

सूक्ष्म , लघु और मध्यम उद्यम मंत्रालय MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES



USER MANUAL FOR BRONZE CERTIFICATION

ZED/USER MANUAL/BRONZE CERTIFICATION/20.04.2022



- Official website of ZED is <u>https://zed.msme.gov.in/</u>
- After registration, login with ZED ID and password sent on the Email ID provided.
- Apply for Bronze certification by paying the certification fee (and/or applying Joining Reward) and download ZED MSME Mobile app from google play store to submit Basic information and Documents.
- Assessor will verify the information and documents submitted by the applicant. After successful verification, a
 certificate and report will be provided to applicant.
- MSMEs will now be eligible for the following incentives:
 - Joining reward of Rs. 10,000/- for ZED Certification.
 - ✓ Subsidy as per the following structure, on the cost of certification:
 - i. Micro Enterprises: 80%
 - ii. Small Enterprises: 60%
 - iii. Medium Enterprises: 50%
 - There will be an additional subsidy of 10% for the MSMEs owned by Women/SC/ST Entrepreneurs OR MSMEs in NER/Himalayan/LWE/Island territories/aspirational districts.
 - In addition to above, there will be an additional subsidy of 5% for MSMEs which are also a part of the SFURTI OR Micro & Small Enterprises - Cluster Development Programme (MSE-CDP) of the Ministry.



Bronze Certification Process Flow





NC = Non-Conformity



Apply for Bronze Certification



ZERO DEFECT . ZERO EFFECT







Web Module



Mobile App सत्यमेव जयते



ZEDMSME000270

This disclaimer/declaration governs the use of the MSME Standard, various documents, reports and any content therein. The following is accepted in full by the User/applicant Unit:

1. By agreeing to proceed and make relevant payment it is assumed that the applicant has read & understood the Scheme Guidelines & the provisions contained therein and is participating in this voluntary scheme on their own volition.

2. The applicant has read and understood the requirements of the Certification Level for which the payment is being made and take full responsibility for any non-conformities that may occur during the Certification process.

3. The amount once remitted is non-refundable. non-adjustable & non-transferable irrespective of the outcome of the Certification process.

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ACCEPT & PROCEED

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4. Submission of relevant documents/





Web Module



| Payment Options | | Summary | | |
|---|---------------|--|--------------|--|
| GSTIN Applicable? | 🔘 Yes 🔘 No | Certification Fee | ₹ 10,000.00 | |
| | | Subsidy (On Final certification fee) (80%) | - ₹ 8,000.00 | |
| Unit GSTIN | | Amount Payable | ₹ 2,000.00 | |
| | | Amount | ₹ 1,694.92 | |
| TDS Deductible? | 🔘 Yes 🚫 No | GST(18%) | ₹ 305.08 | |
| [| | TDS Deducted (%) | | |
| TDS Amount | 0 1.5% 0 7.5% | Net Payable Amount | | |
| Joining Reward* 10,000.00 *Applicable only on one certifica | APPLY REWARD | | | |
| Bronze or Silver or Gold). | | | | |
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certification)

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| ZEDMSME000270 | |
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| ● Yes ○ No | |
| K | and TAN Number as |
| Yes O No | applicable |
| .5% | |
| | |
| APPLY REWARD | Click here to avail joining reward of Rs. 10,000/- (this amount will be deducted from |
| ' | the total cost of |
| ₹ 10000.00 | |
| ₹-6000.00 | |
| ₹ 4000.00 | |
| ₹ 3389.83 | |
| ₹ 610.17 | |
| ₹ 4000.00 | |
| | ZEDMSME000270 • Yes ○ No • Yes ○ No |

Click here to

Proceed to payment





Payment Gateway (Web Module)

| Billing Information Credit Card Credit Card Card Number Credit Card Credit Car | | | | | | | Eng | llish |
|--|---|-------------------------------------|------|---|-------------------------------|-------------|-----------|------------------------------|
| Order #: 08aa2203-09b7-4b52-a5 45797b4988 Order #: 01 01 01 01 01 01 01 01 01 01 01 01 01 01 02 03aa2203-09b7-4b52-a5 45797b4988 07der #: 03aa2203-09b7-4b52-a5 45797b4988 07der #: 01 01 02 03aa2203-09b7-4b52-a5 04 04 05 05 07 04 05 05 07 08 08 09 09 01 01 02 03 04 05 05 05 05 06 07 07 07 08 09 09 01 02 03 04 04 05 05 04 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 | Billing Information | | | | | ORDER DE | TAILS | |
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Mobile App

View Breakup

Payment details

Order ID: 100000068

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Select payment option from the list



Click here to make payment

INR

bank to enable online usage.

I agree with the Privacy Policy by proceeding with this payment.

(Total Amount Payable)

UPI

NEFT / RTGS

EMI Options

Select payment

option from the list



To start the certification process, download ZED MSME mobile application from the Play Store OR Mobile Application can be downloaded from the Link: <u>https://play.google.com/store/apps/details?id=com.qci.zed.msme</u>



Dear Madam/Sir,

Greetings of the day!

We have received your payment for Bronze Certification.

Your ZED ID: ZEDMSME000263

Payment Date: April 20, 2022

| Certification Fee | ₹10000.00 |
|---|------------|
| Joining Reward | -₹10000.00 |
| Final Certification Fee (After adjusting joining reward) | ₹0.00 |
| Subsidy (80%) (On final certification fee) | -₹0 |
| Amount Payable | ₹0.00 |
| Amount | ₹0.00 |
| GST(18%) | (₹0.00 |
| Net Payable Amount | ₹ 0.00 |

Please download the ZED MSME Mobile Application to proceed to the next step, i.e. Basic Information and Document Upload (the same can also be downloaded directly from Google Play Store):



In case of any query, please mail us at: zed@qcin.org. Please mention your ZED ID in a your future correspondence.

Thanks and Regards,

ZED Team

Email after successful payment

Click here to download Mobile Application from Play Store







Document / Information Upload Process through Mobile Application





App Login







Wednesday 20, Apr **Bronze Certification**

← BACK

ZEDMSME000263

Certification Requirements

1. Leadership

Roles & Responsibilities at all levels are clearly defined

1.2

Regulatory compliances are reviewed periodically

2. Swachh Workplace

2.1

Processes for cleaning & hygiene are in place addressing the nature of product, processes, customer & regulatory requirements

2.2

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All equipment, tools, work spaces & areas are maintained clean, uncluttered & organized as defined & required

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3. Occupational (Workplace) Safety

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4. Measurement of Timely Delivery 4.1 Mechanism to record deliveries is in place 4.2 Adherence to process delivery contracts is measured 5. Quality Management 5.1 Quality requirements for products and processes are established and monitored 5.2 Training is imparted to all relevant people Open PDF I have read the certification requirements and are following all the requirements to the fullest extent possible. SUBMIT

Bronze Certification

← BACK

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Certification Requirement

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Document Upload

Click here to close the window



ZEDMSME000002

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Documents Upload

| ← BACK | ZEDMSME000263 |
|---|------------------------|
| Pictures of Shop-floor | |
| V Pictures of Workers' Toilet | (s) |
| Pictures of Raw Material S | tore |
| Pictures of Finished Goods | s Store |
| VISO 45001 certificate | <u>л</u> |
| Pictures of Fire Extinguish Shop-Floor | ers at |
| Pictures of Fire Extinguish | ers at Stores |
| Pictures of Sand Buckets | л |
| Pictures of Employees with | h PPEs |
| Pictures of Safety Posters | <u></u> |
| Pictures of other Safety Sy | vstems |
| List of Safety Trainings Co | nducted _ ⁷ |
| Records/Trends of deliveri | ies (of last 3 🚽 |
| III O | < |





Click here to submit

Pictures of Fire Extinguishers at Stores **Pictures of Sand Buckets** Pictures of Employees with PPEs

- Pictures of Safety Posters
- List of Safety Trainings Conducted
- Records/Trends of deliveries (of last 3

ISO 9001 certificate

List of Trainings conducted on Quality

I confirm that all information and documents/ photos submitted pertain to the selected unit

FINAL SUBMIT

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Document Upload





Click here to close the window









and Documents, case is allocated to assessor for verification







found by assessor during desktop verification

THE DEFECT

Non-Conformance raised can be viewed in web and mobile app

April 23, 2022 13:19 PM

GUJARAT, 382433

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ASSESSOR COMMENT

ZEDAS0121

सत्यमेव जयते ← BACK G REFRESH Welcome **BRONZE CERTIFICATION** Non-Conformances M MICRO Please download the ZED MSME Mobile Application to ← BACK ZEDMSME000249 proceed to the next step, i.e. Basic Information and ← BACK ZEDMSME000249 M/S REVATI PET INDUSTRIES Document Upload UDYAM Number - Desktop Verification UDYAM-GJ-01-0013310 Non-conformance 1 \rightarrow Status Actions ZED ID Zeo NC 1 Raised On April 22, 2022 NC ZEDMSME000269 **Application Received** VIEW DETAILS · Payment of Rs. 2000.00 successfully received on April 23, 2022 Documents Upload after adjustment of subsidy/reward as applicable. What is Non-Conformance? Selected Unit **Basic Information & Document** Ð Any deviation from the requirements of REVATI PET INDUSTRIES PI Non-Conformance(s) \rightarrow \rightarrow **Basic Information and Document Upload** Upload each parameter, as mentioned in the ZED YOU: Submitted on April 23, 2022 Standard, will be a Non-Conformance (NC). Flat No:- 165, Building:- NK-3 Industrial Estate, Road/Street:-The status of action taken by you on the \rightarrow Non-conformances Download Certificate Bakrol Bujrang, Village/Town:-**Desktop Verification** NC(s) will be as follows: Daskroi, Block:- 165, City:- ZED: In-progress AHMEDABAD, AHMADABAD, Non-Confirmance(s) (NC) Certificate Download 4 Yet to start GUJARAT, 382433 Download Report ✓ ZED: NC 1 Raised On April 23, 2022 In Progress Download Report Completed - BACK Welcome G REFRESH 2 m Incentives M MICRO #= Non-Conformance(s) **M/S REVATI PET INDUSTRIES** UDYAM Number UDYAM-GJ-01-0013310 ZED ID Description Value ZEDMSME000269 111 0 111 \bigcirc < < Product manufactured Selected Unit REVATI PET INDUSTRIES Vhjdk Jjkfj aptured at Apr 23, 2022 1:01 PM Use ZED MSME mobile app to close uploaded at April 23, 2022 13:03 PM Plat No:- 165, Building:- NK-3 Industrial Estate, Road/Street:captured at Apr 23, 2022 1:02 PM the non-conformances within 30 days Bakrol Bujrang, Village/Town:uploaded at April 23, 2022 13:03 PM Daskroi, Block:- 165, City:-AHMEDABAD, AHMADABAD, from the date of issue



सूक्ष्म , लघु और मध्यम उद्यम मंत्रालय MINISTRY OF **MICRO, SMALL & MEDIUM ENTERPRISES**

Process to close Non-Conformance (NC) Raised

 برفتر , متو और मध्यम उद्यम मंत्रालय

 MINISTRY OF

 MICRO, SMALL &

 MEDIUM ENTERPRISES









Email after submission of response against non-conformance(s) raised

Submission of response to Non-conformance(s) raised under "MSME Sustainable (ZED) Certification" Scheme - ZEDMSME000269 D Inbox ×

Sun, Apr 24, 11:16 AM (18 hours ago)

zed@msmeadmin.in Dear Madam/Sir, Greetings of the day! Thank you for submitting the response/evidence(s) against the Non-conformance(s) raised under "MSME Sustainable (ZED) Certification" Scheme. You shall be informed of the outcome after verification by the assessor in due course of time. In case of any query, please mail us at: zed@qcin.org. Please mention your ZED ID in all your future correspondence. Thanks and Regards, **ZED** Team

Response submitted will be verified by assessor and after successful verification Bronze certificate and Assessment Report will be issued





Bronze Certification







Email after achieving Bronze Certification

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

Dear Madam/Sir,

Greetings of the day!

At the outset, we thank you for being a part of the "MSME Sustainable (ZED) Certification" Scheme of Ministry of MSME, Government of India.

Please find attached the Certificate and Assessment Report based on the assessment of your unit. The same can also be downloaded from your dashboard.

We encourage you to adopt measures as suggested in the ZED Standard and we are confident that you will understand and prioritize your business needs by helping identify any deficiencies or shortcomings that need to be overcome, thereby performing better on the ZED parameters.

In case of any query, please mail us at: <u>zed@qcin.org</u>. Please mention your ZED ID in all your correspondence.

Please acknowledge the receipt of the Certificate and Assessment Report.

Wish you all the best in your journey of ZED!

Thanks and Regards,

ZED Team





