



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-F-8.1-3

Down-gradation/de-listing of Approved Vendor

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-7.1-3 Ver. 3.0 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 clause 8.0 & change on Form for Down-gradation/de-listing of Approved Vendor, of this document (Signature of Concerned Vendor Approving Authority) as per recommendations of ED stores file no 303042 (Approval at Note #9 & note#14 respectively). Recommendation and approval placed at SN 36 at this Master file 306904 for QO-D-8.1-3.

2.0 Purpose

This is the format template of the common form for information to ISO Cell.

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

The form template is annexed.

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

5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-11	Vendor changes in approved status

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

Down gradation/ Delisting of Approved Vendor

1)	Name of the Vendor	
2)	Name of the Product	
3)	Name of the Dte. Controlling Vendor approval	
4)	Whether Down gradation/ Delisting	
5)	Reason for Down gradation/ Delisting	

Enclosures:

1. Copy of page of current 'List of Vendors for Developmental Orders'/'List of Approved Vendors' the concerned Vendor.
2. Copy of ISO: 9001 certificate of concerned Vendor.
3. Copy of notice of Downgradation/ De-listing issued to Vendor.

Signature of Concerned Vendor Approving Authority

To be sent to ISO Cell along with enclosures whenever any approved Vendor is Downgraded/ De-listed.