

Quality Assurance (Mechanical) Directorate

I. Function and organization structure:

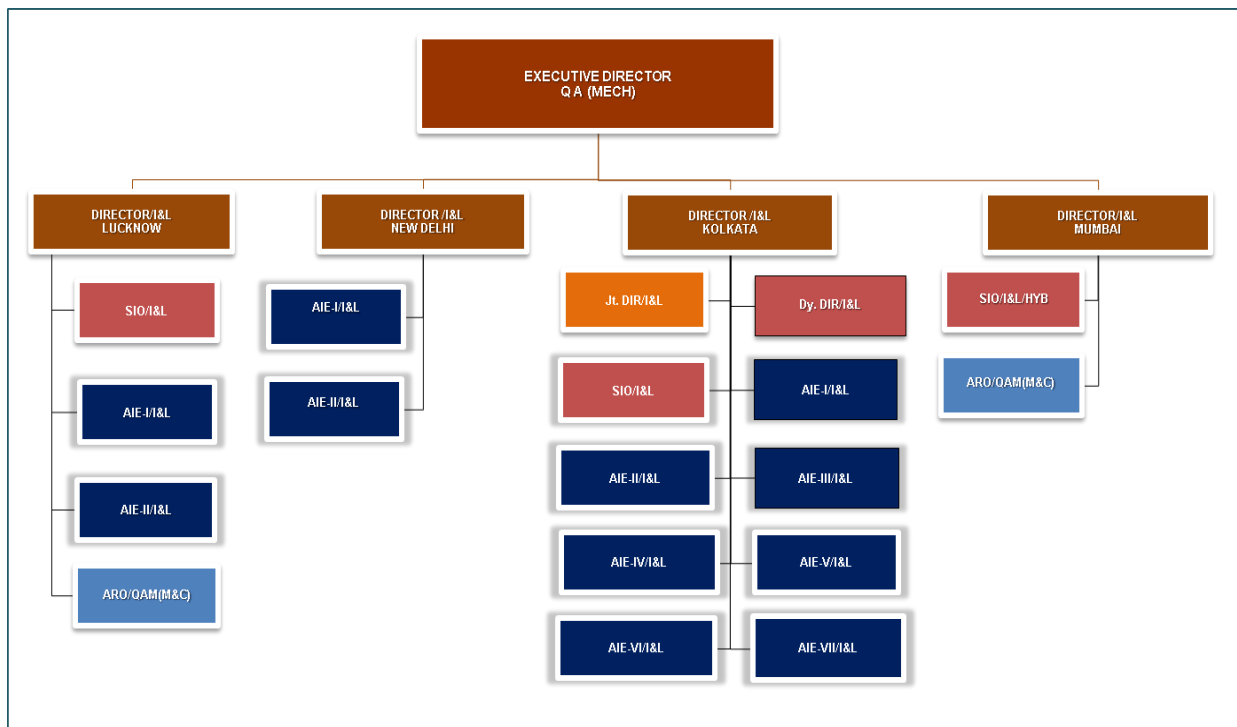
The Quality Assurance (Mechanical) Directorate, a part of QA Organisation of RDSO, deals with the mechanical items mainly of Freight stock & to some extent Loco & Coaching stock. Major activities are:

- i) Inspection of wagons against Railway Board orders and also for Non-Railway orders.
- ii) Inspection of nominated safety and critical items of wagon, carriage and locomotive.
- iii) Multi-sourcing (vendor approval) of specified safety and critical items of carriage, wagon, locomotive stock and metallurgical & chemical items, transferred from design directorate. QA Dte is dealing very few items; others are dealt by design dte.

The vendor approval activity includes all related activities of fresh registration, renewal of registration, up-gradation, down-gradation/deletion, reinstatement after down-gradation/deletion, change in name/address of vendor, etc.

- iv) Quality Audit of Railway workshops and other Railway units

Organization: The Quality Assurance (Mechanical) Directorate at Lucknow. is headed by Executive Director/QA(Mech.) with zonal offices at Mumbai, Kolkata, Delhi & Lucknow. The zonal offices are headed by Directors. The organizational set up is as below:



II. Power and duties of officers and employees of the Directorate :

(i) Executive Director/QA(Mech.):

1. Executive head of the Directorate. Planning future activities and resources.
2. Co-ordination with the Railway Board, Zonal Railways, PUs and Zonal offices for various functions of the Directorate.
3. Final authority for approval of fresh registration, renewal of registration, up-gradation, prototype wagon and also imposition of penalty by down-gradation or deletion of firms as per the procedure in vogue.
4. Liaison with sister directorates of Mechanical Dept. of RDSO in all matters relating to the transfer of items for vendor approval, inspection of category-II items.
5. Co-ordinating to achieve the objectives set as per ISO 900:2008.
6. Planning Quality audit of Railway workshops as per Railway Board's directives and nominating the zones for undertaking quality audit.

(ii) Director/I&L Zonal Offices:

1. Incharge of all the activities of the zones and responsible for planning of resources and working of the officers and staff under his jurisdiction.
2. Processing of fresh registration cases received from the headquarter as per the laid down procedure.
3. Renewal of registration and up-gradation of firms under his jurisdiction as per the laid down procedure.
4. Organizing purchase inspection of newly built wagon and category-II items of RDSO manufactured and supplied by the firms under the jurisdiction of the zone.
5. Conducting and organizing super checks and materials inspected by the QA organization.
6. Organizing quality audit of Railway workshops as per the schedule laid down by the head quarter, Lucknow.
7. Preparation of inspection plans for Category-II items inspected by QA/Mechanical Dte as assigned.
8. Preparation of review of STR of items approved by QA/Mechanical Dte as assigned.
9. Responsible for sorting out warranty complaints and service complaints received from field units by liaising with the firms under his jurisdiction and take steps to improve the quality of supplies.

(iii) Director/I&L/Lucknow (Specific Duties):

1. In addition to discharging the duties of normal Zonal Director as mentioned at **(ii)** above, Director/I&L/Lucknow would discharge the following duties:-
 - a) Assist ED/QA/Mechanical in all administrative matters of QA/Mechanical Dte.
 - b) Co-ordinates the activities of fresh registration, renewal of registration, upgradation of vendors in liaisoning with zonal office by assigning the specific duty with the officers working under him.

(iv) Dy. Dir. & SIO / I&L(All SIO / Dy. Directors posted in Zones):

1. Carrying out field assessment activities like STR verification, sample testing and capacity/capability assessment and renewal audit of the firms and annual audit of the firm and prototype approval of wagons as assigned by the Zonal Director.
2. Purchase inspection of category-II RDSO approved items as assigned and inspection of wagons.
3. Conducting Quality audits of Railway Workshops as assigned.

(v) SIO/I&L/HQ:

1. In addition to the normal duties of zonal SIO/I&L, the officers carry out the scrutiny of fresh registration, renewal of registration and upgradation of the firm in liaisoning with zonal offices and process them.
2. Assist Director/I&L/HQ and ED/QA/Mach in all administrative matters of the office.

(vi) AIE/I&L/HQ:

1. The officer carry out verification of RTGS payments, allotment of fresh cases with consultation of director / I&L / hq, scrutiny of fresh & renewal cases and up gradation of the firms in liasioning with zonal offices and process to them. Super checks of inspected goods.
2. Preparation of STRs, review & up gradation of STRs & check sheets, approval & uploading of the same on web site.
3. Quality audit of vendors & railway units.
4. Assist ED/QAM & Director in all administrative work.

(vii) AIEI&L(AIEs posted in Zones):

1. Responsible for carrying out field assessment activities such as STR verification, sample testing and capacity and capability assessment of firm in cases of fresh registration, renewal and annual audit of firms, up gradation of firms, scrutiny of fresh and renewal cases of zones as per latest guide lines of QAM dte.
2. Purchase inspection of category II items & inspection of wagons as assigned by zonal directors.
3. Conducting quality audit of vendors & railway units.
4. Assist zonal director/I&L in all administrative matters.

(viii) ARO/QAM/M&C:

1. Liaisoning within M&C Dte. on behalf of QA/Mechanical Dte in all matters relating to M&C items for which vendor approval is undertaken by QA/Mechanical Dte.
2. Preparation of STRs and review and up-gradation of STR of M&C items controlled by QA/Mechanical Dte.
3. Planning of various activities relating to fresh registration and renewal of registration.
4. Carrying out STR verification and capability/capacity assessment and field testing of samples as assigned by Director/I&L, Lucknow.
5. To assist Director/I&L/Hq & ED/QA(Mech) in the matters pertaining to metallurgical & chemical areas.
6. Dealing with Consignee end picking up samples and its testing.
7. Dealing with Up-gradation of status of vendors.

III. Procedure followed in the decision making process, including channels of supervision and accountability:

- (i) Respective officials will process and put up case files related to matters jurisdiction for taking approval of competent authority.
- (ii) Every official dealing the matter under their jurisdiction will be accountable for expeditious disposal of the case.
- (iii) The channel of supervision and accountability is as per the duty assigned time to time as office order.

IV. Details of information available on website:

Following documents are made available on RDSO website-www.rdso.indianrailways.gov.in.

- (i) Guidelines for approval of vendors.
- (ii) Vendor directory for list of approved vendors with monthly amendments & changes made after amendment.
- (iii) Guidelines for Online sale of RDSO documents.
- (iv) Guidelines for preparation of QAP.
- (v) Format for details of M&P/T&P (Annexure to STR).
- (vi) Format for annual quality audit of vendors.
- (vii) Assessment form for renewal of registration.
