

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION

No.	Title of Document	Page
1	Document of Central/State Government (e.g. Registration Certificate, Memorandum of Articles, Registration certificate from DIC, etc) authenticating the address and purpose of the establishment of the manufacturing unit for which the application is made for grant of licence.	
2	In case the applicant applies as SSI unit, copy of valid Registration Certificate from the Local / State authority or from a Chartered Accountant?	
3	In case the application is signed by the authorized signatory of the applicant, authorization letter from CEO in the name of the authorized signatory.	
4	Process Flow-chart covering all processes of manufacture (from raw material to finished product stage), including details of in-process controls at each stage, even for those stages which have been outsourced?	
5	Complete list of manufacturing machinery, clearly indicating the name of the machinery, the details of the process for which it is used, its capacity and quantity in Annex A-1 .	
6	In case some of the manufacturing processes are outsourced, provide details of such processes and the controls exercised by you before receipt of such material/components, etc. Also attach an authenticated copy of the agreement.	
7	<p>Complete list of testing facilities, clearly indicating the name of the equipment, the test for which it is used (mention clause No. of the Indian Standard), range / least count / accuracy of the test equipment, calibration status and quantity in Annex A-2.</p> <p>Note: Model lists of testing facilities for some of the Indian Standards already covered under product certification are available on the BIS website and may be referred. However, for other Indian Standards, you are advised to study the relevant Indian Standard(s) and / or contact the concerned Branch Office of BIS for guidance.</p>	
8	Copies of calibration certificates of testing equipment valid at least till 3 months of acceptance of application	
9	Where applicable, 'consent letter' from BIS recognized laboratory (for requirements which have to be and / or are proposed to be got tested from outside lab for which the applicant does not have in-house test facilities).	
10	Plant Layout clearly indicating location of manufacturing machinery, lab, office, workshop, amenities, storage area, etc., available in the factory premises, with the application?	
11	Appointment letter of QC personnel indicating names, experience, qualifications, date of appointment and also attach a copy each of the qualification certificates	
12	Copy each of the test reports/suppliers' test certificates for each of the raw materials / components.	
13	Copy of in-house or independent test report (if available) for the product covering all requirements as per the relevant Indian Standard	

ANNEX A-1

(Sl. No. 6 on the List of Documents)

DECLARATION REGARDING MANUFACTURING MACHINERY

1. Applicant name: _____

2. Application No. _____

3. Name/Address _____

Date	Machinery	Make	Capacity	Number	Remarks

<p>I hereby declare that the machinery of which details are given overleaf is owned by me and are actually installed in the premises*.</p> <p>I also declare that in case of grant of licence , I will send prior intimation to BIS whenever any machinery is taken out of the premises of the firm due to any reason</p> <p>Sig. of Firm's Representative _____</p> <p>Name: _____</p> <p>Designation: _____</p> <p>Date _____</p>	<p>I have checked and found that machinery of which details are given overleaf was available during my inspection.</p> <p>Sig. of BIS I.O. _____</p> <p>Name _____</p> <p>Designation _____</p> <p>Date of verification _____</p>
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ANNEX A-2

(Sl. No. 8 on the List of Documents)

DECLARATION REGARDING TEST EQUIPMENT

No entry to be crossed

1. Application No. _____

2. Licence No. _____

3. Name /Address _____

Sl. No. & Date	Test Equipment/Chemicals and Identification Numbers (Where applicable)	Least Count & Range (Where applicable)	Valid Calibration (Where required) Yes/No	Tests Used in with Clause Reference	Remarks (Indicate number of Equipment)

<p>I hereby declare that the test equipment of which details are given overleaf are owned by me and are actually installed in the premises.</p> <p>I also declare that in case of grant of licence, I will send intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.</p> <p>Signature of firm's Representative_____</p> <p>Name:_____</p> <p>Designation_____</p> <p>Date:_____</p>	<p>I have checked and found that the test equipment of which details are given overleaf were available during my inspection.</p> <p>Sig. of BIS I.O. _____</p> <p>Name:_____</p> <p>Designation:_____</p> <p>Date of verification_____</p>
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