

BUILDING MATERIALS & TECHNOLOGY PROMOTION COUNCIL (BMTPC)

PERFORMANCE APPRAISAL CERTIFICATION SCHEME (PACS)

DETAILED APPLICATION FORM (DAF)

(Information provided will be treated as confidential)

Note 1 Attach the documents indicated in the list attached. The item number of the DAF to which the document refers is also given in the list

For each document give Annex number in serial order in the same order as the items in the Form. Indicate the annex number in the appropriate Item of DAF.

Note 2 If any document / Annex requested in this Form has been sent by you already with the Preliminary Application or otherwise say so against the item giving the reference with which it was sent , Annex No. etc. The document need not be attached again.

Note 3 If space provided is not enough attach information in separate sheet giving reference to Item Number of DAF

Note 4 If you are operating on the basis of specifications formulated by your Company (herein after called "Company Standards") attach a copy each of the related standards.

Note 5 If you wish to provide further Annexes not indicated in this DAF, indicate them against the appropriate Item and give Annex number serially.

Note 6 Submit this DAF filling it and preparing Annexes on the basis of information readily available with you or can be collected within the course of 10 days of receipt of this DAF. Annexes, which are likely to take longer time can follow. For each such Annex attach to the DA a Blank Page indicating only Annex Number, Title and probable date by which the Annex would become available; and include it in the List of Documents as the last page of the DA .

Note 7 If some items are not applicable you may write so against that item and related Annex need not be provided. For example for Item 5.1 if no standards are available for -----; for Item No. 6 if no Acts rules, Regulations etc govern your -----.

Note 8 Reference Item --- of the Form: Existence of Quality Assurance System in your factory is not a precondition for applying.

Note 9 The Form is designed to be comprehensive in the sense that it includes all items which a unit should address for producing quality products that would meet the performance requirements and for providing necessary data to the designer / user of your product. **If you are unable to fill any item for any reason (such as, item not applicable, data are not available etc) say so against the item. The filling and submission of the Form need not be held back for such reasons.** However the completeness with which you fill the form will help us to serve you better and quicker.

Note 10 The PAC which may be issued would contain information about your ----- which will be of interest to the customer(eg Items ---, ---, ---, ---, ---, ---, ---) and to that extent it will be one of your marketing tools. Therefore, it will be in your interest to provide information required in this Form.

Note 11 If you are submitting / have already submitted documents which cover the subject matter of the requested Annexes, for each Annex include an Annex sheet giving the Annex No., Title of Annex and reference to such documents with page numbers in the document which provide information specific to the Annex. However, we would prefer if the Annex is drafted out in full , specifically for this application form, including only material specific to the subject matter of the Annex.

Note 12 If you are referring to tests, evaluation etc. conducted earlier a complete copy of the test report, and other related reports should be attached. Extract will not be sufficient.

Note 13 Provide specific calculation and data where required and to substantiate claims made by you.

Note 14 Wherever possible claims should be quantified and corresponding data / calculations for traditional materials compared to which claims of being better are made should be given.

1 ORGANIZATION/COMPANY PROFILE

1.1 Name of Organization/Company _____

1.2 Address _____

1.3 Nearest Railway Station/Airport _____

1.4 Attach document(s) showing statutory authenticating the name of the company and its locations, including Registered Office and Factory(ies) **- Annex--**

1.5 Name and designation of person who will coordinate with AU _____

2 PERSONNEL

2.2 Attach organization Chart **- Annex---**

2.2 Attach list of key personnel (management and Technical) and define their responsibility and authority. **-Annex-**

2.3 Attach a list of technical personnel (including those engaged in production testing, quality management with their designation department attachment, qualification and experience **- Annex__**

3. PRODUCT DETAILS

3.1 Name of the product _____

3.2 Proprietary name/brand name/trade name /trade mark _____

3.2.1 If registered give details _____

3.3 List raw materials/components used.

Sl. No.	Raw Material/ Component	Source	Specification	If quality certified in any form, state

3.4 Attach a brief note (**specially prepared for this application**), listing / highlighting special features of your product **-Annex-**

4 MANUFACTURE **-Annex-**

Attach note on manufacturing giving process, flow chart , list of machinery used (**In the format enclosed**), by products if any and their disposal and related environmental concerns.

Indicate in the note whether the process is batch or continuous, definition of batch / lot, size of batch / lot, production rate (units/day or per shift)

Note Flow chart need not be attached if already given with Preliminary application Form

5 APPLICABLE STANDARDS

5.1 Attach list of standards (Product Standard , Test Method) applicable to the product- **Annex-**

Note: List may include number, year and titles of standards from International (ISO), Indian (IS) ,other countries ,Industries, Association, collaborators, your company standard, as implemented by you in that order

6 APPLICABLE CLAUSES OF NATIONAL BUILDING CODE AND RELEVANT BYE LAWS

6.1 List out applicable clauses of National Building Code of India (NBC) and applicable Building bye laws and indicate how your product satisfies the requirements stated in them

7 APPLICABLE ACTS, RULES AND REGULATIONS

7.1 List (with specific section / subsection etc numbers) of other acts and related rules and regulations governing the manufacture/use of the product (e.g. Fire safety Acts, Town planning Acts, Environmental/ Pollution Control Acts etc)

Note Factory Act, Labour Act and other Administrative and company Acts need not be listed. List Acts governing only technical, environmental and safety requirements

8 EXPERIENCE IN USE

8.1 Attach Note on case histories (including oldest and latest cases in the country/other countries) of use of the product **Annex__**

Amongst other details , which you may like to give, include the following

- i) Month/ Year of installation
- ii) Name and address of the person using the product
- iii) Performance
- iv) Major maintenance and repair, if any
- v) Major complaints ,if any

8.2 Prior assessments – laboratory and in - use. **–Annex-**

- a) Attach Note on previous evaluations/assessments of other agencies (including date of assessment and evaluation reports)
- b) Attach PAC like certificate issued in other countries for the product to the applicant / principal collaborators, if any.

9 PERFORMANCE REQUIREMENTS AND PRODUCTS SPECIFICATIONS

List out Performance requirements of your product in the following format

Sl No.	Performance Characteristics	Requirements with tolerances, if any	Test Method	Reference to relevant clause of NBC, Building bye laws etc, if applicable
1	2	3	4	

10 LABORATORY TESTS AND FIELD TESTS

- a) Attach list of laboratory/field test equipment, their manufacturer, capacity, accuracies, calibration status.(in the enclosed format) **–Annex-**
- b) Attach proforma used for record of test results. **-Annex-**

11 QUALITY ASSURANCE IN MANUFACTURE **–Annex-**

Note Existence of Quality Assurance System is not a precondition for applying

11.1 In manufacture

- a) Attach Note on quality control / quality assurance procedures followed; sampling details, sampling points (raw materials, in-process, finished product); statistical

methods used at factory/construction sites; method of disposal of non-conforming product.

- b) List of quality assurance documents
- c) Attach list of related international, national (Indian and others) and company standards in use.

11.2 In installation / erection

Attach documents if any

12 DESIGN, INSTALLATION PROCEDURES AND RELATED DRAWINGS, TRAINING –Annex–

Submit the following detail

- a) Data design parameters required for design where the product is used.
- b) Codes/guides for installation including special precautions.
- c) Drawings for installation/construction.
- d) Special precautions in installation/construction/assembly
- e) Any associated health hazards/precautions/antidote
- f) Special training needs for artisans.

13 USE, MAINTENANCE, REPLACEMENT –Annex–

Submit the following

- a) List of uses to which the product can be put
- b) Limitations on the basis of performance, safety, geoclimatic conditions.
- c) Maintenance-procedures, frequency
- d) Interchangeability aspects- Other products which can be used as its substitute.
- e) Any associated health hazards/precautions/antidote

14 DURABILITY AND LIFE CYCLE COSTS –Annex–

Submit the following

- a) Notes on useful life of product and the conditions/limitations relating to it.
- b) Working on life cycle costs including original cost, cost of maintenance, cost of replacement of components, disposal costs after useful life.

15 ENVIRONMENTAL CONCERNS (specific to the product, process in manufacture, use of the product and disposal after useful life of the product) –Annex–

Attach Notes on successful dealing with environmental problems, recyclability, method of disposal after useful life

16 SOCIAL BENEFITS –Annex–

Attach documents/ notes on social benefits claimed in the PAF.

17 GUARANTEES / WARRANTEES PROVIDED TO THE USER/CUSTOMER/OWNER –Annex–

Attach Note on guarantees / warrantees provided to the user/customer/owner including limitations , conditions ,jurisdictions.

18 AFTER SALES SERVICE FACILITIES

-Annex-

Attach Note on after sales service facilities that will be available to the user / customer / owner during guarantee / warranty period and after. Availability of annual maintenance contract. and availability of spares / replacements / repair kits

19 MANUALS / INSTRUCTIONS.

Attach as Annex

A set of manuals / use instructions and other similar document(s) provided to the user / customer / owner.

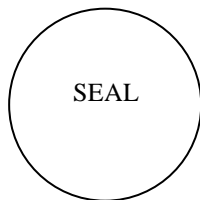
20 NOTES ON SPECIAL FEATURES

Highlight special features related to items 4-18 of this Form which you would like to cover in the **Scope of Assessment** and the **Certificate**

21 GENERAL

Annex -

Give a list of other manufacturers of product in India/other countries , if any .
If there are suppliers in India of imported products , attach the list with there addresses



Name
Designation
Date

Authorised signatory of applicant's organization

LIST OF MANUFACTURING/INSTALLING MACHINERY/EQUIPMENT

Name of the applicant and address _____

Project No: _____ Product: _____

SI No	Date of installation	Name of machine and ID No	Make	Capacity	Capability	Number of machine	Does the unit have maintenance schedule	Remarks
1	2	3	4	5	6	7	8	9

Signature of
Authorized representative of Applicant

Name & Designation
Date

Signature of person
during factory inspection
inspection

Name
Date

LIST OF TESTING EQUIPMENT

Name of the applicant and address _____

Project No: _____ Product: _____

No	Date of installation	Name of equipment	Make	ID No	Range and least count	Numbers	Calib frequency	Remarks
1	2	3	4	5	6	7	8	9

Chemicals:

SI No	Name	Brand name	Source	Specification	Remarks
1	2	3	4	5	6

Signature of
 Authorised representative of Applicant

Signature of person checking
 During factory inspection

Name & Designation
 Date

Name
 Date

LIST OF DOCUMENTS TO BE ATTACHED WITH DETAILED APPLICATION

SL No.	Item No. of DAF	Document	Annex No
1	2	3	4
1	1.4	Document authenticating name and location of Organization/company	
2	2.1	Organization chart	
3	2.2	Responsibility of authority of key personnel	
4	2.3	List of technical personnel with designation	
5	3.4	Note listing /highlighting special features of the product	
6	4	Manufacturing details	
7	5	List of standards applicable to the product	
8	8.1	Note on case histories	
9	9.2	Report on prior assessment Other PAC like certificate	
10	10	List of lab/field equipment	
11	10	Proforma for record of test results	
12	11	Note on Quality assurance Practice	
13	12	Design, Installation details, drawings, training need	
14	13	Note on use, maintenance , replacement	
15	14	Note on durability and life cycle cost	
16	15	Notes on environmental concerns relating to the product	
17	16	Notes on social benefits	
18	17	Notes on guarantees/warrantees provided to the customer	
19	18	After sales service and availability of spares	
20	19	Manuals/Instructions	
21	20	Notes on special features of the product to be covered for scope of assessment	
22	21	List of other manufacturers/suppliers of the product in India /abroad	

SL No.	Item No. of DAF	Document	Annex No
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