

केन्द्रीय मुहर विभाग - III

हमारा संदर्भ- केन्द्रीय मुहर विभाग-3/16: IS 10613/ CoC

27 11 2020

विषय: बाईसाइकिल रेट्रो रेफलेक्टिव डिवाइसेज (गुणवत्ता नियंत्रण) आदेश २०२०- उत्पाद विशिष्ट दिशानिर्देश

सभी शाखा कार्यालय से आग्रह है कि संलग्न गाइडलाईन का अनुपालन तत्काल प्रभाव से सुनिश्चित करें।

(राकेश कुमार)

वैज्ञानिक 'सी' (सी एम डी-III)

प्रमुख (सी एम डी-III)

सभी क्षेत्रीय/शाखा कार्यालय

आई टी एस विभाग — बीआईएस इंटरनेट पर अपलोड करने हेतू

CENTRAL MARKS DEPARTMENT-III

Our Ref: CMD-3/16: IS 10613/CoC

27 11 2020

Subject: Bicycles - Retro Reflective Devices (QC) Order, 2020 - Product Specific Guidelines for CoC

This has reference to the subject mentioned above.

2. The general guidelines for Grant of CoC have already been issued by CMD-I vide CMD-I/2:16:1 dated 02 may 2019 .

3. In this regard, the guidelines including documents for CoC for “Requirement of Retro-reflective Devices for Bicycles” as per Clause 4.14 of IS 10613: 2014 under Scheme-IV of BIS (Conformity Assessment) Regulations, 2018 are given below:

- i) Product specific guidelines for Certificate of Conformity (CoC).
- ii) Inspection and Testing Plan for operation of the Scheme.
- iii) Letter to be sent to Distributors/ Dealers/ Sub-dealers by BOs.
- iv) Product specific application form and Self Evaluation cum- Verification Report.

4. The above guidelines shall come into force with immediate effect.

(Rakesh Kumar)
Sc. C (CMD III)

Head (CMD - III)
DDG (Certification)

Circulated to: All ROs/BOs

Copy to: ITS for hosting on Intranet

Guidelines for Certificate of Conformity (CoC) for
“Requirement of Retro-reflective Devices for Bicycles”
as per Clause 4.14 of IS 10613: 2014
under Scheme-IV of BIS (Conformity Assessment) Regulations, 2018

A. Guidelines for Grant of CoC

1. Application for Grant of CoC shall be processed on the basis of factory visit at the premises of the applicant (Bicycle Manufacturer).
2. During the visit, Factory Testing (FT) shall be done to verify the following:
 - i) Whether bicycles are equipped with ISI Marked Reflectors (either fitted or accompanied with).
 - ii) Conformance to the requirements of Cl. 4.14 of IS 10613:2014.
3. At least 5 packed boxes of reflectors, selected at random, shall be checked for General Requirements. One bicycle shall be fitted with the requisite reflectors and compliance to Cl. 4.14 of IS 10613 shall be verified. The results of FT shall be reported in Form A – “Factory Test Report”.
4. To ensure effective implementation of the QCO, it is necessary that bicycles are sold to end-users with requisite ISI Marked Reflectors as per the QCO, which has to be ensured by every Distributor/Dealer/Sub-dealer. For facilitating this, the broad responsibilities of Bicycle Manufacturers are:
 - (a) To provide the list of Distributors/ Dealers/ Sub-dealers etc. to BIS and facilitate sustained awareness programs for them to propagate the provisions of QCO.
 - (b) To communicate to Distributors/ Dealers/ Sub-dealers etc. w.r.t their responsibilities towards ensuring compliance of QCO, detailing the number of reflectors, color of reflectors etc. including necessary instructions to the effect that they shall display in local language at some prominent location in the bicycle shop indicating – ***“As per Government directives, Bicycles are to be sold along with requisite number of ISI Marked Reflectors only”***.
 - (c) To submit an undertaking to BIS in Form B – “Undertaking” to the above effect.
5. Grant of CoC shall be done based on satisfactory compliance of the above.

Note: Based on the list provided by Bicycle Manufacturers, BOs shall write to Distributors/ Dealers/ Sub-dealers to sensitize them on the QCO and to gear them up for its implementation (Letter attached).

B. Scope of CoC

1. CoC shall be granted with following scope:

Product	Scope of CoC
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”

C. Surveillance

(a) Visits at the premises of CoC holder

1. Surveillance visits shall be carried out at the premises of CoC holder. During the visits, the following shall be verified:
 - i) Records of purchase and consumption of ISI marked reflectors vis-à-vis the quantity of bicycles manufactured and dispatched.
 - ii) Records of testing as per Inspection and Testing Plan.
 - iii) Whether bicycles are equipped with ISI Marked reflectors (either fitted or accompanied with).
 - iv) Whether CoC No. marked on bicycle or package of bicycle.
2. At least 5 packed boxes of reflectors, selected at random, shall be checked for General Requirements. One bicycle shall be fitted with the requisite reflectors and compliance to Cl. 4.14 of IS 10613 shall be verified. The results of FT shall be reported in Form A – “Factory Test Report”.

(b) Market Surveillance

1. Market Surveillance shall be done at the premises of Distributor/ Dealer/ Sub-dealer to verify compliance of QCO.
2. During the Market Surveillance, it shall be verified if bicycles are equipped with ISI Marked reflectors (either fitted or accompanied with).
3. At least one packed box of reflectors or one bicycle fitted with reflectors, selected at random, shall be checked for General Requirements. The results of Market Surveillance shall be reported in Form C – “Market Surveillance Report”.

D. Change in Scope of CoC

- Not Applicable

FACTORY TEST REPORT

(Form - A)

1. Name of Applicant/ CoC Holder : M/s

2. Application No./CoC No. :

3. Application recording date /CoC Valid up to :

4. Scope :

Essential Requirement for Retro-reflective devices for Bicycles as per Clause 4.14 of IS 10613: 2014 “Cycles – Safety requirements for bicycles”

5. Date of visit :

6. General Requirements : (Please see ***Annex I***)

7. Compliance to Clause 4.14 of IS 10613 : (Please see ***Annex II***)

8. Whether CoC No. marked on bicycle or package of bicycle: Yes/ No/ NA

Factory Testing Results - Conforming/non-conforming to the requirements as per Sl. Nos. 6, 7 & 8 above.

Signature
(Firm’s Representative)

Name
Designation

Date

Signature
(BIS Representative)

Name
Designation

Date

Annex I to Factory Test Report

(General Requirements)

Sl. No.	Requirement		Box 1	Box 2	Box 3	Box 4	Box 5	Remarks	
			Specified	Observed	Observed	Observed	Observed		Observed
1.	Rear Reflector	Quantity	<i>One</i>						
		Colour	<i>Red</i>						
		ISI Marked	<i>Shall be ISI marked, conforming to IS/ISO 6742-2</i>	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
		CM/L No.							
2.	Side Reflector	Quantity	<i>Two</i>						
		Colour	<i>White (clear) or Yellow</i>						
		ISI Marked	<i>Shall be ISI marked, conforming to IS/ISO 6742-2</i>	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
		CM/L No.							
3.	Front Reflector	Quantity	<i>One</i>						
		Colour	<i>White (clear)</i>						
		ISI Marked	<i>Shall be ISI marked, conforming to IS/ISO 6742-2</i>	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
		CM/L No.							
4.	Pedal Reflector	Quantity	<i>Four</i>						
		Colour	<i>Yellow</i>						
		ISI Marked	<i>Shall be ISI marked, conforming to IS/ISO 6742-2</i>	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
		CM/L No.							

Result: Conforming/non-conforming

Signature
(Firm's representative)

Signature
(BIS Representative)

Annex II to Factory Test Report

(Compliance to Clause 4.14 of IS 10613 – One bicycle fitted with reflector)

Sl. No.	Tests	Cl. No.	Specified Requirements	Observation	Remarks
1.	Rear Reflectors	4.14.1	<i>For bicycle equipped with rear light:</i> a) Quantity - One b) Colour – Red c) Type - Wide-angle reflector or conventional reflector		
			<i>For bicycle without rear light:</i> a) Quantity - One b) Colour – Red c) Type - Wide-angle reflector		
2.	Side Reflectors	4.14.2	a) Quantity - Two on each wheel (each visible from both sides) b) Colour – Either White (clear) or Yellow (All of same colour) c) Type & Fitment <ul style="list-style-type: none">• Wide angle reflector• Fitted on front half and on rear half of bicycle• Mounted on spokes of wheel (at least one)• Moving reflector mounted on front wheel (where bicycle incorporates features at rear wheel other than frame and mudguard stays) <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none">• Continuous circle of reflective material• Applied to both sides of each wheel within 10 cm of OD of tyre		
3.	Front Reflectors	4.14.3	a) Quantity - One b) Colour – White (clear) c) Type - Wide-angle reflector		
4.	Pedal Reflectors	4.14.4	a) Quantity – Two on each pedal (located on front and rear surfaces of pedal) b) Colour - Yellow c) Fitment - Reflector elements shall be either integral with construction of pedal or mechanically attached, but shall be sufficiently recessed from edge of pedal, or of reflector housing, to prevent contact of reflector element with a flat surface placed in contact with edge of pedal		

Result: Conforming/non-conforming

Signature
(Firm's representative)

Signature
(BIS Representative)

Undertaking

(Form – B)

To,

The Head(BIS Branch Office)
Bureau of Indian Standards

1. I/ We, (Name of applicant) (Designation) have applied for Certificate of Conformity (CoC) with BIS for “Requirement for Retro-reflective devices for Bicycles” as per “Essential Requirement for Retro-reflective devices for Bicycles as per Clause 4.14 of IS 10613: 2014 “Cycles – Safety requirements for bicycles” for the Bicycles being manufactured at our factory at (give address).

2. In order to ensure effective implementation of the Quality Control Order (QCO), it is necessary that the bicycles are sold to end-users with requisite ISI Marked Reflectors as per the QCO, which has to be ensured by every Distributor/Dealer/Sub-dealer. In this regard we shall:
 - (a) Provide the list of Distributors/Dealers/Sub-dealers etc. to BIS (list enclosed) along with the application for CoC and inform subsequent changes, if any.
 - (b) Facilitate sustained awareness programs for Distributors/ Dealers/ Sub-dealers etc. to propagate the provisions of QCO.
 - (c) Communicate to Distributors/ Dealers/ Sub-dealers etc. w.r.t their responsibilities towards ensuring compliance of QCO, detailing the number of reflectors, color of reflectors etc. including necessary instructions to the effect that they shall display in local language at some prominent location in the bicycle shop indicating – “***As per Government directives, Bicycles are to be sold along with requisite number of ISI Marked Reflectors only***” and the compliance to display requirements will be verified by us periodically.

3. We shall maintain the following for verification by BIS:
 - (a) Records of purchase and consumption of ISI marked reflectors vis-à-vis the quantity of bicycles manufactured and dispatched.
 - (b) Records of testing as per BIS Inspection and Testing Plan.

4. We shall supply the bicycle with ISI Marked reflectors (either fitted or accompanied with) and each bicycle/package of the bicycle will be marked with CoC Number.

Date:

(Name)

(Designation)

(Seal)

MARKET SURVEILLANCE REPORT

(Form - C)

1. Name & Address of bicycle Distributor/ Dealer/ Sub-dealer : M/s

2. Purpose of Visit :

To verify compliance of Essential Requirement for Retro-reflective devices for Bicycles as per Clause 4.14 of IS 10613: 2014 “Cycles – Safety requirements for bicycles”

3. Date of visit :

4. Whether bicycles are equipped with ISI Marked reflectors :
(either fitted or accompanied with)

5. Compliance to General Requirements : (Please see *Annex I*)

6. Whether CoC No. marked on bicycle or package of bicycle : Yes/ No
(Indicate CoC No.)

7. Any other observations :

Signature:

(BIS Representative)

Name:

Designation:

Date:

Annex I to Market Surveillance Report

(General Requirements)

Nature of sample: Packed box of reflectors/ Bicycle fitted with reflectors
(*strike out whichever is not applicable*)

Sl. No.	Requirement	Specified	Observed	Remarks
1.	Rear Reflector	Quantity	<i>One</i>	
		Colour	<i>Red</i>	
		ISI Marked	<i>Shall be ISI marked,</i>	Yes/ No
		CM/L No.	<i>conforming to IS/ISO 6742-2</i>	
2.	Side Reflector	Quantity	<i>Two</i>	
		Colour	<i>White (clear) or Yellow</i>	
		ISI Marked	<i>Shall be ISI marked,</i>	Yes/ No
		CM/L No.	<i>conforming to IS/ISO 6742-2</i>	
3.	Front Reflector	Quantity	<i>One</i>	
		Colour	<i>White (clear)</i>	
		ISI Marked	<i>Shall be ISI marked,</i>	Yes/ No
		CM/L No.	<i>conforming to IS/ISO 6742-2</i>	
4.	Pedal Reflector	Quantity	<i>Four</i>	
		Colour	<i>Yellow</i>	
		ISI Marked	<i>Shall be ISI marked,</i>	Yes/ No
		CM/L No.	<i>conforming to IS/ISO 6742-2</i>	

Signature:
(BIS Representative)

INSPECTION AND TESTING PLAN

1. TEST RECORDS - The bicycle manufacturer shall maintain the following records to establish compliance to the essential requirements for Certificate of Conformity (CoC) as per IS 10613:

(i) Records of purchase and consumption of ISI marked reflectors vis-à-vis the quantity of cycles manufactured and dispatched.

(ii) Records of testing as per Table 1 of this Inspection and Testing Plan. The format for records is given at Annexure A.

2. LABELLING AND MARKING - Each bicycle or package of bicycle shall be marked with CoC Number.

3. LEVELS OF CONTROL -The levels of control as per Table 1, shall be followed for the whole production of the factory which is covered by this plan and appropriate records maintained in accordance with paragraph 1 above.

3.1 The manufacturer of Bicycle shall ensure that all reflectors received and used are ISI Marked under a valid BIS licence.

Table 1

(1)				(2)			
Test Details				Levels of Control			
Sr No.	Requirement	Test Methods		No. of Samples	Lot size	Frequency	Remarks
		Cl.	Reference				
1.	Rear Reflectors	4.14.1	IS 10613	One cycle per day			Reflectors/ Reflective materials shall be ISI Marked
2.	Side Reflectors	4.14.2					
3.	Front Reflectors	4.14.3					
4.	Pedal Reflectors	4.14.4					

Annex A to Inspection and Testing Plan
(Compliance to Clause 4.14 of IS 10613 – One bicycle fitted with reflector)

Name of CoC Holder:

CoC Number:

Date of testing:

Sl. No.	Tests	Cl. No.	Specified Requirements	Observation	Remarks
1.	Rear Reflectors	4.14.1	<i>For bicycle equipped with rear light:</i> a) Quantity - One b) Colour – Red c) Type - Wide-angle reflector or conventional reflector		
			<i>For bicycle without rear light:</i> a) Quantity - One b) Colour – Red c) Type - Wide-angle reflector		
2.	Side Reflectors	4.14.2	a) Quantity - Two on each wheel (each visible from both sides) b) Colour – Either White (clear) or Yellow (All of same colour) c) Type & Fitment <ul style="list-style-type: none"> • Wide angle reflector • Fitted on front half and on rear half of bicycle • Mounted on spokes of wheel (at least one) • Moving reflector mounted on front wheel (where bicycle incorporates features at rear wheel other than frame and mudguard stays) <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • Continuous circle of reflective material • Applied to both sides of each wheel within 10 cm of OD of tyre 		
3.	Front Reflectors	4.14.3	a) Quantity - One b) Colour – White (clear) c) Type - Wide-angle reflector		
4.	Pedal Reflectors	4.14.4	a) Quantity – Two on each pedal (located on front and rear surfaces of pedal) b) Colour - Yellow c) Fitment - Reflector elements shall be either integral with construction of pedal or mechanically attached, but shall be sufficiently recessed from edge of pedal, or of reflector housing, to prevent contact of reflector element with a flat surface placed in contact with edge of pedal		

Result: Conforming/non-conforming

Signature:

(Firm's representative)

(Letter to Distributors/Dealers/Sub-dealers)

Our ref: BO/QCO Bicycle-Reflectors

M/s

Subject: Implementation of the Bicycles-Retro Reflective Devices (Quality Control) Order, 2020

Dear Madam/Sir,

This has reference to the Bicycles-Retro Reflective Devices (Quality Control) Order, 2020, issued by Ministry of Commerce and Industry, Government of India., copy of which is attached. The order comes into force with effect from 01 Jan 2021.

As can be seen from the order, Bicycles should be fitted with the retro-reflecting devices (i.e reflectors), in accordance with Cl. 4.14 of the Indian Standard IS 10613 which specifies safety requirements for Bicycles). Copy of the relevant extract of the Standard is attached for your kind reference.

As per the above order, a Bicycle should be fitted with ISI Marked reflectors as per following detail:

Sl. No.	Location	Clause No.	Reference	Colour of reflector	Number of reflectors
1.	Rear Reflectors	4.14.1	IS 10613	Red	1
2.	Side reflectors	4.14.2	IS 10613	Either White or Yellow, All of same colour	2
3.	Front Reflectors	4.14.3	IS 10613	White	1
4.	Pedal reflectors	4.14.4	IS 10613	Yellow	4
Total number of reflectors					8

All Bicycle manufacturers are required to obtain a Certificate of Conformity from BIS and sell the Bicycles under a valid CoC only.

As per the above QCO, it is violation of the QCO to sell Bicycles without the necessary reflectors as above. Any person who contravenes the provisions of the QCO, shall be punishable under the BIS Act, 2016.

In view of the above, you are therefore requested to comply with the above order.

Thanking you,

Yours sincerely

BUREAU OF INDIAN STANDARDS
Product Certification Scheme
Application for obtaining Certificate of conformity

Full Name of Firm

Office	Address <input style="width: 95%; height: 25px;" type="text"/>	Tel <input style="width: 95%; height: 25px;" type="text"/>
Village/City	District	State
	Country	Pin Code
		Fax <input style="width: 95%; height: 25px;" type="text"/>
		E-Mail <input style="width: 95%; height: 25px;" type="text"/>

Factory	Address <input style="width: 95%; height: 25px;" type="text"/>	Tel <input style="width: 95%; height: 25px;" type="text"/>
Village/City	District	State
	Country	Pin Code
		Fax <input style="width: 95%; height: 25px;" type="text"/>
		E-Mail: <input style="width: 95%; height: 25px;" type="text"/>

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="width: 50%;">Name</th><th style="width: 50%;">Designation</th></tr> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </table>	Name	Designation	1		2		3		4			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="width: 50%;">Name</th><th style="width: 50%;">Designation</th></tr> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </table>	Name	Designation	1		2		3		4	
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Management	Quality Control Incharge																						
Contact Person	Name	Tel	E-mail																				
	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>																				

Scale	Large	Office	Public
MSME	Correspondence Address	Factory	Private
		Sector	

This application is being made for obtaining certificate of conformity for:

Product ***Requirement for Retro-reflective devices for Bicycles***

	Requirement	Reference
Specified Requirements	<i>Essential Requirement for Retro-reflective devices for Bicycles</i>	<i>Clause 4.14 of IS 10613: 2014 "Cycles – Safety requirements for bicycles"</i>

Units of Production	Present Installed Capacity	Quantity	Value (₹)

Fee Details	Amount (₹) <input style="width: 95%; height: 25px;" type="text"/>	Invoice No. with date <input style="width: 95%; height: 25px;" type="text"/>
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Seal of Firm	<input style="width: 95%; height: 25px;" type="text"/>	Signature	<input style="width: 95%; height: 80px;" type="text"/>
PAN no. of Firm	<input style="width: 95%; height: 25px;" type="text"/>	Name	
		Designation	
		Date of application	

DIN no.(in case of director)
PAN no. (for other cases)

Important : Application should be signed by CEO of the firm, or in his absence by authorized representative

Indicate availability of the following documents:

Sr. No.	Document(s)	Yes/ No/ N.A.
1	Name and Address Proof of Factory (Certificate from Registrar of Firm or Certificate from Directorate of Industries or Certificate from Industries Centre or Memorandum of Articles or Valid Lease deed showing lawful occupancy of the firm over the premises etc.)	Yes
2	Valid MSME certificate, if applicable	Yes, (for MSME units)
3	Authorized representative letter, in case application signed by person other than CEO of the firm	Yes, If applicable
4	Manufacturing Process Flow Chart	NA
5	Manufacturing Machinery list	NA
6	Whether, any manufacturing operation outsourced	NA
7	Agreement of outsourcing of manufacturing operation, if applicable	NA
8	Testing equipments list	NA
9	Any testing arrangement outside the factory	NA
10	Valid Calibration Certificates of Testing equipments	NA
11	In-house test report(s)	NA
12	Third party laboratory test report(s), if applicable	NA

Note: For more details, you may please visit our website <https://www.bis.gov.in/>

(Self-evaluation cum verification report)

1. General information

- a) Applicant's name
- b) Enclose plant layout: **Not applicable**

2. Raw materials

- a) Raw Materials Used: **Not applicable**

Sl. No	Raw material	Name of supplier	With/without BIS certification	Test certificate of the supplier	How received batches/lots nature of package

3. Packing and marking: **Not applicable**

- a) Nature of packing
- b) Quantity per package
- c) Marking on article
- d) Method of marking (printing, Stencilling, embossing etc)
- e) Form of label(s), if any (enclose one set)
- f) Batch or Code numbering for identification
- g) In what manner marking differs from the provisions in the specified requirements

4. Details of Quality Control Staff:

Sl. No.	Name of person	Designation	Qualification	Experience

5. Brand Name(s): **Not applicable**

Declaration of brand name/trademark proposed to be covered under certification

- a) Brand Names/Trademark(s) being used:

Brand Names/Trademark(s) which would be marked on the product bearing the BIS Certification (Give actual design depiction of the Brand Name/Trade Mark(s))	Owned by self or others	Registered/ Unregistered	Date of registration/ introduction
b)			

c) Other Brand Names/Trademark(s) used for the same product marketed without BIS Certification as per Scheme - IV. Give reasons.

d) In case Brand Names/Trademark(s) of any other party/manufacture is being used for purposes of the above, give the design depiction of the Brand Names/Trademark(s) and copy of the agreement authorizing the use of the same.

e) I/We undertake to inform BIS in advance as and when we propose to use any other Brand Names/Trademark(s) in conjunction with the operation of the BIS Certification Scheme - IV.

f) I/We also undertake that, as far as possible, the entire production which conforms to the specification shall bear labelling and marking as specified by BIS, irrespective of the Brand Names/Trademark(s) used.

g) I/We understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any Brand Name or Trade Mark, that this is not in any way be interpreted to mean that BIS has permitted/approved the use of the Brand Name(s) and Trademark(s) listed above, and that the responsibility is entirely mine/ours.

Declaration

The information given in this report are true to the best of my knowledge and belief. I shall be responsible if any misleading information has been given in this report and the application shall be liable for rejection if wrong information has been given. If the CoC is granted on the basis of information which is found to be incorrect later, the CoC shall be liable for cancellation.

I/We declare that we have the requisite manufacturing infrastructure, production processes, quality control and testing capabilities towards maintaining conformance of the product to the specified requirement(s) on continuous basis.

Date:

(Signature)

Place:

Name and Designation