

ISO9001:2015	Document No: QM-F-8.1-2	Version No: 1.0	Date Effective: 28.08.2018
Document Title: Application Form for Up-gradation from “RDSO Vendors for Development Order” to “Approved Vendor”			



RESEARCH DESIGNS & STANDARDS ORGANIZATION  
Manaknagar, Lucknow – 226011

QM-F-8.1-2

Application Form for Up-gradation from “RDSO Vendors for Development Order” to “Approved Vendor”

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.

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## 2.0 Purpose:

To submit the application for up-gradation from “RDSO Vendors for Development Order” to “Approved Vendor” for the vendor registered with QA( Mech.) Directorate.

## 3.0 Scope of Application:

**It is applicable to all the approved vendor from QA Mech. Directorate based on performance, supply and quantity of the product.**

## 4.0 Details:

**Application Form for Up-gradation from “RDSO Vendors for Development Order” to “Approved Vendor” is annexed as Format no. QM-F-8.1-2, Ver. 1.0 alongwith Annexure-I. While using the form print and use only the ‘Annexure 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 Organization
QMS	QA Mech. Schedule of Tech. requirements
STR	Schedule of Tech. requirements

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**APPLICATION FORM**  
**for Up-gradation from “RDSO Vendors for Development Order” to**  
**“Approved Vendor”**  
 (To be prepared in duplicate)

SN	ITEM	Details
1	Name of the firm	
2	Postal address-	
	Head Office	
	Works / Factory	
3	Contact no. (Mobile & Telephone no. - with STD Code):	
	Head Office	
	ii) Works / Factory	
4	Fax Numbers	
	Head Office	
	ii) Works / Factory	
	E-mail address	
5	Name of Item proposed for Upgradation	
6	Specification No with Amendments / Drawing No of the item	

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7	Date of fresh registration given by RDSO for the item with certificate no. (copy of certificate to be enclosed)	
8	Subsequent quality audit done by RDSO – give details	
9	Due date of next quality audit (enclose the copy of the certificate)	
10	Mandatory required Quantity to be supplied to qualify for up-gradation	
11	Date of completion of Mandatory Quantity	
12	Date of completion of 15 months from the date of issue of last IC/DM for completion of Mandatory Quantity	
13	Total quantity of supplies made from the item (Details shall be furnished in the Annexure–I) and copy of the IC/DM to be enclosed as a proof.	
14	Details of warranty claims received and their compliance shall be furnish duly enclosing the details	
15	Date of expiry of ISO Certificate	

**Signature**

Name in capitals & Designation

**Stamp of the firm applying for the registration**

Date:

Place:

Note :

1. Please read the instructions given in the Vendor approval guidelines booklet issued herewith, before filling the application form.
2. Where the space provided against any item is insufficient, the information should be furnished on a separate sheet of paper, which should be appended to this form, duly signed by the applicant.

