

Indicative Guidelines to Suppliers for third party inspection (TPI) by RITES

With a view to provide improved inspection services, RITES Ltd have been constantly upgrading their system of inspection procedures and infrastructure. Based on the experience gathered in past few years, a set of guidelines have been evolved to help in smooth and speedy inspection by RITES officials. Kind cooperation of all concerned is solicited during inspection procedure which will help us to provide you with time bound services in hassle free manner.

The guidelines are listed as below for ready reference:

1. Complete lot of the material being offered for RITES inspection shall be duly segregated e.g. size wise, heat wise, batch wise, P.O. wise (in case of more than one call of same material) etc. and readily available at place of inspection mentioned in PO.
2. Lot for inspection should be properly flagged with proper identification and placed preferably at one place leaving walkways so that complete lot of material can be identified in one instance, quantity can be verified in shortest possible time and sampling can be done evenly (as per sampling plan).
3. The lot verification, quantity verification, drawing samples, sample preparation, sealing of lot shall be facilitated by the firm at their cost.
4. **Documentation:**
Following documents (as applicable) shall be readily available at site at the time of inspection:
 - (i) Complete and Original PO along with all amendments and other documents issued by purchaser (e.g. QAP, urgency letter, approved drawing etc.) till the date of initiation of inspection for the verification by IE. In case of online PO and amendments etc., IE will verify the same online from the purchaser's authentic website at the start of the inspection.
 - (ii) All relevant drawings along with part drawings as received from the purchaser / Railways as mentioned in purchase order.
 - (iii) All relevant specifications required for inspection of the material under scope of inspection.
 - (iv) All necessary and applicable approvals, if any e.g. RDSO approval, product approval etc.
 - (v) Type test reports / Prototype Test Reports, if applicable.
 - (vi) Approved and duly sealed samples along with approval letter, if applicable.
 - (vii) Firm's internal test reports of the material / product, complete as per product specification and drawings etc. along with Test certificates / manufacturer's test reports / external test reports of the product / raw material. All reports will include – visual tests, dimensional tests, functional tests, destructive / non-destructive tests of the product and parts and raw material etc., as applicable.
 - (viii) Invoices of the material, as applicable.
 - (ix) Import documents, if applicable in case of imported items.
 - (x) Stage Inspection Certificate, if applicable.
 - (xi) Firm's authorization from OEM's, if applicable.

- (xii) Valid Calibration certificates of the applicable measuring equipments (summary of all the calibration certificates shall be prepared by the firm in the enclosed format).
- (xiii) Offered material details / list and Packing details / list of the material.
- (xiv) Guarantee / Warranty Certificate as applicable.
- (xv) Any other document required to ensure the quality of the material as per PO.

Note: One Xerox copy of all these documents will be provided to IE by the firm which shall be verified by the IE with the ORIGINAL documents produced by the firm at the start of the inspection.

5. Equipments required for Inspection:

All the measuring instruments and testing equipments used for inspection and required for witnessing the tests (as applicable) by the IE shall be made available at the firm's premises (place of inspection only). These instruments and equipments shall be duly calibrated by ISO / IEC 17025 accredited labs and traceability should be established to national / international standards. These instruments and equipments shall be operated by firm's competent personnel to perform the required tests during inspection.

- 6. If any of the required test cannot be performed at the firm's premises, RITES IE will send the samples of the offered lot to RITES Lab/ RITES approved labs for required nos. of tests. All the applicable charges towards testing of material shall be borne by the firm and shall be deposited in RITES Lab in advance.
- 7. Proper facility for conducting Inspection (minimum required) e.g. inspection space, adequate light, calibrated measuring instruments / equipments, authorised / contact personnel etc. shall be provided by the firm to the IE at their cost.
- 8. Non-compliance of any of the above at the start of / during the inspection may lead to cancellation of the inspection call and Cancellation charges (as applicable) shall be borne by the firm. Before deposition of such charges, no fresh inspection call will be entertained.
- 9. Firm shall provide facility for sealing of material lot and defacing of seals in case of Rejection / cancellation of inspection.
- 10. In case, firm do not agree with any of the decision / activity by the IE at firm's premises, IE will take his decision in consultation with concerned officer (Controlling Manager) at Regional Inspection Office over phone and the decision will be jointly signed by the IE and firm's authorised representative. The Firm may represent his views/ descent in writing to the Regional Inspection Office through the respective controlling manager within 24 hrs.

11. We follow the principle of zero tolerance on corrupt practices. We request full cooperation from vendors to ensure that any such incidences are brought to the RITES Management. We encourage our vendors to also sign the Integrity Pledge available on CVC website.

N.B.:

The above indicative guidelines have been prepared based on our past experience of Inspection to facilitate the firms so that firms can be better prepared for RITES inspection. The compliance of above by the firm is generally required to initiate / conduct of most of the Inspections by RITES IE. Any additional requirement specific to any item may also arise based on the requirements of PO / Spec./ Drawings etc.