

**Preliminary Inspection:** - After submission of application to BIS the first inspection done by BIS officer is called as preliminary inspection in this inspection inspecting officer verify Instruments, calibration of instruments, machinery, unit set up, check raw material supplier list and test certificates from them, checking of Original documents of which photo copy will be submitted by you in application ,checking product Quality, Check Competency of QC staff regarding testing and Draw sample for testing in independent laboratory licence will be granted after receiving pass report of sample and raw material to BIS office testing charges will be borne by applicant with service tax.

**Periodic inspection:-** This inspection will be done by BIS officer or there authorized outsource officer this inspection is "Surprise Inspection" in this inspection officer check test records, Production records ,Minimum and maximum values in your test records in all test parameter, calibration certificate , Raw material supplier list , Raw material test report from supplier raw material test records tested in house sample from stock and stock statement of ISI mark material factory testing report of stock is available, ISI mark customer list. Failure of sample in more than 2 Requirement will be stop marking to licensee.

**Verification inspection:-** After submission of application to BIS under New simplified scheme the first inspection done by BIS officer is called as Verification inspection in this inspection inspecting officer verify Instruments, calibration of instruments, machinery, unit set up, check raw material supplier list and test certificates from them, checking of Original documents of which photo copy will be submitted by you in application ,checking product Quality, Check Competency of QC staff regarding testing and Draw sample for testing in independent laboratory licence will be granted after submission of Proof of delivery of sample to laboratory testing charges are borne by BIS but if paid by applicant then it will be adjusted in advance marking fees .

**ROM inspection:** - During operation of licence when there is stop marking will be done due to violation of BIS rules or failure of sample then after taking corrective action licensee will inform BIS along with special visit charge to visit his unit for verification of corrective action and draw sample for independent lab or for factory testing with 2 lots will be manufactured and tested by licensee this inspection is called as ROM (Resumption of marking) Inspection.

**Stop marking:** - During operation of licence stop marking will be done by BIS due to unsatisfactory performance of licence, failure of market sample, failure of periodic sample failure of verification sample, violation of BIS rules and responsibility of licence. After stop marking fast action will be taken by licensee or after 6 month licence will be cancelled.

**Deferment of licence:-** If you deposit licence fees but your licence is under stop marking then this situation is deferment of licence it will be up to 6 months after this licence will be cancelled.

**Licence suspended :-** Due to stop marking and deferment or misuse of ISI mark found by BIS then licence will be suspended by BIS. Once suspended licence will not be renewed and after suspend after 6 months licensee will apply for fresh application.

**Licence surrender:** - If licensee does not need of licence then he can surrender licence during this time he has to submit all original licence papers to BIS for conforming that he will not use it.

**Raid:** - If any complain receive to BIS regarding licensee then BIS may raid to manufacturer unit and make all action according to BIS Rules. BIS also raid to non licensee or trader if Misuse of ISI mark will be found.

**Control unit:** - Control unit is well defined in Scheme of testing and inspection it means the lot of material manufactured during a stipulated period on which Quality control tests are exercised.

**STI:** - For every product come under ISI marking and licence will issued with condition that the licensee will acceptance of STI (scheme of testing and inspection). in STI testing of product is defined and in it given that which test will be done on which stage of production and on what frequency and according to this test record will be maintained.

**Misuse of Licence:** - You can mark only that product which is in covered and described in your licence document if you mark on that product which is not cover in licence then it is misuse of your licence. You must first test product according to STI and then make test record and marking will be done on passed product only violation of this is misuse.

**Minimum Marking fees :-** It is the fees prescribed by BIS per unit basis this fees is different for SSI unit large scale unit and foreign manufacturer this fees includes testing charges of sample drawn by BIS officer there visit fees . This fees will be paid by licensee on yearly basis depend on his production of ISI mark material.

**Unit Rate:** - This is rate for marking fees for particular unit it is different for different products since product sale on different unit like wire in meter plywood in Sq Mtr and steel in MT so marking fees rate in Rs on basis of unit sale of product for plywood it is Rs 0.17 per unit ie Sq Mtr.

**Test Records:-** When you test your product according to STI then you have to maintain results in a register or in a paper according to Batch this is your testing record.

**Production Records:-** If your product is not cover under Mandatory ISI certification then you can manufactured both verity ie Item with ISI mark and item with ISI Mark in this case you have to maintain production records of ISI mark and non ISI mark product this Record is required moth wise by BIS during periodic inspection and marking fees also calculated on basis of this record only .Mandatory product are strictly maintain records as per STI.

**Market sample:** - BIS will purchase ISI mark product of licensee form market and sent for testing to independent Laboratory this testing charge will be borne by BIS. Failure of sample in more than 2 Requirement will be stop marking to licensee.