

Checklist of documents required for submission of BIS application

1. Application Form (5) (Format)
2. Agreement with AIR Form
3. AIR Nomination Form
4. Covering Letter (Format)
5. Payment Receipt (application fees Rs.1000/- INR equivalent in USD)

S. No.	Machinery	Make	Capacity	Number	Remarks

6. 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

7. 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)

8. Process flow chart.
9. Layout plan of premises (indicating location of Lab, Storage area, manufacturing area, packaging area etc.). with lab dimension and details
10. 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.
11. Test certificate of raw material.
12. Location Plan
13. ISO Certificate
14. Factory Test Report
15. Letter head in word format
16. Calibration certificate of testing equipment
17. Trade Mark or brand certificate