as it takes place.

11. I/We enclose a photo copy of the Certificate of incorporation issued by the Registrar of Organisations or Societies/Directorate General of Technical Development/Director of Industries or similar other documents authenticating the name of organisation and its manufacturing premises (only in case of changes in the name and/or address of the organisation from the earlier submitted to BIS).

12. I/We have read the conditions of licence and hereby undertake to abide by them as mentioned in the 'Guidelines for Applicants' as relevant to the Management System/System and the current regulations specified under the Act.

13. Should any initial enquiry be made by the Bureau, I/we agree to extend to the Bureau all reasonable facilities at my/our command and I/We also agree to pay all expenses of the said enquiry, as and when required by the Bureau.

14. I/We request that the recertification audit of my/our factory/unit may be carried out by \_\_\_\_\_ (indicate date).


15. Certified that I/We had earlier applied for a licence to BIS for \_\_\_\_\_ which could not mature

16. I/We undertake that should any of the information supplied above in the application form is found to be wrong, the application may be rejected forthwith.

17. I/We have not been convicted under the Act in any court of law and neither any prosecution is pending.

OR

The details of convictions/prosecutions pending under the Act are as under:

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18. I/We have never been warned/advised by BIS for any of our actions violative of the Act.

OR

The details of warning/advice received by me/us for violating the Act are as under:

19. Should the licence be renewed and as long as it will remain operative I/We hereby undertake to abide by all the conditions of licence and the regulations specified under the aforesaid Act. In the event of the licence being suspended or cancelled, I/We also undertake to cease with immediate effect to use all the facilities to us in respect of the licence and return the licence and related documents to the Bureau.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand \_\_\_\_\_

(Signature) : \_\_\_\_\_

(Name) : \_\_\_\_\_

(Designation) : \_\_\_\_\_

(Seal of the firm)

(For and on behalf of) : \_\_\_\_\_

For Office Use Only

Licence No. \_\_\_\_\_

20. PLANNING FOR RECERTIFICATION AUDIT

a) Details of Significant changes informed in the Re-certification Application Form, if any

b) Evaluation for the need for conducting a Stage 1 audit (give justification)

Result of evaluation:                      Stage 1 required / Stage 1 not required

c) Date (s) indicated by licensee for recertification audit

d) Time available for completing recertification activities before expiration of validity

e) Recommended Plan [If 20 b) indicates requirement of Stage 1, both Stage 1 and Stage 2 to be planned otherwise plan for Stage 2 Audit only] – Attach system generated Time Scale Estimation

f) Decision of Approving Authority : Approved / Not approved