

INSPECTION PROCEDURE

Inspections are of two types:

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

Spot Inspection procedure of the premises for the issuance of New / Renewal /Amendment of Manufacturer / Dealer / Repairer Licenses 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 license will be approved.
7. The approved licenses 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 Manufacturer's premises:

- a. The original license shall be checked.
- b. The stock register (LM-4) shall be checked.
- c. The model approval certificate of the weights / measures / weighing instrument /measuring instrument being manufactured shall be checked by the inspecting officer.
- d. The verification certificate of the weights / measures / weighing instrument /measuring instrument kept for sale shall be checked by the inspecting officer
- e. Check whether the weights / measures / weighing instrument /measuring instrument being manufactured are as per the Legal Metrology Act and as per the Model Approval granted/ License granted or not.
- f. Check whether the Legal Metrology Act 2009, related Rules and guidelines of the Controller are not being violated in any way.
- g. The inspecting officer will save the inspection report in the system.

2. At the Dealer's Premises:

- a) The original license shall be checked.
- b) The stock register (LD-4) shall be checked.
- c) The verification certificate of the weights / measures / weighing instrument /measuring instrument kept for sale shall be checked by the inspecting officer.
- d) The Receipt book of the Dealer shall be checked and compared with the stock register and checked for verification.
- e) Check whether the weights / measures / weighing instrument /measuring instrument being sold are as per the Legal Metrology Act and as per the Model Approval granted/ License granted or not.
- f) Check whether the Legal Metrology Act 2009, related Rules and guidelines of the Controller are not being violated in any way.
- g) The inspecting officer will save the inspection report in the system.

3. At the Repairer's Premises:

- a) The original license shall be checked.
- b) The LR-4 shall be checked w.r.t. the receipt book of the repairer
- c) Check whether the repair work is being done as per the Repair License.
- d) Check from LR-4 whether weights / measures / weighing instrument /measuring instrument being repaired are also verified from the concerned ILM.
- e) Check whether the Repairer has got duly verified whether weights / measures / weighing instrument /measuring instrument as per License.
- f) Check whether the Legal Metrology Act 2009, related Rules and guidelines of the Controller are not being violated in any way.
- g) The inspecting officer will save the inspection report in the system.

Inspection Checklist for Manufacturer's

1. Proof of the legal title of the premises, attested copy of the sale deed/ allotment letter, property tax receipt or rent receipt and NOC from the owner.(It is advisable that the investigating officer, while recommending the proposal shall make specific remarks of the area occupied by such unit, It is desirable that area of such unit should not be less than 100 m²)
2. Tools and Equipment list.(With Purchase Bill)
3. List of testing Equipment.(With Purchase Bill)
4. Copy regarding constitution of the firm.(In case of the partnership firm, registration certificate along with partnership deed and in case of the company, its registration certificate under company Act along with copy of Article of Associations and Memorandum of Understanding be filed.)
5. Experience certificate and Certificate of Diploma in Engineering
6. M.C.L. / Original Lal Dora Certificate.
7. Copy of the Literature of the items to be manufactured.
8. Trademark/ monogram registration certificate
9. Proof of financial status. 24
10. Proof for Power Load Sanctioned/ Installed/ energized by PSPCL (Punjab State Power Corporation Ltd.).
11. Copy of permanent SSI Registration. 12. List of skilled, unskilled workers with their names & addresses.
12. Model Approval Certificate, if applicable.

Inspection Checklist for Dealer

1. Proof of the legal title of the premises like attested copy of the Sale Deed. Lease Deed/ Allotment Letter/ Property Tax receipt.
2. Rent receipt/NOC from the owner.
3. Copy of the Constitution of the firm. 28 4. Proof of the financial status.
4. Site plan.
5. Memorandum and Articles of Association in case of Private Limited Company and Limited Company.
6. Sales Tax/VAT Registration Number, if registered.
7. If the applicant intends to import weight and measure: Model approval certificate and registration as importer of weight and measure.
8. Electrical energy: Latest electrical bill.

Inspection Checklist for Repairer

1. Proof of Legal title of the workshop premises (attested copy of the Sale Deed/ Lease Deed/ allotment letter/property tax receipt)
2. Rent receipt/NOC from the owner.
3. Tools and equipment list with proof of procuring the same.
4. Test equipment. 26
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Experience certificate and Certificate from ITI in relevant trade.
8. Site plan.
9. Memorandum of Articles in case of Private Limited Company and Limited company.
10. List of skilled and unskilled workers with name and address.