

ISO 9001:2015	Document No:QS-F-8.1-2	Version No: 1.0	Date Effective:14.09.2018
Document Title: Format of Firm's application form for up-gradation "List of RDSO Vendors for Developmental Order" to "List of Approved Vendors"			



RESEARCH DESIGNS & STANDARDS ORGANISATION
[QUALITY ASSURANCE S&T DIRECTORATE]
MANAK NAGAR LUCKNOW-226011

QS-F-8.1-2

FORMAT OF FIRM'S APPLICATION FORM FOR UP-GRADATION FROM "LIST OF RDSO VENDORS FOR DEVELOPMENTAL ORDER" TO "LIST OF APPROVED VENDORS"

1.0 Amendment History:

S. No	Date of Amendment	Version	Reasons for Amendment
1.	14.09.2018	1.0	First issue under the up gradation of documentation for ISO 9001:2015. Approval of ED/QA/S&T on NP- 15 of File no.RDSO/2010/QS/ISO-2008/A Vol-IV on dtd.14.09.2018

SSE /QA/S&T	AIE/QA/S&T	Dir/QA/S&T	Printed on:14.09.2018
Prepared By	Checked By	Issued By	Page 1 of 2

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2.0 PURPOSE:

This is the format template of application form for up-gradation from. "List of RDSO Vendors for Developmental Order" to "List of Approved Vendors"

3.0 SCOPE OF APPLICATION:

Applicable to QA/S&T/Dte RDSO included under the QMS for process of vendor registration.

4.0 PROCEDUR / DETAILS:

The form template is annexed (04 pages).

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

5.0 REFERENCED DOCUMENTS:

S No	Document (Latest Ver.)	Document Name
1.	QO-D-8.1-11	Vendor changes in approved status
2.	QS-F-8.1-2	Format of Firm's application form for up-gradation "List of RDSO Vendors for Developmental Order" to "List of Approved Vendors"

6.0 REFERENCE DOCUMENTS OF EXTERNAL ORIGIN: SI-M-8.1-5

7.0 ASSOCIATED RECORDS: QS-M-8.1-1

8.0 RESPONSIBILITY AND AUTHORITY:

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	AIE/QA/S&T LKO & Dir/QA/S&T/LKO	ED/QA/S&T	Staff of QA/S&T/Dte including field unit	MR ISO Cell	All Directorate/Field Unit through Intranet
Compliance of directives contained in this document	All Dir/JDir/DD/QA/S&T	ED/QA/S&T	-do-	-----	All Directorate/Field Unit through Intranet
Requirement deviation from directive	Dir/JDir/DD/QA/S&T	ED/QA/S&T	-do-	MR ISO Cell	-----
Issue of new document with version	Dir/JDir/DD/QA/S&T	ED/QA/S&T		-----	

9.0 ABBREVIATIONS: None

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S.No.	Details	
1	Name of Firm	
2	Address	Office
		Works
	Telephone No.	Office
		Works
Fax No.	Office	
	Works	
3	Name/Description of Item	
4	Specification No. with Amendment & Drawing No. (If any)	
5	Whether firm's name exist on RDSO website for "List of RDSO vendor for Developmental Order"	
6	(a)Whether the firm possess valid ISO 9001 certificate for manufacture of same/similar item at his works address.	
	(b) Whether ISO certification agency is accredited by an accreditation body as available at the IAF website at: http://www.iaf.nu . as specified in QO-D-8.1-5 (Latest Ver.)	
7	(a) Details of orders executed along with quantities (Copies of ICs to be enclosed) (Summary as per format in Annexure A-I)	
	(b) Date of Completion of supply of minimum specified quantity required for Upgradation(details enclosed as per Clause no.4.1.1(b) (i) /(ii) as applicable of Apex document no.QO-	

	D-8.1-11 (Latest Ver.) (c)Equipment- month on the basis of in service period as per Clause no.4.1.1(b) (ii) as applicable of Apex document no.QO-D-8.1-11 (Latest Ver.)	
8	Are there any complaints from the Railways upto the date of eligibility of the firm for upgradation regarding the performance of the material? If so furnish details of their disposal with supporting documents. (Summary as per format in Annexure A-II). Also furnish the details as under:-	
	(a) Any pending warranty complaints	
	(b) Any joint inspections pending with respect to any complaint from Rly.	
	(c) Any pending compliance of observation of Quality Audit by RDSO officials	
	(d) Is the firm taking prompt action on complaints received from the field units	
	(e) Is the firm seeking their interest to investigate failures and take prompt C&P action?	
9	(f) Is the overall supply and service performance of the product of the firm satisfactory?	
	Are there any failure of the material during warranty (as applicable) and if so, has the material been replaced. Furnish supporting documents	
10	Whether every page of submitted documents required for upgradation stamped & signed by the authorized representative of the firm	

Place:

Date:

(Signature)
Name & Designation
Stamp of the firm

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Annexure-'A' to QS-F-8.1-2 Ver. 1.0

FORMATS:

A-I Details of Supplies made

S.No.	Railway	PO No. & Date	IC No. & Date	Qty.	Original DP	Extended DP
1....n						

A-II Details of Complaints from Railways & their disposal upto.....

S.No.	Railway	Date of complaint	Nature of complaint	Action taken for disposal
1....n				

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ACKNOWLEDGEMENT



**GOVERNMENT OF INDIA,
MINISTRY OF RAILWAYS
R.D.S.O.,LUCKNOW-226011**

Received QS-F-8.1-2 form in duplicate on date-----

from M/s -----

for up-gradation for the item -----

against specification no.-----.

Name & Signature of
the Receiving official