



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QM-RF-8.1-3 *Guidelines for preparing QAP during registration*

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:

These are guidelines for preparing the QAP for product.

3.0 Scope of Application:

Applicable for all vendors registered with QA Mechanical Directorate.

4.0 Details:

Guidelines for preparing QAP during registration is attached as Annexure.

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	Director/I&L/ LKO	ED/QA(Mech)	Staff of QA(Mech) Dte.		All Zonal office of QA(Mech) Dte.
Requirement of deviation from this form template.	Director/I&L/ LKO	ED/QA(Mech)	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
ARO	Assistant Research Officer

GUIDELINES FOR PREPARING QAP DURING REGISTRATION

The QAP to be submitted by the vendor in triplicate (along with the application form for registration) shall cover the following aspects –

SECTION '0'

Revision Sheet

S.N	Amendment	Version	Reasons for Amendment

SECTION 'A'

ORGANISATION CHART

Organisational Chart, clearly indicating the Quality Control Set-up, role and responsibilities of key personal.

SECTION 'B'

QUALIFICATION / EXPERIENCE OF PERSONNEL

Part I: Details of qualification/experience of the quality control personnel specified in the STR/Specification of RDSO of the items applied for approval/renewal

SN	Requirement as per STR/Spec.				Details of personnel employed				
	STR/Spec Para No		Qualification Specified in Spec. / STR	Experience Specified in Spec. / STR	Name	Dsgn.	Technical Qualification	Experience	Brief scope of responsibilities
	STR/Spec	Para							

Part II: Details of Manpower requirements other than quality control section as per Spec./STR/IS

SN	Requirement as per STR/Spec./IS				Details of personnel employed				
	STR/Spec Para No		Qualification Specified in Spec. / STR/IS	Experience Specified in Spec. / STR/IS	Name	Dsgn.	Technical Qualification	Experience	Brief scope of responsibilities
	STR/Spec/IS	Para							

Part III: Qualification of other key personnel and the officials deployed in Quality Control Cell:

SN	Name	Designation	Technical Qualification	Experience	Brief scope of responsibilities

SECTION 'C'

PROCESS FLOW CHART/DESCRIPTION OF MANUFACTURING PROCESS

Part I: Process Flow Chart indicating process of manufacture for an individual product, with quality control points.

Note:

- i **Process flow chart shall indicate all the operation involving manufacturing & testing of product from raw material to finish product, including RDSO/RITES/Consignee inspection/dispatch.**
- ii **There should be separate flow chart for each item.**

Part II: Brief description of different manufacturing process mentioned in flow chart :

- a) Details of the manufacturing & testing process specially mentioned in the specification.

SN	Para no of spec.	Requirement of manufacturing/testing process as per spec	Details of the process being installed/ follows

- b) Brief details of the other manufacturing process.

SN	Name of the manufacturing process	Brief description
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Part III: Brief description of ancillaries & additional units (if any):

- i **Whether all the facilities are available at a single location (or) multiple location –**
- ii **In case of multiple location give details in following formats :**

SN	units	Address	Whether unit is covered under factory license	Whether unit is ISO certified	Mfg. processes details

SECTION 'D'

Details of Sub-assemblies / components manufactured in-house and outsourced.

Part I: Details of in-house manufactured (Components/sub-assemblies)

SN	Item Name	Drawing No
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Part II: Details of components/Sub-assemblies purchased from RDSO approved vendors

SN	Item Name	Drawing No	Is it a Primary Item of RDSO	Is it a Sublet Item of RDSO	Name of the source
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Part III : Details of items outsourced from other than RDSO approved items

SN	Item Name	Drawing No	Name of the source	Frequency of review of the performance of sublet source
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SECTION 'E'

INCOMING RAW MATERIAL & INPROCESS/FINAL INSPECTION

Stage inspection detailing inspection procedure, inspection parameters, method of testing/test procedure including sample sizes for destructive and non- destructive testing etc.

Part I : Incoming raw materials/parts/sub-assemblies

SN	Incoming Product/ assembly	Sample Size & its Frequency of inspection	Parameters for inspection	Mode of inspection / equipment used	Acceptance limits/ Criteria /specified Value	Rejection & Disposal	Traceability register no
						Reprocessed / Scrapped	
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Part II: In process inspection (of the product)

SN	Name of the process	Sample Size & its Frequency of inspection	Parameters for inspection	Mode of inspection / equipment used	Acceptance limits/ Criteria /specified Value	Rejection / Disposal	Corrective & preventive action	Traceability register no
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Part III: Final internal inspection of the product by the firm

SN	Name of the test/ process	Sample Size & its Frequency of inspection	Parameters for inspection	Mode of inspection / equipment used	Acceptance limits/ Criteria /specified Value	Rejection disposal /	Traceability register no
						Reprocessed / Scrapped	
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SECTION 'F'

CALIBRATION OF TESTING MEASURING EQUIPMENT

Part I : Inhouse Testing facilities available for calibration with the firm

SN	Name of Master	Make	Range	Frequency of calibration	Traceability to national standard

Part II : Personnel trained for inhouse calibration

SN	Name	Qualification	Experience

Part III : Calibration plan for the items identified for specified calibration in STR/Specification

SN	Measuring Equipment	Ref. para of STR/Spec.	Range/ Accuracy	Frequency Specified in STR/Spec	Inhouse/ Outsourced	Name of agency if outsourced
		STR/Spec./Para no.				
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Part IV : Calibration plan for other measuring equipment

SN	Measuring Equipment	Range/ Accuracy	Frequency	Inhouse/ Outsourced	Name of calibration agency
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SECTION 'G'

SYSTEM OF MAINTAINING THE DATE OF CUSTOMER COMPLAINTS/WARRANTY FAILURES

Warranty failures/In-service failures reported from customers

SN	Date of report of complaint	Letter no	Complaint received from	Brief details of complaint	Classification of failure	Whether any person deputed for collecting field sample	Date of joint inspection	Failure analysis & cause of failure	Date of compliance in case of warranty	C & P action taken
					Warranty failure/ In service failure/ Call for joint inspection / Consignee end rejection / General complaints					
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* The firm shall maintain a complaint register in the above format and the summary required to be given during renewal

SECTION 'H'

Requirement of M&P/T&P as per Specification /STR/IS

Sl.No.	IS/STR/Specification para no	Requirement of M&P/T&P as per IS/STR/Specification		Details of the M&P/T&P available with the firm					
		M&P/T&P name	Range / Capacity of M&P/T&P	Name of M&P/T&P	Model	Make	Machine no.	Year of Built	Range/ Capacity

SECTION 'I'

ANY ADDITIONAL INFORMATION FIRM WISH TO SUBMIT

The firm can furnish any other information which they wish to submit on items other than furnished in annexure A to H.

Note :

- QAP covering all the information as asked above under section 'O' to 'I' must be given in the form of single document indicating name and works address of the firm and page no. 'x' of 'y' on each page. Each page should be signed by Quality Control in-charge. The approved QAP must be a controlled document and a quality record of ISO Quality Control System of the vendor. A certificate to this effect shall be provided along with the QAP by the vendor.
- One copy of the QAP, after final approval will be given back to the vendor for implementation.
