

**Government of India  
Ministry of Defence  
Department of Defence Production  
D(EPC) Section**

Room No. 9A, South Block, New Delhi

**Sub: Scheme for Promotion of Defence Exports - Standard Operating Procedure (SOP).**

The undersigned is directed to circulate herewith the Standard Operating Procedure(SOP) for Certification, Testing and Certification under Defence Exports Scheme for information and necessary action.

**Encl: As above**



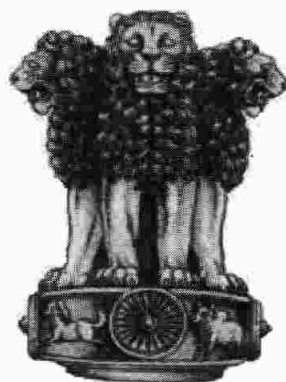
**(Urmila Rawat)**

**Under Secretary to the Govt. of India  
Tele: 23018976**

**To:-**

- a) MA to VCOAS
- b) SO to VC of Air Staff
- c) NA to VCONS
- d) OFB
- e) ALL DPSU
- f) Secretary, ASSOCHAM
- g) Secretary, FICCI
- h) CEO SIDM (CII)
- i) DRDO
- j) MGO/DGOS/Line Dte.
- k) Sh. Vivek Virmani, PO/ DDP – for uploading the SOP on DDP website & Make in India website
- l) DGQA – w.r.t. their ID Note dated 28/02/2019 (F.No. PC to MF 93244/TOS/DGQA/Adm-19)

**MoD/DDP/ID/No.01(01)/2018-D(EPC) dated 6<sup>th</sup> March, 2019**



सत्यमेव जयते

**STANDARD OPERATING PROCEDURE**

**FOR**

**CERTIFICATION,**

**TESTING AND CERTIFICATION**

**UNDER**

**“DEFENCE EXPORTS PROMOTION**

**SCHEME”**

**STANDARD OPERATING PROCEDURE FOR CERTIFICATION AND  
TESTING & CERTIFICATION TO PROSPECTIVE DEFENCE  
EXPORTERS UNDER "DEFENCE EXPORTS PROMOTION SCHEME"**

**General**

1. Scheme for promotion of Defence Export was issued by Ministry of Defence Vide ID No. 1(01)/2018-D (EPC) dated 04/10/2018. The scheme provides for two options to prospective Defence exporters to request for a certificate from DGQA/DGAQA/DGNAI and other DDP notified agencies in respect of Defence equipments/systems indicating "Fit for Indian Military Use" or "Tested and Certified against the QR provided by the prospective Indian Defence Exporter / Manufacturer", for improving the marketability of their products globally.
2. **OPTION-I : CERTIFICATION.** Under the scheme, in a procurement situation wherein more than one vendor is technically qualified, the scheme proposes to create mechanism to grant relevant certificates to the technically qualified bidders for their respective products and the associated specifications. A certificate would be issued by DDP notified agency and titled "Fit for Indian Military Use". This certificate can then be produced by the prospective exporter for marketing their products suitably in the global market.
3. **OPTION-II : TESTING & CERTIFICATION.** Under the scheme, if a particular product is not required by Indian Armed Forces while an Indian Defence manufacturer/ exporter has the capacity and has produced such an item which may be suitable for export or has an export potential, the scheme would provide such an exporter/manufacturer access to the testing infrastructure of MoD for initial validation of the product. A prospective Defence exporter/ manufacturer seeking to avail facilities of MoD laboratories under the said scheme would need to fulfill the following conditions:-
  - (a) Item is a value added product and a system/subsystem/component for which the firm is OEM.
  - (b) Item has potential in international market and could be exported considering the export control regulations.
  - (c) Testing would be based on the Qualitative Requirements provided by the prospective Defence exporter /manufacturer.
  - (d) Testing could be done without any disruption to the trial platform and operational aspects of the forces.

## **Aim**

4. To lay down the guidelines and procedure for certification (option – I), testing and certification (option – II) by DDP notified agencies.
5. **Layout of Standard Operating Procedure (SOP).** The SOP is laid out in two parts as under:-
  - (a) **Part I -** Procedure for certification.
  - (b) **Part II-** Procedure for testing and certification for test laboratories and firing/proof ranges.
6. **Nodal Officer.** The Nodal officers will be nominated by the following three organizations. These Nodal officers are required to be contacted by the Prospective defence exporters :-
  - (a) DGQA - Land Systems.
  - (b) DGAQA - Airborne and Ground based support Systems.
  - (c) DGNAI - Naval Systems.
7. The links to all organisations having test laboratories and proof / firing ranges, under MoD is given in the “Make in India Defence Portal” under Department of Defence Production.

## **PART I**

### **PROCEDURE FOR CERTIFICATION (OPTION-I)**

8. **Certification under “Fit for Indian Military use” by DGQA/DGAQA/DGNAI.** To enable the issuance of the certificate by DGQA/DGAQA/DGNAI under this category following procedure shall be followed:
  - (a) Prospective Indian Defence exporters /manufacturers who are technically qualified after successful GS evaluation and Field evaluation of the product may make a request to DGQA /DGAQA/DGNAI for issuing the certificate under this category.
  - (b) The certification will be issued only if the system/subsystem/component for which the certification is sought, is in use by the Armed Forces.

(c) DGQA/DGAQA/DGNAI will issue the certificate after receiving necessary details from Service HQ/Acquisition Wing. A format of certificate to be issued is given at **Appendix 'A'**.

(d) There will be under mentioned three slabs for charging of processing fee for certification. GST as applicable under the extant GST rules will be paid directly by the Indian Defence exporter/manufacturer.

- (i) System – Rs 50,000/-
- (ii) Subsystem – Rs 25,000/-
- (iii) Component – Rs 10,000/-

(e) The certification will be issued within 30 days from the date of receipt of request from the prospective Indian defence exporter /manufacturer.

(f) The prospective Defence exporter / manufacturer may request for additional copy of the certification for which the charges will be as under :-

- (i) System – Rs 10,000/-
- (ii) Subsystem – Rs 5,000/-
- (iii) Component – Rs 2,000/-

(g) The Certificate will have adequate security features and unique serial number.

## **PART II**

### **PROCEDURE FOR TESTING AND CERTIFICATION (OPTION-II)**

#### **Procedure for Allocation and Utilisation of Labs**

9. Prospective Indian Defence exporters/manufacturers, who meet the requirements of the said MoD scheme (indicated in para 3 above), are required to contact/approach the respective nodal officers along with information/documents of their product through e-mail/post.

10. **Acceptance of Request.** The request for testing made as per this scheme will only be accepted. In case where the request has been accepted, the details will be forwarded by the nodal officers to the DGQA/DGAQA/DGNAI Labs/ nominated NABL / Internationally accredited test laboratory or Proof / Firing range under intimation to the Indian Defence exporter/ manufacturer along with the contact details of the nominated test laboratory.

### **Liability and Compensation**

11. Testing is to be conducted strictly as per date and time schedule decided before hand.
12. Any damages to test equipment / instrument / property / personnel would be assessed by a Board of Officers after the testing and the cost of damages thereof shall be made good by the Indian Defence exporter/ manufacturer.
13. Govt of India / MoD test laboratories will not be legally liable to pay any compensation to personnel / equipment of the Indian Defence manufacturer/exporter or their representative witnessing / participating in the testing activities, in case of any mishap / accident or in an eventuality of fatal nature.
14. All necessary insurance / risk coverage of Eqpt/Systems under test shall be the responsibility of the Indian Defence manufacturer/ exporter.
15. Arbitration Clause will be signed by representatives of both the MoD test laboratories and Indian Defence exporter/ manufacturer during the final co-ordination meeting prior to conduct of tests.

### **Procedure for Allocation and Utilisation of Proof/ Field Firing Ranges**

16. The SOP for allocation and utilization of proof and field firing ranges by private Defence industries dated 16 Jun 2017 issued by MoD will be followed.

### **Charges for Utilization of Test Laboratories and Proof / Firing Ranges.**

17. Charges will be worked out by the respective MoD test laboratory and proof/firing range, which will be further communicated to the Indian Defence exporter/ manufacturer. On receipt of testing / proof / trial date from the test laboratory / proof range, the Defence exporter/manufacturer will forward Commitment Certificate along with the under mentioned charges, prior to commencement of testing. GST as applicable under the extant GST rules will be paid directly by the Indian Defence exporter/manufacturer.

- (a) Advance - 25 % of estimated cost of testing.
- (b) Processing and administrative charges - 10 % of estimated cost of testing.

18. The prospective Indian Defence exporter / manufacturer may request for additional copy of the certification for which the charges will be as under:-

- (i) System – Rs 10,000/-
- (ii) Subsystem – Rs 5,000/-
- (iii) Component – Rs 2,000/-

19. **Change in Schedule / Cancellation.** Any change in the schedule of tests / cancellation of requirement will be intimated by the Indian Defence exporter/ manufacturer to the nodal officer and concerned test laboratories at least two weeks in advance from the date of commencement of the tests, otherwise the advance paid will be forfeited. GST paid will be non-refundable.

### **Certification**

20. The certificates shall be issued by the nodal agency only after the successful completion of the test or proof firing. The certificate would include the complete specifications and test results. A format of certificate to be issued is given at **Appendix 'B'**. This testing will not be automatically applicable for test and evaluation against Indian RFP requirements. The validity of the certificate will be decided based on case to case basis depending on the technological levels and other specifications.

### **Conclusion**

21. This SOP will be reviewed periodically based on experience and feedback.

**Appendix A**

(Refer to Para 8 of SOP)

**Ministry of Defence**  
**Department of Defence Production****CERTIFICATE OF "FIT FOR INDIAN MILITARY USE"**

This is to certify that the store / equipment \_\_\_\_\_ with  
specification \_\_\_\_\_ of M/s \_\_\_\_\_ is fit for Indian  
Military Use.

No. XYZ / ----- / Year

Date: ( )

Place: Authorized signatory

**Disclaimer:**

- (i) This certificate is issued on the basis of the report received from Service Headquarters. Issuing authority will not be liable for any claims, whatsoever, in the future.
- (ii) This certificate is not valid for any legal purposes.



**Appendix B**

(Refer to Para 20 of SOP)

**Ministry of Defence**  
**Department of Defence Production****CERTIFICATE OF TESTING BY DGQA/DGAQA/DGNAI**

1. This is to certify that the store / equipment \_\_\_\_\_  
submitted by M/s \_\_\_\_\_ has been tested against the specification  
( \_\_\_\_\_ ) provided by them .
2. Results of the tests carried out are as per Annexure attached.

NO. XYZ / Lab ----- / Year

Date:

( \_\_\_\_\_ )

Place:

Authorized signatory

**Disclaimer:**

- (i) The test results pertain to the samples / equipment submitted by the firm to MoD Laboratory / proof range.
- (ii) This store / equipment has / have been evaluated / not evaluated for type certification.
- (iii) This certificate is issued on the basis of the report received from test laboratory / proof range. Issuing authority will not be liable for any claims, whatsoever, in the future.
- (v) This certificate is not valid for any legal purpose.