

ISO9001:2015	Document No: QO-D-8.1-1	Version No: 1.2	Date Effective: 19.06.2020
Document Title: Creation of new specification for items			



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow– 226011

QO-D-8.1-1

Creation of new specification for items

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 07.09.2018. No change in content from previous document no.QO-D-7.1-1 Ver 7.0 of 9001:2008 QMS.
2.	01.05.2019	1.1	Changes in Note of Para (Clause) 2.0 (“that describe items or” deleted) based on recommendation of “Standing Committee on Vendor Development and Approval Issues “ at NP-20 to NP-21 of Computer Wing’s file No. Comp/1.55.07.01 (Pt-I) Vol-III, which is approved by DG/RDSO on date 12.02.2019. Copy is placed at SN-18 of ISO Cell File no. “MR/ISO 9001/App/Vendor Interface Vol-III” The same is again amended/corected (Deletion of “ describe items or ” in Note of Para (Clause) 2.0 as per Minutes Of Meeting of “Standing Committee on Vendor Development and Approval Issues” at NP-22 to NP-25 of Computer Wing’s file No. Comp/1.55.07.01 (Pt-I) Vol-III, which is approved by DG/RDSO on date 28.03.2019. Copy is placed at SN-19 of ISO Cell File no. “MR/ISO 9001/App/Vendor Interface Vol-III”
3.	19.06.2020	1.2	Special DG VD (Vender 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

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2.0 Purpose

This document contains directives for creation of new specification for items.

Note: The term specification is used throughout the document and shall be understood to mean specifications, schedule of technical requirements (STR) and any other technical documents that qualify the conditions of eligibility for evaluation of vendors.

3.0 Scope of Application

This directive is applicable to all units covered by the quality management system of RDSO without any exception.

4.0 Details

The following sequence of steps shall be followed by all concerned for the creation of new specifications. Approval of directorate head shall be taken at the onset of this process of creation of new specifications.

4.1 Creation of a draft specification

The product development shall be followed for development of draft specifications. (Ref-1).

Documents containing draft specifications shall be watermarked DRAFT on every page, to prevent the same from being used inadvertently or intentionally.

4.2 Display of draft on website for the comments & suggestions

The draft specification shall be displayed, for at least a month, on the website as per prevalent norms and comment and suggestions shall be requested. The concerned directorate shall ensure that contact details are clearly available to the users of the website for sending their comments.

The draft specifications shall also be circulated to Zonal Railways and production units for comments and suggestions.

4.3 Creation of Reasoned Documents for the comments

The concerned personnel / directorate shall then prepare a document containing all suggestions and comments and also record reasons for accepting / rejecting the same. Based on the accepted changes, the draft specification shall be modified. Such specifications shall be watermarked FINAL DRAFT on every page, to prevent the same from being used inadvertently.

4.4 Display of Final Draft copy on website

The copy of the Final Draft specification (from 4.3 above) and the Reasoned Document shall be put up on the website for at least 15 days. After the expiry of the time period, these documents shall be removed from the website.

The copy of the final draft specification, the received comments and reasoned document, shall also be sent to Railway Board or any other competent authority as required at this stage.

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4.5 Creation of finalized copy of specifications

The final copy of the specification shall now be prepared including the suggestions if any, from the competent authority, ready for issue for use by railways and vendors.

4.6 Approval for issue of specification

The concerned officer dealing with the particular specification shall put up proposal for the new specification to directorate head for approval to initiate the creation. When putting up the file to the directorate head, the concerned officer shall prepare a self-contained note addressing the following questions. Why the need for creation of new specification had arisen?

- a) Vendor base and action plan to develop new vendors.
- b) Pricing of the item. Some quantitative estimation of pricing of the item shall be indicated in note for information
- c) A feedback format indicating specific parameters (for which feedback shall be collected) shall be prescribed along with the option to offer – “Any other remarks (other than those prescribed)”

4.7 Version for download on internet website

The directorate which has created a new specification shall ensure that a copy of new document is uploaded on the RDSO website for downloads by other stake holders. The person authorized to upload the document on the website (presently nominated representative of QA-Mech Dte) shall certify that the document has been uploaded. The responsibility of the getting the certificate of uploading shall lie with the concerned personnel of the directorate controlling the specification.

4.8 Summarized report for Spl. DG/VD listing specifications created

In the first week of every month, directorate head shall submit a summarized position of all the specifications created in the following format for information of Spl. DG/VD.

S. No	Item	Specification	Date of first issue of specification		
1					

Note: This report may be merged with the report summarizing specifications revised amended as described in **ref-2**.

5.0 Referenced Documents

Ref.SNo.	Document Number	Document Name
1.	QO-D-8.1-15	Product development
2.	QO-D-8.1-2	Change of specification of items

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6.0 Referenced Documents of External Origin

None

7.0 Associated Records

As required by directorate procedures / work instructions.

8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell	Spl. DG/VD	Staff of ISO Cell		All directorates through intranet
Compliance of directives contained in this document.	Director In-charge of Directorate	Head of Directorate	Directorate Staff		
Requirement of deviation from directive.	Head of Directorate	Spl. DG/VD	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

9.0 Abbreviations

None.

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