

## INSPECTION PROCEDURE

Inspections are of two types:

1. Spot inspection of premises at the time of issuance New Manufacturer / Dealer / Repairer Licence and New Manufacturer / Packer / Importer Package Commodity Registration Certificate & Renewal / Amendment of Existing Manufacturer / Dealer / Repairer Licences.
2. Surprise Inspection

Spot Inspection procedure of the premises for the issuance of New / Renewal / Amendment of Manufacturer / Dealer / Repairer Licences is as follow:

1. After submission of the online application by the applicant the same will be directed to the jurisdictional Legal Metrology Officer (LMO)
2. The applicant will be intimated regarding the date of spot inspection of the premises after submission of application and also through auto generated SMS through e-mapan software and also through the intimation letter addressed to them
3. The LMO will visit the premises of the Manufacturer / Dealer / Repairer on the scheduled date and inspect the premises and verify the original documents uploaded by the applicant
4. The LMO will collect the specimen signature of the applicant and upload the same.
5. The LMO will save the inspection report in the system and the same can be viewed in the applicant's login within 48 hours
6. The LMO will forward the online application to the higher officer, where the application will be scrutinized and the licence will be approved
7. The approved licences can be downloaded by the applicants from their login

Spot Inspection Procedure for the issuance of New / Amendment of Manufacturer / Packer / Importer Package Commodity Registration Certificate is as follow

1. After submission of the online application by the applicant the same will be directed to the jurisdictional Legal Metrology Officer (LMO)
2. The applicant will be intimated regarding the date of spot inspection of the premises after submission of application and also through auto generated SMS through e-mapan software and also through the intimation letter addressed to them.
3. The LMO will visit the premises on the scheduled date and verify the original documents uploaded by the applicant.

4. The LMO will fill the inspection report and the same can be viewed in the applicant's login within 48 hours.
5. The LMO will forward the online application to the higher officer, where the application will be scrutinized and the packing registration will be approved.
6. The approved packing registration certificate can be downloaded by the applicants from their user login.

Surprise Inspection Procedure is as follow

1. At Manufacturers premises:
  - a. The licensee shall produce the original licence to the inspecting officer.
  - b. The stock register maintained has to be produced to the inspecting officer.
  - c. The model approval certificate of the weights / measures / weighing instrument / measuring instrument being manufactured shall be produced to the inspecting officer.
  - d. The verification certificate of the weights / measures / weighing instrument / measuring instrument kept for sale shall be produced to the inspecting officer
  - e. The inspecting officer will save the inspection report in the system and the same can be viewed in the applicants login.
2. At the Dealers / Repairer Premises:
  - a. The licensee shall produce the original licence to the inspecting officer.
  - b. The stock register maintained shall be produced to the inspecting officer.
  - c. The verification certificate of the weights / measures / weighing instrument / measuring instrument kept for sale shall be produced to the inspecting officer.
  - d. The inspecting officer will save the inspection report in the system and the same can be viewed in the applicants login.