

**भारतीय मानक ब्यूरो**  
(हॉलमार्किंग विभाग)

हमारा सन्दर्भ: एचएमडी- 14/7

24 दिसंबर 2021

विषय: हॉलमार्किंग केंद्रों की संचालन के लिए संशोधित दिशानिर्देश

1. हॉलमार्किंग केंद्रों के संचालन के पुनर्गठन के मद्देनजर एचएमडी परिपत्र संख्या एचएमडी/14:7 दिनांक 27.09.2019 के तहत हॉलमार्किंग केंद्रों की संचालन के लिए दिशानिर्देश (HM/A&HC/Guidelines/ 2, September 2019) को संशोधित किया गया है।
2. संशोधित दिशानिर्देश HM/A&HC/Guidelines/ 3, January 2022 संलग्न हैं।
3. संशोधित दिशा-निर्देशों को दिनांक 01.01.2022 से लागू किया जाएगा और मौजूदा दिशानिर्देशों (HM/A&HC/Guidelines/ 2, September 2019) की जगह लेगा।
4. बीओ/एचएमओ से अनुरोध है कि इन दिशानिर्देशों को सभी संबंधितों के ध्यान में लाएं।
5. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

(इंदरजीत सिंह)  
वैज्ञानिक -डी/एचएमडी

प्रमुख, एचएमडी

इंट्रानेट के माध्यम से परिचालित  
सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों,  
सभी उपमहानिदेशक (क्षेत्रीय)  
सभी एच.एम.ओ.  
अन्य सभी संबंधित पक्ष

**Bureau of Indian Standards**  
**(Hallmarking Department)**

**Our Ref: HMD-14/7**

**24 December 2021**

**Subject:** Revised Guidelines for Recognition & Operation of Assaying & Hallmarking Centres

1. In view of the Reorganization of operation of Assaying & Hallmarking Centers the Guidelines for Recognition & Operation of Assaying & Hallmarking Centres (HM/A&HC/Guidelines/ 2, September 2019) issued vide HMD circular No. HMD/14:7 dated 27.09.2019 have been revised.
2. The revised guidelines HM/A&HC/Guidelines/ 3, January 2022 are enclosed.
3. The revised guidelines will be implemented w.e.f. 01 January 2022 and will replace the existing guidelines (HM/A&HC/Guidelines/ 2, September 2019).
4. BOs/HMOs are requested to bring these guidelines to the notice of all concerned
5. This is issued with the approval of Competent Authority.

Inderjeet Singh  
Sc.D

Head HMD

Circulated through intranet:

All DDGRs  
All HMOs  
All ROs/BOs

**GUIDELINES FOR RECOGNITION & OPERATION  
OF ASSAYING & HALLMARKING CENTRES**

**ISSUED BY**

**BUREAU OF INDIAN STANDARDS,  
9, BAHADUR SHAH ZAFAR MARG,  
MANAK BHAWAN,  
NEW DELHI**

# **GUIDELINES FOR RECOGNITION & OPERATION OF ASSAYING AND HALLMARKING CENTRES**

## **1 GENERAL**

These guidelines stipulate the procedure for Grant, Operation, Renewal, Suspension and Cancellation of Recognition of Assaying and Hallmarking (A&H) Centres. These are to be read in conjunction with BIS Act 2016, BIS Rules 2018 and BIS (Hallmarking) Regulations 2018 as amended from time to time. In particular, the Grant, Operation, Renewal, and Cancellation of Certificate of Recognition are addressed in Chapter II of BIS (Hallmarking) Regulations, 2018. Any situation, in general, not covered in these guidelines is to be dealt as per the provisions of Act, Rules and Regulations by the Regional Offices and Branch Offices.

## **2 GRANT OF RECOGNITION**

**2.1** Any assaying centre set up in accordance with requirements specified in IS 15820 :2009 for assaying and hallmarking of gold and /or silver jewellery / artefacts, shall apply with self-certified copies of documents listed below from (a) to (f) with the application to the Branch office of BIS having jurisdiction of the area where the A&H centre is established.

### **a) Proof of establishment of the firm or company (Any one of the document given below)**

- i) Certificate of Registration issued by Registrar of companies along with memorandum of articles
- ii) Registered Partnership Deed in case applicant is a Partnership Firm.
- iii) Certificate from a Chartered Accountant if applicant is a Proprietorship Firm.

### **b) Proof of address of firm's premises ( Any one of the document given below)**

- i) Registration with State Government Authority/ Trade Licences
- ii) GST registration certificate.
- iii) Income Tax Assessment Order
- iv) Property tax receipt
- v) Rent agreement with last rent receipt
- vi) Sale/ Lease Deed agreement.

**c) Proof of Identity of the signatory**

i) Aadhar based verification/ e- signature

ii) Self-certified copy of any one of following documents as identity proof of signatory on the Application:

- Aadhar Card

- Driving Licence

- PAN card

- Voter Identity card

- Passport

- Identity Certificate with photo issued by Gazetted Officer on official letterhead.

**d) Map indicating location of premises from nearest land mark**

Location map of premises from some nearest prominent landmark for each outlet, as applicable (illustrative only).

**e) Quality manual of the A&H Centre prepared based on the Generic Quality Manual provided by BIS**

**f) Affidavit cum undertaking as specified in regulations**

**2.1.1 Non Acceptance of Application due to Antecedents**

Under the following situations, the application made by the Applicant for obtaining recognition may be rejected:

i) Prosecution case is pending or in the process of initiating prosecution case in the trial court against the applicant or person under section 29 of the BIS Act, 2016.

ii) Applicant has made the application immediately after the case of misuse of Hallmark or any violation under Section 14 or Section 15 of BIS Act, 2016 detected on the part of applicant.

iii) Misuse of Hall Mark or any violation under Section 14 or Section 15 of BIS Act, 2016 detected on the part of applicant after the application was made to BIS.

**Note-**The applicant or firm who are falling under any one of the category mentioned at i),ii) and iii) above are **NOT** eligible to apply for certificate of recognition until they are

free from these Charges. In case of conviction under Section 29 of the BIS Act, such applicant or firm shall not be eligible to apply for grant of recognition for a period of one year from the date of such conviction.

**2.1.2** Applicant whose earlier recognition was cancelled or not renewed and submitting application before completion of cooling period specified.

**2.1.3** Where a person(s) or firm who has been convicted under Section 29 of the BIS Act, 2016 makes an application for certificate of recognition, such person(s) or firm shall not be eligible to apply for grant of recognition for a period of one year from the date of such conviction.

**2.2** After recording the application, a Recognition Assessment of the A&H Centre (of 2 man days duration i.e. by one officer for two days either for gold or gold & silver) preferably within 15 days of recording the application to determine whether the A&H Centre has created the necessary infrastructure for assaying and hallmarking according to IS 15820:2009 shall be carried out.

**2.3** If the assessment report is found in order, Dealing Officer of the BO shall prepare the proposal for grant of recognition and put up to the Head of the BO as per Hallmarking Regulations 2018. Recognition will be granted by the Head of the BO in respect of gold and/or silver hallmarking.

**2.3.1.** In case the discrepancies are observed during the assessment a followup assessment may be made to verify the corrective actions made. In case the discrepancies can be ensured through documents only than the same may be made on desktop basis.

**2.4** Recognition shall be granted as per IS 15820:2009 with scope defined as:

**2.4.1** For Gold Jewellery / artefacts (as per IS 1417)

- a) for yellow gold jewellery / artefacts only;
- b)for white gold jewellery / artefacts only( Nickel based);
- c) for white gold jewellery / artefacts only ( Palladium based); and
- d) for combination of all above ( a to c)

**2.4.2** For Silver Jewellery / artefacts (as per IS 2112)

**2.5** Scope of recognition of an A&H centre may be considered for extension on request from the centre with relevant details of equipment and manpower. Scope may be extended through assessment by two man-days (one auditor for two days). If requested

by an A&H centre, such assessment may be combined with renewal assessment. An endorsement for extension of scope shall be given in the Certificate of Recognition.

**2.6** The following types of changes or in combinations thereof may occur during the operation of the Certificate of recognition:

- a) Change in address of the premises;
- b) Change in the name of the Centre;
- c) Change in the Management of the Centre, with or without change in the name; and

For the above situations, the following type of actions shall be taken:

**2.6.1** In the case of (a), the Centre shall inform the complete address of the new premises to which they intend to shift their centre and also intimate suspension of Hallmarking at the old premises to the Bureau. If they have not done so, suspension of Hallmarking at the old premises shall be imposed in accordance Hallmarking Regulations, 2018. Revocation of suspension shall be carried out in accordance Hallmarking Regulations, 2018. An endorsement for change in address shall be given in the Certificate of Recognition.

**2.6.2** In the case of (b), the relevant document(s) as indicated at 2.1 of this guidelines according to the type of change shall be obtained. An endorsement for change in name of the Centre shall be given in the Certificate of Recognition.

**2.6.3** In the case of (c), suitable documents establishing the name/ownership of the Centre premises by the new management are to be obtained and other required documents as indicated in at 2.1 of this guidelines according to the type of change shall be submitted by the new management. An endorsement for change in name of the Centre shall be given in the Certificate of Recognition.

### **3 HALLMARKING FEE**

Hallmarking fee to the BIS as specified in Hallmarking Regulations, 2018 shall be payable by the centre by 10<sup>th</sup> of the following month, failing which necessary action shall be initiated as per Hallmarking Regulations, 2018.

### **4 RENEWAL OF RECOGNITION**

**4.1** On receipt of renewal application from the A&H centre with fees and all enclosures, a renewal assessment in line with Hallmarking Regulations, 2018 shall be arranged of the A&H Centre of 2 man-days duration (i.e. one officer for two days).

**4.2** If the renewal assessment report is found in order, Dealing Officer of the BO shall prepare the proposal for renewal of recognition subject to fulfillment of respective requirements and put up to the Head of the BO. Renewal will be done by the Head of the BO in respect of gold and/or silver hallmarking.

**4.3** In case discrepancies are observed in the renewal assessment, the A&H centre shall be advised to take necessary actions within stipulated time and submit the same to BIS verification. A follow up assessment may be planned by BIS for verification of the corrective actions if required.

**4.3.1** In case the compliance to the discrepancies observed during the renewal assessment could not be completed before the validity of the recognition either through follow-up visit or on desktop basis due to the delay from A&H Centre, action for deferment of renewal shall be taken immediately upto a period of six months from the date of validity as per Hallmarking Regulations, 2018. The renewal shall subsequently be considered after ensuring the compliance to the discrepancies observed.

**4.3.2** If renewal of recognition is pending with BIS due to any reasons which can not be assigned to the A&H centre, though renewal application along with requisite fee and documents have been received before the expiry of validity of recognition, the A&H centre will be allowed to function as recognized centre till a decision on the renewal is taken by BIS.

**4.4** In case the A&H centre is under suspension due to shifting of centre and the renewal audit of the Centre is also due the verification of shifting may be carried out along with renewal audit of the centre.

**4.5** The renewal of recognition may also be considered **without assessment** subject to the fulfillment of the following conditions in the operative period of three years:

- a) All surveillance inspections have been assessed as satisfactory (at least two surveillance inspections shall have been carried out) ; and
- b) No suspension of hallmarking have been imposed for the reasons stated at clause **5.3 & 5.5** of this guidelines.

## **5 ACTION ON FAILURE OF MARKET SURVEILLANCE SAMPLES**

**5.1** Suspension of Recognition granted by the BIS shall be done in accordance with provisions of Hallmarking Regulations, 2018 in situations given below:

“Non-conformity of hallmarked precious metal articles established after in-house or independent testing”

**5.2** Cancellation or non-renewal of recognition of an assaying and hallmarking centre may be done in accordance with Hallmarking Regulations, 2018 in situations given below:



“articles marked with hallmark do not comply with the relevant Indian Standard;”

**5.3** To implement the provision of Hallmarking Regulations, 2018 specified at 5.1 and 5.2 above, guidelines given below shall be followed:

**5.3.1 Shortage in fineness above 40 ppt**

If the failure of hallmarked article is observed with shortage in fineness of more than 40 ppt, the recognition shall be processed for cancellation with applicable cooling period as per Hallmarking Regulations, 2018.

**5.3.2 Shortage in fineness above 5 ppt upto and including 40 ppt of the marked fineness**

If the failure of hallmarked article is observed with shortage in fineness above 5 ppt upto & including 40 ppt of the marked fineness irrespective of presence of prohibited elements or not, the recognition shall be put under suspension as per provision of the Hallmarking Regulations, 2018 on the first instance itself.

**5.3.3 Shortage in fineness above 2 ppt & upto and including 5 ppt and/or presence of prohibited elements (in case of silver, shortage in fineness is upto and including 5 ppt of the marked fineness and/or presence of prohibited elements)**

**5.3.3.1** If it is the first failure, failure to be communicated to A&H Centre advising them to take corrective actions under intimation to BIS. In case more than one failure received and the samples are drawn on the same date, then these failures shall be considered as first failure.

**5.3.3.2** If it is the second failure, check number of pass samples & total samples drawn during last one year (one year previous to last sample drawl date) and calculate the pass percentage.

(a) If pass percentage is 60 % or above, failure to be communicated to A&H Centre advising them to take corrective actions under intimation to BIS.

(b) If pass percentage is less than 60 %, recognition shall be put under suspension as per provision of the Hallmarking) Regulations, 2018.

**5.3.3.3** If it is the third failure, check number of pass samples & total samples drawn during last one year (one year previous to last sample drawl date) and calculate the pass percentage.

(a) If pass percentage is 60 % or above, failure to be communicated to A&H Centre advising them to take corrective actions under intimation to BIS.

(b) If pass percentage is less than 60 %, recognition shall be put under suspension as per provision of the Hallmarking Regulations, 2018.

**5.3.3.4** If it is the fourth failure in shortage in fineness above 2 ppt & upto and including 5 ppt from the marked purity and/or presence of prohibited elements during last one year (one year previous to last sample drawl date) recognition shall be put under suspension as per provision of Hallmarking Regulations irrespective of number of pass samples.

**5.4** In case of situation where the Centre has been issued suspension for three times due to failure of hallmarked articles in an operative period of three years of recognition, the recognition shall be processed for cancellation as per provision of Hallmarking Regulations, 2018

## **5.5 Issues arising out of Surveillance Assessments**

**5.5.1** The recognition shall be put under suspension for the situations stipulated in Hallmarking Regulations, 2018.

**5.5.2** Hallmarking Regulation, 2018 stipulates non-implementation of the provision of relevant standard which may lead to suspension of hallmarking. The non-implementation of the provision of relevant standard is not limited to, but may include one or more of the following:

a) Non-functioning of test equipment, namely XRF machine, weighing balances, furnaces (cupellation, annealing);

b) Prima-facie evidence suggests that test results reported by A&H Centre are not genuine / valid; and

c) Non-availability of proper record for a particular lot(s) of hallmarked articles;

## **5.6 OTHER OBLIGATION TO A & H CENTRE**

**5.6.1** The A&H Centre shall also accept hallmarked jewellery from a consumer for verification of purity and issue report of assaying giving proper identification as marked on the article.

**5.6.2** The Assaying and Hallmarking Centre shall not accept such jewellery/artefact which bears any marking including "KDM" or fineness/caratage. No other mark shall be applied on Hallmarked jewellery / artefact. The A&H Centre shall not use hallmark on such medallions/coins which resemble with currency of any country.

**5.6.3** Jewellery / artefacts, which on analysis by XRF machine found to have a negative variance of more than 5 ppt from the declared value of fineness, shall not be accepted for further assaying. Such item(s) shall be returned to the jeweller without assaying and hallmarking.

**5.6.4** The Assaying and Hallmarking Centre shall abide by all the instructions issued by Bureau from time to time

**5.7** Since one single recognition is operated for gold and silver hallmarking, case warranting suspension of hallmarking only due to gold or silver, the same will be treated separately, for instance, in case of failures in silver only, suspension of marking shall be imposed only on silver hallmarking. Similarly, in case of failure of only gold, suspension of marking shall be imposed only on gold hallmarking. In case, the action is initiated as per clause 5.3.1 of this guidelines then the deletion of the particular variety from the scope of recognition may be considered based on the merit of the case.

## **6 RETENTION OF CORNETS / CLOSED CIRCUIT TV (CCTV) BACKUP**

The check assay gold cornets shall be retained with proper identification and traceability for last 30 Assaying. The cornet left after assaying along with hallmarked/rejected jewellery/artefacts shall be returned to the jeweller. The Centre shall ensure that the CCTV with back up facility is available for minimum 30 days storage.

## **7 TESTING OF COUNTER SAMPLE**

On communication to the A&H centre regarding the failure of sample in independent laboratory and if the A&H centre does not agree with the results obtained, the centre may contact the concerned registered jeweller from where the sample was drawn who in turn will make formal request to BO with proper justification for testing the counter sample at BIS referral lab. BO shall seek DDGR's approval for testing the counter sample for which double the testing charges shall be paid in advance by the registered jeweller.

## **8 FORMATS OF VARIOUS ASSESSMENT REPORTS, TEST REPORTS AND DISCREPANCY REPORTS**

**8.1** The following formats are enclosed which may be used during the operation of the A&H centre:

a) Report on Recognition / Renewal Assessment of A & H Centre, Doc. HM/AHC/F 2.1 September 2019- **ANNEX A**;

b) Report on Surveillance Assessment, Doc.HM/AHC/F 2.2 September 2021 -**ANNEX B**;

c) Report on Special Assessment, Doc. HM/AHC/F 2.3 September 2019 - **ANNEX C**;

d) Discrepancy/Variation Report Issued During Assessment of A&H Centre, Doc. HM/AHC/F 2.4 September 2019– **ANNEX D** ; and

e) Test Report as per IS 1418:2009 / IS 2113:2014, Doc. HM/AHC/F 2.5 September 2019– **ANNEX E.**

## **9 PROVISION OF APPEAL**

**9.1** Any person aggrieved by an order made under section 13 of the Hallmarking regulations, 2018 may prefer an appeal to the Director General within ninety days from the date of the order:

Provided that if the appellant satisfies the Director General that he had sufficient cause for not preferring the appeal within the period so specified, the appeal may be admitted after the expiration of the said period of ninety days.

**9.2** Every appeal shall be filed in duplicate and shall be accompanied by a self-attested copy of the order appealed against.

**9.3** Every appeal shall be accompanied by a fee of two thousand rupees in the form of a demand draft or pay order or E transfer, drawn in favour of the Bureau.

**9.4** The Director General may call for relevant documents from the appellant and may after such inquiry in the matter as he considers necessary and after giving an opportunity to the parties to be heard, pass such orders as he thinks fit:

Provided that the appeal shall be disposed of within a period of ninety days from the date of its filing.

**9.5** The Director General may, suo-moto, or on an application made in the form as specified by the Bureau from time to time, review and reconsider any order passed by an officer to whom the powers have been delegated by him and may confirm, modify or set aside the orders passed by such officer after the review.

**9.6** Any person aggrieved by an order passed by the Director General may prefer an appeal to the Central Government in the Ministry having administrative control of the Bureau within a period of sixty days from the date of such order.

**ANNEX A**

**DOC: HM/AHC/F 2.1**  
**Sep 2019**

**BUREAU OF INDIAN STANDARDS**

**REPORT ON RECOGNITION / RENEWAL ASSESSMENT OF ASSAYING AND  
HALLMARKING CENTRE**

<b>1</b>	<b>GENERAL INFORMATION</b>																												
	<b>Particulars</b>	<b>Observations during assessment</b>																											
i)	Name & address of the Assaying and Hallmarking Centre with PIN code & complete address including phone and e-mail																												
ii)	Application No.																												
iii)	Date(s) of Assessment																												
iv)	Persons present during assessment																												
<b>2</b>	<b>IMPLEMENTATION OF IS 15820:2009 (REFER CLAUSES OF THE STANDARD AS MENTIONED BELOW FOR AUDITING)</b>																												
i)	Verification of Centre's Layout: (5.3) ( to be verified with documents submitted by the applicant along with the application)																												
ii)	Details of Internal Quality Audit / Management Review meeting ( 4.1.4 / 4.1.5)																												
iii)	Verification of availability of trained & competent manpower resources: (4.1.7, 4.1.8, 4.1.9, 4.1.10, 4.1.11, 4.1.12, 4.1.13, 5.2.2, 5.2.3, 5.2.4 & 5.2.5) (competency shall be assessed through observations of practical work, namely sample collection, weighing, XRF machine operation, fire assay)																												
	<b><u>Append details as Annex A in the following format:</u></b>																												
	<table border="1"><thead><tr><th>Sl. No.</th><th>Name &amp; Designation</th><th>Qualification, Academic &amp; Professional</th><th>Experience &amp; Training</th><th>Competent Yes /No</th><th>Remarks</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Sl. No.	Name & Designation	Qualification, Academic & Professional	Experience & Training	Competent Yes /No	Remarks																						
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iv)	Availability of latest versions* of IS 15820, 1417, 1418, 2112, 2113 (*strike off which are not applicable)																																	
v)	Equipment/ Instrument & Infrastructure (for sampling; assaying; Hallmarking; power, safety & security):(4.1.6, 5.3.2, 5.4.2, 5.4.3, 5.4.4, 5.6)  <b><u>Append details as Annex B in the following format:</u></b>																																	
	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Clause Ref. of IS 1418 / 2113</th> <th>Details of equipment / Instrument</th> <th>Make &amp; Sl. No</th> <th>Quantity in Numbers</th> <th>Range &amp; accuracy (least count)</th> <th>Calibration status</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Clause Ref. of IS 1418 / 2113	Details of equipment / Instrument	Make & Sl. No	Quantity in Numbers	Range & accuracy (least count)	Calibration status	Remarks																									
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vi)	Arrangements for sampling, assaying, storage of articles during assaying (5.4)																																	
vii)	Capability of XRF tester to detect Cd, Ir & Ru in Gold or Cd & Pb in Silver articles (5.4.2 & 5.4.3) : Verify manufacturer / supplier certificate & report on availability of SRMs / software for Cd, Ir, Pb & Ru  <b><u>Append copy as Annex C.</u></b>																																	
viii)	Arrangements for rejection and return of rejects (5.4.5)																																	
ix)	Hallmarking (5.4.6)  Whether access to Laser Marking machine is controlled  Whether laser marking on articles marked legible																																	
x)	Availability of water & other chemicals (5.5.1)																																	
xi)	Availability of certified reference material (CRM) (5.6):  <b><u>Append copy as Annex D</u></b>																																	
xii)	Arrangements for sampling (5.7)																																	
xiii)	Arrangements for receiving of articles, their handling, storage & coding for testing (5.8)																																	

xiv)	<p>Whether the applicant has participated in Inter Laboratory Comparison or Proficiency Testing Programmes (5.9.1) :</p> <p><b><u>Append details as Annex E in the following format:</u></b></p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of Centre &amp; Place</th> <th>Date of Test</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Name of Centre & Place	Date of Test	Result									
Sl. No.	Name of Centre & Place	Date of Test	Result											
xv)	Whether Test Report proforma developed & it covers all requirements of IS 1418 / 2113 (5.10.1)													
xvi)	Arrangement for ensuring impartiality, integrity, confidentiality, independence of judgement in relation to XRF testing, assaying and Hallmarking activities													
<b>3</b>	<b>TESTING AND ASSAYING DURING ASSESSMENT</b>													
i)	<p>Draw samples randomly from stock of articles available with the applicant and get them tested.</p> <p>a) XRF testing (assess capability of XRF machine for purity, detection of Cd, Ir, Ru and Pb). Check Min. 5 samples each, from two different lots;</p> <p>b) Fire assay : minimum 2 samples( one each from two different lots) in duplicate)</p> <p><b><u>Append Test Report as Annex F</u></b> (DOC. : HM / AHC / F 2.5 Sep 2018)</p>													
<b>4</b>	<b>PAST PERFORMANCE (APPLICABLE ONLY IN CASE OF RENEWAL ASSESSMENT)</b>													
i)	Whether Performance observed at last surveillance audit was satisfactory?													
ii)	Whether any discrepancy was reported? If yes, report corrective action taken. Whether the action taken has corrected the discrepancy?													
iii)	Has overall performance in the entire operative period been satisfactory?													

iv)	Is any complaint pending? Report action taken on complaint.					
5	<b>SCOPE OF RECOGNITION</b>  <b><u>Append as Annex G</u></b>					
6	<b>DISCREPANCIES, IF ANY, SHALL BE COMMUNICATED THROUGH DISCREPANCY/VARIATION REPORT (DOC.:HM/AHC/F 2.4 Sep 2018)</b>  <b><u>Append as Annex H</u></b>					
7	<b>CONCLUSION &amp; RECOMMENDATIONS</b>					
8	<b>ANNEXES (Indicate page nos.)</b>					
	A	Details of Managerial & Technical Personnel		E	Details of Inter Laboratory Proficiency Testing	
	B	List of Equipment/instrument/infrastructure		F	Test Report	
	C	Manufacturer's certificate on XRF machine		G	Scope of Recognition	
	D	<i>Certificate on CRMs</i>		H	Discrepancy/Variation Report	
Signature of Auditor(s) with Date: Name & Designation:						

**Instruction:** i) *Please do not attach any document/record/sheet other than Annexure A – H*  
ii) All the Annexes shall be signed by the Auditor(s)

**Remarks of the Reviewing Officer:**



**ANNEX B**DOC: HM/AHC/F 2.2  
Sep 2021**BUREAU OF INDIAN STANDARDS****REPORT ON SURVEILLANCE ASSESSMENT OF ASSAYING AND HALLMARKING CENTRE**

<b>1</b>	<b>GENERAL</b>	
i)	Name & address of the Assaying and Hallmarking Centre	
ii)	BIS Recognition No. & Validity Date	
iii)	Date of Assessment	
iv)	Persons contacted	
v)	Last Assessment  Whether corrective action has been taken on all observed discrepancies.  Verification of corrective actions taken on recorded discrepancies at last audit.  Discrepancy(s) is/are persisting.	Date:  Yes/No  Satisfactory/not satisfactory  If yes, give details in the Discrepancy/Variation Report ( DOC.: HM/AHC/F 2.4, Sep 2021 )
vi)	Scope of Recognition – Is working within approved scope?	Yes/No. If no, give details on Discrepancy/Variation Report.
<b>2</b>	<b>INFRASTRUCTURE</b>	
i)	Space available (Sq feet)	
ii)	Premises Owned or rented and rent/month	
iii)	Category of locality (as per zoning regulation) (residential/commercial/industrial)	
iv)	If a display board maintained indicating the name, address, recognition number, validity period of recognition, and Hallmarking charge	

v)	If separate chambers provided for Reception, XRF, Sampling, Fire Assay and Laser Printing																																					
vi)	If Fire safety clearance obtained																																					
vii)	a) Is SPCB consent obtained? b) If yes, validity of consent received b)Date of application made to SPCB(if consent not received) c) If application not made, reason for the same.																																					
viii)	Number of CCTV cameras installed and locations																																					
ix)	If AHC uses the center for any other printing activity.																																					
x)	If the same Laser Marker is used for any printing other than hallmarking																																					
xi)	If any security guard deployed																																					
<b>3</b>	<b>MANPOWER</b>																																					
i)	availability of trained & competent manpower resources <i>Append details as Annex A in the following format:</i>																																					
	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Section</th> <th>Name of Employee</th> <th>Role</th> <th>Qualification</th> <th>Experience</th> <th>Training Received</th> <th>Employed since</th> <th>Monthly remuneration</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Section	Name of Employee	Role	Qualification	Experience	Training Received	Employed since	Monthly remuneration																												
S.No.	Section	Name of Employee	Role	Qualification	Experience	Training Received	Employed since	Monthly remuneration																														
ii)	Whether there has been any change in technical manpower or Centre's Management since previous assessment. Verify competency of manpower by actual work performance and report.																																					
iii)	If the AHC runs in multiple shifts, indicate the number of shifts, duration of the each shift and manpower deployed per shift.	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Shift-1</th> <th>Shift-2</th> <th>Shift-3</th> </tr> </thead> <tbody> <tr> <td>Duration</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Manpower Deployed</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Shift-1	Shift-2	Shift-3	Duration				Manpower Deployed																											
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<b>4</b>	<b>Equipment</b>																																					

i)	Equipment/ Instrument <i>Append details as Annex B in the following format:</i>													
S.No	Name of Equipment	Manufacturer name	Brand name	Model /Type/Make	Serial Number of equipment	Quantity	Range	Least count	Calibration done on	Calibration valid upto	Traceability	Date of purchase	Compatibility with AHC software	Remarks if any
ii)	Whether all test and marking equipment are in working condition., especially with respect to: a) Availability of valid power supply; b) Maintenance and calibration of test equipment, namely XRF machine, weighing balances, furnaces (cupellation, annealing).													
iii)	If calibration has been done by non-NABL accredited laboratory, whether the calibration certificate is traceable to national standards.													
iv)	Whether XRF testing, fire assay and laser marking are being done by competent personnel regularly. Check records.													
v)	a)Whether security system, like CCTV are in operation. b)Whether footage of CCTV for last one month available c) if not reasons for that d) if record available when CCTV did not work													
vi)	Monthly Electricity Bill during last 3 months													
<b>5</b>	<b>Process/ System</b>													
i)	If the software feature for automatic tag generation being used													
ii)	If the XRF is integrated with the system.													
iii)	If the microbalance is integrated with the system.													
iv)	If the feature for editing the weight after fire Assaying being used.													
v)	If the feature for transfer of HUID to the Laser Marker functional.													

vi)	If the software in the Laser Marker has the feature to block the selection of a HUID after it has been selected once.	
vii)	If the numbers of jewellery items received, hallmarked, cuttings and cornets match.	
viii)	Number of mixed lots upto 10 articles received.	
ix)	Number of mixed lots upto 10 articles received from the same jeweller.	
x)	Whether record maintained of 20, 23 and 24 carat of jewellery received and hallmarked.	
xi)	Whether record maintained of white gold articles received and hallmarked	
xii)	If there is any instance of violation of FIFO principle.	
xiii)	Any instance for non-acceptance of jewellery from registered jeweler.	
xiv)	Whether identification and traceability of jewellery maintained at all stages from receipt to delivery.	
xv)	Whether distilled water and other consumables available. Check halides in distilled water.	
xvi)	Whether the Professional Indemnity Insurance and insurance of high value items are under valid status along with the amount for which insurances have been done.	
xvii)	Whether the centre has participated in inter laboratory comparison/proficiency testing programme.	
xviii)	Whether the centre has carried out the Internal Quality Audit/ Management Review meeting	
xix)	Whether jewellery with prohibited markings is accepted for hallmarking	
xx)	Whether any of the terms and conditions violated.	
xxi)	Whether following records are maintained on regular basis? ➤ Stock Register of CRMs <ul style="list-style-type: none"> <li>• Check Gold</li> <li>• Silver</li> <li>• Copper</li> <li>• Lead</li> </ul> ➤ Jeweller's Feedback	

xxii)	Whether XRF machine is checked with certified reference standards of gold/silver.	
xxiii)	Whether sampling plan given in IS 15820 is followed (specially of mix lot) and relevant records are available.	
xxiv)	Assaying a) Whether certified reference materials (CRMs) with purity certificate from Indian Govt. Mint or NABL accredited lab available. b) Whether CRMs are used in assaying and corresponding receipt, consumption records of CRMs are available. c) Whether specified test methods are being followed. d) Whether proof assay cornets are available. Do they tally with lotwise assay record	
xxv)	Hallmarking a) Whether the markings are Legible. b) Is marking done on all removable / detachable parts. c) Whether the sequence of marking is followed.	
xxvi)	Delivery a) Whether articles ready for delivery are all Hallmarked including all removable/ detachable parts. b) Whether cornets of samples assayed lot are available and kept ready for delivery.	
<b>6</b>	<b>TESTING DURING ASSESSMENT</b>	
i)	Whether random samples drawn from the stock of articles available with Hallmark during the visit and testing done. Give details of samples.  (The test report shall be in the format given at DOC.: HM/AHC/F 2.5, Sep 2021). Test Result: Pass/Fail	
ii)	Check corresponding test records of XRF and Fire assay and report vis-à-vis tested results	<u>Record Tested Result</u> <b>XRF</b> i. Fineness ii. Detection of Cd, Ir, Ru, & Os <b>Fire Assay</b> (ppt)

iii)	Whether significant variation is observed between obtained result and available record.	
<b>7</b>	<b>COMPLAINT(S)</b>	
i)	Whether the complaints received, if any, have been resolved.	
<b>8</b>	<b>Deficiencies, if any, shall be communicated through Discrepancy/Variation Report (DOC.:HM/AHC/F 2.4 Sep 2021)</b>	
<b>9</b>	<b>CONCLUSION &amp; RECOMMENDATIONS</b>	

<b>Signature of the Auditor (s) with Date</b>	
<b>Name &amp; Designation</b>	

**Remarks of the Reviewing Officer:**

**BUREAU OF INDIAN STANDARDS****Report on Special Assessment of Assaying & Hallmarking Centre**

1	<b>General</b>	
i)	Name & address of the Assaying and Hallmarking Centre	
ii)	BIS Application/Recognition No.	
iii)	Validity of Recognition	
iv)	Scope of Recognition	
v)	Date of Assessment	
2.	<b>Previous Assessment</b>	
i)	Date(s) of Visit	
ii)	Conclusion & Recommendation	
3.	<b>Purpose of Assessment Visit</b>	
4.	<b>Findings of Assessment</b>	
i)		
ii)		
iii)		
iv)		
4.	<b>TESTING DURING ASSESSMENT</b>	
i)	Give details of samples drawn during the visit and testing done. Test Result: Pass/Fail	
10	<b>Discrepancies, if any, shall be communicated through Discrepancy/Variation report</b>	
11.	<b>CONCLUSION &amp; RECOMMENDATIONS</b>	
<b>Encl:</b>	<b>Signature</b>	
	<b>Name:</b>	
	<b>Designation:</b>	
	<b>Date:</b>	

**BUREAU OF INDIAN STANDARDS  
DISCREPANCY/VARIATION REPORT ISSUED DURING  
ASSESSMENT OF ASSAYING & HALLMARKING CENTRE (DVR)**

1.	Name and Address of Assaying & Hallmarking Centre	
2.	Application/Recognition No.	
3.	Date(s) of Assessment:	

4.	Clause. of IS 15820/ Terms & Conditions Violated	Details of Discrepancy/variation observed (Applicable objective evidence shall be enclosed. Additional sheet(s) of this format, numbering each page shall be used. Each page shall be signed by Auditor(s) & Centre's representative). Plain paper shall not be used.
(i)		
(ii)		
(iii)		
5.	Remarks/Comments by Assaying & Hallmarking Centre:	

Signature of Centre's Representative:		Signature of Auditor	
Name & Designation		Name & Designation	
Date		Date:	



**BUREAU OF INDIAN STANDARDS****TEST REPORT AS PER IS 1418:2009/IS 2113:2014 (IS shall be read with latest amendment)**

1	Date(s) of test						
2	Name of A&H Centre & Recognition No / Application No.						
3	Source of sample (Give details of lot from which sample has been drawn)						
4	Description of sample with quantity and weight						
5	Tested/declared fineness						
6	XRF Tests done (2 lots of different articles with each lot having 05 articles minimum)						
	Sl.No	Particulars of the sample	Result				
			Fineness	Cd	Ir	Ru	Os
	<b>Results enclosed in a separate sheet</b>						
7	Assay (1 sample each from two different lots specified at Sl. No 6 above, in duplicate)						
	Sl.No	Particulars of the sample	Fineness (ppt)				
			No.1		No.2		Average
	1						
	2						
8	Remarks						
9	Tested by		Witnessed by BIS Auditor				
	Signature		Signature				
	Name & Designation		Name & Designation				

**Note:**

1. During the initial/renewal assessment, two lots as above shall have to be assessed being the informed visit. However during renewal, hallmarked jewellery of two lots as above (hallmarked by that centre) shall be assayed being the informed visit.
2. During the surveillance assessment, the available hallmarked lot may be subjected for assaying.

**XRF RESULTS**

**LOT 1**

SI.No.	Particulars of the sample	Result					
		Fineness in ppt	Cd	Ir	Ru	Os	Pb
1)							
2)							
3)							
4)							
5)							

**LOT 2**

SI.No.	Particulars of the sample	Result					
		Fineness in ppt	Cd	Ir	Ru	Os	Pb
1)							
2)							
3)							
4)							
5)							

Tested by	Witnessed by
Signature	Signature
Name & Designation	Name & Designation