JSG 015 : 2025
(Sixth Revision)

भारत सरकार
GOVERNMENT OF INDIA
रक्षा मंत्रालय
MINISTRY OF DEFENCE

संयुक्त सेवा मार्गदर्शिका
JOINT SERVICES GUIDE

ON

REGISTRATION OF MANUFACTURER FOR DEFENCE

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रक्षा मंत्रालय, रक्षा उत्पादन विभाग
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APPENDICES

0. Foreword

0.1 This Joint Services Guide (JSG) lays down the guidelines for Registration of Manufacturer(s) and Service providers including Software Services for defence stores only.

0.2 The specified quality and timely delivery of a manufactured product can be seriously compromised by "Indifferent" quality of bought out items, inadequate plant and machinery, improper test and measurement instruments, non availability of skilled manpower and lack of overall Quality Management System. It is therefore essential that items are procured only from those manufacturers who have demonstrated their capability to supply items of desired quality. A manufacturer must possess all the pre- requisites of good manufacturing practices to produce a quality product. Items procured through Capital route, COTS items, Non critical/Non Core items as identified by Government Quality Assurance (GQA) agencies are kept out ambit of registration as envisaged in this Guide.

0.3 This guide has been prepared by a committee of reps of various stake holders including Services, DGQA, DGAQA, DGNAI, DOS and issued by Directorate of Standardisation on the authority of Department of Defence Production, Ministry of Defence.

0.4 This JSG 015 : 2025 (Sixth Revision)

(a) was revised in year 1989, 1995, 2007, 2018 and 2021.

(b) is a revision of JSG 015 : 2021 (Fifth Revision) and supersedes the same.

0.5 With the increasing emphasis on quality and the emergence of the Quality Management System as envisaged in the ISO 9001:2015/ISO 14000 and based on the experience gained since the last revision of the JSG in 2021, there was a need to review the existing provisions of the system afresh to meet the current requirements.

0.6 There was also a need to re-examine the existing system for monitoring the performance of manufacturers. This aspect has been amplified in this guide. The procedure for Registration has been simplified/streamlined. Other factors like multi-discipline registration of manufacturers have also been covered. This guide supersedes the JSG 015 : 2021. However, all valid registrations of manufacturer(s) done under JSG 015 : 2021 will deemed to have been registered as per JSG 015 : 2025 (Sixth Revision). Registration/Renewal of Registration of manufacturer(s) shall follow the guidelines contained herein and policy amendments, if any, issued from time to time.

0.7 This JSG includes following procedures for registration of Manufacturer with Defence:-

a) General Registration.

b) Registration against RFP.

c) Renewal of Registration.

0.8 This guide lays down the procedure to undertake registration of prospective Defence Vendors. This registration procedure may involve the audit of the documents. The audit may involve physical visit of the Registration team to verify the available Quality Management System and product-specific infrastructure. Any manufacturer registered with the agencies of MoD to be honoured by all the agencies in Defence, provided the assessment is as per JSG 015. This JSG is an enabling document to serve as a guide to be followed by all organisations forming part of defence eco-system, under MoD, for registration of a manufacturer for the stores procured through revenue route as per the stipulations of the DPM 2009 and revision thereof. To avoid conflict in interpretation of the various regulations governing registration activity, the sequence of hierarchy will be GFR>DPM>JSG.

0.9 This JSG contains 24 Paragraphs (25 pages) and 51 pages of Appendices from Appx 'A' to Appx 'N'.

0.10 Any clarification, enquiry and suggestions for improvement of this guide or other questions arising as to the interpretation of the guidelines given in the guide may be addressed to:

The Director,
Directorate of Standardisation,
Ministry of Defence,
6th Floor, 'A' Block,
Defence Offices Complex,
KG Marg, New Delhi – 110001,
E-mail ID : **jdstd.defstand@gov.in**

0.11 Indian Standard (IS) are available free of cost for registered users on Directorate of Standardisation Website: ***https://ddpdos.gov.in***

0.12 **Directorate of Standardisation Website** All the approved JSSs/JSGs is available on the Directorate of Standardisation website ***https://ddpdos.gov.in*** defence organisation desirous of procuring a copy of this document are requested to approach the Directorate of Standardisation for obtaining user ID/Password to access the website

1. Introduction

1.1 This guide lays down the General Procedure for grant of Registration Certificate, renewal of registration certificate, NCAGE registration of manufacturer and service provider including Software.

1.2 Registration of manufacturing units is aimed at identifying a comprehensive production infrastructure for the defence of the Nation. Over the years, wide range of production facilities with the help of Defence Public Sector Undertakings, Public Sector Undertakings and private firms have immensely contributed towards making our country, self reliant for producing Defence Stores.

1.3 It is of paramount importance that defence procurement agencies and the Quality Assurance organisation should have an arrangement of technical evaluation of the potential manufacturers prior to placement of any contract/Supply Order (SO). It is therefore necessary that competency of manufacturers be evaluated in order to have built in quality and reliability in the Defence products as per Qualitative Requirements (QRs) of Defence Forces.

1.4 Joint Services Guide (JSG) for "Registration of Manufacturer(s) for Defence" is a vital document in assessment of manufacturers in the entire chain of realising the specified product. It brings out a comprehensive methodical approach that has all the characters of quality and reliability factors to prove that the store is worthy of specified standards of defence requirements.

1.5 Proper knowledge of source and identification of suitable manufacturers capable of meeting the product quality, required by the defence departments, particularly when indented by the defence procurement agencies, the above factors become vital for ensuring procurement of quality goods. Registration is to be carried out against generic specifications and not as per manufacturer specific specifications. Technology centers in Govt QA Agencies will formulate the generic specifications, if not readily available.

1.6 Registration of a Manufacturer is necessary for the following purposes:

a) To register manufacturers who have been supplying/have the capability to manufacture the specified store for Defence organisations and have the Quality Management System (QMS) & finances in place to ensure specified stores can be supplied within the delivery period of the contract.

b) To register unregistered manufacturers responding to RFP (only TEC compliant vendors).

c) To renew already registered manufacturers who have been participating in the Defence Procurement process.

d) To intimate OPA, the registration status of manufacturers to enable procurement action.

1.7 This document lays down general guidelines for carrying out Registration of manufacturer for defence and grading them on their assessed capabilities for initial registration and for its periodical renewal. This document also briefly covers the guidelines for norms and procedure for removal of a manufacturer's name from compendium of registered manufacturers and suspension/banning of business dealings with the manufacturer.

1.8 A thorough knowledge of the requirements of Quality Systems of production is necessary. In particular, technical expertise is required in the following areas to carry out registration of manufacturer(s). These aspects are necessarily covered in an ISO 9001:2015 certified manufacturer. The major attributes are:

a) **Quality of Design:** Material, Drawings, Performance Reliability and Design evaluation reports.

b) **Quality of Production Process:** Process documents, Machinery & Control limitation, traceability, internal Quality Audit reports.

c) **Production Quality Control:** Systematic quality checks, completeness, adequacy, documentation and Quality Control of their sub-contractors.

d) **Quality of Material:** Incoming raw material properties, systematic testing, maintenance of records & treatment of rejected material.

e) **Quality of End Product:** Evaluation of end product quality, Storage Life Cycle, systematic records, treatment of unacceptable product.

1.9 For uniformity in Manufacturer(s) Registration, the competent authority, as given in Para 5 or his authorised representative, will issue specific norms/guidelines for products/technologies of their responsibility and the specific quality systems requirement, if any.

2. REFERENCE DOCUMENTS PERTAINING TO JSG

a)	ISO 9000 : 2015	-	Quality Management System. (Fundamentals & Vocabulary)
b)	ISO 9001 : 2015	-	Quality Management System- Requirements.
c)	AS 9100 :2016	-	Aerospace and Defence.
d)	IATF 16949	-	Automotive/IMS Requirements.
e)	IS 12040: 2016	-	Guidelines for Development of Manufacturer Rating System.
f)	ISO 14001: 2015	-	Environmental Mgt System Requirements.

3. DEFINITIONS

3.1 Quality Management System

A Quality Management System (QMS) is a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives. A QMS helps to coordinate and direct an organisation's activities to meet customer and regulatory requirements and improve its effectiveness and efficiency on a continuous basis.

3.2 Quality Policy

In quality management system, a quality policy is a document developed by management to express the directive of the top management with respect to quality.

3.3 Quality Assurance

Quality assurance is an organisation's guarantee that the product or service it offers meets the accepted quality standards. It is achieved by identifying what "quality" means in context; specifying methods by which its presence can be ensured; and specifying ways in which it can be measured to ensure conformance.

3.4 Specification

A detailed description of technical requirements, usually with specific acceptance criteria, stated in terms suitable to form the basis for the actual design, development and production processes of an item having the qualities specified in the operational characteristics. It implies the document that prescribes the requirements with which the product or service has to perform.

3.5 Non-Conformity

In quality management system, a non-conformity (also known as a defect) is a deviation from a stated specification, a standard, or an expectation. Non-conformities are classified as either critical, major, or minor.

3.6 Manufacturer Grading

Manufacturer Grading is the classification allotted to manufacturers based on their Quality systems, documentation and their implementation, Research and Development facilities, Plant and Machinery, Quality Control facilities and production capacity as assessed.

3.7 Firms having Joint Venture

For `Buy (Global)' category procurements, where offset is applicable, if an Indian firm including a Joint Venture between an Indian Company and its foreign partner is bidding for the proposal and is offering an indigenously developed product, then for such a case offset would not be

applicable. For applicability of this clause, indigenous content in the product has to be a minimum of 50%. In case the indigenous content in the product is less than 50%, the Indian firm or the Joint Venture has to ensure that the offset obligations are fulfilled on the foreign exchange component of the contracted value.

3.8 Registration Authority

DGQA/DGAQA/DGNAI is the Registering Authority of the vendor registration for supply of concerned Defence Stores as per the guidelines laid down.

3.9 General Registration

General Registration is carried out for manufacturing firms who apply for registration of any number of stores/items. This is an independent activity not related to any RFP.

3.10 Registration against RFP

Registration against RFP is carried out for specific stores/ items for which an unregistered firm is TEC compliant.

Note - The term CA/CV/assessment used in DPM 2009 and its supplement of year 2010 is being referred (for the purpose of this document only) as General Registration and Registration against RFP.

4. REGISTRATION OF MANUFACTURER/SERVICE PROVIDER

Registration of firm will be as given in Clause 3.2 of DPM 2009 or amendments thereof. Separate registration certificate will be issued for different manufacturing plants. No registration certificate will be issued to corporate office. The procedure to be adopted are as follows:

4.1 General Registration

A manufacturer/service providers, with minimum two years (preceding years from the date of applying) of experience in the industry, who desires to participate in defence supplies, may approach concerned Registration Authority to get registered with defence. For general registration the firm has to apply plant or manufacturing facility wise on Appx ‘A’, along with all relevant documents (refer APPX ‘B’ for checklist) and applicable assessment fee. General Registration of the manufacturer may be undertaken for any number of items/spares of the complex equipment which is already introduced into service through Capital route or simple equipment procured & introduced through Revenue route. Manufacturer can apply for registration of specific product or similar category or group of items as per JSG/Deptt Specification for which manufacturing technology, process is same. The initial registration will be valid for a period of 5 years. DPIIT (Department for Promotion of Industry and Internal Trade) registered Start-ups having adequate plant & machinery and meeting eligibility criteria

for registration, as per Procedure, less two years manufacturing experience and with minimum 1 year audited financial statement may be considered eligible for registration.

4.2 All the Indian entities (Manufacturers/Service providers) dealing with Indian Defence Organisations are required to obtain NCAGE Code for publishing over global NMCRL (NATO Master Catalogue of Reference for Logistics) website through NCB India. Availability of NCAGE No is a pre-requisite for the registration of manufacturers and will benefit/enable them in global participation.

4.3 Registration Against RFP/TE

Registration against RFP may be taken up with concerned Registration Authority by manufacturer, who is not registered for the specific item(s) mentioned in the RFP issued by Order Placing Authority (OPA). Registration certificate will be issued only for the specific product mentioned in the RFP for which manufacturer has applied. However, verification for competency of only TEC compliant manufacturers, intimated by Order Placing Authority (OPA), will be undertaken.

4.4 For registration against RFP, the firm has to apply on Appx 'A', along with all relevant documents (refer Appx 'B' for checklist) and applicable assessment fee alongwith intimation to OPA. Flow chart on procedure for registration of manufacturer (applicable to register by DGQA) is placed at Appx 'C'. The registration status of such firms, once found successful, will be as follows:

(a) **For firms already having General Registration -** The item for which the assessment against RFP/TE has been carried out and the same has been recommended, will be added as additional item in the existing Registration Certificate by the initial registration authority. Validity of this registration will be as per the original certificate.

(b) In case of un-registered firm, a Registration Certificate valid for five years will be issued.

(c) **For firms already having registration against RFP/TE –** The item(s) for which the assessment against another RFP/TE/addition of item has been carried out and the same has been approved, will be added as additional item in the existing Registration Certificate by the initial registration authority. Validity of this registration will be as per the original certificate.

5. COMPETENT AUTHORITIES

The Registration, Renewal and Removal from Registered List (online/offline) of Manufacturer on various grounds involving fraud/malpractice/non performance is required to be carried out by Registration Authority as per the guidelines laid down in this document. The designated competent authorities and their responsibilities would be notified with the approval of Head of the Organisation of the respective Registering Authority (DGQA/DGAQA/DGNAI).

5.1 For Registration & Renewal (for DGQA only)

a) Initiation for Registration:

(i)	Gen Registration	Manufacturer to approach RQAE as per pin code of the manufacturing unit or equivalent authority.
(ii)	Registration against RFP	TEC Compliant Manufacturer on instruction from procurement authority post TEC to approach RQAE as per pin code of the manufacturing unit.

b) Initiation of Renewal : Manufacturer based on procedure enunciated in Para 9 below.

c) Assessment & Recommendations : BOO detailed by concerned RQAE withone compulsory member from Concerned AsHSP (in case of DGQA). Equivalent Authority (in case of DGAQA and DGNAI)

d) Accepting Authority : RQAE/Equivalent responsible authority

e) Review and appeal against initial registration : Next higher Authority (e.g. ADG (R) for DGQA/Authority for DGAQA/DGNAI)

5.2 For Supplier Rating

a) Assessment : RQAE/Equivalent Authority

b) Recommendation & confirmation : Accepting Authority

5.3 For Removal - For removal of manufacturers from compendium of registered manufacturers on various grounds as per para 22.

a) Initiation : HoE of concerned RQAE or Equivalent Authority

b) Recommendation : Next higher Authority (e.g. ADG(R) for DGQA)

c) Approving authority : Head of Organisation

5.4 In routine cases such as non-renewal of previous registration, manufacturing units closed down for any reason, designated authority viz ADGQA (R)/equivalent may order for removal of such manufacturer from registered list of vendors (online/ offline). Appellate authority in case of dispute, if any will be DG of Govt QA agency.

5.5 Whenever a firm is removed on various grounds involving fraud/malpractice/non-performance from the approved list of manufacturers, its registration stands cancelled. Such removal must be communicated to all other registering and procuring agencies, so that OPAs are aware of their registration status.

5.6 Competent authority for re-instatement of manufacturer in compendium of registered manufacturers will be approving authority for removal**.**

6. ELIGIBILITY CRITERIA

A manufacturer, integrator or a firm in joint venture with minimum two years (preceding years from the date of applying) experience of manufacturing specified/similar store or equipment, with production line still functional to produce the said item, will be eligible for registration. DPIIT (Department for Promotion of Industry and Internal Trade) registered Start-ups having adequate plant & machinery and essential test equipment available in-house as applicable for manufacture specified store or equipment and meeting eligibility criteria for registration, as per procedure, less two years manufacturing experience, with minimum 1 year audited financial statement may be considered eligible for registration.

6.1 Entities Not Eligible for registration

a) Traders/Dealers/Stockiest/Agents/LLP firms.

b) Sick units as defined in the "Sick Industrial Companies (Special Provision) Act 2013" and which have been declared sick by the Central/ State Government authority.

c) Black listed firm by the competent authority/Govt. of India.

6.2 Special Eligibility (Applicable for registration by DGAQA only)

a) For indigenous manufactures who supply items only through their sole selling agents/marketing firms, the registration of the manufacturing firm (OEM) would be mandatory. Such Authorized Selling agents should have valid Certification/ MoU with the OEM.

b) In case of imported items of supply foreign OEM authorized Dealer/Supplier in India will be registered as specific procedure and application Performa given in Appx 'D'.

6.3. Value addition

A product/item not manufactured by a manufacturer but taken for processing as a finished product by means of process or design is said to be a value addition. The principle of 'value addition' will be applied to decide whether they can be assessed for Registration as Defence Manufacturer in following cases:

(a) Fabricators of Ferrous/Non ferrous sheet metals and processors of grey cloth into finished fabrics may be considered as manufacturer meriting Registration since these involve value addition.

(b) Integration/final finish/assembly of hardware/software to produce sub-system and interfacing with the main system.

(c) With own designed hardware, integration of software to main system etc.

7. PROCEDURE OF REGISTRATION

Manufacturers fulfilling the eligibility criteria as per Para 6 may be considered for registration.

a) Step No. 1 : Manufacturer may download a copy of this JSG from website given in this guide at para 0.12.

b) Step No. 2 : Application form for Registration namely Manufacturer's Application for Registration (MAR) at Appx 'A' may be obtained from nearest QA Establishment. Alternatively, application form may be downloaded from the DGQA/ DGAQA website (www.dgqadefence.gov.in) and DoS website (www.ddpdos.gov.in) or accessed 'Online' on the Defence Vendor Registration Portal. Appx 'A' along with all requisite documents should be submitted online or offline to nearest Regional Quality Assurance Establishment (RQAE) as per pin code of manufacturing unit or Equivalent. In case of registration against RFP Appx 'A' should be submitted strictly by the date as intimated by the OPA.

c) Step No. 3:

i) After acceptance of Appx 'A', and satisfactory scrutiny of the same by concerned RQAE/Equivalent, they will nominate an assessment team comprising of members from all AsHSP with officer from concerned RQAE as team leader. The team will visit the manufacturer's premises/facility to verify the details submitted in the application form and assess the Manufacturer. The Presiding Officer of assessment team will preferably be a Group 'A' officer.

Note - Within 02-03 days of receipt of application, scrutiny will be carried out and the concerned RQAO will hold a VC with the firm representatives and intimate the deficiencies, if any. This can be followed by email.

ii) The assessment team will prepare the Registration report as per Appx 'E' & 'F' of JSG and forward/upload the same to the concerned authority for their vetting and approval. On approval, unique Registration No will be issued by concerned QA Agencies in offline mode/ will be generated by the online portal, under intimation to concerned RQAE & AsHSP. The concerned RQAEs will also maintain/have access to concerned regional database of registered vendors.

iii) Registration certificate will be awarded in both the cases of Registration i.e. General Registration and Registration against RFP. Copy of Registration certificate will be given to all concerned as per para 19.

8. REGISTRATION OF ADDITIONAL ITEMS

Application for registration of additional items from existing registered manufacturers will be entertained. In such cases Part-II (Technical Information) of Appendix-A may only be verified by the assessment team. The inclusion of additional items will be based on the assessment by the assessment team especially in case the item involves a different manufacturing technology, process, category or group of items registered. In such cases, a visit by assessment team may be needed. Registration fee will be charged every time the manufacturer requests for registration of additional items, where a visit is involved. Registration of additional item, once approved, will be added as additional item in the existing Registration Certificate. Validity of this registration will be as per original Registration Certificate. Applications for general registration of additional items from existing manufacturers will NOT be entertained earlier than expiry of 03 months from date of last registration/visit. During the validity of the registration certificate, if manufacturer approaches the Registering Authority for revision of MPC per shift, then manufacturer will apply to the Registering Authority as per Appx 'A' with applicable registration fee. Revised MPC per shift will be issued based on the fresh assessment carried out by the registration team within 45 days of receipt of complete set of documents from the manufacturer. In such cases Part-II (Technical Information) of Appx 'A' may only be verified by the assessment team.

9. RENEWAL OF REGISTRATION

9.1 In case there is no change in MPC, Plant & Machinery and other administrative and technical parameters, against which it was previously registered, then renewal of registration will be carried out on the basis of self declaration by the firm as per format given in Appx 'G'. The firm's application as per format given in Appx 'G' should reach the AHSP 60 days before expiry, along with copy of Registration Certificate. In such cases, visit of assessment team to firm will not be required and no assessment fee will be charged. However, in case there are any changes then the firm will apply as per format given in Appx 'A'. Assessment visit will be carried out with applicable assessment fee. Renewal of registration will be valid for five years.

Cases where the firm applies for registration of additional items along with the renewal, or in case no supply orders have been received by the firm for some of the items out of those which the firm is registered, the registration will be carried out as per Para 8.

9.2 The Manufacturer should have participated in at least one of the tender enquiries in case tender enquiries have been floated to him/published in the media and there is no adverse feedback from the OPA. The concerned SQAE will give feedback on the performance of the firm during valid registration period.

9.3 Registration status of manufacturers who do not apply for renewal prior to expiration of their original registration validity will be deemed as lapsed. All renewal cases must be presented to Registering Authority by the manufacturer 60 days prior to the expiry of previous registration. Activity of renewal of registration certificate shall be completed within 45 days of receipt of complete set documents

9.4 Renewal of registration with or without visit of assessment team to firm's premises will be done only once. Therefore, after a total period of ten years, renewal of registration will be done afresh as per initial registration on Appx 'A' with applicable assessment fee and visit of assessment team to the firm.

9.5 If request for renewal by the firm is not submitted as stated above, the name of manufacturers will be removed from the compendium of registered manufacturers/online vendor database and no requests/representation from the manufacturer will be entertained thereafter. Further, no show cause is required to be issued to the manufacturers in such cases.

9.6 As and when the manufacturer apply at later date, fresh Registration will be carried out as per procedure for registration and Registration fee will be charged as applicable.

10. VALIDITY OF REGISTRATION DURING RENEWAL PROCESS

Where application for renewal has been made by due date, such supplier, will be deemed to be registered till the renewal action is completed.

11. VALIDITY PERIOD OF GENERAL REGISTRATION AND REGISTRATION AGAINST RFP

Validity period for initial registration in case of General Registration as well as Registration against RFP will be for five (5) years. Renewal of registration will be valid for an additional period of five (5) years from the date of expiry of originally issued certificate.

12. GENERAL TIME FRAME FOR REGISTRATION

As far as possible, general registration/registration against RFP will be completed within 45 days after the receipt of complete set of documents from the intending manufacturers. All essential elements of the procedure indicated to verify the technical infrastructure and quality management systems of intending manufacturers will always be followed during Registration.

13. SCRUTINY FOR REGISTRATION REPORT

To ensure timely materialisation of defence supplies of requisite quality, selection of technology, capable and financially sound manufacturer(s) for defence is of paramount importance. It is, therefore, vital that the registration report of the assessment team should be prepared with due care and scrutinized thoroughly by the designated recommending authority before recommendations are made to the Accepting Authority.

14. RESPONSIBILITY FOR CARRYING OUT MANUFACTURER REGISTRATION

14.1 Registration, as per JSG 015, with one registration authority is valid for other registration authority also for registered stores. However, in case of manufacturer is already registered with one registration authority and wants to apply for registration for additional items/new products or process to a different Registering/initiating authority, the procedure specified at para 8 to be followed for registration.

14.2 Special Circumstances

Manufacturer having annual turn over more than 200 cr or more during the last three years and making profit in at least three out of last five years to be registered based on self-assessment of MQSR (Part I (if applicable) & Part II) along with Appx ‘A’. No onsite assessment to be carried out.

14.3 Assessment of Financial Health

While carrying out the manufacturer assessment, apart from verification of technical capability, it is also necessary to assess the financial soundness of the manufacturers to invest and incur expenditure for initial development, raw materials and various other inputs required for execution of defence supplies as per the stipulated delivery schedule. For this purpose, the audited balance sheets and profit and loss statements of the manufacturer for the previous two financial years will be obtained. From these documents, the Registration team will give factual position as under:

a) Sales/Turnover in the last two years and average/year. For this purpose trading account will not be considered and only sales account given in the audited balance sheets will be included.

b) Profit/loss during the past two years.

c) Accumulated losses, if any.

d) Net worth of the manufacturer (assets minus liabilities) the average turnover of the manufacturer for the last two years will be taken as the monetary limit up to which order can be placed on the manufacturer and this will be included in the registration report.

e) A manufacturer making losses should outrightly be debarred from be considered for registration. Each case will be assessed and examined on its overall merits by considering the supplier rating above 90%/Single vendor for specific item by the recommending and accepting authorities.

f) For DPIIT registered Start-Ups, minimum one year audited financial statement will be considered.

14.4 Rejection of Registration

In case it is not possible to register a manufacturer due to deficiencies noticed during assessment, the details of the deficiencies noted will be intimated to the manufacturer as an advice by the recommending authority indicating that the firm may apply for registration afresh within a prescribed time frame. Normally re-assessment of such firms will be taken up only after six months and on payment of fresh Registration charges for initial registration. However, re-assessment may be taken up earlier at the discretion of the Accepting Authority for reasons to be recorded in writing depending on the nature of deficiencies noted earlier and merits of the case. To avoid the possibility of manufacturer for a particular item who may have been rejected for registration by one authority seeking to get registered through some other Authority dealing with similar items, it will be incumbent on the part of manufacturer to furnish all information regarding previous Registration results. For serious acts of omission and commission by manufacturer, the manufacturer will not be considered for registration with Defence for a period of three years.

15. CATEGORIES FOR REGISTRATION

In addition to grading, manufacturers will be registered for various categories depending on their infrastructure and capabilities for one or more type of activities like design, development and production. The manufacturers will, therefore, be categorised as under:

a) Design, Development & Production (DDP) - Manufacturers who have design capability and infrastructure for Research & Development apart from manufacturing capability, covering all requirements of a quality system will be registered for all three capabilities and categorised as “DDP”.

b) Development & Production (DP) - Manufacturers with capability for development and bulk manufacture only but do not have infrastructure for design i.e. conversion of a

concept into an engineering design. Accordingly these manufacturers will be categorised as "DP".

c) Production (P) - All other manufacturers having only production facilities for converting defence design into hardware or end stores or those capable of specified process such as fabrication, casting machining etc. will be categorised as "P".

16. REGISTRATION FEE

For registration of a manufacturer, a fee is chargeable as mentioned below or as amended from time to time. This fee is chargeable from all prospective manufacturers seeking registration including Govt/Semi Govt Undertakings and PSUs. The Firms should deposit GST under reverse charge mechanism directly with GST authorities and produce evidence. This fee is not refundable and evidence of the same is to be deposited along with Appx 'A'. Details of the fee for three under mentioned categories of manufacturers are given as under:

a) For initial Registration (General Registration and Registration against RFP)

i) Large Scale Industries - Rs. 25,000/- + GST (as applicable)

ii) MSME - Rs. 10,000/- + GST (as applicable)

iii) Start Ups - Rs. 5000/- +GST (as applicable)

b) The Registration fee will also be charged in the following contingencies:

i) For additional items involving new technology/design at any stage after initial registration/renewal where a visit is involved. In case of doubt, the decision of registration authority regarding technology being new or otherwise will be final.

ii) Change of location/premises of factory/works of the manufacturer involving fresh visit.

c) No Registration fees will be charged for renewal of Registration if visit of assessment team is not involved.

d) The registration fee will be forfeited in case of the applicant firm fails to submit the application (Appx 'A') complete in all respects, within 45 days of the initial submission date

17. GRADING OF MANUFACTURERS

All manufacturers will be graded and registered according to their quality system, technical facilities available with them and their financial status. The grading will be awarded based on a

system of allotment of marks by the assessing team deputed to verify the manufacturer in the report viz. "Manufacturer Quality Survey Report (MQSR)" given at Appx 'E'. Based on the marks obtained in the MQSR, the following grading will be awarded to manufacturers:

	Points	*Grading*	*Remarks*
a)	80% and more marks	I	Fit for Registration
b)	70% to less than 80% marks	II	Fit for Registration & advice to improve
c)	Less than 70% marks	III	Not Fit for Registration

18. MARKING SYSTEM FOR GRADING

18.1 For the purpose of grading, "Manufacturer Quality Survey Report (MQSR)" given at Appx 'E' will be used as a guideline. This MQSR has been framed in two parts as under:

a) Part I : In case of firms which are ISO 9001: 2015 QMS/AS9100 Aerospace and Defence/IATF 16949 Automotive/IMS certified, assessment of Part – I will not be carried out and will be considered as qualified for Part-I. If the firm is not having any of above QMS certification then the assessment will be carried out as per Part-I, as qualifying criteria for assessment of Part-II. Achieving min 70% marks in Part- I is essential for qualification. This part has been formulated to assess the requirement of the Quality Management System as per attributes (clauses) of ISO 9001. Under each main clause, a number of sub-clauses have been suggested as a guide to meet the minimum requirements of the quality system for defence stores. However, the manufacturer has to provide details on the capability of 'Design, Development and Production/Development and Production/Production'.

b) Part II : This part has been framed to assess the product specific technical aspects of the manufacturers, which are not directly related to the quality system. In addition the requirement of manpower, bond room space, inspection facilities and environmental standards etc. of the manufacturer have been suitably incorporated.

18.2 Evaluation Norms for Allotting Marks

Certain clauses/sub clauses may not be applicable to same/some types of manufacturers or for some stores/disciplines. In such cases, these clauses will not be considered for computation. Qualification (min 70%) in Part-I of MQSR will be treated as criteria for assessment of Part-II. Accordingly, percentage of marks of Part-II of the MQSR will be worked out based on the total marks of the applicable elements of the product specific aspects. Firm will be graded based on its score in Part-II.

19. ISSUE OF REGISTRATION CERTIFICATE

After manufacturer assessment and approval of recommendations by Accepting Authority to register a manufacturer and include it in the compendium of registered manufacturers/online vendor database, a registration certificate as per specimen given at Appx 'H' will be issued by the Registration Authority. Copies of the registration certificates will be endorsed to the following:-

a) The Manufacturer

b) Quality Assurance Authorities (Tech Dte, AHSP & RQAE)

c) Order Placing Authorities

19.1 Contents of Registration Certificate

In response of items for which registration is accorded, the contents of the Registration Certificate should be prepared as per the following guidelines:

a) A combination of similar technology/design and specific description of the stores/processes should be included.

b) The range of dimensions/weight/tolerance limits should be specified where applicable.

c) Specific technology available with manufacturer may be mentioned but may not be limited.

d) In case of processes such as machining, casting, forging etc, a mention may be made of component/sub-assemblies/assemblies (as examples) which the manufacturer is capable of manufacturing.

e) Where possible/necessary, specification and/or drawings, Cat Part No/DCAN/NSN may be indicated.

f) Certificate should include suitable grade of the manufacturer for example "Large Scale – Design, Development and Production Grade score 80% (LS-DDP-GRADE-1)" etc.

20. SUPPLIER RATING

All Suppliers will be given a Supplier rating expressed as a percentage score based on their actual performance against each completed supply order by the concerned RQAE/SQAE/AHSP. Incomplete orders will not be Supplier rated. Development orders for Indigenisation/new items (placed for the first time only) will also not be Supplier rated. The Supplier rating will be based on the following:-

(a) Quality Rating (QR) - The following attributes shall be considered:-

(i) The quality of supplies as per the contractual specifications shall play the dominant role.

(ii) The number of rejections/modifications/improvements effected to the product to meet the laid down specifications.

(iii) The quality systems adopted, superiority of the process involved and the Quality Control (QC) methods to achieve the end product.

(iv) The effectiveness of the subcontractor policy in vogue to control the quality of inward goods from sub-contractors and the raw materials/bought out items and their traceability factors.

(v) The overall effectiveness/independency of the QC Deptt and the quality management of the Suppliers.

(vi) Weightage of Quality rating will be 60.

$$QR = \frac{\sum [Kd \times Kr \times Na]}{Ni}$$

Where,
Na = Qty accepted in the I-note.

Kd = deviation coefficient applicable where quality audit & surveillance done by QA staff based on criticality of stores. The values of Kd will be 0.5 in case deviation is observed during process/product audit, QIN issued during Quality Audit & Surveillance. Kd will be 1.0 when the quantity is accepted without any deviation.

Kr = Rectification coefficient. The value of Kr will be 0.5 for lots accepted after segregation/rectification and 1.0 for lots with no rectification/segregation.

Ni = Quantity offered for Inspection.

Note: $\sum$ indicates summation of QRs computed where supplies are in various lots.

(b) Delivery Rating (DR) - The following attributes shall be considered:

(i) The timely supply of advance samples/prototypes for evaluation and subsequent timely delivery of supplies after accordance of the BPC. The delays caused by the purchaser are not to be considered in computation of DR**.**

(ii) The number of DD extensions sought by the firm and the validity of the reasons for such extensions.

(iii) The effectiveness planning/coordination of the firm to meet the stipulated delivery schedules especially when imported items/raw materials are involved.

(iv) Weightage for delivery rating is 30.

Delivery rating (DR) for a lot or consignment depends upon the quantity supplied within the stipulated delivery time for the full consignment. The delivery rating may, therefore, be obtained by the following formula:

$$DR = \frac{Q1}{Q} \times \frac{T}{T \times p + 1.5\, T1 \times q}$$

Where,
Q = Quantity promised to be supplied with in the stipulated delivery time.
Q1 = Actual quantity supplied within the stipulated delivery time.
T = Promised delivery time for the full consignment.
T1 = Actual delivery time for the full consignment (The delivery time should be taken from the date of offering acceptable stores by the Supplier).

$$p = \frac{Q1}{Q}$$

$$q = 1 - p.$$

(c) Experience Rating (ER) - The following factors will be considered while computing the Experience rating.

Promptness :

(i) Promptness of the Supplier in their various actions like intimation of receipt of supply order, submission of Advance/Pilot Sample etc.

(ii) Promptness of the supplier in dispatching the bulk stores after inspection.

(iii) Promptness of the supplier in post contract correspondence with same interest as that of pre contract correspondence.

(iv) Promptness of the firm to attend to consignee end rejection in an objective manner.

Attitude :

(i) The attitude of the firm in advance planning and in the various queries on paper particulars with concerned SQAO/AHSP, soon after the receipt of supply order.

(ii) Submission of advance/pilot samples with complete pre-inspection reports as per contracts.

(iii) Submission of bulk stores with adequate lead-time for inspection.

Consignee End Observation/Rejection :

(i) The attitude of the firm in resolving the consignee end observation/rejection.

(ii) Analysing genuine consignee end rejections and implementation of remedial measures in the subsequent supplies in consultation with concerned SQAO.

Weightage for Experience Rating will be 10. ER to be calculated by allotting marks out of 10, 4 marks for promptness and 3 marks each for other aspects as above. The total marks thus obtained could be considered as "Experience Rating".

Supplier Rating Score - The Supplier rating score obtained by a Supplier for supplies made against a particular order will be calculated as under:-

$$\text{Supplier Rating (SR)} = \frac{60\,(QR) + 30\,(DR) + 10\,(ER)}{100}$$

Assessment of Performance Against Supplier Rating Score - The performance of a Supplier against a particular order will be assessed as under on the basis of Supplier rating score obtained:-

S No.	*Supplier Rating*	*Classification*	*Remarks*
	Score of Supplier		
a)	Above 90%	Very Good	Should Maintain the Performance
b)	80 to 90%	Good	Could improve
c)	60 to 80%	Satisfactory	Must be advised to improve
d)	Less than 60%	Unsatisfactory	To be warned

The concerned AHSP/authorities should inform the Order placing authorities about the Supplier Rating for the Supply Orders placed by them. The AHSP/authorities should also inform the Supplier about their rating for each order completed by them or any technical measures required for improvement so that corrective action for future can be taken. Suppliers awarded unsatisfactory rating should be warned to improve their performance within a specified period. In case the purchaser has raised CER for a store supplied by the manufacturer against a Supply Order for which the SR has already been calculated then the concerned RQAE/AHSP will recalculate the SR for that Supply Order after taking into consideration the change in Quality Rating and Experience Rating due to rejection of stores from Quality aspects (substandard stores).

Composite Supplier Rating (CSR) - The overall performance of the Supplier will be computed in the form of a composite rating by working out the average of Supplier rating of each item supplied over a period of preceding three years as under:-

$$(CSR) = \frac{SR1 + SR2 + SR3 + \ldots\ldots\ldots SRN}{N}$$

Where **SRN** stands for Supplier rating of Nth order and N stands for total number of orders for the item executed during the last three years.

There will be instances where Suppliers supply items of considerable variety and from different generic group of stores. In such cases composite rating of the Supplier will be calculated separately for each generic group of stores supplied during the preceding five years In case the CSR falls below 60%, then the AHSP will process the case for removal of the Supplier from compendium as given in Para 22.

21. COMPENDIUM OF REGISTERED MANUFACTURERS/ONLINE VENDOR DATABASE

In the compendium of registered manufacturers/online vendor database, comprehensive gradation of the manufacturer will be indicated as given in Appx 'J' as manufacturer (Large or MSME Category and Grading as per Para 17 above) with date of registration/renewal. For example: as LS-DDP-Grade I in the compendium.

21.1 Compendium of registered manufacturers will be prepared/maintained online in single volume by respective QA agency (by each RQAE in case of DGQA) as per details given below:

a) This volume will comprise of all sources (including Start-Up) and will be prepared to indicate details of registered manufacturers for supply of all stores/ equipment. This volume will be in three parts as under:

i) Section A : Alphabetical list of registered manufacturers covering their entire range of stores, equipment, spares, tools, other accessories/sub-assemblies and processes for which the manufacturer is registered.

ii) Section B : Product/item-wise directory of registered manufacturers with cross reference to manufacturers covered under Section A.

iii) Section C : Engineering process-wise directory of registered manufacturers with cross reference to manufacturers covered under Section A.

b) Compendium of registered manufacturers/Online Vendor Database will be available on all Govt QA agencies website.

21.2 Updating of Compendium/Online Vendor Database

The compendium will be updated through notifications by the concerned Estt of QA agency(RQAE, in case of DGQA) once in every quarter i.e. April, Jul, October and January for amendments processed during the preceding quarter or will get updated seamlessly on the online vendor database. The updated compendium will be uploaded on Govt QA agencies website. The notifications will be issued as per specimen at Appx 'K' to this guide. The details to be included in the notification are as under:

a) Addition of new sources of supply.

b) Deletion of manufacturers already registered with reasons.

c) Revision of grading or other important details given in existing edition of the compendium.

21.3 Hard copies of updated compendium will be issued at least once in three years. E-Copies of compendium/online vendor database will be available to all concerned QA Estts. Hard copies of compendium will also be endorsed to OPAs and Principal Purchase Officers in Ministry of Defence/Service HQs. E-Copies of updated notifications may also be given to all other concerned stakeholders wherever feasible.

21.4 Compendium Monitoring.

The Registration Authority will monitor the compendium and these will be uploaded on their websites. The monitoring will include:

a) Allotment of Registration Number for newly registered manufacturers.

b) Ensure issue of updated compendium once in three years by respective Registration Authority.

c) Highlighting the manufacturers where validity has expired and removal from compendium was necessitated but not removed.

d) Maintaining a centralized list of compendium in their organization/ on the online vendor database.

22. REMOVAL OF MANUFACTURER FROM COMPENDIUM

Removal of manufacturers from the compendium of registered manufacturers/online vendor database may be ordered by respective Registration Authority on the following grounds:

a) If a manufacturer fails to execute a contract or fails to execute it satisfactorily against the specification.

b) If a manufacturer no longer has the technical staff or equipment considered necessary.

c) If a manufacturer is declared bankrupt or insolvent or its financial position has become unsound, and in case of limited company, it is wound up and taken into liquidation.

d) Consignee End Rejection cases where the manufacturer is at fault in supplying substandard stores Appx 'M'.

e) Firms which are blacklisted/banned and put on hold for all procurement and acquisition cases in the pipeline by the competent authority. (Refer Para 3.4 and Para 3.5 of DPM 2009).

22.1 The above said grounds except (e) when brought to the notice of the registration authority, a show cause notice will be issued to the manufacturer with the approval of the competent authority concerned, about the action proposed and grounds therefore.

22.2 On consideration of the reply thereto or after the expiry of the notice period, the competent authority will pass appropriate orders for cancellation of the registration of the manufacturer and removal from the list of registered manufacturers. However, in case of reason (a) and (b) orders regarding removal may be made applicable in respect of one or more items as may be relevant.

22.3 Once removed from the compendium/online vendor database, the name of the manufacturer may not be restored in the compendium/database unless it satisfies the registration requirements. After taking due corrective measure/after expiry of the period of removal from compendium, as the case may be, the manufacturer will make a request to the competent authority to review its case accordingly.

23. SUSPENSION AND BAN

23.1 Business Dealings with Manufacturers

For serious acts of omission and commission, malpractices, defaulters etc, action may be taken for suspension/put on banned list of such manufacturers. There will be no business dealings as per Government orders issued from time to time.

24. NCAGE REGISTRATION

24.1 a) NCAGE is a 5 Character unique Code assigned to manufacturers/Suppliers in India in the format "#***Y" (# - numerical,* - alphanumerical).

Example :0001Y OCTAGON PRECISION (I) PVT LTD.

b) NCAGE is mandatory requirement for generating codification (NSN) for the product of manufacturers as per NATO Codification System adopted by MoD with Dte of Standardisation functioning as National Codification Bureau, India (NCB, India) Hence, obtaining NCAGE is deemed as mandatory pre-requisites for registration under the procedures of this JSG.

Benefits -

c) Facilitates codification (generation of NSNs for each item) by OEMs/Mfrs/Suppliers of defence products and linking with Services Inventory Numbers

d) Facilitates capturing MSME database linking the products manufactured for defence applications

e) Boosts export potential by giving global visibility to Indian entities on Global Database on NATO Master Catalogue of References for Logistics (NMCRL) with more than 35 million NSNs with their NCAGEs.

f) To facilitate Indian manufactures & other companies to do business with US government by registering in SAM (System Award Management)

24.2 All eligible supplier/Registered manufacturers will also be registered for allocation of NCAGE following the steps given at Appx 'N'. NCAGE will be gradually incorporated in the compendium as and when these are updated. Intimation of newly registered manufacturer(s) or their deletion etc will also be given to NCB India Directorate of Standardisation.

24.3 As of now, the codification of products of entities used for Indian Defence is being done by the respective AHSP (Authority Holding Sealed Particulars) by submission of codification request through web based codification software tool to the concerned Defence Standardisation Cell/Detachment. The submitted codification requests are scrutinised/vetted by the Defence

Standardisation Cell/Detachment and further submitted to the Directorate of Standardisation for allotment of 13-digit Indian NSN.

24.4 All Defence Standardisation Cells/Detachments of Directorate of Standardisation have been entrusted with the task of initiation of NCAGE allotment/registration process for entities dealing with all AsHSP/Ordnance Factories/PSUs/DRDO Labs. Without NCAGE, NSN cannot be generated for manufactured items. It is, thus, mandatory for each vendor/firm/manufacturer to have unique NCAGE.

24.5 NCS uses CAGE (Commercial and Governmental Entity) codes principally to identify manufacturers (entities). CAGEs are broadly used in many countries in a variety of logistics processes. As such, they are often assigned to a variety of organisations (entities), including distributors, standards bodies, Government organisations, and service providers. The CAGE code is allotted by NSPA (NATO Support and Procurement Agency) which provides technical and administrative support to AC/135. The allotted CAGE codes are registered automatically in the NMCRL (NATO Master Catalogue of References for Logistics) website which is managed by The NSPA. Which are as follows:-

a) NCAGE Code : NATO Commercial and Governmental Entity code (NCAGE) is allotted to entities of NATO and Tier-2 Sponsored countries as per the format assigned by NSPA. For example, it may be seen in the enclosed NCS chart that the first country ALBANIA is assigned with format A***H and the NCAGE Code "A03SH" has been allotted to "Toyoto Tiruna, Albania".

24.6 The detailed on-line procedure for registration and submission of request form by the entities towards allotment/registration of NCAGE code is available on ***http://www.ddpdos.gov.in*** The NCAGE once allotted/registered will be intimated to the entities by email with a copy marked to the concerned organisation.

Appx 'A'
(*Para* 4.1 & 7(b))

MANUFACTURER'S APPLICATION FOR REGISTRATION (MAR)

(To be filled by the Manufacturer either manually/online (wherever facility exits))

Notes

1. Strike out whichever is not applicable.

2. This information be submitted to the respective registration authority. Documentary evidence for relevant clause to be enclosed

3. All pages of this application and enclosures are to bear full signatures with the Stamp, serially numbered and linked with relevant Para.

4. This Appendix contains Annexure I & II.

5. This information will be treated as 'Confidential'.

A-1 Part-I

A-1.1 Administrative Information.

a) b)	Name of the Manufacturer with brief history Addresses with Telephone No. and registered mobile No. with STD code/Fax/E-mail: i) Registered Office ii) Factory/Works iii) Branch offices if any iv) Name, address, telephone and registered mobile No. & e-mail of the MD/Proprietor.	
c)	Category of Industry (attach registration documents)	Large Scale/MSME/Start Up.
d)	Nature of company (attach relevant documents)	Proprietary/Private Limited/Public Limited/Partnership/Joint Venture.

e)	Nature of Business	Manufacturer/Sole Selling Authorised Agent/Dealer/Assembler/Processor/Re-Packer/Fabricator/Trader
f)	Details of Defence Products under production, if any.	Mention Supply Order No. and Description of store
g)	Details of Registration: Attach copies of registration Certificate.	NSIC/MSME/SSI/DGS&D/Other Defence Deptt/Other Government Deptt/Membership FICCI/ASSOCHAM/CII/GeM/CPPP/DePP or any other Industrial Association.
h)	Corporate Identification Number (CIN)/Udyog Aadhaar (MSME Registration Number DIPP Number (for Startups)	
j)	Vendor NCAGE Code (Mandatory)	
k)	Have you earlier applied for Registration with any organization under MoD. If yes, please give details and attach a copy of Registration certificate i) Authority to whom applied with Date ii) Item(s) applied for iii) Reasons for Non Registration	YES/NO
m)	ISO 9001:2015/AS/ATF/IATF 16949:2016 certified (attach copy of the latest certificate)	YES/NO
n)	Area of Factory/Works is on i) Covered Area ii) Uncovered iii) Bond Rooms iv) No. of Bond Rooms v) Production Area vi) Testing Area	lease or owned ……m^2 …… m^2 …… m^2 …… …… m^2 …… m^2

	Note - Attach proof of ownership and detailed site plan of layout of premises clearly depicting various areas e.g. production area, location of plant/Machinery stores, bond rooms, inspection area etc.	
p)	Capital outlay	
q)	Name of Bankers, A/c No. Addresses of the Bank	
r)	Electric Power Capacity (attach latest Electricity Bill)	Sanctioned/Installed/Standby/Power back up
s)	Does product being considered fall under: Industrial License issued by MHA/DPIIT/Department of Commerce if applicable (not mandatory except for those items notified by MoD/Govt of India, from time to time).	YES/NO
t)	*Details of Manpower Employed:* 1) Admin 2) Technical i) Skilled ii) Semi-Skilled iii) Unskilled 3) Availability of Labour for future expansion 4) No. of shifts for manufacture of stores seeking registration. Attach Regulatory certificate. 5) Attach Training programme of Staff.	
u)	Attach Self attested copies of under mentioned documents 1) Audited Balance Sheet, profit/ loss statement and total Accumulated losses, if any (past 02 years for LSI/MSME and 01 year for startup).	Give Details

	2) Present net worth of manufacturer. 3) Attach copy of PAN/TAN/ Service Tax/VAT/GST/Income Tax certificate for 3 years. 4) Relevant information with complete details about sister concerns/subsidiaries, if any. 5) Attach copy of Digital Signature certificate issued by Licensing controlling authority (Mandatory requirement for e-procurement cases) 6) Attach MoU with the manufacturer on a stamp Paper in case of Sole Selling Agents/ Marketing Firms (applicable to DGAQA only). 7) LSI/MSME/Start Up registration certificate. 8) In case land/Property is on lease, copy of the agreement valid on the date of application.	Available /Not Available Available/Not Available
w)	Does firm has granted Green Channel Status by DDP? If so, give details.	
y)	Details of items for which patent rights (IPR) of the firm exists.	
z)	Is the firm's product "Type Approved" or has ISI certification mark? If so, give details.	

PART II

TECHNICAL INFORMATION

(To be filled by manufacturer)

A-2.1.1 Details of Defence Stores for which Registration is sought (In case of Main Eqpt, items in the Scaling List only will be considered for registration):

S. No.	Nomenclature of Store	Cat. Part No/NSN	Drawing No.	Specification No.

A-2.1.2 Details of foreign collaboration, if any:

S. No.	Product	Name & Address of Collaborator	Year	Validity

A-2.1.3 Details of Supply Orders executed during last three years with respect to stores/ equipment for which registration sought, if any*:*

S. No.	Order placing authority	Supply order No. & date	Nomenclature of store & Qty	Date of last supply	I Note No & date	Value of supply order

A-2.1.4 a) Details of bought out items (Component/Sub Assy/Assy/Processes) from sub-contractors: (Attach copies of agreements/MoU on Letter head):

S. No.	Item	Component/Assy/ Sub-Assy /Process	Name & Address of the sub-Contractor

b) Details of Testing/Quality check done by Sub contractors (Attach copies of agreements/MoU on Letter head):

S. No.	Item	Details of test	Name & Address of the Sub-Contractor/Laboratory	Agreement

A-2.1.5 Source of Raw Material/Product*:*

S. No.	Details of Material/Product used	Source	Brief Description
	Imported/Indigenous		

A-2.1.6 Complete details on facilities & infrastructure available as per following format:

a) Plant and machinery specific to item (s) for which Registration is sought:

S. No.	Item	Description of Machine & its Specification	Capacity	Make/ Model	Quantity	Date of purchase

b) Tool Room, Meteorology & Test Equipment Facilities:

S. No.	Item	Type of Instruments/Test Equipment	Make/ Model	Date of purchase	Calibration Validity date**

********Attach relevant calibration certificate.*

c)	Design and Development: facilities available (If Yes, enclose a declaration with details as per Para f (2) Design & Development of MQSR Part I of Appendix 'E').	YES/NO
d)	Is the manufacturer committed & willing to supply spares for service life of the store? If Yes, give undertaking on Letter head.	YES/NO

e)	Furnish the following details with relevant certificate and documents: 1) Inspection & quality control of i) raw material/Input material ii) Components. iii) Semi finished product. iv) Sub-assemblies v) Assemblies 2) Assistance from central agency for testing/calibration etc. 3) Laboratory/Drawing Room Facilities available (attach ISO 17025 certificate, if available) 4) Process flow chart of item for which registration is sought. 5) Details of estimated production Capacity of the Defence stores for which registration is sought.	
f)	Product under development/Future plan (if any) for development/ Expansion: (Attach extra sheets) Program, Installation of additional Machines/tool facilities etc.	

Declaration

I/We confirm that the information furnished in Part I & II above is correct. In the event of any information given by me/us is found incorrect/false at any time, I/we understand our registration will be cancelled without notice, besides any other appropriate action against me/us.

SEAL

Signature of MD/Proprietor
or his authorized representative
Name with seal

Seal of the manufacturer
Date :
Place :

CERTIFICATE OF VERIFICATION BY REGISTRATION TEAM

(To be filled by the assessing team)
(Please strike out which is not applicable in Part I & Part II of MAR)

1. Certified that we have verified the information given by the manufacturer and same is observed to be Correct/Not Correct.

2. The following comments are made:

a)

b)

c)

d)

e)

f)

g)

3. It is also certified that all the documents have been verified with the originals and enclosures attested.

Name & Designation of Team leader

Name and Designation of Team Members

1.

2.

Date :

Place :

Annexure I to Appx 'A'

CERTIFICATE FROM INDIAN MANUFACTURER/OEM FOR ITS SOLE SELLING AGENT/MARKETING FIRM FOR REGISTRATION

(This Annexure consists of one page only on the letter head of Indian Manufacturer/OEM and on Judicial Paper)

To,
Order Placing Authority

Indian Manufacturer/OEM Certificate for its Sole Selling Agents/Marketing Firms for Registration

Sir,
We, M/s _____ (name and full address of Indian manufacturer/OEM) hereby confirm that M/s _____ (name and address of its Sole Selling Agents/Marketing Firms) are our Sole Selling Agents/Marketing Firms.

2. We Confirm that:
a) We have authorized M/s_____, our Sole Selling Agents/Marketing Firms to represent us and act on our behalf on all matters pertaining to manufacture and supply of the products against the supply orders placed on us/them.
b) We also take full responsibility for the acts/omissions committed by M/s _____. All claims and disputes if any, arising out of defects/poor quality of stores supplied by M/s _____or by us would be settled by the parent company.
c) The goods supplied to Consignee will be brand new, in our current production and conforming to Indian conditions as per technical specification.
d) Our OEM standard Guarantee/Warrantee shall be applicable for our products supplied by aforesaid firm to the Procurement Agencies.
e) In the event of termination/closure of the aforesaid Sole Selling Agents/Marketing Firms, we shall immediately inform the same to the OPA and QA Authorities.

3. We M/s _____ are willing to get our manufacturing facility assessed for Registration in terms of JSG 015 : 2025

a) Signature on behalf of the Indian Manufacturer/OEM.

b) Name of authorized signatory on behalf of the Indian Manufacturer/OEM.

c) Designation/Position of authorized signatory in the Indian Manufacturer/OEM.

d) Full address of the Indian Manufacturer/OEM with stamp/Seal.

Place :
Date :

Annexure II to Appx 'A'

JOINT UNDERTAKING TO BE SIGNED BY PARENT COMPANY & ITS SOLE SELLING AGENT/MARKETING FIRM WHEN THEY DO NOT COMPLY WITH PROFITABILITY AND TURNOVER REQUIREMENT BUT PARENT COMPANY COMPLIES

(This Annexure consists of one page only)

1. "Notwithstanding that Registration Certificate and Supply Orders are awarded to the M/s_____ (Sole Selling Agent/Marketing Firm), the (Parent Company) and M/s _____(Sole Selling Agent/Marketing Firm). Jointly and severally, undertake the following:

a) M/s _____ (Parent Company) as well as M/s _____ (Sole Selling Agent/Marketing Firm). Jointly and severally, undertake to abide by all terms & conditions of Registration & supply orders and corresponding performance of supply orders thereof in all respects including timely delivery as well as required quality of the product, Fall Clause and Warranty/Guarantee obligations.

b) The named M/s _____ (Parent Company) as well as M/s _____ (Sole Selling Agent/Marketing Firm), jointly as well as severally shall be liable/responsible and accountable for due performance of the supply order as well as supplies thereof in all respects and also for all such claims of the purchases arising thereof including legal liability in competent court of law."

NOTE - The above joint undertaking should be signed & dated by authorized person on behalf of M/s _____ (Parent Company) as well as M/s_____ (Sole Selling Agent/Marketing Firm). The signing person must attach a necessary power of Attorney evidencing his authority to bind the company on whose behalf the above undertaking has been given.

Appx 'B'
(*Para* 4.1 & 4.4)

DOCUMENT CHECK LIST FOR CAPACITY ASSESMENT/COMPETENCY VERIFICATION OF FIRMS AGAINST GENERAL REGISTRATION/ REGISTRATION AGAINST RFP

M/s…… ……has submitted the documents for CA/CV against Gen Registration/TE/RFP……..…… ……as per check list given below vide firm's letter ……..

PART-I (ADMINISTRATIVE AND FINANCIAL INFORMATION)

S No	Ref Para of JSG	DOCUMENTS	Remarks
1	Para 4.3	Copy of TEC qualification issued by Purchase Officer (in case of competency verification against RFP)	
2	Para 6.1 (b)	CA certificate that the firm is not a sick unit under Companies Act 2013	
3	Para 14.3 (a)	Particulars about Annual turnover for last two years from CA on its letter head	
4	Para 16	Registration Fee(Enclose DD in original and a copy)	
5	Para A-1.1(c), (h) & t(7)	Proof of Category of Industry (Cert issued by ROC/MSME/DIPP)	
6	Para A-1.1(k)	Copy of earlier DGQA Registration Certificate with any other discipline, if any.	
7	Para A-1.1(l)	ISO 9001:2015/AS/ATF certified (attach copy of the latest certificate)	
8	Para A-1.1 t(8)	Proof of ownership (Copy of sale-deed/leasing agreement/rent deed with ownership proof to be submitted duly registered in a court by a registrar and not Notarized.) and copy of detailed Layout plan of the factory premises clearly depicting various areas e.g. production area, location of Bond rooms, Inspection Area, Test Laboratory & manufacturing area are clearly depicted in Red Ink along with dimensions of each area. Requirement of Bond room for bulkier stores/Items need not be insisted, rather Key identifier of the subject store (like Engine No & Chassis No etc) may be noted for easy identification and traceability.	
9	Para A-1.1 (s) 3	No. of shifts for manufacture of stores seeking registration. Attach Government Authorization/certificate	
10	Para A1.1(t) 1	Audited copies of balance sheet and profit & loss statement of last two years	

11	Para A1.1(t) 2	Present net worth of manufacturer (attach proof).	
12	Para A-1.1(t)6	Copy of MoU enclosed with the manufacturer on a stamp Paper in case of Sole Selling Agents/Marketing Firms (wherever applicable)	
PART II : TECHNICAL INFORMATION			
13	Para A-2.1.4(a)	Detail of bought out items (components/sub assy/assy/processes) from sub-contractors (attach copies of agreements/MoU on letter head). Purchase Order for brought out items may be provided	
14	Para A-2.1.6 (c)	Design and Development: facilities available (If Yes, enclose a declaration with details as per Para f (2) Appx 'E')	
15	Para A-2.1.6 (e) 4	Process flow chart indicating the detailed step-by-step manufacturing of store depicting involvement of machine(s) and No of skilled manpower	
16	Para A-2.1.6 (e) 5	Monthly Production Capacity for the present installed machines and manpower along with method followed for calculation of MPC indicating bottlenecks in respect of Area/Manpower related machines/Testing and other parameter those have major bearing on calculation of MPC be brought out.	

1. On scrutiny of CA/CV documents, the following Sr No of above check list found deficient.

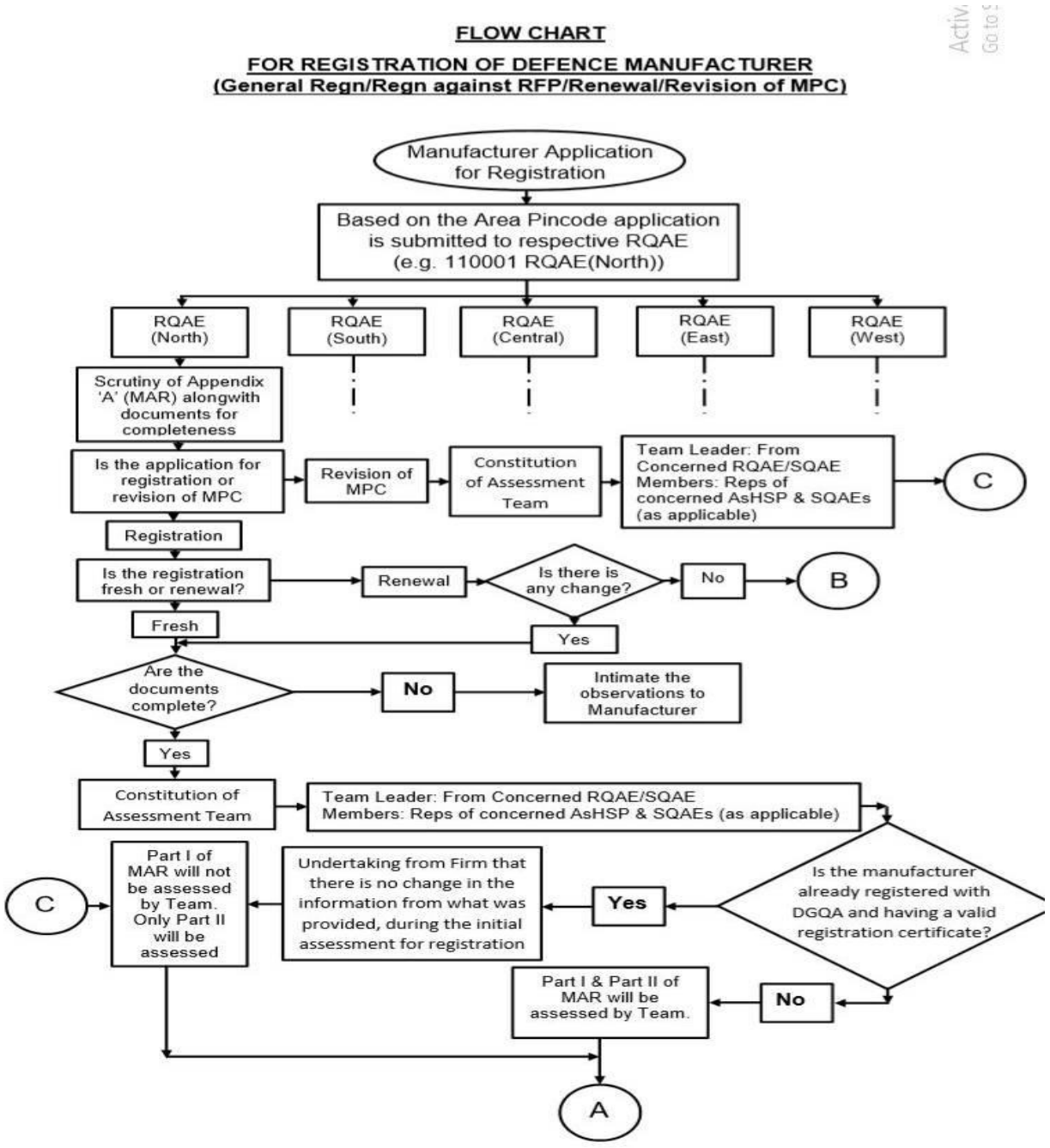
_____

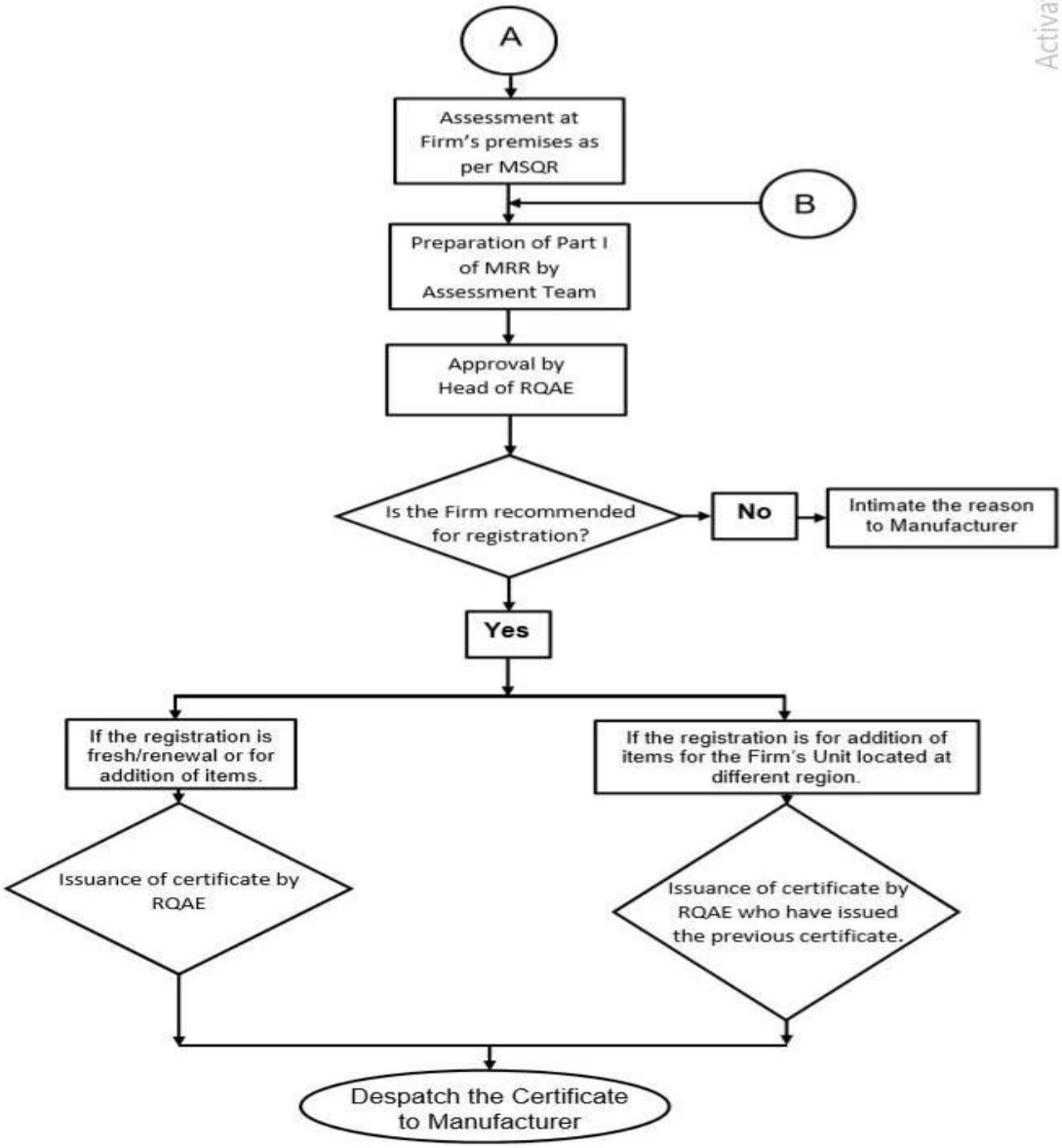
2. Correctness of the documents yet to be ascertained: _____

Appx 'C'
(*Para* 4.4)

FLOW CHART ON PROCEDURE FOR REGISTRATION OF MANUFACTURERS

(*Applicable for registration by DGQA*)




A
Assessment at Firm's premises as per MSQR
B
Preparation of Part I of MRR by Assessment Team
Approval by Head of RQAE
Is the Firm recommended for registration?
No
Intimate the reason to Manufacturer
Yes
If the registration is fresh/renewal or for addition of items.
If the registration is for addition of items for the Firm's Unit located at different region.
Issuance of certificate by RQAE
Issuance of certificate by RQAE who have issued the previous certificate.
Despatch the Certificate to Manufacturer

Appx 'D'
(Refers to Para 6.2)

APPLICATION FOR REGISTRATION/REVALIDATION OF REGISTRATION OF INDIAN FIRM AS AUTHORISED DEALER/STOCKIST OF FOREIGN OEM
(Applicable for Registration by DGAQA only)

1. Name of the Firm

2. Complete Postal address

Telephone Number | Fax Number

E Mail ID | Website

3. a) In pursuance of the directions by the Govt of Indian (Rule 160 of General Financial Rule 2017), the procurement by the Indian Air Force has successfully migrated to e-procurement on Govt Central Public Procurement Portal (CPPP) for floating the tenders online on obtain quotes also online.

(b) A valid DSC is mandatory for participating in the tenders floated on CPPP by this HQs. In absence of valid DSC the firms shall not be able to participate in e-procurement:-

(c) Is Digital Signature Certificate (DSC) available? Yes/No

(d) Validity of DSC | Login ID details

4. Details of Bankers

5. Details of Senior/Middle level Executive. Dealing likely to deal with supplies to Indian with their phone/mobile numbers

6. Do you have valid OEM Auth Dealership Certificate or Stockist Agreement**?** If yes, please give copy of the same. Yes/No

7. If you are Supplier. Then please specify whether (a) Auth Dealer ☐
(b) Stockist ☐

8. Specify whether applying for Supply ☐ Repair ☐ & Overhaul ☐

9. Specify the "Specific list of items/spares/equipment" of Aircraft/Helicopters for which your firm is applying for registration.

Name of Major Sys/Aircraft	**Details Range of Spares/items**

10. Copy of this "Specific list of items/spares/equipment" of Aircraft/Major Assy may be enclosed for vetting.

11. Details of manufacturing infrastructure.

12. Number of employees & their details in your firm

13. What is the annual turnover of your firm? Furnish requisite documentary proof (this will be verified).

14. If you are a Stockist. Please enclose OEM Certificate of the applied range of Spares/Fleets (as mentioned above in Para 9) (This OEM Verification will be carried out by respective country India AA/DA).

Name of Major Sys/Aircraft	OEM Certificate

15. Import License for military goods is Mandatory for registration. Please enclose. The same for goods pertaining to the range for which registration is sought

Import License No & Date……..

16. Are you registered supplier to :-

(a) Any Indian Govt Dept If yes, submit documentary proof Yes/No

(b) AF/Army/Navy. If Yes, submit documentary proof Yes/No

17. Do you have Aerospace ISO Standard 9001:2015/AS9100 Certifications or other equipment national standard approvals? (Enclose copies of approvals) Yes/No

18. Do you have **Repair & Overhaul (ROH)** facilities for equipment ?
If yes, then please specify the range Fleet and System wise. Yes/No

19. Do you accept our standard terms and conditions given in Defence procurement Manual 2009 (Procurement Revenue) as amended vide Supplement 2010 which are available at Government of India. Ministry of Defence official website http:/www.mod.nic.in Yes/No

20. Confirm that your Imports into Indian are in conformity with the Foreign Trade Policy in force (as per DGFT) and Foreign Exchange Management (Current Account Transactions) Rules, 2000 framed by Gol vide Notification No. G.S.R. 381(E) dated 03 May 2000 and the directions issued by RBI under Foreign Exchange Management Act & Submit requisite certificates.

Yes/No

21. Compliance of firm towards Uniform Customs and Practices for Documentary Credits (UCPDC) Rules as per UCP 600 issued by the ICC. Yes/No

22. The registration certificate of your firm by the Registrar of Companies for the type of Supply/Services/Manufacture. Yes/No

23. The registered firm will be required to provide OEM’s Quality Assurance Certificate for the supplied spares. Yes/No

24. Provide all necessary financial docs (GST/CST/PAN/IT Return et al) to enable financial assessment of your firm. Yes/No

25. Revalidation of Registration. The registered authorized Dealer/Stockist is to intimate step to set up manufacturing Capability within three year period from registration. The aim of is to ultimately promote indigenous manufacturing in line with GoI Policy of Atmanirbhar Bharat through Make in India initiative. This Manufacturing capacity will be verified three years after the initial registration at the time of renewal of registration of firm.

26. Any other relevant info in support of registration/registration revalidation of your firm

27. Checklist to ensure completeness of documents:-

(a) Vaild DSC with Login ID as mentioned at para 3. ☐

(b) Foreign OEM Auth Dealership Certificate as mentioned as para 6 ☐

(c) Specific list of items/spares/equipment as mentioned at para 9 ☐

(d) Certificate certifying that your firm is a Manufacturer as per para 10 ☐

(e) OEM Support Certificate as mentioned as para 14. ☐

(f) Import License & Date as mentioned at para 15 ☐

(g) Certifications of Aerospace ISO Standard 9001: 2015/AS 9100 Certifications or other equipment national standards approvals as mentioned at para 17 ☐

(h) Certificate that your import into India are in conformity with the Foreign Trade Policy (as per DGFT) AND Foreign Exchange Management Rules , 2000 framed by GOl and the directions issued by RBI under FEMA mentioned at para 20 ☐

(j) Registration certificate by the Registrar of Companies for the type of Supply/Services/Manufacture mentioned at para 22 ☐

(k) Concerned financial docs of last three years (GST/CST/PAN/IT Return etc as per para 24 ☐

(Name of Authorized Signatory)

Designation Company Rubber Seal with Date Telephone/Mobile No.

PROFORMA FOR VERIFICATION OF FOREIGN OEM AUTHORISING INDIAN FIRM AS AUTHORISED DEALER/STOCKIST
(To be utilised by DGAQA as registering agency)

1. Name of the Indian Firm

Complete Postal address

Telephone Number

Fax Number

E Mail ID

Website

2. Details of the Foreign OEMS (to be verified by respective country Indian AA/DA)

	Name of OEM	Address of OEM	Fleets/Sys Supported	OEM Support is for Spares Supply/ROH/BOTH	Details of Major Assy/Range of items	OEM Certificate No/Date/Valid upto (Attach copy of this cert
(a)						
(b)						
(c)						

3. Details of Reps/Executives of OEM with their Phone/Mobile numbers/E-mail IDs

	Name of OEM	Reps/Executive Name	Contact Details	e-mail ID
(a)				
(b)				

(c)				

4. If OEM is a Manufacturer. Then please forward the Certificate certifying that OEM is a manufacturer & range of spares.

5. If OEM is into Repair & Overhaul (ROH). Then please forward the Certificate certifying that OEM is into ROH and details of items being overhauled.

6. Details of OEM infrastructure

7. Number of OEM employees & their details

8. Verification of OEM

	Name of OEM	OEM Certificate verification	OEM Capacity Verification	OEM Capacity verification to support Range/Sub Assemblies Spares
(a)				
(b)				
(c)				

9. Any other relevant into in support of registration/registration revalidation of the Indian firm

(Name of Authorized Signatory)

Designation Company Rubber Seal with Date Telephone/Mobile No.

Appx 'E'
(Para 7(c)(ii))

PART I

(In the context of organisation)

MANUFACTURER QUALITY SURVEY REPORT (MQSR)
QUALITY MANAGEMENT SYSTEM-REQUIREMENTS

a)	The marks are to be allotted on the basis of following	
	1) QMS following in the Organisation	2
	2) The determination of external & internal issues that can affect the intended results from the QMS.	2
	3) The needs & expectations of interested parties that have been identified.	2
	4) Culture of identifying and utilizing opportunities and mitigating potential risks before they occur.	2
	5) Scope of the QMS established determining the boundaries and applicability.	2
	Note: Evidence of planning integration of the organisational processes to realize the intent of the QMS may be in the form of: i) SWOT analysis & its regular review. ii) Institutionalized process of Self-Assessment for internal issues such as Values & Culture Level of Employee Satisfaction, Technological advancement, Effectiveness of action taken to address Customer feedback, Benchmarking Organizational Practices with Industry at large and Organizational performance. iii) Conducting surveys to analyze Social and Economic environments, trends in Trade & Technology, changes in Statutory & Regulatory requirements and opportunities to expand.	
b)	*QMS processes*:	
	1) Processes defined in detail including their interrelationships & interactions.	2
	2) Availability of Process Maps (SIPOC/Flow Chart) that graphically describe all the requirements which include: i) Identifying Inputs required for the Processes & the Outputs expected of them.	4

	ii) Assigning Authorities & Responsibilities for the Processes. iii) Identifying Risks & Opportunities associated with the Processes and Planning & Implementing actions to address them. iv) Applying the determined criteria & methods to ensure effective operation and control of Processes. 3) Risk based approach throughout the organization, anticipating consequences of things going wrong, changes in Customer needs & expectations and the opportunities presented. Evidence for planning to address Risks & Opportunities will be available from Failure Mode Effect Analyses.	2
c)	*Leadership:* 1) The Acceptability of accountability by Top Management for the effectiveness of QMS.	2
	2) The clarity on the Quality Policy. It is appropriate &compatible with the purpose, context and strategic direction of the Organization.	2
	3) Quality Policy understood and applied within the Organization.	1
	4) The importance of effectively conforming to the QMS requirements communicated across the Organization.	1
	5) The QMS requirements integrated into the organization's processes.	1
	6) Visibility of Top Management engaging, directing & supporting employees in contributing to the effectiveness of QMS.	1
	7) Top Management conveying the culture of QMS data based decision making and intent to continually seek scope for improvement.	1
	8) Top Management ensuring that customer and statutory & regulatory requirements, as applicable, are determined, understood and consistently met.	1
	9) The actions of the Top Management demonstrate focus on enhancing customer satisfaction.	1
	10) The Top Management promoting the use of Process Approach & Risk based thinking.	2
	11) Assignment by Top Management the responsibility and authority for ensuring:	1

	i) Conformance to requirements of QMS Standard.	1
	ii) Delivery of intended process outputs.	1
	iii) Promotion of customer focus throughout.	1
	iv) Integrity of QMS whenever changes are made.	1
	12) Mechanisms to report to Top Management on performance of QMS and opportunities for improvement	2
d)	*Planning:*	
	1) An Existence of an institutionalized practice of Risk Management cycle:-	
	i) Identifying Risks & Opportunities.	1
	ii) Analyzing & prioritizing Risks & Opportunities.	1
	iii) Planning actions to address risk.	1
	iv) Implementing plan.	1
	v) Checking effectiveness of actions.	1
	vi) Learning from experience.	1
	2) Measurable Quality Objectives established for various functions at relevant levels. Are they derived from and consistent with Quality Policy?	2
	3) Quality Objectives communicated to those responsible, measured and monitored for achievement and updated as appropriate.	2
e)	*Support:*	
	1) The infrastructure, resources, environment and manpower required to ensure valid & reliable results planned and made available.	2
	2) Outsourcing requirements planned taking into account capabilities & constraints of internal resources.	2
	3) Measurement traceability required, scheduled calibration maintained for measuring equipment.	2
	4) The calibration carried out at predetermined intervals, traceable to national/	3

	international standards. Is the calibration status of the equipment identified? Are they safeguarded from possible damage/ adjustments?	
	5) The action taken on the immediately preceding results when measuring equipment is found unfit.	2
	6) Managing Organizational knowledge.	2
	7) System of drawing competence matrix based on educational qualification, training & experience for such work that will affect the performance & effectiveness of QMS.	1
	8) People trained, where required, based on Need Analysis.	2
	9) Modes of communication established w.r.t. the matter to be communicated.	2
	10) Are the lists of "documented information" required to be maintained to support the effective execution of processes and "documented information" to be retained evidentially to have confidence that processes were executed as planned determined? While doing so, have the complexity of processes and competence of personnel been taken into consideration?	6
	11) Documented information identified, formatted, reviewed and approved.	3
	12) Availability of document where & when needed and adequately protected.	3
	13) Documents distribution, access, storage, retrieval, period of retention and disposal addressed adequately.	3
	14) The documentation required to be maintained as per ISO 9001:2015 are: i) Information needed to support the operation of its processes **(4.4.2 (a))** ii) Quality Policy **(5.2.2 (a))** iii) Quality objectives **(6.2.1)** iv) Operational planning and control **(8.1 (e))** v) Control of production & service provision **(8.5.1)**	
	15) Minimum documentation to be retained as per ISO 9001:2015 are: i) To have confidence that processes are being carried out as planned **(4.4.2 (b))** ii) Monitoring and measurement of resources **(7.1.5.1 and 7.1.5.2 (a))**	

	iii) Competence **(7.2 (d))** iv) Operational planning and control **(8.1 (e))** v) Review of requirements related to products and services **(8.2.3.2)** vi) Design and development inputs **(8.3.3)** vii) Design and development controls **(8.3.4 (f))** viii) Design and development output **(8.3.5)** ix) Design and development change **(8.3.6)** x) Externally provided processes, products & services **(8.4.1)** xi) Identification & Traceability **(8.5.2)** xii) Property belonging to customers or external parties **(8.5.3)** xiii) Control of changes **(8.5.6)** xiv) Release of products and services **(8.6)** xv) Control of nonconforming process output, products and services **(8.7.2)** xvi) Release of product and services **(8.6)** xvii) Control of nonconforming outputs **(8.7.2)** xviii) Monitoring, measurement, analysis and evaluation **(9.1.1)** xix) Internal audit **(9.2.2 (f))** xx) Management review outputs **(9.3.3)** xxi) Nonconformity &corrective action **(10.2.2)**	
f)	*Operation:* *1) Planning & control:* i) The requirements for products & services determined? Do they include statutory & regulatory requirements.	2

	ii) Criteria for processes and acceptance of products & services.	2
	iii) The resources required to achieve conformity of products & services.	2
	iv) Process controls implemented in accordance with criteria.	2
	v) The outsourced processes controlled.	2
	vi) Communication with customers established in respect of:	2
	aa) Products & services.	
	bb) Enquiries & contracts including changes.	
	cc) Customer feedback including complaints.	
	dd) Handling customer property.	
	ee) Contingency plans when relevant.	
	vii) The ability to meet the requirements ascertained before committing to supply products & services?	2
	viii) Does the review include:	2
	aa) Requirements stated by the customer.	
	bb) Requirements not stated by customer but are necessary, when known.	3
	cc) Requirements specified by the organization.	
	dd) Statutory & regulatory requirements applicable.	
	ee) Contract requirements differing from those previously expressed and their resolution.	
	ix) Are the relevant persons made aware of changed requirements, if any?	2
	2) *Design & Development:*	
	i) When Design & Development of products & services is involved, are the processes, including controls, established, implemented and maintained to ensure provision of products & services?	3

	ii) Are Design inputs adequate, complete and unambiguous?	3
	iii) Are Design reviews conducted to evaluate the ability of Design & Development results to meet requirements?	3
	iv) Is Design verification conducted to ensure outputs meet input requirements?	3
	v) Is Design validation conducted to ensure the products & services meet their intended use?	3
	vi) Do Design outputs specify characteristics essential for intended purpose?	3
	vii) Are the changes made during or subsequent to Design & Development controlled to avoid adverse impact on conformity to requirements?	3
	3) *Control of externally provided processes:*	6
	Are the externally provided processes, products & services controlled such that they do not adversely affect the organization's ability to consistently deliver conforming products & services to its customers? How is it ensured?	
	4) *Production & service provision:*	
	i) Are documentation available to define the characteristics of the products to be produced/services to be provided?	2
	ii) Are monitoring & measurement activities implemented at appropriate stages? Are the resources adequate? Are the persons deployed competent?	2
	iii) Is the ability to achieve planned results validated periodically when the resulting output cannot be verified by measurement?	2
	iv) Are there measures implemented to prevent human error?	2
	v) Are the outputs identified throughout production wrt their inspection status?	2
	vi) When traceability is required, are the outputs uniquely identified?	2
	vii) Are measures in place to identify,verify,protect & safeguard customer's property? Are they reported when lost, damaged or otherwise unsuitable for use?	2
	viii) Are the outputs preserved during production to the extent necessary to ensure conformity to requirements?	2

	ix) Are post-delivery activities determined w. r. t. nature, use & intended life time, customer requirements & feedback, statutory & regulatory requirements and potentially undesirable consequences?	2
	5) *Release of products & services:*	6
	Is it ensured that the product & service requirements have been met before their release? Are the evidence of conformity & the traceability of the person authorizing the release retained?	
	6) *Control of non-conforming outputs:*	
	i) Are non-conforming outputs identified & controlled to prevent their unintended use/delivery?	3
	ii) Is action taken, appropriate to the nature of non-conformity and its effect on conformity of products & services, to correct,segregate,inform the customer or accept under concession?	3
g)	*Performance Evaluation:*	
	i) Is it determined as to what needs to be monitored & measured and when, the methods for monitoring, measurement, analysis & evaluation?	2
	ii) Are the customer's perceptions, of the degree to which their needs & expectations have been fulfilled, monitored?	2
	iii) Are there provisions to analyze & evaluate:	7
	aa) Conformity of products & services.	
	ab) Degree of customer satisfaction.	
	ac) Performance & effectiveness of QMS.	
	ad) Effectiveness of implementation of planning.	
	ae) Effectiveness of actions taken to address risks & opportunities.	
	af) Performance of external providers.	
	ag) Need for improving QMS.	
	iv) Are Internal Audits conducted at planned intervals to assess effective	2

	implementation of QMS?	
	v) Are these Audit programs planned, established, implemented & maintained defining frequency, scope & criteria and the Auditors?	1
	vi) Are the results of audit reported to the management and correction & corrective action taken without delay?	2
	vii) Does the Top Management review the QMS at planned intervals? Does the review take into account: aa) Status of actions from previous reviews. ab) Changes in external & internal issues. ac) Adequacy of resources. ad) Effectiveness of action taken to address risks & opportunities. ae) Opportunities for improvement. af) Trends in customer satisfaction & feedback, extent of meeting quality objectives, process performance, conformity of products & services, non-conformities & corrective action, results of monitoring & measurement, audit results & performance of external providers.	6
	viii) Does the management review result in decisions & actions related to Opportunities for improvement, need for changes to QMS & resource needs?	2

h)	*Improvement:*	
	i) Are opportunities for improvement selected for implementation of action to: aa) enhance customer satisfaction by improving products & services, addressing future needs & expectations. bb) prevent or reduce undesired effects. cc) improve performance & effectiveness of QMS.	6
	ii) Does the organization react to any non-conformity by first correcting it & then deal with consequences?	3
	iii) Is a Root Cause Analysis done and action taken to eliminate the cause?	5
	iv) Is the effectiveness of corrective action reviewed?	3
	v) Are the suitability, adequacy & effectiveness of the QMS continually improved?	3

Total Marks Scored out of 200 in Part I of MQSR =

PART II (PRODUCT SPECIFIC)
MANUFACTURER QUALITY SURVEY REPORT (MQSR)
PRODUCT SPECIFIC TECHNICAL CAPABILITY OF MANUFACTURER

a)	Infrastructure:	
	i) Adequacy of power supply and water resources including stand-by arrangement.	5
	ii) Covered and open space for manufacturing facilities.	5
	iii) Bond rooms commensurate to the type and quantum of stores to be supplied and their security for work in progress/semi-finished/finished product.	5
b)	Manufacturing Plant & Machinery:	
	v) Are essential plant and machinery capable of Consistently manufacturing the product range under consideration to the required specifications available**?**	10
	ii) Are desirable plant and machinery for the product range under consideration available?	5
	iii) Are they adequate to meet product requirement. Give details of process capability index to support assessment.	5
	iv) Are requisite maintenance facilities for in-house plant machinery and test equipment available?	5
c)	Facilities for QA:	
	Are the facilities required for verification/validation of performance by the QA team available?	5
d)	Technical Resources:	
	Where applicable, whether the supplier has adequate technical resources for support service such as preparation of specifications, drawings, user handbooks, technical manual, part lists etc.	5
e)	Manufacturing Process Management:	
	1) Are all manufacturing processes carried out in house? (These include all operations required to be performed on the raw materials, semi-finished/finished components, subassemblies/assemblies for conformity of end product to required applications including packing, marking, handling and storage/delivery).	10

	2) Where subcontracting, if any, is resorted to for processes or components/ subassemblies/assemblies, are they as per laid down norms? Are details of processes outsourced/sub-contracted with the control exercised on the sub-vendor to ensure quality of supplies available? Support the assessment with a specimen QA procedure for a typical item outsourced.	5
	3) Are the capabilities of available processes (including that of sub-contractor) adequate and compatible with the product specific requirements?	5
	4) Whether the supplier has made a realistic assessment of the production capacity for the items for which registration is sought? This may be supported by Flow Charts furnished by the Supplier for each product reflecting the following: i) Raw Materials used their source & the controls exercised. ii) Critical stages/processes & the controls exercised. iii) Time taken for each stage & total time taken for manufacturing a batch including testing.	5
f)	Qualified Tech Manpower: Availability and adequacy on the rolls of the Supplier	10
g)	Quality Control: 1) Availability and adequacy of Tools, Gauges and Measuring/test equipment.	5
	2) Calibration of Tools, Gauges and Measuring/test equipment.	5
	3) System of work order, specification, drawings.	5
	4) Procedures for raw material identification, receipt, issue.	5
	5) Ordering procedure and documentation for bought out items.	5
	6) Inwards inspection procedure and records.	5

	7) Stage and final product inspection procedure and records.	5
	8) Adequacy of Quality Control measures and instructions thereon; are they being appropriately applied for quality improvement where applicable.	5
	9) Mechanism for Corrective and Preventive measures and records thereon.	5
h)	Inspection, Measurement and Test Equipment*:*	
	1) Are essential test equipment available in house as per laid down norms?	5
	2) Are desirable test equipment available as per laid down norms.	5
	3) Where desirable test facilities are not available in house, have alternative arrangements been made and are these adequate. Give brief details.	5
	4) Are calibration procedures available indicating the standards, methods, schedule and responsibility for calibration of test equipment?	5
	5) Are there records to support their effective implementation?	5
	6) Is there a system for identifying and isolating equipment of doubtful nature?	5
j)	General Requirements:	
	1) Is the supplier maintaining record of all supply orders for the item being manufactured?	5
	2) Whether the execution of the supply orders conforms to the delivery schedule.	5
k)	Safety and Environment:	
	1) Lighting and ventilation.	5
	2) Hygiene and sanitation, eco-friendly waste disposal and pollution control.	10
	3) Firefighting arrangements.	5
	4) First aid and medical arrangements.	5
	5) Approach to the supplier’s premises and adequacy of security.	5

Total marks scored out of 200 in Part II of the MQSR =

Note : 1. Full marks are compulsory in respect of sub clauses c(ii), c (iii) & d(i) in Part II of MQSR Full marks given shall be supported by adequate justification.

2. Marks allotted for each sub-clause and total marks for each have been indicated at the end of each clause in sequential order. Following evaluation of norms shall be adopted while allotted marks (example given for total marks of 10, for other marks similar percentage will be adopted).

	Brief response of various sub-clause And clause of MQSR (Part I & II)	**Allotment of marks (on a scale of 10)**
2.1	Completely Adequate.	10
2.2	Comprehensive, however improvement required.	08
2.3	Meets minimum requirement.	05
2.4	Incomplete, inadequate, require correction.	02
2.5	Non-existent, completely inadequate.	00

3. Give brief response for each sub-clause and allot marks opposite each in space indicated. Vague marks should be avoided, it must be clear and precise.

4. In case any clauses sub-clauses are not applicable for any particular type of Supplier or for any discipline, no marks will be allotted for these. Total marks for such clauses will be deducted out of the total of 200 marks of each part to work out the overall percentage of the marks obtained by the Supplier as applicable. Where necessary concerned AHSP to issue suitable instruction on this aspect with copy to all concerned coordinating AsHSP and Dte of PP&T.

5. Mandatory clauses for various categories of firms :-

(a) Design, Development and Production (DDP) firms- All clauses.
(b) Development and production (DP) firms-All clauses expect, Design related points of clause f(2) of Part-I.
(c) Production (P) firms-All clauses except Design and Development clause f(2) of Part-I.

6. Flow process chart and basis of calculation of estimated MPC of product for which registration is sought must be obtained and verified.

Appx 'F'
(*Para* 7(c)(ii))

PART-I – MANUFACTURER REGISTRATION REPORT

(To be filled by the Registration team)
(This Appendix contains four pages)

a) *Composition of the team: Name Designation*

1) Team Leader

2) Member (s) i)

ii)

b) *Name of the manufacturer (with NCAGE)*

c) *Address Tel No. Fax E-mail*

1) Registered office:
2) Factory/Work :

d) *Details of Item/Eqpt for which manufacturer's assessment for registration carried out :*

1) Nomenclature
2) Specification/Drawing No.
3) NSN (DS Cat No/ DCAN if NSN is not available)

e) *Date(s) of visit:*
f) *Type of Registration: - Refer Para 0.6, 1.6, 3.9 3.10*
g) *Comments on Tech Capability/Capacity of the manufacturer for:*

1) Ability to produce specified quality product(s) conforming to available Specification/Drawing

2) Process for Quality Control

3) On Adherence of delivery schedule, if applicable

4) Financial Capacity

5) Ability to Provide literature.

6) Comments on work force.

7) Monthly production capacity of the stores being assessed.

8) Monetary limit & any other relevant information/Monetary limit and registration status with other disciplines.
9) Standard of know-how and adequacy of the production process for the end product.
10) Arrangement for inspection/testing and quality control of products: -
(aa) Adequacy of equipment.
(ab) Application of planned inspection during production.
(ac) Inspection of components/ raw materials procured from subcontractors.
(ad) Evidence of proper work study on possibility of improvement of man power.
(ae) Built-in training programme for improvement of man power.

10) Are Management-Labour relations good?
11) Any labour problems which may hold up production.
12) Is the firm supplying their product to any leading manufacturers or Govt. undertakings/departments? Give details.
13) Potential to carry out research/development as normal feature. If so, percentage of total expenditure on such activities.
14) Is the firm considered capable of undertaking the production/ development order.
15) Is the firm capable of providing relevant paper particulars for AHSP work, i.e. user handbook/workshop manual, parts catalogue/identification list of recommended spares for two …… years maintenance and one overhaul.
16) Past performance for producing quality goods, adhering to delivery schedule, attention to complaints and security consciousness.

h) *Production Capacity per shift of 08 hrs.*

j) ***Manufacturer Registration score****:* Qualification (min 70%) in Part-I of MSQR will be treated as criteria for assessment of Part-II. Accordingly, percentage of marks of Part-II of the MQSR will be worked out based on the total marks of the applicable elements of the product specific aspects. Firm will be graded based on its score in Part-II.

Grading of the manufacturer:

k) *Recommendations of the Registration team:*

1) Manufacturer is RECOMMENDED for Registration for manufacturing following Equipment/stores:

S No.	Nomenclature of the store, NSN, Drg No. for which Assessment carried out	Recommended Monthly Production Capacity (MPC) on single shift	Remarks

2) Items NOT RECOMMENDED for registration along with the reasons.

SIGNATURE OF THE MEMBERS OF REGISTRATION TEAM

Rank and Name *Signature with Date*

1. Team leader

2. Member

3. Member

PART-II

RECOMMENDATION OF THE HEAD OF THE ESTABLISHMENT

1. I having gone through the various documents attached with the MAR form and Registration team's report and agree/do not agree (strike out whichever is not applicable) with the final recommendations of Registration team. The manufacturer M/s……. is recommended/not recommended, for the following:

a) Capable to manufacture the following equipment/stores/items/ software for which registration carried out:

S No.	**Nomenclature of the store for which Assessment carried out**	**NSN**	**Drg No**	**Recommended Monthly Production Capacity (MPC) on single shift**	**Remarks**

2. Monetary Limit (₹ ……Per Year) and Grading of the manufacturer.

3. No. of shifts the manufacture is capable of_____

Signature…….
Name & Designation ……
Date :
Place :

PART III
APPROVAL OF THE HEAD OF RQAE

Accepted/Not Accepted for Registration of M/s ……..

Signature…….
Name & Designation ……

Date :
Place :

Appx 'G'
(Ref to *Para 9.1*)

FIRMS LETTER HEAD

(This Appendix contains one page only)

Reference No. …….

From

M/s ……
……
……

To
Concerned RQAE/Equivalent

APPLICATION FOR RENEWAL OF REGISTRATION OF MANUFACTURER TO DEFENCE

Dear Sir,

Kindly refer to Registration Certificate No. …….dated …….. valid upto …….

2. As per the conditions of the registration, we hereby apply Renewal of our registration. Our NCAGE reference is ……

3. I/We also hereby declare that there is no change in plant & machinery, infrastructure and Financial health against which the firm was originally registered.

4. Latest updated information with related documents is attached as Annexure to this application.

5. The renewal of registration may be done for following items for which we are already registered.

Yours faithfully,

SEAL

Signature of Authorised
Representative
Name with seal

Appx 'H'
(Ref to *Para 19 & 19.1*)

DIRECTORATE GENERAL OF QUALITY ASSURANCE
REGIONAL QUALITY ASSURANCE ESTABLISHMENT ( )
(This Appendix contains two pages)

REGISTRATION/RENEWAL CERTIFICATE

(Tick as applicable)

This is to certify that M/s ……. after assesement of their Manufacturing Capacity/Capability for defence items has been approved for registration vide Registration No
. …… dated ……... for :

a) Manufacturing following equipment/stores/items/software :

S. No.	Nomenclature and details of the store (s) and NSN	MPC per shift	Specifications	Supply order if executed
(Attach a separate sheet as Annexure, if required)				

No. of items for which registered: …….. only
Monetary limit :
Capability of Number of shifts :
Category of Registration : Design, Development & Production/ Development & Production/Production
Grading of manufacturer :
This certificate is valid up to :

b) NCAGE/NCAGE+ Code of Manufacturer is :

c) This certificate is issued subject to conditions indicated overleaf.

Registration Auth.

Date :

Conditions of Registration

1. Please apply for Renewal of registration on the prescribed form 60 days before expiry of this Certificate.

2. In case no application for Renewal is received on the prescribed form (which is available on the online portal or with AsHSP or the nearest RQAE) as stated above, your registration will lapse and the name will be automatically removed from the compendium of approved manufacturers, without any further notice.

3. Changes, if any, in address or constitution of the manufacturer, major machinery/ equipment or technology used for the items registered or renewal of statutory and regulatory certificates should be intimated to the Registration Authority and concerned AsHSP immediately on occurrence. Changes in location/premises of the factory/works will render the registration as invalid.

4. The Approving Authority reserves the right to cancel this Registration certificate at any time during the validity of the Certificate.

5. Validity of the Registration/Renewal certificate will be subject to the validity of the factory license held with the manufacturer.

Appx 'J'
(Ref to Para 21)

COMPENDIUM OF REGISTERED MANUFACTURERS

RQAE (N/S/E/W/C)

ALPHABETICAL LIST OF REGISTERED MANUFACTURERS

Section A

…… DISCIPLINE

Sl No.	Name and Address Manufacturers	NCAGE	Registration No. & Grading	Date	Items / Process	Monthly Production Capacity	Valid upto (Date)
1	2	3	4	5	6	7	8

Section B

PRODUCT-WISE ALPHABETICAL LIST CROSS LINKED WITH SERIAL NUMBER OF REGISTERED FIRMS LISTED IN SECTION A

S. No	Items	Serial Nos of Registered Firms listed in Section A

Appx 'K'
(Ref to Para 21)

Notification No.

Notification Date

Period From…….. To ……

AMENDMENT No. TO COMPENDIUM OF REGISTERED MANUFACTURERS

DISCIPLINE

EDITION

VOLUME

SECTION

……
Details of Amendments

……
Issued by

……..

Registration Authority

Place :
Date :

Appx 'M'
(*Para 22 (d)*)

NORMS FOR PENALISING THE MANUFACTURERS IN CONSIGNEE END REJECTION (CER) WHERE THE MANUFACTURER IS AT FAULT

(This Appendix contains one page only)

1. Banning/Suspending business dealings/removal of manufacturer's name from the compendium are governed by the guidelines given in the Standardised Code for manufacturers and Joint Services Guide on Registration of Manufacturers for Defence, issued by the Ministry/Govt. In order to penalize the manufacturers who have defaulted in supplying sub standard stores, the following norms are to be followed:

a)	CER cases, due to quantity and quality reasons and not involving any financial irregularity/cheating, which are settled within 03 months of reporting of rejection to the manufacturer.	Warning to the manufacturer.
b)	CER cases due to quantity and quality reasons and not involving any financial irregularity/cheating, which are not settled within 03 months of reporting of rejection to the manufacturer.	Removal from the compendium of Registered manufacturers for the item in question.
c)	For second default with respect to quantity and quality of stores without involving any financial irregularities/cheating.	Removal from compendium manufacturers for all items for which the manufacturer is registered.
d)	For repeat default thereafter and incase financial irregularity/cheating is involved.	Tech Dtes/AsHSP to initiate the case & after the approval of DGQA the case to be sent to Dte of P & C for Banning of Business dealing with the manufacturer.

2. The period of removal from compendium for default given at 1(b) will be 01 year and for default given at 1(c) 3 years. All cases, where removal of manufacturers from compendium has been done for reasons mentioned at 1(b) & 1(c) above, will be reviewed after the expiry of the period and these cases will be put up to the competent authority for his approval before the case is revoked and the manufacturer is registered. The details of the manufacturers removed from the compendium of account of 1(b) & 1(c) will also be circulated to all concerned for their information and necessary action.

Appx 'N'
(Refers to Para 24.1)

PROCEDURE FOR
'NCAGE' REGISTRATION ON DOS WEBSITE

1. **Instructions for Obtaining NCAGE**

For online registration and NCAGE allotment, following options are available:-

Method 1 : Through DOS website (Recommended for Speedy action).

Method 2 : Through NSPA website.

Given below are the steps which take you through the process of registration. Please follow procedure given in each of the following steps to complete your registration process.

METHOD 1

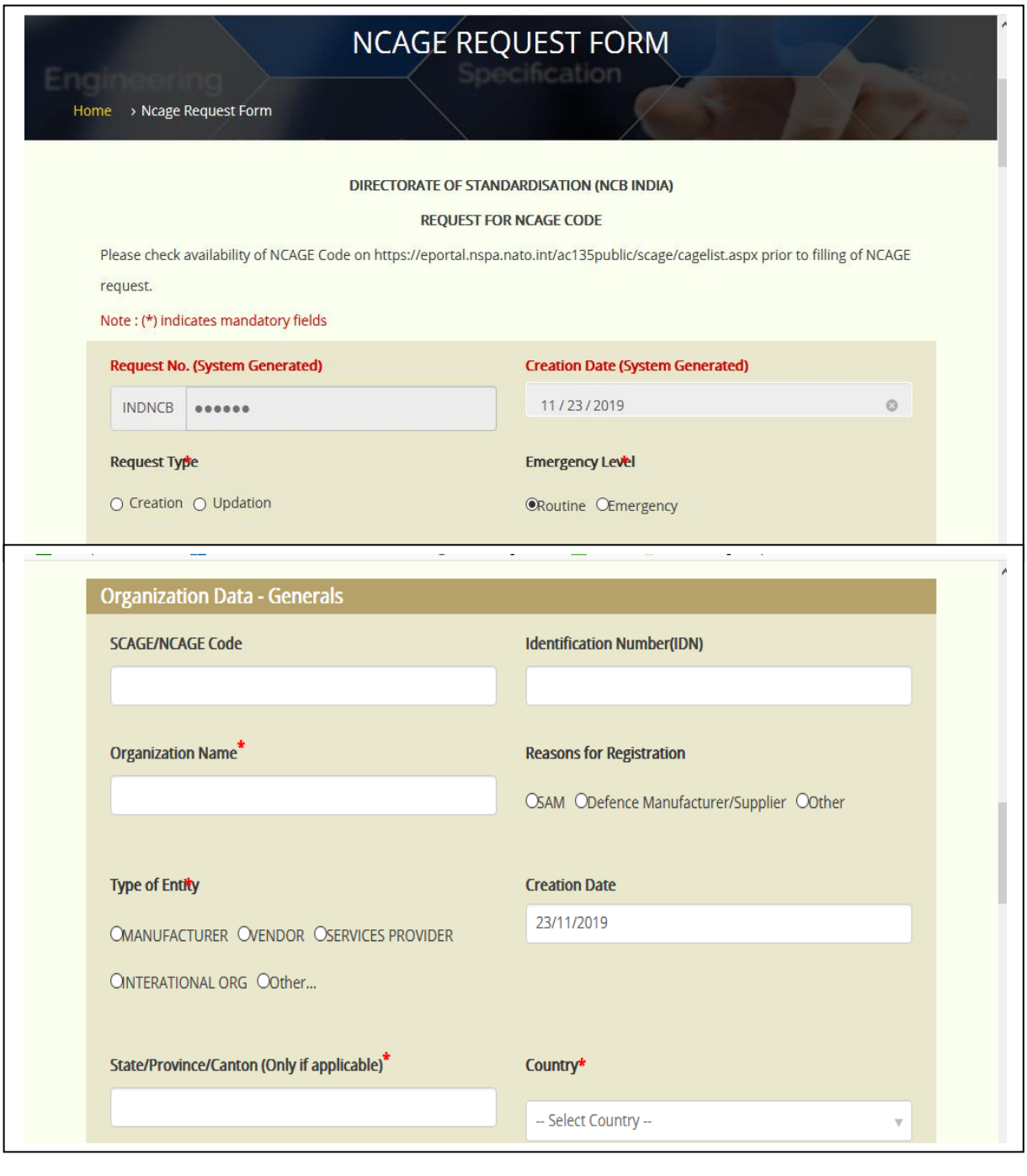
Step 1. Go to the URL https://ddpdos.gov.in/. You will get main page of Directorate of Stanadardisation, Department of Defence Production. Select menu 'NCB INDIA', from drop down go to 'SERVICES' and click on 'NCAGE Online'. A blank NCAGE request form appears.

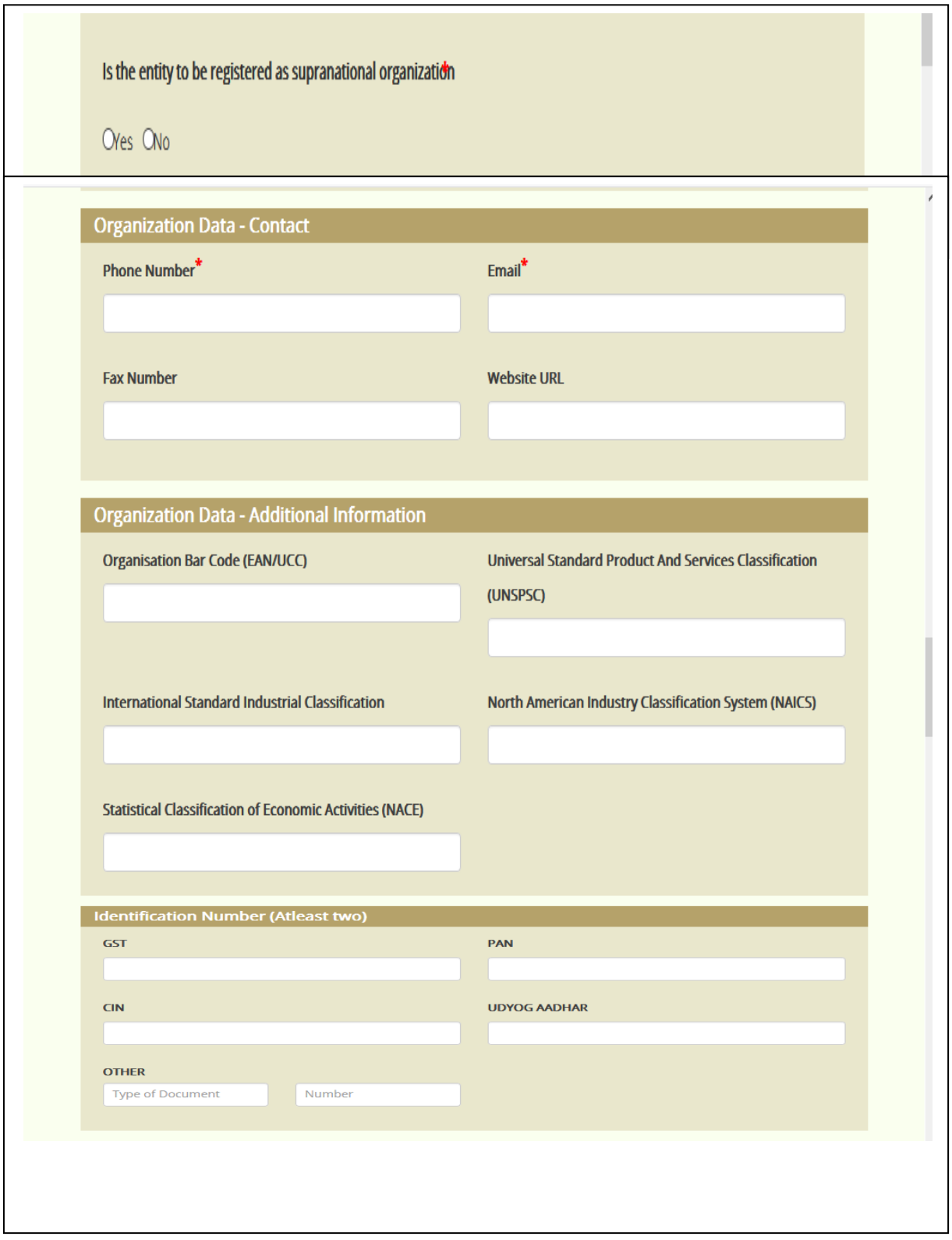
Step 2. Scanned copies (any two) of the following documents required to be kept ready before commencing the registration process:-

- ***GST (if applicable)***
- ***PAN (Mandatory)***
- ***Corporate Identification Number (CIN) (if available)***
- ***Udyog Aadhar (if Available)***
- ***Factory Licence/Electricity/Bank Passbook/Telephone Bill (Address Proof)***

(No proof required for Govt Organisations. Recommendation of Head of Unit/ Organisation is sufficient)

Steps 3. Fill up the request form. Field marked with astrix (*) are mandatory.



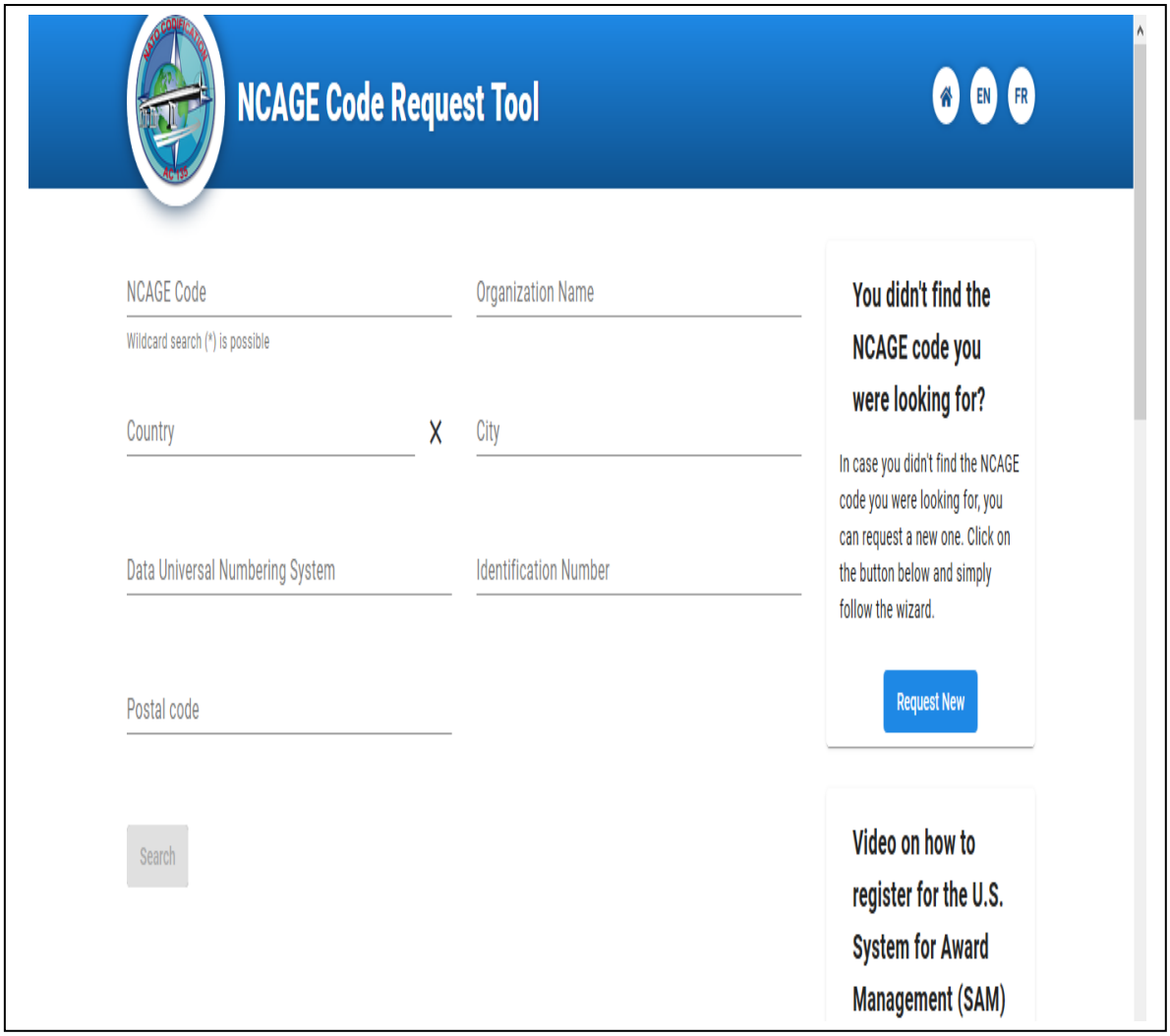

Is the entity to be registered as supranational organization*
Yes No
Organization Data - Contact
Phone Number*
Email*
Fax Number
Website URL
Organization Data - Additional Information
Organisation Bar Code (EAN/UCC)
Universal Standard Product And Services Classification (UNSPSC)
International Standard Industrial Classification
North American Industry Classification System (NAICS)
Statistical Classification of Economic Activities (NACE)
Identification Number (Atleast two)
GST
PAN
CIN
UDYOG AADHAR
OTHER
Type of Document
Number

Step 4. Upload the scanned copies of at least two documents for verification and identification purposes.

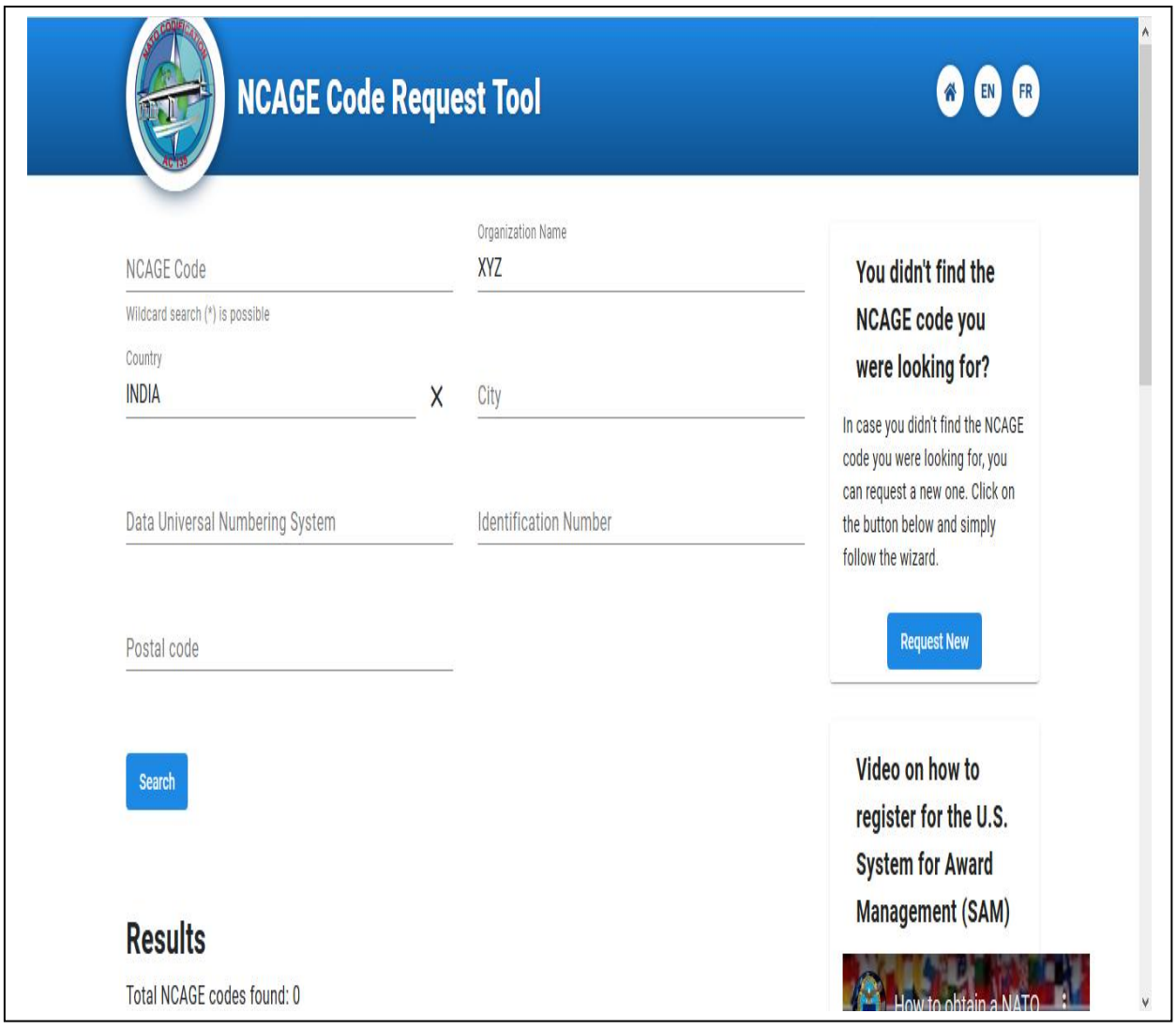
Step 5. Review/Recheck your filled request form and submit. Please note down the Request ID generated for future reference.

METHOD 2

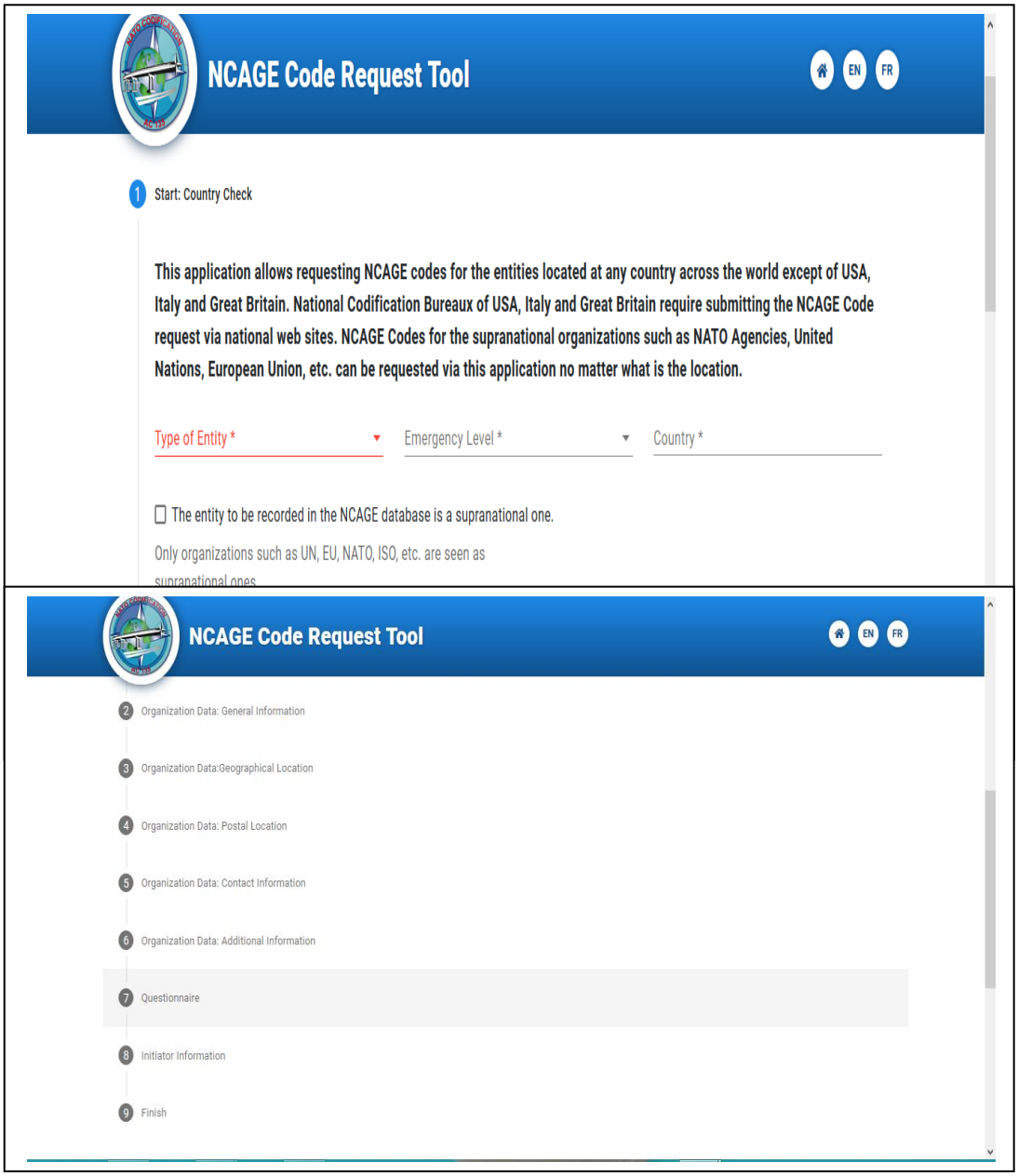
Step 1. Go to the URL - https://eportal.nspa.nato.int/AC135Public/CageTool. A screen below appears.



Step 2. Enter the details of your organization name (Example "XYZ" and enter India in the Country field, after entering the details of Organization name and country. You will see the following screen. If result appears zero (0). A button for "Request New" gets activated on the right side of the page. Click for new request.



Step 3. Fill up the form



Step 4. Review/Recheck your form and submit. Please note down the Request ID generated for future reference.

Point of Contact:-

Email ID – oicncbindia.defstand@gov.in

Phone No. – 011-23043226/222

URLs for the followings:-

For Applying NCAGE Code (Online) - https://ddpdos.gov.in/form/ncage-form
For Applying NCAGE Code (Offline) - https://ddpdos.gov.in/ncb-india/services/ncage-offline