Prepared & Issued By	***Approved By***
Project head & Quality Manager	*CEO*

Record of Amendments

The following is a summary of the most recent revisions to this documented information.

Date	*Revision No.*	*Amended By*	*Description of Changes*
11-04-2026	0		Initial Release
23-06-2026	1	Yash Patel	1. Corrected Clause 4.1 2. Updated Document reference in Clause 6.13.3, 6.13.4 & 6.13.5

1. Objective

1.1. The objective of this document is to prescribe the certification process to be followed by TIC Quality Control for the certification scheme of unmanned aircraft system (CSUAS) while evaluating manufacturers, importers and assemblers (hereinafter referred as manufacturers) against the applicable certification criteria for unmanned aircraft system as defined in the certification criteria.

1.2. As per the Drone Rules 2021 the certification bodies are the "Authorized testing entity" (ATE). ATE means a body authorized by DGCA or QCI for the purpose of testing unmanned aircraft systems for type certification.

1.3. The ATE on competition of the certification process and upon the application being found satisfactory will issue a statement of conformity for the UAS model as applied in the D1 form.

1.4. Based on the recommendation of an ATE for a particular UAS Model, DGCA will review and issue the type certificate.

2. Scope

2.1. The Certification process is applicable to particular make and model of the UAS being manufactured by indigenous manufacturers and importers of UAS in India. For ease, both manufacturers and importers are termed as manufactures under this UAS certification scheme.

2.2. The evaluation shall be carried out by TIC Quality Control duly approved by the scheme owner provisionally and eventually accredited for the certification scheme as per ISO/IEC 17065.

2.3. Classification of Unmanned aircraft systems as per Drone Rules 2021is done based on their Maximum all up weight including payload:

Class	Greater than	Less than or equal to
Nano		250 grams
Micro	250 grams	2 kilograms
Small	2 Kilograms	25 Kilograms
Medium	25 Kilogram	150 Kilograms
Large	150 Kilogram	Restricted upto 500 kilograms as per Drone Rules 2021

2.4. All the UAS have been categorized as Rotorcraft, Aeroplane and Hybrid which have been further sub categorized as below:

i. Remotely Piloted Aircraft Systems (RPAS)

ii. Model Remotely Piloted Aircraft Systems

iii. Autonomous Unmanned Aircraft Systems

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

3. Certification Process

3.1. Any manufacturer of UAS can apply for certification specifying the specific scope of certification by filling the D1 application form with its supporting document through EGCA portal. The supporting documents may be the following but not limited to as below:

i. Documents confirming the Indian legal entity of the manufacturer

ii. Documents relating to authorizations and permissions required as per Central Government

iii. Rules and Regulations.

iv. 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.

v. 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

vi. Other relevant reports

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

Note: Each model shall be evaluated for compliance to all the applicable requirement of the UAS scheme Part 3 certification criteria Doc No.: TIC-DR-F04

3.2. The following information shall be displayed on the website of TIC Quality control for the knowledge of the applicant.

i. Reference to the certification criteria for which the certification services are offered.
ii. Procedure for obtaining the certification
iii. D1 Application form
iv. List of documents required to be submitted along with the application
v. Information on fees for application, initial evaluation, validity status
vi. Document describing rights and duties of the certified clients
vii. Rules for use of certification mark

3.3. Information on procedures for handling complaints and appeal TIC Quality Control 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.

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

3.5. Certification is granted only against the current relevant Scheme certification criteria for UAS. TIC Quality Control shall review all applications for the above and ensure the same.

4. Application Review

4.1. All the applications received via EGCA portal's D1form shall be reviewed by TIC Quality Control for adequacy of information. If there are any deficiency, then the same will be communicated to the client within 7 days from the receipt of the application.

4.2. The Project Head/Scheme Manager will conduct the application review to ensure 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 the certification body 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. the certification body 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 CSUAS document "Certification Body Requirements". Records of review shall be maintained.
viii. the availability of the applicable Certification Criteria in English language.
ix. the means are available to perform the certification activity;
x. examination of the licenses issued by the regulatory body. The applicants shall have a valid authorization/license to undertake their business operations, as applicable.
xi. that application is for single manufacturer only. Under the Scheme, the certification granted is to manufacturer, which may have applied for multiple models of UAS, payloads, etc.

4.3. Upon receipt of application on EGCA portal TIC Quality Control will record the above-mentioned information in the application review form Doc No.: TIC-DR-F01 and send it to the applicant via email to get additional information on the below-mentioned points:

4.4. Antecedents of applicants shall be verified by the CB. 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.

4.5. 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.

4.6. 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.

4.7. The applicant is to reply to the email within 7 days from the receipt of the email, if not then the D1 form will be rejected by TIC Quality control.

4.8. Based on the application review, if there is any deficiency observed, the same will be informed to the client in a reasonable time via EGCA/email. If there is no response from the applicant within seven days or if the D1 form submitted is incomplete the D1 will be rejected by the during the application review stage itself.

4.9. Only the applications found complete with all the adequate information in the EGCA portal with their supporting documents shall be accepted. Upon acceptance the following things will be done:

i. Register the application by giving it a unique registration number. *(TICQC/CSUAS/IN/Month/Year/XX)* where the XX is the number serially.
ii. Assign an evaluation team and obtain no conflict of interest from the applicant
iii. sign certification agreement
iv. Share stage 1 plan. Doc No.: TIC-DR-F03
v.

Note: Only one unique registration number will be generated per model of UAS. If the D1 form is rejected once due to competition of 60 days and a new D1 is filled for the same model, the registration number of the application shall not change, and the applicant will not be treated as an ex-applicant. The record of subsequent D1 form numbers will be maintained in the application review form of the same model for traceability.

4.10. If there are any queries the same shall be communicated to the client via EGCA. In case the functionality is not available in EGCA or the portal is not functional the same shall be done via email.

4.11. Requests for grant of certificates from ex applicants shall be processed like a fresh application and the entire process for grant of certificate be adhered to.

4.12. TIC Quality control shall reject or close the applications on 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.

5. Preparation and Planning for Evaluation

5.1. The evaluation shall be conducted in 2 stages namely stage 1 and stage2. The minimum duration of stage 1 shall not be more than 6 man-days and stage 2 shall not be more than 8 man-days per model.

5.2. The duration of stage 1 and stage 2 including flight testing of initial evaluation of new application or already certified UAS requesting for a renewal, shall be same for every model of UAS covered in the cope of certification. Any deviation in the same will be recorded in Application review form, stage 1 plan and stage 2 plan.

5.3. The above-mentioned minimum duration is established for evaluation of one UAS model, it does not include time for preparation of evaluation nor for writing the evaluation report, or time spent for traveling.

5.4. 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 the certification body. Where additional meetings are necessary, e.g. review meetings, coordination, evaluation team briefing, an increase in evaluation time may be required.

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

5.6. 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 via email or EGCA portal.

5.7. The certification body 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 CB 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. The same shall be recorded in stage 1 plan Doc No.: TIC-DR-F03 and stage 2 plan Doc No.: TIC-DR-F05

5.8. 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.

5.9. Prior to undertaking the site visit, the certification body, 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.

6. Evaluation process

6.1. Stage 1 Evaluation

6.1.1. 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.

6.1.2. Deficiencies (non-conformity) observed during stage 1 with respect to the certification criteria shall indicate non-compliance with the specific requirement of the certification criteria. No further categorization of deficiencies/non-conformity is done.

6.1.3. The non-conformities shall be recorded with date in the cross-reference matrix (certification requirement document) which is the report of the stage 1 evaluation. The cross-reference matrix shall be given to the client post competition of stage 1 evaluation.

6.1.4. The applicant is to then submit a set of documents and records to indicate compliance as per the applicable clause with a fresh sample, as applicable for the relevant UAS model/payload.

6.1.5. 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 deficiencies are 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.

6.1.6. 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.

6.2. Stage 2 Evaluation

6.2.1. Stage 2 will only be conducted once all the 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.

6.2.2. The objective of 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 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 CB 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. The CB team shall collect the flight logs and other information for validation/verification downloaded and provided to them by the manufacturer.

6.2.3. 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.

6.2.4. The record of evaluation during stage 2 along with the objective evidence is to be recorded in stage 2 witness report as per the compliance criteria mentioned in the CSUAS scheme Doc No.: TIC-DR-F07

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

6.3. Independent Testing of Samples

6.3.1. During the process of evaluation, the Certification Body may, with the consent of the manufacturer, either test the equipment and/or any of its components independently for validating any compliance requirement.

6.3.2. 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 CB evaluation team. The CB shall satisfy itself about the process or would require repeating the testing on-site.

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

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

6.4. Final Evaluation

6.4.1. 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.

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

6.4.3. 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.

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

6.4.5. 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.

6.4.6. The results of final evaluation report are recorded in evaluation report document (SOC Pack) Doc No.: TIC-DR-F08

6.5. Review

6.5.1. An independent review shall be conducted by person(s) or a committee having the relevant competency, duly authorized for this purpose. The responsibility of the review function shall however be that of the TIC Quality Control. Review and certification decision may be completed concurrently by the same person(s) or committee.

6.5.2. The criteria of the review is the same criteria as mentioned in the CSUAS scheme for certification requirements. The findings of independent review is recorded in independent review report and decision matrix Doc No.: TIC-DR-F11

6.5.3. Any information on which 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 available to the applicant along with the information on the evaluation process via the EGCA portal.

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

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

6.6. Evaluation decision

6.6.1. Evaluation decision is the sole responsibility of TIC Quality Control and shall be taken by the person(s) or committee who has done the review as stated above. The person(s) or committee have not been a part of the evaluation process and are competent for the job.

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

6.6.3. Upon ensuring complete compliance to the certification criteria, certification scheme and certification process requirement and there exists no non-conformity, TIC quality control shall communicate the recommendation to DGCA.

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

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

6.6.6. The evaluation decision shall be recorded at the bottom of the independent review report and decision matrix Doc No.: TIC-DR-F11

6.7. Certification Documentation

6.7.1. 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 certification body's attestation of conformity.

6.7.2. On competition of evaluation TIC Quality Control shall inform the applicant and issue a statement of conformity as per Doc No.: TIC-DR-F10

Note: The format/template of the statement of conformity is same as given in the CSUAS scheme.

6.7.3. 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 the certification body only on after the grant and issuance of Type Certificate by DGCA.

6.8. The Evaluation Report

6.8.1. 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. The Certification Body 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.

6.8.2. 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 EGCA Platform.

6.9. Directory of Certified UAS by DGCA

6.9.1. TIC QC 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, scope, geographical location (eg: City and country) for each UAS manufacturer and validity and status (Active/Cancelled/Suspension) of certification.

6.9.2. The information on the website shall also help the user get the following information readily:

i. UAS model and certified payload(s) for its intendent use,
ii. The standard(s) and other normative documents to which conformity has been certified,
iii. Name of certified model, its manufacturer along with contact details.

6.9.3. The validation of the certificates can be done by the hyperlink or by writing a mail to TIC Quality control.

6.10. Recommendation of Suspension and Withdrawal of Certificate

6.10.1. TIC Quality Control 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 the UAS manufacturer has voluntarily requested a suspension or withdrawal,
- **iv.** Any other administrative reason like non-payment of fee etc.

6.10.2. 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.

6.10.3. 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.

6.10.4. TIC Quality Control 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.

6.10.5. While under suspension, the certification body shall ensure that dispatches of certified UAS models are withheld.

6.10.6. The information about the suspension and withdrawal of certificate shall be made publicly available by the Certification Body on its website.

6.10.7. TIC Quality control 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 certification body.

6.10.8. 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.

6.10.9. TIC Quality Control 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.

6.11. Renewal of Statement of Conformity

6.11.1. 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, TIC Quality control shall send a renewal notice to the certified units at least four months prior to expiry of the certificate validity period.

6.11.2. The UAS manufacturer shall apply for renewal in the prescribed format along with the fee, if any prescribed by the TIC Quality Control at least 3 months before expiration of the certificate. TIC Quality control shall process the application and issue the renewal prior to expiry of the certificate.

6.11.3. In case the applicant does not follow the defined timelines and the certificate expires, the same may be considered as the suspension of the certificate.

6.11.4. TIC Quality Control 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.

6.11.5. TIC Quality Control 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 taken
- **iv.** Complaints and adverse incident reporting, if any received,
- **v.** Adverse information from stakeholders and regulators, if any.

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

6.11.7. The decision for renewal of certificate shall be taken by the competent personnel authorized for the same, based on the satisfactory performance of the UAS manufacturer as revealed through the review process.

6.11.8. TIC Quality Control shall not renew certification with conditions for compliance to be verified subsequently. There shall be no conditional renewal of certification.

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

6.11.10. 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.

6.11.11. 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.

6.12. Cancellation

6.12.1. TIC Quality Control shall recommend for cancellation of the certificate to DGCA when:

i. Certified unit contravenes the terms and conditions of the certification and provisions of CSUAS scheme.
ii. UAS model fails to comply to the certification criteria.

6.12.2. TIC quality Control 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.

6.13. Changes affecting certification

6.13.1. When the certification scheme introduces new or revised requirements both in CSUAS, Certification Criteria and Certification Process requirements that affect the applicants and the UAS manufacturer, the CB shall ensure these changes are communicated to them via email or via notification on website of TIC Quality Control. The applicability and impact of such changes on existing certified UAS models shall be evaluated using the Applicability Matrix (TIC-DR-F13).

6.13.2. TIC Quality Control 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.

6.13.3. The Certification 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. This obligation is established through the Certification Agreement (TIC-DR-AG-02, Clause xiii), which is signed prior to commencement of the certification process.

6.13.4. The UAS manufacturer shall be bound by the certification agreement to TIC Quality Control about changes initiated in the UAS model by the UAS manufacturer. The UAS manufacturer shall inform TIC Quality Control of any changes initiated in the certified UAS, its design, components, software, intended use, or any other aspect that may affect compliance with the certification requirements. This obligation is established through the Certification Agreement (TIC-DR-AG-02, Clause xiii) signed by the applicant/UAS manufacturer prior to certification.

6.13.5. In the case of delta certification, TIC Quality Control shall prepare an Applicability Matrix (TIC-DR-F13) to evaluate and record the impact of the proposed changes on the applicable certification criteria and certification requirements. Based on the outcome of the applicability assessment and upon agreement with the applicant/UAS manufacturer, the application shall be processed in accordance with the applicable certification process requirements, including evaluation, review, certification decision, and submission of the Statement of Conformity through the eGCA Portal, as applicable.

6.14. Change of Ownership/Name and change of location

6.14.1. In case of change of ownership, name and on change of location the certification body shall advise the UAS manufacturer (UAS model/payload) to submit a review application to TIC Quality Control for review of the certification criteria.

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

6.14.3. The extension of scope shall be clearly mentioned in the statement of conformity along with its sate 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.

6.15. Extension of scope

6.15.1. When the applicant/manufacturer requests for an extension of scope of certification already granted, TIC Quality Control shall obtain this request in D1 form as amendment or via email stating the information on the additional scope of evaluation along with the necessary documentation and records as are being sought for initial application. The record of additional scope shall be recorded in applicability matrix as per Doc No.: TIC-DR-F13

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

6.15.3. The extension of scope shall be clearly mentioned in the statement of conformity along with its sate 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.

6.16. Evaluation Fees

6.16.1. All the applications at TIC Quality Control shall be charged same as what is mentioned on the website which is publically available. On request to a prospect applicant/manufacturer the free structure shall be also sent via email.

6.16.2. The consent of the applicant/manufacturer shall be taken on the fee structure prior to grant of statement of conformity. As and when the fee structure undergoes a change, the same will be communicated to the applicant/manufacturer by email operating under this scheme of certification for their acceptance.

6.17. Client Records

6.17.1. The documents are retained as per CSUAS document retention procedure and checklist as mentioned in Doc No.: TIC-DR-SOP-03

6.17.2. The records of each applicant shall be recorded and retained for a period of 10 years or until the UAS is in service, whichever is later. If required by law or any regulation relevant to UAS certified, the records shall be retained for longer period in accordance with the relevant regulation

6.17.3. All the records are stored on the one drive of TIC Quality Control which is only accessed by the Project Manager/Scheme Manager and the management of TIC Quality Control. No third party has access to this one drive. All the records will be retained upon grant of type certificate and client wise folder shall be maintained for their respective data retention.

6.17.4. TIC Quality control shall promptly submit any record sought by DGCA, Ministry of Civil Aviation or any government body and facilitate oversight and surveillance as and when required.

6.17.5. 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.

Documents referred in this document

S. No	Document Number	Document Name
1	TIC-DR-F01	Application review record
2	TIC-DR-F03	Stage 1 plan
3	TIC-DR-F04	CSUAS certification criteria
4	TIC-DR-F05	Stage 2 plan
5	TIC-DR-F07	Stage 2 witness report
6	TIC-DR-F08	Evaluation report (SOC Pack)
7	TIC-DR-F10	Statement of conformity
8	TIC-DR-F11	Independent review report and decision matrix
9	TIC-DR-F13	Applicability matrix
10	TIC-DR-SOP-03	CSUAS document retention procedure and checklist