Document No: QO-F-8.1-7



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow - 226011

QO-F-8.1-7

List of Documents to be sought from Vendor at the time of Registration & Annexures/Forms

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-3of MR/ISO9001/App/QMS/Doc/2018 on date 07.09.2018.No change in content from previous document no.QO-F-7.1-7 Ver. 3.0 of 9001:2008 QMS
2.	06.02.2020	1.1	Change of 9001:2008 into 9001:2015 in Annexure-A4 Sr. No. 3, due to misprinting, same is approved by MR/ISO Cell on NP-7 of MR/ISO 9001/App/QMS/DOC/2018 on date 05.02.2020
3.	02.07.2020	1.2	Modified Clause 4.0 under head -Other Document, based on recommendations of Standing committee duly approved by Spl DG/VD on 26.06.2020 in E Office file no. RDSO-QA/MOHQ(MISC)/21/2020-ED/QAM/RDSO/HQ at NP-30.
4.	15.07.2020	1.3	Additional undertaking 4 & 5 added in Annexure A6 , based on recommendations of Standing committee duly approved by Spl. DG/VD on 10.07.2020 at Note#12 in E- Office file no. RDSO-MR0ISO(VD-M)/1/2020.
5.	27.04.2022	1.4	Modified para 2 (e) of Annexure A-3, based on recommendations of Standing committee duly approved by Spl DG/VD on 25.04.2022 in E Office file no. RDSO-MR0ISO (VD-M)/1/2020-O/o MR/ISO/RDSO at Note#83. Recommendations are given at Note#73 (Also elaborated at Note#79) of the above E-office file.
6.	28.07.2022	1.5	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.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 1 of 18

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7.	08.05.2023	1.6	Modification in Para 4.0 SN-4, & new Annexure A-7 has been added after Annexure A-6. These changes are based on recommendations of Standing committee duly approved by Spl DG/VD on 26.04.2023 in E Office file no. RDSO-MR0ISO (VD-E)/1/2020-O/o MR/ISO/RDSO (File no. 13804) at Note#56. Recommendations are given at Note#50 & Annexure A-7 at SN 143-147.
8.	18.09.2023	1.7	Note added in Para 4.0 SN-4 (Other Document) under Electricity Bill, based on recommendations of Standing committee duly approved by Spl DG/VD on 15.09.2023 in E Office file no. RDSO-MR0ISO (VD-M)/1/2020-O/o MR/ISO/RDSO-Part(5) (File no. 120462) at Note#47. Recommendations are given at Note#43 of above e-office file.
9.	16.05.2024	1.8	Section "0" i.e Revision Sheet and note 1 & 2 below section "I" has been incorporated. These changes are based on recommendations of Standing committee duly approved by Spl. DG/VD on 14.05.2024 in E Office file no. RDSO-MR0ISO (VD-M)/1/2020-O/o MR/ISO/RDSO-Part (9) (File no. 218348) at Note#13. Recommendations are given at SN 93 of above e-office file vide letter no. MC/ISO Apex Manual dated 03.05.2024.
10.	19.03.2025	1.9	"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).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).
11	23.07.2025	2.0	Modified in Annexure A3 2 (e) & in clause 8.0 as per recommendations of ED stores file no 303042 (Approval at Note #14 and Note 9 respectively). Recommendation and approval placed at SN 86 to 87 at this Master file 306906 for QO-F-8.1-7.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 2 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective : 23.07.2025		
Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms					

2.0 Purpose

This is the format template of the 'List of Documents to be sought from Vendor at the time of Registration & Annexures/forms' for inclusion in RDSO vendor list.

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

List of documents to be sought from the vendors at the time of Fresh Registration

SN	Heads	Legal Documents	Annexures
1	Status Of Vendor		
	a) for sole proprietorship concern	Self-declaration/Affidavit on non-judicial paper of appropriate stamp duty	format as per Annex A-1
	b) for partnership firm	latest partnership deed as per act duly registered with Registrar of Firms stating registration no. and date	
	c)	Memorandum and Article of Association (full MOA not to be enclosed. Only 1 st page – 'Certificate of Incorporation', 2 nd page – 'Company name & Address' and relevant pages giving directors name and their shareholding to be enclosed i.e. 4-5 pages in total. latest shareholdings of directors (with name) as on the date of registration.	
	d) for joint venture	MOU/ registered agreement in addition to (a) or (b) or (c) as applicable.	
2	Declarations/Undertakings	IPR infringement	format as per Annex A-2
		i) Confidentiality ii) Changes in the name and address ownership iii) Abiding with legal/statutory compliances and handing over of legal documents. iv) Plant & Machinery v) Abiding with RDSO's documents on vendor development published by ISO Cell	Revised format as per Annex A-3
		Sister concern	format as per Annex A-4 & Annex-1&2

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 3 of 18

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3	Statutory compliances	Factory license	
3	(as applicable)	National small industries corporation (NSIC) registration	
	(us upplicable)	(NOIC) registration	
		Micro/Small scale industry (SSI) registration	
4	Other documents	Power of attorney for authorised signatory in case of proprietorship concern/resolution of the partners or board of directors for authorised signatory in case of partnership firm or registered company as the case may be. ISO certification	
		Digital signature certificate (OPTIONAL)	
		Electricity bill (Not more than 6 months old) (Not applicable for overseas firms). Note: For the electricity bill, it shall not be insisted to provide the electricity bill in the name of the applied firm, if firm has its premises on rent / leased land. Electricity bill can be provided in the name of the owner of the premises. In such cases, registered lease/rental agreement is to be submitted by the firm for a period of Five (5) years minimum.	
		Authorization Letter	format as per Annex A-5
		Affidavit	Format as per Annexure A-6
		Quality Assurance Plan (QAP)	Format as per Annex A-7

The form templates are annexed.

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

5.0 Referenced Documents

Ref.	Document Number	Document Name
1.	QO-D-8.1-5	Application for vendor registration

6.0 Referenced Documents of External Origin

None

7.0 Associated Records

None

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 4 of 18

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		All directorates through intranet
Requirement of deviation from this form template.	Executive Director of concerned directoarte	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

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 5 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective : 23.07.2025	
Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms				

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

AFFIDAVIT

	I, son (ot to	ag	ed about	Year	s, reside	ent of	do hereby solem	nly affirm as u	nder –	
1. 	That th	ne depon	ent is the	sole Proprieto	or of the	e Concer	n which runs ii	n the name and	style		of
2.	That	the	office	address	of	the	aforesaid	Proprietorship	Concern	is	at
3.	That th	ne afores	aid Proprie	etorship Cond	ern de	als in (h e	ere mention th	ne details of busin	iess).		

4. That the deponent gives an undertaking that the Proprietorship Concern abides by all the statutory obligations required to run his business.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 4 above are true as per my knowledge and nothing has been hidden.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 6 of 18

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ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective: 23.07.2025	
Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms				

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

UNDERTAKING FOR INFRINGEMENT OF IPR FOR ALL THE ITEMS/ PRODUCTS DEVELOPED BY THE VENDORS WHICH ARE IN THE PROCESS OF APPROVAL

I. son of	aged about	Years resident of	do he	erebv solemi	าlv affirm	as under -
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- 1. That the deponent is the Authorised signatory of (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/ Joint Venture).
- 2. That the deponent declares on behalf of (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/Joint Venture) that:
 - a) The development/ product/process is original and there is no infringement of Patent Rights. Indian Railways shall not be responsible for infringement of patent rights arising due to similarity in design, manufacturing process, use of similar components in the design & development of this item and any other factor not mentioned herein which may cause such a dispute. The entire responsibility to settle any such disputes/matters lies with the manufacture/supplier.
 - b) Details/design/documents given are not infringing any IPR and we are responsible in absolute and full measure instead of railways for any such violations. Data, specifications and other IP as generated out of interaction with railways shall not be unilaterally used without the consent of RDSO and right of Railways / RDSO on such IP is acceptable to firm.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 7 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective: 23.07.2025	
Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms				

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

UNDERTAKING REGARDING:

- i) CONFIDENTIAL INFORMATION
- II) CHANGES IN THE NAME, ADDRESS, WORK PLACE AND OWNERSHIP
- III) LEGAL/STATUTORY COMPLIANCES AND HANDING OVER OF LEGAL DOCUMENTS.
- IV) PLANT AND MACHINERY
 - RDSO's documents on vendor development published by RDSO's ISO CELL
- I, son of do hereby solemnly affirm as under –
- 1. That the deponent is the Authorised signatory of (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/ Joint Venture).
- 2. That the deponent declares on behalf of (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/Joint Venture) that:
 - a) No confidential information has been provided to RDSO and as such no claim shall be made against RDSO for infringement or leakage of any information.
 - b) that any change in the name, address, work place and ownership of the (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company) shall be done as far as possible with prior intimation to RDSO. If prior intimation regarding aforesaid changes is not given, then the same shall be intimated to RDSO forthwith and in any case not later than one month, failing which RDSO shall have the right to temporary delist the (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company alongwith address) permanently without assigning any reasons and the delisted vendor shall have no claim in consequence thereof against RDSO whatsoever.
 - c) All statutory requirements/obligations are being abided with, including the following:
 - i. Sale Tax Registration
 - ii. Income Tax Return
 - iii. Labour Laws Minimum Wages Act, Workman's Compensation Act, and Prohibition of Child Labour etc.
 - iv. Any other legal/statutory compliance.
 - d) All/any documents stated in para 2c above, shall be handed over to RDSO as and when demanded.
 - e) If at any time after approval is accorded, some M&P is found deficient without intimation to RDSO along with reasons for the same, then action may be initiated by RDSO including temporary de-listing and delisting of the firm based on the gravity of the irregularity to be decided by Concerned Vendor Approving Authority.
 - f) All documents of RDSO relevant with vendor development with latest revision as published by RDSO's ISO Cell have been gone through and shall be abided by.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 8 of 18

ISO9001:2015 Document No: QO-F-8.1-7 Version No: 2.0 Date Effective : 23.07.2025

Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms

Annexure-A4

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

UNDERTAKING REGARDING ALLIED/SISTER CONCERN

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- 1. That the deponent is the Authorised Signatory/ Sole Proprietor / Partner / Directors of (Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address).
- 2. The particulars viz name, father's name, age and address of the (Sole Proprietor of the Proprietorship Concern / Partners of the Partnership Firm/ Directors of the Registered Company) are as per **ANNEXURE-1**.
- 3. That the deponent declares that he is aware of the provisions of ISO9001:2015 Document No: QO-D-8.1-6 (latest version) regarding Vendor Application Processing, especially para 4.3.1 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 thereof, regarding sister/allied concerns which are reproduced below:-
 - 4.3.1.1 **For Proprietary Firms**: In case of Proprietary firms, the firms qualifying the following criteria shall be categorized as sister concerns
 - All the firms owned by the same person shall be considered as allied / sister concerns.
 - 4.3.1.2 **For Partnership Firms:** In case of partnership firms, the firms qualifying the following criteria shall be categorized as sister concerns
 - All firms having the same set of partners.
 - In case, any one or more partners, who has a profit sharing ratio of 20% or more in the applicant firm as well as has any of the firms already registered for the same item with RDSO, both the firms shall be considered as sister concerns.
 - 4.3.1.3 **For Companies:** In case of companies established under the Companies' Act, the firms qualifying the following criteria shall be categorized as sister concerns
 - All companies having "majority" of Directors common
 - Any one or more Directors, or any of his/her close relatives (father, mother/step-mother, husband, wife, brother/step-brother, sister/step-sister, son/step-son, daughter/step-daughter, son's wife, daughter's husband, brother's wife and sister's husband), has 1/3rd or more share holding in the applicant company as well as in any of the companies already registered for the same item with RDSO, both the companies shall be considered as sister concerns.
 - Common share holder having 1/3rd shares.

4.3.1.4 Other Conditions:

In addition to this, the firms/companies operating from same office or having same manufacturing works shall be treated as allied/sister concern.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 9 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective: 23.07.2025		
Document Title: List of D	Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms				

4. That the deponent declares that under provisions of para 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 mentioned in para 3 above (mention name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company) is not a sister/allied concern of any other Sole Proprietorship Concern/ Partnership Firm/ Registered Company registered as vendor in RDSO

Or

That the deponent declares that under provisions of para 4.3.1 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 mentioned in para 3 above (mention name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company along-with address) is a sister/allied concern of (mention name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company registered as vendor in RDSO along-with address) and further declares that the details of name, address, workplace, ownership and business of the aforesaid sister/allied Concern are as per ANNEXURE-2

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 4 above are true as per my knowledge and nothing has been hidden.

DEPONENT

Annexure-A5

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

AUTHORIZATION LETTER

I, son of aged about years Sole Proprietor / Partner / Director of (Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address) do hereby authorize following persons to sign the documents on behalf of the firm:

S. No.	Name of person alongwith father name	Designation	Signature

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 10 of 18

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Annexure-A6

AFFIDAVIT

Affidavit to be uploaded by Vendor along with the documents submitted for registration:

l (Name)	aged about	years S/O	resident of	working/posted/
appointed as	in	(firm's nam	ne) do hereby solemn	ly affirms as under:

- 1. That I am the authorized signatory/attorney in fact of....... (mention firm's name) and as such is duly authorized to give this affidavit on behalf of the firm.
- 2. That information, documents & undertakings submitted on behalf of the firm along with on- line application are correct and there is no misleading or false representation in any documents submitted for registration as vendor in Research Design and Standard Organization.
- 3. That if any certificates/documents submitted on behalf of the firm, are found to be false/forged or incorrect at any time during process of registration or at later stage, then......(mention firm's name) shall be held fully responsible and liable and it will lead to closure/delisting of(mention firm's name) from the list of RDSO vendor directory along with forfeiture of RDSO registration charges submitted, if any.
- 4. That for the Items in which my firm is approved for limited quantity, under no circumstances I, the sole proprietor/partner/director shall take orders for more than the quantity limited by RDSO. Any breach of this undertaking may affect my firm's prospects adversely at the time of reviewing the quantity restriction in the vendor directory by RDSO.
- 5. That if I, the sole proprietor/partner/director of the firm make a false declaration with respect to being a Class-I local Vendor, it will be considered as a malafide and unethical practice for which penal action can be taken against my firm.

DEPONENT

VERRIFICATION

I above named vendor do hereby verify that the contents of para 1 to 3 above are true and correct. Nothing relevant has been concealed and no part of it is false.

DEPONENT

Place: Date:

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 11 of 18

QAP FORMAT AS PER FOLLOWING -

0. Revision Sheet

QAP is a dynamic document which undergoes modifications due to system improvement, any production or quality process change, machinery and plant change etc. and hence requires clear documentation regarding revision particulars of the document. It aids in keeping track of various changes made by the firm regarding quality assurance procedures. Hence, status and reason for amendment/ revision must be part of QAP. Therefore, it is proposed to have a revision status sheet as Section '0' as a part of standard QAP format.

- A. ORGANISATION CHART- Organisational Chart, clearly indicating the Quality Control Set-up, role and responsibilities of key personal.
- B. QUALIFICATION/EXPERIENCE OF PERSONNEL:
- (a) Details of qualification/experience of the quality control personnel specified in the STR/Specification of RDSO of the items applied for approval/renewal

SN	Requirements as per STR/Spec.			Details of personnel employed					
	STR/Spec. Para Qualif		Qualification	Experience	Name	Dsgn.	Technical	Experience	Brief scope of
	No.		Specified in	Specified in			Qualification		responsibilities
	STR/S	Para	Spec. / STR	Spec. /					
	pec			STR					

(b) Details of Manpower requirements other than quality control section as per Spec. /STR/IS

SN	SN Requirements as per STR/Spec./IS			Details of personnel employed						
		STR/Spec.	. Para	Qualification	Experience	Name	Dsgn.	Technical	Experience	Brief scope of
		No.		Specified in	Specified in			Qualification		responsibilities
		STR/	Para	Spec. /	Spec. /					
		Spec./IS		STR/IS	STR/IS					

(c) Qualification of other key personnel and the officials deployed in quality control cell

SN	Name	Desig.	Tech. Qualification	Experience	Brief scope of responsibilities

C. PROCESS FLOW CHART/DESCRIPTION OF MANUFACTURING PROCESS:

 a) Part I: Process Flow Chart indicating process of manufacture for an individual product, with quality control points.

Note:

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 12 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective: 23.07.2025			
Document Title: List of D	Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms					

- Process flow chart shall indicate all the operation involving manufacturing & testing of product from raw material to finish product, including RDSO/RITES/Consignee inspection/dispatch.
- There should be separate flow chart for each item.
- b) Part II: Brief description of different manufacturing process mentioned in flow chart :
 - i) Details of the manufacturing & testing process specially mentioned in the specification

SN	Para No. of Spec.	Requirement of Manufacturing/	Testing	Details of the process being installed/
		Process as per Spec.	follows	

ii) Brief details of the other manufacturing process.

SN	Name of manufacturing process	Brief description

- c) Brief description of ancillaries & additional units (if any):
 - i. Whether all the facilities are available at a single location (or) multiple locations –
 - ii. In case of multiple locations give details in following formats:

SN	units	Address	Whether unit is covered under factory license	Whether unit is ISO certified	Mfg. processes details

(D) DETAILS OF SUB-ASSEMBLIES / COMPONENTS MANUFACTURED IN- HOUSE AND OUTSOURCED:

a) Part I: Details of in-house manufactured (Components/sub-assemblies)

SN	Item Name	Drawing No.

b) Part II: Details of components/Sub-assemblies purchased from vendors approved by any vendor approving unit of IR

SN	Item Name	Drawing No.	Is it a primary item of any vendor approving unit	Is it a sublet item of any vendor approving unit	Name of the source

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 13 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective : 23.07.2025				
Document Title: List of D	Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms						

a) Part III: Details of items outsourced from vendors other than approved by any vendor approving unit of IR

S	SN	Item Name	Drawing No.	Name of the source	Frequency of review of the performance of sublet source

- **(E) INCOMING RAW MATERIAL & INPROCESS/FINAL INSPECTION**: Stage inspection detailing inspection procedure, inspection parameters, method of testing/test procedure including sample sizes for destructive and non- destructive testing etc.
 - a) Part I: Incoming raw materials/parts/sub-assemblies

S N	Incoming product/ assembly	Sample size and its frequency of inspection	Parameter s for inspection	Mode of inspection/ equipment used	Acceptance limit/criteria/ Specified value	Rejection and disposal Re-processed and Scrapped	Traceability register no.

b) Part II: In process inspection (of the product)

S N	Name the process	Sample size and its frequency of inspection	Parameters for inspection	Mode of inspection/ equipment used	Acceptance limit/criteria/ Specified value	Rejection/ disposal	Corrective and preventive action	Traceability register no.

c) Part III: Final internal inspection of the product by the firm

5	Name	Sample size	Parameters	Mode of	Acceptance	Rejection/ disposal	Traceability register no.
1	I the test/	and its	for	inspection	limit/criteria/	Re-processed/Scrapped	
	process	frequency of inspection	inspection	/equipmen t used	Specified value		

(F) CALIBRATION OF TESTING MEASURING EQUIPMENT:

a) Part I: In-house Testing facilities available for calibration with the firm

SN	Name of Master	Make	Range	Frequency of	Traceability to national standard
				calibration	

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 14 of 18

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective: 23.07.2025				
Document Title: List of D	Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms						

b) Part II: Personnel trained for in house calibration

SN	Name	Qualification	Experience

(c) Part III: Calibration plan for the items identified for specified calibration in STR/Specification

SN	Measuring	Ref. Para of	Range/Accuracy	Frequency	In house/	Name of Agency if
	Equipment	STR/Spec.		specified in	out	outsourced
		STR/Spec./Para no.		STR/Spec	sourced	

d) Part IV: Calibration plan for other measuring equipment

SN	Measuring Equipment	Range/Accuracy	Frequency	In house/Outsourced	Name of calibration agency

(G)SYSTEM OF MAINTAINING THE DATA OF CUSTOMER COMPLAINTS / WARRANTY FAILURES

Warranty failures/In-service failures reported from customers:

	aint		from	iint	Classification of failure	ted for	uc	se of	case of	
NS	Date of report of complaint	Letter no.	Complaint received fr	Brief details of complaint	Warranty failure/in service failure/Call for joint inspection/ Consignee end rejection/General complaints	Whether any person deputed collecting samples	Date of joint inspection	Failure analysis and cause failure	Date of compliance in ca warranty	C&P action taken

^{*} The firm shall maintain a complaint register in the above format and the summary required to be given during renewal

(H) REQUIREMENT OF M&P/T&P AS PER SPECIFICATION /STR/IS:

Sl. No.	IS/STR/	Requirement	of	Details of the M&P/T&P available with the firm
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JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 15 of 18

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Specification	M&P/T&P	as per						
para no	IS/STR/Specif	fication						
	M&P/T&P	Range /	Name of	Model	Make	Machine	Year	Range/ Capacity
	name	Capacity of	M&P/T&P			no.	of	
		M&P/T&P					Built	

(I) Any additional information firm wish to submit.

Note:

- 1. "QAP covering all the information as asked above under section'0' to T' must be given in the form of single document indicating name and works address of the firm and page no. 'x' of 'y' on each page. Each page should be signed by Quality Control incharge. The approved QAP must be a controlled document and a quality record of ISO Quality Control System of the vendor. A certificate to this effect shall be provided along with the QAP by the vendor."
- 2. One copy of the QAP, after final approval will be given back to the vendor for implementation.

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By	Checked by:	Issued By:	Page 16 of 18

ANNEXURE-1

PARTICULARS OF (SOLE PROPRITERS/ PARTNERS/ DIRECTORS) - Tick any one

Sr. No.	Name	Father's name	Age	Address	Profit sharing Ratio// Percentage share
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
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ISO9001:2015	Document No: QO-F-8.1-7	Version No: 2.0	Date Effective: 23.07.2025
Document Title: List	of Documents to be Sought from Vendor at the time of Registration & A	nnexures/forms	

ANNEXURE-2

DETAILS OF SISTER/ALLIED CONCERN

Sr. No.	Name of the firm along with type of firm i.e. (partnership/registered company etc.)	Address	Work place	Ownership details ie. Name & percentage share	Business details

JRE/ISO CELL	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025