

भारतीय मानक ब्यूरो
(हॉलमार्किंग विभाग)

हमारा रेफरी: एचएमडी (14:44)

22 अक्टूबर 2018

विषय: हॉलमार्किंग केंद्रों के अधिग्रहण और संचालन के दिशानिर्देशों के लिए संशोधित अनुबद्ध ए और अनुबद्ध बी ।

एसेइंग और हॉलमार्किंग केंद्रों की अधिग्रहण और संचालन के लिए दिशानिर्देश दिनांक 04.10.2018 एचएमडी के नोट संख्या एचएमडी/14:7 के माध्यम से जारी किए गए थे। उपरोक्त दिशानिर्देशों में अनुबद्ध ए (एसेइंग और हॉलमार्किंग सेंटर की पहचान / नवीनीकरण आकलन पर रिपोर्ट) और अनुबद्ध बी (हॉलमार्किंग सेंटर के निगरानी आकलन पर रिपोर्ट) में कुछ संपादकीय सुधार किए गए हैं। संशोधित प्रारूप संलग्न हैं। भविष्य में इसका इस्तेमाल किया जाएगा। यह तत्काल प्रभाव के साथ लागू होगा ।

इंद्रजीत सिंह
वैज्ञानिक – सी/ एचएमडी

प्रमुख, हॉलमार्किंग

सभी क्षेत्रीय कार्यालय/ शाखा कार्यालय के लिए प्रसारित

प्रतिलिपि : आईटीएसडी इंटरनेट पर होस्टिंग के लिए

Bureau of Indian Standards
(Hallmarking Department)

Our Ref: HMD (14:44)

22 October 2018

Subject: Revised Annex-A & Annex-B for GUIDELINES FOR RECOGNITION & OPERATION OF ASSAYING AND HALLMARKING CENTRES

The Guidelines For Recognition & Operation of Assaying and Hallmarking Centres were issued vide HMD note No. HMD/14:7 dated 04.10.2018. Some editorial corrections have been made in the ANNEX A (Report on Recognition / Renewal Assessment of Assaying and Hallmarking Centre) and ANNEX B (Report on Surveillance Assessment of Assaying and Hallmarking Centre) in the above guidelines. The revised formats are attached. The same shall be used in the future. This comes into force with immediate effect.

Inderjeet Singh
Scientist C /HMD

Head (HMD)

Circulated to all ROs/ BOs

Copy to : ITSD for hosting on the Intranet

BUREAU OF INDIAN STANDARDS

**REPORT ON RECOGNITION / RENEWAL ASSESSMENT OF ASSAYING AND
HALLMARKING CENTRE**

1 GENERAL INFORMATION																										
	Particulars	Observations during assessment																								
i)	Name & address of the Assaying and Hallmarking Centre with PIN code & complete address including phone and e-mail																									
ii)	Application No.																									
iii)	Date(s)of Assessment																									
iv)	Persons present during assessment																									
2 IMPLEMENTATION OF IS 15820:2009 (REFER CLAUSES OF THE STANDARD AS MENTIONED BELOW FOR AUDITING)																										
i)	Verification of Centre's Layout: (5.3) (to be verified with documents submitted by the applicant along with the application)																									
ii)	Details of Internal Quality Audit / Management Review meeting (4.1.4 / 4.1.5)																									
iii)	Verification of availability of trained & competent manpower resources: (4.1.7, 4.1.8, 4.1.9, 4.1.10, 4.1.11, 4.1.12, 4.1.13, 5.2.2, 5.2.3, 5.2.4 & 5.2.5) (competency shall be assessed through observations of practical work, namely sample collection, weighing, XRF machine operation, fire assay) <u>Append details as Annex A in the following format:</u>																									
<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name & Designation</th> <th>Qualification, Academic & Professional</th> <th>Experience & Training</th> <th>Competent Yes /No</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Sl. No.	Name & Designation	Qualification, Academic & Professional	Experience & Training	Competent Yes /No	Remarks																		
Sl. No.	Name & Designation	Qualification, Academic & Professional	Experience & Training	Competent Yes /No	Remarks																					
iv)	Availability of latest versions* of IS 15820, 1417, 1418, 2112, 2113 (*strike off which are not applicable)																									

v)	<p>Equipment/ Instrument & Infrastructure (for sampling; assaying; Hallmarking; power, safety & security):(4.1.6, 5.3.2, 5.4.2, 5.4.3, 5.4.4, 5.6)</p> <p><u>Append details as Annex B in the following format:</u></p> <table border="1" data-bbox="277 359 1456 600"> <thead> <tr> <th data-bbox="277 359 354 495">Sl. No.</th> <th data-bbox="354 359 488 495">Clause Ref. of IS 1418 / 2113</th> <th data-bbox="488 359 678 495">Details of equipment / Instrument</th> <th data-bbox="678 359 797 495">Make & Sl. No</th> <th data-bbox="797 359 964 495">Quantity in Numbers</th> <th data-bbox="964 359 1122 495">Range & accuracy (least count)</th> <th data-bbox="1122 359 1300 495">Calibration status</th> <th data-bbox="1300 359 1456 495">Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl. No.	Clause Ref. of IS 1418 / 2113	Details of equipment / Instrument	Make & Sl. No	Quantity in Numbers	Range & accuracy (least count)	Calibration status	Remarks																								
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vi)	Arrangements for sampling, assaying, storage of articles during assaying (5.4)																																
vii)	<p>Capability of XRF tester to detect Cd, Ir & Ru in Gold or Cd & Pb in Silver articles (5.4.2 & 5.4.3) : Verify manufacturer / supplier certificate & report on availability of SRMs / software for Cd, Ir, Pb & Ru</p> <p><u>Append copy as Annex C.</u></p>																																
viii)	Arrangements for rejection and return of rejects (5.4.5)																																
ix)	<p>Hallmarking (5.4.6)</p> <p>Whether access to Laser Marking machine is controlled</p> <p>Whether laser marking on articles marked legible</p>																																
x)	Availability of water & other chemicals (5.5.1)																																
xi)	<p>Availability of certified reference material (CRM) (5.6):</p> <p><u>Append copy as Annex D</u></p>																																
xii)	Arrangements for sampling (5.7)																																
xiii)	Arrangements for receiving of articles, their handling, storage & coding for testing (5.8)																																

xiv)	<p>Whether the applicant has participated in Inter Laboratory Comparison or Proficiency Testing Programmes (5.9.1) :</p> <p><u>Append details as Annex E in the following format:</u></p> <table border="1" data-bbox="277 359 1333 499"> <thead> <tr> <th data-bbox="277 359 354 428">Sl. No.</th> <th data-bbox="354 359 902 428">Name of Centre & Place</th> <th data-bbox="902 359 1154 428">Date of Test</th> <th data-bbox="1154 359 1333 428">Result</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 428 354 464"></td> <td data-bbox="354 428 902 464"></td> <td data-bbox="902 428 1154 464"></td> <td data-bbox="1154 428 1333 464"></td> </tr> <tr> <td data-bbox="277 464 354 499"></td> <td data-bbox="354 464 902 499"></td> <td data-bbox="902 464 1154 499"></td> <td data-bbox="1154 464 1333 499"></td> </tr> </tbody> </table>	Sl. No.	Name of Centre & Place	Date of Test	Result								
Sl. No.	Name of Centre & Place	Date of Test	Result										
xv)	Whether Test Report proforma developed & it covers all requirements of IS 1418 / 2113 (5.10.1)												
xvi)	Arrangement for ensuring impartiality, integrity, confidentiality, independence of judgement in relation to XRF testing, assaying and Hallmarking activities												
3	TESTING AND ASSAYING DURING ASSESSMENT												
i)	<p>Draw samples randomly from stock of articles available with the applicant and get them tested.</p> <p>a) XRF testing (assess capability of XRF machine for purity, detection of Cd, Ir, Ru and Pb). Check Min. 5 samples each, from two different lots;</p> <p>b) Fire assay : minimum 2 samples(one each from two different lots) in duplicate)</p> <p><u>Append Test Report as Annex F</u> (DOC. : HM / AHC / F 2.5 Sep 2018)</p>												
4	PAST PERFORMANCE (APPLICABLE ONLY IN CASE OF RENEWAL ASSESSMENT)												
i)	Whether Performance observed at last surveillance audit was satisfactory?												
ii)	Whether any discrepancy was reported? If yes, report corrective action taken. Whether the action taken has corrected the discrepancy?												
iii)	Has overall performance in the entire operative period been satisfactory?												
iv)	Is any complaint pending? Report action taken on complaint.												

5	SCOPE OF RECOGNITION <u><i>Append as Annex G</i></u>			
6	DISCREPANCIES, IF ANY, SHALL BE COMMUNICATED THROUGH DISCREPANCY/VARIATION REPORT (DOC.:HM/AHC/F 2.4 Sep 2018) <u><i>Append as Annex H</i></u>			
7	CONCLUSION & RECOMMENDATIONS			
8	ANNEXES (Indicate page nos.)			
	A	Details of Managerial & Technical Personnel	E	Details of Inter Laboratory Proficiency Testing
	B	List of Equipment/instrument/infrastructure	F	Test Report
	C	Manufacturer's certificate on XRF machine	G	Scope of Recognition
	D	<i>Certificate on CRMs</i>	H	Discrepancy/Variation Report
Signature of Auditor(s) with Date: Name & Designation:				

Instruction: i) *Please do not attach any document/record/sheet other than Annexure A – H*
ii) All the Annexes shall be signed by the Auditor(s)

Remarks of the Reviewing Officer:

BUREAU OF INDIAN STANDARDS

**REPORT ON SURVEILLANCE ASSESSMENT OF ASSAYING AND HALLMARKING
CENTRE**

1	GENERAL	
i)	Name & address of the Assaying and Hallmarking Centre	
ii)	BIS Recognition No. & Validity Date	
iii)	Date of Assessment	
iv)	Persons contacted	
v)	Last Assessment Whether corrective action has been taken on all observed discrepancies. Verification of corrective actions taken on recorded discrepancies at last audit. Discrepancy(s) is/are persisting.	Date: Yes/No Satisfactory/not satisfactory If yes, give details in the Discrepancy/Variation Report (DOC.: HM/AHC/F 2.4, Sep 2018)
vi)	Scope of Recognition - Is working within approved scope?	Yes/No. If no, give details on Discrepancy/Variation Report.
2	INFRASTRUCTURE, MANPOWER & SYSTEMS AS PER IS 15820	
i)	Whether all test and marking equipment are in working condition., specially with respect to: a) Availability of valid power supply; b) Maintenance and calibration of test equipment, namely XRF machine, weighing balances, furnaces (cupellation, annealing).	
ii)	If calibration has been done by non-NABL accredited laboratory, whether the calibration certificate is traceable to national standards.	

iii)	Whether security system, like CCTV are in operation. Check records of CCTV and verify receiving and delivery activities.	
iv)	Whether distilled water and other consumables available. Check halides in distilled water.	
v)	Whether the Professional Indemnity Insurance of high value items are under valid status and these insurances have been done for the minimum amount specified in IS 15820.	
vi)	Whether the centre has participated in inter laboratory comparison/proficiency testing programme.	
vii)	Whether the centre has carried out the Internal Quality Audit/ Management Review meeting	
viii)	Whether the articles accepted for assaying and hallmarking are only from BIS registered jewellers.	
ix)	Whether similar articles, segregated lot wise with declared fineness are received from registered jewellers.	
x)	Whether undertakings were obtained from jewellers regarding their identification mark.	
xi)	Whether Jewellery with prohibited markings is accepted for hallmarking.	
xii)	Whether acknowledgement / receipt with time has been issued and jewellers signature obtained.	
xiii)	Whether lot wise records of articles received from jewellers are available. Do they tally with records of assaying, hallmarking done and delivery	
xiv)	Whether there has been any change in technical manpower or Centre's Management since previous assessment. Verify competency of manpower by actual work performance and report. Report shall include name, qualification, experience and competency.	
xv)	Whether XRF testing, fire assay and laser marking are being done by competent personnel regularly. Check records.	

xvi)	Whether any of the terms and conditions violated.	
3	RECORDS	
i)	<p>Whether following records are maintained on regular basis?</p> <ul style="list-style-type: none"> ➤ Receipt/Collection Voucher ➤ Record of Jewellers, Respective Registration & Identification Marks ➤ Record of Jeweller & Lot Nos. ➤ Sample Envelope ➤ XRF Card ➤ Stock Register of CRMs <ul style="list-style-type: none"> • Check Gold • Silver • Copper • Lead ➤ Assaying Report ➤ Assaying Sheet ➤ Test Certificate ➤ Marking Record Sheet ➤ Invoice cum Delivery Challan ➤ Jeweller's Feedback 	
ii)	Whether records indicate traceability of individual lot with times of its receipt and delivery with Hallmark.	
iii)	Whether records are maintained on Hallmarking done for each registered jeweller.	
iv)	Whether record of XRF testing is up to date.	
v)	Whether testing had been for precious metal which was beyond scope of recognition, without seeking formal inclusion of the precious metal in their scope of recognition.	
vi)	Whether an article of lower purity had been Hallmarked with higher purity	
vii)	Whether Hallmarking done for non-registered jeweller	
4	XRF TESTING	
i)	Whether XRF testing for purity and detection of prohibitive elements are being done.	
ii)	Whether XRF machine is checked with certified reference standards of gold/silver.	

5	SAMPLING FOR FIRE ASSAY	
i)	Whether sampling plan given in IS 15820 is followed and relevant records are available.	
ii)	Whether collection of representative gold/silver portions from each of the sampled article is being done for fire assay.	
6	ASSAYING	
i)	Whether certified reference materials (CRMs) with purity certificate from Indian Govt. Mint or NABL accredited lab available.	
ii)	Whether CRMs are used in assaying and corresponding receipt, consumption records of CRMs are available.	
iii)	Whether specified test methods are being followed.	
iv)	Is assay record is maintained as documented in Quality Manual. Check for rough records of fire assay.	
v)	Whether proof assay cornets are available. Do they tally with lotwise assay record.	
vi)	Is assay record available for hallmarked jewellery ready for delivery.	
7	HALLMARKING	
i)	Whether the markings are Legible.	
ii)	Is marking done on all removable / detachable parts.	
iii)	Whether the sequence of marking is followed.	
iv)	Whether time of laser marking is recorded.	
8	DELIVERY	
i)	Whether articles ready for delivery are all Hallmarked including all removable/ detachable parts.	
ii)	Whether cornets of samples of each assayed lot are available and kept ready for delivery.	
iii)	Whether proof of delivery indicating details of Hallmarked jewellery and time available.	
9	IDENTIFICATION & TRACEABILITY	
i)	Whether identification and traceability of jewellery maintained at all stages from receipt to delivery.	

ii)	Whether each activity completed and records available before proceeding to next activity.	
10	TESTING DURING ASSESSMENT	
i)	Whether random samples drawn from the stock of articles available with Hallmark during the visit and testing done. Give details of samples. (The test report shall be in the format given at DOC.: HM/AHC/F 2.5 Sep 2018). Test Result: Pass/Fail	
ii)	Check corresponding test records of XRF and Fire assay and report vis-à-vis tested results	<u>Record Tested Result</u> XRF i. Fineness ii. Detection of Cd, Ir & RU <u>Fire Assay</u> (ppt)
iii)	Whether significant variation is observed between obtained result and available record.	
11	COMPLAINT(S)	
i)	Whether the complaints received , if any, have been resolved .	
12	Deficiencies, if any, shall be communicated through Discrepancy/Variation Report (DOC.:HM/AHC/F 2.4 Sep 2018)	
13	CONCLUSION & RECOMMENDATIONS	

Signature of the Auditor (s) with Date	
Name & Designation	

Remarks of the Reviewing Officer: