

NORMAL PROCEDURE FOR GRANT OF LICENCE FOR DOMESTIC MANUFACTURERS

(updated on 21 05 2007)

1. APPLICATION

The procedure for grant of BIS Certification Marks Licence begins with the filing of application in the prescribed [Application form](#) (FORM I) by the manufacturer desirous of obtaining the licence. A licence is granted for varieties of products covered under a given Indian Standard. The form along with application fee of Rs 1000 is required to be submitted to the Branch Office under whose jurisdiction the manufacturing unit is located.

The following additional documents are required to be submitted with the application:

- a) Location map of factory and factory layout
- b) Documentation authenticating the premises of manufacture
- c) Lists of Manufacturing machinery and testing equipments available
- d) Scheme of testing and inspection in use, or any proposed to be used, together with an undertaking to follow the Scheme approved by BIS after grant of licence
- e) An undertaking to pay the prescribed marking fee from the date of grant of licence
- f) An undertaking to follow all terms and condition of grant of licence and to suspend marking with immediate effect in the event of suspension or cancellation of licence
- g) A flow chart describing the process of production and inspection stages
- h) Details of technical personnel available
- i) Any statutory licence required for manufacturing, if applicable

2. RECORDING

- 2.1 On scrutiny, if the application is found complete in all respects, it is recorded and assigned an application number. The application is acknowledged and the number is conveyed to the applicant for future reference.

3. PRELIMINARY INSPECTION

- 3.1 Preliminary inspection of the unit is carried out on a mutually agreed date, within a month of recording of application. During this inspection the firm's manufacturing capability and controls, quality control techniques, facilities available and the technical skills of the personnel are evaluated. Samples of products are tested and also drawn for testing in BIS or other recognized laboratories.
- 3.2 Preliminary visits are charged to the applicant at the rate of Rs 4000 per day for first visit and Rs. 3000 for subsequent visits. Testing charges for the sample drawn for independent testing are required to be paid by the applicant.
- 3.3 During the preliminary inspection, the Scheme of Testing and Inspection is discussed with the applicant's management.

4. GRANT OF LICENCE - Licence to use the Standard Mark on a product is accorded only after BIS has ensured the capability of the manufacturer to manufacture the product continuously in accordance with the relevant Indian Standard. This is ensured through preliminary factory evaluation to ascertain the capability of the manufacturer to produce goods according to the relevant Indian Standard especially with respect to raw materials, process of manufacture, manufacturing capability and quality control facilities including testing equipment and supervisory staff. Samples are tested in the factory, in order to bring out any deficiencies in test equipment/testing procedures and testing personnel as well as for spot establishment of quality of product. Simultaneously, samples are also drawn for testing in the independent laboratories for assessing conformity to the relevant standard. The manufacturer is required to agree to operate a well defined Scheme of Testing and Inspection (STI) as approved by BIS from time to time, which inter alia prescribes the specific tests and the frequency for conducting them. In order to meet the expenditure incurred by BIS in operating the licence, the manufacturer also has to agree to pay a marking fee fixed by BIS for the product. Licence is granted only after the manufacturer agrees to these conditions and if the factory inspection and test reports are satisfactory.

5. VALIDITY

The initial validity period of the licence is one year. Licence can be renewed for further period of one/two years, subject to satisfactory operation of licence as observed during periodic inspections, factory & independent testing of samples drawn from factory and market. The licensee shall apply to BIS on the prescribed Renewal Form along with renewal application fee of Rs. 500/-, annual licence fee of Rs. 1000/- and marking fee, as applicable.

6. FEE

- a) Application fee of Rs. 1000/- (to be submitted with the filled-up application).
- b) Charges for Preliminary Inspection visit @ Rs. 4000/- per man day for first day and Rs. 3000/- for subsequent days (to be submitted with the application).
- c) Advance annual minimum marking fee (as prescribed by BIS) (different for different products) (details available on BIS website) (To be deposited at the time of grant of licence and submission of renewal application) (Annual licence fee of Rs. 1000/- is also to be paid at the time of grant of licence)
- d) Renewal application Fee (Rs. 500/-) and Annual licence fee (Rs. 1000/-) (to be submitted at the time of renewal along with duly filled-in prescribed Renewal Form)
- e) The testing charges of the sample(s) drawn during Preliminary Inspection visit shall be paid by the applicant.
- f) Special visit(s), if required e.g. for inclusion of varieties, resumption of marking, verification of corrective actions, etc. @ Rs. 3000 per man day (after grant of licence).
- g) Concession in minimum marking fee for second or subsequent licences would be applicable as under:

Minimum Marking Fee (Rs.)

Up to 20000
20001 - 23000
23001 - 35000
35000 - 50000
50001 - 65000
65000 - 80000
Above 80000

Concession (Rs.)

Minimum Marking Fee minus 20000
3000
4000
5000
6000
8000

Licence with highest minimum marking fee shall be treated as the first licence, for the purpose of concession in Minimum Marking Fee.

8. Applicable Govt. taxes.

For further information please contact: Branch office under whose jurisdiction the manufacturer is located. (<http://bis.org.in/dir/bos.htm>)

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