



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-F-8.1-4

RDSO Inspection Certificate

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-7.1.4 Ver 3.0 of 9001:2008 QMS..
2.	19.06.2020	1.1	Special DG VD (Vender Development) has joined RDSO and looking after vendor development work. All proposal for ISO procedure related to vendor development , where it was earlier required to get the approval of DG/RDSO, now to be put up to Spl.DG/VD who is now designated as final authority in vendor development matters. DG's note no. DG/Misc. dated 15.Jun.2020 and 16 June 2020 to ED /VDG RDSO/LKO
3.	28.07.2022	1.2	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.
4.	23.07.2025	1.3	Modified in clause 8.0 as per recommendations of ED stores file no 303042 (Approval at Note #9). Recommendation and approval placed at SN 86 at this Master file 306905 for QO-F-8.1-4.

2.0 Purpose

This is the format template of the common form for RDSO Inspection Certificate. It is suggested to print the form using both sides of the paper.

3.0 Scope of Application

Applicable to all directorates of RDSO included under the QMS for the process of item inspection by RDSO.

4.0 Procedure / Details

The form template is annexed. This template is provided here for reference. The copies of inspection certificates shall be obtained from the Quality Assurance Directorates for use.

All inspection cells shall send the scanned document of IC immediately to FA&CAO of concerned Railway for verification with the document presented by vendor before payment.

5.0 Referenced Documents

None

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

भारत सरकार GOVERNMENT OF INDIA	 सत्यमेव जयते	रेल मंत्रालय MINISTRY OF RAILWAYS
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अनुसंधान अभिकल्प और मानक संगठन, लखनऊ – 226011
RESEARCH DESIGNS AND STANDARDS ORGANISATION, LUCKNOW – 226011

निरीक्षण प्रमाण पत्र
INSPECTION CERTIFICATE

सेट न०. प्रति न० (मूल)
Set No COPY NO. N = {1,2,3,4,5,6,7} {(ORIGINAL)}

प्रमाण पत्र सं. : किस्त : दिनांक :
 Certificate No. : Instalment : Dated :
 की ओर से निरीक्षण :
 Inspection on behalf of :
 क्रय आदेश / निविदा सं. : दिनांक :
 P.O./ Contract No. : Dated :
 मूल प्राप्तकर्ता :
 Consignee :
 द्वारा दिया गया:
 Placed by :
 फर्म का नाम :
 Firm's Name :
 कार्यालय का पता
 Office Address :
 कार्यस्थल का पता जहां निरीक्षण किया
 Work address where inspection carried out :
 निरीक्षण हेतु सामग्री प्रस्तुत किये जाने की तिथि : निरीक्षण करने की तिथि :
 Stores offered for inspection on : Date of Inspection :
 क्रय आदेश / ठेके के अनुसार सामग्री देने की अंतिम तिथि :
 Last date of delivery as per P.O. / Contract :

मद Item	सामग्री का विवरण Description of Stores	आदेशित मात्रा Quantity on order	पहले पास की गई मात्रा Quantity previously passed	प्रस्तुत की गयी सामग्री की मात्रा Quantity offered for inspection	अब पास की गई मात्रा Quantity now passed	अस्वीकृत सामग्री की मात्रा Quantity rejected	शेष मात्रा Quantity still due

निरीक्षित सामग्री पर सील का प्रतिकरूप :

Facsimile of Seal on inspected material:



प्रमाणित किया जाता है कि / Certified that :-

- 1 पिछले पृष्ठ पर लिखित मदों को अंतिम रूप से निरीक्षण करके पास किया गया।
Items mentioned on the reverse were finally inspected and passed.
- 2 ये मद निर्धारित समय के भीतर अथवा सक्षम प्राधिकारी द्वारा बढ़ाई गई अवधि में दे दिये गये थे।
These items were tendered within the time stipulated (or as extended by the competent authority).
- 3 मद निरीक्षण एवं पास करने वाले अधिकारी/कर्मचारी के नाम, पद एवं हस्ताक्षर मोहर सहित।
Name, Designation & signature of Inspecting official(s) with stamp.

प्रति हस्ताक्षरित
Countersigned

कृते महानिदेशक (विशेष) / वेण्डर विकास / आर०डी०एस०ओ०

for Spl. DG/VD /RDSO

स्टेशन :

Station

मोहर:

Stamp

प्रतिलिपि अग्रसारित / Copy forwarded to:-

1. फर्म का नाम और पता:
Firm's name and address:
2. वित्त सलाहकारी और मुख्य लेखा अधिकारी:
The F.A.&C.A.O.
3. माल प्राप्तकर्ता:
Consignee
4. प्रतिलिपि निदेशालय छपाई के समय अपने आवश्यकतानुसार अंकित करेंगे।
Copies to be marked by Directorate as per their time of printing.

प्रति हस्ताक्षरित
Countersigned

कृते महानिदेशक (विशेष) / वेण्डर विकास / आर०डी०एस०ओ०

for Spl. DG/VD /RDSO

टिप्पणी:

1. भुगतान तभी किया जाए जब कि "निरीक्षण पमाण – पत्र" प्राधिकृत राजपत्रित अधिकारी द्वारा प्रति हस्ताक्षरित हो।
Payment should only be made when the inspection certificate is counter signed by an authorized Gazetted Officer.
2. यह प्रमाण पत्र सामग्री स्वीकार करने हेतु जारी होने की तिथि से एक माह हेतु वैध है।
This certificate shall be valid for one month from the date of issue for receipt of material.