

Form VII

**SELF EVALUATION-CUM-DECLARATION FOR REGISTRATION
(see rule 16B)**

Every page is to be signed and any cutting/correction shall be countersigned by the Applicant

1. GENERAL INFORMATION

(a) Name of applicant for Registration:

(b) Address: Office:

Manufacturing Unit:

(c) Telephone Nos. with STD Code: Office:
Factory:

(d) FAX Nos. with STD Code:

(e) e-mail:

(f) Management Composition:

(g) Name and Designation of person(s) to be contacted:

2. RAW MATERIALS/ COMPONENTS

(a) Raw Materials/Components Used (Separate sheet, duly authenticated, may also be used, if required):

Sl. No	Raw Material/Component	Name of Supplier	Test Certificate of the Supplier	How Received- Batches Nature of Package
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(b) Arrangement for testing as received

(c) Methods of disposal of sub-standard raw materials

(d) Any record of tests maintained for above?

3. MANUFACTURE

(a) **Machinery as available in the factory** (Separate sheet, duly authenticated, may also be used, if required)

Sl. No.	Machinery	Make	Capacity	Number
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I hereby declare that the machinery of which details given above is/are owned by me and are actually installed in the factory premises. I also declare that in case of grant of registration, I will send prior intimation to Bureau of Indian Standards whenever any machinery is/are taken out of the premises of the firm due to any reason.

(b) Enclose layout plan of the factory

(c) Production Process

- (i) Description of the process from raw material to finished product stage ready for dispatch [enclose process flow chart].
- (ii) Details of process steps being outsourced with relevant details about the suppliers regarding their names, address particulars
- (iii) Intermediate manufacturing steps where control is exercised and records maintained
- (iv) Method(s) of disposal of sub-standard products (intermediate or finished)
- (v) Units of production
- (vi) Production per day or per shift

4. PACKING, MARKING AND STORAGE

- (a) Nature of packing
- (b) Quantity per package
- (c) Details of Marking on article
- (d) Form of label(s), if any (enclose one set)
- (e) In what manner marking differs from the provisions in the Indian Standard Specification
- (f) Storage facility

5. LABORATORY AND INSPECTION

(Separate sheet, duly authenticated, may also be used, if required)

(a) Equipment, chemicals and other

Sl. No.	Details of Test Equipment/ Chemical	Least Count and Range	Valid Calibration Yes/No	Calibration frequency	Tests Used With clause Reference of IS	Quantity
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I hereby declare that the test equipments of which details are given above are owned by me and are actually installed in the factory premises. I also declare that in case of grant of registration, I will send intimation to Bureau of Indian Standards whenever any equipment is taken out of the premises of the firm due to any reason.

(b) Details of Quality Control Staff:

Sl. No.	Name of Person	Designation	Qualification	Experience
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(c) Records maintained in laboratory for routine tests:

Sl. No	Requirement/Characteristic*	Specified Value	Observed Value
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6. DECLARATION AND ACCEPTANCE

(a) Brand Name(s)

Brand Names/Trademark(s) which would be marked on the product bearing the registration (Give actual design depiction of the Brand Name/Trade Mark(s))	Owned by self or others	Registered/Unregistered Brand Name/Trade Mark	Date of Registration/Introduction
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- (i)
- (ii)
- (iii)

In case Brand Names/Trademark(s) of any other party/manufacturer is being used for purposes of the above, give the design depiction of the Brand Names/Trademark(s) and copy of the agreement authorizing the use of the same.

I/We undertake to inform Bureau of Indian Standards in advance as and when we propose to use any other Brand Names/ Trademark(s) in conjunction with the operation of the Registration Scheme.

I/We understand that the above has been given only as information to Bureau of Indian Standards, that Bureau of Indian Standards has no role in permitting/approving of any Brand Name or Trade Mark, that this is not in anyway be interpreted to mean that Bureau

of Indian Standards has permitted/approved the use of the Brand Names and Trade Marks listed above, and that the responsibility is entirely mine/ours.

(b) Terms and Conditions

I/We as registered user on grant of a registration shall:

- (i) at all times comply with the provisions of Bureau of Indian Standards Act, 1986 and rules and regulations framed thereunder and as amended from time to time.
- (ii) apply self declaration on articles only when they meet requirements of the relevant Indian standard.
- (iii) apply self declaration only on those articles for which registration has been granted
- (iv) not use the registration in any manner which contravenes the provisions of Bureau of Indian Standards Act, 1986 and rules and regulations framed thereunder and as amended from time to time
- (v) upon expiry of validity, stoppage or suspension or cancellation of registration, discontinue forthwith the self declaration of conformity to the relevant Indian Standard(s) and withdraw all promotional and advertising matter which contains any reference thereto.
- (vi) permit access to a team appointed by Bureau of Indian Standards for the purpose of collection of factory samples.
- (vii) pay all financial dues to the Bureau, in the manner specified by it, even for the period of discontinuation of the registration.
- (viii) report any product related complaint to Bureau of Indian Standards and cooperate with and assist Bureau of Indian Standards for resolution of such complaint.

(c) Declaration

We/I further declare

- (i) that the information given in this declaration are true to the best of my knowledge and belief.
- (ii) that the sample(s) for which the test report(s) are enclosed have been manufactured in my factory premises at the address mentioned in the application form.
- (iii) if any misleading information has been found in this declaration, the application for grant of registration shall be liable for rejection
- (iv) if the registration is granted on the basis of information given above, which is found to be incorrect later, the registration shall be liable for cancellation.

Date:
Place:
Office Seal

(Signature)
Name and Designation