



STEP-BY-STEP

**BIS certification process and Documents
Required for an Indian Manufacturer**

BIS for ISI Mark For an Indian Manufacturer

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

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 ISI certificate 7-8 months.



Documents Required under (FMCS)

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

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