



No: G/MCF/RBL/VIG/PC/Stores/2024/12

Date: 13.06.2025

PCME
MCF/RBL

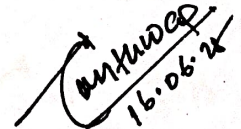
Sub: System Improvements for Strengthening Material Quality and Audit Compliance

Kind attention is invited to certain observations regarding gaps in traceability, documentation, and procedural compliance in the use of the XRF spectrometer. In order to strengthen the existing system and enhance audit preparedness, it is respectfully suggested that

1. A formal procedure or Joint Procedure Order (JPO) for material inspection and audit readiness may be issued with the approval of the competent authority.
2. Material traceability may be ensured by recording relevant details such as Purchase Order numbers and firm names prior to testing.
3. All test results, including repeat and inconsistent readings, may be properly documented for reference and audit purposes.
4. Only calibrated equipment may be used for material testing to maintain accuracy and reliability.
5. If considered appropriate, RCF and ICF may be consulted to establish a standardized system for material testing and record maintenance at MCF.

The action taken in this regard may kindly be intimated to this office.

This has the approval of CVO/MCF.


16.06.25

Dy. CVO/MCF/RBL
For General Manager/Vigilance