RESEARCH DESIGNS & STANDARDS ORGANIZATION
Manaknagar, Lucknow – 226011

QM-F-8.1-15
Annual Quality Audit of Vendors

1.0 Amendment History:

S. No.	Amendment Date	Version	Reasons for Amendment
1	28.08.2018	1.0	First issue under ISO 9001:2015. Approved by ED/QA(Mech) on file No. QAM/ISO-9001:2015/Doc-Approval on date 28.08.2018.

2.0 Purpose:

To conduct the Quality Audit of the RDSO approved vendors.

3.0 Scope of Application:

Application for QA Mech. Directorate and all zonal office.

4.0 Procedure / Details:

Format is annexed. While using the form ***print and use only the 'Format'*** pages.

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	Zonal Director/I&L	Director/I&L/ LKO	Staff of QA(Mech) Dte.	ED/QA(Mech)	All Zonal office of QA(Mech) Dte.
Requirement of deviation from this form template.	Zonal Director/I&L	Director/I&L/ LKO	Respective AIE/I&L	MR/ISO Cell	All Zonal office of QA(Mech) Dte.

9.0 Abbreviations:

QA	Quality Assurance
ED/QA (Mech)	Executive Director/ Quality Assurance (Mechanical)
RDSO	Research Designs & Standards Organisation
M&C	Metallurgical & Chemical
I&L	Inspection and Liaison
ARO	Assistant Research Officer
M&P	Machineries and Plants
STR	Schedule of Technical Requirements
QAP	Quality Assurance Plan
C&P action	Corrective and Preventive action

Annual Quality Audit of Vendors

General Details:

	Name of firm with factory address				
	Name of auditor				
	Date of audit				
	Items covered during audit-				
	Items	Specification No.	Drawing No.	STR No.	Due date of Renewal
	Validity of ISO certificate				
	Validity of factory license				
	Address on latest electricity bill				

Compliance of relevant STR and Specifications:

S.	Descriptions	Remarks
	Availability & condition of major/ critical infrastructure/ machinery requirements laid down in STRs	
	Whether firm follows the manufacturing and testing process laid down in specification	
	Availability of all relevant standards, specifications etc., for testing procedure(latest version)	
	Availability of all relevant Drawings with latest alteration	

Implementation of QAP:

S.N.	Descriptions	Remarks
	Comments on effectiveness of QAP w.r.t. provisions in relevant specifications	
	Whether format of QAP covering all sections as per standar format QM-RF-7.1-3.	
	Check raw material purchase & inspection procedure	
	Verify in process inspection & internal testing records	
	Verify rejection analysis & control measures and system fo evidence of disposal of rejected material.	

	Verify entire documentation system as per QAP	
	Check calibration of gauges, measuring & testing equipmen	
	Follow the traceability of products from raw material to finished products	
	Verify system of maintaining the data of customer complain and warranty failures as per QM-RF-7.1-3.	

Customer complaints and Warranty failures:

S.N.	Descriptions	Remarks
	Whether firm maintaining proper records of warranty complaints, in-service failures and other general complaints (If Yes, Collect copies as applicable).	
	No. of warranty failures reported from last renewal / fresh registration (Give Details)	
	No. of warranty claims complied (Give Details)	
	No. of warranty claims pending. (Give Details)	

Disposal of joint inspections:

S.N.	Items	Remarks
	No. of joint inspections called for, after last renewal/fresh registration (Give details).	
	In how many joint inspections the rejection was upheld (If Yes, Give details).	
	Whether firm has taken any C&P action based on the outcor of joint inspection. (If Yes, Give details).	

Supply performance:

S.N.	Items	Remarks
	No. of complaints received on poor supply performanc (Give details).	
	Whether the reasons furnished by the firm for not supplying the items in time are satisfactory (If Yes, Giv details).	

Compliance of Last Quality Audit Observations:

(Attach sheet in the following format)

S.N.	Date of Audit	Details of pending quality audit observations	Proposed date of compliance

Observations of quality audit requiring compliance:

(Attach sheet in the following format)

S.N.	Observations	
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Signature of Auditing Officer
Name:

Designation: