



Rwanda Civil Aviation Authority

Form
RCAA-Form-UAS001
February 2014

**APPLICATION FOR REGISTRATION OF UNMANNED AIRCRAFT AND PERMIT
TO OPERATE UNMANNED AIRCRAFT**

Applications for registration will be assessed on a case-by-case basis. The average processing time is approximately 1 to 2 weeks after submission, presuming that the documents are received in good order. The processing time includes time required for assessment of submitted documents and coordination with other competent security agencies for security vetting prior to certificate issuance. Applicants are encouraged to submit their application well in advance of the date of their unmanned aircraft activity.

Type of Permit

Activity Permit¹

Operator Permit²

SECTION 1. APPLICANT INFORMATION

1.	Name of the Owner	
2.	National Identity Card/Passport Number:	
3.	Designation, if any (in case of an organisation/company)	
4.	Residential/Company/Organisation's physical address	
5.	Telephone number (mobile)	
6.	Email address	

¹ An Activity Permit is granted by RCAA to an applicant for a single activity or a block of repeated activities to be carried out by an unmanned aircraft at a specific area of operation, and which are of specific operational profiles and conditions.

² An Operator Permit is granted by RCAA to an applicant if the applicant is able to ensure safe operation of unmanned aircraft, taking into account the applicant's organisational set-up, competency of the personnel especially those flying the unmanned aircraft, procedures to manage safety including the conduct of safety risk assessments, and the airworthiness of each of the aircraft. The permit is valid for up to one year.

SECTION 2. UNMANNED AIRCRAFT DETAILS

Please complete this section for each model of unmanned aircraft you plan to use. If you plan to use more than one model of unmanned aircraft, you may submit separate sheets of this section for each additional model.

1. Name of Manufacturer	
2. Brand/Model unmanned aircraft (as described by the manufacturer)	
3. Unmanned aircraft serial number	
4. Unmanned aircraft specifications	a) <i>Weight (including battery)</i> : <i>Kg</i>
	b) <i>Max speed</i> : <i>m/s</i>
	c) <i>Maximum height</i> : <i>Feet</i>
	d) <i>Max flight time</i> : <i>Minutes</i>
	e) <i>Power Source</i> :
	f) <i>Operating Frequency</i> :
5. Details (type and specifications) of equipment fitted or to be (e.g. surveillance camera, night vision cameras or Infrared and similar thermal imaging/sensors technology, etc.)	

SECTION 3. TYPE OF OPERATION (S) INTENDED TO BE CARRIED

<input type="checkbox"/> Commercial Use	<input type="checkbox"/> <i>Aerial photography/filming</i> <input type="checkbox"/> <i>Agriculture for crop monitoring/inspection/spraying</i> <input type="checkbox"/> <i>Search and rescue</i> <input type="checkbox"/> <i>Research and development</i> <input type="checkbox"/> <i>Educational/academic uses</i> <input type="checkbox"/> <i>Others</i> <i>(Specify)</i>
<input type="checkbox"/> Recreational or personal use	<i>Nature of Operations: (Provide details of activity to be undertaken such as filming, photographic, survey, surveillance, etc.)</i>

SECTION 4. DESCRIPTION OF ACTIVITY, LOCATION DATE AND TIME

(For Activity Permit applicants only)

<p>1. Describe how the unmanned aircraft would be used in the activity e.g. aerial filming/photography, aerial surveillance, aerial inspections, aerial mapping, flying display, R&D activities, test/experimentation flights</p>		
<p>2. Describe the flight profile of the unmanned aircraft (height and speed)</p>		
<p>3. Describe contingency measures in the event of: <i>(This information may be submit on separately in the operational document required in Section 5, 1 a))</i></p>	<p>a) <i>Loss of power in the unmanned aircraft:</i></p>	
	<p>b) <i>Loss of link/remote control with the unmanned aircraft:</i></p>	
	<p>c) <i>Loss of line of sight with the unmanned aircraft:</i></p>	
	<p>d) <i>Names and mobile telephone numbers of 2 designated onsite safety personnel: (Designated onsite safety personnel must remain contactable for the duration of operations)</i></p>	
<p>4. Does the operation involve the carriage or discharge of any items or substances?</p>	<p><input type="checkbox"/> <i>Yes</i></p>	<p><input type="checkbox"/> <i>No</i></p>

<p>5. If answer to item is 4 yes, please provide details of the items/substances carried and/or the means of discharge.</p>	<p>What is/are the items/substances being carried?</p>
	<p>How is/are the items/substances being carried?</p>
	<p>How is/are the items/substances being discharged?</p>
<p>6. Remote pilot details:</p>	
<p>a) Name(s):</p>	
<p>b) National Identity Card/Passport Number:</p>	
<p>c) Date of Birth:</p>	
<p>d) Nationality:</p>	
<p>e) Company, if applicable:</p>	
<p>f) Model of proposed unmanned aircraft to be flown by the pilot</p>	

<p>g) Provide details of unmanned training or course(s) attended or certificate/licence/permit held, if any.</p>	
<p>h) Aviation medical clearance (<i>e.g. Class 1, 2 or 3 medical certificate</i>) held by the pilot, if any. <i>(Note: At least a class 3 medical certificate is required)</i></p>	

SECTION 5. DOCUMENTS TO BE PROVIDED FOR APPLICATION TO USE UNMANNED AIRCRAFT

1. Applicants for Activity Permit

a) Operational document which includes:

- (i) Illustration of the whole operation processes, safety measures proposed by the operator to address site-specific circumstances such as nearby buildings/obstacles, crowds, visibility etc. at the time of operations;
- (ii) Emergency procedures and flight checks to be followed for all envisaged operations of the unmanned aircraft;
- (iii) A completed risk assessment of the site;
- (iv) General procedures for incident/accident reporting to RCAA;

b) Declaration of compliance to RURA's spectrum requirements specifying that the operation of the unmanned aircraft does not cause interference with the operation of any radio communication station or network authorized or licensed by RURA;

c) A copy of the Manufacturer's Instructions (Operating Manual/Handbook);

d) Supporting evidence of remote pilot training, licence and past experience as follows:

- (i) Proof of any unmanned aircraft training or course attended and details;
- (ii) Proof of any previous or existing unmanned aircraft licence or permit issued by other authorities;
- (iii) Proof of any similar activity previously carried out by the remote pilot.

e) If you are operating your unmanned aircraft for hire/reward, please submit an official letter or email stating the purpose of conducting the aerial photography from the company/government agency which has engaged you.

f) Evidence of adequate insurance coverage for the intended activity;

g) Picture(s) of the unmanned aircraft and what is/are being carried by the aircraft if the unmanned aircraft is self-assembled.

h) Proof of payment of the following fees:

- (i) Registration Fee: 110, 000 Rwandan Francs.
- (ii) Activity Permit Fee: 50, 000 Rwanda Francs

2. Applicants for Operator Permit

- a) Unmanned aircraft operations manual (*see template in Annex to this application*)
- b) A copy of the Manufacturer’s Instructions (Operating Manual/Handbook);
- c) The CVs of the accountable manager, flight operations manager, technical manager and pilot.
- d) Declaration of compliance to RURA’s spectrum requirements specifying that the operation of the unmanned aircraft does not cause interference with the operation of any radio communication station or network authorized or licensed by RURA;
- e) Evidence of adequate insurance coverage for the intended operations;
- f) Picture(s) clearly showing the unmanned aircraft and what is/are being carried by the aircraft if the unmanned aircraft is self-assembled.
- g) Proof of payment of the following fees:
 - (i) Registration Fee: 110, 000 Rwandan Francs.
 - (ii) Activity Permit Fee: 200,000 Rwanda Francs.

I[name of applicant]
HEREBY DECLARE that the above particulars are true in every respect.

Date of application

Signature

For RCAA use only

Application accepted

Application rejected

Reasons for rejection:

If application is accepted:

Registration Mark:

Registration Certificate
Number:

Permit Number:

RCAA Inspector's
name:

Signature:

Date:

Annex to Form RCAA-Form-UAS001

TEMPLATE FOR OPERATIONS MANUAL FOR UNMANNED AIRCRAFT

The following areas and details should be considered in developing an unmanned aircraft operator's Operations Manual to provide all the information and instructions necessary to enable the operating staff to perform their duties safely and effectively. The template is not exhaustive and may be adjusted as necessary to suit the particular arrangements of an individual operator/owner.

Section	Subject	Explanation on information to be included
PART 1 INTRODUCTION		
1	Contents	<i>Brief list of the Operations Manual contents.</i>
2	Introductory Statement by the accountable manager who is responsible for the entire activity.	<i>A statement of compliance with any permission and the requirement that operational instructions contained within the manual are to be adhered to by all personnel involved in the operation.</i>
3	Definitions	<i>Include any common acronyms if necessary.</i>
4.	General information	<ul style="list-style-type: none"> - <i>The applicant's name or company, postal address, telephone number and e-mail address.</i> - <i>Personal identity number or corporate identification number and a certificate of incorporation, depending on the type of organization.</i> - <i>Description of the organisation and management illustrated by an organisational chart and detailed</i>

		<p><i>instructions which specify the responsibilities of the flight operations manager and other operational personnel considered required for the intended activities</i></p> <ul style="list-style-type: none"> - <i>Details of any qualifications, experience or training necessary for the remote pilots or support crew for the types of unmanned aircraft and the roles employed by the owner.</i> - <i>Description of intended activity/operations.</i> - <i>Description of all unmanned aircraft owned or to be operated. This includes information on type of aircraft (model/manufacturer), dimensions and other technical specifications, type of control system.</i>
5	Area of operation	<i>Geographic scope etc. Likely operating areas - e.g. building sites, open countryside, roads etc.</i>
6	Site permission	<i>Reference to document confirming land or property owner's permission.</i>
7	Pre-notification	<p><i>If the flight is to be performed near to any aerodrome or aircraft operating site procedures for notification of the intended operation should be provided to air traffic services unit in the area prior to take-off.</i></p> <p><i>Procedures for notification to local local/security authorities of the area of the intended operation to avoid interruption or concerns from the public.</i></p>

PART 2 OPERATING PROCEDURES		
<i>Maintenance and Operation Procedures</i>		
1	Maintenance procedures	<i>Maintenance instructions and associated checklists</i>
2.	Operational Procedures	<p><i>Instructions on how preparation and flight will be carried out.</i></p> <p><i>Flight team composition: Makeup of the flight team depending on type of operation, complexity, type of unmanned aircraft etc.</i></p>
3	Operating limitations and conditions	<i>Minimum and maximum operating conditions in compliance with applicable conditions.</i>
4	Risk assessment	<i>A risk analysis adapted to the company in which all significant failure situations are analysed and are mitigated via corrective measures and instruction for abnormal situations.</i>
5	Accident prevention and Flight Safety procedures	<i>Include any reporting requirements.</i>
<i>Pre-flight planning / preparation</i>		
1	Site survey	<p><i>Visual check of operating area and identification of hazards. These should include:</i></p> <ul style="list-style-type: none"> - <i>the type of airspace and specific provisions</i> - <i>other aircraft operations (aerodromes or operating sites)</i> - <i>restrictions in the areas of operations</i> - <i>obstructions (wires, masts, buildings etc.)</i> - <i>habitation and recreational activities</i> - <i>weather conditions for the planned event</i>

2	Communications	<i>If special frequencies have been assigned to an unmanned aircraft radio communication, procedures to scan for interfering frequencies before a flight is carried out.</i>
3	Selection of operating area and alternate	<i>Size, shape, surrounds, surface, slope.</i>
4	Crew briefing	<i>To cover the task, responsibilities, duties, emergencies etc.</i>
5	Cordon procedure	<i>Adherence of separation criteria.</i>
6	Pre-flight checks on unmanned aircraft and equipment	<i>Instructions and checklists for preparation of flight assignments</i>
7	Communications	<i>Local and with adjacent air operations if appropriate.</i>
8	Weather checks	<i>Limitations and operating considerations.</i>
9	Refuelling	<i>Charging of batteries.</i>
10	Loading of equipment	<i>Security.</i>
<i>Flight procedures</i>		
1	Start	
2	Take-off	
3	In flight	
4	Landing	
5	Shutdown	
<i>Emergency procedures</i>		
4.1	Appropriate to the unmanned aircraft and control system	<i>Should consider all those events that might cause the flight of the unmanned aircraft to fail or be terminated.</i>

4.2	Fire	<i>Risk and preventative measures should be considered relevant to the type of unmanned aircraft power sources and fuel.</i>
4.3	Accidents	<i>Reporting, responses etc.</i>
PART 3 TRAINING		
	Details of the operator training programme	<i>Training and checking requirements for pilots and support crew as determined by the operator to cover initial, refresher and conversion syllabi.</i>
PART 4 APPENDICES		
	Other documents	<i>As considered necessary.</i>