

ISO9001:2015	Document No: QO-D-8.1-4	Version No: 1.3	Date Effective: 28.07.2022
Document Title: Change of controlling authority for Standards / Specifications / Indian Railway standards (IRS)			



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-D-8.1-4

Change of Controlling Authority for an Existing RDSO Standard

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-D-7.1-4 Ver 2.0 of 9001:2008 QMS.
2.	19.06.2020	1.1	Special DG VD (Vendor 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.	14.06.2021	1.2	This document has been reviewed and amended to align with the procedural requirements as envisaged in the document No. QO-D-8.1-1. This final document has been Recommended by Standing committee at Note# 27 and approved by DG/RDSO on Note#29 in E-Office file no. RDSO-RES0LKO (MISC)/16/2020-O/o ED/Res/RDSO (recommendations are placed at SN 106 to SN 126 in above E-Office file)

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S. No.	Amendment Date	Version	Reasons for Amendment
4.	28.07.2022	1.3	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.

2.0 Purpose

This document contains directives for Change in Controlling Authority of an Existing RDSO Standard from one Directorate of RDSO to another Directorate of RDSO or to any other Indian Railway units.

3.0 Scope of Application

These directives are applicable to all the units covered by the quality management system of RDSO without any exception.

4.0 Details

The following sequence of steps shall be followed by all concerned.

4.1 Proposal for Change of Authority of an Existing RDSO Standard

The Member Secretary shall prepare a proposal for Change of Authority of an Existing RDSO Standard, from one Directorate of RDSO to another Directorate of RDSO or to another Indian Railway Unit. This proposal shall be initiated by the source ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) and the Destination ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)/ Concerned Railway Unit Head shall also be informed. Further processing shall be done by the source ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) with the consent of the destination ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) /Concerned Railway Unit Head after taking formal approval of the Spl.DG/VD.

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4.2 Information to the concerned existing vendors

All vendors who have their products approved against the said RDSO Standard shall be informed about the decision of Change in the Controlling Authority of an Existing RDSO Standard through email registered with RDSO.

4.3 Information Uploading, regarding Change in the Controlling Authority :

The source directorate shall ensure to inform the person authorized to upload the documents on the website, who shall certify that the details about change in the Controlling Authority (New Controlling Directorate/Railway unit) of the said RDSO Standard have been made on the RDSO Public Website. The responsibility of getting the certificate about uploading of such change shall be of the Member Secretary of the source directorate presently controlling the RDSO Standard.

5.0 Referenced Documents:

None

6.0 Referenced Documents of External Origin: None

7.0 Associated Records: As required by directorate procedures / work instructions.

8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell	Spl. DG/VD	Staff of ISO Cell		All directorates through intranet
Compliance of directives contained in this document.	ED/Director In-charge	ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)	Directorate Staff		
Requirement of deviation from directive.	PED of the concerned Vertical	Spl. DG/VD	ED/Director In-charge	MR/ISO Cell	All directorates through intranet

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Activity	Responsible	Approver	Supporting	Consulted	Informed
Processing for the Approval for the transfer of control of <i>authority</i> for Standard	Concerned ED/Dir (Member Secretary)	ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)	Directorate Staff	Spl. DG/VD, Head of destination directorate	All directorates through intranet and the destination ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)/ Unit Head

9.0 Abbreviation: ED: Executive Director, Spl. DG/VD: Special Director General (Vendor Development), MR/ISO: Management Representative (International Organization for standardization), RDSO: Research Design & Standard Organization.

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