



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manak Nagar, Lucknow – 226011

QM-F-8.1-18

Joint Inspection Report

1. 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/DICR on date 28.08.2018.

2. Purpose:

To prepare Joint Inspection report on rejection of stores pre-inspected by QA(Mech)Dte/RDSO.

3. Scope of Application:

Applicable for all cases of Joint Inspections carried out in case of rejection of pre-inspected materials by the consignee.

4. Procedure / Details:

Joint Inspection Report (Format QM-F-7.18) is annexed. **While using the form print and use only the Format/Annexure pages.**

5. Referenced Documents

None

6. Referenced Documents of External Origin

None

7. Associated Records

None

8. Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	AIE/SIO,I&L/ LKO	Director/I&L/ LKO	SE/SSE, QA (Mech)	ED/QA(Mech)	All Zonal office of QA (Mech) Dte.
Requirement of deviation from this form template.	AIE/SIO,I&L/ LKO	Director/I&L/ LKO	AIE/SIO, I&L	ED/QA(Mech)	All Zonal office of QA (Mech) Dte.

9. Abbreviations:

QA(Mech)	Quality Assurance(Mechanical) Directorate
RDSO	Research Designs & Standards Organization
I&L	Inspection and Lisening
ED/QA (Mech)	Executive Director/ Quality Assurance (Mechanical)
AIE	Assistant Inspecting Officer
SIO	Senior inspecting Office
MR	Management Representative

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JOINT INSPECTION REPORT

(Part-I)

(To be filled during Joint Inspection at Consignee End)

1. Reported by:

a.	Name of Zonal Railway to which complaint pertains		Date of Joint Inspection :
b.	Consignee details		
c.	Details of Official issuing the rejection advice		

2. Item and supply details:

a.	Firm's details		
b.	Description of item		
c.	Drawing/Specification no.		
d.	P.O. details		
e.	Inspection certificate details		
f.	Despatch Memo details		
g.	Quantity supplied (as per Despatch Memo)		

3. Rejection details:

a.	Date of receipt of material at Consignee's end.		
b.	Date of Inspection of material at consignee's end.		
c.	Date of rejection of material at consignee's end		
d.	Quantity rejected (as per Rejection Advice)		
e.	Rejection Advice no. & date		

f.	Reason(s) for rejection	
g.	Inspection report of consumer of material based on which Rejection Advice has been issued (Copy to be Attached)	
h.	Authority (Relevant Para/item of drawing/ Specification etc.)under which rejection has been made.	
i.	Remarks regarding consumer's inspection being in terms of RDSO's Approved check sheets for the item or otherwise	

4. Representative details:

a.	Consignee's representative (Name & Designation)	
b.	Vendor's representative (Name & Designation)	
c.	RDSO's representative (Name & Designation)	
Note: Copy of nomination letter by competent authority at consignee, vendor & RDSO's representative end respectively, shall be enclosed		

5. Observations and Findings:

a.	Remarks on intactness and details of Holograms on inspected material	
b.	Remarks on storage condition of rejected stores	
c.	Quantity picked up during joint inspection:	
	(i) If serially numbered, same should be mentioned.	
	(ii) If in a lot, reasonable sample size should be jointly inspected to represent the whole lot. Sample size to be mentioned. (IS 4905:1968 to be followed)	

d.	Tests/checks carried out during Joint inspection (like dimensional, physical, chemical, Metallurgical properties etc.) (Copy of documents to be enclosed)	
e.	Findings during joint inspection	

6. Conclusion:

a.	Detailsof Quantity finally Rejected after joint inspection	
b.	Whether the parameter(s)for which the rejection has been upheld, was a part of regular Purchase Inspection Plan	
c.	Decision on rejected material	
d.	Action to be taken by the Vendor, if any.	
e.	Dissentnote, if any. (Details of Dissenting Representative to be provided). Mention NIL , if none	
f.	Any other remarks	

<ul style="list-style-type: none"> Signature : (with Name, Designation & Date) 	<p style="text-align: center;"> (Consignee Representative) (RDSO Representative) (Vendor Representative) </p>
<ul style="list-style-type: none"> Signature(with Name, Designation & Date) of Gazetted Official or the Controlling Officer issuing the Rejection Advice.(In case of Railway Consignee) 	

Part-II

Compliance and Action Taken

(To be filled by zonal Director(I&L)/QA-Mech Dte/RDSO)

Reference No. of the case-

(Part-I of the relevant case to be attached)

7. Action taken by vendor:

a.	Material replaced (Quantity & Date)	
b.	Material repaired (Quantity & Date)	

8. Action taken by Zonal Office (at Director's level) :

a.	On vendor	
b.	On Inspecting Official	
c.	For system improvement	

Date:

Signature of Zonal Director (I&L)

Note:-

1. Part I of the request to be sent to HQ immediately after joint inspection.
2. Copy of Part I & Part II (complete report) to be forwarded to HQ after compliance of the action taken in joint inspection.