

Inspection Procedure and Checklist

- **Inspection of establishments by Inspector**

- While going for inspection every Legal Metrology Officer should ascertain the check list and carry the following things with him:
 - I. Identity card indicating jurisdiction or Authorization letter
 - II. Seizure Receipt Book
 - III. Weighing Balance as per requirement
 - IV. Verified test weight or measure as per requirement
 - V. Copy of the Act & Rules
 - VI. Notice Form, Seizure Memo , Punchnama
 - VII. Designation Stamps , sealing wire, seal.

- After entering into premises the Legal Metrology Officer should disclose his identity by showing Identity card to the person in-charge of the premises. However, where the identity disclosure hampers the merit of the inspection, identity should be disclosed at proper time. If any obstruction or resistance is created by the trader or observed from the person in charge of the premises or any other person, the Legal Metrology Officer Station of the local jurisdiction , and report the same to higher authority for information.

- During inspection the Legal Metrology Officer should carry out inspection as per Act & Rules, If there is any violation , Legal Metrology Officer should prepare seizure receipt.
For traceability of accused a copy of one of the documentary evidences such as licence issued by Government/local authority/documents like electricity bill, packer registration etc. may be taken in possession.

- A copy of the seizure receipt should be given to the person in-charge of the premises and acknowledgement should be taken.

- The Legal Metrology Officer should seize all the articles mentioned in the seizure receipt.

- The Legal Metrology Officer should ensure that seized and detained property is carefully sealed and preserved for producing in the court of law as and when required.

- **Inspection of Weight or measure**

In addition with the inspection of Establishments the Legal Metrology Officer should take following steps while inspecting weight or measure.

- The Legal Metrology Officer should obliterate the stamp on any weight or measure, if it is found during inspection that:
 - I. Any weight or measure being due for re-verification has not been submitted for such re-verification;
 - II. Any weight or measure which does not conform to the Standards established by or under the Act;
 - III. Any weight or measure which , since the last verification, stamping and sealing has been repaired or readjusted;
 - IV. Any weight or measure which does not admit proper adjustment by reason of being broken, or otherwise defective.
- During the inspection if it is found that the user failed to produce weight or measure for verification on or before expiry of validity of stamp, the LMO should take steps such as seizing of weight or measure, booking offence under relevant Rules.
- During the inspection if short delivery by weight, measure is noticed, the LMO should take action as per Act/Rules.

- **Inspection of Packaged Commodities**

While inspecting the premises of Manufacturer, Packer or Importer the LMO shall,

- Ask to produce registration certificate of Manufacturer, Packer or Importer.
- Check the declarations, on the packages ready for dispatch.
- Check the net content of the packages as per Packaged Commodities Rules.

While inspecting the premises of Wholesaler ,retailer & dealer , the LMO shall,

- Check the declarations on the packaged commodities
- Check whether there is any alteration, obliteration, and/or smudging on MRP declared on the packages.
- In case of overcharging, at first, receipt of said packaged commodity should be procured for evidence and thereafter prosecution may be filed against the retail or wholesale dealer as the case may be

- In case no receipt is given on demand or incorrect receipt is given, punchnama shall be prepared in presence of two witnesses and action should be initiated as per Act and Rules
- Check the net content of the packages, on complaint or if there is any reason to suspect that any package has been tampered with as per Rule of PCR.