

ISO 9001: 2015	Document No: QO-F-8.1-2	Version No: 1.3	Date Effective: 23.07.2025
Document Title: Intimation of 'Fresh Registration' and Form for – deciding 'Quality Audit' of Vendors			



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-F-8.1-2

Intimation of 'Fresh Registration' and Form for – deciding 'Quality Audit' of Vendors

1.0 Amendment History:

S. No.	Amendment Date	Version	Reasons for Amendment
1.	12.09.2018	1.0	First issue under ISO 9001:2015. Approved by DG/RDSO on NP-1 to NP-3 of MR/ISO9001/App/QMS/Doc/2018 on date 07.09.2018. No change in content from previous document no.QO-F-7.1-2 Ver. 4.1 of 9001:2008 QMS.
2.	28.07.2022	1.1	Replaced word 'Directorate Head, or Head of Directorate' with 'ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)' and Responsible authority for 'Requirement of deviation from directive' under the sub head 'Responsibility and Authority' in existing ISO documents with "PED of the concerned Vertical". These changes are based on recommendation of Standing Committee and duly approved by Spl. DG/VD on date 19.07.2022 at Note#14 in e-office file no. RDSO-MR0ISO(VD-C)/1/2020-O/o ED/Res/RDSO-Part(2) (Comp. No 123324). Recommendations of Standing Committee is placed at Note#11 in the above e-office file.
3.	19.03.2025	1.2	"ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)" & "Concerned Vendor Approving Authority" in whole document has been replaced with "Concerned Vendor Approving Authority i.e. Vertical head (which is normally the PED concerned, except in case when there is no PED posted/looking after, the senior most officer of the Directorate). The changes has been approved by Spl. DG/VD on 13.03.2025 (Placed at SN-314) in e-office file no. RDSO-MR0ISO(VD-M)/1/2020-O/o MR/ISO/RDSO-Part(2) (Computer no. 82704).
4.	23.07.2025	1.3	Modified in Annexure II table (under column Authorities) & Clause 8.0 as per recommendations of ED stores file no 303042 (Approval at Note # 14 & Note #9 respectively). Recommendation and approval placed at SN 86 to 87 at this Master file 306903 for QO-F-8.1-2.

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2.0 Purpose

This is the format template of the common form applicable to vendors for intimating Fresh Registration of Vendor & deciding their Quality Audit

3.0 Scope of Application

Applicable to all directorates of RDSO included under the QMS for the process of vendor registration.

4.0 Procedure / Details

Intimating 'Fresh registration' to vendor & all Concerned shall be as per template Annexure-I.

The form template for deciding 'Quality Audit' by RDSO shall be as per Annexure II.

Intimation of successful 'Quality Audit' to vendors and all concerned shall be as per standard format as per Annexure-I of QO-F-8.1-9.

While using the form, print and use only the annexed form.

5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-6	Vendor Application Processing
2.	QO-D-8.1-13	Quality Audit of Approved Vendor

6.0 Referenced Documents of External Origin

None

7.0 Associated Records

None

8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell	MR/ISO Cell	Staff of ISO Cell	Standing Committee	All directorates through intranet
Requirement of deviation from this form template.	Executive Director of concerned directorate	Vendor Approving Authority	Director In-charge	MR/ISO Cell	Spl. DG/VD & MR/ISO for discussion during MRM in agenda point-4

The Vertical Head shall approve deviations, if necessary, based on a fair and transparent procedure to be defined by the Directorates in their Directorate level documents/ procedures. Record of deviations permitted by the verticals shall be maintained by them.

9.0 Abbreviations

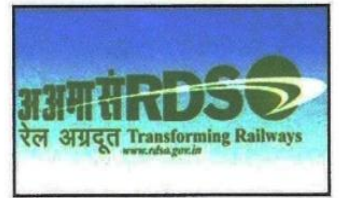
None

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Fax.....

Email.....

M/s.....

.....

.....

Annexure-I

Date:

'FRESH REGISTRATION'

Sub: Fresh Registration of firm for inclusion in the 'List of Approved Vendors' / 'List of RDSO Vendors for Developmental Orders' (Strike out whichever not applicable) as per STR no.

Ref: Online application (Vendor reference ID No.....dated

Vide online application under reference above, firm had applied for FRESH REGISTRATION.

After satisfactory processing, competent Authority has approved the inclusion of the below mentioned firm in the " 'List of Approved Vendors' / 'List of RDSO Vendors for Developmental Orders' (Strike out whichever not applicable) for the items given below :-

1. Firm Name & Address:

Name of the firm	Office Address	Work Address

2. Items for which approved:

SN	Item Description	Drawing	Specification

3. Capacity.....

4. Date of Approval.....
(Para 4.14 of QO-D-8.1-6)

5. Approval Details:

**Firm RDSO Approved Initials:.....	
Allied Sister Concern/Concerns	

****Firm's approved allotted code/initials by RDSO e.g. say M/s Tata Steel as 'TS' for marking on the items.**

Signature
Name of Officer
Designation

Copy to: Concerned office..... (e.g. QA at NDLS/Kolkata/Bangalore etc. as applicable)

FORM for Deciding 'Quality Audit' of VENDOR by RDSO.

It is reported that the entire evaluation for registration in respect of

M/s-----

----- (name & address of approved vendor),

for supply of-----

-----[description of item(s)],

Who are approved for inclusion in (List of Approved Vendors/ 'List of RDSO Vendors for Developmental Orders' as applicable, for the said item, be repeated, due to the following reason(s):

- a) Periodic review after 5years.
- b) Major/Critical change in QAP proposed by the firm for the subject item which warrant quality audit (specify)
- c) Adverse report on performance of the subject item (give details);
- d) Any other (specify)-----

If accepted, notice shall be given to the above vendor

Reported (by concerned Director)

Authorities	Name	Signature with Date
Reported (by concerned Director)		
Accepted (by Concerned Vendor Approving Authority)		