

Designing Forms and Formats for Quality Management System Applied to Industry

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I. ABSTRACT

The author designs the important forms and formats which are used in implementing quality management system as per ISO 9000 series of standards. Forms and formats are used to keep records of the findings resulting from measurements and tests.

II. KEYWORDS

Management Review, Material Inward, Preventive Maintenance, Calibration, Breakdown Maintenance, Purchase Order.

III. PROCEDURE

3.1 Material Inward Register: When the raw materials reach to factory, the details of materials are registered in the material inward register. Format 1 shows the details of it.

FORMAT 1

SR NO	DATE OF RECEIPT	PO NO & DATE	NAME OF VENDOR	CHALLAN NO & DATE	DESCRIPTION OF ITEM	CHALLAN QTY	RECD. QTY	RECD BY BAG/BOX	OK BY QTY	REJ BY QTY	INSP BY	REASON	REMARKS

3.2 Calibration register: Calibration at defined frequency is done to all measuring and test equipments for its accuracy. Format 2 shows the details of the entries.

FORMAT 2

SR NO	INSTRUMENTS	MAKE	INST NO	RANGE	ACCURACY	FREQUENCY	CALIBRATING AGENCY	CAL. DATE	CERT NO	NEXT DUE ON	REMARKS

3.3 Break down maintenance register: When the machine is under break down the following format 3 is followed.

FORMAT 3

Name of Equipment:

Equipment no :

CHECK	POSSIBLE FAULT	ACTION TO BE TAKEN	DATE	OBSERVATION	ACTION TAKEN	SIGN	REMARKS

3.4 Preventive Maintenance Schedule: Preventive maintenance is done such that the machine does not fall under break down. Format 4 is used to keep its record.

FORMAT 4

Preventive maintenance schedule for the year----- (--2013-2014-) -----

SR NO	EQUPT.	APRIL'13	MAY'13	FEB'14	MARCH'14

3.5 Raw material inspection report for material-----:

FORMAT 5A

NAME OF VENDOR	INVOICE NO	INVOICE DATE	LOT SIZE	LOT WEIGHT	DATE OF RECEIPT	DATE OF INSPECTION	TIME OF INSPECTION

FORMAT 5B

STANDARD:

PARAMETER:

SAMPLE NO	OBSERVATION 1	2	3	4	5

SIGNATURE OF MANAGER (TQM)

3.6 Management review meeting:

FORMAT 6

DATE:

TIME:

VENUE:

MEMBER PRESENT:

MAMBER ABSENT:

SR. NO	POINTS DISCUSSED	ACTION BY	TIME	REMARKS

SIGNATURE OF MANAGEMENT REPRESENTATIVE (MR)

3.7 Purchase order: FORMAT 7

COMPANY DETAILS:

PURCHASE ORDER NO:

PO DATE:

TO ----- (VENDOR'S DETAILS)

ATTENTION: ----- (MR X)

Dear Sir,

Ref: Your quotation ref no/ telephonic talk with ----- dtd-----, we are pleased to confirm our order on you for the supply of the following items

SR. NO	DESCRIPTION	QUANTITY	UNIT RATE(RS)	TOTAL(RS)

Please note that the above order is subject to the following Charges/conditions as extra:

1. Excise duty
2. Sales tax
3. Delivery to destination
4. Delivery schedule
5. Transporter's name
6. Freight
7. Inspection/testing
8. Terms of payment
9. Packing specification
10. Other remarks:

Please confirm acceptance of the above order and the terms and conditions stipulated above. Please mention the above PO no in all supplies. If we don't hear from you within one week, we shall assume your acceptance of the same.

IV. CONCLUSION

The above formats may please be modified to suit the requirements of the industry.

V. SCOPE FOR FURTHER STUDY

The author has given seven formats. The reader may find many other formats which he may use in his factory and can include in his paper.

REFERENCES

The author did ISO9000 QMS consultancy services. He developed the formats during his consultancy services for the following industries.

- [1] National Centre for Quality Management - Mumbai 400069
- [2] Excel tubes & cones- Daman
- [3] Vahid paper converter – Daman
- [4] Prompt Engineering Works- Daman
- [5] Alpha lighting system - Daman
- [6] Alpine Electricals mfg ltd – Daman
- [7] K Patel metal industries pvt ltd - Daman