

Sample Compliance Inspection Procedure

I. Compliance Inspection Procedure :

A. Pre –Inspection

1. The Legal Metrology Officer (LMO) shall collect background information and previous compliance history (if available) of the applicant. This will enable the inspector to be familiar with the operations of the industry and note down specific areas that may require more detailed investigation or verification during the inspection process.
2. The Legal Metrology Officer (LMO) shall obtain necessary information about the industry from the office concerned. After launching LMOMS (Departmental portal) all the necessary information shall be obtained /available.
3. In advance, the applicant may be informed about the inspection.

B. Inspection

1. Inspection shall be made during regular working hours of the establishment /industry except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the LMO shall locate the occupier/representative of the occupier/person in charge of the industry and inform about the purpose of the proposed inspection.
3. Check list (Uploaded)
4. The LMO may seek information / clarifications or documentary evidence from the representative or occupier to ascertain the correctness of the application.
5. If any representative / occupier of the industry wilfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.

6. At the end of the inspection, the LMO may inform the representative of the industry about apparent non-compliance observed during inspection, so that industry may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 hours of completion of the inspection and a copy of the same should be issued to the factory. (Online submission of Inspection Reports will be active after the completion of Portal Software- "LMOMS")
2. All observations of the inspection regarding non compliance should be included as part of the report.
3. Non compliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Standard operating procedures and checklists for various Licenses and Registrations are given under the head 'EoDB'.

For other routine inspections for consumer grievance redress and surprise inspections, the above procedure is not applicable.