

ISO9001:2015	Document No: QO-D-8.1-2	Version No:2.1	Date Effective: 28.07.2022
Document Title: Change of the Existing Standards / Specifications / Indian Railway Standard (IRS) of items			



RESEARCH DESIGNS& STANDARDS ORGANIZATION

Manaknagar, Lucknow– 226011

QO-D-8.1-2

Changes in the 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-7.1-2 Ver.7.0 of 9001:2008 QMS.
2.	06.02.2020	1.1	A new para 4.11 incorporated after para 4.10, proposed by standing committee at NP-1 to NP-3 of ISO Cell file no. MR/ISO-9001/Policy/Vendor Interface/Vol-IV (Part file). Part file merged with MR/ISO-9001/App/Vendor Interface-Vol-III of ISO cell at SN-28, which has already approved by CVO & DG as per Vigilance cell letter No. 17/Vig/03/CT/23 dated 04.09.2019 placed at SN-28/6
3.	19.06.2020	1.2	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.

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S. No.	Amendment Date	Version	Reasons for Amendment
4.	14.06.2021	2.0	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-RESOLKO(MISC)/16/2020-O/o ED/Res/RDSO (recommendations are placed at SN 106 to SN 126 in above E-Office file)
5.	28.07.2022	2.1	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.

1.1 Preamble

This document has been reviewed and amended to align with the procedural requirements as envisaged in the document No. QO-D-8.1-1.

2.0 Purpose, Definitions

2.1 Purpose

This document contains directives for the change of Existing RDSO Standard (as defined in ref:1) for Railways.

2.2 Definitions:

Changes in the Existing RDSO Standards:

Change in the existing Standard as means, any changes, leading to changes in the Standard of raw material / process / testing /procedures / guidelines or the validation of product or services.

Note: - Minor typographical/syntax errors in the "Existing RDSO Standard" will not be treated as changes as defined above and may be done directly by the Member Secretary with the approval

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of the ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level).

3.0 Scope of Application

This directive is applicable to all units covered by the quality management system of RDSO without any exception.

ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) while deciding on the changes proposed as defined above, will take the informed decision (based on reason incorporated in proposal initiated by member secretary) whether to go for the BIS identification for its Existing Standard, or to retain the existing RDSO identification, after changes made in the existing Standard as defined in para 2.2.

4.0 Procedure for Changes in the “Existing RDSO Standard”

The following process shall be followed for the changing Existing RDSO Standard.

4.1 Proposal for changes and approval by ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)

4.1.1 For BIS identification: The proposal for **amendment/revision** of Standard shall be put up to ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) by the **concerned officer dealing with the** Standard for approval, and subsequently should be included in the “Program of Works” by the directorate. The updated program of works, including both the existing Standard works and the proposed **amendment/revision** of Standard works, should be hosted / displayed in public domain (RDSO Public Website) for information of all stakeholders.

The ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) (Chairperson) should nominate a “Standard Committee” for review of the initial draft of the proposed **amendment/revision of** Standard. The committee will have balanced representation from all stakeholders. The members of the committee will be nominated by the Chairperson, based on the recommendations by the concerned bodies as decided by the Chairperson, to ensure that balanced representation of stakeholders is there in the committee. The ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) (Chairperson) may constitute the above committee having minimum five members (Including Chairman) considering the guidelines given in para 4.1 of QO-D-8.1-1.

4.1.2 With Existing RDSO identification: The Member Secretary dealing with the particular Standard shall put up proposal for amendment/revision of the Standard to ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) for approval to initiate the amendment/revision

4.1.3 When putting up the file to the ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) in both cases (4.1.1 and 4.1.2), the concerned officer shall prepare a self-contained note addressing the following questions.

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- a) Why the need for Change of the Existing Standard has arisen?
- b) What are the parameters that are likely to be affected by the change?
- c) Effect of change on the **existing vendor base** and whether new number of vendors shall be adequate as compared to Existing Standard?
- d) Effect of the change on the pricing of the item. Some quantitative estimation of the effect on the pricing of the item shall be indicated in note for information.
- e) Whether the change is likely to increase the service life of the component/equipment compensating thereby the increased cost likely to be paid, if any?
- f) Mechanisms already available and in place for monitoring the above parameters and mechanisms proposed to ensure purposeful and effective monitoring over the zonal railways. A feedback format indicating specific parameters (for which feedback shall be collected) shall be prescribed along with the option to offer – “Any other remarks (other than those prescribed)”

4.2 Creation of draft of amendment of Existing RDSO Standard

4.2.1 For BIS identification: Member Secretary will process the proposal of draft **amendment/revision of Standard** to take comments of the committee members for amendment / revision of the Existing Standard. Minimum 15 days will be provided for this process for circulation as well as taking comments of committee members. The decision of committee at every stage shall be based upon majority consensus. The decision taken by committee will be circulated within next seven days through minutes of meeting.

Documents containing provisional draft amended / revised Standard shall be watermarked DRAFT CHANGES on every page, to prevent the same from being used inadvertently or intentionally.

Note: Indicative Flow process for amendment/revision of Standard formulation is given below:

Amendment / revision Standard draft by member secretary ---->Approval of Chairperson and constitution of standards committee ----> Circulation to All the Committee Members ---->Members Comments---> Provisional Draft ----> Circulation to all Members---> Wide circulation to all stakeholders (minimum 1 months) ----> Comments / suggestions of all stakeholders ----> Preparation of reasoned document ---->Put up to committee members ---->Final Draft Standard ---> wide Circulation to all stakeholders (minimum 15 days) ---> Comments --->Meeting--> Final amended/revised Standard -----> Publishing of final amended / revised Standard

4.2.2 With Existing RDSO identification: The amendments/revisions required in the existing standard shall be done and a provisional draft copy of the revised/amended standard as developed by Member Secretary and approved by the ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) (The Chairperson). Documents containing such specifications shall be watermarked DRAFT on every page, to prevent the same from being used inadvertently and proposed changes in the draft specification shall be marked in Red.

4.3 Display of draft on website for the comments & suggestions

The amended /revised provisional draft Standard shall be displayed, for at least 30 days, on the RDSO Public website and comment and suggestions shall be requested. The draft Standard

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displayed on website shall also be emailed to all the existing approved Vendors and User Railway Organizations, for comments and suggestions. The concerned directorate shall ensure that contact details of concerned RDSO officials are clearly available to all the stakeholders on the RDSO Public Website, for sending their Comments/Suggestions.

The draft shall specifically be sent to the existing vendors, who have their products qualified against the Existing Standard and also to those, who are in the process of getting approval, through registered email, in order to particularly draw their attention to the proposed changes.

4.4 Creation of reasoned documents for the comments

4.4.1 For BIS identification: The Member Secretary of the committee shall then prepare a **revised/ amended** draft Standard document containing all suggestions and comments received for preparation of reasoned document. The document shall be circulated to committee members. The committee members may give their suggestions / recommendations on document in next 15 days. Member secretary will hold meetings with the Committee with the permission of Chairperson for arriving at majority consensus. Based upon outcome of the meeting, minutes will be drawn. Based on the accepted changes, reasoned document and final draft Standard will be prepared. Such Standard shall be watermarked FINAL DRAFT CHANGES on every page, to prevent the same from being used inadvertently.

4.4.2 With Existing RDSO identification: The concerned personnel / directorate shall then prepare a document containing all suggestions and comments and also record reasons for accepting / rejecting the same. Based on the accepted changes, the draft standard shall be modified. Such standards shall be watermarked FINAL DRAFT CHANGES on every page, to prevent the same from being used inadvertently.

4.5 Display of Final Draft changes copy on website

The copy of the FINAL DRAFT CHANGES in the Standard and, the reasoned document shall be put up on the website, after approval of the ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level(The Chairperson), for at least 15 days. After the expiry of the time period, these documents shall be removed from the website.

The final draft Standard displayed on website shall also be emailed to all the existing approved including the developmental Vendors, Vendors who are in the process of getting approval of RDSO and the User Railway Organizations for comments and suggestions.

4.6 Creation of finalized copy of Amended / Revised RDSO Standards:

4.6.1 For BIS identification: The Finalized Draft Revised/Amended Standard shall now be prepared considering the suggestions if any, from stakeholders. The finalized draft Standard with documents containing comments received from stakeholders shall be put up to committee members for consensus. **Member secretary will hold a meeting with the permission of Chairperson Committee for arriving at majority consensus. Based upon outcome of the meeting, minutes will be drawn. Based on the accepted changes and the prepared reasoned document to be kept in the record, final Standard will be prepared and issued with the approval of Chairperson.** The Revised / Amended Standard shall now be published for use by BIS, Railways and its Vendors, giving its unique identification number as IS/RDSO-ABC/

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XXXX: YYYY. ABC is the code/short form of the concerned directorate, XXXX is four digit unique numbers, given to the standard and YYYY is the Year of publication.

4.6.2 With Existing RDSO identification: The finalized copy of the **Standard** shall now be prepared considering the suggestions if any, from the stakeholders, ready for use by railways and vendors. **Based on the accepted changes and the prepared reasoned document to be kept in the record, final Standard will be prepared and issued with the approval of ED** controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level).

4.6.3 Standard can be reviewed as per the requirement of Railways as and when the need arises. It shall be ensured that Standards are Reviewed/Amended/Authenticated **periodically in every five years cycle.**

4.7 Record of Amended /Revised RDSO Standard and previous Standards

Concerned Directorate will retain all the records for at least 10 years from the date of publication of such Amended /Revised RDSO Standard and previous Standards or for two review cycles whichever is earlier.

4.8 Complaint Redressal mechanism .

Complaint redressal mechanism shall be as defined in QO-D-8.1-1 clause 4.9.

4.9 Date of enforcement

The date of enforcement from which the revised / amended Standard is to be decided by the ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level), keeping in view the time reasonably required by the existing vendors to comply with the changed provisions and shall be mentioned in the Standard.

4.10 Version for download on internet RDSO Public Website

The directorate which has created the amended/ revised Standard shall ensure that a copy of amended/ revised document is uploaded on the RDSO Public Website for downloads by the stake holders.

The person authorized to upload the document on the website shall certify that the document has been uploaded. The responsibility of the getting the certificate of uploading shall be of the Member Secretary of the directorate controlling the Standard.

4.11 Intimation of Amended / Revised Standard to vendors

All the existing vendors & vendors under development shall be informed about the Amendments / Revisions of Standard through email registered with the RDSO.

4.12 Verification of Revised STR of existing vendors as per the Revised Standard.

ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level), based on the documents produced by the concerned official of the Directorate, listing out all the major requirements stipulated in revised STR as per Revised

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Standard will decide whether STR verification for the vendors, who are already in the approved list for the same/similar item is required, based on the information already available for these approved vendors with the Directorate. The ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) may decide/condone based on reason put up to him by Member Secretary, the fresh verification of the STR for these approved vendors and may dispensed, with the visit of an officer for this purpose.

4.13 Summarized Report:

In the first week of every month, ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) shall submit a summarized position of the Standard revised/amended in the following format for information of Spl. DG/VD.

S. No	Item	Standards	Date of first issue of Standard	Dates of all amendments/revisions since first issue	Date of enforcement of the Revised Standard

Note: This report may be merged with the report summarizing creation of Standard as described in ref-1.

5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-1	Creation of new RDSO Standard

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

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Activity	Responsible	Approver	Supporting	Consulted	Informed
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	Respective officer of directorate	MR/ISO Cell	All directorates through intranet
Changes in the existing Standard	ED/Director In-charge (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	Committee members	All concerned through RDSO public website
Changes in the existing Standard	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		All concerned through RDSO public website

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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