

Step 6: Confirm date for factory inspection

Once BIS has proposed date for factory inspection, confirm the date of inspection at the earliest (within 10 days of submission of application) failing which your application may be processed for rejection/closure. However, in such case, you may apply afresh when you are ready for inspection, after paying only the application fee.

Step 7: Ensure the following during Factory Inspection

On the day of factory inspection, ensure that:

- i. All varieties of products which are required for inspection and sampling by BIS are available.
- ii. Given the practical difficulties in testing each of the different varieties of footwear specified in Indian Standards, BIS frames grouping guidelines to allow grant of licence for multiple varieties of the product based on testing of samples of certain varieties (e.g. In case of Personal Protective Equipment Part 2 Safety Footwear as per IS 15298 (Part 2): 2016, footwear of a particular material and particular design of any size in a group can be tested to cover that material, design of footwear for all sizes in the group subject to availability of corresponding manufacturing and testing facilities with the applicant)
- iii. In case grouping guidelines are specified for the product, please offer samples accordingly based upon the products being manufactured by you. (However, in case grouping is not available and if you wish to propose grouping of the products, you may submit your proposal for grouping guidelines to the concerned BIS Branch Office).
- iv. Relevant production process is demonstrated and production/quality control personnel are available.
- v. Ensure availability of manufacturing machinery and testing infrastructure, as required.
- vi. Ensure Factory Testing of samples by QC personnel in the presence of the BIS officer and test report generated.

Step 8: Complete follow up actions, if any, arising out of Factory Inspection

During the inspection:

- i. If BIS officer finds any discrepancy during the inspection, he/she shall communicate it through a Discrepancy cum Advisory report. Please reply to all queries within the deadline given by the officer.
- ii. If the BIS officer is satisfied with factory inspection and sample tested in factory conforms, he /she shall seal samples and counter-samples of the product in accordance with the sampling/grouping guidelines in the product manual.
- iii. If the BIS officer issues instructions to you to dispatch the samples along with a test request to the designated lab, do so immediately (in 24hours) and submit proof of delivery to BIS.

Step 8: Make Payment and Obtain BIS licence

- i. For Option 1:
If and when conforming/passing test reports are received, and there is no action pending from the inspection visit, BIS will process the application for grant of licence.
- ii. For Option 2:
After Factory Inspection, if there is no action pending, BIS will process the application for grant of licence.
- iii. Once it is decided to grant the licence, you will be requested by BIS to submit the requisite payment. Once payment is received, your licence number will be generated and communicated to you.

Step 9: After grant of licence

- i. After grant of licence, you are required to follow the Scheme of Inspection and Testing and the terms of the BIS licence.
- ii. BIS conducts factory and market surveillance activities after grant of licence. Please extend all possible cooperation/assistance to BIS officers or BIS Authorized Agencies during surveillance activities.
- iii. In case after grant of licence, you wish to manufacture additional varieties