

ISO9001:2015	Document No: QO-D-8.1-2	Version No:1.2	Date Effective: 19.06.2020
Document Title: Change of specification of items			



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow– 226011

QO-D-8.1-2

Change of specification of 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-7.1-2 Ver.7.0 of 9001:2008 QMS.
2.	06.02.2020	1.1	A new para 4.11 incorporated after para 4.10, proposed by standing committee at NP-1 to NP-3 of ISO Cell file no. MR/ISO-9001/Policy/Vendor Interface/Vol-IV (Part file). Part file merged with MR/ISO-9001/App/Vendor Interface-Vol-III of ISO cell at SN-28, which has already approved by CVO & DG as per Vigilance cell letter No. 17/Vig/03/CT/23 dated 04.09.2019 placed at SN-28/6
3.	19.06.2020	1.2	Special DG VD (Vendor 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.

SSRE/ISO Cell	ARE/ISO CELL	MR/ISO Cell	Printed:19.06.2020
Prepared By:	Checked By:	Issued By:	Page 1 of 4

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No: QO-D-8.1-2	Version No:1.2	Date Effective: 19.06.2020
Document Title: Change of specification of items			

2.0 Purpose

This document contains directives for the change of existing specification for railway items—issued by RDSO.

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 describe item or 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 Procedure for changes to specifications

The following process shall be followed for the changing existing specifications.

4.1 Proposal for changes and approval by directorate head

The concerned officer dealing with the particular specification shall put up proposal for amendment/revision of the specification to directorate head for approval to initiate the amendment/revision.

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 change in specification had arisen?
- What are the parameters that are likely to be affected by the change?
- Effect of change on the vendor base and whether new number of vendors shall be adequate on the basis of previous specifications?
- Effect of the change on the pricing of the item. Some quantitative estimation of the effect on the pricing of the item shall be indicated in note for information.
- Whether the change is likely to increase the service life of the component/equipment compensating thereby the increased cost likely to be paid, if any?
- Mechanisms already available and in place for monitoring the above parameters and mechanisms proposed to ensure purposeful and effective monitoring over the zonal railways. 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)”

4.2 Creation of draft of specification

The amendments required in the specification shall be done and a draft copy of the revised specification developed and approved by the directorate head. Documents containing such specifications shall be watermarked DRAFT on every page, to prevent the same from being used inadvertently or intentionally and proposed changes in the draft specification shall be marked in Red.

4.3 Display of draft on website for the comments & suggestions

The draft specification shall be displayed, for at least one month, on the website and comment and suggestions shall be requested. The draft specification displayed on website shall also be emailed to all

SSRE/ISO Cell	ARE/ISO CELL	MR/ISO Cell	Printed:19.06.2020
Prepared By:	Checked By:	Issued By:	Page 2 of 4

ISO9001:2015	Document No: QO-D-8.1-2	Version No:1.2	Date Effective: 19.06.2020
Document Title: Change of specification of items			

the existing approved sources for comments and suggestions .The concerned directorate shall ensure that contact details are clearly available to the users of the website for sending their comments.

The draft shall specifically be sent to the existing vendors, who have their products qualified against the current specification and also to those in the process of approval, by email, in order to particularly draw their attention to the proposed changes.

4.4 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.

4.5 Display of Final Draft copy on website

The copy of the draft specification and the reasoned document shall be put up on the website, after approval of the directorate head, for at least 15 days. After the expiry of the time period, these documents shall be removed from the website. The final draft specification displayed on website shall also be emailed to all the existing approved sources for comments and suggestions.

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 if required at this stage.

4.6 Creation of finalized copy of changed 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. Final specification shall be approved by the Directorate head .

4.7 Date of enforcement

The date from which the revised specification is to be ensured is to be decided by the directorate head, keeping in view the time reasonably required by the existing vendors to comply with the changed provisions and shall be mentioned in the Specification. Also, if necessary, some specific clauses may be made effective from different dates and the same shall be mentioned against the respective clauses in the specification.

4.8 Version for download on internet website

The directorate which has created the revised 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.

4.9 Intimation of revised specification to vendors

All existing vendor & vendor under development shall be informed about the revision of specification through email/post.

4.10 Summarized report for Spl. DG/VD listing specifications revised / amended

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

SSRE/ISO Cell	ARE/ISO CELL	MR/ISO Cell	Printed:19.06.2020
Prepared By:	Checked By:	Issued By:	Page 3 of 4

ISO9001:2015	Document No: QO-D-8.1-2	Version No:1.2	Date Effective: 19.06.2020
Document Title: Change of specification of items			

S. No	Item	Specification	Date of first issue of specification	Dates of all amendments/revisions since first issue	Date from which the revised specification shall be effective
1					

Note: This report may be merged with the report summarizing creation of specifications as described in *ref-1*.

4.11 Verification of STR for new/revised specifications of existing vendors.

Head of the Directorate, based on the documents produced by the concerned official of the Directorate, listing out all the major requirements stipulated in revised/new STR/specification will decide whether STR verification for the vendors, who are already in the approved list for the same/similar item is required or based on the information already available for these approved vendors with the Directorate, he may decide/condone the fresh verification of the STR for these approved vendors and may dispensed with the visit of an officer for this purpose.

5.0 Referenced Documents

Ref.SNo.	Document Number	Document Name
1.	QO-D-8.1-1	Creation of new specification for items

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.

SSRE/ISO Cell	ARE/ISO CELL	MR/ISO Cell	Printed:19.06.2020
Prepared By:	Checked By:	Issued By:	Page 4 of 4

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.