

ISO 9001: 2015	Document No.: PE-WI-8.1-8	Version No.: 3.0	Date Effective: 05.02.2025
Document Title: Procedure for Vendor Development.			



RESEARCH DESIGNS AND STANDARDS ORGANISATION

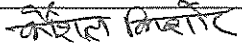
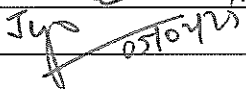
Manak Nagar, Lucknow - 226011

PE-WI-8.1-8

Vendor Development & Approval Procedure.

1.0 Amendment History:

1.	First Issue	03.10.2022	1.0	First Issued under new documentation system for ISO9001:2015, change in content from previous document no. PE-WI-7.1-8 Ver. 4.0.
2.	Second Issue	02.11.2024	2.0	Field trial period added for upgradation from development to regular vendor in Annexure 'A' as approval of DG/RDSO on efile no. RDSO-PE0TLAC(MISC)/10 dt 30.11.24 and para 11.12 modified as per latest RDSO ISO guidelines QO-D-8.1-11 ver 3.1 dated 20.11.24.
3.	Third issue	05.02.2025	3.0	Under clauseno.17.1 "However, it should be ensured that Quality Audit of all items of PS&EMU Directorate shall be completed in 3 years" is added in reference to DG's Secretariate note no DG/Genl/2025 dated 03.02.2025.

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2.0 Purpose

To specify the procedure for vendor registration / approval (multi-sourcing) of items allotted to RDSO by Railway board for PS & EMU Directorate based on RDSO vendor approval procedure issued by ISO cell of RDSO.

3.0 Scope of Application:

This covers the procedure for vendor development for items referred by Railway Board to RDSO from time to time issued in this regard and RDSO vendor approval procedure issued by ISO cell of RDSO. This includes the processes for fresh registration, up-gradation, down-gradation, de-listing and reinstatement of the vendors in continuation to the already existing apex RDSO ISO documents.

4.0 Definitions

4.1 Primary vendor:

The vendor who can design, manufacture and supply the items approved by PS & EMU Directorate to the Railways and Production Units directly.

4.2 Sub Vendor:

Vendor to whom primary vendor out-sources the parts of the item or, from whom primary vendor procures the item for supply. Item supplied by the sub-vendor will form part of the Bill of Material of the primary vendor.

4.3 Fresh registration:

Process for development of a vendor to be approved by Directorate Head for inclusion in Developmental Vendor category of the Master List on UVAM as per RDSO ISO Apex documents.

4.4 Up-gradation:

Up-gradation means change of status of a vendor from 'Developmental Vendors' to 'Approved Vendors'.

4.5 Down-gradation:

Down-gradation means demoting the name of the vendor from 'Approved Vendors' to 'Developmental Vendors'.

4.6 De-listing:

De-listing means striking off the name of the vendor from the "Master List of Approved Vendors" due to penal action.

4.7 Re-instatement:

Re-instatement means restoring the name of the de-listed vendor in "Master List of Approved Vendors" on UVAM as per RDSO ISO Apex documents.

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4.8 Quality Documents:

Document consisting Quality Assurance Plan (QAP) and drawings having all pages numbered and signed by the competent authority of the vendor.

4.9 UVAM:

Unified Vendor Approval Module on ireps portal i.e. <https://www.ireps.gov.in>.

5.0 Vendor Application for Registration

Refer latest version of document no. QO-D-8.1-5 issued by RDSO ISO Cell.

6.0 Vendor Application Processing

Refer latest version of document no. QO-D-8.1-6 issued by RDSO ISO Cell. Scrutiny of the documents shall be carried out as per document no QO-F-8.1-7 latest version issued by RDSO ISO Cell.

6.1 Preparing Quality assurance plan (QAP) by Vendor during Fresh Registration

6.1.1 The QAP submitted on UVAM (along with the application form for registration) shall cover all the aspects detailed under RDSO ISO document no. QM-RF-8.1-3 latest version.

6.1.2 QAP covering all the information as asked in Section 0 to Section I of ISO document no. QM-RF-8.1-3 latest version must be given in the form of single document indicating name of the firm and page no. 'x' of 'y' on each page. Each page should be signed by QC in-charge. The approved QAP must be a controlled document.

6.1.3 While communicating the fresh registration to the vendor, the approved copy of QAP shall be sent to the vendor for implementation, duly stamped as "approved". The QAP shall be for the products for which the firm is approved. The QAP shall be approved by the officer of rank not below Jt. Director of the field unit. This will be subject to review/up gradation by RDSO in the light of fresh data & experience.

6.3 Sub-vendor

6.2.1 Primary vendor shall outsource component from only ISO certified sub vendor for which RDSO approved sources does not exist as per the provision of STR (Schedule of Technical Requirement).

6.2.2 Ensuring quality of material supplied by the sub-vendor to the primary vendor will be the responsibility of the Primary Vendor.

6.2.3 Sub-vendor and the item supplied by him will form part of the Bill of Material of the primary vendor.

6.2.4 Primary vendor will ensure the compliance of all the parameters by the sub-vendor as applicable for his registration with RDSO, such as:

- QAP of the sub-vendor is approved by the primary vendor.
- Sub-vendor has submitted the Quality Manual to the Primary Vendor.

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- The sub-vendor has all the requisite infrastructure of manufacturing and testing facilities, preferably under one roof.
- Periodical inspection schedule for sub-vendor is being followed strictly by the primary vendor.

7.0 Vendor relaxation of registration requirements

Refer latest version of master list of RDSO ISO document no. QO-D-8.1-7 & QO-D-8.1-12.

8.0 Vendor registration expression of interest (EOI)

Refer latest version of document no. QO-D-8.1-8 & QO-D-8.1-16 issued by RDSO ISO cell.

9.0 Vendor List

The lists of vendors are readily available on the UVAM with real time updation.

10.0 Type Testing of Prototype/Samples (during fresh registration, revalidation of revised specifications & quality audit)

10.1 Refer latest version of document no. QO-D-8.1-10 issued by ISO cell.

10.2 Vendor shall submit internal test report and test protocol to RDSO. RDSO representative will witness type test if internal test report is satisfactory.

10.3 It shall be mandatory for the firm to offer the samples for testing within the specified 'TIME PERIOD' as per ISO document no. QO-D-8.1-6 latest version.

11.0 Vendor changes in approved status

Refer latest version of document no. QO-D-8.1-11 issued by RDSO ISO cell.

11.1 Up gradation of Fresh Vendors from developmental to approved vendor.

Apart from prerequisites specified in QO-D-8.1-11(latest version), following shall also apply:

11.1.1 Minimum Quantity Criteria:

Minimum quantity criteria for up-gradation to approved vendor is enclosed as Annexure – A.

11.1.2 Field trial period Criteria::

Field trial period criteria for upgradation from developmental vendor to approved vendor status is enclosed as Annexure-A.

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11.2 Down Gradation of Vendor from 'Approved Vendors' to 'Developmental Vendors' and de-listing of Vendor

The prerequisites specified in latest version of QO-D-8.1-11 issued by RDSO ISO cell, shall be followed.

12.0 Picking of samples and testing of samples

The procedure of picking up the samples for testing of quality of product shall be as per RDSO ISO document No. QO-D-8.1-10 (latest version).

13.0 Procedure to introduce new specifications, or change in existing Specifications etc.

Refer latest version of document QO-D-8.1-1, QO-D-8.1-2, QO-D-8.1-3, QO-D-8.1-4, and QO-D-8.1-15 & QO-D-8.1-16 issued by RDSO ISO.

14.0 Compliance to new requirements by the vendors

The already approved vendor shall be required to comply with the changes in design documents like specification/STR/drawing on a written time bound basis. However, the applicants seeking fresh approval shall be required to comply with the requirements of the latest design documents with all the changes to date before the approval is granted.

15.0 Status of the vendor with changed design documents (Spec./STR/Drg.)

Whenever a specification is revised by RDSO and the revision does not involve major changes in the design, the status (approved or developmental vendor) will continue to be the same. Any additional tests, if required, shall be completed within given time, failing which the vendor may be down-graded / de-listed.

16.0 Changes in vendor entity

Refer latest version of document no. QO-D-8.1-12 issued by RDSO ISO Cell.

17.0 Quality audit of approved Vendors

17.1 The quality audit shall be done as per latest version of RDSO ISO document no. QO-D-8.1-13. However, it should be ensured that Quality Audit of all items of PS&EMU Directorate shall be completed in 3 years.

17.2 Before taking up the quality audit, approval from directorate head shall be required as per format no. QO-F-8.1-2 (latest).

17.5 The nominated officer shall submit the quality audit report as per the RDSO ISO cell format no. QO-F-8.1-9 (latest version).

18.0 Vendor registration schedule of charges

Refer latest version of document no. QO-D-8.1-14 issued by RDSO ISO Cell.

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19.0 Referenced Documents

S. N.	Document Number*	Document Name
1.	QO-D-8.1-1	Creation of new specification Indian Railway Standards IRS for items
2.	QO-D-8.1-2	Change of the existing Standards /Specifications /Indian Railway Standards (IRS) of items
3.	QO-D-8.1-3	Withdrawal of the Existing Standards /Specification/Indian Railway Standards (IRS) of Items
4.	QO-D-8.1-4	Change of controlling authority for Standards /Specification/Indian Railway Standards (IRS)
5.	QO-D-8.1-5	Application for registration of Vendor
6.	QO-D-8.1-6	Vendor Application Processing
7.	QO-D-8.1-7	Relaxation of Vendor registration requirements
8.	QO-D-8.1-8	Vendor registration expression of interest (EOI)
9.	QO-D-8.1-9	Vendor List
10.	QO-D-8.1-10	Vendor sample type testing
11.	QO-D-8.1-11	Vendor Changes in Approved Status
12.	QO-D-8.1-12	Vendor Changes in vendor entity
13.	QO-D-8.1-13	Quality audit of Approved Vendors
14.	QO-D-8.1-14	Vendor registration schedule of charges
15.	QO-D-8.1-15	Product Development
16.	QO-D-8.1-16	Publication of Expression of Interest
17.	QO-F-8.1-1	Vendor Registration Form
18.	QO-F-8.1-7	List of Documents and forms to be sought from vender for registration
19.	QO-F-8.1-8	Capability assessment report for vendor registration
20.	QO- F-8.1-9	Quality Audit report
21.	Annexure –A	Minimum quantity criteria for up gradation

*refer RDSO website i.e. <https://www.rdso.in/railways.gov.in> .

20.0 Referenced Document of External Origin:

Railway board's letter no 2010/Elect (dev)/225/1 dated 07/06/2010

21.0 Associated Records: Nil

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22.0 Responsibility & Authority:

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	Director/ICO	Directorate Head	SSE/ISO	MR/ISO Cell	All groups through intranet
Compliance of Directives contained in this document	All groups in-charges	Directorate Head	SSE/JE concerned		
Requirement of deviation from directive.	Director in-charge	Directorate Head	Director concerned	Director/ISO	All groups through intranet

23.0 Abbreviations: Nil

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Annexure "A"

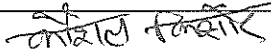


POWER SUPPLY & EMU DIRECTORATE

Master list of items dealt by PS & EMU Directorate

MINIMUM QUANTITY CRITERION FOR UPGRADATION OF VENDORS
FROM DEVELOPMENTAL TO APPROVED VENDOR

Master list of items dealt by PS & EMU Directorate

S.N	Description of item	Max. Time permitted for prototype clearance including field trial, if any	Time Taken in type testing (if applicable)		Period of field trial (if applicable prior to inclusion in list of RDSO vendor for developmental orders		Minimum quantity required for up-gradation	Field trial period for Upgradation of Vendors
			Time Required	Qty.	Period	Qty.		
1.	Battery for Low Maintenance Lead Acid Battery 75 Ah for locomotives (PPCP Container)	Twenty Four Months	8 days for initial testing. 4 months for life cycle test. 2 days testing after 4 months.	09 Mono-block	NA	NA	1000 nos Monoblock	12 months
2.	Roof mounted AC package unit for LHB variant AC coaches	Twenty Four Months	4 days for initial testing 2 days after shock and vibration test	01	NA	NA	65 Nos	12 months
3.	336 kW Diesel-Alternator set for power car	Twenty Four Months	5 days for engine testing, 5 days for Alternator testing, 8 days for combined testing.	02 set	06 months	02	41 Nos	12 months
4.	500kVA/336 kW underslung Diesel-Alternator set	Twenty Four Months	5 days for engine testing, 5 days for Alternator testing,	01 set	06 months	01	Item is under development	Item is under development

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	for power car/LDSL		8 days for combined testing.					
5.	450 kW High capacity DA set for power car	Twenty Four Months	5 days for engine testing, 5 days for Alternator testing, 8 days for combined testing.	02 set	06 months	02	Item is under development	Item is under development
6.	Underslung High capacity 450 kW DA set for LHB Power car	Twenty Four Months	5 days for engine testing, 5 days for Alternator testing, 8 days for combined testing.	01 set	06 months	01	Item is under development	Item is under development
7.	Inert Vehicular coupler High capacity (500A 750V)	Twenty Four Months	5 days for initial testing 3 days after shock and vibration test	01 set	NA	NA	460 Nos	12 months
8.	Switch Board cabinet for LHB EOG Garib Rath Type coaches	Twenty Four Months	5 days for initial testing 3 days after shock and vibration test	01 Nos	NA	NA	68 Nos	12 months
9.	Microprocessor based Smart Switch board Cabinet.	Twenty Four Months	5 days for initial testing 3 days after shock and vibration test	01 Nos	NA	NA	65 Nos	12 months
10.	Microprocessor control unit of LHB type RMPU & Double decker coaches	Twenty Four Months	5 days for initial testing 3 days after shock and vibration test	01nos	NA	NA	60 Nos	12 months
11.	4.5 kW Underslung Constant Voltage, Regulated Cum Emergency Battery Charger for LHB Coaches	Twenty Four Months	7 days for initial testing 2 days after shock and vibration test	01 Nos.	NA	NA	230 Nos.	12 Months

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RESEARCH DESIGN & STANDARDS ORGANISATION
POWER SUPPLY & EMU DIRECTORATE
SCRUTINY SHEET (For fresh vendor registration)

Item for which applied for fresh registration

Firm's name:.....

(Proprietorship/Partnership/Registered company/Joint venture/Foreign Collaboration)

Category of vendor (GEN/Reserved)

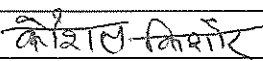
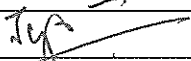
(Micro Scale/Small scale/Medium scale/Large scale)

IREPS application no. Date of application

Specification No.

STR No.....

SN	Document details	S.N of the file	Remarks
1	Application form for fresh registration on standard format		
2	Copy of e-payment receipt		
3	ISO 9001/ISO 9001 certificate		
3.1	Whether ISO covers the item for which firm is to be registered		
3.2	Whether office and Works Address of firm on ISO certificate matching with the address in application form		
3.3	Validity of ISO certificate(ISO expiry date)		
4	Validity of Factory license		
5	MSME (SSI) registration (if applicable)		
6	Electricity bill		
7	Authorization letter (if applicable)		
8	Clause by clause compliance of STR(Firm's self-compliance Verified by assessing officer)		
9	Annexure to STR(List of Machinery & plant and instruments)		
9.1	MOU with sub vendor on Rs. 100/- Non judicial stamp paper(if applicable)		
9.2	QAP of sub vendor if applicable		

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9.3	M&P list of sub vendor if applicable		
9.4	ISO certificate of sub vendor if applicable		
10	Digital signature certificate		
11	Undertaking against cartel formation		
12	QAP as per standard format section A to section H.		
12.1	List of employee as required in STR		
12.2	Valid Calibration certificates from NABL/NABCB accredited Lab		
13	Legal document Annexure A1 if applicable		
13.1	Legal document Annexure A2		
13.2	Legal document Annexure A3		
13.3	Legal document Annexure A4 along with Annexure 1& 2		
13.4	Legal document Annexure A5		
13.5	Legal document Annexure A6		
13.6	Any other document mentioned in ISO Apex documents		

In the remarks columns:

- (1) If laid down standards/requirements are met, 'OK' should be indicated otherwise deviation observed/permitted should be indicated.
- (2) In case any item as above is not relevant to the case, NA should be indicated.

Name, Designation & Signature of the Scrutiny Official with date

Name, Designation & Signature of the controlling officer with date

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