

BUREAU OF INDIAN STANDARDS
(BIS HALLMARKING SCHEME FOR GOLD/SILVER JEWELLERY/ARTEFACTS)

APPLICATION FORM FOR RECOGNITION/RENEWAL OF RECOGNITION OF
ASSAYING & HALLMARKING CENTRE

(To be filled by the applicant Assaying & Hallmarking Centre and submitted in duplicate)

1. APPLICANT'S NAME AND COMPLETE ADDRESS

1.1 Name of the Chief Executive and his Deputy with Designation

Telephone No.

Telex No.

Fax No.

Telegraphic Address

Email

2. ORGANIZATIONS NAME AND COMPLETE ADDRESS (if different from 1)

2.1 Name of the Head of Assaying & Hallmarking Centre and his Deputy with Designation

Telephone No.

Telex No.

Fax No.

Telegraphic Address

Email

2.2 Location of the Assaying & Hallmarking Centre

2.2.1 Nearest railway station and approximate distance

2.2.2 Nearby prominent place

3. TYPE OF ORGANIZATION

3.1 Govt./Semi Govt.

3.2 Private

Registered/Not Registered

3.3 Educational Institution, if yes

3.3.1 Level of teaching

P.G./Graduate/Diploma

3.3.2 Department controlling the Assaying & Hallmarking Centre

4. LEGAL IDENTITY

4.1 Legal Status and Date of Establishment of the Assaying & Hallmarking Centre (Enclose copy)

5. RECOGNITION/ RENEWAL OF RECOGNITION DESIRED

5.1 Field of Assaying & Hallmarking for Which Recognition is sought by the Assaying & Hallmarking Centre

5.1.1 Field of Assaying & Hallmarking Centre for which recognition had been agreed earlier

5.2 Product with IS No.

5.2.1 Product with IS No. for which the centre had been recognized in past

5.2.2 Validity period of the recognition

6. MANAGEMENT STRUCTURE OF THE ASSAYING & HALLMARKING CENTRE (ON A SEPARATE SHEET AS CHART-I)

6.1 Name and Designation of the Person Responsible for the Quality Management System in the Assaying & Hallmarking Centre

Telephone No., Fax No. etc

6.2 Management Structure of the Operating Departments of the Assaying & Hallmarking Centre Seeking Recognition (on a Separate Sheet as Chart-II)

6.2 Name and Designation of the Heads of the Operating Departments of the Assaying & Hallmarking Centre Seeking Recognition

Telephone No., Fax No.etc

7. QUALITY MANAGEMENT POLICY

7.1 Are Policy and Procedure for Operation of the Assaying and Hallmarking Centre Declared/ Stipulated in a Document Such as a Quality Manual? (Please Enclose Copy of a Quality Manual, if Available)

7.2 Has any Person been Authorised for Quality System Management and to Identify Quality Related Problems and Initiate Effective Solutions?

7.3 Is there a Prescribed Internal Audit Procedure for Checking Quality Management Functions and its Effectiveness?

7.4 If so, the frequency for such audits

8 WORK INSTRUCTIONS/ STANDARD OPERATING PROCEDURE (SOP'S)

8.1 Is there a System for Updating/ Recording Changes and Implementing these Documents?

8.2 Are Documents Available for Receiving/Storage & Security/ Sampling/ Assaying/ Hallmarking Operations?

9. EMPLOYEES/PERSONNEL

9.1 Total Number in Receiving/ Storage & Security/ Sampling/ Assaying/ Hallmarking

9.2 Details About Professionally Qualified Management, Supervisory personnel for Testing & Hallmarking of the Assaying & Hallmarking Centre Seeking Recognition To be Submitted in a Separate Sheet as Annex - II)

Sl No	Name	Designation	Academic and Professional Qualification	Experience (including special training received if any)	Remarks

9.3 Have Standards of Qualification and Professional Ability, Skills for Jobs to be Performed by Personnel at Different Levels been Described (if yes, Enclose Document Concerned)?

9.4 Have Job Descriptions at Different Levels been Prescribed?

9.5 Are there any Systematic Method for Training of Personnel to up-date Skills with due attention to Quality Requirements?

10. SAMPLING

10.1 Does procedure exists for Sampling?

10.2 If yes, what are the basis for the same

10.3 Does it cover Sampling details at Stage 1 (i.e. by Touch stone/touch Acids/ Needles and XRF method) and Stage 2 (Assaying as per IS 1418 / IS 2113)

10.4 Are the necessary tools available for sampling. If yes, give details in separate Annexure

11 TEST EQUIPMENT/INSTRUMENTS AND TEST FACILITIES

11.1 Test Equipment/Instruments Available for Use in the Area for which Recognition/Renewal of Recognition is Sought to Cover Complete Assaying & Hallmarking of Gold / Silver Jewellery /Artefacts (Enclose Details in Annexure - III)

Sl No	IS No. & clause Ref	Equipment/ Instrument and date of commission -ing	Model/ Type/ SI No. and year of Make	Name of test for which used	Range and Accuracy		Environment		Date of last calibration and its traceability to national standard (enclosed details)	Due date for next cali- bration	R e m a r k s
					For the equipment	Required for the test as per ISS	Required	Main- tained			

11.2 IS-wise List of Tests/Requirements for which Facility is not Available/not in working order (enclosed details in Annexure - IV)

Sl No.	ISS and Clause	Name of the Equipment	Test/Requirement for which Required	Remarks

11.3 Repair and Maintenance Facility Available Internally and/or Arrangement made with External Agencies (Please Give Details)

11.4 Arrangement for Calibration of Test Equipment/Instruments (In-House or through Outside Agency - Please Give Details)

11.5 Are appropriate Environment Facilities provided for Calibration Handling, Storage and Maintenance of Testing and Measuring Equipment?

11.6 List/Record Maintained for all Test Equipment, Including Calibration Certificates/Validity Period

11.7 Are there Documented Procedures for Calibration/Serviceing of all Equipments which Include Method, Periodicity, Reference Standard, Labelling After Calibration/Serviceing, etc?

(If not, explain on separate sheet the Calibration/Serviceing System Used.)

11.8 Are Reference Standard Materials Used for Calibration, Traceable to National or International Standards of Measurements/ within the Validity Period? (Give Details in Annexure -V)

11.9 Are the Environment in which Sampling done and Tests Conducted Suitable to ensure Accuracy and Reliability of Test Results? (Give Details)

11.10 Are Test Methods and Procedures followed as per the Stipulation in Relevant ISS, BIS criteria for recognition of Assaying & Hall Marking Centre, etc?

12. ASSAYING AND HALLMARKING CENTRE PREMISES/LAYOUT

12.1 Total Space Available

12.2 Layout Plan of the Assaying & Hallmarking, indicating areas, & seating plans for centre, Receipt, Storage, Assaying & Hallmarking of Samples, Administration and Other Facilities (Annexure-VI)

13. WATER SUPPLY

13.1 Source Municipal/Own

13.2 Any System for testing the Water for Suitability at Certain Frequency? Give Details

14. POWER SUPPLY

14.1 Source State Electricity Board/Similar Organization/Municipal/Own Generation.

14.2 (i) Sanctioned/Available Load
(ii) Own Generator Capacity, if any
(iii) Load Requirement Without any Interruption in Testing

14.3 Whether Uninterrupted Power Supply is Available Continuously Throughout 24 hours.

14.4 Stability of Power Supply with Respect to Frequency/Voltage

15 TYPE/UTILIZATION OF ASSAYING FACILITY Restricted/Open to Public

15.1 Type of Testing Normally Done

15.2 How Many Test Certificates normally emanate per Month?

15.3 Is the Assaying & Hallmarking Capacity fully utilized?

15.4 Details of Unused facilities, if any, with reasons

16. TYPE/UTILIZATION OF HALLMARKING FACILITIES

16.1 Does the procedure exist for Hall Marking?

16.1.1 Does it cover the registration procedure for BIS certified licensees?:

16.2 Have the life of punches specified? If yes give details (if applicable)

16.3 Details of existing design of Hall Mark used (about nature of Assay Centre Symbol, Purity Mark (Whether Fineness/Caratage), licensees logo or any other

16.4 Does procedure exist for Security of punches/ Laser machine used for marking purposes.

16.5 Does procedure exist for vigilance during usage (e.g. by recording mark's impression & punches life at specific periodicity

17 CAPACITY/ TIME TAKEN FOR HALLMARKING

17.1 How Many Gold/Silver jewellery articles/artefacts can be taken up for Assaying and Hallmarking in a Month?

17.2 How much time(Approx) would you take to Hall Mark from the Date of Receipt of Gold / Silver Jewellery / Artefacts to despatch

- 17.2.1 Waiting time
- 17.2.2 Assaying time
- 17.2.3 Time for Hallmarking and despatch of Hall Marked articles & cornets (left after assaying)
- 17.2.4 Mode of dispatch / delivery

18 HALLMARKING CHARGES

- 18.1 Basis for charges (e.g. per piece, per 10 g, lot wise or any other)
- 18.2 Fees chargeable (Please also give both Assaying and Hallmarking charges separately on the basis at 18.1)
- 18.3 Are you charging the same rates from Public, Govt Organization and Small Scale Industries? If not, what concessions are available?
- 18.4 Any Concession for Assaying & Hallmarking Jewellery / Artefacts of Small Scale Units?
- 18.5 Any Concession in Assaying Charges to BIS, in case the Testing Charges are to be borne by BIS?

19. PROFICIENCY TESTING/ INTER-LABORATORY TEST COMPARISON

- 19.1 Has the Assay lab of centre participated in any Proficiency Testing/Inter Laboratory Test Programme (During Last Three Years) for the product for which Recognition/ Renewal of Recognition is Sought? If yes, Please Give Details Along with Test Certificate/Results)
- 19.2 Is Assay Laboratory Prepared to Participate in Proficiency/Inter Laboratory Testing Programme, if Organized or Sponsored by BIS?

20 TEST CERTIFICATES

- 20.1 Does Test Certificate issued by Assay Lab Cover all the Aspects as per the Requirement of ISO/IEC 17025? (Please Enclose Existing Proforma)
- 20.2 Is the Assaying & Hallmarking Centre Prepared to Issue Test Certificate in Proforma Approved by BIS?

21 HANDLING AND STORAGE

- 21.1 Are Work Instructions Available for the Handling, and Storage of the Samples before/ during testing and return of the same.
- 21.2 Are Appropriate Safe Storage Areas Arranged to Prevent Damage/ loss of the samples/ Gold/Silver jewellery articles/artefacts concerned?
- 21.3 Does Storage Methods Prescribed Include Special Security Arrangements? If yes, the details Thereof
- 21.4 Are there Procedures for the Inspection of samples in Storage?
- 21.5 Are Storage Areas accessible only to Authorised Persons?
- 21.6 Is Provision Made to Ensure that the gold / silver jewellery / artefacts and cornets to be Stored and/or returned to the Client are adequately Identified and Labelled?

22. SECURITY ARRANGEMENTS

- 22.1 Have the procedure laid down for ensuring the security of the gold / silver jewellery / artefacts at all the stages i.e. Receiving, Storing, Assaying & Hallmarking ?
- 22.2 What arrangements have been made for the security of Jewellery / artefacts, Punches & Laser machine

23. PROFESSIONAL IDEMNITY INDURANCE

- 23.1 Does centre ready for owing the liability of Hall Marked Jewellery / Artefacts as far as purity is concerned?
- 23.2 Have the Professional Idemnity Insurance taken?

24. INSURANCE

- 24.1 Does procedure exists for insurance of high value equipments/accessories/ gold/silver jewellery / artefacts / cornets in centres custody?

25 RECORDS

- 25.1 Is there a Prescribed System for Recording the Date of Receipt, Date of Sampling & Assaying, and Date of Hallmarking for the Samples, as well as to

Indicate the Test Methods Used and the Results of assaying?

25.2 Is it Possible to Identify the Testing Personnel Involved in Sampling, Preparation, Testing and/or Calibration & Hallmarking from the Record?

25.3 Are Original Observations and Calculations recorded and stored as to Provide a Permanent Test Record for at Least Three Years? If not, than for how much time

26. COMPLAINTS

26.1 Is there Any Documented Policy and Procedure for the Resolution of Complaints?

27. IS THERE A PROCEDURE FOR CONTROLLING THE ACCESS OF UNAUTHORISED PERSONS IN THE ASSAYING & HALLMARKING AREAS

28. HAVE ADEQUATE ARRANGEMENTS MADE FOR ENSURING IMPARTIALITY, CONFIDENTIALITY, INDEPENDENCE IN JUDGEMENT AND INTEGRITY IN RELATION TO THE ASSAYING & HALL MARKING ACTIVITIES

29. ACCREDITATION/ RECOGNITION OF THE CENTRE BY ANY OTHER BODY/ AUTHORITY (PAST AND/OR PRESENT) AND ITS VALIDITY PERIOD

29.1 Basis for Accreditation/Recognition

30. IS THERE ANY OTHER ORGANIZATIONS ON BEHALF OF WHOM THE ASSAYING & HALL MARKING CENTRE IS ENGAGED IN ASSAYING & HALLMARKING

31. NUMBER OF GOLD / SILVER ARTICLES HALL MARKED AND TEST CERTIFICATES ISSUED DURING THE LAST TWO YEARS.

32 PREPAREDNESS FOR ASSESSMENT

32.1 Does your System in the Assaying & Hallmarking Centre Meet All the Requirements, Prescribed in BIS Hallmarking Scheme?

32.2 At what Date will the Assaying & Hallmarking Centre be Ready for Assessment?

32.3 Is there Any Special Urgency for Assessment? If so, what is the Reason?

33. FAMILIARITY WITH TERMS AND CONDITIONS

33.1 Are you familiar with Terms and Conditions of BIS Hallmarking Scheme and Willing to Abide by them?

34 OTHER INFORMATION

34.1 Documents, where Applicable, how the Assaying & Hallmarking Centre may be related to External Organization or to components within its own Parent Organization (Enclose Copy, if any)

34.2 Any Other Information which you Consider could be of Assistance to the Assessment Team (on a Separate Sheet, if Necessary)

34.3 Give Separately in an Annexure the Various Changes if any, in Tabular Form those Have been Made during this Validity Period in Respect of All the Above Items (1 to 30) (Applicable in Case of Renewal of Recognition)

Signature
(Authorized Signatory)
Name
Designation
Seal

Date

Place