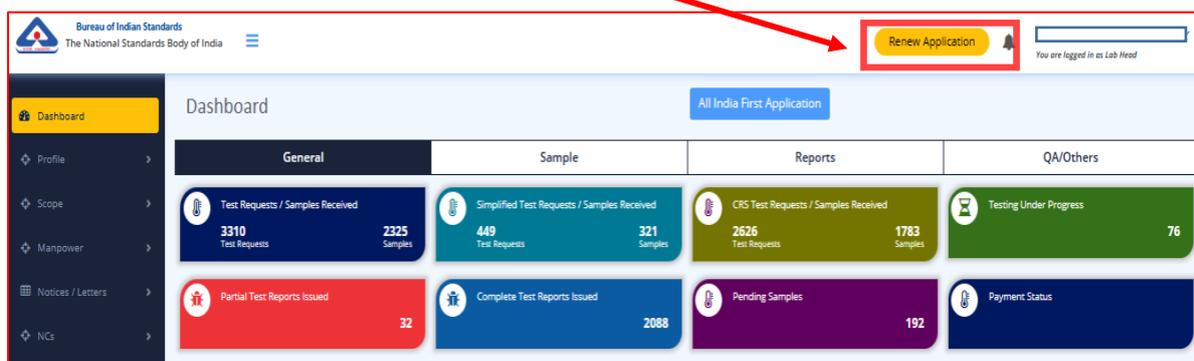
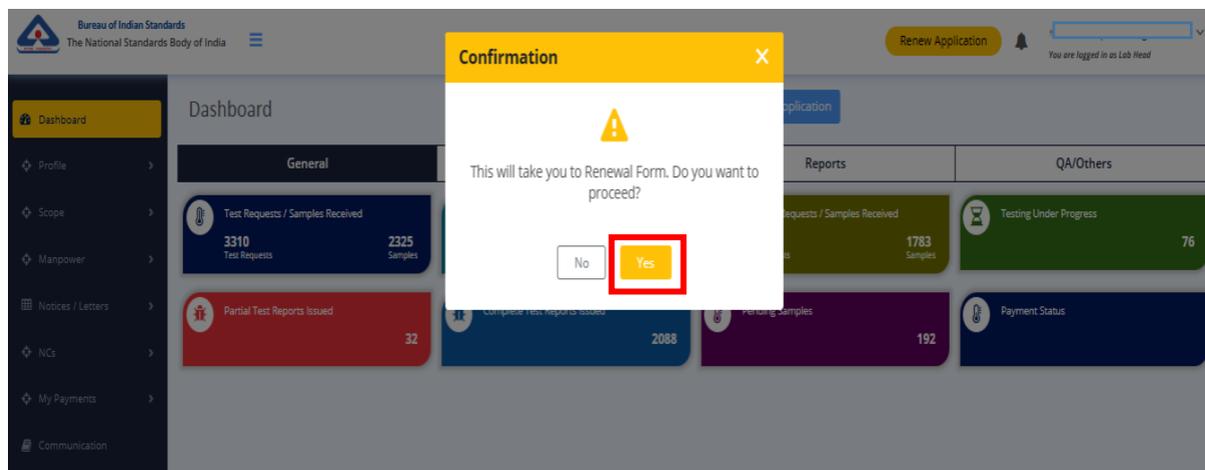


## SOP for the filling of Renewal Application

- Click on the Renew Application tab to enter the 'Renew application' page



- A Pop Up will appear for the confirmation of the filling of Renewal application.



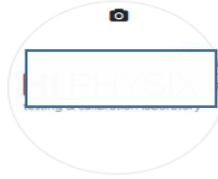
- Most of the fields in filling up the renewal application are disabled as these could be changed from the profile itself.

### Step 1. Organization Details.

- Laboratory details: - This field is disabled.

### Laboratory Details

Enter complete name and address of the Laboratory and submit proof of address.



Laboratory Name \*

Address \*

Country \*

State \*

District \*

City \*

Pin Code \*

Proof of Laboratory Address \*

Other (Please Specify)

Document ID (Optional)

Address Proof Document (in low resolution) \*

Upload Top Management details (in low resolution) \*

- Address of Registered Office/ Head Office: - This field is disabled.

### Address of Registered Office / Head Office

Fill complete address of registered office (if different from the address filled above), otherwise click same as above.

Same as above

Address \*

Country \*

State \*

District \*

City \*

Pin Code \*

Mobile Number \*

Telephone Number

Fax

- Name and Designation of Top Management and Contact Person: -You can edit this information at your end.

### Name & Designation of Top Management and Contact Person

Enter the details of Top Management and Contact Person of the Laboratory.

Name \*

Designation \*

Mobile Number \*

Telephone Number

Fax

[✕ Remove](#)

- MSME/ Women Entrepreneur: - This field is disabled.

**MSME / Women Entrepreneur**  
Fill in the details of MSME / Women Entrepreneur.

Lab scale

.....

- Details of Working Days and Shift Timing: - This field is disabled.

**Normal Working Day(s) & Hours**  
Fill in the details of Working Days and Shift Timings.

Working Day(s) \*

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Add Shift Timings \*

8:30 AM  To 6:00 PM

To

- Type of Organization: - This field is disabled.

**Type of Organization**  
Fill details of organization and upload the proof of its identity.

Organization Type \*

Private Ltd.

Proof of Legal Identity \*

Certificate of registration under Goods & Service Ta

Document ID (Optional)

Legal Identity Proof Document (in low resolution) \*

- Parent Organization: - This field is disabled.

### Parent Organization

Fill details of parent organization (in case laboratory is part of larger group), otherwise click same as above.

Same as laboratory

Laboratory Name \*

Address \*

Country \*

State \*

District \*

City \*

Pin Code \*

- Laboratory Bank Details: - This field is disabled.

### Laboratory Bank Details

Enter complete name and address of the Laboratory and submit proof of address.

Account Holder Name \*

Account Number \*

IFSC Code \*

Branch Name \*

GST Number \*

Cancelled Cheque/Bank Statement \*

- Statutory Compliance Documents: - This field is disabled.

### Statutory Compliance Documents

Upload the documents related to statutory compliance (if required by the Laboratory).

Document ID (Optional)

Choose file...

 Remove

+ Add more

Save & Next

## Step 2. Other Details.

- Accreditation Documents/ Certification Details: -You can edit this information at your end.

1 Organization Details 2 Other Details 3 System 4 ILC/PT 5 Scope 6 Manp

### Accreditation Documents / Certification Details \*

Upload Certificate of Accreditation / Registration and Scope as per IS/ISO/IEC 17025.

Is NABL validity date applicable for your Lab? \*

No

NABL Certificate TC-13518 Certificate TC-13518.pdf

Scope-98476-TC-13518-New.pdf

+ Add more

X Remove

- Other Details and Undertaking and policies: - This field is disabled.

### Other Details

Layout of Laboratory Premises (in low resolution) \* Organization Chart (in Low resolution) \* GPS Coordinates \*

Layout of Laboratory.pdf Organization Chart.pdf

### Undertakings & Policies

Upload the undertakings as required in following fields (Signed and Stamped as per the instructions given in the forms).

Upload Impartiality Document (Click here to Download Document) \* Upload Terms & Conditions Document (Click here to Download Document) \*

4 Undertaking PDF.pdf 2 Terms and Conditions Signed.pdf

Upload Code of Ethics Document (Click here to Download Document) \* Upload Testing Charges Policy Document (Click here to Download Document) \*

1 Code of Ethics Signed.pdf 3 Undertaking Signed.pdf

- Power / Electricity and Water Supply and Other Lab Details: - This field is disabled

### Power / Electricity And Water Supply

Upload documents related to Power supply,Power Backup and Water supply.

Adequacy of Sanctioned Load / Captive Power for Testing \*

1220KW  Availability of Uninterrupted Power Supply  Stability of Supply

Water Source \*

Municipal

---

### Other Lab Details

Any other information including Recognition / Accreditation by other Govt Department / Agencies.

Laboratory is accredited by NABL and also Designated as CAB by TEC, Dept. of Telecommunication.

Attach Document

Choose file...

[Previous](#)

### Step 3. System.

- Quality Manual / Document: -You can edit this information at your end.

1 Organization Details
2 Other Details
3 System
4 ILC/PT
5 Scope

### Quality Manual / Document

Enter the details of latest Quality Manual.

Title \*

Quality Manual

Issue Number \*

04

Issue Date \*

04/05/2020

Amendments \*

9

Quality Manual / Document (in low resolution) \*

- Quality Procedures: - This field is disabled.

## Quality Procedures

Copies of such documents of the laboratory which cover the requirements specific to this scheme which inter alia include, but not limited to the following:

1. Handling of Samples for BIS Conformity Schemes - covering aspects related to safe handling of samples, access control, confidentiality, recoding, decoding, review of test request, testing of samples as per the test method prescribed in the relevant Indian Standard, methodology followed / proposed to be followed for addressing queries / disputes related to samples or test requests, if any.
2. Handling of Remnants of Tested Samples - covering retention period of remnants, methodology for safe-keeping and return / disposal of samples, responsibility, etc.
3. Maintaining Confidentiality - including access control to testing area.
4. Handling of Complaints - including provision for retesting / witnessing of testing.

Procedure Title *	Procedure Number *	Attach Quality Procedure (in low resolution) *
<input type="text" value="System Operating Procedure"/>	<input type="text" value="HPLI 02"/>	<input type="text" value="SOP Scan 19.11.2024-1-10.pdf"/> 
Issue Number *	Issue Date *	Amendments *
<input type="text" value="04"/>	<input type="text" value="04/05/2020"/> 	<input type="text" value="9"/>

[X Remove](#)

- Standard Operating Procedure: - This field is disabled.

## Standard Operating Procedures

Enter the details of latest Standard Operating Procedures.

SOP Title	SOP Number	
<input type="text" value="Work Instruction"/>	<input type="text" value="HPLI 03"/>	
SOP Issue Number	SOP Issue Date	SOP Amendments
<input type="text" value="04"/>	<input type="text" value="18/05/2020"/> 	<input type="text" value="11"/>

[X Remove](#)

[+ Add more](#)

- Quality Format: - This field is disabled.

## Quality Formats

Enter the details of latest Quality Formats.

Format Title	Forms & Formats	Format Number	HPLI 04
Issue Number	04	Issue Date	04/05/2020 
		Amendments	15

[✖ Remove](#)

[+ Add more](#)

[Previous](#)

[Save & Next](#)

## Step 4. ILC/PT

- Inter Lab Comparison / Proficiency Testing: -You can edit this information at your end.

ILC/PT Programme Conducted / Participated	Parameter	Score
20 W LED Bulb	1. Total Luminous Flux (lm) 2. Maximum Inter	1: -0.34 2: 0.02 3: -0.62 4: -0.1 5: -0.55 6: -0.39

[✖ Remove](#)

ILC/PT Programme Conducted / Participated	Parameter	Score
Self Ballasted Lamps for General Lighting Ser	1. Initial Chromaticity Coordinates 2. Initial Cc	Z Score Awaited

[✖ Remove](#)

[+ Add more](#)

- Internal Audit and Management review: -You can edit this information at your end.

Internal Audit	Management Review
Enter the dates and details of Internal audit.	
Frequency of Internal Audit *	Last Audit Date *
Annually <input type="button" value="v"/>	22/12/2023 <input type="button" value="calendar"/>

Management Review	
Enter the details of latest Management review.	
Frequency of Management Review *	Last Review Date *
Annually <input type="button" value="v"/>	29/12/2023 <input type="button" value="calendar"/>

[Previous](#) [Save & Next](#)

### Step 5. Scope.

- Scope of Recognition: - This field is disabled.

Scope of Recognition
Enter the Indian Standards against which recognition is required.
<a href="#">+ Add Scope</a>
<a href="#">+ Manage Equipments</a>

- Scope list: - The scope could not be modified or included in the renewal application. It can only be deleted in the renewal application.

**Scope List**

In Review (29) Not Adequate (0)

INDIAN STANDARD	PRODUCT	REVIEW STATUS	
IS 13252 : Part 1	Information technology equipment - Safety: Part 1 general requirements (Second Revision)	Pending	  
IS 13585 : Part 1	Shunt power capacitors of the non - Self - Healing type for ac systems having a rated voltage up to and including 1 000 v: Part 1 general - Performance, testing and rating - Safety requirements - Guide for installation and operation (First Revision)	Completed	  
IS 418	Tungsten filament lamps for domestic and similar general lighting purposes (Fourth Revision)	Completed	  
IS 16103 : Part 1	Led modules for general lighting: Part 1 safety requirements	Completed	  
IS/IEC 60669 : Part 2 : Sec 1	Switches for Household and Similar Fixed Electrical Installations Part 2 Particular Requirements Section 1 Electronic Switches	Completed	  
IS 17550 : PART 1	HOUSEHOLD REFRIGERATING APPLIANCES CHARACTERISTICS AND TEST METHODS Part 1 General Requirements	Completed	  

Previous [Save & Next](#)

- Scope for testing: - This field is disabled. No new scope or new clauses can be added or removed from the scope. The same can be done through the scope amendment or scope inclusion applications.

**Scope Details** [View Product Manual](#)

Product: Information technology equipment - Safety: Part 1 general requirements (Second Revision) IS Number: IS 13252 : Part 1 Part: 1  
 Section: 0 Year: 2010 No of Amendments: 2

Indian Standard Number \* IS 13252 : Part 1 (2010) Grade / Type / Size / Designation etc.

Fields of Testing Applicable \* Electronics Optimal Testing Time \* 8 Days Testing Capacity per month \* 200

[Save & Next](#)

- Facilities Available: - This field is disabled.

### Testing Facilities Available

Enter the Clause wise details of Test Facilities Available.

View Product Manual

Product: Information technology equipment - Safety: Part 1 general requirements (Second Revision)	IS Number: IS 13252 : Part 1	Part: 1
Section: 0	Year: 2010	No of Amendments: 2

Clause Number \*

Parameter

3540, 3697, 3750, 3897, 3048

Select Equipment \*

Impulse Tester with Oscilloscope None HPLI/U2/TEST/052
Oscilloscope with HV Probe None HPLI/T-E/173
Humidity Chamber Temp. Controller None HPLI/T-E/49(a)
Humidity Chamber Prog. Timer None HPLI/T-E/49(a)

Humidity Chamber Humidity Controller None HPLI/T-E/49(a)
Impulse tester None HPLI/T-E/150
Humidity Chamber (Small) FW Humidity/Temperature Controller None HPLI/T-E/216

Humidity Chamber (Small) FW Preset Timer None HPLI/T-E/216
Impulse Voltage Generator FW kV meter None HPLI/T-E/220
Humidity Chamber FW Temperature Indicator None HPLI/T-E/250

Humidity Chamber FW Preset Timer None HPLI/T-E/250
Humidity Chamber FW Humidity Controller None HPLI/T-E/250
Test Generator (F.W)- Voltmeter None HPLI/T-E/484
Surge Test None HPLI/T-E/526

Visual Inspection/ Qualitative None None

Environmental Condition(s) (as applicable)

As per Indian Standard

Check if Environmental Condition(s) maintained as per Indian Standard

Previous
Save & Next

- Reference Material: - This field is disabled

### Reference Material

Enter the details of Certified Reference Material(s) / Reference Material(s), if applicable.

View Product Manual

Product: Safety of toys: Part 4 swings, slides and similar activity toys for indoor and outdoor family domestic use	IS Number: IS 9873 : Part 4	Part: 4
Sections: 0	Year: 2017	No of Amendments: 0

Reference Material is Not Applicable

Reference Material (CRMs / RMs etc.)

Name of Material *	Validity *	Traceability *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="dd/mm/yyyy"/>	<input style="width: 95%;" type="text"/>

✕ Remove

+ Add more

Previous
Save & Next

- Facilities not Available: - This field is disabled.

### Facilities Not Available

Enter the Test Facilities which are not available with the laboratory.

[View Product Manual](#)

**Product:** Shunt power capacitors of the non - Self - Healing type for ac systems having a rated voltage up to and including 1 000 v; Part 1 general - Performance, testing and rating - Safety requirements - Guide for installation and operation (First Revision)      **IS Number:** IS 13585 - Part 1      **Part:** 1

**Section:** 0      **Year:** 2012      **No of Amendments:** 0

All Facilities are available

---

Clause Number \*      Parameter

#id1# 26.1     

Method of Test (as applicable) \*      Test Facility which is not Available \*

[X Remove](#)

[+ Add more](#)

Activate Windows  
Go to Settings to activate Windows.  
[Previous](#)      [Save & Next](#)

- Exclusion: - This field is disabled.

### Exclusion

Please enter the test facility for which you need exclusion.

[View Product Manual](#)

**Product:** Shunt power capacitors of the non - Self - Healing type for ac systems having a rated voltage up to and including 1 000 v; Part 1 general - Performance, testing and rating - Safety requirements - Guide for installation and operation (First Revision)      **IS Number:** IS 13585 - Part 1      **Part:** 1

**Section:** 0      **Year:** 2012      **No of Amendments:** 0

Exclusion is Not Applicable

---

Clause No. \*

Name of Test \*

Technical justification for seeking exclusion \*

[X Remove](#)

[+ Add more](#)

Activate Windows  
Go to Settings to activate Windows.  
[Previous](#)      [Save & Next](#)

- Sample testing charges: - Only the testing charges of the current scope can be edited at your end.

### Testing Charges for Testing of Samples

Enter the details of testing charges.

[View Product Manual](#)

**Product:** Shunt power capacitors of the non - Self - Healing type for ac systems having a rated voltage up to and including 1 000 v; Part 1 general - Performance, testing and rating - Safety requirements - Guide for installation and operation (First Revision)      **IS Number:** IS 13585 : Part 1      **Part:** 1

**Section:** 0      **Year:** 2012      **No of Amendments:** 0

---

**Complete Testing Charges \***

251050

---

Clause Number *	Parameter
7.1 (Capacitance measurement and output calculatio	
<b>Testing charge *</b>	
24000	
<b>Remarks *</b>	
Testing Charges are for Cl. no. 7 Testing Charges for 01-10kVR are Rs.13000. Testing Charges for 11-30kVR are Rs.19000.	

[Activate Windows](#)  
 Go to Settings to activate Windows.  
[Previous](#) [Finish](#)

## Step 6. Manpower.

- **Details of Managerial and Technical Personnel:** - This field is disabled.

### Details of Managerial & Technical Personnel

Enter details of Managerial and Technical Manpower of your laboratory.

+ Add Personnel

- Manpower List: - This field is disabled.

Manpower List				
List (100)		Not Adequate (0)		
PERSONNEL	DESIGNATION LEVEL	DEPARTMENT	STATUS	
Shubham Dhakate	-	Electronics	● Completed	  
Chandrakant Wathore	-	Electronics	● Completed	  
Rajesh Chiney	-	Other	● Pending	  
Shrikant Tathe	-	Electrical	● Completed	  
Dr. Devendra Goyal	-	Other	● Completed	  
Kunal Jayaswal	-	Other	● Completed	  

[Previous](#)
[Save & Next](#)

## Step 7. Checklist.

### Checklist

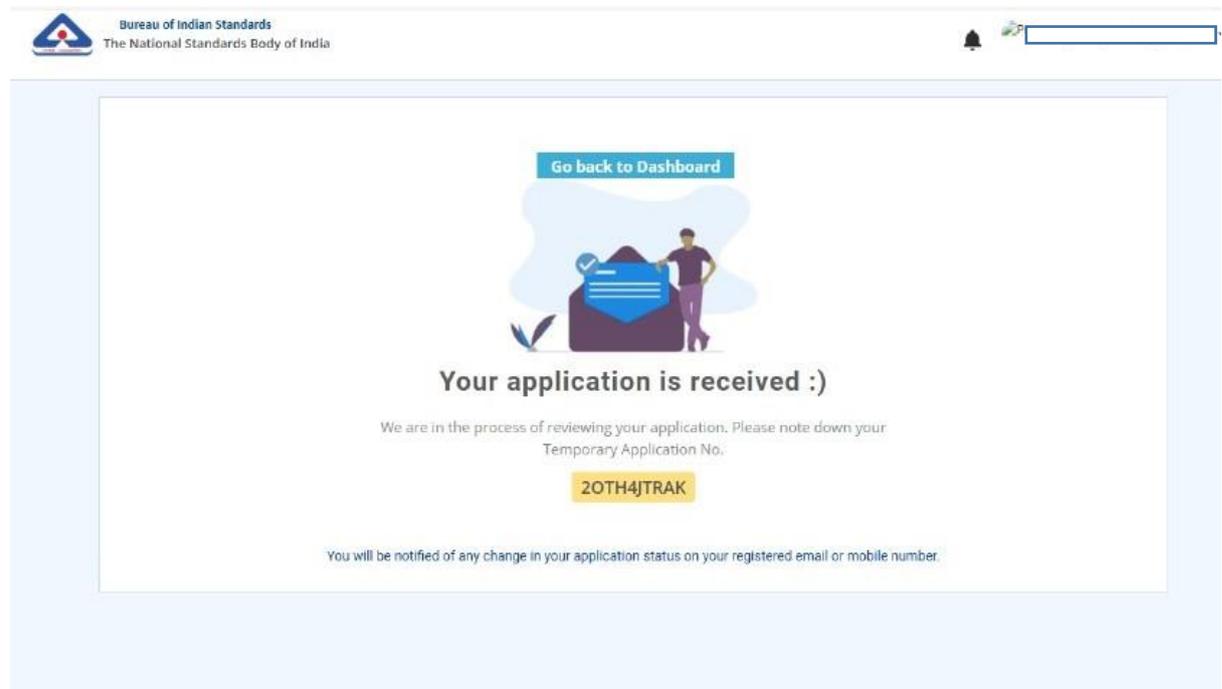
#	Subject	Status	Edit
1	Laboratory Details *	● Pending	
2	Address of Registered Office / Head Office *	● Pending	
3	Name & Designation of Top Management / Contact Person *	● Pending	
4	Normal Working Day(s) & Hours *	● Pending	
5	Type of Organization *	● Pending	
6	Parent Organization *	● Pending	
7	Bank Details *	● Pending	
8	Statutory Compliance Documents	● Pending	
9	Accreditation Documents / Certification Details *	● Pending	
10	Other Details *	● Pending	
11	Undertakings & Policies *	● Pending	
12	Power / Electricity And Water Supply *	● Pending	
13	Other Lab Details	● Pending	
14	Quality Manual / Document *	● Pending	
15	Quality Procedures *	● Pending	
16	Standard Operating Procedures	● Pending	
17	Quality Formats	● Pending	
18	Inter Lab Comparison / Proficiency Testing	● Pending	
19	Internal Audit *	● Pending	
20	Management Review *	● Pending	
21	Scope *	● Pending	
22	Lab Manpower *	● Pending	

[Previous](#)

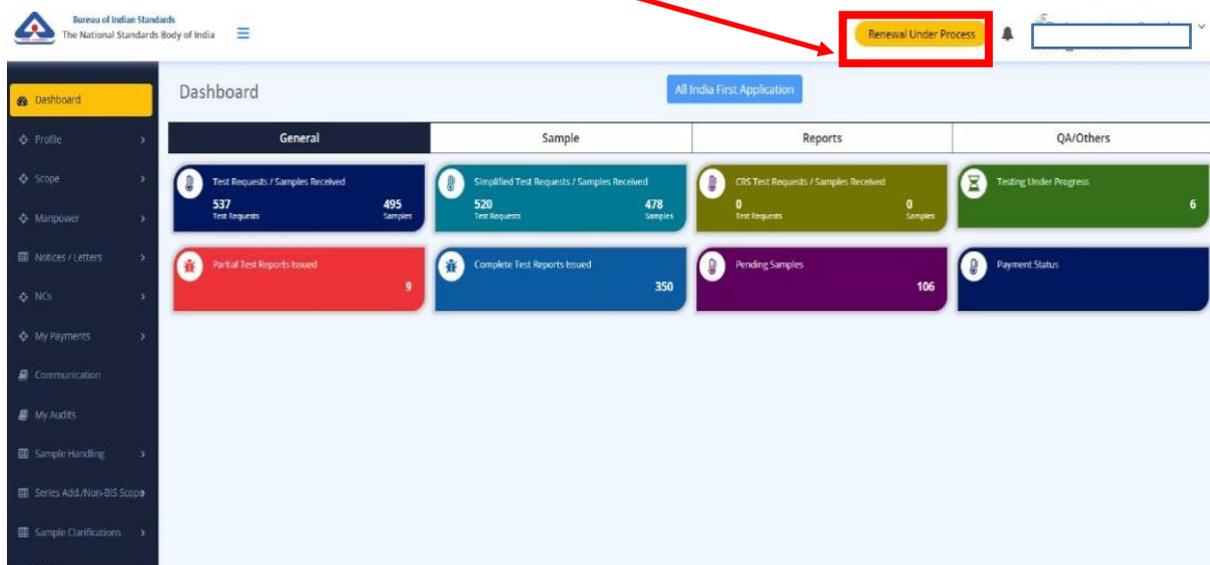
[Make Payment](#)

## Step 8. Application Received.

- After the payment, your application will be received in LIMS.



- Renewal under process.



Note: All the tabs that are disabled in the Renewal Application can be updated from the profile tab in the Labhead account.