

Ref: AIOTA/ERG-REG/2024-2028

AIOTA CERTIFICATION FOR ERGONOMICALLY DESIGNED PRODUCTS

THE REGULATIONS

[Effective April 01, 2024-31ST March, 2025]

<http://aiota.org/certification>

REGISTRATION & CERTIFICATION

- 1. Registration:** Non-refundable one time Registration fee for AIOTA Certification is INR 59,000.00 (Including 18% GST)
Registration Form: may also be downloaded from AIOTA Website www.aiota.org
Minimum 5 years in Manufacturing of Furniture is essential for registration.
- 2. Inspection Fee:** INR 30,000 for each specified range of furniture.
- 3. Certification Fee:** As per required Ranges of Furniture. Fee structure for certification is given below in **Table 1**.
- 4. Certification and Validity Period:** The certificate will only be issued after the satisfactory report by the duly appointed 2 members Inspection Committee. **Validity Period:** The certificate issued for the first time will have validity period of one year.
- 5. Documentation:** The required documents specified in the Request Form should be sent along with Registration Fee in soft copy first to president@aiota.org with copy to convener, EDCC vicepresident@aiota.org
- 6. Certification and Inspection Fee should only be sent after verification of the submitted documents.**
- 7. CA Certificate:** It would be mandatory to submit Certification of last three financial years issued by authorized CA (Chartered Accountant).
- 8.** All the travel expenses (To & Fro airfare) and hospitality to the inspection team (Max. two persons) shall be borne by the applying firm.
- 9.** The certificate shall be issued in the name of firm as registered with the AIOTA. The name of the firm shall not be changed in the certificates or renewed certificate (s) in future. In case the firm wishes to change the name, it shall have to apply and register a fresh with AIOTA with new name of firm as a new case.
- 10.** Once registered with the AIOTA, it is deemed that the firm has understood the regulations for AIOTA Ergonomic Design and Performance Certification well and shall abide by the decision of AIOTA.

Note: Documents in Soft copies to President AIOTA and in Soft copy and Hard copies both should be sent to-

Dr. Pratibha M. Vaidya

Convener

AIOTA Ergonomic Design Certification

Committee,

Flat No: E10, Pranam Society,

Plot No 513, Shimpoli Link Road,

Borivali West, Mumbai-400092

Maharashtra, India.

E-Mail ID: vicepresident@aiota.org

RENEWAL OF CERTIFICATE

1. **Request for Renewal of Certificate:** shall be sent along with previously issued certificates (s), previous inspection report and modification compliance report/statement (if any) by the firms at least one month before the date of Validity. Certificate will only be renewed after verification of compliance of modifications on suggestions by the Inspection Committee.
2. **Validity of Renewed Certificate:** Validity Period of Renewed Certificate will be two years.
3. **Renewal Fee:** Fee structure for Renewal of the certification is specified in **Table2.**
No inspection fee or registration fee shall be charged by AIOTA for renewal.

PAYMENT:

The Bank Details for making payment is as below. The details of payment (scan copy) shall be shared on mail after making payments.

Account Name: All India Occupational Therapists Association (AIOTA)

Bank Name: Central Bank of India

Branch: Mumbai Central, Mumbai

Account Number: 1026942763

IFSC Code: CBIN0280601

Branch Code: 280601

Table-1

**THE CERTIFICATION FEE FOR BELOW CLASSIFIED RANGES
FOR ERGONOMIC CERTIFICATION BY AIOTA**

[Effective from April01.2024]

S. No.	Classified Ranges of Furniture	Certification Fee in INR (Validity of the Certificate issued will be one year)
1.	Seating Systems: Office, Visitor, Lounge chairs, Auditorium, Executive Chair Ranges & Sofas	1,00,000.00
2.	Office Furniture Range: Office Desks, Executive Tables, Storage (Side & Back Units), Workstation	1,50,000.00
3.	Educational Furniture Range:	
	a. Classroom Furniture: Desk & Seating for different age groups, Teacher's Table and Storage,	1,00,000.00
	b. Institutional Furniture Range: Library, Chemical laboratory & Hostel, Office Desks, Seating System, auditorium, Executive Tables, Board Room, Workstation.	1,50,000.00
4.	Healthcare Furniture Range: Bed Side Screen, Cabinet with Drawers & Bed Side Lockers, Examination Table, ICU Beds, Fowler Beds, Hospital Chairs, Benches & Stools, Wheelchair.	1,00,000.00
5.	Storage: Steel & wooden racks, Cabinets and Almirah with or without sliding & swing doors, Drawer Storage, Locker and Compactor storage systems etc.	1,00,000.00
6.	Modular Furniture Range: Sliding wardrobes, walk-in wardrobes, beds with storage, modular study tables, modular display units, and modular entertainment units.	1,00,000.00
7.	Any other Furniture Range	As per specifications and submitted details

"All payments are subject to an 18% GST."

Table-2

**THE RENEWAL FEE FOR BELOW CLASSIFIED RANGES FOR
ERGONOMIC CERTIFICATION BY AIOTA**

[Effective from April01. 2024]

S.No.	Classified Ranges of Furniture	Renewal Fee in INR [Validity of the renewed certificate issued, will be for Two Years]
1	Seating Systems: Office, Visitor, Lounge chairs, Auditorium, Executive Chair Ranges & Sofas	1,50,000.00
2.	Office Furniture Range: Office Desks, Executive Tables, Storage (Side & Back Units), Workstation <u>including Seating Systems.</u>	2,25,000.00
3.	Educational Furniture Range: <ul style="list-style-type: none"> Classroom Furniture: Desking & Seating for different age groups, Teacher's Table and Storage Institutional Furniture Range: Library, Chemical laboratory & Hostel, Office Desks, Seating System, auditorium, Executive Tables, Board Room, Workstation 	1,50,000.00 2,25,000.00
4.	Healthcare Furniture Range: Bed Side Screen, Cabinet with Drawers & Bed Side Lockers, Examination Table, ICU Beds, Fowler Beds, and Hospital Chairs, Benches & Stools, Wheelchair.	1,50,000.00
5.	Storage: Steel & wooden racks, Cabinets and Almirah with or without sliding & swing doors, Drawer Storage, Locker and Compactor storage systems etc.	1,50,000.00
6.	Modular Furniture Range: Sliding wardrobes, walk-in wardrobes, beds with storage, modular study tables, modular display units, and modular entertainment units.	1,50,000.00

"All payments are subject to an 18% GST."

Timeline for Ergonomic Design Certification:

- a) Response Time for Certification Requests: Upon receiving a request for ergonomic certification, a designated time frame should be established within which the initial response should be sent to the applicant - **03 working days max.**
- b) Client Response Time: After sending the ergonomic certification guidelines, forms, and regulations to the aspiring member, there should be a clearly defined turnaround time for the client to respond with the necessary documents and the initial registration fee - **10 working days max**
- c) Confirmation of Payment and Documents: Once the registration fee has been credited to the AIOTA bank account and confirmed, the respective members should inform the Secretary's office of the document receipt and fee credited information within a specified time frame: **03 working days max**
- d) Inspection Scheduling: After completing the registration screening, an inspection team will be set and the time frame for completion of the inspection will be - : **30 working days max.**
- e) Post-Inspection Modifications: Any required modifications or updates following the inspection should be completed within a specific time frame. The client must inform AIOTA once these changes are made so that the certification issuance process can be initiated promptly - **25 working days max**
- f) QR Code and Certification Generation: Upon completing the inspection, a time frame should be communicated to the client for generating the QR code and issuing the certification - **07 working days max.**

Total Duration - 78 working days max

- For Registration, queries/information if any, President AIOTA may be contacted.

Dr. Pankaj Bajpai

President-All India Occupational Therapists' Association [AIOTA]

Executive Chairman, EDCC

Contact: +919433098374

Email: president@aiota.org

Website: www.aiota.org