

ISO9001:2015	Document No: QO-D-8.1-3	Version No: 2.1	Date Effective: 28.07.2022
Document Title: Withdrawal of the existing standards / Specifications / Indian Railway Standards (IRS) of items			



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-D-8.1-3

Procedure for the Withdrawal of 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 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.	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)

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

2.0 Purpose

2.1 This document contains directives for the Withdrawal of an Existing Standard of Indian Railway.

2.2 Scope of Application: This directive is applicable to all units covered by the quality Management system of RDSO without any exception.

3.0 Details Sequence: The following sequence of steps shall be followed by all concerned:

3.1 Preparation of the Proposal for "Withdrawal of an Existing RDSO Standard"

The ED/Director concerned (Member Secretary) shall prepare a proposal for the withdrawal of an Existing RDSO Standard. Such proposal shall be put up 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 by the concerned ED/Dir (Member Secretary) dealing with that RDSO Standard for approval of withdrawing and for making it as a program for the "**Withdrawal of a Standard**" and this program must be uploaded on the **RDSO Public Website**, for the information of all the 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**) shall approve the "**Withdrawal of an Existing RDSO Standard**" based on reasoned proposal put up to him by the concerned ED/ Dir (Member Secretary) dealing with that Standard.

3.2 Decision of withdrawal of an Existing RDSO Standards

Concerned ED/Director (Member Secretary) will get it uploaded on the RDSO Public Website, the program for the "Withdrawal of an Existing RDSO Standard" containing reasons / justifications, with in next seven days of the decision 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) (Chairperson) for the "Withdrawal of an Existing RDSO Standard".

3.3 Information to the Vendors regarding "Withdrawal of an Existing RDSO Standard"

All the existing vendors who have their products approved against the said Existing RDSO Standard shall be informed about the "**Withdrawal of an Existing RDSO Standard**" including the reason for withdrawal of the same through email registered with RDSO.

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3.4 Time period for Final withdrawal:

A minimum wait period of **six months shall be allowed before “Final Withdrawal of an Existing RDSO Standard”** and this time period shall be uploaded for the information of all the stakeholders giving the reasons for withdrawal of the existing RDSO Standard. This period shall start from the date of publication of the decision of withdrawal on RDSO website at the specified location.

3.5 Removal from the internet RDSO Public Website

The directorate which has decided to withdraw the Standard shall ensure that the copy of document is removed from RDSO website within seven days of the stipulated period as per para 3.4.

The person authorized to upload / withdraw the documents on the RDSO website shall certify that the document has been removed from the website. The responsibility of the getting the certificate of withdraw shall be with the Concerned ED/ Dir (Member Secretary), of the directorate controlling the Standard.

3.6 Complaint Redressal Mechanism

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

4.0 Referenced Documents

Ref.SNo.	Document Number	Document Name
1.	QO-D-8.1-1	Creation of new RDSO Standard
2.	QO-D-8.1-2	Change in an Existing RDSO Standard

5.0 Referenced Documents of External Origin: None

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

7.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell RDSO	Spl. DG/VD	Staff of ISO Cell RDSO		All directorates through intranet
Compliance of directives contained in this document.	Concerned 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		

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Activity	Responsible	Approver	Supporting	Consulted	Informed
Requirement of deviation from directive.	PED of the concerned Vertical	Spl. DG/VD	Respective officer	MR/ISO Cell	All directorates through intranet
Approval for processing of withdrawal and Final Withdrawal of an Existing RDSO 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		All directorates through intranet.

8.0 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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