



# **NAMIBIAN CIVIL AVIATION AUTHORITY**

Advisory Pamphlet (AP)

1/1/2/4/3-10

---

**RPAS CERTIFICATION REQUIREMENTS**

10/2021



**Namibia Civil Aviation Authority -  
Safety Division**

**ADVISORY PAMPHLET**  
**RPAS Certification Requirements**

INTENTIONALLY BLANK





## SCHEDULE

### 1. INTRODUCTION

This advisory pamphlet provides guidance material to RPAS Operators applying for Commercial approvals and Beyond Visual Line of Sight (BVLOS) and/or cargo operations.

### 2. BACKGROUND

RPAS Operators intending on applying for BVLOS and/or cargo operations require a 5-phase certification. The intent on this advisory pamphlet is to explain the 5-phase certification process as it applies to RPAS operations. We have included the certification requirements for commercial VLOS operations as well.

### 3. DEFINITIONS

**Beyond Visual line-of-sight (VLOS) operation.** An operation in which the remote pilot or RPA observer does not maintain direct unaided visual contact with the remotely piloted aircraft.

**Model Aircraft.** Remotely piloted aircraft intended for recreational purposes only.

**Remotely piloted aircraft (RPA).** An unmanned aircraft which is piloted from a remote pilot station.

**Remotely piloted aircraft system (RPAS).** A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.

**Unmanned aircraft.** An aircraft which is intended to operate with no pilot on board.

**Unmanned aircraft system.** An aircraft and its associated elements which are operated with no pilot on board.

**Visual line-of-sight (VLOS) operation.** An operation in which the remote pilot or RPA observer maintains direct unaided visual contact with the remotely piloted aircraft.

### 4. COMMERCIAL VLOS

Operators applying for Commercial VLOS operations that do not include carriage of cargo should apply on application form FSS-GEN-FORM-612-01 and attach their letter of intent, insurance copies, RPAS registration, ID of pilots, and proof of payment of the fee.

### 5. OVERVIEW OF 5 PHASE CERTIFICATION FOR BVLOS AND CARGO OPERATIONS

The approval of BVLOS or cargo RPAS operation follows a standard 5 phase approval process consisting of the following phases:

- I. Pre-application
- II. Formal Application



- III. Document Evaluation
- IV. Demonstration and Inspection
- V. Certification

We will explain each of the phases as they apply to RPAS BVLOS or cargo operations in the following sections.

## **6. PRE-APPLICATION PHASE (Phase I)**

- 6.1 The pre-application phase encompasses the initial enquiry and the initial application documentation along with the pre-application meeting.
- 6.2 The prospective applicant will normally contact the NCAA with its initial intent to establish an BVLOS or cargo RPAS operation. At this stage if they intend to proceed, they will be furnished with the RPAS Application form FSS-GEN-FORM 612-01A, which is detailed in Appendix 3.
- 6.3 NCAA will review the application form for completeness, and if there are any errors the application form will be returned to the applicant for corrections.
- 6.4 The NCAA will assign a certification project team to the application including a representative from OPS, AIR, and ANSSO and appoint a certification project manager (CPM).
- 6.5 Once the application form is reviewed as correct, the NCAA will invite the applicant for a pre-application meeting, whereupon the remaining document package will be handed over and the certification process will be explained.
- 6.6 The purpose of the pre-application meeting is to confirm the information on the application form and to provide critical certification information to the applicant. It is recommended that the operator's key management personnel attend the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an BVLOS or Cargo RPAS operator.
- 6.7 An application package will be provided to the applicant at the pre-application meeting to enable them to proceed with the formal application and remaining parts of the certification process.
- 6.8 The following documents will be provided to the applicant at the pre-application meeting:
  - I. Advisory Pamphlet 1/1/2/4/3-10 RPAS BVLOS and Cargo Approval Requirements
  - II. Advisory Pamphlet 1/1/2/4/3-4 RPAS Operations Manual Guidelines
  - III. FSS-OPS-FORM-612-03 RPAS Schedule of Events
  - IV. FSS-OPS-FORM-612-04 RPAS Operations Manual Checklist
  - V. FSS-OPS-FORM-612-05 RPAS Operations Inspection Checklist
  - VI. Working Paper Template for National Airspace Committee
- 6.9 On successful completion of the pre-application meeting the pre-application phase will be closed by issue of a phase closure letter from the NCAA.



## **7. FORMAL APPLICATION PHASE (Phase II)**

- 7.1 The formal application phase begins with the applicants submission of a formal application to the authority.
- 7.2 The operator shall submit the formal application on a letter from the senior accountable manager in a form and manner acceptable to the authority.
- 7.3 The formal application letter shall have the applicants request for approval as a BVLOS or Cargo RPAS Operator and shall be signed by the senior accountable manager. It should contain the full name and physical and mailing address of the operator. The letter shall also contain the key positions of RPAS management in the organisation.
- 7.4 The following key management positions at a minimum are required:
- Accountable Manager
  - Quality Manager
  - Safety Manager
  - Flight Operations Manager

The posts for quality and safety may be combined.

NCAA reserves the right to require additional key management positions for complex or large RPAS operators.

- 7.5 A sample formal application letter is included in Appendix 2.
- 7.6 The formal application letter must be accompanied with the following attachments:
- I. Company operations manual
  - II. Schedule of Events
  - III. Initial Statement of Compliance
  - IV. Key Management Resumes
  - V. Copies of the Pilot's ID document and work permits if applicable
  - VI. Company founding statement or certificate of incorporation
  - VII. Proof of insurance (policy document)
  - VIII. Copies of the Certificates of Registration of the RPAS
  - IX. Proof of payment or NCAA receipt for application fee
  - X. Working Paper for National Airspace Committee (BVLOS)
- 7.7 If the operator is applying for other approvals, for example the carriage of dangerous goods, they should submit this application together with the formal application at this point.
- 7.8 The NCAA certification project team will complete a cursory review of the formal application and if they are satisfied with the application, they will invite the applicant for a formal application meeting. If they are unsatisfied, they will return the application to the applicant for revision. Acceptance of the documents by cursory review does not convey approval, this will be done in the document review phase.
- 7.9 The formal application meeting will be conducted with the NCAA appointed project team. All nominated key members of the management are expected to be in attendance including the senior accountable manager, the quality manager, and the safety manager.



7.10 On successful completion of the formal application meeting the formal application phase will be closed by issue of a phase closure letter from the NCAA.

#### 8. DOCUMENT EVALUATION PHASE (Phase III)

- 8.1 Once the formal application phase is completed document evaluation will begin. The project certification team will conduct an in-depth review of all the application documents.
- 8.2 Any corrections required will be communicated to the applicant and the required corrections must be completed before resubmission.
- 8.3 Once the documents are approved formal communication will be provided to the applicant accordingly by way of a document approval letter. The documents will be signed and stamped on the manual approval page and the list of effective pages.
- 8.4 Once all documents are approved the applicant can submit a fully completed statement of compliance.

#### 9. DEMONSTRATION AND INSPECTION PHASE (Phase IV)

- 9.1 NCAA requires an operator to demonstrate its ability to comply with regulations and safe operating practices before beginning actual revenue operations. These demonstrations include actual performance of activities and/or operations while being observed by NCAA inspectors. During these demonstrations and inspections, the NCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manuals and other documents. Emphasis is placed on the operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before Phase IV can be concluded.
- 9.2 The inspection will include items of the main base, facilities, training if applicable, and a demonstration flight and is conducted according to FSS-OPS-FORM 612-05.

#### 10. CERTIFICATION (Phase V)

- 10.1 Once the demonstration and inspection phase are completed satisfactorily, the NCAA will issue the RPAS BVLOS and/or Cargo RPAS Operators Certificate.
- 10.2 The certificate holder is responsible for continued compliance with NAMCARs and the authorisations, limitations, and provisions of its approval.

#### APPENDICES

APPENDIX 1 Schedule of Events

APPENDIX 2 Sample Formal Application Letter

APPENDIX 3 Application Form



**APPENDIX 1**  
**Schedule of Events – FSS-OPS-FORM-612-03**

|   |  |  |  |
|---|--|--|--|
| <b>PRE-APPLICATION PHASE</b>                        |  |  |  |
| 1.Submission of RPAS Application Form               |  |  |  |
| 3. Acceptance of Application Form (NCAA)*           |  |  |  |
| 3. Pre-Application Meeting                          |  |  |  |
| 4. RPAS Registration Application                    |  |  |  |
| 5. Appointment of certification team members (NCAA) |  |  |  |
| <b>FORMAL APPLICATION PHASE*</b>                    |  |  |  |
| 1. Submission of Formal Application Letter          |  |  |  |
| 2. Formal Application Attachments                   |  |  |  |
| a. Schedule of Events                               |  |  |  |
| b. Initial Compliance statement                     |  |  |  |
| c. Company Operations Manual                        |  |  |  |
| d. CVs of Post Holders                              |  |  |  |
| e. Management and Key Staff Resume                  |  |  |  |
| f. Pilot’s ID documents, work permits if applicable |  |  |  |
| g. Proof of registration of RPAS                    |  |  |  |
| h. Insurance Certificate                            |  |  |  |
| i. Payment of Applicable Charges                    |  |  |  |
| j. Company Founding Documents                       |  |  |  |
| k. Working Paper for NAirC                          |  |  |  |
| l. MOU for ANSP                                     |  |  |  |
| 4. Acceptance of Formal Application Package         |  |  |  |
| 3. Formal Application Meeting                       |  |  |  |
| <b>DOCUMENT EVALUATION PHASE (NCAA)**</b>           |  |  |  |
| NCAA Evaluates the manuals and documents            |  |  |  |
| NCAA Evaluates the Statement of Compliance          |  |  |  |
| <b>DEMONSTRATION AND INSPECTION PHASE</b>           |  |  |  |
| 1. Evaluate Operator Conducting Training            |  |  |  |
| 2. Presentation to NAirC for BVLOS                  |  |  |  |
| 3. MOU with ANSP                                    |  |  |  |
| 4. RPAS Inspection                                  |  |  |  |
| 5. Main Operations Base                             |  |  |  |
| 6. Demonstration Flight                             |  |  |  |
| <b>CERTIFICATION PHASE</b>                          |  |  |  |
| Issuing of BVLOS/Cargo Approval (NCAA)              |  |  |  |
| Completion of project report (NCAA)                 |  |  |  |



**APPENDIX 2**

**Sample Formal Application Letter**

(Name of Applicant)  
(Appropriate Physical and Postal Address)

Executive Director  
Namibia Civil Aviation Authority  
No 4 Rudolph Hertzog, P.M. Bag 12003  
Ausspanplatz, Windhoek,  
Namibia

[Date]

Dear Sir/Madam,

**APPLICATION FOR AN AIR OPERATOR’S CERTIFICATE**

This letter serves as formal application for a Namibia NCAA approval for BVLOS RPAS Operations for (Name of Applicant).

(Name of Applicant), initially intends to operate as a [regular, irregular] BVLOS RPAS operation under NAMCAR 101 of the Namibia Civil Aviation Regulations (NAMCARs). We intend to use (Number and Type) RPAS(s) in the following areas (location).

Our company will have its principal base of operations and corporate offices located at (appropriate address).

Our management personnel are as follows:

- (i) Senior Accountable Manager
- (ii) Person responsible Flight Operations
- (iii) Safety Manager
- (iv) Quality Manager
- (v) Person Responsible Maintenance (optional)

Enclosed is the Schedule-of-Events and Initial Statement of Compliance which was agreed to at our-last meeting with your representatives. We have retained the services of ..... as our agent for service (consultant – if applicable).

Sincerely,

Senior Accountable Manager



**Enclosures**

1. Schedule of Events
2. Statement of Compliance Part 101
3. Management CVs
4. Company Operations Manual
5. Insurance copies
6. Company founding statement or certificate of incorporation
7. IDs of pilots, directors, and management
8. Proof of registration of RPAS
9. Payment Receipt
10. Working Paper for NAirC
11. MOU for ANSP



APPENDIX 3

RPAS OPERATORS POPS AND APPLICATION FORM – FSS-OPS-FORM 612-01A



Private Bag 12003 Windhoek Namibia | (Tel) +264 83 235 2100 | (Web) <http://www.ncaa.com.na>

**REMOTELY PILOTED AIRCRAFT (RPA)**

Application Form to operate Remotely Piloted Aircraft (RPA) within Namibia.

**Application and POPS Form for Remotely Piloted Aircraft Operations, NAMCARS, 2001 Part 101, Category III BVLOS or Cargo Operations**  
*To be completed by the Owner or Operator*  
*(Also to be completed by a foreign operator for an approval to conduct operations in Namibia)*

Issue  Renewal  Amendment

**Section 1. Applicant information**

1a. Operator, include company registered name and trading name if different. Address: physical and mailing address; telephone; and e-mail.

1b. Pilot(s) of remote aircraft. telephone; and e-mail (if different from 1a).

2a. RPAS operator certificate number (issued by NCAA):

2b. Remote pilot(s) license number(s), certificate of competency, or letter of authorization if applicable:

4. Management and Key Staff, name, position, telephone and email (BVLOS and Cargo only)

5. Insurance Information: Name of Insurer and address, including telephone: fax and e-mail. (NAMCAR 101.06.2)

**Section 2: RPA identification (NAMCAR 101.03.3)**

1. Aircraft registration number, identifying marks, or serial numbers (as applicable):

2. Aircraft identification to be used in radiotelephony, if applicable:

3. Aircraft type:



- 4. Aircraft description (eg no of Engines, type of lift):  
\_\_\_\_\_
- 5. Aircraft controlled via
  - Line of sight
  - Satellite
  - Computer program
  - Other
 \_\_\_\_\_
- 6. Aircraft maximum flight altitude  
\_\_\_\_\_
- 7. Aircraft maximum range from remote pilot station  
\_\_\_\_\_
- 8. Aircraft equipment (eg. Sprayers, camera, type, live feed or photographs, aerial mapping equipment etc):  
\_\_\_\_\_
- 9. If camera equipped, aircraft camera transmission destination:
  - Operator/Company home base
  - Image transmission destination
  - Other
 (identify): \_\_\_\_\_
- 10. Frequency band to be used:  
\_\_\_\_\_
- 11. Aircraft radio station licence number, if applicable:  
\_\_\_\_\_

**Section 3. Description of intended operation (NAMCAR 101.5)**

- 1. Proposed type(s) of operation:
  - Aerial mapping;  Aerial surveying;  Aerial photography;  Aerial advertising
  - Aerial surveillance and inspection;  Forest fire management;  Meteorological service
  - Search and rescue;  Accident/incident investigation;
  - Cargo (payload), indicate type of cargo: - subject to special approval \_\_\_\_\_  
 Is cargo classified as dangerous goods:  yes;  no  
 Is payload internal  or external
  - Other (specify): \_\_\_\_\_
- 2. **Flight Rules:**  VFR;  IFR;  IMC;  VLOS (Visual Line of Sight only);  BVLOS (Beyond Visual Line of Sight)
- 3. **Dates/Geographic areas/description of intended operations and proposed route structure:**
  - a. Date(s) of intended flight (dd/mm/yyyy): \_\_\_\_\_
  - b. Cruising speeds(s): \_\_\_\_\_
  - c. Cruising level(s)/altitude: \_\_\_\_\_
  - d. Duration/frequency of flight: \_\_\_\_\_
  - e. For emergency landings:
    - 1. responsible person for aircraft recovery: \_\_\_\_\_



2. responsible person for clean up if impact occurs: \_\_\_\_\_  
f. Emergency contact telephone numbers: \_\_\_\_\_

**Section 4. RPA Characteristics**

**1. RPA Characteristics:**

- a. Type of aircraft:
- b. Maximum certificated take-off mass:
- c. Number of engines:
- d. Take-off and landing requirements:
- e. Detect and avoid capabilities:
- f. Number and location of remote pilot stations and handover procedures between remote pilot stations, if applicable:
- g. payload information/description:
- h. Visual control for takeoff and/or landing or takeoff and landing handled through camera on board

**2. Performance characteristics:**

- a. Operating speeds:  
\_\_\_\_\_
- b. Typical and maximum climb rates:  
\_\_\_\_\_
- c. Typical and maximum descent rates:  
\_\_\_\_\_
- d. Typical and maximum turn rates:  
\_\_\_\_\_
- e. Maximum aircraft endurance:  
\_\_\_\_\_
- f. Aircraft maximum flight altitude and maximum range from remote pilot station:  
\_\_\_\_\_
- g. Other, such as limitations for wind, icing, precipitation e.t.c  
\_\_\_\_\_
- h. Number and location of RPA Stations and handover procedure (if applicable)  
\_\_\_\_\_

**3. Communications, Navigation and Surveillance capabilities (not applicable for VLOS below 150 feet)**

- a. Aeronautical safety communications frequencies and equipment:
  - i. ATC communications, including any alternate means of communication, as applicable:  
\_\_\_\_\_
  - ii. Command and control links (C2) including performance parameters and designated operational coverage area;  
\_\_\_\_\_
  - iii. Communications between remote pilot and RPA observer, if applicable;  
\_\_\_\_\_
- b. Navigation equipment; and  
\_\_\_\_\_
- c. Surveillance equipment (e.g. SSR transponder, ADS-B out, as applicable).  
\_\_\_\_\_



4. Additional Information that provides a better understanding of the proposed operation or business: (commercial only), (attach letter of intent)

5. Proposed training (attach contract or letter of intent with an NCAA approved ATO)

Attach copies of the following, (in English translation if original documents are not in the English language):

- Proof of payment or receipt
- Liability Insurance certificate;
- Government issued ID;
- Work Visa (for all foreign pilots and post holders)
- NFC Approval (all public films)
- MEFT Approval (commercial operations in national parks)
- Certificate of registration; and
- Remote aircraft operators and/or competency certificate
- Radio license (if applicable – flights in controlled airspace only)
- Noise certificate (if applicable)
- Certificate of registration as a surveyor (if applicable)
- Contracts and leases; and
- Founding Statement or Certificate of Incorporation.

Signature of Applicant:

Date (dd/mm/yyyy):

Name and title:

Section 5 to be completed by the NCAA

FOPS Evaluated by (name and office):

Sign:

NCAA decision:

Approval granted  Not approved

Sign:

Executive Director: NCAA