



DGQA STANDARD OPERATING PROCEDURES FOR USE OF TEST FACILITIES BY PRIVATE VENDORS ON PAYMENT BASIS

1 Purpose

This procedure is made to extend test facilities to private vendors on payment basis under “Make in India” Programme.

2 Scope

This procedure is applicable for all facilities extended for testing and calibration to private vendors on payment basis in DGQA Laboratories. Such testing /calibration work will, however, be undertaken subject to, availability of complete facilities for testing and also availability of spare capacity by way of men, materials and equipment / test facilities without jeopardizing the Defence commitments.

3 Authority

GOI letter Nos.

53940/TD-16/443/IS/CG(P&C) dated 25th Sept 1956

53940/TD-16(b)/498/CG(P&C) dated 23 Feb 1959

82570/TD-79/ 6701/D(Prod) dated 13 July 1974

53940/DGI (ADM-16)/8776/D(Prod) dated 31 Aug 1976

MOD Letter No.57941/DGQA/Adm(16TC)/2445/05/D(QA) dated 13 Dec 2005

57941/DGQA/Adm(16TC)/1543/D(QA)/07 dated 12th June 2007,

Ministry of Finance (Department of Revenue) Gazette Notification

No.33/2012 – Service Tax dated 20th June 2012.

DGQA Standing Order (Tech) 2010 chapter No 5, Section IV,
Clause 1.

Para No..... Policy letterdated.....issued by
DOPPT, New Delhi

4 Responsibility

HOEs of respective AHSPs and SQAES/QAEs

5 Procedure

5.1 A private entity already registered in DGQA can directly avail the test facilities as per the procedure. The credentials / track record of a new private entity shall submit the following documents:

- Company Profile
- Income Tax returns for last 3 years
- Audited balance sheet / P&L Statement for last 3 years
- PAN / TAN Number

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5.2 The firm desirous of availing the test facilities at DGQA Laboratory will first send a formal request to the relevant Controllorate/SQAE stating the test required, specification to which the test is to be done, the weight and the dimensional details of the item.

5.3 The request from the firm/vendor will be scrutinized and depending on the feasibility and availability of the test facilities, the firm/ vendor concerned will be asked to fill up and submit Engineering Questionnaire form and the Work Order form designed and approved by concerned AHSP.

5.4 All work orders received will be scrutinized by and reviewed as per check list designed and approved by concerned AHSP. Any short coming in the details provided by the private vendor in the forms shall be accordingly complied by the vendor. A certificate/undertaking, where-ever required, will also be obtained from the vendor that their Equipment/Store under test will not cause any mal-function/ defects to Test Equipment/ Chamber or cause any injury/ fatal accidents to personnel involved in Testing. In any such eventuality, the expenses toward repair of Test Equipment or compensation/ hospitalisation of testing personnel will be borne by the Vendor.

5.5 The test facility on which the test or calibration is to be carried out will be decided and accordingly the test charges will be calculated as per the procedure. Not all the Test facilities are covered under NABL accreditation.

5.5.1 The Test facilities which are covered under NABL accreditation shall be covered under the scope of NABL accreditation and accordingly the testing charges published by Govt Test House shall be applicable. In case of tests where the testing charges are not covered under schedule of testing charges published by Govt Test House, shall be formulated by concerned AHSP as per clause 5.6 for all laboratories under its Tech control.

5.5.2 In case not covered under 5.5.1, the test facility on which the test or calibration is to be carried out will be decided and accordingly the test charges will be calculated as per the procedure given below.

5.6 Procedure for calculation of testing charges

5.6.1 All transportation of test sample (including loading/unloading) to and fro concerned testing lab premises is the responsibility of the private entity. Personnel from private entities to produce proof of Identity / authorization letter. Inspection of the sample will be done by security staff before moving the job to / from DGQA premises.

5.6.2 Determination of testing charges

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5.6.2.1 The testing charges are fixed at nominal rates taking into account all direct and set up costs. For cancellation of allotted slot, 25% of the testing charges will be forfeited. DGQA will not be responsible for loss / damage to the equipment / instrument while carrying out the tests(s). If any damage occurs to equipment / property / personnel resulting from the testing of the job of private entity, the private entity should bear the expenses in repair / replacement of the facility. All necessary insurance coverage for the job shall be the responsibility of the private entity. Testing charges will be determined as laid down in the lists of calibration/testing charges. given at Appendices 'A' 'B' & 'C' to Govt of India, Min of Def. letter No 82570/TD-79/6701/D(Prod) dated 13 Jul 74 (as amended from time to time) or from the schedule of charges laid down by the Govt Test House, ALIPORE (a copy of schedule may be got from them on payment) However, if the testing or calibration charges are not covered in the Govt letter on schedule mentioned above, the charges may be worked out in accordance with Govt of India, Min of Def , letter No 53940/TD-16/443/IS/CG(P&C) dated 25 Sept 56 and 53940/TD-16(b)/498/CG(P&C) dated 23 Feb 59 (as amended from time to time). The charges so worked out will be got / concurred with by the concerned Local Audit Authorities. The testing charges so fixed shall be firm and final for that financial year. In cases where there is some difference between the nomenclature of item shown in the referred to for testing/ calibration and the one given in the schedule of charges, even though the item is same, the nomenclature of the item shown in the schedule will be used in all official records. The private vendors referring such item may be advised accordingly.

5.6.2.2 It will be ensured that the testing/calibration charges realized from the private vendors are as per the schedule of charges approved by LAO and do not exceed the expenditure involved and accounted for in the work orders by way of utilization of men material, test equipment and approved overheads.

5.6.3 Service tax

5.6.3.1 .Service Tax along with test / calibration charges shall be levied by the concerned AHSPs/ Controllerates/ SQAES/QAES as per the existing orders and Service tax returns may be filed accordingly. Such establishments shall register themselves with the concerned Tax authorities.

5.6.4 Realization of testing/ calibration charges

The test charges shall be calculated as per the (specimen format at Appendix G) and approved by appropriate authority. The firm will be intimated the test charges to be paid along with requisite instructions (specimen format at Appendix 'H'). The charges are to be realized in advance from all private vendors. On the basis of the Govt of India, Min of Def letter mentioned at para 5.6.1 above, the Regional Controllerate SQAES are

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here by authorized to collect the testing/ calibration charges and deposit the same to the State/Reserve Bank accordingly. The charges will be deposited into Treasury/ State Bank under "Major Head 069 – Defence services – Army main Head 8 – Inspection Organization" and forward the TRs to concerned CDA for adjustments. Details regarding the demand draft received, TR No and date, relevant cash book entry No and CDA acknowledgment No and date will be maintained in a register and produced during audit. No testing Charges can be refunded or adjusted for any future testing, if any, if the Vendor desires to withdraw the Test Sample(s)/ equipment(s) during course of testing or after the testing Charges have been credited to the Govt Treasury.

5.6.5 On receipt of the payment through Demand, depending upon the load and the tests in hand a suitable date will be intimated to the initiator.

5.6.6 The details of payment realized (along with Service Tax) for testing will be maintained in a register. This register shall be maintained and put up to relevant authorities periodically.

5.6.7 Audit

The local Audit Officer of the region concerned will be informed to include the register mentioned at para 5.6.1 for audit during their periodical audit visits and accordingly the all registers related to payment testing will be got audited.

5.7 On receipt of the sample the test will be scheduled.

5.8 Work order control register for payment testing shall be maintained. Job No., shall be allotted and entered in the Register.

5.9 A project folder is opened and the test items along with the project folder are handed over to lab with handling instructions if any. A label as mentioned below test sample shall be attached to the test sample.

Sample for xxxxxxxxxxxxTesting

Lab..... Phone (Int) :.....
 Item.....
 Manufacturer.....
 Testing : Payment
 No.of Samples.....Group.....SI Nos.....
 Job No.....

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5.10 All the tests and testing procedures to be conducted as per the scope of accreditation, where applicable, of the concerned testing laboratories. All test items have to be handled by authorized persons only and when any abnormality or damage or insufficient detail is noticed, it should be brought to the notice of higher ups. Any changes in the testing procedure etc., has to be discussed with private vendor and decision shall be recorded & signature of the private vendor should be obtained before undertaking testing.

5.11 Since the pre and post-performance checks come under the purview of the Vendor responsibility, the payment testing should not be quoted as authority for seeking compliance in NC-NC trials. Additionally, to obviate this eventuality, a certificate-cum-undertaking be also be obtained from the Vendor seeking payment testing in the any DGQA lab that the subject sample equipment does not form part of any DGQA evaluation/ NC-NC Trials.

5.12 The tests shall be conducted as per the laid down procedure and relevant specification. Record shall be maintained in Data sheet as per approved format as laid down in their QMS under the scope of NABL, where applicable, or as per the format decided by the concerned laboratory. Observations on completion of the tests will be made by the lab in-charges. Work order summary sheet shall be maintained for progress of testing and calibration.

5.13 All registers will be periodically put up to appropriate authority for review/approval.

5.14 After completion of the testing / calibration, data sheet and work order forms will be completed in all respects, countersigned by appropriate authority.

5.15 A test reports per the format given in the scope of NABL accreditation of concerned lab under ISO/IEC 17025/2005, where applicable, will be issued to the private vendor incorporating all observations and test results. Test Reports shall not be valid for Legal propose.

5.16 Injuries/ any mishap, loss of property to men/ equipment during the course of testing will be dealt as per the norms and orders on the subject, in vogue. In this connection para 5.4 of tis SOP is also relevant.

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5.17 Reports & Returns

The information on the payment realized on account of testing/calibration charges will be included in the reports on the DGQA monthly newsletter and quarterly activities.

6. Reference

Service Tax rules 1994 (Details provided in Reference Book Bharat's "Treatise on Service Tax" by Sunil B Gabhawala Vol I & II)

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