

भारतीय मानक ब्यूरो

केन्द्रीय मुहर विभाग-3

हमारा संदर्भ: के मु वि – ३ / 16: IS 10613/CoC

16 अगस्त 2021

विषय: योजना-IV के अनुसार Requirement of Retro-Reflective Devices for Bicycles के लिए Manakonline के माध्यम से अनुरूपता प्रमाणपत्र प्रदान हेतु दिशा निर्देश

सभी क्षेत्रीय/शाखा कार्यालयों से अनुरोध है की संलग्न दिशा निर्देशों का तत्काल परिपालन सुनिश्चित करें

(राकेश कुमार)
वैज्ञानिक डी

प्रमुख (के मु वि – ३)

सभी क्षेत्रीय एवं शाखा कार्यालयों को इंटरनेट के माध्यम से परिचालित

BUREAU OF INDIAN STANDARDS

CENTRAL MARKS DEPARTMENT-3

Our Ref: CMD-III/16: IS 10613/CoC

16 Aug 2021

Subject: Guidelines for Grant of Certificate of Conformity (as per Scheme IV) for Requirement of Retro-Reflective Devices for Bicycles using existing module in Manakonline for Grant of Licence as per Scheme I

ROs/BOs may please consider the attached circular for immediate compliance.

(Rakesh Kumar)
Scientist D

Head CMD-III

Circulated to ROs/BOs through BIS intranet

BUREAU OF INDIAN STANDARDS

CENTRAL MARKS DEPARTMENT-III

Our Ref: CMD-III/16: IS 10613/CoC

16 Aug 2021

Subject: Guidelines for Grant of Certificate of Conformity (as per Scheme IV) for Requirement of Retro-Reflective Devices for Bicycles using existing module in Manakonline for Grant of Licence as per Scheme I

1. This is with reference to the above.
2. As per the Bicycles- Retro Reflective Devices (Quality Control) Order, 2021 issued by Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry Requirement of Retro-Reflective Devices for Bicycles will be coming under mandatory BIS certification w.e.f **01 Jan 2022**.
3. It has been decided to use manakonline to process applications for grant of CoC. In order to facilitate the grant of CoC using manakonline, following actions have been taken by CMD-III:
 - i) The following standard has been mapped in the standard master of Manakonline representing the product for which CoC is to be granted:

S. No.	Product	Standard Number
1.	Requirement of Retro-Reflective Devices for Bicycles	IS 10616:1983

It may be noted that IS 10616: 1983 has been mapped in the Standard Master of Manak Online in order to only facilitate submission of applications for grant of CoC through the existing Manak Online module and No licence is to be granted for use of Standard Mark on the Product as per IS 10616: 1983.

Only a Certificate of Conformity as per Form VIII (Refer clause (a) of sub-paragraph (5) of paragraph 3) of Scheme IV of BIS Conformity Assessment Regulations is to be issued for Requirement of Retro-Reflective Devices for Bicycles

- ii) The Inspection and Testing Plan (ITP) issued by CMD-III along with the product specific guidelines on 27 Nov 2020 has been uploaded in the STI Master for the above product.
- iii) Since there is no marking fee/unit rate in case of CoC, only a CoC Fee of Rs 50,000 with 20% discount to MSMEs, CMD-III has entered LS Minimum Marking Fee as Rs 50,000/- and MSME Minimum Marking Fee as Rs 40,000/- with Unit Rate as Rs 0.000001 per 1000 Pieces in the Marking Fee Master (This will ensure that marking fee on the basis of unit rate will exceed minimum marking fee only if annual production volume is in excess of 50,00,00,00,000, 000 pcs For LS and 40,00,00,00,000, 000 pcs For MSME which is unlikely in practice).

4. Furthermore, a set of guidelines have been framed to facilitate processing of applications for grant of CoC using manakonline for Requirement of Retro-Reflective Devices for Bicycles.
 - i) Guidelines on submission of applications by manufacturers are enclosed at **Annex-1** for kind reference and circulation to manufacturers.
 - ii) Guidelines for processing of applications by BIS Certification Officers are enclosed at **Annex-2** for kind reference.
5. These guidelines are to be read in conjunction with the Guidelines for grant of Certificate of Conformity as per Scheme-IV issued vide CMD-I Circular No. CMD-I/2:16:1 dated 08 May 2019 as well as the Product Specific Guidelines issued for grant of CoC for this product vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.
6. BOs are advised to bring the above information to the notice of all manufacturers with a request to apply for CoC and also process applications for grant of CoC using Manakonline on priority basis. BOs are also advised to familiarize the applicants with the methodology as detailed in Annex 1 so that applicants face no difficulty in submission of applications.

(Rakesh Kumar)
Scientist D

Head CMD-III

DDG (Certification)

Circulated to ROs/BOs through BIS intranet and e mail

Annex 1

Guidelines for submission of application for grant of COC for Requirement of Retro-Reflective Devices for Bicycles using manakonline on provisional basis

FOR MANUFACTURERS

- Please do not use “Google Chrome”: Use Mozilla Firefox/Microsoft Edge for Manakonline

Step 1: Create Login On Manakonline

Go to www.manakonline.in , click on the panel titled “Conformity Assessment (manakonline)”

On the login page, Click on “create an account”, in order to create an account on Manakonline, the BIS application portal (If account already exists this step is not required)

After logging in, click on the tile for “product certification” and then on Apply for a licence in order to submit an application through this account.

Step 2 : Provide basic information about firm and factory

Follow the on screen instructions to provide the required information including General info – Registration Details, Factory Details, Office Details, management details, correspondence details etc.

Step 3 : Provide manufacturing unit related information

Please provide the following information:

- i) Choose the Indian Standard as **IS 10616:1983**.
 - Enter the variety of product(s) for which CoC is being applied as “Requirement of Retro-Reflective Devices for Bicycles”.
- ii) **Choose option 1 (normal procedure) only**
- iii) Download the forms for declaration of manufacturing machinery, testing equipment and upload the same after providing the details of installed manufacturing machinery and testing equipment in the prescribed formats.
In case no specific manufacturing and testing facility is required, a “Not Applicable” statement may be entered in all the fields of the list of manufacturing machinery and test equipment.
- iv) Accept the undertakings

- v) Submit Self-Evaluation Cum Verification report (SEVR) in the prescribed form
(Also see the Product Specific guidelines for directions on filling the SEVR.)
- vi) Enter the brand details of your product and accept the undertaking
- vii) Upload all other required documents i.e.
 - DIC Registration Proof, Firm Address Proof, Factory Address Proof,
 - Document establishing Legal Identity of the firm (Registration as a Firm, Partnership Deed, Certificate of Incorporation etc), Where Applicable,
 - General Undertaking/Declaration,
 - Process Flow Chart Showing Complete Manufacturing Process (from Procurement of Raw Material / Components to the Storage of Finished Products.)
In case no specific process flow is required to be given, upload a blank document indicating "Not applicable".
 - Location Plan of the factory from the Nearest Airport / Railway Station / Landmark,
 - Test Report (S) of The Product (in house test report is also acceptable),
 - Layout Plan,
 - Copies of Certificates of Qualification of Quality Control Personnel,
 - Copies of Test Certificates of Raw Material (ISI Marked Reflectors and proof of purchase of the same indicating traceability),
 - Copies of Calibration Certificates of Testing equipment
If No specific calibration certificate is required to be given, upload a blank document indicating "Not applicable".

Note: in case any document is unavailable please upload a pdf giving the reason as to why it is unavailable

Step 4: Submit Application Fee, Inspection Fee and Advance CoC Fee

Submit the following fee through the payment gateway
 Application Fee – Rs 1000/-
 Inspection Fee – Rs 7000/-
 Advance CoC Fee (50% of CoC Fee) – Rs 25000/- for Large Scale and Rs 20000/- for MSME Plus tax (GST of 18%)

Step 5: Submit Product Specific Documents through Communication Window

Submit the following documents as pdfs through communication window:

- i) List of BIS licensed manufacturers from whom BIS standard marked Reflectors (as per IS/ISO 6742 (Part 2):2015) is being procured indicating name, address, BIS licence number and validity date of licence.
- ii) Undertaking in Form B as per Product Specific Guidelines issued vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.
- iii) Name, address, and contact details (phone number, email address) of the consignees/ Distributors/dealers/sub-dealers.
- iv) Declaration of the products for which CoC is being applied for in the format as given below:

Sl. No	PRODUCT	SCOPE/ REQUIREMENTS
1	Requirement for Retro-reflective devices for Bicycles	Essential Requirement for Retro-reflective devices for Bicycles as per Clause 4.14 of IS 10613: 2014 "Cycles – Safety requirements for bicycles"

Step 6: Address any queries raised by BIS

- i. Once application is registered an application number is generated.
- ii. Please check your communication window in the Manakonline Portal & if BIS has raised any queries, respond to the same immediately and address all queries.

Step 7: Confirm date for factory inspection

Once BIS has confirmed the application, and requests to you to inform your readiness for factory inspection, please confirm readiness for visit on the earliest possible date within 10 days of submission of application.

Step 8: During Factory Inspection

On the day of the inspection ensure that

- i. All material in factory is labeled properly including raw material. Scrap must be only kept in scrap section clearly demarcated for identification.

All non-BIS material for export purpose must also be demarcated and kept separately.

- ii. For other details, please see the Guidelines for grant of CoC issued vide vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.
- iii. BIS standard marked (ISI Marked) Reflectors is available for inspection by BIS along with relevant documents for the same.
- iv. The Inspection and Testing Plan to be followed by you is discussed and communicated to the BIS Certification Officer (Suggested inspection and testing plan is given in the product specific guidelines).

Step 9: Complete follow up actions, if any, arising out of Factory Inspection

During the inspection if BIS Certification Officer raises any queries, the applicant must address those queries immediately and submit confirmation in writing to BIS through the Manakonline Communication Window.

Step 10: Make Payment and Obtain BIS Certificate of Conformity

You will be informed to submit the remaining Certificate of Conformity Fee once it is decided to grant the CoC by BIS. Payment must be made immediately.

Step 11: After grant of COC

- i. After grant of COC, you are required to follow the Inspection and Testing Plan agreed upon and the terms & conditions of the CoC.
- ii. BIS conducts factory and market surveillance activities after grant of COC. Please extend all possible cooperation/assistance to BIS officers or BIS Authorized Agencies during surveillance activities. For guidelines on Surveillance, please see the guidelines issued vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.

Annex 2

Guidelines for processing of application for grant of CoC for Requirement for Retro-reflective devices for Bicycles using manakonline on provisional basis

FOR BIS BRANCH OFFICES

1. The method of processing applications for grant of CoC shall be the same as that followed for grant of licence with the following notable exceptions:
 - i) Applications shall be processed only under option 1 (normal procedure) on factory testing basis. (No requirement for submission of lab test report).
 - ii) Although an in-house test report of the product is to be submitted with the application, **this is to be noted for information only and compliance to any specific parameters must not be insisted upon during application scrutiny.**
 - iii) **It may be noted that although a process flow chart, list of manufacturing machinery and test equipment is to be submitted along with calibration details, availability of any specific manufacturing machinery and test equipment or their calibration and process flow chart shall not be insisted upon as the same may not be required in most of the cases.**
 - iv) BO to follow product specific guidelines issued vide CMD-III Circular No. CMD-3/16: IS 10613/CoC dated 27 Nov 2020.
 - v) The suggested Inspection and Testing Plan (ITP) given in the product specific guidelines shall be discussed with the applicant during factory visit and if accepted, his acceptance shall be obtained and enclosed with the Inspection report. The manufacturer may also define his own Inspection and Testing Plan as per the prescribed format provided it serves the intended purpose and may submit the same to BIS. The BIS certification officer shall enclose the accepted ITP with his report.
 - vi) The Grant of licence letter and the Licence document generated by Manakonline shall be edited and recast in the format given in the BIS (Conformity Assessment) Regulations, 2018. The Certificate of Conformity Number shall be the same as the system generated licence number. The format is reproduced at **Appendix A** below for reference and use.

APPENDIX A

Form - VIII

(Refer clause (a) of sub-paragraph (5) of paragraph 3 of Scheme IV)

Bureau of Indian Standards

Certificate of Conformity

Certificate of Conformity No. _____

By virtue of the power conferred on it by the Bureau of Indian Standards Act, 2016 (11 of 2016) the Bureau hereby grants to

M/s

(hereinafter called 'the Holder of Certificate) this Certificate of Conformity for the product set out in the first column of the Schedule hereto, upon or in respect of the scope set out in the second column of the said Schedule which is manufactured in accordance with/conforms to the specified requirement(s) referred to in the second column of the said Schedule as from time to time amended or revised.

2. This Certificate of Conformity carries obligations on part of the holder of certificate as conditions of Certificate of Conformity which are given in Annexure attached herewith. This certificate shall be valid for the Name, Factory Address and period as mentioned in the Schedule and may be renewed as prescribed in the scheme.

SCHEDULE

(Certificate of conformity No _____)

Name

Factory Address

Validity from to

Product	Scope of certificate of conformity
(1)	(2)
Requirement for Retro-reflective devices for Bicycles	Essential Requirement for Retro-reflective devices for Bicycles as per Clause 4.14 of IS 10613: 2014 “Cycles – Safety requirements for bicycles”

Signed, Sealed and Dated this day of month of year

For Bureau of Indian Standards

Name and signature of designated authority

Annexure

(Certificate of Conformity No. _____)

Conditions of the certificate of Conformity

- (1) The holder of certificate of conformity shall be responsible for the conformity of the goods, article, process, system or service to specified requirements in relation to which certificate of conformity is issued.
- (2) The holder of certificate of conformity shall not use the certificate of conformity in relation to goods, articles, process, system or service which are non-conforming or outside the scope of the certificate of conformity.
- (3) Certificate of conformity shall not be used in relation to any goods, article, process, system or service during deferment or suspension, or, after expiry or cancellation of the certificate of conformity.
- (4) The holder of certificate of conformity shall comply with the provisions of the conformity assessment scheme under which certificate of conformity is granted, including labelling and marking requirements.
- (5) The holder of certificate of conformity shall maintain records as specified by the Bureau from time to time.
- (6) The holder of certificate of conformity shall provide the Bureau all assistance in connection with carrying out inspection or audit at its premises.
- (7) The holder of certificate of conformity shall provide information relating to production covered under certificate of conformity as and when it is required by the Bureau.
- (8) If the certificate of conformity is granted in relation to goods or articles, the holder of certificate of conformity shall provide the list of consignees, distributors, dealers or retailers to whom goods or articles under certificate of conformity is supplied.
- (9) The certificate of conformity shall not be transferred to any person without prior approval of the Bureau.
- (10) If a complaint regarding quality of any goods, article, process, system or service covered under certificate of conformity is established, the holder of certificate of conformity shall take suitable corrective actions so as to eliminate recurrence of such complaints in future.
- (11) The Bureau shall have the right to amend any of the conditions of certificate of conformity by giving a notice of at least one month to the holder of certificate of conformity.