

टीएनएमडी

संदर्भ: टीएनएमडी/एसपी/4:3

13 मई 2022

विषय: एक्सपोजर विजिट पर अच्छे आचार हेतु दिशा निर्देश

भारतीय मानक ब्यूरो के सभी विभागों/क्षेत्रीय कार्यालयों/शाखा कार्यालयों/ प्रयोगशालाओं से अनुरोध है कि उपरोक्त विषय से सम्बंधित सलंगन प्रपत्र का अनुपालन हेतु अवलोकन करें ।

(नवीन)

अनु. अधि. (टीएनएमडी)

प्रमुख (टीएनएमडी)

इंट्रानेट के माध्यम से ब्यूरो के सभी विभागों क्षेत्रीय/कार्यालयों/शाखा/ कार्यालयों/प्रयोगशालाओं को परिचालित

TNMD

Ref: TNMD/SP/4:3

13 May 2022

Subject: Guidelines for Good Practices on Exposure Visits

All Department at HQs/ ROs/BOs/Labs may kindly see the attached circular on the subject mentioned above for compliance.

(Navin)

SO (TNMD)

Head (TNMD)

Circulated to All Departments at HQs/ROs/BOs/Labs (Through Intranet)

Guidelines for Good Practices on Exposure Visits

1. Introduction

Bureau of Indian Standards being the National Standards Body of the country discharges multitude of functions and services for enhancing the quality ecosystem in the Country. The activities of BIS include standards formulation at national and international level, conformity assessments schemes (Product Certification, Systems Certification, Registration and Hallmarking) testing and training. All these activities are carried out through their network of headquarters, regional and branch office and labs spread throughout the country.

The various stakeholders of BIS visit BIS offices regularly, particularly the Industries seeking and operating certification license and members of technical committees for participating in committee meetings. The stakeholders also come to Labs & NITS for attending many programs including training programs.

Through the recent initiatives BIS has undertaken extensive renovation of its premises with one of the aims to project it as a learning space. Towards this objective, informative materials have been displayed covering the journey of BIS, Certification processes, Standards under Mandatory certification, e-BIS etc. In the laboratory premises, details of important equipment and their working are displayed. In the lounge and visiting area, videos and films are run on BIS activities and technical departments. The laboratories also serve as means of providing learning experience through demonstration of testing activities.

As standards and quality are important in all sectors of the economy, enterprises involved in manufacturing, services and also the users get the benefits of BIS activities. It is also important to familiarize the students of educational institutions about these concepts to enable them to contribute effectively and qualitatively in their future work, as young entrepreneurs or as a part of manufacturing or service providers. Towards this objective, BIS has initiated the formation of Standards Clubs in Schools and Colleges throughout the Country. The student members of these Clubs could also benefit through exposure visits to BIS for a glimpse into the functioning of BIS as the National Standards Body and witness the activities related to standardization and testing.

BIS Offices and labs have already started organizing exposure visits for identified stakeholders covering the students, teachers and industry personnel to BIS offices and laboratories and also

availing the facilities of existing licensees and recognized outside laboratories. Broad guidelines for conducting exposure visit are being given herewith based on the good experiences of such programmes already done recently:

2. Objectives

- i) To familiarize the students on science behind the standards and its use in day to day life and to expose the Industry about Standard Testing Procedure
- ii) To familiarize students, teachers and industry and other personnel with the activities of BIS as the National Standardization Body of India.
- iii) To emphasize on the importance of Standards and imbibe quality consciousness.
- iv) Make students and industry personnel familiar with the BIS Website, its features and BIS Care App.
- v) To introduce students and industry personnel to the certification and standard formulation process at BIS.
- vi) To demonstrate openness and stakeholder-friendly approach of BIS

3. Target Groups for Exposure Visits

By creating the BIS Office & Laboratory premises as learning spaces, every visitor to BIS is exposed to the vast information displayed and the videos/films being run therein. However, in order to maximize the gains from such learning spaces, it is desirable that targeted groups are invited for exposure visit. Some of the identified groups are

- i) Students and Teachers of Educational Institutions
- ii) Industry Personnel (Licensees, Applicants and Others, including service providers & traders)

4. Activities during Exposure visits

BIS Offices and Labs may form a schedule based on the list of activities such as:

- i) Memory Wall Display and Elaboration
- ii) Product Exhibition (Varieties, Conforming/non-conforming, Genuine/spurious etc.)
- iii) Testing Demonstration
- iv) Knowledge Sharing Sessions
- v) Competition and Quizzes

vi) Q&A and Feedback Session

5. **Planning and Organizing Exposure Visits**

- i. The planning and groundwork required for the Exposure Visit is to be done by the SPO under the guidance of a Scientific Officer and overall direction and supervision of the Head (BO/Lab)
- ii. No. of participants should be limited to around 25 participants in single batch. In case of a greater number of participants another batch should be formed and accordingly another officer could be engaged with group to make programme effective
- iii. BOs/Lab(s) to conduct at least one visit every fortnightly
- iv. If required, provision for transport may be made by concerned BOs/Labs
- v. BOs/Labs should also make provision for refreshment to the participants during exposure visit

vi. **Exposure visit for Students and Teachers of Educational Institution: -**

- a) Schools/Colleges to be identified for inviting the participants for the visits to BIS Offices and Labs. Preference to be given to the students of Standards Clubs formed by School/Colleges. In case Exposure visit is organized at some industries for the members of the Standards Clubs then students may be encouraged to first access the relevant Standards(s) and do a preliminary study.
- b) Depending upon the group for the exposure visit, BIS Office/Lab to identify additional locations for exposure visit as BIS Licensees, BIS Lab/Recognized Lab etc.
- c) Generally, half-day each for Office and Industry/Lab visit could be adequate, if the exposure visit has to involve both.
- d) During first half day of the day following activities to be carried out at BO/Lab:
 - ❖ Dissemination of info about BIS, its main activities including Standardization (Know Your Standards, its benefits, uses in Industries/Research, Formulations of Standards, Type of Standards etc.), Product Exhibition (Varieties, Conforming/non-conforming, Genuine/spurious etc.), Certification Activities, and common testing procedures in various products (like Dimension, Tensile, Conductor Resistance, pH, Turbidity, TDS test etc.) and its benefits.

- For the above activities BOs should identify the BIS officials who would give the narrative and presentations to the participant and discussions can be held by Scientific Officers.
- General presentation on BIS Talks Films, Videos, BIS care App etc. may be done by SPO.
- e) During second half of the day participant visit of Industries/BIS Lab where they can witness the implementation of Standards, manufacturing procedure, testing of products as per Indian Standards etc.
- f) For Exposure visits by Students, a Quiz may be held covering questions on Standards and quality as relatable by them and covering subjects depicted in the wall display material and explained by the BIS personnel. Winner should be declared on same day along with prize distribution ceremony.
- g) Q&A and Feedback Session

vii. Planning and Organizing Exposure Visits for Industries Personnel: -

- a) Industry Personnel (Licensees, Applicants and Others, including service providers & traders) should be identified by BOs/Lab(s) for the purpose of exposure visit. Exposure visit for industries personnel should be planned for a specific industries sector.
- b) During first half day of the day following activities to be carried out at BO/Lab:
 - ❖ Standardization Activities: - Know Your Standards, its benefits, uses in Industries/Research etc., Formulations of Standards, Type of Standards etc.
 - ❖ Certification Activities: - Manakonline, Procedure for Grant of License, Market/Factory Surveillance, Various procedure for operation of license i.e. Suspension, Renewal, Expiry, Cancellation etc., Product Manual, SIT, Raw Materials (if anything specific), Marking Fee etc.
 - ❖ Testing Activities: - Testing equipment and procedure, Calibration of Testing equipment, LIMS, LQMS etc.
- For the above activities BOs should identify the BIS officials who would give the narrative and presentations to the participant and discussions can be held by Scientific Officers.
- General presentation on BIS Talks Films, Videos, BIS care App etc. may be done by SPO.

- c) During second half of the day participant visit to Industries/BIS Lab where they can witness the implementation of Standards and SIT, Manufacturing Procedure, Testing of Products as per Indian Standards etc.
- d) Q&A and Feedback Session

6. Concluding and Post-Exposure Visit Activities

- i) The winners of the quiz/competitions may be felicitated suitably.
- ii) Certificate of Participation and token Memorabilia may be issued to all the participants. The memorabilia could be like Pen, Keychain, Fridge Magnets, water bottles, Mugs, other stationery etc carrying the BIS logo & Standards Mark.
- iii) A formal feedback may also be taken from the participants.
- iv) Group photograph should also be taken and shared with the educational institution/industry etc. The Exposure visit could also be covered through video which could also be shared with the participants.
- v) Photographs and videos should be posted on the BOs website and also on Manak Manch.
- vi) A detailed report of the completed exposure visit should be promptly submitted on the Consumer Engagement Portal along with photographs and videos of the program.

7. Expenditure

Expenditure for conducting exposure visits should be incurred from the budget under Standards Promotion Activities allocated to BOs/Labs from time to time.

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