



STEP-BY-STEP

BIS certification process and Documents Required for Under (FMCS)

BIS for ISI Mark via FMCS Scheme

FIRSTLY, we are sharing a step-by-step process and overview of all actions required for BIS approval

Below is the preliminary information required for FMCS

- Name and address of Actual Manufacturing sites
- A copy of the Manufacturing license or ISO
- Final Confirmed list of products along with its artworks

FMCS (Foreign Manufacturer Certification Scheme) - BIS

For foreign manufacturers, we need to apply offline with documents and test reports at the FMCS (Foreign Manufacturer Certification Scheme) department in BIS.

The steps for getting an ISI Certificate are as follows:-

Step 1:

Confirmation of Product Quality as per the concerned IS Standard:

- **Identification of ISI Standard Code**

Step 2:

Filing of the Application Form

- Arrange the Internal Test Report of the product as per the test report given by us for your reference
- Compiling all required documents
- Remit the application fees directly to BIS
- Filling up the Form-V
- Submission of Application Form with all enclosures as per checklist
- Get confirmation about the scrutiny of documents by the BIS Office

Step 3:

Remittance of Audit Fees & Travelling Expenses for Inspection

- Pay the audit fees for the inspection
- Get confirmation about the BIS Inspection Team
- Organize the VISA, Ticket, Lodging & Boarding for the visiting team
- The inspection team will visit the Factory for Physical Verification of the factory premises
- The team will verify the Factory Set-up & Quality Control Process
- The team will pick a random sample to be tested in an approved Lab in India
- INR 7000 per man per day

Step 4:

Organize the Lab Test Report (LTR)

- **BIS Identifies a lab for testing the products for the products picked up at the Premises.**
- **Provide the sample (picked up by the team) of the product to get tested**
- **Get the test result**

Step 5:

Closure of Non-Conformity (if any) and Remit the Official Fees

- **Rectify the process of the Factory Unit if the inspection team points out**
- **Submit the proof of rectification done by the unit to close non-conformity**
- **Pay the annual marking fees (annual license fees) to BIS as per the table below**
- **Submit the Bank Guarantee to BIS**

Step 6:

Get the ISI Marking /Registration Certificate

- **There are also cases where BIS can make up to second visits to a Premises, In the case of the first visit, Non-compliance is seen then an NC report will be given to the manufacturer to improve the same and a second visit will be made to check Earlier Non-compliances for approval**

NOTE: The timeline for getting an ISI certificate is 7-8 months.



Documents Required under (FMCS)

- 1. Nomination Form**
- 2. Application Form**
- 3. List of Machinery**
- 4. List of Test equipment**
- 5. List of Raw Materials**
- 6. Plant Layout**
- 7. Location Plan**
- 8. Calibration Certificate of all equipment's with the English version**
- 9. Educational Qualification Documents of Laboratory In-charge with the English version**
- 10. Appointment letter of Laboratory in Charge with the English version**
- 11. Experience the letter of the Laboratory in Charge with the English version**
- 12. Factory Address Proof, Business License of Factory with the English version**
- 13. Factory Test Report / In House Test report of your product**

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