

Checklist of documents required for submission of BIS application

1. Application Form (5) (applicable in case of foreign manufacturing)
2. Agreement with AIR Form (applicable in case of foreign manufacturing)
3. AIR Nomination Form (applicable in case of foreign manufacturing)
4. Covering Letter (applicable in case of foreign manufacturing)
5. Payment Receipt (application fees Rs.1000/- INR equivalent in USD) (applicable in case of foreign manufacturing)
6. List of Machinery

S. No.	Machinery	Make	Capacity	Number	Remarks

7. List of Raw Material in the following format:

S.No	Raw Material	Name of Supplier	With or Without BIS Certification mark	Test Certificate of the supplier	How Received Batches / Lots Nature of Package

8. List of Testing Equipment in the following format: **(WITH MAKE) (Excel Format)**

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

9. Process flow chart.
10. Layout plan of premises (indicating location of Lab, Storage area, manufacturing area, packaging area etc.). with lab dimension and details
11. Appointment letter of QCI (lab in-charge) along with his qualification certificate and a govt. id. Year of Experience of QC and passport size jpeg.
12. Test certificate of raw material.
13. Location Plan (applicable in case of foreign manufacturing)
14. ISO Certificate (applicable in case of foreign manufacturing)
15. Factory Test Report
16. Letter head in word format
17. Calibration certificate of testing equipment
18. Trade Mark or brand certificate