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भारतीय मानक ब्यूरो

केंद्रीय मुहर विभाग-2

संदर्भ: कें.मु.वि-2/16:9873

13 08 2021

विषय: लाइसेंसधारकों के लिए Dos and Don'ts

खिलौना उद्योग के अनुरोध के अनुसार, बीआईएस लाइसेंसधारियों के **Dos and Don'ts** की एक सूची तैयार की गई है और सभी की जानकारी के लिए परिचालित की गई है।

(आदित्य दास)
वैज्ञानिक-डी

प्रमुख, (कें.मु.वि.-2)

उपमहानिदेशक(प्रमाणन)

सभी की भा मा ब्यूरो वेबसाइट के माध्यम से संचालित- लाइसेंसधारियों के ध्यान में लाने के अनुरोध के साथ

क्षेत्रीय/शाखा कार्यालयों/FMCD को intranet माध्यम से परिचालित

BUREAU OF INDIAN STANDARDS

CENTRAL MARKS DEPARTMENT-2

Our Ref: CMD-2/16:9873

13 08 2021

Subject: Dos and Don'ts for BIS licensees

As per the request of the toy industry, a list of **Dos and Don'ts** for BIS licensees has been prepared and is circulated for information of all.

Aditya Das
Scientist D

Head CMD-2

DDG (Certification)

Circulated to all through BIS website

Copy to: **BIS ROs/BOs/FMCD through BIS intranet** - with a request to bring to the attention of licensees

DOS AND DON'TS FOR BIS LICENSEES

Once You Get The Licence, Please Ensure That You Comply With The Following Dos And Don'ts

DOS

- (1) **Do** use BIS Standard Mark only on products which conform to the applicable Indian Standard(s) and only on varieties which are covered in the scope of your licence.
- (2) **Do** comply with the provisions of the conformity assessment scheme and Scheme of Testing and Inspection for the product, including labelling and marking requirements and the manner of applying BIS Standard Mark.
- (3) **Do** ensure availability of qualified and competent testing personnel and calibrated testing equipment in the manufacturing premises (or Common Cluster Based Test Facility).
- (4) **Do** conduct regular testing and maintain records as specified by the Bureau as per the given/approved Scheme of Inspection and testing (SIT).
- (5) **Do** ensure that the design of Standard Mark is identical to the facsimile given in the licence. (The photographic enlargement or reduction of the Standard Mark may also be used, unless otherwise specified by the Bureau).
- (6) **Do** provide all assistance to BIS Officers or BIS authorized agents, in connection with carrying out inspection or audit at the licensed premises and make all records available for inspection.
- (7) **Do** submit renewal application and fees at least 2 months prior to the date of validity of the licence but not later than the date of validity. If renewal applied after date of validity, then it should be accompanied with late fee of Rs 5000.
- (8) **Do** inform BIS whenever there is any change in the quality control personnel, manufacturing process, testing or manufacturing machinery.
- (9) **Do** inform BIS in case there is relocation of the manufacturing unit or major manufacturing machinery and impose self-suspension of licence.

- (10) **Do** repair or replace or reprocess the standard marked product, if a complaint regarding quality of product bearing Standard Mark is established, and direction is received from BIS to repair or replace or reprocess the standard marked products.
- (11) **Do** Use **Only** Manakonline Dashboard and Communication Window to communicate with BIS and share all required information with respect to the licence, unless otherwise requested by BIS officer(s).
- (12) **Do** read and understand the terms and conditions of BIS licence and adhere by them. The Bureau shall have the right to amend any of the conditions of licence by giving a notice of not less than one month to the licensee.

DON'TS

- (13) **Don't** use BIS Standard Mark on products which are non-conforming or not covered in the scope of your licence
- (14) **Don't** use the BIS Standard Mark on marketing material, stationery or any other material/product other than the product for which licence has been granted by BIS.
- (15) **Don't** use the BIS Standard Mark on the product in case testing personnel are unavailable, testing equipment is out of order or without valid calibration or if test records are not complete and up to date.
- (16) **Don't** use BIS Standard Mark on product **during deferment or suspension, or, after expiry or cancellation of the licence.**
- (17) **Don't** use BIS Standard Mark on the product in case of relocation to the new premises till verification of the new premises by BIS and grant of permission by BIS to resume the use of BIS Standard Mark at the new premises (revocation of suspension).
- (18) **Don't** transfer the licence to any person without approval of the Bureau.