



Inspection Procedure and Checklist for Registration of Packers/ Manufacturers/ Importers

Inspection Procedure

On receipt of application from the online portal, Inspector will inspect the concerned unit within 7 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 submit the inspection report within 48 hours in the dept. portal. Same will be accessible to the applicant from his login.

Name : **Designation :**

Company/Organization :

Mobile No : **Email :**

Inspection Checklist for Inspector

<input type="checkbox"/>	Packers/ Manufacturers/ Importer's Registration Certificate No.
<input type="checkbox"/>	Name of the commodities prepacked by the applicant
<input type="checkbox"/>	Quantities in which packing is made i.e. below 5 g, 5 g, 10 g, 20 g, etc.
<input type="checkbox"/>	Ownership paper of the own premises/rented 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)
Declarations which are made on the Package	
<input type="checkbox"/>	Name & complete address of the registered office of the firm/partnership firm/company
<input type="checkbox"/>	Maximum retail price (inclusive of all taxes)
<input type="checkbox"/>	Date of manufacturing/ packing/ import
<input type="checkbox"/>	Date of expiry in case of food items
<input type="checkbox"/>	Net contents in terms of weights/ volume/ length
<input type="checkbox"/>	Generic name of the commodity
Verification report of test weight etc., if any	
<input type="checkbox"/> Verified	<input type="checkbox"/> Unverified
<input type="checkbox"/> No Weights,etc	
Approved	Rejected

Recommendation

Comment or Remarks, If any

Date :

Place :

Signature of Inspector

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