



UAS SCHEME CERTIFICATION PROCESS

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1. OBJECTIVE

The objective of this document is to prescribe the evaluation process to be followed by BVIPL 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 BVIPLs across different situations, desirous of operating the Certification Scheme for UAS.

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.

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

UAS have been further sub-categorized into the following three sub-categories:

1. Model Remotely Pilot Aircraft;
2. Remotely piloted aircraft;
3. Autonomous unmanned aircraft system

3. UAS Classification on Weight

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

- › Nano: Less than or equal to 250 grams
- › Micro: Greater than 250 grams and less than or equal to 2 kg.
- › Small: Greater than 2 kg and less than or equal to 25 kg.
- › Medium: Greater than 25 kg and less than or equal to 150 kg.
- › Large: Greater than 150 kg*

** Large: Greater than 150 kg* (to be processed on a case-by-case basis)*

** Large drones greater than 500 Kg, shall be governed by Aircraft Rules, 1937.*

Type certification is not required for model remotely piloted aircraft and nano unmanned aircraft system. All other UAS shall require type certification before their operation.

This document specifies the requirements and procedures to follow by the manufacturers in India seeking and thereafter maintaining certification of the UAS and Bureau Veritas to evaluate the UAS in order to establish conformity to applicable certification requirements as per the CS Certification Criteria for UAS. The certification is granted only against the Certification Scheme for UAS Certification Criteria defined under the Scheme by DGCA/QCI.

The certification shall be carried out by Bureau Veritas (India) Private Limited duly approved by the Scheme owner (SO) provisionally and eventually accredited for the certification scheme as per ISO/IEC 17065 by AB.

Note – Shall requirement is mandatory requirement.

Should requirement is recommended requirement

4. Maintenance

The TIQ Manager maintains this procedure.

5. Responsibility

The Certification manager/Technical manager shall be responsible.

6. References

- › Gazette notification S.O. 347(E) dt. 26th January 2022.
- › Type 1A for type testing as per 17067:2012.
- › Drone Rules 2021 & Amendment in 2022 Procedure
- › ISO 17065 and Internal Procedure requirement

7. Certification Process

7.1 General

7.1.1 Any manufacturer of UAS (hereafter called an applicant) can apply for certification of UAS specifying the specific scope of certification scheme for UAS by applying through Egca Portal along with supporting documents registering on EGCA. More details such as any other services taken from BVIPL can be requested through excel format SF 01 and the client will be treated on the basis of First come First serve & non-discrimination policy will be applicable for such type of cases. Quality manual consists of two product certification schemes, one of them is UAS Scheme type A certification.

7.1.2 Client is evaluated as per reference mentioned under clause 6.0. Specified standards & Normative references are as below

- › ISO 17065 standard.
- › Internal procedure requirement UAS product certification,
- › Certification Process IP 05, Quality Manual, and Internal Procedure
- › Type 1A for type testing as per 17067:2012.
- › Gazette Notification (Product Certification scheme) from DGCA/QCI

Bureau Veritas 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 for the Product under scheme.

BVIPL shall make information regarding registered applicants publicly available on its website and will update the status on a weekly basis in BVIL website. Kindly refer link below. Technical Reviewer is responsible of updating the Status.

[BVIL D1 Status.docx](#)

BVIPL provides information about suspensions and withdrawals, is available to interested party by contacting the certification entity except If specifically required by Accreditation body or regulatory bodies then it will be provided once the identification details are entered on the BVIPL website. Refer Appendix 19 public information latest.

7.1.3 The UAS scheme has been designed by DGCA/QCI., Bureau Veritas request to manufacturer to fill up the Application form which contains following as minimum, scope of certification sought by the applicant with details of manufacturer's name, Product/component no. description, details with component, equipment details, performance details etc, a typical application form of product under certification, An applicant in one application can apply for more than one product.

Note – Each product shall be evaluated for compliance to all applicable requirements certification criteria. Documents confirming the Indian legal entity of the manufacturer, Documents relating to authorizations and permissions required as per Drone Rule & Regulations.

The manufacturer of Product should obtain if any regulatory/ statutory/ Voluntary approval if any, Application should have Documents Details, Design appraisal, Analysis Reports and Test reports, Product manual / Product logbook/ manufacturers operating manual, Maintenance manual, Maintenance inspection schedule, Other relevant reports.

Any information considered essential for determining auditor competence and estimation of auditor man-days, 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.

Application is sent to the client by departmental coordinator who is not a part of the evaluation or decision-making process of issuing certificate.

7.2 Application

Client once registered in EGCA, fills application designed by QCI –EGCAform, necessary information is obtained as mentioned in EGCAform including additional information in application form SF01.

Once EGCAform is received, SF 1 form will be sent by BVIPL and when SF1 form is received with all aspect then proposal will be sent. Application review will be conducted once the contract is received or proposal is accepted with in the validity period mentioned in Application fees kept on the website.

Client Application for extension can be done for same product at different location; Bureau Veritas 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 of the certification as required by QCI and available on QCI website.

Bureau Veritas shall ask for EGCAform which contains following as minimum, the information shall include,

- › Scope of certification sought by the applicant with details of manufacturer’s name,
- › UAS Model No. Description, UAS details, power plant details,
- › Equipment details, remote pilot station, C2 Link, and performance details.
- › An applicant, in one application can apply for more than one model, etc.
- › The Product to be certified
- › Standard & Normative documents which clients seeking certification.
- › The name and address of the applicant
- › Details about Inspection facilities & Lab (if owned lab is available)
- › Human & Technical resources available
- › Outsourced processes related to product under certification, if outsourced processes related to product is affecting the conformity assessment, then contractual requirement to be set with manufacturer (such as surveillance at outsourced activities) to ensure that the outsourced process meet the conformity assessment requirement.
- › Location of evaluation & surveillance (if surveillance is applicable)
- › Reference to the Product Certification requirement for - Certification for which certification services are being offered,
- › List of documents required to be submitted along with the application.
- › Information on fee for application, initial evaluation and validity status
- › The above information along with the application format shall be made available on manufacturer website.
- › The applicant shall apply on the Application form, along with supporting documents as identified in the Application Form to Bureau Veritas.
- › Bureau Veritas shall 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 BV entity or any other IB/CB, and if yes then shall provide the previous audit reports to Bureau Veritas. Bureau Veritas may verify the information provided by contacting with other BV Entity or any other CB.
- › Certification is granted only against the current relevant certification criteria for Product. Bureau Veritas shall review all applications for the above and ensure the same.

Note: For more details refer EGCA form designed by QCI and additional information on SF01 form.

BVIPL Proposal consists of below requirement for client compliance:

- › Procedure for obtaining Certification,
- › Documents required to be submitted along with the application mentioned under EGCAform.
- › Information on fee for application, initial evaluation and validity status,
- › Documents describing the rights and duties of certified client,
- › Rules for use of Certification mark,
- › Information on procedures for handling complaints and appeals,
- › Reference to the CS Certification Criteria IND.TIQ.WI02. Certcrit.01-Guidelines-for-Certification-Criteria for which certification services are being offered, other work instructions to be referred as IND.TIQ.WI01.Flytest.01-Guidelines-for-Flight-Testing & IND.TIQ.WI03.Sapeval.01- Number-of-samplesto-be-Evaluated
- › BVIPL provides information about suspensions and withdrawals & is available to interested party by contacting to BVIPL except If specifically required by Scheme owner or regulatory bodies then it is placed on Website, also refer Appendix 19 public information latest.

7.3 Application Review:

7.3.1 Bureau Veritas review all applications for certification for adequacy, and deficiencies observed, if any, shall be informed to applicant within seven days of receipt of application. A competent and authorized person (Roles and responsibilities mentioned in Appendix 1) for ensuring the following shall carry out review of applications as mentioned.

- › 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;
- › Any known difference in understanding between Bureau Veritas and the applicant is resolved, including agreement regarding certification criteria;
- › The scope of certification sought is defined;
- › The means are available to perform all evaluation activities;
- › Bureau Veritas has the competence and capability to perform the certification activity.
- › To determine the time required for conduct of the on-site evaluation (single stage initial evaluation and renewal evaluation if applicable) depending upon the number of model and payloads applied by the applicant. The basis to ascertain the duration of Initial valuation as well as the renewal evaluation shall be the same.
- › 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 Certification Scheme document Certification Process". Records of review shall be maintained.

7.3.2 Additionally, the review of application shall also ensure the following:

- › The availability of the applicable Certification Scheme Certification Criteria in the English language.
- › Examination of the licenses issued by the regulatory body. The applicants shall have a valid authorization/ license to undertake their business operations, as applicable.
- › That application is for a single Manufacturer's only. Under the Scheme the certification granted is to Manufacturer, which may have applied for multiple models of UAS, payloads, etc.

Note: Each model shall be evaluated for compliance to all applicable requirements of the UAS certification criteria.

- › Documents confirming the Indian legal entity of the manufacturer.
- › Documents relating to authorizations and permissions required as per Central Government Rule and Regulations.
- › The manufacturer of UAS should obtain Equipment Type Approval (ETA) from Wireless Planning & Coordination Wing (WPC), Department of Telecommunication that UAS is working in delicensed frequency band(s) or license from WPC in case of usage of licensed frequency band.
- › Documents
- › Details drawings,
 - › Design appraisal,
 - › Analysis Reports and Test reports (Ground / Flight),
 - › UAS Flight Manual / UAS logbook/ manufacturers operating manual,
 - › Maintenance manual,
 - › Maintenance inspection schedule.
- › Other relevant reports
- › Any information considered essential for determining auditor competence and estimation of auditor mandays.
- › 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.

Bureau Veritas shall 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 BVIPL, and if yes then shall provide the previous audit reports to Bureau Veritas. Bureau Veritas may verify the information provided by client. Application will be reviewed by BV as per Appendix 29 (Application reviewer checklist)

Certification is granted only against the current relevant CS certification criteria for UAS. Bureau Veritas shall review all applications for the above and ensure the same.

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 Bureau Veritas will have procedure for obtaining additional information. The information thus received shall be recorded along with other information already received.

Antecedents of applicants shall 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 any BVIPL.

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.

The BVIPL 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. Bureau Veritas shall clearly identify the responsibilities and adhere to the internal timelines as prescribed by by Drone Rules, for responding to enquiries from prospective applicants, application review and feedback to manufacturer shall be given by BVIPL.

Only applications found to be 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 within 7 days, and records maintained. Bureau Veritas shall ensure traceability from the point of acceptance of the application/UAS until the issuance of certificate.

Bureau Veritas (India) Private Limited shall reject or close an application under the following conditions.

- › If Initial Evaluation is not carried out within two months of registration of application as notified in the Drone Rules 2021 & Amendment 2022;
- › Misuse of Certification/certification mark,
- › Adverse incident reporting,
- › Evidence of malpractice and
- › Voluntary withdrawal of application.

7.3.3 The certification body will ensure the competency during the offer / contract review stage and record will be maintained. Refer Appendix 29 – Application reviewer checklist.

BVIPL is certified for ISO 17065 by NABCB and has certification process (refer appendix 19), once enquiry received from client and will be respond to queries accordingly;

Once client registered on eGCA, QCI will advise to download all the uploaded documents for application review, since the scheme owner is QCI/DGCA in this case requirement specified is known.

In case BVIPL has no experience then Certification manger will act further by identifying the requirement and further steps are involved such as to check the availability of competency for identical product if any done earlier from the available resources, depend upon the product details, normative reference and certification scheme through offer and contract review.

7.3.4 During the application review stage, if the competency is not available then the contract will be declined & information will be sent to the client. Refer Appendix 29.

For every enquiry offer review/contract review is done and decision in taken on Go or No Go, refer contract review checklist appendix 8, where competency, capabilities is decided, and decision is taken and recorded.

The queries shall be responded electronically in the unlikely event of EGCA not being functional.

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

7.3.5 BVIPL shall decline the specific certification if competency or capabilities are not available to undertake the assignment and required step will be taken to qualify the available resources by training internal or external resources depend upon the product details, normative reference and certification scheme, if in-house resources are not available then new resources will be identified accordingly and scheme requirement will be developed further.

BVIPL will inform to existing client if any activities to be omitted with the reference of existing certification(s) in its record and if requested then justification for such omission will be given to client.

If any existing certificate is available with the client & the request received from the client to omit any part of the scope then CB will decide and will inform to the client accordingly.

Checklist appendix 29 will be filled out by Application reviewer for above compliances.

7.4 Evaluation:

7.4.1 The evaluation shall be conducted in two stages namely stage 1 - document review and stage 2 - evaluation of ground / flight testing. Typical Evaluation plan refer Appendix 4

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 the BVIPL.

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

7.4.2 BVIPL shall assign personnel to perform each evaluation task with the internal resources as per competency matrix Appendix 25 (resources reviewed & approved by QCI), all competent resources are BVIPL resources and there is no outsourced evaluation task.

7.4.3 BVIPL application reviewer will ensure that all applicable documentation & information's is available during application review stage. All the documentation downloaded from EGCA is available in a common folder to evaluator; evaluation task includes design, documents review, sampling, testing, inspection & assessment.

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

All evaluations, including renewal of certification shall evaluate all the requirements of Certification Scheme UAS, Certification criteria applicable to the model(s) of UAS covered in the scope of certification.

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

The BVIPL 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 the BVIPL 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. No outsourcing for UAS activities.

7.4.5 CB will not outsource any evaluation activities as such, testing activities will be under manufacturer scope & accordingly contract requirements will be taken care of, while all lab testing is to be carried out in accredited Lab.

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.

Prior to undertaking the site visit, the BVIPL, through the members of its nominated team, shall undertake certain off-site activities as part of preparation and planning stage. These are:

- › Study of all the information received and request for additional information, if required.
- › Based on the scope of certification applied, identify the applicable certification criteria requirements.
- › Prepare an initial evaluation plan for stage 1 and stage 2 evaluation.

Evaluation Process

Stage 1 Evaluation

The Objectives of stage 1 evaluation shall be:

- › 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.
- › To review and revise, if required, an evaluation plan for stage 2 evaluation.

7.4.6 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 categorization of deficiencies/non-conformities is done.

In case any non-compliance with respect to a particular model is observed, the BVIPL 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.

The evaluation team shall 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 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.

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.

All non-conformities and observations will be communicated through EGCA & email as general every communication will be done through email (SF01, CRM sheet, Proposal, Team composition , evaluation plan , declaration etc.)

BOM will be prepared as per Appendix 30.

Stage 2

The Stage 2 evaluation by BVIPL 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.

The objective of the stage 2 evaluation shall be:

- › 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.
- › 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. Based on satisfactory reporting, the evaluation team shall 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 on-site shall be witnessed by the BVIPL evaluation team.

- › 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. The BVIPL team shall collect the flight logs and other information for validation/verification downloaded and provided to them by the manufacturer.

7.4.7 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.

In case any non-compliance with respect to a particular model is observed by the BVIPL, 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.

7.4.8 If the client agrees to completion of the additional evaluation tasks, the process specified in 7.4 shall be repeated to complete the additional evaluation tasks.

Performance Testing witness

During the process of evaluation, the BVIPL 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 the BVIPL evaluation team. The BVIPL shall satisfy itself about the process or would require repeating the testing on-site.

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

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

Independent Sampling by BVIPL, if done in case of doubt in testing certificate then it will be done in BV CPS lab wherein the samples selected will have the code and manufacture code relevant to manufacturer record will be maintained by BVIPL and details shared with the Lab will be only code and not the manufacturer name, so that the operator will not be aware of the client for whom the testing is being carried out. In this way the COI will be avoided. Also contract terms & conditions will be set-up that the independent testing if required will be done in the NABL laboratory and no statement will be done that such testing if done in BV CPS lab then certification will be easier and in this ways COI will be avoided

Witness report to be prepared in Appendix 15.

All non-conformities and observations will be communicated through EGCA & email as general every communication will be done through email (Team composition, Stage II Evaluation plan, Stage II report, Audit Plan etc.)

7.4.9 Final Evaluation

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:

- › To ascertain if all the process steps as described in the certification process leading to grant of certificate have been fulfilled,
- › 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 shall ensure compliance to the certification requirement and any other requirements prescribed by the BVIPL, and no non-conformances observed.

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.

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.

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.

Certification body rely on the evaluation result for the outsourcing activities by manufacturer such as testing in accredited lab, if not then sample will be selected for testing to test in accredited lab or if in house test facilities available then testing will be witnessed by BVIPL evaluator as per the scope of the certification & certification scheme,

If contract between manufacturer and BVIPL does not cover testing activities, then BVIPL will have a formal agreement with a testing laboratory for carrying out tests as prescribed in the certification criteria (Part 3) of this UAS Scheme. The samples of semi-finished or manufactured product drawn for independent evaluation shall be either submitted directly to the laboratory identified by the BVIPL or by manufacturer or that the BVIPL may forward the components or the entire equipment to the laboratory to the identified lab, All applicable charges for this testing shall be borne and shall be agreed as per the BVIPL agreement with laboratory by manufacturer.

If requirement of testing mentioned as above is not acceptable for applicable charges of Lab Testing identified by BVIPL then Manufacturer shall test the sample selected by BVIPL in the NABL accredited laboratory.

The laboratory shall be accredited to ISO/IEC 17025 by Indian accreditation body like National Accreditation Board for Testing and Calibration Laboratories (NABL) or by any other foreign accreditation body working in accordance with ISO/IEC 17011 having relevant scope of accreditation, for ascertaining conformance to the tests results or the laboratory has implemented ISO 17025 in respect of clauses pertaining to technical competence aspects – competence of testing personnel, test facilities, use of validated test methods, traceability/calibration of equipment, sampling, sample handling, Internal quality assurance aspects, etc.

Note: Some of the mentioned tests in the certification criteria may be out of scope of accreditation for the laboratory. The test reports from a laboratory that has established systems as per 17025 may be accepted by the BVIPL for giving a decision for approval.

QCI website has given the directory of laboratories for testing activities, BVIPL will take the references of testing labs to which it intends to sub-contract for testing of UAS, and if required then will have a formal contract with the sub-contracted laboratories for provision of competent services and for ensuring aspects like impartiality and confidentiality as relevant.

If the BVIPL uses an in-house laboratory (part of the same legal entity), it shall be ensured that there exists an adequate separation, in terms of organization structure and reporting and defined responsibilities. It shall also ensure through above means, policies, and procedures, that there is no possibility of compromising the independence of the testing laboratory personnel by bringing undue pressure over them.

The certification criteria against which UAS is to be tested or if in case of complaint shall be clearly mentioned and communicated to the testing laboratory. The sample(s) shall be so dispatched that they don't get damaged and or contaminated, undergo deterioration, and the product integrity is maintained.

The BVIPL shall have a documented procedure for drawing of samples and their subsequent handling and dispatch to the laboratories. The procedure shall also include aspects like receipt of test reports and their evaluation.

Any non-compliances observed during stage 1 or stage 2 will be communicated to client for compliances as mentioned above in stage 1 & 2, refer appendix 34.

If one or more non-conformities are observed then, if client expresses interest in continuing the process

certification body shall provide the information on number of additional evaluation task needed to verify the corrected non-conformities.

If client agrees as per 7.4.7 then process shall be repeated, If the applicant expresses interest in continuing the certification process, the BVIPL can resume the process for evaluation from the process as described from clause 7 onwards.

The result of evaluation activities is documented prior to review in evaluation report appendix 9 & 15.

7.5 Review

7.5.1 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 the BVIPL. Review and certification decision may be completed concurrently by the same person(s) or committee. In this case technical reviewer shall review all the information and result related to evaluation.

The criteria for review & recommendation for certification decision based on 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, etc., shall be made known to the applicant along with information on the evaluation process through the EGCA.

7.5.2 The recommendation will be done by the technical reviewer, who will not be a part of the evaluation & will be recorded. The certification decision will be taken based on recommendation by technical reviewer.

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

Technical Reviewer review the complete assignment as per Checklist Appendix 26.

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

7.6 Certification Decision

7.6.1 Evaluation decision shall be the sole responsibility of the BVIPL, 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. In this case decision maker shall retain authority and take the decision related to certification. If decision maker (Director Industry) is not available, then his deputy INP manager shall take the decision related to certification and vice-versa.

7.6.2 The decision maker will be assigned such as, 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). Decision maker will carry out the decision by reviewing the checklist Appendix 20.

The BVIPL 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.

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

7.6.4 BVIPL is the legal entity registered under India.

7.6.5 Any person employed shall fulfil the International Standard requirement and bound with the appointment letter issued to them.

7.6.6 In case, based on the evaluation the BVIPL decides, not to grant certification for any or all models of UAS applied for, it shall notify the applicant of the decision through email. Models for which certification has not been granted along with reasons for the decisions shall be communicated to the applicant through email and the status will be updated on the website.

7.7 Certification Documentation

7.7.1 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 the BVIPL's attestation of conformity.

On completion of evaluation, the BVIPL shall inform the applicant and issue a statement of conformity (e.g. a letter), uniquely identified signed by decision maker or technical reviewer, which shall include the following information:

- › the name and address of the BVIPL.
- › the name and address of the applicant
- › 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.
- › 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:
- › 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.
- › the expiry date or recertification due date consistent with the recertification cycle.
- › The maximum validity period of this statement of conformity will be 5 years from the date of decision to grant the certification.
- › Any other information required by the certification criteria used for certification.
- › In the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.
- › The formal certification documentation shall include the signature of the individual(s) of the BVIPL assigned such responsibility.

7.7.2 Conformity of certificate will be signed by the certification decision maker – Refer Appendix 1.

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

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

The Evaluation Report

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. The BVIPL 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.

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

Action on DGCA comments on SoC package is as below;

The DGCA comments on the SoC package will be discussed by certification team and action will be taken such as same comments will be reviewed for compliances in coming product certification also this will be communicated and discussed during the technical meet or knowledge sharing program.

7.8 Directory of Certified UAS by DGCA

The BVIPL 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.

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

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

The BVIPL will inform to QCI for updating QCI website with the names of manufacturer under suspension by DGCA and those whose certificates have been cancelled.

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

The BVIPL shall have a procedure for frequent updating of the information on its website regarding publically available information. It will be recorded in Appendix 21.

7.9 Surveillance

Surveillance audit is not required by this scheme.

7.10 Changes affecting certification.

7.10.1 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, Bureau Veritas shall ensure these changes are communicated to them. BVIPL shall verify the implementation of the changes by his client and shall take the action required by the scheme. The contractual agreement will have this requirement specified aspects related to notice of changes.

7.10.2 Certification body shall consider other changes including changes initiated by client and shall decide upon the appropriate action, changes can be new information related to the fulfilment of the certification requirement. Bureau Veritas shall advise the applicant and the certified 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.

The contractual agreement with the manufacturer certified under this Scheme shall have clearly defined clause, which shall make it makes 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.

7.10.3 The action affecting the changes shall include the evaluation review decision, issuance of formal certification documentation to extent or reduce the scope of certification. Surveillance activity is not part of this scheme. The action will be completed from Clause no. 7.4 to 7.8. If any transfer of certificate then refer Appendix 14.

The certified manufacturer shall be bound by the certification agreement to inform Bureau Veritas about changes initiated in the UAS module by the certified manufacturer.

7.11 Termination, Reduction, Suspension and Withdrawal of certification

7.11.1 The BVIPL shall recommend the suspension/withdrawal of the certificate to DGCA when Nonconformities are substantiated such as:

- › a non-certified UAS model is marketed as a certified model;
- › adverse event/incident reporting and or complaints are received,
- › failure of any model of UAS to comply to the certification requirements at the time of renewal,
- › the UAS manufacturer has voluntarily requested a suspension or withdrawal,
- › reduction in scope,
- › action pending on suspension of the certification,
- › Any other administrative reason like non-payment of fee etc,
- › Withdrawal of certificate due to above reasons

7.11.2 When appropriate decision includes evaluation, review or certification decision then clauses 7.4 to 7.6 should be fulfilled.

7.11.3 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.

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 and necessary modification in the certificate in order to ensure reduction of scope is clearly communicated . If desirous, the manufacturer shall apply afresh for the models that have been removed from the scope of certification.

7.11.4 if the certification is suspended, then certification Manager shall communicate action required to end the suspension in accordance with suspension scheme A BVIPL 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.

The information about the suspension and withdrawal of certificate shall be made publicly available by the BVIPL on its website. BVIPL shall ensure that despatches of certified UAS models are withheld.

The BVIPL shall recommend for the withdrawal of the certificate to the DGCA at the request of the UAS manufacturer, if the production in the UAS 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.,

7.11.5 Any evaluation, review and decision needed to resolve the suspension then it shall be completed in accordance 7.4 to 7.6, 7.7.3, 7.9 and 7.11.3.

7.11.6 The BVIPL 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/reinstated when the manufacturer has taken suitable action, which have been verified and found suitable by the BVIPL.

Suspension shall not exceed a period of six months. The UAS manufacturer's inability to resolve issues related to reasons for administrative reasons to suspension within this period shall lead to cancellation of certification by DGCA.

If the condition of reinstatement is reducing of BVIPL While will modify the scope then certificate under suspension, the information about the reinstatement of certificate shall be made publicly available by the BVIPL as per DGCA requirement.

7.12 Client Record

7.12.1 The BVIPL 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. 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.

7.12.2 The BVIPL shall keep records confidential. Records shall be transported, transmitted and transferred in a way that ensures confidentiality is maintained.

The BVIPL 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.

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:

- › Application information and results of application review and evaluation man-days estimation;
- › Evaluation planning and preparation records, evaluation plans and other related records;
- › justification for evaluation time determination
- › Records of evaluation reports and related records;
- › Initial and final evaluation records, records of verification;
- › Records of review and certification decisions; committee deliberations and decisions, if applicable;
- › Certification agreement;
- › Certification Documentation (statement of conformity, certificate, etc.), including scope of certification;
- › Records of complaints and appeals, and any subsequent correction or corrective actions;
- › 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;
- › Any other records as relevant to the certification process, in order to provide confidence that the certification scheme requirements were complied with.

7.12.3 Records shall be kept for current and previous cycle, the certification related records shall be retained for 10 years or until the UAS is in service, whichever is later.

Renewal of Statement of Conformity

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 BVIPL shall send the Renewal notice to the certified units at least four months prior to expiry of certificate validity period.

The UAS manufacturer shall apply for renewal in the prescribed format along with fee, if any prescribed by the BVIPL at least 3 months before expiry of the certification. The BVIPLs may 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.

The BVIPL shall conduct an onsite evaluation for renewal like that for an initial certification conducted to evaluate the continued fulfilment 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.

The BVIPL 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:

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

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

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.

The BVIPL shall not renew certification with conditions for compliance to be verified subsequently. There shall be no conditional renewal of certification.

When performance of the certified unit is not satisfactory, the BVIPL shall withhold the renewal of the certificate and proceed for cancellation.

The renewal shall be effective 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.

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.

Cancellation

BVIPL shall recommend for the cancellation of the certificate to DGCA when;

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

BVIPL shall recommend of cancelling the certificate at the request of the UAS manufacturer/applicant, if the production in the UAS 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.

Change of Ownership/Name and change of location

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

Extension of scope

When the UAS manufacturer request for extension of scope of certification already granted, Bureau Veritas shall 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 shall undergo the same steps from receiving of an application to the decision making as in the case of initial certification as detailed in paragraph 4 onwards.

The extension of scope shall 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.

Evaluation Fees

Bureau Veritas shall charge a fee to the applicant / certified manufacturer in a non-discriminatory manner.

Bureau Veritas fee structure shall be publicly accessible and also be provided on request.

Bureau Veritas shall notify and obtain consent to its fee structure from the UAS manufacturer prior to grant of certification. 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.

Surveillance of BVIPL

BVIPL 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.