

GUIDELINES FOR PREPARING QAP DURING REGISTRATION

The QAP to be submitted by the vendor in triplicate (along with the application form for registration) shall cover the following aspects –

SECTION '0'

Revision Sheet

S.N	Amendment	Version	Reasons for Amendment

SECTION 'A'

ORGANISATION CHART

Organisational Chart, clearly indicating the Quality Control Set-up, role and responsibilities of key personal.

SECTION 'B'

QUALIFICATION / EXPERIENCE OF PERSONNEL

Part I: Details of qualification/experience of the quality control personnel specified in the STR/Specification of RDSO of the items applied for approval/renewal

SN	Requirement as per STR/Spec.				Details of personnel employed				
	STR/Spec Para No		Qualification Specified in Spec. / STR	Experience Specified in Spec. / STR	Name	Dsgn.	Technical Qualification	Experience	Brief scope of responsibilities
	STR/Spec	Para							

Part II: Details of Manpower requirements other than quality control section as per Spec./STR/IS

SN	Requirement as per STR/Spec./IS				Details of personnel employed				
	STR/Spec Para No		Qualification Specified in Spec. / STR/IS	Experience Specified in Spec. / STR/IS	Name	Dsgn.	Technical Qualification	Experience	Brief scope of responsibilities
	STR/Spec/IS	Para							

Part III: Qualification of other key personnel and the officials deployed in Quality Control Cell:

SN	Name	Designation	Technical Qualification	Experience	Brief scope of responsibilities

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SECTION 'C'

PROCESS FLOW CHART/DESCRIPTION OF MANUFACTURING PROCESS

Part I: Process Flow Chart indicating process of manufacture for an individual product, with quality control points.

Note:

- i Process flow chart shall indicate all the operation involving manufacturing & testing of product from raw material to finish product, including RDSO/RITES/Consignee inspection/dispatch.
- ii There should be separate flow chart for each item.

Part II: Brief description of different manufacturing process mentioned in flow chart :

- a) Details of the manufacturing & testing process specially mentioned in the specification.

SN	Para no of spec.	Requirement of manufacturing/testing process as per spec	Details of the process being installed/ follows

- b) Brief details of the other manufacturing process.

SN	Name of the manufacturing process	Brief description
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Part III: Brief description of ancillaries & additional units (if any):

- i Whether all the facilities are available at a single location (or) multiple location –
- ii In case of multiple location give details in following formats :

SN	units	Address	Whether unit is covered under factory license	Whether unit is ISO certified	Mfg. processes details