



TQ Cert Services Private Limited

PROCEDURE NO. : UAS-P02

UNMANNED AIRCRAFT SYSTEMS (UAS)
SCHEME CERTIFICATION PROCESS

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PROCEDURE FOR UNMANNED AIRCRAFT SYSTEMS (UAS) SCHEME CERTIFICATION PROCESS

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1.0 OBJECTIVE

The objective of this document is to prescribe the evaluation process to be followed by TQ Cert Services Private Limited (hereinafter termed as TQ Cert) when evaluating manufacturers, importers and assemblers of UAS (hereinafter termed as manufacturers) against applicable requirements defined in the Certification Criteria for Unmanned Aircraft Systems (UAS), to come to a reliable evaluation decision with respect to airworthiness (safety and security) of the UAS and maintain certification. This document thereby aims to reduce the level of subjectivity, promote uniformity in the operation of the Scheme and increase the implementation consistency between different CBs across different situations, desirous of operating the Certification Scheme for UAS.

1.1 for the purpose of clarity, the certification bodies are the “authorised testing entities” mentioned in the Drone Rules 2021. The certification body / authorised testing entity means an entity authorised by the Director General or the Quality Council of India for the purpose of testing unmanned aircraft system for type certification.

1.2 A statement of conformity (e.g., a letter) is issued for the UAS model by the TQ Cert.

1.3 Certification is a process which involves issuance of a written assurance (statement of conformity) by a TQ Cert that the product, service or system meets specific requirements as per the Scheme. This process culminates with issuance of a type certificate by DGCA based on statement of conformity and recommendation.

1.4 Based on the recommendation of an authorised testing agency for a particular UAS model, DGCA will review and issue the type certificate (hereafter referred as certificate).

2.0 Scope

2.1 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 manufacturers under this UAS certification Scheme.

2.2 This document specifies the requirements and procedures to be followed by the manufacturers in India seeking certification and thereafter maintaining certification of the UAS. TQ Cert to evaluate the UAS in order to establish conformity to applicable certification requirements as per the Certification Criteria for UAS. The certification is granted only against the Certification Criteria defined under the Scheme.

2.3 The evaluation shall be carried out by TQ Cert duly approved by the scheme owner (SO) provisionally and eventually accredited for the certification scheme as per ISO/IEC 17065.

2.4 Classification of Unmanned Aircraft System as per Drone Rules 2021

2.4.1 UAS has been categorized into three categories as Aeroplane, Rotorcraft and Hybrid.

2.4.2 The aeroplane, rotorcraft and hybrid unmanned aircraft system have been further sub-categorized into the following three sub-categories:



- i. Remotely piloted aircraft system;
- ii. Model remotely piloted aircraft system;
- iii. Autonomous unmanned aircraft system

2.4.3 UAS has been classified based on maximum all-up weight including payload as follows:

- i. Nano: Less than or equal to 250 grams
- ii. Micro: Greater than 250 grams and less than or equal to 2 kgs
- iii. Small: Greater than 2 kgs and less than or equal to 25 kgs
- iv. Medium: Greater than 25 kgs and less than or equal to 150 kgs
- v. Large: Greater than 150 kgs*

* Restricted upto 500 kgs as per the Drone Rules, 2021 Rule 2(2).

2.4.4 Certification is not required for model remotely piloted aircraft system and Nano unmanned aircraft system. All other UAS shall require the certification before their operations

3.0 RESPONSIBILITY

Head QA is responsible to implement this procedure.

4.0 Certification Process

4.1 Application for certification

4.1.1 Any manufacturer of UAS (hereafter called an applicant) can apply for certification of UAS specifying the specific scope of certification, to a TQ Cert approved by SO / accredited by Accreditation Body (AB) for the scope certification scheme for UAS by applying through Form D-1 along with supporting documents mentioning the details of TQ Cert Services Private Limited on Digital Sky Platform

- i. Documents confirming the Indian legal entity of the manufacturer.
- ii. Documents relating to authorizations and permissions required as per Central Government Rules and Regulations.
- iii. 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) or license from WPC in case of usage of licensed frequency band.
- iv. Documents
 - a. Detailed drawings
 - b. Design appraisal
 - c. Analysis reports and test reports (Ground tests / Flight tests)
 - d. UAS Flight Manual / UAS logbook/ manufacturers operating manual
 - e. Maintenance manual
 - f. Maintenance inspection schedule
- v. Other relevant reports
- vi. Any information considered essential for determining evaluator competence and estimation of auditor man-days.



- vii. 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.

Note: Each model shall be evaluated for compliance to all applicable requirements of the UAS scheme Part 3 Certification Criteria.

4.1.2 TQ Cert shall 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 CSUAS

The information shall include:

- i. Reference to the Certification Criteria for which certification services are being offered,
- ii. Procedure for obtaining certification
- iii. Application form: Form D-1 of the Drone Rules 2021 (hereinafter referred as Form D-1), notified by Ministry of Civil Aviation dated 25th August 2021.
- iv. List of documents required to be submitted along with the application
- v. Information on fee for application, initial evaluation and validity status,
- vi. Documents describing the rights and duties of certified clients,
- vii. Rules for use of Certification mark, and
- viii. Information on procedures for handling complaints and appeals.

4.1.3 TQ Cert shall adhere to the D1 Form as mentioned in 4.1.2 (c).

4.1.4 TQ Cert shall respond to all enquiries received from applicants for certification with complete information for facilitating registration of an applicant, within seven working days of receipt of the query.

4.1.5 The prospective applicant shall declare whether it has been an applicant/whether it has been evaluated under this Scheme with or by any other CB, and if yes, then shall provide the previous evaluation reports to the new CB. TQ Cert may verify the information provided by contacting the previous CB.

4.1.6 Certification is granted only against the current relevant Scheme certification criteria for UAS. TQ Cert shall review all applications for the above and ensure the same

4.2 Application Review

4.2.1 All applications for certification shall be reviewed by TQ Cert for adequacy, and deficiencies observed, if any, shall be informed to applicant within seven days of receipt of application through the Digital Sky Platform. Review of applications shall be done by a competent and authorized person for ensuring the following;

- i. 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;
- ii. Any known difference in understanding between TQ Cert and the applicant is resolved, including agreement regarding certification criteria;
- iii. The scope of certification sought is defined;



- iv. The means are available to perform all evaluation activities;
- v. TQ Cert has the competence and capability to perform the certification activity.
- vi. 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 ascertaining the duration of Initial evaluation as well as the renewal shall be the same.
- vii. To determine and nominate an evaluation team, evaluator and the technical reviewer competent for the certification scope applied for. This shall be done in accordance with the requirements specified in the CS US document "TQ Cert's Requirements" Records of review shall be maintained.

4.2.2 Additionally, the review of application by TQ Cert shall also ensure the following:

- i. The availability of the applicable Certification Criteria in English language.
- ii. The means are available to perform the certification activity;
- iii. Examination of the licences issued by the regulatory body. The applicants shall have a valid authorization/licences to undertake their business operations, as applicable.
- iv. That application is for single manufacturer only. Under the Scheme, the certification granted is to M/manufacturer, which may have applied for multiple models of UAS, payloads, etc.

4.2.3 Based on the review of applications for certification, deficiencies observed, if any, shall be informed to applicant within a reasonable time. Records of review shall 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 TQ Cert should have procedure for processing the application in a manner that describes conditions wherein TQ Cert rejects the application or seeks additional information. The information thus received shall be recorded in the digital sky platform along with other information already received.

4.2.4 Only applications found to be completely filled and supported with all documents sought shall be accepted and registered in order of receipt with a unique registration number, acknowledged and communicated to the applicant, and records maintained.

4.2.5 Queries, if any, shall be posted on the Digital Sky Platform (DSP) to the applicant. Alternatively, the queries may also be posted electronically in the unlikely event of Digital sky platform not being functional.

4.2.6 TQ Cert shall ensure traceability from the point of acceptance of the application/UAS until the issuance of statement of conformity.

4.2.7 Antecedents of applicants shall be verified by TQ Cert. 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.

4.2.8 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 statement of conformity by any CB.



4.2.9 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.

4.2.10 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.

4.2.11 TQ Cert shall clearly understand its responsibilities, abide to the same by designing documentation and adhering to requirements mentioned for the authorised testing entities as prescribed in Drone Rules, 2021.

4.2.12 TQ Cert shall further clearly identify the responsibilities and adhere to the internal time lines as prescribed by Drone Rules, 2021 for responding to enquiries from prospective applicants, applicants, application review and feedback to manufacturers through Digital Sky Platform.

4.2.13 Certification Bodies shall reject or close an application under the following conditions;

- i. If Initial Evaluation is not carried out within two months (60 days) of registration of application as notified in the Drone Rules 2021;
- ii. Misuse of Certification/certification mark,
- iii. Adverse incident reporting,
- iv. Evidence of malpractice and
- v. Voluntary withdrawal of application.

4.3 Preparation and Planning for Evaluation

4.3.1 The evaluation shall be conducted in two stages namely stage 1 - document review and stage 2 - evaluation of ground / flight testing.

4.3.2 The duration of stage 1 and stage 2 including flight testing of initial evaluation of new applicants or already certified UAS (manufacturer) requesting for renewal, shall be same for every model of UAS covered in the scope of certification. Any deviation should be recorded and justified by TQ Cert.

4.3.3 The minimum duration of a stage 1 evaluation for one model of UAS shall not be more than 6 man- days, while that for stage 2 shall not be more than 8 man-days.

4.3.4 It may be noted that while the minimum evaluation time is established for the evaluation of one model of UAS (refer 3.3.3), it does not include the time for preparation of the evaluation nor for writing the evaluation report, or time spent for travelling.

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



- 4.3.6 All evaluations, including renewal of certification shall evaluate all the requirements of CS UAS certification criteria applicable to the model(s) of UAS covered in the scope of certification.
- 4.3.7 Timings and date of evaluation shall 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 evaluation shall be informed in advance to the applicant.
- 4.3.8 TQ Cert shall communicate the composition of the team, along with their respective curriculum vitae, to the applicant for verifying any conflict of interest. Any objections to the team composition by the applicant should be examined by TQ Cert on merit. If required by the applicant, sufficient background information in respect of the evaluation team members shall be provided for this purpose. Any objections to the team by the applicant shall be examined on merit.
- 4.3.9 The information gathered during stage 1 evaluation shall be used for making adjustment in evaluation time and/or evaluation team competence for stage 2 evaluation, as necessary.
- 4.3.10 Prior to undertaking the site visit, TQ Cert, through the members of its nominated team, shall undertake certain off-site activities as part of preparation and planning stage. These are:
- i. Study of all the information received and request for additional information, if required.
 - ii. Based on the scope of certification applied, identify the applicable certification criteria requirements.
 - iii. Prepare an initial evaluation plan for stage 1 and stage 2 evaluation

5. Evaluation Process

5.1 Stage 1 Evaluation

- 5.1.1 The Objectives of stage 1 evaluation shall be:
- i. 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.
 - ii. To review and revise, if required, an evaluation plan for stage 2 evaluation.
- 5.1.2 Deficiencies (non-conformities) observed with respect to the certification criteria during the Stage 1 shall indicate non-compliance with respect to applicable requirements of the UAS certification criteria. No further categorisation of deficiencies/non-conformities is done.
- 5.1.3 In case any non-compliance with respect to a particular model is observed, TQ Cert shall ask 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.
- 5.1.4 The evaluation team shall prepare a report highlighting the level of compliance for each of the applicable requirement for every model as per the scope of certification including the



deficiencies. As and when the deficiency is observed, a recommendation should be made for holding the certification until a stipulated time so that the applicant may submit the compliant records, documents and equipment as may be the case.

5.1.5 On completion of the stipulated time, a recommendation should be made for the discontinuation of the certification process and closure of the certification as notified in the Drone Rules 2021.

5.2 Stage 2 Evaluation

5.2.1 The Stage 2 evaluation by TQ Cert shall take place only when all the applicable requirements of the UAS certification criteria have been evaluated in stage 1, compliance to the requirements have been observed and no major deficiencies (non-conformities) have been recorded.

5.2.1 The objective of the stage 2 evaluation shall be:

- i. The stage 2 evaluation shall cover on-site testing, flight testing (including laboratory testing, if required) for each of the models of UAS applied for in the scope of application. Witness of testing and flight test shall be carried out as part of the stage 2 evaluation.
- ii. Software and firmware shall be evaluated for safety and security requirements in a 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 shall be collected from the applicant. On the basis of satisfactory reporting, the evaluation team shall validate the same on-site at the applicant's site for compliance. When to the Govt. approved lab/NABL labs are in a distant location, the testing being conducted by the applicant on-site shall be witnessed by TQ Cert evaluation team.
- iii. The test flight being conducted by the manufacturer at an approved site, shall be witnessed by the evaluation team for compliance. The manufacturer shall download the flight logs and necessary information on completion of the flight test. On completion of the test flight, the evaluation team shall obtain the flight logs and the necessary information downloaded by the manufacturer for verification. TQ Cert team shall collect the flight logs and other information for validation/verification downloaded and provided to them by the manufacturer.
- iv. Deficiencies (non-conformities) observed with respect to the certification criteria during the Stage 2 shall indicate non-compliance with respect to applicable requirements of the UAS certification criteria. As and when the deficiency is observed, a recommendation to be made for holding the certification until the stipulated time so that the applicant may submit the conformance report, documents and equipment as may be the case. On completion of the stipulated time, a recommendation be made for the discontinuation of the certification process and closure of the certification.
- v. In case any non-compliance with respect to a particular model is observed by TQ Cert, a recommendation to be made for holding the certification until a maximum period of sixty days so that the applicant may submit the conformance report, documents and equipment as may be the case. On completion of the stipulated time, a recommendation to be made for the discontinuation of the certification process and closure of the certification.



5.3 Independent Testing of Samples/Components

5.3.1 During the process of evaluation, TQ Cert may, with the consent of the manufacturer, either test the equipment and/or any of its component independently for validating any compliance requirement.

When the Government approved lab/NABL labs located at a distant location are difficult to access, the testing being conducted by the applicant on-site shall be witnessed by TQ Cert evaluation team. TQ Cert shall satisfy itself about the process or would require to repeat the testing on-site.

5.3.2 When the testing being conducted by the applicant on-site is witnessed by TQ Cert evaluation team, this would be considered as independent testing.

5.3.3 All tests conducted by the applicant (ground/flight test) witnessed by TQ Cert evaluators shall be considered as equivalent to independent testing of UAS models

5.5 Final Evaluation

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

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

5.4.2 The final evaluation shall ensure compliance to the certification requirement and any other requirements prescribed by TQ Cert, and no non-conformances observed.

5.4.3 Based on the evaluation as above, recommendations for proceeding to next step (independent review and decision making) shall 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.

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

5.4.5 Records of final evaluation along with all supporting documents and reports shall be retained at least for the period of 10 years or until the UAS is in service, whichever is later.

5.5 Review

5.5.1 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 TQ Cert. Review and certification decision may be completed concurrently by the same person(s) or committee.



5.5.2 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.

5.5.3 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, etc., shall be made known to the applicant along with information on the evaluation process through the Digital Sky Platform.

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

5.5.5 The recommendation for evaluation decisions, whether positive or negative shall justify and document the basis for the same.

5.6 Evaluation Decision

5.6.1 Evaluation decision shall be the sole responsibility of TQ Cert and the decision shall be taken by its person(s) competent for the job provided they have not been involved in the process of evaluation of the UAS of this applicant.

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

TQ Cert shall communicate recommendation to DGCA for the certification of UAS model applied for the Scope of certification after ensuring complete compliance to the certification criteria, certification scheme and certification process requirements and ensuring no non- conformance exists.

5.6.3 Impartiality and absence of conflict of interest shall be ensured before entrusting the task of evaluation decision making.

5.6.4 In case, based on the evaluation TQ Cert decides, not to grant certification for any or all models of UAS applied for, it shall notify the applicant of the decision through the Digital Sky Platform. Models for which certification has not been granted along with reasons for the decisions shall be communicated to the applicant through the Digital Sky Platform. If the applicant expresses interest in continuing the certification process, TQ Cert can resume the process for evaluation from the process as described from clause 4 onwards

5.7 Certification Documentation

In this scheme for UAS certification which based on Type 1 A as per ISO 17067:2012, one or more samples of the each of the model of the UAS are subjected to the determination activities. A statement of conformity (e.g. a letter) is issued for the UAS model, the characteristics of which are detailed in the certificate or a document referred to in the statement of conformity. Subsequent production items are not covered by TQ Cert's attestation of conformity.



5.7.2 On completion of evaluation, TQ Cert shall inform the applicant and issue a statement of conformity (e.g. a letter), uniquely identified, which shall include the following information:

- i. The name and address of TQ Cert Services Private Limited.
- ii. The name and address of the applicant
- iii. 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.
- iv. 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:
- v. The effective date (the date on which statement of conformity is granted, which shall not precede the date on which the certification decision was completed). The date of granting, shall also include date of extending or renewing the certification, if applicable.
- vi. The expiry date or recertification due date consistent with the recertification cycle.
- vii. The maximum validity period of this statement of conformity will be 5 years from the date of decision to grant the certification.
- viii. Any other information required by the certification criteria used for certification.
- ix. In the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.
- x. The formal certification documentation shall include the signature of the individual(s) of TQ Cert assigned such responsibility.

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

- i. The decision to grant or extend the scope of certification (see 7.6.1) has been made by DGCA;
- ii. Certification requirements have been fulfilled;
- iii. The certification agreement has been completed/signed.
- iv. The use of certification mark agreement with QCI, is signed and submitted by the manufacturer of the certified model to QCI through TQ Cert only on after the grant and issuance of Type Certificate by DGCA.

5.8 The Evaluation Report

5.8.1 The evaluation reports for stage 1 and stage 2 shall clearly provide evidence and conclusions about the fulfilment of the evaluation objectives as described above and shall contain sufficient detailed information regarding conformity with all the relevant certification requirements, including the Certification Criteria for each model singularly. TQ Cert shall 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.

5.8.2 This evaluation report along with the statement of conformity shall be submitted to DGCA through the Digital Sky Platform within 60 days of the applicant uploading the Form D-1 in the Digital Sky Platform.

5.9 Directory of Certified UAS by DGCA



5.9.1.1 TQ Cert shall maintain and make publicly available on its website, directory of valid certifications issued by DGCA that as a minimum shall show the name, relevant certification criteria (normative document), scope and geographical location (e.g. city and country) for each UAS manufacturer and validity of certification.

5.9.1.2 The information maintained by TQ Cert on its website shall also help the user to get readily the following information about the certified UAS:

- i. shall include the UAS model and certified payload(s) for intended use,
- ii. the standard(s) and other normative document(s) to which conformity has been certified;
- iii. name of the certified model, its manufacturer along with contact details

5.9.1.3 TQ Cert shall also display suitably on its website the names of manufacturer under suspension by DGCA and those whose certificates have been cancelled.

5.9.1.4 Apart from the information made available on its website TQ Cert shall also have a provision and system for confirming validity of a certificate issued by DGCA on request.

5.9.1.5 TQ Cert shall have a procedure for frequent updating of the information on its website.

5.10 Recommendation of Suspension and Withdrawal of Certificate

5.10.1 TQ Cert shall recommend the suspension/withdrawal of the certificate to DGCA when:

- i. A non-certified UAS model is marketed as a certified model;
- ii. Adverse event/incident reporting and or complaints are received
- iii. Failure of any model of UAS to comply to the certification requirements at the time of renewal
- iv. The UAS manufacturer has voluntarily requested a suspension or withdrawal.
- v. Any other administrative reason like non-payment of fee etc.

5.10.2 The UAS manufacturer shall be informed that the certification has been recommended for suspension (for partial or complete for a particular scope of certification) and while under suspension, the UAS manufacturer certificate is temporarily invalid. The UAS manufacturer shall be advised to suspend operation of particular UAS and not to make any misleading claims during the period of suspension and should advise relevant existing and potential purchasers regarding the status of certificate, 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.

5.10.3 On receipt of instructions for suspension of certificate, the UAS 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

5.10.4 TQ Cert shall ensure that the UAS manufacturer has procedures in place to ensure that a non-certified UAS model, shown as to be a certified UAS model shall be recalled.



- 5.10.5 While under suspension, TQ Cert shall ensure that despatches of certified UAS models are withheld.
- 5.10.6 The information about the suspension and withdrawal of certificate shall be made publicly available by TQ Cert on its website.
- 5.10.7 TQ Cert shall recommend the revoke of suspension of certificate to DGCA, only in case if it is due to administrative reasons, the same shall be revoked when the manufacturer has taken suitable action which have been verified and found suitable by the TQ Cert
- 5.10.8 Suspension shall not exceeds a period of six months. The UAS manufacture's inability to resolve issue related to reasons for administrative reasons to suspension within this period shall lead to cancellation of certification by DGCA.
- 5.10.9 TQ Cert shall recommend for the withdrawal of the certificate to the DGCA at the request of the UAS manufacturer, if the production in the USA manufacture'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.

5.11 Renewal of Statement of Conformity

- 5.11.1 The statement of conformity shall 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 TQ Cert shall send the Renewal notice to the certified units at least four months prior to expiry of certificate validity period.
- 5.11.2 The UAS manufacturer shall apply for renewal in the prescribed format along with fee, if any prescribed by TQ Cert at least 3 months before expiry of the certification. TQ Cert may process the application and issue the renewal prior to expiry of the certificate
- 5.11.3 In case, the applicants doesn't follow the defined timelines, as a result of which the certificate expires, the same may be considered as suspension of the certification
- 5.11.4 TQ Cert shall 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. The renewal shall be conducted under the same certificate number such that it is traceable to the previous certification cycle.
- 5.11.5 TQ Cert shall review the performance of the UAS 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 shall essentially be based on the following:
 - i. Renewal evaluation reports for the evaluations carried out during the certification cycle.
 - ii. Any suspension of certificate (partial and full) during the previous validity period;
 - iii. Corrective actions for suspension on account of administrative reasons take.
 - iv. complaints and adverse incident reporting, if any received,
 - v. Adverse information from stakeholders and regulators, if any.



- 5.11.6 The review shall be conducted by competent person (s) designated for the job
- 5.11.7 The decision for renewal of certificate shall be taken by the competent personnel authorised for the same, based on the satisfactory performance of the UAS manufacturer as revealed through the review process.
- 5.11.8 TQ Cert shall not renew certification with conditions for compliance to be verified subsequently. There shall be no conditional renewal of certification.
- 5.11.9 When performance of the certified unit is not satisfactory, TQ Cert shall withhold the renewal of the certificate and proceed for cancellation.
- 5.11.10 The renewal shall be effected from the date of the expiry of the previous certificate and the intervening period shall be treated as period of suspension and clearly stated on the Certificate. The UAS manufacturer shall not claim certification or use the Certification Mark during this period.
- 5.11.11 In case the UAS manufacturer does not complete the administrative requirements satisfactorily actions within three months, the certificate shall stand expired from the date of expiry of previous validity.

5.12 Cancellation

- 5.12.1 TQ Cert shall recommend for the cancellation of the certificate to DGCA when;
 - i. Certified unit contravenes the terms and conditions of certification and provisions of CS for UAS Scheme;
 - ii. UAS Models failed to comply to the certification criteria.
- 5.12.2 TQ Cert shall recommend of cancelling the certificate at the request of the UAS manufacturer/app 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.

5.13 Changes Affecting Certification

- 5.13.1 When the certification scheme introduces new or revised requirements both in CS for UAS, Certification Criteria and Certification Process requirements that affect the applicants and the UAS manufacturer, TQ Cert shall ensure these changes are communicated to them.
- 5.13.2 TQ Cert shall advise the applicant and the UAS manufacturer as relevant to apply for certification limited to delta compliance which shall be processed accordingly. Delta Compliance covers specific type test schedule which shall take care of all the aspects including safety and security of the equipment pertaining to the requested changes.
- 5.13.3 The contractual agreement with the manufacturer certified under this Scheme shall have clearly defined clause which shall make it makes mandatory for the applicant/UAS manufacturer to submit an application for certification to verify delta compliance necessitated due to changes in the certification criteria and certification process requirement.



5.13.4 The UAS manufacturer shall be bound by the certification agreement to inform TQ Cert about changes initiated in the UAS module by the UAS manufacturer.

5.14 Change of Ownership/Name and Change of Location

5.14.1 In case of change of ownership, name and on change of location TQ Cert shall advise the UAS manufacturer (UAS model/payload) to submit a review application to TQ Cert for review of the certification criteria.

4.15 Extension of Scope

5.15.1 When the UAS manufacturer request for extension of scope of certification already granted, TQ Cert shall, obtain this request on a prescribed application form for the purpose for obtaining information on the additional scope of evaluation along with the necessary documentation and records as are being sought for initial application.

5.15.2 The process of extension of scope shall undergo the same steps from receiving of an application to the decision making as in the case of initial evaluation as detailed in paragraph 4 onwards.

5.15.3 The extension of scope shall be clearly mentioned in the statement of conformity 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.

6. Evaluation Fees

6.1 TQ Cert shall charge a fee to the applicant in a non-discriminatory manner.

6.2 TQ Cert fee structure shall be public accessible and also be provided on request

6.3 TQ Cert shall notify and obtain consent to its fee structure from the UAS manufacturer prior to grant of statement of conformity. As and when the fee undergoes a change, the same shall be communicated to all including applicants and the UAS manufacturer operating under this scheme of certification for their acceptance.

7. Client Records

7.1 TQ Cert shall 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.

7.2 The certification related records shall be retained for 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 shall be retained for longer period in accordance with the relevant regulation.

7.3 TQ Cert shall keep records confidential. Records shall be transported, transmitted and transferred in a way that ensures confidentiality is maintained.



- 7.4 TQ Cert shall promptly submit any records sought by DGCA, Ministry of Civil Aviation or any government body and facilitate oversight and surveillance as and when required.
- 7.5 The evaluation records shall include records for all UAS manufacturer, including all applicants evaluated, certified, or certifications suspended or withdrawn. The records of evaluation of manufacturers shall include the following:
- i. Application information and results of application review and evaluation man-days estimation;
 - ii. Evaluation planning and preparation records, evaluation plans and other related records;
 - iii. justification for evaluation time determination
 - iv. Records of evaluation reports and related records;
 - v. Initial and final evaluation records, records of verification;
 - vi. Records of review and certification decisions; committee deliberations and decisions, if applicable;
 - vii. Certification agreement;
 - viii. Certification Documentation (statement of conformity, certificate, etc.), including scope of certification;
 - ix. Records of complaints and appeals, and any subsequent correction or corrective actions;
 - x. Related records necessary to establish the credibility of the certification, such as evidence of the competence of evaluators, technical experts, review personnel, and decision makers, etc. as relevant;
 - xi. Any other records as relevant to the certification process, in order to provide confidence that the certification scheme requirements were complied with