

	<p align="center">National Test House (NR), Ghaziabad</p> <p align="center">Procedure and Rules for use of Certification Mark</p>	Document no.	NTH(NR)/UAS/CB/SOP/08
		Issue no.	1
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		Prepared by	QM
		Approved by	Scientist I/C

Procedure and Rules for use of Certification Mark

1. Purpose

- UAS models that have been certified by the DGCA after receiving due recommendation from QCI approved certification bodies (CBs) or by an accredited CB are only authorised to use the Certification Mark. The UAS manufacturer is required to enter into a written contract with QCI, the Scheme Owner that guides the use of the UAS Scheme Certification Mark after receiving the Type Certificate by DGCA.
- This document describes the rules for use of the Certification Mark for UAS by the UAS Manufacturer.
- The Certification Mark is a protected mark owned by QCI, indicating that the UAS Manufacturer are in conformity with specified certification criteria under the scheme. The “Certification Mark” is also commonly known as a “Logo”, however for the sake of aligning it with the international requirements the same will henceforth be referred to as the “Mark”.
- For the purpose of clarity, the CBs are the “authorised testing entity” mentioned in the Drone Rules 2021. The certification body / authorised testing entity means an entity authorised by the Director General or the Quality Council of India for the purpose of testing unmanned aircraft system for Type Certificate.

2. Scope

This document covers requirements for use of the Mark with respect to certified UAS as per the requirements of CS for UAS.

3. Prerequisites for UAS Scheme Certification Mark

- The UAS manufacturers that have been granted the Type Certificate by DGCA after considering the statement of conformity (Annexure III of the scheme document) granted under the Scheme by NTH (NR) are eligible to use UAS Scheme Certification Mark.
- As per the contract between the Scheme owner (QCI) and NTH (NR), the UAS manufacturer shall be required to formally sign an agreement with QCI for the use of UAS Scheme Certification Mark. Soon after the certification by DGCA, the organization shall sign the contract with QCI in the prescribed format.
- The applicants shall submit their applications for the use of Certification Mark in



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the prescribed format (Annexure I of the scheme document) once they are issued with statement of conformity from NTH (NR) and it is submitted to the DGCA. Soon after the UAS certification, the UAS manufacturer shall sign an agreement with QCI in the prescribed format. This process shall be facilitated by the QCI approved / accredited certification body i.e NTH (NR).

- NTH (NR) shall make provision for the same in its system for certification under UAS Scheme and shall make this requirement a part of its legally enforceable contract with the certified client.
- The UAS manufacturer shall sign a legally enforceable agreement with QCI in the prescribed format (Annexure II of the scheme document), based on which it will be allowed to use the Certification Mark. This will be executed only after the successful grant of Type Certificate by DGCA.

4. UAS Scheme Certification Marks and Statement of Conformity (Annexure III)

- A combination of products and parts, which each comply with applicable certification criteria for UAS, does not always constitute a finished product that has to comply itself as a whole with certification criteria for UAS. However, in some cases, a combination of different products and parts designed or put together by the same person is considered as one finished product which has to comply with the certification criteria for UAS as such. the manufacturer of UAS is responsible for ensuring that the UAS model complies with the all the requirements of the certification criteria for UAS. The fact that components or parts are duly certified by a Certification Mark under any certification marking scheme for safety, security and air worthiness of the UAS, does not automatically guarantee that the finished product also complies.
- A product, which has been subject to important changes or overhaul aiming to modify its original performance, purpose or type after it has been put into service, having a significant impact on its compliance with certification criteria for UAS, shall be considered as a new product.
- UAS which have been repaired or exchanged (for example following a defect), without changing the original performance, purpose or type, are not to be considered as new products, and such UAS would need to undergo conformity assessment again.
- The certification marking under for is a key indicator (but not proof) of a product's compliance with certification criteria for UAS Scheme.



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- In this scheme, one or more samples of the product are subjected to the determination activities. A statement of conformity (e.g., a letter) is issued for the product type, the characteristics of which are detailed in the certificate, or a document referred to in the certificate. Subsequent production items are not covered by the certification body's attestation of conformity.
- The samples are representative of subsequent production items which could be referred to by the manufacturer as being manufactured in accordance with the certified type.
- The certification body may grant to the manufacturer the right to use the type certificate or other statement of conformity (e.g. letter) as a basis for the manufacturer to declare that subsequent production items conform to the specified requirements.
- A UAS manufacturer may apply for Certification Mark as available under the UAS Scheme as detailed above.
- The Certification Mark may be used as any photographic reduction or enlargement. The colour scheme of the Marks shall be the same as described below. Different combination of the colour scheme shall not be used.
- The UAS manufacture shall be issued a certificate by the certifying certification body which carries the appropriate mark.

5. Conditions for use of UAS Scheme Certification Mark

Following conditions shall apply for use of UAS Scheme Certification Mark

- i. The Certification Mark may be used in publicity material, pamphlet, letterheads, other similar stationary, media for exchange of any communication, for promoting the awareness of the scheme, the Certification Mark, etc.
- ii. The UAS manufacturer may also use the UAS certificate issued by the certification body as part of publicity material.
- iii. While using the above documents care shall be taken to ensure that the Mark is used only with respect to the UAS model certified and it shall not give the impression that the non-certified, other than certified scope of UAS, products



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from offices are not included in scope or a related company are also certified.

- iv. The UAS manufacturer shall not make any misleading claims with respect to the Certification Mark.
- v. It shall not use the Certification Mark in such a manner as to bring the Scheme Owners or QCI or DGCA, into disrepute.
- vi. The UAS manufacturer, upon suspension or withdrawal of its certification, shall discontinue use of the Certification mark, in any form.
- vii. The UAS manufacturer, upon suspension or withdrawal of its certification, shall discontinue use of all advertising matter that contains any reference to its certification status.
- viii. In case the Certification Mark is observed to be used by a UAS Manufacturer contrary to the conditions specified, suitable actions shall be taken by the certification body in accordance with the relevant requirements of ISO 17065 and those specified in the documents "UAS Certification Scheme Certification Process" and "UAS Certification Scheme Requirements for Certification Bodies".
- ix. Depending upon the extent of violation, suitable actions may range from advice for corrective actions to withdrawal of certification especially in situations of repeated violations. In case the UAS manufacturer/Importer does not take suitable action to address the wrong use of the Certification Mark, the certification body may suspend/withdraw the certification.
- x. If a manufacturer's certification is suspended; its certificate cancelled, withdrawn or discontinued, it is the UAS manufacturer's responsibility to discontinue the use of the Certification Mark from the date from which the certificate stands suspended, cancelled, and withdrawn or discontinued comes into force. The CBs that have certified the UAS manufacturer/importers need to ensure compliance as stated above.
- xi. The UAS manufacturer/importers shall sign a legally enforceable agreement with the SO, QCI whereby it is allowed to use the Certification mark after agreeing to all the relevant conditions as described in this document.
- xii. The UAS manufacturer shall pay an administration fee for the certification cycle (5 years) to QCI, for the use of UAS Scheme Certification Mark as prescribed from time to time. This payment shall be made to its certification body for onward submission to QCI.

6. Process for signing of contract between QCI and the UAS Manufacturer



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- Once the UAS manufacturer is recommended by the CBs for issuance of certificate from DGCA, the certification body shall require the UAS manufacturer/importers to fill up in duplicate the contract form, template for which is enclosed in Annexure I to this document.
- The certification body shall forward the filled contract form to QCI, for the purpose of signing and completing the contract formalities. Along with the contract form, the relevant certification body shall also forward the details of the UAS manufacturer, covering as a minimum the following information:
 - i. Name and address of the UAS manufacturer.
 - ii. Legal entity Status (with evidence).
 - iii. Names of the top management/ownership details.
 - iv. Details of the Certification granted – number, validity, etc.
 - v. scope of certification granted to the certified manufacturer.

Any other significant detail as considered relevant.

- The certification body shall also forward the copy of the draft certification document it intends to issue to the UAS Manufacturer.
- Upon receiving the signed contract form from QCI, the certification body shall wait till the time certificate from DGCA has been issued, subsequently inform the UAS manufacturer/importer regarding permission to UAS using the UAS Scheme Certification Mark and also forward the signed contract form to them.
- The administration fee for the certification cycle (5 years) for use of UAS Scheme Certification Mark from the certified UAS manufacturer to be submitted to QCI.
- The certification body shall also make provision for informing QCI, about any changes in the certification status, like suspension, withdrawal, etc.
- The contract between QCI and the certified agency shall be valid as long as the manufacture holds valid certification under the UAS Scheme or unless otherwise advised to do so.
- In case if the complainant is not satisfied with NTH(NR) investigation's results, they can submit a request for reconsideration which will be investigated by another officer with

higher level.