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CERTIFICATION PROCESS FOR UAS

1. Objective

The objective of this document is to prescribe the certification process which will be followed by NRFMTTI, Hisar when evaluating Manufacturers, importers and assemblers of UAS (hereinafter termed as Manufacturers) against applicable requirements defined in the Certification Scheme (CS) Certification Criteria for Unmanned Aircraft Systems (UAS), to come to a reliable certification decision with respect to air worthiness (safety and security) of the UAS and permission to fly / operate (NPNT and maintain certification. This document thereby aims to reduce the level of subjectivity, promote uniformity in certification process.

2. Scope

This Certification Process is applicable to particular make and models of UAS being manufactured by indigenous manufacturers and importers of UAS in India. For the purpose of ease both manufacturers, and importers are being termed as manufacturer under this UAS certification Scheme.

Civil UAS is categorized in accordance with Max. All-Up-Weight (including payload) as indicated below:

1. Nano: Less than or equal to 250 grams (intended to operate above 50 feet AGL or in controlled airspace)
2. Micro: Greater than 250 grams and less than or equal to 2 kg.
3. Small: Greater than 2 kg and less than or equal to 25 kg.
4. Medium: Greater than 25 kg and less than or equal to 150 kg;
5. Large: Greater than 150 kg

For the time being this certification is available for Categories of Nano (intended to operate above 50 feet AGL or in controlled airspace), Micro, Small and Medium of UAS.

This document specifies the requirements and procedures to be followed by the manufacturers in India seeking and thereafter maintaining certification of the UAS and the NRFMTTI, Hisar to evaluate the UAS in order to establish conformity to applicable certification requirements as per the CS Certification Criteria for UAS.

3. Certification Process

The flow diagram of certification process is given below:

Certification Process

The Scheme is based on **Type 1A** for **Type Testing** as per 17067:2012



3.1 Application for certification

Any Individual Manufacturers of UAS (hereafter called an applicant) can apply for certification of UAS specifying the specific scope of certification to NRFMTTI, Hisar.

NRFMTTI, Hisar will maintain and make publicly available accurate up-to-date information describing the evaluation and certification procedures for granting, maintaining, extending, renewing, reducing, suspending or withdrawing certification under the CS for UAS. The information will include:

- a) Reference to the CS Certification Criteria for which certification services are being offered,
- b) Procedure for obtaining Certification
- c) Application form
- d) List of documents required to be submitted along with the application
- e) Information on fee for application, initial certification and continuing certification
- f) Documents describing the rights and duties of certified clients,
- g) Rules for use of Certification mark, and
- h) Information on procedures for handling complaints and appeals.

The application form will contain the information like scope of certification sought by the applicant with details of manufacturer's name, UAS Model No. Description, RPA details, power plant details, equipment details, remote pilot station, C2 Link, and performance details. A typical application form is at annexure A. An Applicant in one application can apply for more than one model. However, each model will be evaluated for compliance to all applicable requirements of the UAS certification criteria. Moreover, the applicant will submit the following:

- a) Documents confirming the Indian legal entity of the manufacturer.
- b) Documents relating to authorizations and permissions required as per DGCA Regulations.
- c) Documents related to the ETA certificate for wireless equipment from Department of Telecommunication, GoI.
- d) The manufacturer of UAS should obtain Equipment Type Approval (ETA) from (Wireless Planning & Coordination Wing (WPC), Department of Telecommunication that UAS is working in de-licensed frequency band(s). Such approval shall be valid for a particular make and model of UAS.
- e) Documents

- a) Detailed drawings
 - b) Design appraisal
 - c) Analysis Reports and Test reports (Ground / Flight)
 - d) RPA Flight Manual / RPA logbook/ manufacturers operating manual
 - e) Maintenance manual
 - f) Maintenance inspection schedule
 - g) Other relevant reports
- f) Any information considered essential for determining auditor competence and estimation of auditor man-days.
- g) Information about any judicial proceedings relating to its operations, any proceedings by any Regulatory body or suspension/cancellation/withdrawal of any relevant approvals/certifications under any Regulations or otherwise.
4. The above information along with the application format will also be made available on the website of NRFMTTI, Hisar (<http://nrfmtti.gov.in>)

The applicant shall apply on the Application form prescribed by the NRFMTTI, Hisar, along with supporting documents as identified in the Application Form to NRFMTTI, Hisar.

NRFMTTI, Hisar will respond to all enquiries received from applicants for certification with complete information for facilitating a registration of an applicant, within seven working days of receipt of the query.

The prospective applicant manufacturer shall declare whether it has been an applicant/certified under this Scheme with or by any other CB, and if yes then shall provide the previous audit reports to NRFMTTI, Hisar (new CB). NRFMTTI, Hisar (new CB) may verify the information provided by contacting the previous CB.

Certification is granted only against the current relevant CS certification criteria for UAS. NRFMTTI, Hisar will review all applications for the above and ensure the same.

3.2 Application Review

All applications for certification shall be reviewed by NRFMTTI, Hisar for adequacy, and deficiencies observed, if any, shall be informed to applicant within seven days of receipt of application. Review of applications shall be done by competent and authorized person for ensuring the following;

- a) the information about the manufacturer, facilities, UAS details such as models/payloads, scope of certification is sufficient for the conduct of the application review and the subsequent certification process;
- b) any known difference in understanding between the certification body and the applicant is resolved, including agreement regarding certification criteria;
- c) the scope of certification sought is defined;
- d) the means are available to perform all evaluation activities;
- e) the certification body has the competence and capability to perform the certification activity.
- f) To determine the time required for conduct of the on-site evaluation (single stage initial evaluation and renewal evaluation) depending upon the number of model and payloads applied for by the applicant. The basis for ascertain the duration of Initial valuation as well

as the renewal evaluation shall be the same.

- g) To determine and nominate an evaluation team, evaluator and the technical reviewer competent for the certification scope applied for. This will be done in accordance with the requirements specified in the CS document "Certification Body Requirements". Records of review will be maintained.

Additionally, the review of application will also ensure the following:

- a) the availability of the applicable CS Certification Criteria in the English language.
- b) the means are available to perform the certification activity;
- c) examination of the licences issued by the regulatory body. The applicants shall have a valid authorization/ licences to undertake their business operations, as applicable.
- d) that applications are for a single Manufacturers only.

Based on the review of applications for certification, deficiencies observed, if any, will be informed to applicant within a reasonable time. Records of review will be maintained. In case the information about the applicant and the UAS to be certified, as provided by the applicant, is not complete/sufficient for the purpose of conducting an application review then NRFMTTI, Hisar will seek additional information. The information thus received will be recorded along with other information already received.

Only applications found to be completely filled and supported with all documents sought will be accepted and registered in order of receipt with a unique registration number, acknowledged and communicated to the applicant, and records maintained. NRFMTTI, Hisar will ensure traceability from the point of acceptance of the application until the issuance of certificate.

Antecedents of applicants will be verified. If penalized under the law, the application from the same manufacturers will not be entertained during the period of penalty and in any case for at least one year from the date of imposition of penalty.

Applications from manufacturers(s) who have earlier either misused the Certification or the certification mark, or whose earlier Certificate was cancelled because of violation of terms and conditions/misuse of certification mark shall not be entertained within six months of cancellation of the certificate by NRFMTTI, Hisar.

Applications from manufacturers(s) found to be misusing the Certification/certification Mark while their application is being processed for grant of certificate, shall not be processed any further, and rejected after giving a due notice of 15 days. Fresh applications shall be processed like a fresh applicant.

Requests for grant of certificates from ex-applicants shall be processed like a fresh applicant and the entire procedure for grant of certificate be adhered to.

NRFMTTI, Hisar will clearly identify the responsibilities and adhere to the internal time lines as prescribed by QCI for responding to enquiries from prospective applicants, applicants, application review and feedback to manufacturer's as well for registration of application and these will be reasonable as per the activities involved in the relevant process step.

NRFMTTI, Hisar will reject or close an application under the following conditions;

- a) If Initial Evaluation is not carried out within two months of registration of application;
- b) Misuse of Certification/certification mark,

- c) Adverse incident reporting,
- d) Evidence of malpractice and
- e) Voluntary withdrawal of application.

3.3 Preparation and Planning for Initial Evaluation

Prior to undertaking the site visit, NRFMTTI, Hisar, through the members of its nominated team will undertake certain offsite activities as part of preparation and planning stage. These are:

- a) Study of all the information received and request for additional information, if required.
- b) Examination of the receipt of authorisation or permission by the regulatory body (DGCA) for obtaining certification of UAS as per the scheme and other information contained therein.
- c) Based on the scope of certification applied identify the applicable certification criteria requirements
- d) Prepare an initial evaluation plan for stage 1 and stage 2 evaluation.

3.4 Initial evaluation

The initial evaluation will be conducted on site in two stages namely stage 1- document review and stage 2 – onsite evaluation and flight testing of UAS for new applicants or renewal of certified manufacturer. The duration of stage 1 and stage 2 including flight testing of initial evaluation of new applicants or certified manufacturer requesting for renewal, will be the same for every model of UAS covered in the scope of certification. This will not include time spent for travelling.

Evaluation time - The minimum evaluation time is established for the evaluation of one model of UAS. The minimum on-site time for initial certification time includes stage 1 and stage 2 but does not include the time for preparation of the evaluation nor for writing the evaluation report, or time spent for travelling.

The minimum duration of a stage 1 evaluation for one model of UAS will be 4 man days and maximum will not exceed 6 man days, while that for stage 2 will be for a minimum of 6 man days and not exceed 8 man days.

The number of evaluators per evaluation day will take into consideration the effectiveness of the evaluation, the resources of the manufacturer being evaluated as well as the resources of NRFMTTI, Hisar. Where additional meetings are necessary, e.g. review meetings, coordination, evaluation team briefing, an increase in evaluation time may be required.

Other factors may necessitate increasing the minimum evaluation time (e.g. number of models of UAS, in-house laboratory testing, need for a translator).

All evaluations (initial evaluation (stage 1 and stage 2) and renewal of certification) will evaluate all the requirements of CS UAS certification criteria applicable to the model(s) of UAS covered in the scope of certification.

Timings and date of Initial evaluation will be fixed in consultation with the applicant, ensuring that the complete evaluation including the flight test be carried out. The duration and the evaluation plan for Initial evaluation will be informed in advance to the applicant.

NRFMTTI, Hisar will communicate the composition of the team along with their respective curriculum vitae to the applicant for verifying any conflict of interest and any objections to the team composition by the applicant will be examined by NRFMTTI, Hisar on merit. If required by the applicant sufficient background information in respect of the evaluation team members

will be provided for this purpose. Any objections to the team by the applicant will be examined on merit.

4. Evaluation Process

4.1 Initial Evaluation

Initial site evaluation - The site visit will cover review of records (Stage 1) and on-site testing, flight testing and laboratory testing (stage 2). If required, witnessing of testing and flight test will be carried out, hence forth shall be called as on-site evaluation.

Initial evaluation will be carried out by a competent evaluation team in two stages. Both the Stage 1 and Stage 2 evaluation shall be combined evaluation.

The information gathered during stage 1 evaluation will be used for making adjustment in evaluation time and/or audit team competence for stage 2 evaluation, as necessary.

Timings and date of Initial site evaluation will be fixed in consultation with the applicant ensuring that all the activities related to the applicable certification criteria are carried out.

The evaluation plan covering the relevant evaluation objectives will be prepared and communicated to the applicant well in advance.

Stage 1 Evaluation - The Objectives of stage 1 evaluation will be:

- a) To review the documents and records submitted by the applicant, for each of the model applied for compliance to the applicable requirements of the UAS certification criteria.
- b) To review and revise, if required an evaluation plan for stage 2 evaluation.

Deficiencies (non-conformities) observed with respect to the certification criteria during the Stage 1 should indicate non-compliance with respect to applicable requirements of the UAS certification criteria. No further categorisation of deficiencies/non-conformities is done.

In case of any non-compliance with respect to a particular model is observed, NRFMTTI, Hisar will require from the applicant to submit a set of documents and records to indicate the compliance as per the applicable clause with fresh sample, as applicable for the relevant model/payload.

The evaluation team will prepare a report highlighting the level of compliance for each of the applicable requirements for every model as per the scope of certification including the deficiencies. As and when the deficiency is observed, a recommendation will be made for holding the certification until a reasonable time so that the applicant may submit the compliant records, documents and equipment as may be the case. On completion of the stipulated time, a recommendation will be made for the discontinuation of the certification process and closure of the certification.

Stage 2 Evaluation

The Stage 2 evaluation NRFMTTI, Hisar will take place only when all the applicable requirements of the UAS certification criteria have been evaluated in stage 1 and compliance to requirements observed and no deficiencies (non-conformities) have been observed.

The objective of the stage 2 evaluation will be:

- a) The stage 2 evaluation will cover on-site testing, flight testing and laboratory testing for each of the models of UAS applied for in the scope of application. Witnessing of testing and flight test will be carried out as part of the stage 2 evaluation.
- b) Software and firmware will be evaluated for safety and security requirements in an Government approved/NABL accredited laboratory for the scope. To enable this, necessary information relating to architecture, design and source code and other information to enable their evaluation will be collected from the applicant. On the basis of the satisfactory reporting, the evaluation team will validate the same on-site at the applicant's site for compliance. When access to the Govt. approved lab/NABL labs are in a distant location, the testing being conducted by the applicant onsite will be witnessed by evaluation team of NRFMTTI, Hisar.
- c) The test flight being conducted by the manufacturer at an approved site, will be witnessed by the evaluation team for compliance. The manufacturer should download the flight logs and necessary information on completion of the flight test. On completion of the test flight the evaluation team will obtain, the flight logs and the necessary information downloaded by the manufacturer for verification. NRFMTTI, Hisar team will collect the flight logs and other information for validation/verification downloaded and provided to them by the manufacturer.

Deficiencies (non-conformities) observed with respect to the certification criteria during the Stage 2 will indicate non-compliance with respect to applicable requirements of the UAS certification criteria. As and when the deficiency is observed, a recommendation will be made for holding the certification until a reasonable time so that the applicant may submit the compliant records, documents and equipment as may be the case. On completion of the stipulated time, a recommendation will be made for the discontinuation of the certification process and closure of the certification.

In case of any non-compliance with respect to a particular model is observed, NRFMTTI, Hisar, will recommend for holding the certification until a reasonable time so that the applicant may submit the compliant records, documents and equipment as may be the case. On completion of the stipulated time, a recommendation will be made for the discontinuation of the certification process and closure of the certification.

The evaluation report – The evaluation reports for stage 1 and stage 2 will clearly provide evidence and conclusions about the fulfilment of the evaluation objectives as described above and will contain sufficient detailed information regarding conformity with all the relevant certification requirements, including the Certification Criteria for each model singularly. NRFMTTI, Hisar will develop appropriate report format(s) and report writing guidance document to ensure that the report provides, adequate and complete details for ensuring appropriate, evaluation, review and decision in respect of grant of certification.

4.2 Independent testing of samples

Software and firmware will be evaluated for safety and security requirements in an Government approved/NABL accredited laboratory for the scope. To enable this, necessary information relating to architecture, design and source code and other information to enable

their evaluation will be collected from the applicant. On the basis of the satisfactory reporting, the evaluation team will validate the same on-site at the applicant's site for compliance.

When the Government. approved lab/NABL labs located at a distant location are difficult to access, the testing being conducted by the applicant onsite will be witnessed by the evaluation team of NRFMTTI, Hisar.

When the testing being conducted by the applicant onsite is witnessed by the evaluation team of NRFMTTI, Hisar, this would be considered as independent testing.

All test witnessed (ground/test flight) conducted by the applicant will be considered as equivalent to independent testing of UAS models.

The UAS submitted to lab by the manufacturer may not exceed 3. In case, the NRFMTTI, Hisar requires additional UAS, the same will be requested with proper justification with adequate advance notice.

4.3 Final Evaluation

The purpose of this process step is to conduct an evaluation of all the information gathered through the process steps of Stage 1 and stage 2 evaluation and the results of independent testing:

- a) to ascertain if all the process steps as described in the certification process leading to grant of certificate have been fulfilled,
- b) to confirm that the UAS model applied for as per scope of application complies with requirements described in the relevant certification criteria.

The final evaluation will ensure compliance to the certification requirement and any other requirements prescribed by the Certification Body, and no non-conformances observed.

Based on the evaluation as above, recommendations for proceeding to next step (independent review and decision making) will be made. In case the evaluation indicates that some requirements of the certification criteria or the certification scheme have not been met and then these need to be completed and evaluated before proceeding to the next step.

The final evaluation will be carried out by competent personnel, duly authorised for this function. The team leader designated for the conduct of Initial Evaluation can also be authorised for this activity.

Records of final evaluation along with all supporting documents and reports will be retained at least for the period of two certification cycles i.e. 10 years or until the UAS is in service, whichever is later.

4.4 Review

An independent review shall be carried out by person(s) or a committee having the relevant competence, duly authorised for this purpose. The responsibility for review function, shall however be that of the certification body. Review and certification decision may be

completed concurrently by the same person(s) or committee.

The Criteria for review shall be documented. It shall be based on the UAS requirements for each of the model for which certification is sought as specified in Certification Criteria and the certification scheme and process requirements as stated in this document.

Any information on which a review and decision is based which comes from any source other than the evaluation process, for example complaints, adverse incident reporting, information received from regulators (like DGCA), etc., shall be made known to the applicant along with information on the evaluation process.

The records of review shall be retained and shall provide adequate confidence that all relevant aspects were examined prior to making recommendations.

The recommendation for certification decisions, whether positive or negative will be justified and document the basis for the same.

4.5 Certification Decision

Certification decision will be the sole responsibility of NRFMTTI, Hisar and the decision will be taken by competent person(s) for the job, provided they have not been involved in the process of evaluation of the UAS of this applicant.

The person(s), who will take the decision on granting/withdrawing certification will be competent to evaluate the information obtained from the evaluation process and the review recommendations. Review and the certification decision will be completed concurrently by the same person(s).

NRFMTTI, Hisar will grant certification for the models of UAS applied for the Scope of certification after ensuring complete compliance to the Certification Criteria, certification scheme and certification process requirements and no non-conformance exists. There will be no conditional grant of certification of UAS.

Impartiality and absence of conflict of interest will be ensured before entrusting the task of certification decision making.

In case, based on the evaluation NRFMTTI, Hisar decides, not to grant certification for any or all models of UAS applied for, it will notify the applicant of a decision. Models for which certification has not been granted along with reasons for the decisions will be communicated to the applicant. If the applicant expresses interest in continuing the certification process, NRFMTTI, Hisar can resume the process for evaluation from the process as described from clause 4.4 (Section 4: Certification Process for Remotely Piloted Aircraft Systems (RPAS) Refer: <https://qcin.org/RPAS>) onwards.

4.6 Certification Documentation

For UAS certification which is based on Type 1 A as per 17067:2012, one or more samples of the each of the model of the UAS are subjected to the determination activities (please refer annexure B). A certificate of conformity or other statement of conformity (e.g. a

letter) will be issued for the UAS model, the characteristics of which are detailed in the certificate or a document referred to in the certificate. Subsequent production items are not covered by the NRFMTTI, Hisar attestation of conformity.

On grant of certification, NRFMTTI, Hisar will inform the applicant and issue a Certificate/certificate of conformity or other statement of conformity (e.g. a letter), uniquely identified, which should include the following information:

- a) Complete name and address of certification body i.e., NRFMTTI, Hisar
- b) the name and address of the applicant
- c) the certification criteria against which the certification has been awarded reference to the certification criteria document shall include issue number and/or revision, used for evaluation of the applicant.
- d) the scope of certification shall include category, model and compatible payload(s) of UAS, along with their intended use/application for each of the model including and the date from which valid categories certified:
- e) the effective date (the date on which certification is granted, which shall not precede the date on which the certification decision was completed) and the expiry date of certification. The date of granting, shall also include date of extending or renewing the certification, if applicable.
- f) the expiry date or recertification due date consistent with the recertification cycle.
- g) The maximum validity period of the certificate will be 5 years from the date of decision to grant the certification.
- h) Any other information required by the certification criteria used for certification.
- i) In the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.
- j) The formal certification documentation shall include the signature of the individual(s) of the certification body i.e., NRFMTTI, Hisar assigned such responsibility.

Formal certification documentation shall only be issued after, or concurrent with, the following:

- a) the decision to grant or extend the scope of certification has been made;
- b) certification requirements have been fulfilled;
- c) the certification agreement has been completed/signed.
- d) the agreement with QCI, the Scheme Owner, on use of certification mark has been completed, signed and submitted by the certified manufacturer to QCI through the certification body.

Directory of certified Manufacturer

NRFMTTI, Hisar will maintain and make publicly available on its website, directory of valid certifications that as a minimum will show the name, relevant certification criteria (normative document), scope and geographical location (e.g. city and country) for each certified UAS manufacturer and validity of certification.

The information maintained by NRFMTTI, Hisar on its website shall also help the user to get readily the following information about the certified UAS:

- a) shall include the UAS model and certified payload(s) for intended use,
- b) the standard(s) and other normative document(s) to which conformity has been certified;
- c) name of the certified manufacturer, along with details such as address

NRFMTTI, Hisar will also display suitably on its website the names of certified manufacturer

under suspension and those whose certificates have been cancelled.

Apart from the information made available on its website NRFMTTI, Hisar also has a provision and system for confirming validity of a certificate on request.

NRFMTTI, Hisar will frequently update the information on its website.

4.7 Suspension and Withdrawal of certification

NRFMTTI, Hisar will suspend the certification when:

- a) a non-certified UAS model is marketed as a certified model;
- b) adverse event/incident reporting and or complaints are received
- c) failure of any model of UAS to comply to the certification requirements at the time of renewal
- d) the certified client has voluntarily requested a suspension or withdrawal.
- e) Any other administrative reason like non-payment of fee etc.

NRFMTTI, Hisar will issue due notice of at least one week for suspension of certification to the certified manufacturer.

The certified manufacturer will be informed that the certification has been suspended (for partial or complete for a particular scope of certification) and while under suspension, the certified manufacturer system certification is temporarily invalid. The certified manufacturer will be advised to suspend operation of certification (partial or full scope of certification) and not to make any misleading claims during the period of suspension and will advise relevant existing and potential purchasers regarding the status of certification, and ceases to use the certification mark that may be used in publicity material, pamphlet, letterheads, other similar stationary, media for exchange of any communication, for promoting the awareness of the scheme since the date of notification of suspension.

On receipt of instructions for suspension of certification, the certified manufacturer shall suspend using the UAS certification mark on that may be used in publicity material, pamphlet, letterheads, other similar stationary, media for exchange of any communication, for promoting the awareness of the scheme with immediate effect and proceed for the reduction of Scope. If desirous, the manufacturer shall apply afresh for the models that have been removed from the scope of certification.

NRFMTTI, Hisar will ensure that the certified manufacturer has procedures in place to ensure that a non-certified UAS model, shown as to be a certified UAS model shall be recalled.

While under suspension, NRFMTTI, Hisar will ensure that despatches of certified UAS models are withheld.

The information about the suspension and withdrawal of certification will be made publicly available by NRFMTTI, Hisar on its website.

NRFMTTI, Hisar will revoke suspension only in case if it is due to administrative reasons, the same will be revoked when the manufacturer has taken suitable action which have been verified and found suitable by NRFMTTI, Hisar.

Suspension shall not exceed a period of six months. The certified manufacturer's inability to resolve issues related to reasons for administrative reasons to suspension within this period

shall lead to cancellation of certification.

NRFMTTI, Hisar will withdraw the certificate at the request of the certified manufacturer/applicant, if the production in the certified manufacturer's premises can no longer be carried due to reasons of natural calamities such as flood, fire, earthquake etc, lock out declared by the management, or closure of business operations etc.

4.8 Renewal of certification

The certification will be renewed at the expiry of 5 years validity period. However, the renewal process and the renewal of certification decision shall be taken on or before the certificate expiration date. In order to achieve the same, the NRFMTTI, Hisar will send the Renewal notice to the certified units at least four months prior to expiry of certificate validity period.

The certified manufacturer will apply for renewal in the prescribed format along with fee, prescribed by NRFMTTI, Hisar at least 3 months before expiry of the certification. NRFMTTI, Hisar will process the application and issue the renewal prior to expiry of the certificate.

In case, the applicant doesn't follow the defined timelines, as a result of which the certificate expires, the same may be considered as suspension of the certificate.

NRFMTTI, Hisar will conduct an onsite evaluation for renewal like that for an initial certification conducted to evaluate the continued fulfillment of all of the requirements of the CS for UAS. All process steps from application to certification decision and issuance of certification documentation will be undertaken. The renewal will be conducted under the same certificate number such that it is traceable to the previous certification cycle.

NRFMTTI, Hisar will review the performance of the certified manufacturer that has sought renewal of the Certificate, with respect to compliance to certification criteria during the entire certification cycle, prior to a decision on the renewal of the certificate. The review will essentially be based on the following:

- a) Renewal evaluation reports for the evaluations carried out during the certification cycle.
- b) Any suspension of certificate (partial and full) during the previous validity period;
- c) corrective actions for suspension on account of administrative reasons taken
- d) complaints and adverse incident reporting, if any received,
- e) Adverse information from stakeholders and regulators, if any.

The review will be conducted by competent person (s) designated for the job.

The decision for renewal of certificate will be taken by the competent personnel authorised for the same, based on the satisfactory performance of the certified manufacturer as revealed through the review process.

NRFMTTI, Hisar will not renew certification with conditions for compliance to be verified subsequently. No conditional renewal of certification will be granted.

When performance of the certified unit is not satisfactory, NRFMTTI, Hisar will withhold the renewal of the certificate and proceed for cancellation.

The renewal shall be effected from the date of the expiry of the previous certificate and the intervening period will be treated as period of suspension and clearly stated on the Certificate. The certified manufacturer will not claim certification or use the Certification Mark during this period.

In case the certified manufacturer does not complete the administrative requirements satisfactorily actions within three months, the certificate will stand expired from the date of expiry of previous validity.

When a certificate is not renewed, it will expire at the end of validity period.

4.9 Cancellation

NRFMTTI, Hisar will cancel the certificate when;

- a) Certified unit contravenes the terms and conditions of certification and provisions of CS for UAS Scheme;
- b) UAS Models failed to comply to the certification criteria.

NRFMTTI, Hisar will cancel the certificate at the request of the certified manufacturer/applicant, if the production in the certified manufacturer's premises can no longer be carried due to reasons of natural calamities such as flood, fire, earthquake etc, lock out declared by the management, or closure of business operations etc.

4.10 Changes affecting certification

When the certification scheme introduces new or revised requirements both in CS for UAS, CS Certification Criteria and Certification Process requirements that affect the applicants and the certified manufacturer, NRFMTTI, Hisar will ensure these changes are communicated to them.

NRFMTTI, Hisar will advise the applicant and the certified manufacturer as relevant to apply for certification limited to delta compliance which will be processed accordingly. Delta Compliance covers specific type test schedule which will take care of all the aspects including safety and security of the equipment pertaining to the requested changes.

The contractual agreement with the manufacturer certified under this Scheme will have clearly defined clause which will make it mandatory for the applicant/certified manufacturer to submit an application for certification to verify delta compliance necessitated due to changes in the certification criteria and certification process requirement.

The certified manufacturer will be bound by the certification agreement to inform NRFMTTI, Hisar about changes initiated in the UAS module by the certified manufacturer.

4.11 Change of Ownership/Name and change of location

In case of change of ownership, name and on change of location NRFMTTI, Hisar will advise the certified manufacturer (UAS model/payload) to submit a review application NRFMTTI, Hisar for review of the certification criteria.

4.12 Extension of scope

When the certified manufacturer request for extension of scope of certification already granted, NRFMTTI, Hisar will, obtain this request on a prescribed application form for the purpose for obtaining information on the additional scope of certification along with the necessary documentation and records as are being sought for initial application.

The process of extension of scope will undergo the same steps from receiving of an application to the decision making as in the case of initial certification.

The extension of scope will be clearly mentioned in the certificate document/conformity assessment along with its date of inclusion of the UAS model for avoiding any misrepresentation or misinterpretation. Irrespective of the date of inclusion, the validity of the Certificate shall remain unchanged.

5. Certification Fees

NRFMTTI, Hisar will charge fee to the applicant / certified manufacturer in a non-discriminatory manner.

The fee structure of NRFMTTI, Hisar will be publicly accessible and will also be provided on request.

NRFMTTI, Hisar will notify and obtain consent to its fee structure from the certified manufacturer prior to grant of certification. As and when the fee undergoes a change, the same will be communicated to all including applicants and the certified manufacturer operating under this scheme of certification for their acceptance.

6. Client Records

NRFMTTI, Hisar will have a documented policy and documented procedures in respect of the retention of records to demonstrate that all certification process requirements have been effectively fulfilled.

The certification related records will be retained for two certification cycles i.e. 10 years or until the UAS is in service, whichever is later. If required by law or any regulation relevant to the UAS certified, the records will be retained for longer period in accordance with the relevant regulation.

NRFMTTI, Hisar will keep records confidential. Records shall be transported, transmitted and transferred in a way that ensures confidentiality is maintained.

The certification records will include records for all certified manufacturer, including all applicants evaluated, certified, or certifications suspended or withdrawn. The records of certification of manufacturers will include the following:

- a) Application information and results of application review and evaluation man-days estimation;
- b) Evaluation planning and preparation records, evaluation plans and other related records;
- c) Justification for evaluation time determination
- d) Records of evaluation reports and related records;
- e) Initial and final evaluation records, records of verification;

- f) Records of review and certification decisions; committee deliberations and decisions, if applicable;
- g) Certification agreement;
- h) Certification Documentation (certificate, etc.), including scope of certification;
- i) Records of complaints and appeals, and any subsequent correction or corrective actions;
- j) Related records necessary to establish the credibility of the certification, such as evidence of the competence of auditors, technical experts, review personnel, and decision makers, etc. as relevant;
- k) Any other records as relevant to the certification process, in order to provide confidence that the certification scheme requirements were complied with.