

ISO9001:2015	Document No: QO-D-8.1-3	Version No: 1.2	Date Effective: 28.07.2022
Document Title: Withdrawal of specification of items			



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-D-8.1-3

Withdrawal of specification of items

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 7.09.2018.No change in content from previous document no.QO-D-7.1-3 Ver. 4.0 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.	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.

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2.0 Purpose

This document contains directives for the withdrawal of specification for railway items.

3.0 Scope of Application

This directive is applicable to all 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 recording the need for change

The concerned officer shall prepare a proposal for indicating the requirement for withdrawal of existing specification. This proposal shall be put up for approval 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). Further processing shall be done after approval 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).

4.2 Information to existing vendors

All vendors who have their products approved against the specification shall be informed about the withdrawal of specification including the reason for withdrawal by email also.

4.3 Time period for withdrawal

A minimum wait period of six months shall normally be allowed before withdrawal of any specification and the same shall be advised to all stakeholders giving the reasons for withdrawal of the specification. However this period of 6 months can be reduced with the approval of Spl. DG/VD on case to case basis. This period shall start from the date of publication of decision on website

4.4 Removal from the internet website

The directorate which has decided to withdraw the specification shall ensure that the copy of document is removed from RDSO website.

The person authorized to upload/withdraw the documents on the website (presently nominated representative of QA-Mech Dte) shall certify that the document has been removed from the website. The responsibility of the getting the certificate of withdraw shall lie with the concerned personnel of the directorate controlling the specification.

5.0 Referenced Documents

None

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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	Standing Committee	All directorates through intranet
Compliance of directives contained in this document.	Director In-charge 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	Spl. DG/VD	Respective officer of directorate	MR/ISO Cell	All directorates through intranet
Approval for processing withdrawal of specification	Officer of respective 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	Spl. DG/VD shall be consulted on file which shall be put up at the start of process.	All directorates through intranet.

9.0 Abbreviations

None.

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