



Inspection Procedure and Checklist for Verification of Legal Metrology & its renewal

Inspection Procedure

On receipt of application from the online portal, Inspector will inspect the concerned unit within 30 working days' time. As per details provided by the applicant, the Inspector will do the inspection by visiting the unit as per the pre-defined checklist. Inspector will then upload the inspection report within 48 hours in the dept. portal and will verify/reject the weights & measures equipment. Same will be accessible to the applicant from his login.

Name : _____ **Designation** _____

Company/Organization : _____

Mobile No : _____ **Email :** _____

Inspection Checklist for Inspector

<input type="checkbox"/>	Purchasing receipt of weights & measures equipment
<input type="checkbox"/>	Product purchased from authorised dealer registered with Government
<input type="checkbox"/>	Model approval certificate from Director Legal Metrology (Delhi), if any
<input type="checkbox"/>	Department laboratory certificate for product/equipment to be produced, if any
<input type="checkbox"/>	Ownership paper of the premises
<input type="checkbox"/>	Electricity bills of the premises
<input type="checkbox"/>	Type of organisation document (Partnership,Private,Proprietorship etc.)
<input type="checkbox"/>	Municipal Trade License
<input type="checkbox"/>	VAT Number/TIN Number (GST Registration Number)
<input type="checkbox"/>	Physical and verification test of weight & measure equipment
Approved _____ Rejected _____	

Recommendation

Comment or Remarks, If any

Date : _____

Place : _____

Signature of Inspector