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भारतीय मानक ब्यूरो

केन्द्रीय मुहर विभाग-2

हमारा संदर्भ: के मू वि-2/ G-99

23 03 2021

विषय: योजना-IV के अनुसार Stampings/ Laminations/cores of transformers (with or without winding) के लिए Manakonline के माध्यम से अनुरूपता प्रमाणपत्र के लिए आवेदन हेतु प्रणाली

Stampings/ Laminations/cores of transformers (with or without winding) के लिए **Manakonline** (www.manakonline.in) के माध्यम से अनुरूपता प्रमाणपत्र आवेदन हेतु प्रणाली संलग्न है।

**आदित्य दास
वैज्ञानिक डी**

**प्रमुख -के मू वि)2(
सभी को BIS website से परिचालित**

BUREAU OF INDIAN STANDARDS

CENTRAL MARKS DEPARTMENT-2

Our Ref: CMD-2/G-99

23 03 2021

Subject: Procedure for application for Grant of Certificate of Conformity (as per Scheme IV) for Stamping/Laminations/Cores of Transformers using Manakonline

Procedure for application for Grant of Certificate of Conformity (as per Scheme IV) for Stamping/Laminations/Cores of Transformers using **Manakonline** (www.manakonline.in) is enclosed for kind reference.

**Aditya Das
Scientist D**

Head CMD-2

Circulated through BIS website

**Guidelines for submission of application for grant of COC for stampings/
laminations/cores of transformers (with or without winding) using manakonline
on provisional basis**

FOR MANUFACTURERS

- Please do not use “Google Chrome”: Use Mozilla Firefox/Microsoft Edge for Manakonline

Step 1: Create Login On Manakonline

- Go to www.manakonline.in , click on the panel titled “Conformity Assessment (manakonline)”
- On the login page, Click on “create an account”, in order to create an account on Manakonline, the BIS application portal (If account already exists this step is not required)
- After logging in, click on the tile for “product certification” and then on Apply for a licence in order to submit an application through this account.

Step 2 : Provide basic information about firm and factory

Follow the on screen instructions to provide the required information including General info – Registration Details, Factory Details, Office Details, management details, correspondence details etc.

Step 3 : Provide manufacturing unit related information

Please provide the following information:

- i) Choose the Indian Standard as **IS 649:1997**.
- ii) Enter the variety of product(s) for which CoC is being applied e.g.
 - Stampings and laminations with winding, or
 - Laminations and Cores of transformers without winding, or
 - Lamination and cores of transformers with winding etc.
- iii) **Choose option 1 (normal procedure) only**
- iv) Download the forms for declaration of manufacturing machinery, testing equipment and upload the same after providing the details of installed manufacturing machinery and testing equipment in the prescribed formats (Availability of thickness gauge to measure thickness of steel strip/sheet is mandatory). In case you have an arrangement with a laboratory to test your product, please provide the details.

- v) Accept the undertakings
- vi) Submit Self Evaluation Cum Verification report in the prescribed form
- vii) Enter the brand details of your product and accept the undertaking
- viii) Upload all other required documents i.e.
 - DIC Registration Proof, Firm Address Proof, Factory Address Proof,
 - Document establishing Legal Identity of the firm (Registration as a Firm, Partnership Deed, Certificate of Incorporation etc), Where Applicable,
 - General Undertaking/Declaration,
 - Process Flow Chart Showing Complete Manufacturing Process (from Procurement of Raw Material / Components to the Storage of Finished Products.),
 - Location Plan of the factory from the Nearest Airport / Railway Station / Landmark,
 - Test Report (S) of The Product (in house test report is also acceptable),
 - Layout Plan,
 - Copies of Certificates of Qualification of Quality Control Personnel,
 - Copies of Test Certificates of Raw Material,
 - Copies of Calibration Certificates of Testing equipment

Note: in case any document is unavailable please upload a pdf giving the reason as to why it is unavailable

Step 3: Submit Application Fee, Inspection Fee and Advance CoC Fee

Submit the following fee through the payment gateway

Application Fee – Rs 1000/-

Inspection Fee – Rs 7000/-

Advance CoC Fee (50% of CoC Fee) – Rs 25000/- for Large Scale and Rs 20000/- for MSME Plus tax (GST of 18%)

Step 3: Submit Product Specific Documents through Communication Window

Submit the following documents as pdfs through communication window:

- i) List of BIS licensed manufacturers from whom BIS standard marked Electrical Steel/material (as per IS 3024:2015 or IS 648:2006 or IS 16585:2016) is being procured indicating name, address, BIS licence number and validity date of licence.

- ii) Copy of Mill Test Certificate (s) of the BIS Standard Marked electrical steel sheet or strip as per IS 3024:2015 or IS 648:2006 or Fe based amorphous strip delivered in the semi-processed state as per IS 16585:2016 issued by one or more of the BIS licensed manufacturers declared at SI No (i) above which is being used as input material.
- i) In case BIS standard marked Electrical Steel is being sourced through intermediary, complete details of the intermediaries involved including their names, addresses, GST Numbers etc. In addition, chain of documents establishing traceability, such as additional invoices, packing slips, e-way bills, bill of lading, IEC certificate (for imported material) shall also be submitted establishing traceability to the mother coil of BIS standard marked Electrical Steel.
- ii) Name, address, and contact details (phone number, email address) of the consignees of the Stampings/ laminations/ cores of transformers.
- iii) Declaration of the products for which CoC is being applied for in the format as given below

SI. No	PRODUCT	SCOPE/ REQUIREMENTS
1	Stampings/ laminations/ cores of transformers (with winding/without winding) – [Whichever is not applicable to be struck out]	Made from BIS standard marked : Grain Oriented Electrical Steel Sheet and Strip conforming to IS 3024:2015/ Cold rolled non- oriented electrical steel sheet and strip conforming to IS 648:2006 / Fe base amorphous strip delivered in the semi-processed state conforming to IS 16585:2016 [Whichever is not applicable to be struck out]

Step 4: Address any queries raised by BIS

- i. Once application is registered an application number is generated.
- ii. Please check your communication window in the Manakonline Portal & if BIS has raised any queries, respond to the same immediately and address all queries.

Step 6: Confirm date for factory inspection

Once BIS has confirmed the application, and requests to you to inform your readiness for factory inspection, please confirm readiness for visit on the earliest possible date within 10 days of submission of application.

Step7: During Factory Inspection

On the day of the inspection ensure that

- i. All material (Work in Progress(WIP), Finished Goods) in factory is labeled properly including raw material. Scrap must be only kept in scrap section clearly demarcated for identification. All non-BIS material for export purpose must also be demarcated and kept separately.
- ii. The production process is demonstrated to the BIS Certification Officer and relevant production personnel, quality control persons and authorized signatory are available in the unit.
- iii. The product (Stampings/ laminations/ cores of transformers) for which grant of CoC has been applied for & all the equipment, machinery (in working condition) declared in the application are available (Test equipment for width and thickness measurement should be mandatorily available and calibrated) for inspection by BIS.
- iv. Arrangement should be available to carry out factory testing (at least for width and thickness of the product and the raw material) to be witnessed by the BIS Certification Officer.
- v. BIS standard marked Grain Oriented Electrical Steel Sheet and Strip conforming to IS 3024:2015/ Cold rolled non- oriented electrical steel sheet and strip conforming to IS 648:2006 / Fe based amorphous strip delivered in the semi-processed state conforming to IS 16585:2016 used to manufacture Stampings/ laminations/ cores of transformers is available for inspection by BIS along with relevant documents for the same.

- vi. The Inspection and Testing Plan to be followed by you is discussed and communicated to the BIS Certification Officer (Suggested inspection and testing plan is given in the product specific guidelines).

Step 8: Complete follow up actions, if any, arising out of Factory Inspection

During the inspection if BIS Certification Officer raises any queries, the applicant must address those queries immediately and submit confirmation in writing to BIS through the Manakonline Communication Window.

Step 8: Make Payment and Obtain BIS Certificate of Conformity

You will be informed to submit the remaining Certificate of Conformity Fee once it is decided to grant the CoC by BIS. Payment must be made immediately.

Step 9: After grant of COC

- i. After grant of COC, you are required to follow the Inspection and Testing Plan agreed upon and the terms & conditions of the CoC.
- ii. BIS conducts factory and market surveillance activities after grant of COC. Please extend all possible cooperation/assistance to BIS officers or BIS Authorized Agencies during surveillance activities.
- iii. In case after grant of COC, you wish to manufacture additional varieties of the product, you need to apply for addition of those varieties in the scope of the COC. Please contact your concerned BIS Branch Office to learn about how to modify the scope of your COC.