

ANNEX II

SECTION A

BUREAU OF INDIAN STANDARDS
(SELF EVALUATION-CUM-VERIFICATION REPORT)

SECTION A (To be filled by the Applicant neatly. No overwriting shall be done. Every page is to be signed and any cutting/correction shall be countersigned by the Applicant)

1. GENERAL INFORMATION

- a) Applicant's Name
- b) Person(s) to be contacted during inspection:
- c) BIS Licences, if any, held by the applicant

2. RAW MATERIALS

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

Sl. No	Raw Material	Name of Supplier	With or Without BIS Certification mark	Test Certificate of the Supplier	How Received Batches / Lots Nature of Package

- b) Arrangement for testing as received
- c) Methods of disposal of sub-standard raw materials
- d) Record of tests with proforma of records

3. MANUFACTURE

3.1 Machinery & Equipment (Separate sheet, duly authenticated, may also be used, if required)

(Every column to be filled up)

Sl. No.	Machinery	Make	Capacity	Number	Remarks

I hereby declare that the machinery of which details are given above is owned by me and are actually installed in the premises.

I also declare that in case of grant of licence, I will send prior intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

3.2 Process & Production

- a) Description of the process from raw material to finished product stage ready for dispatch (enclose process flow chart)
- b) Intermediate manufacturing steps where control is exercised with records maintained
- c) Method(s) of disposal of sub-standard products (intermediate or finished)
- d) Units of production
- e) Production per day or per shift
- f) Enclose hand drawn layout plan of the factory

4. PACKING AND MARKING

- a) Nature of packing
- b) Quantity per package
- c) Marking on article
- d) Method of marking (printing, Stenciling, embossing etc)
- e) Form of label(s), if any (enclose one set)
- f) Batch or Code numbering for identification
- g) In what manner marking differs from the provisions in the Indian Standard Specification

5. LABORATORY AND INSPECTION

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

a) Equipment, chemicals and other facilities for complete specification testing

(Every column to be filled up)

Sl. No.	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)

I hereby declare that the test equipments of which details are given above are owned by me and are actually installed in the premises.

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.

b) Details of Quality Control Staff:

Sl. No.	Name of Person	Designation	Qualification	Experience

c) Records maintained in laboratory for routine tests:

Sl. No	Requirement/Characteristic	Specified Value	Observed Value

d) Stage of processing where laboratory reports are made available

e) Sampling and testing of end products

6. OTHER INFORMATION

a) List of dealers and main buyers shall be provided after Grant of Licence and any change shall be intimated to BIS

b) Storage facilities

c) Hygienic conditions (in case of food products, give complete note as per relevant hygienic code)

d) DECLARATION AND ACCEPTANCES:

1. Marking fee rate

(The details of marking fee are available on BIS Website. The acceptance of marking fee is mandatory for grant of licence)

ACCEPTANCE OF RATE OF MARKING FEE

We hereby agree to pay marking fee to Bureau of Indian Standards after grant of licence to use the Standard Mark on

.....
according to IS..... at the following rates and in the manner stipulated as under:

- i) Rate of marking fee:
 - ii) The marking fee is payable as follows:
 - a) Minimum marking fee for one operative year payable in advance which will be carried over to next renewal(s).
 - b) Actual marking fee for the first nine months of the operative period calculated on the unit rate on the production marked or the minimum fee whichever is higher shall be payable to BIS at the time of the first renewal of the licence . For subsequent renewals, the actual marking fee for 12 months period consisting of last three months of previous operative year and the first nine months of the current operative year or the minimum fee whichever is higher, shall be payable.

2. Scheme of testing and inspection (STI)

(The relevant STI is available on BIS Website. The acceptance of STI is mandatory for grant of licence)

ACCEPTANCE OF SCHEME OF TESTING AND INSPECTION

This is with reference to your letter No. dated

We hereby agree that after a license is granted to us for
..... as per IS:
we shall follow the Scheme of Testing and Inspection (Doc: STI.. ..)
strictly and maintain all records properly.

Signature:
Name:
Designation:
Seal:

Place:

Date:

3. Brand Name(s)

**DECLARATION OF BRAND NAME/
TRADE MARK PROPOSED TO BE COVERED UNDER CERTIFICATION**

a) Brand Names/Trademark(s) being used:

Brand Names/Trademark(s) which would be marked on the product bearing the BIS Standard Mark (Give actual design depiction of the Brand Name/Trade Mark(s))	Owned by self or others	Registered/Unregistered	Date of Registration/Introduction
a)			
b)			
c)			
d)			

c). Other Brand Names/Trademark(s) used for the same product marketed without BIS Standard Mark. Give reasons.

d). 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.

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

f). I/We also undertake that, as far as possible, the entire production which conforms to the specification shall be marked with the BIS Mark, irrespective of the Brand Names/Trademark(s) used.

g). I/We understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any Brand Name or Trade Mark, that this is not in anyway be interpreted to mean that BIS has permitted/approved the use of the Brand Names and Trade Marks listed above, and that the responsibility is entirely mine/ours.

4. Any other declaration/undertaking

5. The intended manner of putting Standard Mark

DECLARATION

The information given in this report are true to the best of my knowledge and belief. I further declare 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. I shall be responsible if any misleading information has been given in this report and the application shall be liable for rejection if wrong information has been given. If the licence is granted on the basis of information which is found to be incorrect later, the licence shall be liable for cancellation.

Date:

Place:
(Signature)

Name & Designation

VERIFICATION BY BIS INSPECTING OFFICER

(if verified by BIS)

SECTION B

(The Inspecting Officer(s) in this Section shall give technical comments on manufacturing capability, in process controls, competency of testing personnel and testing capability. Any discrepancy observed during verification at factory shall be highlighted. Separate sheet may be used, if required)

Date of verification:

Persons Contacted:

1. Factory Testing: Test results for the possible tests done on sample(s) tested in the factory during the day(s) of inspection (enclose Test Report in the format given below):

Product detail:

IS No. with applicable amendments:

Sr. No.	<u>Requirements</u> (with Clause Ref.)	<u>Specified Value</u>	<u>Observed Value</u>	Remarks

REMARKS:

2. Details of sample drawn (attach separate sheet, if required)

	Sample 1	Sample 2	Sample 3	Sample 4, etc.
Description of sample drawn				
Sample code				
Lab sent				
Nature of tests (Chem./ Mech/ Elect)				
Remarks				

(Note: The above list is illustrative (10))

3. CONCLUSION

		Observation of the IO
Manufacturing Facilities	<i>Complete/ Not complete</i>	
Testing Facilities <i>deficiencies,</i>	<i>Complete/ Not complete (give details of if any as per IS)</i>	
Quality Control In charge <i>competent</i>	<i>Competent / Not</i>	
STI (Latest) <i>acceptance)</i>	<i>Accepted/ Not Accepted (If yes, enclose</i>	
Marking Fee	<i>Accepted/ Not Accepted</i>	

4. COMMENTS and RECOMMENDATIONS

5. POINTS FOR ACTION

Signature
Name
Designation
Date

List of Enclosures:

- i) Factory Test Report
- ii) Test Request
- iii) Discrepancy/ Variation Report
- iv) Acceptance of STI
- v)
- vi)

VERIFICATION BY CHARTERED ENGINEER

(if verified by Chartered Engineer)

SECTION C

Date of verification:

Persons Contacted:

1. This is to certify that the information contained in Self Evaluation Report (as enclosed) _____ furnished _____ by M/s _____ (give complete factory address) has been verified by me and found in order. The following parameters have specifically been examined and my observations are given below:

		Observation of the Chartered Engineer
Manufacturing Facilities	<i>Complete/ Not complete</i>	
Testing Facilities	<i>Complete/ Not complete (give details of deficiencies, as per relevant ISS, if any)</i>	
Production Process (flow chart)	<i>As declared/Not as per declaration</i>	
Quality Control In charge	<i>Competent / Not competent</i>	
STI (Latest)	<i>Accepted/ Not Accepted (If yes, enclose acceptance)</i>	
Marking Fee	<i>Accepted/ Not Accepted</i>	

2. OBSERVATIONS ON TEST REPORT(S)

i) Test Report details:

Sl. No.	Description of the sample(s) (Product/Raw Materials)	Indian Standard Specification (ISS) (with amendment numbers)	Name of the laboratory	Test Report Number with date	All applicable tests have been carried out as per ISS (Yes/No) (if no, give details)	Sample passes in the requirements tested as per ISS (Yes/No) (if no, give details)

- ii) All the samples tested (the details of which are given above) conform to all the requirements of related Indian Standards: **YES/NO**
(If no, give details)

3. COMMENTS and RECOMMENDATIONS

4. POINTS FOR ACTION, if any

Signature
Name
Registration No.
Seal
Date

Note:

1. Each page of the Self Evaluation Report shall be verified and signed by the Chartered Engineer.
2. A copy of registration certificate of the Chartered Engineer shall be enclosed with the verification report.
3. Each page of all the test reports enclosed with the application shall be certified by the Chartered Engineer.