

BUREAU OF INDIAN STANDARDS

APPLICATION FOR RECOGNITION/RENEWAL UNDER LABORATORY RECOGNITION SCHEME

PART A (Laboratory Details)

1.	Name of Laboratory	
2.	Complete Address	
3.	Address of Regd. Office/Head Office (if any and different from 2. above),	
4.	Contact Details <i>(Telephone Nos., Fax and Email Id)</i>	
5.	Name & Designation of Top Management (Proprietor, Partner, Director, CEO, Head etc., as applicable) Contact Details <i>(Telephone Nos., Mobile No. and Email Id)</i>	
6.	Normal working hours & Weekly off day(s)	
7.	Type of Organization <i>(Govt./Autonomous/Public Sector/Ltd. Co./Pvt. etc.)</i>	
8.	Name of Address of Parent Organization (If the applicant laboratory is part of a larger	

	organization)	
9.	Proof of Legal Identity	
10.	Proof of Laboratory Address	
11.	Proof/Declaration regarding Statutory Compliances	
12.	Scope of Recognition <i>(List out Indian Standards for which recognition is sought on proforma <u>BIS/LRS/F-02</u>)</i>	
13.	Accreditation Details All the test parameters as per the Indian Standard/s for which recognition is sought shall be covered under the scope of accreditation as per IS/ISO/IEC 17025 (Attach accreditation certificates and scope of accreditation)	
14.	Organization chart (Attach details with names and designations of various functionaries and Departments of Laboratory)	
15.	Details of Managerial & Technical personnel employed <i>(submit information on proforma <u>BIS/LRS/F-03</u>)</i>	
16.	Impartiality, Confidentiality, Independence in judgement and Integrity in relation to	

	laboratory activity (Give details of arrangements for ensuring these aspects)	
17.	Layout of Laboratory Premises (Attach floor-wise plan indicating testing areas, storage area, area for receipt of samples, major equipments etc.)	
18.	Location map of Laboratory from nearest railway station or airport.	
19.	Test Equipment and facilities (Attach BIS/LRS/F-04 , duly filled-in for each ISs for which recognition is sought. In case exclusion for any test is being sought, the same has to be mentioned in the format clearly.	
20.	Documented procedures for handling of samples, remnants, maintaining confidentiality, complaints, sub-contracting (in case of break-down)	
21.	Whether lab retains remnants of the tested samples for 3 months or more? If yes, whether the same has been documented in the sample/remnant handling procedure? Yes/No.	
22.	Whether laboratory follows software-based System for handling and monitoring of samples? If yes, attach details thereof.	
23.	Whether separate area has been earmarked for Storage of sample and Remnant? If yes, give details	
24.	Proficiency Testing/Inter Laboratory Test Comparison (Give details of participation during last 1 year for parameters of ISs under proposed scope of recognition)	

25.	Test Reports – Whether agreeing to issue test report in proforma prescribed by BIS?	
26.	Testing Charges – Give details of IS-wise declaration of Testing Charges (Clause-wise/parameter-wise) for samples to be tested under BIS LRS in the prescribed format <u>BIS/LRS/F-05</u>	
27.	Past recognition under BIS LRS (If recognized previously, give details of Recognition No., Validity and reasons for cessation).In case previous application has been closed by BIS, the details of the same to be provided	
28.	Any other information considered relevant	

Date:

Name:

Place:

Designation:

Signature

Seal:

PART B (Conflict of Interest)
UNDERTAKING

We, M/s _____ (OSL Code - _____/Laboratory applying for recognition under BIS LRS 2018), located at _____,

_____ a BIS recognized laboratory under the Laboratory Recognition Scheme of the Bureau of Indian Standards / an applicant lab under the Laboratory Recognition Scheme of the Bureau of Indian Standards , do, hereby, undertake that:

- i) We shall not encourage “agent culture” (either through direct contract or collection representative) for obtaining business and shall deal professionally with the organizations submitting samples with our laboratory for independent testing under any conformity assessment scheme of the Bureau. We shall not indulge in payment of a sales commission or other inducement for the referral of new customers
- ii) Neither members of management of the laboratory nor any employee of the laboratory shall, in any way, act as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers’ Certification Scheme and / or Compulsory Registration Scheme/ any other Conformity assessment scheme of the Bureau; and
- iii) Family members of management of the laboratory or sister unit of laboratory are not acting as authorised Indian representative for any foreign manufacturer under the Foreign Manufacturer's Certification Scheme and/or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau; and if at any time in future family members of management of the laboratory or sister unit of laboratory poses any risk to impartiality as stated above, we shall inform BIS about the identified risks.
In such a situation, we undertake that we shall not test samples of these manufacturers in our _____ laboratory to maintain impartiality as per requirement of terms and conditions of BIS recognition.

Or

Family members of management of the laboratory or sister units of the laboratory are acting as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers’ Certification Scheme and / or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau. The details of the manufacturers are as below:

We undertake that we shall not test samples of these manufacturers in our laboratory to maintain impartiality as per requirements of terms and conditions of BIS recognition.

- iv) All of our relationships based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding) shall not present any threat to the impartiality of our laboratory.
- v) We hereby also declare that the above mentioned information is true to the best of our knowledge. We are also aware that any deviation to the above-mentioned declarations or any information submitted, if found incorrect by BIS at any stage, may lead to rejection of our application without any further reference and if found after grant of recognition, Withdrawal of recognition of the laboratory.

Date: _____ Name: _____
Place: _____ Designation: _____
Signature _____
Seal: _____

Note: *The undertaking shall be furnished, signed and sealed by Proprietor or Director or Partner of the BIS recognized laboratory /applicant laboratory on laboratory's official stationery (letter-head). For Government labs, the undertaking may be given by the local heads of the Lab. Family members as per above shall include Self, Wife/ Husband, Father, Mother, Real Brothers/Sisters and own children.*

Family members as per above undertaking shall mean anyone who is related to another, if :

- (a) they are members of a Hindu Undivided Family;
- (b) they are husband and wife; or
- (c) if he or she is related to another in the following manner, namely:
- (i) Father including step-father. (ii) Mother including step-mother (iii) Son including the step-son (iv) Son's wife (v) Daughter (vi) Daughter's husband (vii) Brother including the step-brother (viii) Sister including the step-sister.

BIS/LRS/F-02

LIST OF INDIAN STANDARD FOR WHICH RECOGNITION/INCLUSION IS SOUGHT

Sl. No.	IS number (digit only e.g., 14543)	Part/Section, if any	Year	No of Amendments	Product	Grade/Type/Size/Designation etc. for which facility is available)	Fields of testing applicable (e.g., Chemical & Mechanical)	Testing Time for each sample	Testing Capacity per month (Give number)	Testing Charges (for available test facility)	Exclusions of tests, if any?

BIS/LRS/F-03

LIST OF PERSONNEL ENGAGED IN TESTING OF SAMPLES FOR ISs UNDER SCOPE OF RECOGNITION
(GIVE DETAILS OF MANAGERIAL & TECHNICAL PERSONNEL)

Department	Name	Designation	Qualification	Experience (No. of year)	Training Details	Employed since	Roles & Responsibiliti es

BIS/LRS/F-04

(Both Part A & B to be filled. In case Part B is not applicable, clear statement to this effect shall be mentioned)

DECLARATION REGARDING AVAILABLE TEST FACILITIES FOR INDIAN STANDARDS
(to be submitted separately for each Indian Standard)

PART A TEST FACILITIES AVAILABLE WITH THE LABORATORY

IS No.: **Year:** **No of Amendments:**

Product:

Grade/Variety/Designations applied for along with clear mention of Restriction in scope for Size/Grade/Type if any.

Sl. No.	Clause No. (including reference to Table & its Sl. Nos.)	Requirement	Test Facility Available (Equipment, Model, Identification no, etc.)	Range, Accuracy & Least Count (as applicable)		Calibration (as applicable)		Reference material (CRMs/SRMs etc.)		Environmental Condition(s) (as applicable)		Repair / Maintenance Arrangement (whether in-house or outsourced) / Annual Maintenance Contract etc.)
				As required in IS	As actually available	Validity	Traceability to	Validity	Traceability to	As required in IS	Maintained or not	

PART B TEST FACILITIES NOT AVAILABLE WITH THE LABORATORY

IS No.: **Year:** **No of Amendments:** **Reaffirmation Year:**
Product:

Sl. No.	Clause No. (including reference to Table & its Sl. Nos.)	Requirement	Method of Test (as applicable)	Details of Test Facility which are not available (Equipment, Ref. Material etc.)

Date:
Place:

(Signature of Authorized Signatory)
Name & Designation (Stamp)

BIS/LRS/F-05

DECLARATION REGARDING TESTING CHARGES FOR TESTING OF SAMPLES
(to be submitted separately for each Indian Standard)

IS No.: **Year:** **No of Amendments:**

Product:

Grade/Variety/Designations applied for

Sl. No.	Clause No. (including reference to Table & its Sl. Nos.)	Requirement	Testing Charges (for each requirement)	Testing Charges for group of Requirements <i>(eg. All Biological requirements of water)</i>	Testing Charges for complete testing	Remarks, if any <i>(for example discount offered to BIS if any)</i>

Date:
Place:

(Signature of Authorized Signatory)
Name & Designation (Stamp)

CHECK-LIST FOR APPLICATION FOR RECOGNITION UNDER LABORATORY RECOGNITION SCHEME*(To be filled by the applicant and attached with the application)*

Sl. No.	Subject	Annexure No.	Page No.	Verification (by BIS) [Y/N]
1.	Application fee (in the form of Demand Draft or copy of online transaction for payment)			
2.	Document in respect of Legal Identity of the laboratory			
3.	Document Authenticating the premises (address of the laboratory)			
4.	Documents in support of Statutory Compliances			
5.	List of Indian Standards for which recognition is sought (on proforma <u>BIS/LRS/F-02</u>)			
6.	Copies of Accreditation certificates for (relevant to scope/field of testing applied for)			
7.	Organization chart (clearly indicating the names and designations of various functionaries and departments of the laboratory)			
8.	Details of Managerial and Technical personnel on (on proforma <u>BIS/LRS/F-03</u>)			
9.	Layout plan of Laboratory			
10.	Location map of the Lab			
11.	Declaration regarding IS-wise and requirement-wise test equipment / facility required and available / required but not available on proforma <u>BIS/LRS/F-04</u> (to be submitted in duplicate, of which one set may be submitted in soft form through e-mail)			
12.	Details of CRMs/SRMs and calibration with details of and validity			
13.	List of procedures, work instructions, SOPs, formats as applicable for the scope applied			
14.	Copy of Procedure for handling of samples (for BIS Conformity			

Undertaking for abiding by the Terms & Conditions of BIS LRS, 2018
(to be submitted on laboratory's letterhead)

I/We hereby undertake to abide by the following Terms and Conditions of Laboratory Recognition Scheme, 2018 of BIS, upon grant of recognition and continue to maintain it throughout the period of recognition:

- a) The laboratory shall inform BIS about major changes made, if any, to the Laboratory Quality Management System which formed the basis for the grant of the recognition.
- b) The laboratory shall ensure that infrastructure, test facility and manpower required as per the relevant Indian standard are met and maintained on continuous basis. Any change in status i.e., either upgradation or disruption of facilities shall be promptly informed to BIS.
- c) In case changes in the infrastructure, test facility and manpower adversely affects the laboratories capability to test any requirement(s) as per the Indian standard(s) then the testing should be suspended under intimation to BIS and so maintained till such time the issue is addressed satisfactorily. BIS may, at its discretion, decide to impose condition for verification of corrective actions through special audit before permitting normal operation under the Scheme.
- d) The laboratory shall inform BIS as and when it plans for shifting of its laboratory premises to an address other than that declared and verified at the stage of grant of recognition. The laboratory shall not accept samples for the testing at the new premises without prior permission of BIS.
- e) The laboratory shall inform BIS as and when there is any change in testing capacity in terms of number of samples for any IS which can be tested in a month. The fresh declaration in this regard shall be submitted on the prescribed proforma (BIS/LRS/F-02)
- f) The laboratory shall inform BIS as and when there is any change in status e.g., expiry, withdrawal, extension date of validity date of accreditation for IS/ISO/IEC 17025 .
- g) The testing charges for outside recognised laboratory during the tenure of the recognition shall be declared and fixed at the time of its recognition for two years. There shall be no upward revision in the testing charges during the period of two years except when the standard is revised/amendment issued The laboratory shall follow the policies of BIS regarding the testing charges as amended from time to time.
- h) The laboratory shall issue the Test Report containing information as per IS/ISO/IEC 17025 including information related to sample, code, dates of commencement and completion of testing, clause reference of the tests performed, relevant standard, amendment, and its specified values as per relevant IS. The laboratory shall issue test report in the formats prescribed by BIS, wherever applicable.
- i) The laboratory shall issue the test report within 7 days of completion of testing. Under no circumstances the issuance of test reports shall be withheld by the laboratory for any reason.
- j) The laboratory shall facilitate and permit access to BIS for all audits and investigations which BIS may carry out, with or without prior announcement to the laboratory and provide the required information as sought.

- k) The laboratory shall give minimum 30 days' notice while surrendering recognition and shall comply with the instructions given by BIS for handling and disposal of samples/remnants pending with it. The laboratory shall not claim refund of the recognition fee for the unutilized period of recognition.
- l) The laboratory shall retain remnants of the samples for a minimum period of **3 months** from date of issuance of test report or till the shelf life of the product whichever is earlier. The laboratory shall maintain proper record of disposal of remnants and produce the same as and when required.
- m) The laboratory shall pay such fees for application, recognition, renewal and enhancement of scope of recognition, audits and other services as applicable and pay such additional fees on account of revision of any standard from time to time.
- n) The application for renewal of recognition, if desired by the laboratory shall be submitted along with the requisite fees (Renewal and Accreditation fees) and the required documents at least **6 months** prior to the expiry of recognition.
- o) The laboratory shall not accept any BIS sample for testing during application stage or after the validity of recognition is over except in the situation covered under clause 8.1.4. of this scheme.
- p) The laboratory shall not accept any BIS samples during the period of suspension of recognition and shall inform the details of the sample pending with it at the time of suspension. The laboratory shall abide by the directions of BIS for handling of BIS samples and issuance of reports for the samples pending with it at the time of suspension.
- q) The laboratory shall maintain records of all complaints received by it for the BIS samples and test reports issued for the same and shall document the actions taken for the complaints so received. Laboratory shall give full details of actions taken in response to complaints or discrepancy in test results and allow access to all relevant records and documents for the purpose of any investigations and provide certified copies thereof.
- r) The laboratory shall have the relevant Indian standards including cross-referred standards (National or International) required for testing of products covered under scope of recognition.
- s) As and when any standard for which recognition is granted or their cross-referred standard is revised or any amendment is issued to it, the laboratory shall review and update its test facilities to implement such revision/amendment and inform BIS accordingly.
- t) The laboratory shall neither entertain nor contact BIS licensees/applicants for samples received from BIS. For any clarification which may be required for the sample the laboratory shall interact only with the BIS office/laboratory from where the sample is received. This clause shall not be applicable for samples sent directly by the manufacturers under the various conformity assessment schemes of BIS.
- u) Upon Withdrawal of recognition or expiry of the recognition, the laboratory shall discontinue claiming BIS recognition and withdraw all publicity material (both in print and electronic media) which may contain reference thereto.
- v) The laboratory shall submit a statement of samples received and test reports issued for BIS samples in the prescribed format twice a month (on every 1st and 16th of the month) as per the instructions provided by BIS.
- w) The laboratory would be required to work through available BIS portal as per the instructions provided by BIS for receiving, accepting, forwarding and uploading of test reports etc.
- x) The Laboratory will also maintain impartiality as per the requirements of clause 4.1.5 of this scheme.
In addition, neither members of management of the laboratory nor any employee of the laboratory shall, in any way, act as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers' Certification Scheme and / or Compulsory Registration Scheme/ any other conformity assessment scheme of the Bureau; and
Also if any of the family members of management of the laboratory or sister units of the laboratory are acting as authorized Indian representative for any foreign manufacturer under the Foreign Manufacturers' Certification Scheme and / or Compulsory Registration Scheme/ any

other conformity assessment scheme of the Bureau; the name of such manufacturers shall be declared to BIS. In such a situation, lab shall not be permitted to test samples of these manufacturers in their laboratory.

y) In case exclusion for some test has been permitted to the laboratory by BIS, the laboratory shall inform the same to prospective BIS applicants before accepting the samples from them.

z) The laboratories recognized for testing of products covered under various conformity assessment schemes of BIS shall adhere to scheme specific guidelines issued by BIS from time to time.

I/We agree that our application may be rejected/ recognition of our lab may be withdrawn if any information given in the application is found false/ incorrect at any time of processing of the application or any time during Operation of recognition. I/We agree that the recognition is solely for testing samples under BIS Conformity Assessment Schemes and I/We shall not misuse BIS recognition in any manner. I/We agree that the recognition of the laboratory shall not bind BIS to make use of test facilities available in my/our laboratory. I/We agree that lab management and testing personnel will fully cooperate with BIS officials during onsite assessment for the purpose of recognition/renewal or any investigation

Date	Signature	(Owner / Partner / Director of the laboratory / Authorized Signatory*)
Place	Name Designation Seal	

* In case of authorized signatory, a letter from Owner / Director / Partner of the lab certifying the signature of authorized signatory to be submitted with the application.