RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-F-8.1-8

Capability assessment report for Vendor registration

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-7.1-8 Ver 2.0 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.	19.08.2020	1.2	New para as a Special Note added under Head IV Recommendation , based on recommendation of standing committee duly approved by Spl. DG/VD at Note # 51 on 18.08.2020 in the e-office file no.RDSO-QA/M0HQ(ISO)/2/2020.. Recommendations are placed at SN 402-405.on above e- office file
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:

To generate the Capability assessment report.

3.0 Scope of Application:

It is mandatory to submit the report (Capability report) on standard format.

4.0 Procedure / Details:

As attached**.**

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	Spl. DG/VD	Staff of ISO Cell		All directorates through
Compliance of directives contained in this document	Director Incharge Of Directorate	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 level)	Spl. DG/VD	Respective officer of directorat	MR/ISO Cell	All directorates through Intranet.

9.1 Abbreviations:

Nil

CAPABILITY ASSESSMENT REPORT

SECTION- I: GENERAL:-

1.	Firm's name	
2.	Office address	
3.	Works Address	
	Phone No.	
	Fax	
	E-mail	
4.	Name of the assessing Official	
5.	Designation	
6.	Date of visit	
6(a)	Annual Capacity	
7.	Item covered during Capability assessment (Attach list in separate sheet if numbers of items are more.)	

S.No	Item Name	Spec./ Drg. No./STR

SECTION II: TECHNICAL INFORMATION

1. Compliance of Schedule of technical Requirements (STR). ……

(Attach parawise compliance/verified proforma)

2. Details of Plant & Machinery available pertaining to the manufacture of the item under consideration including photographs. (The details shall include name of the machine, year of manufacture, capacity etc, number of such machines available.) ……

(Attach details)

SECTION- III QUALITY ASSURANCE

Please cross check and comment on following:

1. Does the firm has separate in-charge of Quality Control & production. ……..
   ……

2. Does the firm maintain approved vendors' list for raw material/bought outs. ……
   ……

3. Does the firm has facility/provision for ……

training of staff where applicable. ……

4. Does the firm has any quality ……
   management by way of: ……
   a) Quality manuals ……..
   b) Quality Plans ……
   c) Check lists etc

5. Does the firm maintain proper record of calibration ……
   of measuring instruments and test equipment? ……

6. Is the calibration record up to date? ……
   Please give details ……

7. Is the environment conducive ……
   to the production of Quality goods? ……
   (Orderliness,lighting,cleanliness in
   and around working conditions etc.)

8. Does the firm has adequate Space for
   stacking/storage of Raw material & finished ……
   product. (Does the layout Plan verified)

9. Does the firm's staff able to explain the manufacturing and testing process. .....

10. Does the firm has necessary specification, IS Code, Drawing, STR/Specification guidelines.

11. Does the firm possess digital signature & its registration with IREPS. .....

12. Does the documents such as SSI/NSIC/ Factory license, Latest electricity Bill, ISO certificate etc. been verified with original .....

13. Brief mention of other items manufactured & supplied by the firm. .....

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14. Major Customers of the firm. .....

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Note: Any other information consider necessary "Item Specific" may be covered in STR.

IV. Recommendation

It is certified that the requirements of Capability assessment of the firm are met with as detailed above. Therefore, It is recommended that firm M/s …… with works address at……..

…….....
may be considered capable of manufacturing & supply of ……

Signature of Assessment officer

Name

Designation

Date

Special Note :"During the extraordinary force majeure situation, the special procedure as devised by RDSO and placed on RDSO website " link under Vendor Interface " (www.rdso.indianrailways.gov.in), may be used in place of physical inspection, as per approved instructions issued by RDSO for Capability Assessment, Prototype Inspection and Quality Audit to be carried out by remote means"