

केन्द्रीय मुहर विभाग - III

हमारा संदर्भ- केन्द्रीय मुहर विभाग-3/16: भा मा3196 (भाग 1)

26 फरवरी 2021

विषय: LPG सिलिन्डर के लाट निरीक्षण के लिए मानक संचालन प्रक्रिया

सभी शाखा कार्यालयों से आग्रह है कि संलग्न गाइडलाइन का अनुपालन तत्काल प्रभाव से सुनिश्चित करें।

(राकेश कुमार)

वैज्ञानिक 'डी' (के मु वि III)

प्रमुख (के मु वि III)

सभी क्षेत्रीय/शाखा कार्यालय

CENTRAL MARKS DEPARTMENT-III

Our Ref: CMD-III/16: IS 3196 (Part 1)

26 Feb 2021

Subject: Standard Operating Procedure (SOP) for Lot Inspection of LPG Cylinders as per IS 3196 (Part 1)

This has reference to the subject mentioned above.

BOs may kindly ensure implementation of the attached guidelines with immediate effect.

(Rakesh Kumar)
Scientist 'D' (CMD III)

Head (CMD - III)

Circulated to: All ROs/BOs

BUREAU OF INDIAN STANDARDS
CENTRAL MARKS DEPARTMENT III

Our Ref: CMD III/ 16: IS 3196 (Part 1)

26 Feb 2021

Sub: Standard Operating Procedure (SOP) for Lot Inspection of LPG Cylinders as per IS 3196 (Part 1)

1. This has reference to the subject mentioned above.
2. In order to further streamline the process of lot inspections of LPG Cylinders, it has been decided to introduce a Standard Operating Procedure (SOP) based on the prevailing guidelines for lot inspection. In this regard, BOs may please find attached following documents:
 - a) SOP for Lot Inspection of LPG Cylinders.
 - b) Verification of compliance to SOP.
3. As regards the actions to be taken by licensees as per the SOP, BOs shall communicate the same to all licensees for implementation w.e.f. 01 March 2021.
4. The matter on SOP is being taken up with ITSD/CDAC to make necessary provisions in manakonline for the relevant sections. Till such time these provisions are made live in manakonline, Lot-wise details as per the Annexure of SOP shall be sent by licensees through communication window of manakonline. The report of verification of compliance of SOP shall be filled by the IO in hard copy and uploaded on manakonline.
5. All BOs are advised to ensure implementation of the above.
6. DDGRs/ Head (BOs) are requested to monitor implementation of SOP for ensuring compliance by licensees and IOs.
7. This issues with the approval of DG, BIS.

(Rakesh Kumar)
Sc D

H(CMD-III)
DDG (Certification)

Circulated to All ROs/BOs through e mail and Intranet

BUREAU OF INDIAN STANDARDS

Standard Operating Procedure (SOP) for Lot Inspection of LPG Cylinders as per IS 3196 (Part 1)

Sl. No.	Activity	Responsibility
1.	SAMPLE SELECTION	
a)	<ul style="list-style-type: none">Request for Lot Inspection shall be made through Manakonline Portal preferably one day in advance or latest by the morning of the day of lot inspection.The request shall include lot-wise details of LPG Cylinders such as Batch Number, Size (Quantity), Water Capacity, Serial Numbers etc. intended to be offered for inspection (as per the format given in Annexure).To ensure that the offered batches have undergone all the activities including Heat Treatment, Hydrostatic Test, Tare Weight Measurement, Pneumatic Leakage Test etc. before the inspection.Lot Inspection Charges shall be paid through Manakonline Portal.	Licensee
b)	<ul style="list-style-type: none">Allotment of Lot Inspection shall be made through Manakonline	Head (BO)
c)	<ul style="list-style-type: none">Verification of Receipt of Lot Inspection Charges.	IO
d)	<ul style="list-style-type: none">Identify the serial numbers of LPG Cylinders for Acceptance Tests (A/T) and Burst Test (B/T).Communicate the serial numbers of identified cylinders to the licensee through Manakonline so that the licensee gets ample time to locate and segregate these cylinders from the stock.The identified cylinders shall be offered to the Officer during visit for its verification and proper marking/identification in his presence for further testing.	IO IO Licensee

2.	VERIFICATION OF BATCHES	
a)	<ul style="list-style-type: none"> The authenticity of the information provided by the Licensee regarding completion of various activities w.r.t the batches offered for lot inspection shall be ensured at the time of inspection. During the visit for Lot Inspection, ongoing activities at various stages shall be verified to ensure that all manufacturing and testing processes for the batches offered by the licensee have been completed. 	IO
b)	<ul style="list-style-type: none"> Ensure that the cylinders offered for lot inspection are stored/stacked batch wise without mix up. 	Licensee
c)	<ul style="list-style-type: none"> Perform physical verification of the offered batches w.r.t the Batch Numbers, Size (Quantity), Water Capacity etc. Mixing up of batches shall not be permitted. Verify whether the cylinders of different batches are stored as distinctly identifiable and not mixed up. 	IO
d)	<ul style="list-style-type: none"> Verify the Serial Numbers of the cylinders selected for AT and BT. 	IO
e)	<ul style="list-style-type: none"> Each of the test specimens prepared for AT shall be properly marked/ identified with indelible permanent marker. Proper marking/ identification of test specimens shall be verified. 	Licensee IO
f)	<ul style="list-style-type: none"> While carrying out tensile test, it shall be ensured that the UTM has provision to plot graph. In order to ensure proper correlation of graph with the test results, IO shall sign on the graph immediately after completion of tensile test along with Batch Number, Serial Number and Type of Test Specimen. 	IO
g)	<ul style="list-style-type: none"> Record of photographs of BT cylinder showing the serial number on the stay plate and the burst portion shall be maintained. 	Licensee
3.	SUBMISSION OF LOT INSPECTION REPORT	
a)	Lot inspection report as per the format provided in the Product Manual shall be prepared during the lot inspection at the factory premises.	IO
b)	Lot Inspection details shall be submitted by the IO in Manakonline Portal, along with the scanned copies of the test certificates issued during the Lot Inspection, Lot Inspection Report and Log Sheet as per Product Manual preferably on the same day.	IO
c)	<p>All rejections (cylinders/shells/process rejections etc.) shall be deshaped fortnightly in the presence of IO and entered in the deshaping record.</p> <p>The deshaping records shall be duly signed.</p>	Licensee Licensee/ IO

BUREAU OF INDIAN STANDARDS

Verification of Compliance to Standard Operating Procedure (SoP) for Lot Inspection of LPG Cylinders as per IS 3196 (Part 1)

Name of the unit-

Licence Number-

Batch Numbers-

Date of lot inspection-

Inspection lot numbers-

Sl. No.	Activity	Verification
a)	<ul style="list-style-type: none">Whether the serial numbers of identified cylinders were communicated to the licensee through Manakonline so that the licensee gets ample time to locate and segregate these cylinders from the stock.	Yes/No
b)	<ul style="list-style-type: none">For the lots taken up by the Officer for lot inspection on the date of visit, whether the stage records indicate that all the stages were already completed.During stage auditing of manufacturing process on the date of visit, whether cylinders of the lots taken up by the Officer for lot inspection were still under process at any of the manufacturing stages.	Yes/No
c)	<ul style="list-style-type: none">Whether the Serial Numbers of the cylinders for AT and BT were verified at the time of visit before taking up specimen preparation by the licensee.	Yes/No
d)	<ul style="list-style-type: none">Whether the cylinders of different batches taken up for inspection are stored as distinctly identifiable and not mixed up.	Yes/No
e)	<ul style="list-style-type: none">Whether the physical verification of the offered batches indicate that the batches taken up for lot inspection are complete w.r.t its Size (Quantity)	Yes/No
f)	<ul style="list-style-type: none">Whether the graphs are signed immediately after completion of tensile test along with Batch Number, Serial Number and Type of Test Specimen.	Yes/No

Signature:

Name and Designation of IO: