Overview of the Test Procedures

National Test Center /NRAA

NO.	Test Process	Explanation
1.	Submit Application Form	1. An applicant seeking to be certified by National Test Center has to submit the application form to NRAA. 2. The Application Form will be published through NRAA's website
2.	Arrange Dates for Preliminarily Assessment	1. An applicant has to do the Preliminary Assessment to determine whether to accept the system for testing or not. For example, a system clearly missing many of the major or fundamental features for EDRMS will not be accepted for testing.
3.	Conduct the Preliminarily Assessment	1. The Preliminary Assessment will be conducted between NRAA & Applicant within two days to assess the system before proceed to the actual testing.
4.	Report with recommendations	1. If the applicant fail the Preliminarily Assessment their application will be rejected and they will be given a report with recommendations 2. If the applicant pass then they will proceed to the next steps
5.	Payment of fees	1. Applicants will have to pay an administrative fee before they can schedule a date for testing their system / product. 2. If the applicant is government agency the fee is 500 OMR. But if the applicants is private company the fee is 700 OMR .This fee is non-refundable once paid.
6.	Arrange for test dates within 6 months	1. The date of testing shall start at any time within 6 months of the submission date of their application for testing as agreed between NRAA and the Applicant. If the testing does not start within that time period, then the test is cancelled and the applicant has to submit a new application for testing again (for which they may have to pay another administrative fee) unless the cause of the delay is due to NRAA.
7.	Conduct Test	1. After setting the time & date for certification testing. The test will be conducted within an estimated 3-6 weeks between NRAA & applicant.
8.	Add to the list of certified system	1. The applicant who pass the certification testing will be added to the list of certified system.

		2.	The Certificate of Compliance issued by NRAA will be valid only for major version of the system / product that is being tested. Every new major version of the same system / product has to be tested again in order to obtain the Certificate of Compliance.
9.	Report with recommendations	1.	The applicant who fails the certification test will be provided with a report containing NRAA's remarks and recommendations, and if the Applicant wishes to re-test the same system / product version, they will need to re-apply for testing again (for which they have to pay another administrative fee) and show during testing that they have completed the previously failed tests.
10.	Issue certificate to the applicant with a report	1.	The Certificate of Compliance will only be issued to systems / products that fulfill 100% of the mandatory requirements, and at least 70% of the total requirements.
		2.	NRAA shall publish on its website the names of all such certified systems and products along with the version numbers and names of the respective Applicants