

ISO9001:2015	Document No: QO-D-8.1-4	Version No: 1.1	Date Effective: 19.06.2020
Document Title: Change of controlling authority for specification			



# RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

## QO-D-8.1-4

*Change of controlling authority for specification*

### 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-7.1-4 Ver 2.0 of 9001:2008 QMS.
2.	19.06.2020	1.1	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

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## 2.0 Purpose

This document contains directives for transfer of control of specification for railway items from one directorate to other directorate or to other railway units.

## 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.

### 4.1 Proposal recording the need for change

The concerned officer shall prepare a proposal for transfer of control of existing specification. This proposal shall be put up for approval by the source directorate head and the destination directorate head shall also be informed. Further processing shall be done after approval by the source directorate head and consent by the destination directorate head.

### 4.2 Information to existing vendors

All vendors who have their products approved against the specification shall be informed about the decision of transfer of control of specification.

### 4.3 Version for download on internet website

The source directorate shall ensure to inform the person authorized to upload the documents on the website (presently nominated representative of QA-Mech Dte) who shall certify that the details about controlling directorate/railway unit have been corrected. The responsibility of the getting the certificate about uploading of such change shall lie with the source directorate controlling the specification.

## 5.0 Referenced Documents

None

## 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

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Activity	Responsible	Approver	Supporting	Consulted	Informed
Approval for processing transfer of control of specification	Officer of source directorate	Head of source Directorate	Directorate Staff	Spl. DG/VD, Head of destination directorate	All directorates through intranet.

## 9.0 Abbreviations

None.

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