

भारतीय मानक ब्यूरो
(केन्द्रीय मुहर विभाग - I)

हमारा सन्दर्भ: सीएमडी-1/2:12:8

30 अप्रैल 2021

विषय: भारतीय मानक ब्यूरो (अनुरूपता निर्धारण) विनियम, 2018 की अनुसूची-II की अनुरूपता निर्धारण स्कीम-I के अंतर्गत सूक्ष्म, लघु और मध्यम उद्यमों (एम०एस०एम०ई०) द्वारा क्लस्टर आधारित टेस्ट सुविधाओं (सी०बी०टी०एफ०) के उपयोग के दिशानिर्देश - हेतु।

उपर्युक्त विषय पर सक्षम प्राधिकारी द्वारा अनुमोदित दिशानिर्देश दस्तावेज़ सभी संबंधित पक्षों के कार्यान्वयन के लिए सलग्न है।

(मोहित जनोहिया)
वैज्ञ-सी/सीएमडी-1

प्रमुख, सीएमडी-1

वैज्ञ-जी' एवं उपमहानिदेशक (प्रमाणन)

Bureau of Indian Standards
(Central Marks Department - I)

Our Ref: CMD-1/2:12:8

30 April 2021

Subject: Guidelines for utilisation of Cluster Based Test Facility (CBTF) by Micro, Small & Medium Enterprises (MSMEs) under conformity assessment Scheme – I of Schedule – II of BIS (Conformity Assessment) Regulations, 2018 - reg.

The guideline document on the above subject as approved by the Competent Authority is attached herewith for implementation by all concerned.

(Mohit Janoiya)
Sc.C/CMD-I

Head, CMD-I

Sc.G & DDG (Certification)

परिचालित/circulated to:

सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों
All ROs/BOs

सभी उपमहानिदेशक (क्षेत्रीय)
All DDGRs

अन्य सभी संबंधित पक्ष
All other concerned

प्रमुख, आई०टी०एस० विभाग - बी आई एस इंटरनेट पर डालने हेतु।
Head, ITSD - with request to host on BIS Intranet

BUREAU OF INDIAN STANDARDS
(CENTRAL MARKS DEPARTMENT - I)

Our Ref: CMD-I/2:12:8

30 April 2021

Subject: Guidelines for utilisation of Cluster Based Test Facility (CBTF) by Micro, Small & Medium Enterprises (MSMEs) under conformity assessment Scheme – I of Schedule – II of BIS (Conformity Assessment) Regulations, 2018

This document stipulates the guidelines for utilisation of Common Test Facilities (like CBTF) for the purpose of in-house testing by the MSME manufacturers. These are to be read in conjunction with the BIS Act, 2016 and the Rules, Regulations framed thereunder. In particular, the provisions for utilisation of sub-contracting of test facilities are addressed in paragraph 3(1)(a)(iv) of Scheme - I of Schedule - II of the BIS (Conformity Assessment) Regulations, 2018, as amended from time to time. Any situation, in general, not covered in these guidelines are to be dealt as per the provisions of the Act, Rules and Regulations by the Regional Offices (ROs) and Branch Offices (BOs). All the forms mentioned herein correspond to those given in Scheme - I of Schedule - II of the BIS (Conformity Assessment) Regulations, 2018.

CBTFs

1. (i) A cluster industrial area usually involves multiple enterprises situated in geographical proximity and may also be involved in manufacturing value chain producing same or similar or complementary products linked with common infrastructure facilities. These common infrastructure facilities may also have elements of shared quality control checks, testing etc. so as to ensure conformity of product(s) to relevant Standard(s).

- (ii) Establishment of full or near-full test facilities as per Scheme of Inspection and Testing (SIT) for quality control purposes may pose practical problems for MSMEs in terms of initial capital requirement, recurring costs and resultant time taken in development of ancillary enterprises. Presence of CBTFs and their utilisation by MSME manufacturers may facilitate the ecosystem of adherence to quality assurance and easing compliance procedures towards ensuring the conformity of product(s).

- (iii) CBTFs for their operation shall adhere to the guidelines issued by the Laboratory Policy and Planning Department (LPPD) (Document reference DOC: BIS/CBTF/2020, as revised from time to time).

CBTFs as an alternative to in-house testing facility

2. (i) For the purpose of operation of SIT by MSMEs, the CBTFs may be treated as in-house test facility except for the following:
- (a) tolerances of size and geometry (e.g. dimensions, shape in the form of flatness, straightness etc.)
 - (b) visual examination up to 10x magnification level
 - (c) workmanship like absence of burrs, solder flux splatter, sharp edges etc.
 - (d) any requirement which necessitates quality checks during the production process

Illustration of CBTFs

3. (i) The management of CBTFs may or may not be independent of any industry of the cluster. Based on the location of CBTF in the cluster, two general illustrations are given below for guidance purposes:
- (a) Outside the premises of any MSME manufacturer (licensee or applicant) - see figure 1. This CBTF situation includes but is not limited to testing facility of industry association, government institutions, or any laboratory setup by entrepreneur(s) etc.
 - (b) Within the premises of any manufacturer (licensee or applicant) - see figure 2.

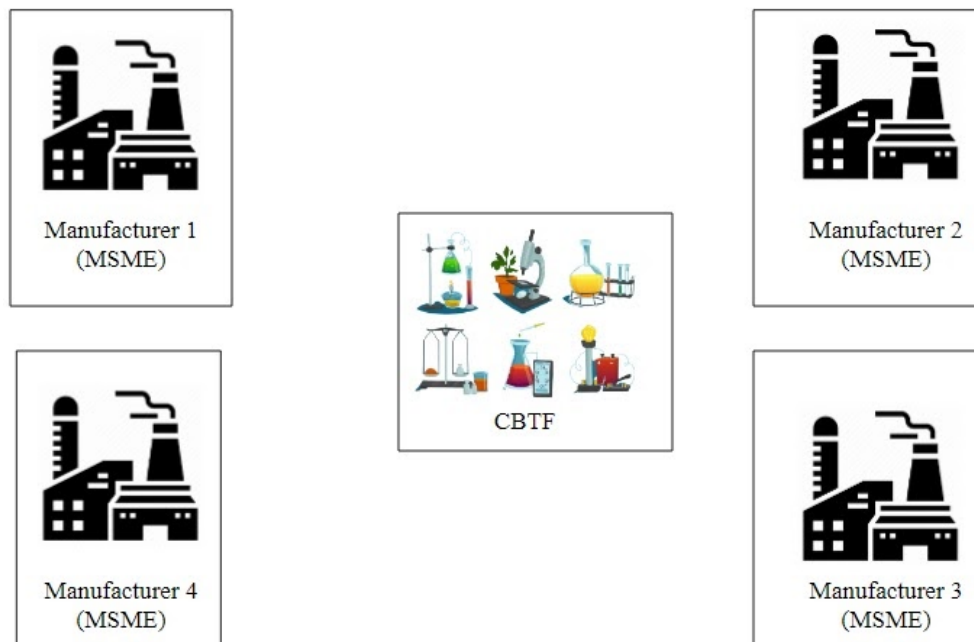


Figure 1 (refer Sr. No. 3(i)(a))

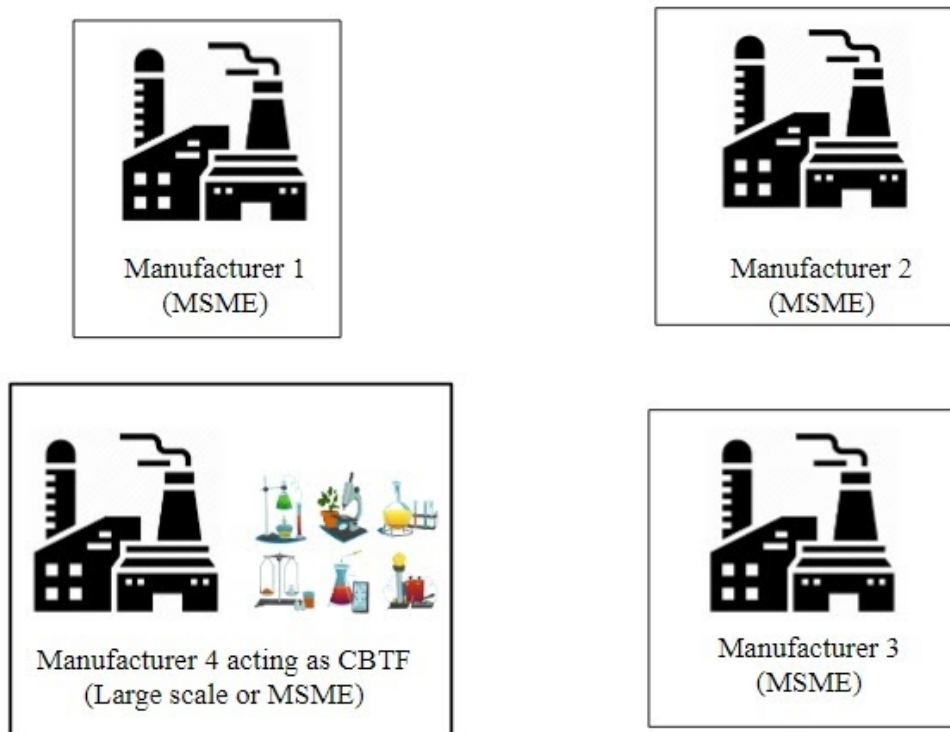


Figure 2 (refer Sr. No. 3(i)(b))

***Undertakings,
responsibilities
of
manufacturer***

4. (i) The manufacturer(s) desirous of utilising CBTFs as in-house test facility shall submit an undertaking as per ***Annexure-I*** (Part A or Part B, as applicable) enclosing separate Form-II for each of the following as per applicable extent:
 - (a) factory facility (duly signed by the manufacturer)
 - (b) CBTF facility (duly signed by the manufacturer and CBTF management)

- (ii) Additionally, services of laboratories other than factory and CBTF facilities are being utilised, then details of such tests shall also be informed by the manufacturer. (refer Annexure-X of guidelines for grant of licence) Workload and degree of utilisation of CBTF shall be such that it would permit enough time for testing of samples brought from all concerned manufacturers.

- (iii) The manufacturer shall also be responsible for maintaining proper records in-house as per SIT and making satisfactory arrangement for handling of samples along with proper identification. The CBTF may also be insisted upon to maintain the manufacturer-wise records for movement of samples, test results etc.

Information to be maintained about CBTFs

5. (i) The details about testing capability and capacity of any CBTF will be provided by their management in accordance with guidelines issued by the Laboratory Policy and Planning Department (LPPD) (Document reference DOC: BIS/CBTF/2020, as revised from time to time). The letter format and template for collection of this information is given in ***Annexure-II*** for guidance purposes.

Note: Till the time necessary provisions are not available in the online portal, the BOs under whose jurisdiction CBTF is located shall maintain necessary records.

(ii) This information shall be updated, as and when, there is any change (addition or deletion) in testing infrastructure, testing personnel, number of manufacturers attached to the laboratory etc. These details given by CBTFs should be available for the purpose of monitoring and reference of relevant stakeholders.

(iii) The manufacturer shall ensure that any changes made in the CBTF, as given in 5(ii) above, are maintained with change date and verified during the next factory visit. Any actions on the manufacturer arising due to CBTF shall be handled by concerned BO under whose jurisdiction CBTF is located keeping all other BOs informed, wherever required.

Processing manufacturer requests for acceptance of CBTFs as their in-house test facility

6. (i) Based on the request received from the manufacturer (applicant or licensee) for considering CBTF as their in-house test facility, the concerned BO shall arrange (through certification officer or agent, as applicable) to verify the testing facilities required for testing of the product. During the visit, the capacity of CBTF w.r.t testing shall also be assessed vis-à-vis the number of manufacturers utilizing this facility so as to ensure that utilization of multiple manufacturers does not hinder the operation of SIT by individual manufacturers.

(ii) The observations about adequacy of CBTF shall be submitted in the inspection report. Based on successful assessment about adequacy, the request for utilisation of CBTF as in-house test facility may be accepted. The adequacy of CBTF shall indicate both the availability of required equipments as well as ability to cater to requirements of other linked manufacturers.

(iii) Any arrangements or expenses resulting due to travel from manufacturing premises to CBTF towards BIS inspection and testing purposes shall be made or borne by the manufacturer. In addition, Special Inspection Charges for any extra day(s) required for this purpose shall also be borne by the manufacturer as per the prevailing rates.

Effect of CBTF on processing of applications and operation of licence

7. (i) At the applicant stage, if it comes to the notice of the manufacturer that there is/are any issues/difficulties in utilisation of CBTF, the same shall be informed to BIS immediately. In such cases, the application for grant of licence may be kept on hold keeping in view timelines for processing of application towards grant of licence.

(ii) During operation of licence, if there is/are any issues/difficulties in utilisation of CBTF, the manufacturer shall communicate the same to BIS immediately. The licensee manufacturer on its own shall suspend the use of Standard Mark immediately under intimation to BIS.

(iii) During the operation of licence, including factory visits like surveillance inspection, the CBTFs shall be treated as in-house test facility of the manufacturer.

(iv) In case CBTF is of illustration type 3(i)(b) of these guidelines and the licence is put under suspension owing to reasons attributable to testing infrastructure (Test facility and / or Quality Control Personnel), then the licence of other manufacturer(s) using the services of that CBTF shall also be put under suspension. However, for suspension due to other reasons, CBTF of illustration type 3(i)(b) may still be allowed to function as type 3(i)(a).

(v) The revocation of suspension in such cases as at Sr. No. 7(ii) and 7(iii) above shall be based on the same lines as for the cases of unsatisfactory performance due to non-availability of test equipment given in guidelines for suspension and revocation of suspension of licence.

Annexure-I

(Part A)

Undertaking by the manufacturer (applicant) for utilisation of CBTF

{On firm's letterhead by Authorized Signatory to concerned Head of the Branch office}


The Head

..... (Branch Office)

Bureau of Indian Standards

Dear Madam/Sir,

Subject: [Application No.] Request for utilisation of Cluster Based Test Facility (CBTF) for the purposes of operation of Scheme of Inspection and Testing (SIT) - reg.

- 1) I/We, (name), (designation) have submitted an application to Bureau of Indian Standards for grant of BIS certification licence to use Standard Mark () on (product) as per IS (Indian Standard No.) being manufactured at our factory at (address).
- 2) I/We are desirous of utilising CBTF situated as (give address) for the purposes of operation of SIT for the specification requirements attached with this letter. (attach separate list as per Form-II)
- 3) I/we fully understand that any arrangements or expenses resulting due to travel from manufacturing premises to CBTF towards BIS inspection and testing purposes shall be made or borne by the me/us. In addition, Special Inspection Charges for any extra day(s) required for this purpose shall also be borne by me/us as per the prevailing rates.
- 4) I/We fully understand that the maintenance of proper records as per SIT is the manufacturer's responsibility while BIS is facilitating us to utilise the testing infrastructure of CBTF.

- 5) I/We fully understand that all the responsibilities related to transport of samples from factory to CBTF, providing access to CBTF in addition to our factory including resultant expenses, lies with me/us.

- 6) I/We undertake that if after the grant of licence there arises any situation which results in non-adherence of SIT, such information shall be shared with BIS immediately. Also, I/We undertake that licence to use Standard Mark shall be put under self-suspension and confirmation of the same shall also be communicated to BIS in this information.

- 7) I/We undertake that if there arises any situation which poses difficulty in adherence to SIT before processing of application for grant of licence, such information shall be shared with BIS immediately and the application may be processed for closure. I/we also understand, BIS may suspend or initiate cancellation of our licence without any prior notice due to any difficulty in adherence to SIT arising out of utilisation of CBTF as in-house test facility.

- 8) I/We fully understand that any failure to comply with our statements, whether knowingly or unknowingly, BIS reserves the right to suspend or cancel our licence and take necessary actions as per the BIS Act, 2016 and Rules and Regulations framed thereunder.

Encl. As stated above

Signature:

Date:

(Name)

(Designation)

(Seal)

Annexure-I

(Part B)

Undertaking by the manufacturer (licensee) for utilisation of CBTF

{On firm's letterhead by Authorized Signatory to concerned Head of the Branch office}


The Head

..... (Branch Office)

Bureau of Indian Standards

Dear Madam/Sir,

Subject: [Licence No.] Request for utilisation of Cluster Based Test Facility (CBTF) for the purposes of operation of Scheme of Inspection and Testing (SIT) - reg.

- 1) I/We, (name), (designation) with my/our factory at (address) are operating a BIS certification licence to use Standard Mark () on (product) as per IS (Indian Standard No.) which is valid upto
- 2) I/We are desirous of utilising CBTF situated as (give address) for the purposes of operation of SIT for the specification requirements attached with this letter. (attach separate list as per Form-II)
- 3) I/we fully understand that any arrangements or expenses resulting due to travel from manufacturing premises to CBTF towards BIS inspection and testing purposes shall be made or borne by the me/us. In addition, Special Inspection Charges for any extra day(s) required for this purpose shall also be borne by me/us as per the prevailing rates.
- 4) I/We fully understand that the maintenance of proper records as per SIT is the manufacturer's responsibility while BIS is facilitating us to utilise the testing infrastructure of CBTF.

- 5) I/We fully understand that all the responsibilities related to transport of samples from factory to CBTF, providing access to CBTF in addition to our factory including resultant expenses, lies with me/us.

- 6) *I/We request BIS to carry out inspection visit at an earlier date without waiting for regular factory surveillance inspection visit towards facilitating utilisation of CBTF testing infrastructure for operation of SIT.

- 7) I/We undertake that if after the grant of licence there arises any situation which results in non-adherence of SIT, such information shall be shared with BIS immediately. Also, I/We undertake that licence to use Standard Mark shall be put under self-suspension and confirmation of the same shall also be communicated to BIS in this information. I/we also understand, BIS may suspend or initiate cancellation of our licence without any prior notice due to any difficulty in adherence to SIT arising out of utilisation of CBTF as in-house test facility.

- 8) I/We fully understand that any failure to comply with our statements, whether knowingly or unknowingly, BIS reserves the right to suspend or cancel our licence and take necessary actions as per the BIS Act, 2016 and Rules and Regulations framed thereunder.

* Strike out if not applicable

Encl. As stated above

Signature:

Date:

(Name)

(Designation)

(Seal)

Annexure-II

Undertaking by the CBTF

{On letterhead by Authorized Signatory to concerned Head of the Branch office}

The Head

..... (Branch Office)

Bureau of Indian Standards

Dear Madam/Sir,

Subject: Intimation about setup of Cluster Based Test Facility (CBTF) for the purposes of operation of Scheme of Inspection and Testing (SIT) - reg.

I/We, (name), (designation) with my/our CBTF at (address) have test facility for the following products:

- i) (Product name)..... as per IS
- ii) (Product name)..... as per IS
- iii) (Product name)..... as per IS

- 2) The complete details of the equipments and manufacturers associated with us for the BIS certification purposes are enclosed as Annexure.
- 3) I/We duly undertake that any information about change in testing facility, personnel carrying out testing and manufacturers associated with us shall be informed to BIS with the date of change.
- 4) I/We fully understand that we shall facilitate transport of samples from manufacturers factory to CBTF as well as provide access of our facility to BIS officials at all times.

- 5) I/We fully understand that any failure to comply with our statements, whether knowingly or unknowingly, BIS reserves the right to take necessary actions as per the BIS Act, 2016 and Rules and Regulations framed thereunder.

Encl. As stated above

Signature:

Date:

(Name)

(Designation)

(Seal)

Annexure

Declaration about details of test equipment by CBTF

1. Associated manufacturers:

- i)(manufacturer name)....., Application/licence No.
- ii)(manufacturer name)....., Application/licence No.
- iii)(manufacturer name)....., Application/licence No.

2. Name/Address of CBTF:

3. Name of testing personnel(s):

Sr. No.	Test Equipment/Chemicals and Identification Numbers (Where applicable)	Least Count and Range (Where applicable)	Valid Calibration (Where required) Yes/No	Tests Used in with Clause Reference	Remarks (Indicate number of Equipment)

Note: Attach extra sheet, if required

I/We declare that the details of associated manufacturers, testing personnel, testing equipment given above is true to the best of my/our knowledge. Any change in these details shall be informed to BIS with change date. I/We also declare that I will send prior intimation to the Bureau of Indian Standards whenever any testing personnel, testing equipment is not available or functional due to any reason.

Signature:

Date:

(Name)

(Designation)

(Seal)