

**Chittaranjan Locomotive Works**  
**Chittaranjan**

Procedure for Introduction of new item or upgradation of specification	No.: WDD.007 Ver.: 0.0 Date of Issue: 23.11.2011 Page: 1 of 1
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**1 Draft specification to be displayed on website:**

Whenever there is a proposal for introduction of new item or upgradation of specification, the draft copy of newly introduced document/changed document shall be put up on the CLW website by the concerned design office requesting for comments by the vendors or other external bodies or persons for a duration of at least one month.

The concerned design office should ensure that contact details must be clearly available to the users of the website for sending comments.

All the comments and suggestions collected at the end of this period should be deliberated by the standing committee consisting of two members as under: -

- i) Dy.CEE of the concerned Design office
- ii) Dy.CEE/Dy.CME of the concerned production shop

Committee should also comment on the rationale of the requirement covering cost benefit analysis wherever possible. These deliberations with recommendations should be put up to competent authority through concerned HOD for approval.

After which these shall be removed from the website but shall be suitably filed in the respective files with the respective design office.

**2 Communication to approved vendors and meeting for discussion on draft:**

For introduction of new item or upgradation of specification, the draft copy of the revised document shall be provided to all the approved vendors by the concerned design office controlling these documents.


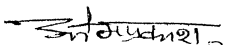
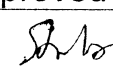
A meeting to discuss the ramifications of changes proposed shall be convened by the respective design office and all approved vendors shall be invited for discussions. Minutes of such meetings shall be filed in the respective files by the responsible design office and also uploaded to the website and retained there for a period of one month.

**3 Approval & Issue of revised documents:**

The documents shall be finalized and issued after addressing all comments received against the draft documents and those recorded in the minutes of meeting. Copies of the final revised & approved documents shall be given to the approved vendors free of cost.

**4 Compliance to new requirements by the vendors:**

The already approved vendor shall be required to comply with above mentioned changes on a time-bound basis. However, the applicants seeking fresh approval shall be required to comply with all the changes before the approval is granted.

Prepared by	Reviewed by	Approved by	Copy No.
 DY. CEE/D-I	 CEE/LOCO 23/11/11	 CEE 24/11/11	