

## **Form II**

*[see sub-rule (1) of rule 4]*

# **PAKISTAN STANDARDS AND QUALITY CONTROL AUTHORITY**

## **Self evaluation-cum-declaration for licence**

**Every page is to be signed and any cutting/correction shall be countersigned by the applicant.**

### **1. GENERAL INFORMATION:-**

(a) Name of applicant for licence:

(b) Address: Office:

Manufacturing unit:

(c) Telephone Nos. with city code: Office:

Factory:

(d) Fax Nos. with city code:

(e) e-mail:

(f) Management composition:

(g) Name and designation of person(s) to be contacted:

### **2. RAW MATERIALS/COMPONENTS:-**

(a) Raw materials/components used (separate sheet, duly authenticated, may also be used, if required).

<b>S No.</b>	<b>Raw material or components</b>	<b>Name of supplier</b>	<b>Test certificate of the supplier</b>	<b>How received- batches, nature of package</b>

(b) Arrangement for testing as received.

(c) Methods of disposal of sub-standard raw materials.

(d) Any record of tests maintained for above.

### 3. MANUFACTURE:-

(a) **Machinery as available in the factory** (separate sheet, duly authenticated, may also be

used, if required).

<b>S No.</b>	<b>Machinery</b>	<b>Make</b>	<b>Capacity</b>	<b>Number</b>

I hereby declare that the machinery of which details given above is/are owned by me and are actually installed in the factory premises. I also declare that in case of grant of licence, I will send prior intimation to PSQCA whenever any machinery is/are taken out/in of the premises of the firm due to any reason.

(b) Enclose layout plan of the factory

(c) Production process

- (i) description of the process from raw material to finished product stage ready for dispatch (enclose process flow chart).
- (ii) details of process steps being outsourced with relevant details about the suppliers regarding their names, address particulars.
- (iii) Intermediate manufacturing steps where control is exercised and records maintained.
- (iv) Method(s) of disposal of sub-standard products (intermediate or finished).
- (v) Units of production.

(vi) Production per day or per shift.

**4. LABORATORY, MARKING AND STORAGE:-**

(a) Nature of packing.

(b) Quantity per package.

(c) Details of marking on article.

(d) Form of label(s), if any (enclose one set).

(e) In what manner marking differs from the provisions in the Pakistan standard specification.

(f) Storage facility.

**5. LABORATORY AND INSPECTION:-**

(a) **Equipment, chemicals and other:-**

<b>S No.</b>	<b>Details of test equipment/ chemical</b>	<b>Least count and range</b>	<b>Valid calibration Yes or No</b>	<b>calibration frequency</b>	<b>Tests used with clause reference of PS</b>	<b>Quantity</b>

(b) **Details of quality control staff:-**

<b>S No.</b>	<b>Name of person</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>

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(c) **Records maintained in laboratory for routine tests:-**

<b>S No.</b>	<b>Requirement or characteristics</b>	<b>Specified value</b>	<b>Observed value</b>

**6. DECLARATION AND ACCEPTANCE:-**

(a) **Brand name:-**

<b>Brand name/trademark</b>	<b>Owned by self or others</b>	<b>Licensed or unlicensed brand</b>	<b>Date of licensed</b>

which would be marked on the product (give actual design depiction of the brand name/trade mark)		name or trade mark	

In case brand name(s) or trademark(s) of any other party or manufacturer is being used for purposes of the above, give the design depiction of the brand names or trademarks and copy of the agreement authorizing the use of the same.

I or We undertake to inform Pakistan Standards and Quality Control Authority (PSQCA) in advance as and when we propose to use any other brand names or trademarks in conjunction with the operation of the licence scheme.

I or We understand that the above has been given only as information to PSQCA, that PSQCA has no role in permitting or approved of any brand name or trade mark, that this is not in anyway be interpreted to mean that PSQCA has permitted or approved the use of the brand names and trade marks listed above, and that the responsibility is entirely mine or ours.

**(b) Terms and Conditions**

I or We as licensed user on grant of a licence shall-

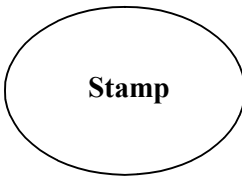
- (i) at all times comply with the provisions of Pakistan Standards and Quality Control Authority Act, 1996 and rules and regulations made thereunder;
- (ii) apply self-declaration on articles only when they meet requirements of the relevant Pakistan standard;
- (iii) apply self-declaration only on those articles for which licence has been granted;
- (iv) not use the licence in any manner which contravenes the provisions of PSQCA Act, 1996 and rules and regulations made thereunder;

- (v) upon expiry of validity, suspension or cancellation or withdrawal of licence, discontinue forthwith the self-declaration of conformity to the relevant Pakistan standard(s) and withdraw all promotional and advertising matter which contains any reference thereto;
- (vi) permit access to a team appointed by Pakistan Standards and Quality Control Authority (PSQCA) for the purpose of collection of factory sample(s);
- (vii) pay all financial dues to the PSQCA, in the manner specified by it, even for the period of discontinuation of the licence; and
- (viii) report any product related complaint to PSQCA and cooperate with and assist PSQCA for resolution of such complaint.

(c) **Declaration:-**

I or We further declare that

- (i) the information given in this declaration is true to the best of my knowledge and belief;
- (ii) the sample(s) for which the test report(s) are enclosed have been manufactured in my factory premises at the address mentioned in the application form;
- (iii) if any misleading information has been found in this declaration, the application for grant of licence shall be liable for rejection; and
- (iv) if the licence is granted on the basis of information given above, which is found to be incorrect later, the licence shall be liable for cancellation.



Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_