

**Bureau of Indian Standards
(Laboratory Policy and Planning Department)**

Ref: LPPD/5:11

Subject: Guidelines of handling of simplified (option-2) samples and/or test requests

These guidelines stipulate the scope and procedure for handling of the samples and/or test requests directly submitted by Manufacturers to the BIS laboratories or BIS recognised/empanelled labs under the simplified procedure (option-2) of the product certification scheme of BIS for grant of license / inclusion under existing license. This policy is to be read in conjunction with BIS Act 2016, BIS Rules 2018 and BIS (Conformity Assessment) Regulations 2018.

1. Scope of guidelines:

- 1.1. These guidelines are applicable on BIS laboratories and the outside laboratories granted recognition under BIS Laboratory Recognition Scheme (LRS) 2020 and empanelled by BIS under group-2, hereafter also referred as 'OSLs'.
- 1.2. These guidelines cover all samples directly submitted by Manufacturers to the BIS laboratories or BIS recognised/empanelled labs under the simplified procedure (option-2) of the product certification scheme of BIS for grant of license / inclusion under existing license.

2. Generation of test request, dispatch of samples and payment of testing charges:

- 2.1. The test requests are generated through Manakonline portal by the applicant for sending the simplified (option-2) samples to any of the labs under BIS network.
- 2.2. Upon selection of the laboratory in the Manakonline portal and submitting the test request, the same is reflected in the LIMS portal account of the sample cell of the selected laboratory.
- 2.3. After submission of the test requested to the laboratory, the applicant dispatches the sample to the selected laboratory through courier or the same is delivered to the laboratory in person by the applicant.
- 2.4. The testing charges are deposited by the applicant directly to the laboratory.

3. Guidelines for handling of samples and/or test requests

3.1. Based on the status of the test request generated on the portal, sample receipt at the laboratory and the payment of the testing charges, the concerned laboratory is required to adhere to the following guidelines:

3.1.1. If the test request is received but the sample is not received for more than 45 days from the date of test request generation:

3.1.1.1. The laboratory may withdraw and discard the test requests using the "Withdraw and Discard" option in LIMS portal with due approval of Head of the lab.

3.1.1.2. The applicant may be communicated regarding the decision taken by BIS Lab/OSLs.

3.1.2. If the test request and sample are received but the testing charges have not been received for more than 15 days after the intimation of testing charges to the applicant by the BIS Labs/OSLs:

- 3.1.2.1. The laboratory may withdraw and return the sample to the applicant using “Withdraw and Return” option in LIMS portal with due approval of Head of the lab.
- 3.1.2.2. The applicant may be communicated regarding the decision taken by BIS Lab/OSL and may be advised to collect the sample within 15 days of such communication.
- 3.1.2.3. In case, the applicant fails to collect the sample within the prescribed time, the same may disposed-off.

3.1.3. If the sample is received by the laboratory but the test request has not been generated for more than 7 days by the applicant:

- 3.1.3.1. The laboratory may mark the sample as disputed and communicate to the applicant for generation of test request within 7 days’ time.
- 3.1.3.2. In case, the application fails to generate the test request within the prescribed time, the applicant may be asked to collect the sample withing 7 days’ time.
- 3.1.3.3. In case, the applicant fails to collect the sample within the prescribed time, the same may disposed-off.

3.2. All laboratories are required to inform these guidelines to the applicants upon receipt of any communication on testing of simplified (option-2) samples and/or test requests.

4. Power to relax/amend:

4.1. Any of the provisions of this Scheme may be relaxed/amended by Director General, BIS as considered necessary and expedient to do so in the interest of BIS for achieving the objective of the Scheme.

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