



# RESEARCH DESIGNS & STANDARDS ORGANIZATION

## Manaknagar, Lucknow – 226011

### QO-F-8.1-3

Down-gradation/de-listing of Approved Vendor

#### 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-7.1-3 Ver. 3.0 of 9001:2008 QMS.

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## 2.0 Purpose

This is the format template of the common form for information to ISO Cell.

## 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

The form template is annexed.

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

## 5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-11	Vendor changes in approved status

## 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

### Down gradation/ Delisting of Approved Vendor

1)	Name of the Vendor	
2)	Name of the Product	
3)	Name of the Dte. Controlling Vendor approval	
4)	Whether Down gradation/ Delisting	
5)	Reason for Down gradation/ Delisting	

**Enclosures:**

1. Copy of page of current 'List of Vendors for Developmental Orders'/'List of Approved Vendors' the concerned Vendor.
2. Copy of ISO: 9001 certificate of concerned Vendor.
3. Copy of notice of Downgradation/ De-listing issued to Vendor.

Signature of Directorate Head

To be sent to ISO Cell along with enclosures whenever any approved Vendor is Downgraded/ De-listed

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