

BUREAU OF INDIAN STANDARDS

10 steps to BIS Licence for Toys

The following 10 steps may be followed for obtaining BIS licence for toys (Please also see the Advisory/Information Note at **Annex-1**):

S.No.	Step
1.	Go to www.manakonline.in and create an account on Manakonline, the BIS application portal. Thereafter apply for a licence through this account.
2.	While submitting application, select one of the following Indian Standards for toys <ol style="list-style-type: none">i. IS 9873 (Part 1):2019 for non-electric toys (with no electric function), orii. IS 15644:2006 for electric toys (with at least one electric function), and choose option 1 as the type of application
3.	Upload/provide details of raw material, factory location, manufacturing machinery, manufacturing process, plant layout, production/testing personnel etc. as per the details given in the manakonline application form
4.	Upload test equipment list indicating testing facilities available in your factory, as per the applicable Indian Standards. The test equipment available in your factory must include at least the equipment required for all applicable tests for which subcontracting is not permitted in the Scheme of Inspection and Testing (SIT) given in product manual i.e. <ol style="list-style-type: none">i. For both electric and non electric toys: all applicable tests as per IS 9873 (Part 1):2019, andii. For electric toys: following 3 requirements of IS 15644:2006 - Power Input of transformer & dual-supply toys (Clause 8), Heating and abnormal operation (Clause 9), and Electric Strength at operating temperature (Clause 10).
5.	Upload the details of your product under 'undertaking/declaration' as per Appendix-II of the product manual for toys. Please remember to upload photographs of the toys and list of materials used to manufacture the toys, along with the declaration.
6.	<ol style="list-style-type: none">i. Once application is registered you will be given an application number.ii. Please check your communication window in the Manakonline Portal.iii. If BIS has raised any queries, please respond to the same immediately and address all queries.
7.	Once BIS has proposed date for factory inspection, please confirm the date of inspection at the earliest (within 10 days of submission of application) failing which your application may be processed for rejection/closure. You may apply afresh when you are ready for inspection, after paying the application fee.
8.	On the day of the factory inspection, <ol style="list-style-type: none">i. Go through the grouping guidelines in the product manual to understand the sampling requirements.ii. Ensure that all varieties of toys which are required for inspection and sampling by BIS based on the grouping guidelines are available.iii. Ensure that relevant production process can be demonstrated and production/quality control personnel are available on the day of inspection.

	iv. Factory Testing of samples to be conducted by QC personnel in the presence of the BIS officer and test report to be issued
9.	<p>During the inspection:</p> <ul style="list-style-type: none"> i. If BIS officer finds any discrepancy during the inspection, he/she shall communicate it through a Discrepancy cum Advisory report. Please address all queries within the deadline given by the officer. ii. If the BIS officer is satisfied with factory inspection and sample tested in factory conforms, he /she shall seal samples and counter-samples of the product in accordance with the sampling/grouping guidelines in the product manual iii. If the BIS officer issues instructions to you to dispatch the samples along with a test request to the designated lab, do so immediately and submit proof of delivery to BIS
10.	<ul style="list-style-type: none"> i. If and when conforming/passing test reports are received, BIS will process your application for grant of licence. ii. Once it is decided to grant the licence, you will be requested by BIS to submit the required payment. Once payment is received (see Annex-1 for the fee schedule), your licence number will be generated and communicated to you.

Advisory/Information Note

1) Before applying for a BIS licence, please read the following:

i. Indian Standards for Safety of Toys i.e.

S. No.	IS No.	Standard Title
1	IS 9873 (Part 1):2019	Safety of Toys Part 1 Safety Aspects Related to Mechanical and Physical Properties
2	IS 9873 (Part 2) : 2017	Safety of Toys Part 2 Flammability
3	IS 9873 (Part 3) : 2017	Safety of Toys Part 3 Migration of Certain Elements
4	IS 9873 (Part 4) : 2017	Safety of Toys Part 4 Swings, Slides and Similar Activity Toys for Indoor and Outdoor Family Domestic Use
5	IS 9873 (Part 7) : 2017	Safety of Toys Part 7 Requirements and Test Methods for Finger Paints
6	IS 9873 (Part 9) :2017	Safety of Toys Part 9 Certain Phthalates Esters in Toys and Children's Products
7	IS 15644:2006	Safety of Electric Toys

SI No 1 to 6 to be purchased from <https://www.standardsbis.in/>, SI No 7 can be downloaded for free from BIS website www.bis.gov.in

ii. **BIS product certification process** (<https://bis.gov.in/index.php/product-certification/product-certification-process/>)

iii. **Product manual for toys** (<https://bis.gov.in/wp-content/uploads/2020/09/PM-Toys-v2-Sep2020.pdf>).

2) **Testing facilities:** Test facilities need to be established only for all **applicable** requirements of IS 9873 (Part 1):2019 i.e. for the tests/requirements which are applicable to the toys for which licence has been applied for.

3) Fee Schedule for BIS Certification of Toys

- a) Application Fee: Rs 1000/-
- b) Annual Licence Fee: Rs 1000/-

- c) Renewal Application Fee: Rs 1000/-
d) Marking Fee payable every year: in Rs. as below

	Non Electric Toy	Electric Toy
Minimum Marking Fee LS	98,000/-	1,46,000/-
Minimum Marking Fee SME	79,000/-	1,17,000/-
Minimum Marking Fee Micro	59,000/-	88,000/-
Unit Rate LS	4.50/- per unit	80/- per unit
Unit Rate SME	2.25/- per unit	40/- per unit
Unit Rate Micro	1.00/- per unit	20/- per unit
Unit	1000 pcs	1000 pcs