

Legal Metrology Department

Inspections for Renewal of Repairing License

Procedure for Conducting Inspection for Renewal of Repairing License

1. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection on the Central Inspection System.
2. The Inspecting Officer sends SMS about the date of inspection, to the industry to be inspected
3. The Inspecting Officer inspects the industry on the designated date
4. The Inspecting Officer inspects the industry, as per the check list communicated
5. The Inspecting Officer prepares a Inspection Report in prescribed proforma (preferably online)
6. The Inspecting Officer generates an Inspection Report with unique Id no. (File No.)
7. The Inspecting Officer signs the Inspection Report
8. The Inspecting Officer uploads Inspection Report onto the website within 48 hours
9. The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website
10. The industry down loads the Inspection Report from website.

Checklist for Inspection of Repairing License – Renewal

ATTACHMENTS TO BE UPLOADED ONLINE:

S.No	Particulars
1.	On line application the Photo of the Proprietor - in case of Proprietorship Managing Partner- in case of Partnership firm Managing Director- in case of Limited Company
2.	Registered partnership deed in case of more than one skilled worker
3.	Copies of Security Deposit for Rs, 5,000/- in the form of NSC
4.	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence/receipt
5.	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner
6.	Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper
7.	Aadhaar for ID proof and Address proof of the applicant
8.	Aadhaar for ID proof and Address proof of the skilled worker(s)
9.	Copy of the skilled worker certificate(s) issued by the Controller, Legal Metrology, Andhra Pradesh
10.	List of Loan articles
11.	List of Test Weights
12.	List of tools
13.	Undertaking from the skilled worker(s) indicating willingness to work in the firm for the current year
14.	Group photo of skilled worker(s) incase of more than one skilled worker
15.	Existing valid Repairing Licence Document
16.	A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date, which are to be attested by the Inspectors/Dist. Inspectors concerned

Timeline: 21 Days