



NAMIBIA CIVIL AVIATION AUTHORITY

ADVISORY Pamphlet (AP)

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RPAS OPERATIONS MANUAL GUIDELINES

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Approval Record:



Advisory (AP) system

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4. RPAS operations Manuals Guidelines is set out in the Schedule attached hereto.
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Schedule

1. Introduction

This advisory pamphlet provides guidance material to RPAS Operators and Organisation for the development of a flight operations manual.

2. Background

In the complex commercial RPAS operators require an operations manual for approval of their operations, this advisory pamphlet is developed to give guidance into the contents therein.

3. Contents of a Remote Pilot Aircraft System (RPAS) Operators Manual

3.1 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.

3.2 Content of the Operations Manual



The Following outline shall be used as a basis for the Operations Manual submitted for approval of complex commercial RPAS operations.

Part A – General

1. Introduction;

- 1.1 Purpose and scope of manuals
- 1.2 A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable REMOTELY PILOTED AIRCRAFT.
- 1.3 A statement that the manual contains operational instructions that are to be complied with by the relevant personnel in the performance of their duties.
- 1.4 List of manuals comprising the operations manual if applicable, including user guides.
- 1.5 A list and brief description of the various operations manual parts, their contents, applicability, and use.
- 1.6 Responsibility for manual content.
- 1.7 Responsibility for manual revisions and amendments.
- 1.8 List of effective pages.
- 1.9 Distribution list and distribution of manuals and amendments

2. Safety Management Systems

- 2.1 Safety Policy
- 2.2 Description of Safety management system
- 2.3 Accident and incident Investigation Policies
- 2.4 Safety Systems forms
- 2.5 Emergency response plan

3. Quality Systems

- 3.1 Descriptions of quality system adopted
- 3.2 Quality Systems Forms

4. Management Organisation

- 4.2 A description of the organizational structure including the general company organisation and operations department organization. The relationship between the operations department and the other departments of the company. In particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the safety of the Remotely Piloted aircraft operations, shall be shown.
- 4.3 Accountable Manger – duties and responsibilities
- 4.4 Nominated personnel – Functions duties and responsibilities
- 4.5 Remotely Piloted Aircraft pilot – duties and responsibilities
- 4.6 Support personnel in the operation of Remotely Pilot Aircraft – duties and responsibilities
- 4.7 A description of the objectives, procedures, and responsibilities necessary to exercise operational control with respect to flight safety (flight dispatch)

5. Documentation

- 5.2 Documents required in Remotely Piloted Aircraft operations
- 5.3 Document storage and retention period

Part B – Remotely Piloted Aircraft – Operating Information

1. Crew Information

- 1.1 Flight team / Crew composition
- 1.2 Qualification requirements of Remotely Piloted Aircraft pilot and support crew
- 1.3 Operations of different types of remotely Piloted Aircraft if applicable

2. Operations of Remotely Piloted Aircraft

- 2.1 Operating Limitation and conditions
- 2.2 Communications
- 2.3 Weather
- 2.4 On site procedures

3. Remotely Piloted Aircraft Operating Procedures

- 3.1 Assembly and functional checks
- 3.2 Pre-flight checks
- 3.3 Normal flight procedures associated with relevant systems
- 3.4 Inflight checks associated with relevant systems



- 3.5 Abnormal procedures associated with relevant systems
- 3.6 Emergency Procedures associated with relevant systems

4. Remotely Piloted Aircraft Flight /User Manual

Part C – Areas Routes and Aerodromes

- 1. Areas of Operations
- 2. Operating site planning and assessment
- 3. Authorizations including site permission.

Part D – Training

- 1. Training syllabi and checking programs for Remotely Piloted Aircraft Crew
- 2. Training syllabi and checking programs for Remotely Piloted Aircraft support crew
- 3. Training syllabi and programs for personnel other than crew
- 4. Recurrent training programs
- 5. Additional requirements that individual clients specify for the proposed operations.