

ISO 9001: 2015	Document No: QO-F-8.1-2	Version No: 1.0	Date Effective: 12.09.2018
Document Title: Intimation of 'Fresh Registration' and Form for – deciding 'Quality Audit' of Vendors			



**RESEARCH DESIGNS & STANDARDS ORGANIZATION**  
Manaknagar, Lucknow – 226011

QO-F-8.1-2

**Intimation of 'Fresh Registration' and Form for – deciding 'Quality Audit' of Vendors**

**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-F-7.1-2 Ver. 4.1 of 9001:2008 QMS.

SSRE/ISO-Cell	MR/ISO Cell	Printed: 12.09.2018
Prepared By:	Issued By:	Page 1 of 2

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## 2.0 Purpose

This is the format template of the common form applicable to vendors for intimating Fresh Registration of Vendor & deciding their Quality Audit

## 3.0 Scope of Application

Applicable to all directorates of RDSO included under the QMS for the process of vendor registration.

## 4.0 Procedure / Details

Intimating 'Fresh registration' to vendor & all Concerned shall be as per template Annexure-I.

The form template for deciding 'Quality Audit' by RDSO shall be as per Annexure II.

Intimation of successful 'Quality Audit' to vendors and all concerned shall be as per standard format as per Annexure-I of QO-F-8.1-9.

While using the form, print and use only the annexed form.

## 5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-6	Vendor Application Processing
2.	QO-D-8.1-13	Quality Audit of Approved Vendor

## 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	MR/ISO Cell	MR/ISO Cell	Staff of ISO Cell	Standing Committee	All directorates through intranet
Requirement of deviation from this form template.	Director In-charge of Directorate	Head of Directorate	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

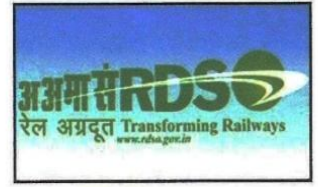
## 9.0 Abbreviations

None



भारत सरकार - रेल मंत्रालय  
अनुसंधान अभिकल्प और मानक संगठन  
लखनऊ - 226 011  
EPBX (0522) 2451200  
Fax (0522) 2458500

Government of India-Ministry of Railways  
Research Designs & Standards Organisation  
Lucknow - 226 011  
DID (0522) 2450115  
DID (0522) 2465310



Annexure-I  
Date:

Fax.....  
Email.....  
M/s.....  
.....  
.....

**'FRESH REGISTRATION'**

**Sub:** Fresh Registration of firm for inclusion in the 'List of Approved Vendors' / 'List of RDSO Vendors for Developmental Orders' (Strike out whichever not applicable) as per STR no. ....

**Ref:** Online application (Vendor reference ID No.....dated .....

Vide online application under reference above, firm had applied for FRESH REGISTRATION.

After satisfactory processing, competent Authority has approved the inclusion of the below mentioned firm in the " 'List of Approved Vendors' / 'List of RDSO Vendors for Developmental Orders' (Strike out whichever not applicable) for the items given below :-

1. Firm Name & Address:

Name of the firm	Office Address	Work Address

2. Items for which approved:

SN	Item Description	Drawing	Specification

3. Capacity.....

4. Date of Approval.....  
(Para 4.14 of QO-D-8.1-6)

5. Approval Details:

<b>**Firm RDSO Approved Initials:.....</b>	
<b>Allied Sister Concern/Concerns</b>	

\*\*Firm's approved allotted code/initials by RDSO e.g. say M/s Tata Steel as 'TS' for marking on the items.

Signature  
Name of Officer  
Designation

Copy to: Concerned office..... (e.g. QA at NDLS/Kolkata/Bangalore etc. as applicable)

**FORM for Deciding 'Quality Audit' of VENDOR by RDSO.**

It is reported that the entire evaluation for registration in respect of

M/s-----

----- ( name & address of approved vendor),

for supply of-----

-----[description of item(s)],

Who are approved for inclusion in (List of Approved Vendors/ 'List of RDSO Vendors for Developmental Orders' as applicable, for the said item, be repeated, due to the following reason(s):

- a) Periodic review after 5years.
- b) Major/Critical change in QAP proposed by the firm for the subject item which warrant quality audit (specify)
- c) Adverse report on performance of the subject item (give details);
- d) Any other (specify)-----

If accepted, notice shall be given to the above vendor

Reported (by concerned Director)

Authorities	Name	Signature with Date
Reported (by concerned Director)		
Accepted (by Director Head)		