



Namibia Civil Aviation Authority

Aviation Directive

Reference Number: 1/2/3-6

Flight Operations

April 2021

**ISSUANCE OF AN RPAS LETTER OF APPROVAL IN
TERMS OF NAMCAR PART 101**

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1. Legal Authority

Pursuant to Section 38 (6) of the Civil Aviation Act 2016. (Act no of 2016 – hereinafter “the Act”) the Executive Director may issue a permission, approval or procedure, or the imposition of a condition, restriction, or prohibition which the Executive Director believes on reasonable grounds to be:

- (a) consistent with the objectives of applicable regulatory requirements, procedures, or documents: and
- (b) necessary and expedient to better achieve the objects of the Act.

This AD is considered appropriate for the reasons mentioned herein below

2. Background

- 2.1. NAMCAR Part 101 requires an approval from the Executive Director to operate a remotely piloted aircraft system (RPAS) in any category asides from recreational (non-camera) toys. More specifically NAMCAR 101.03.1 specifies “A person may not carry out a Category II or III RPA or RPA system operation outside the property of the owner or operator except, under the authority of, and in accordance with the provisions of an approval issued under this Part,”
- 2.2. In the absence of comprehensive approval procedures and fees this directive has been produced to guide the issuance of RPAS approvals (RPAS Letters of Approval or RLA’s) issued in terms of NAMCAR Part 101.

3. Purpose

- 3.1 This directive clearly identifies all the processes required to apply for and obtain an RPAS Letter of Approval (RLA) for private and commercial purposes.

4. Applicability/Issued To

This Directive applies to all RPAS Operators.



5. Action Required/Expected

- 5.1. All RPAS operators who have their RPAS permanently based in Namibia shall apply for their RPAS to be registered in terms of NAMCAR Part 47.
 - 5.1.1. The registration process for RPAS is that outlined in NAMCAR 47.00.5.
- 5.2. In the case of RPAS category II and III applying for a Visual Line of Sight (VLOS) operation outside the boundaries of their own property, in addition to NAMCAR 101.03.2 the following applies:
 - 5.2.1. The application should be made on form FSS-GEN-FORM 081
 - 5.2.2. The application should be accompanied by the appropriate fee from Part 187 as detailed in paragraph 5.3;
 - 5.2.3. The application should be accompanied by the proof of drone specific liability insurance of the operator.
 - 5.2.4. The application should be accompanied by proof of registration for all Namibian based RPAS.
 - 5.2.5. The application should be accompanied by a copy of the pilot(s) ID.
 - 5.2.6. For a category III operation the application should be accompanied by a letter of intent detailing the proposed operation.
- 5.3. An RPAS operation is the equivalent to an aircraft operation (Note: definition of RPAS in Part 101 and Part 1). The fee from Part 187 required for application for an RPAS letter of approval shall be as follows:
 - 5.3.1. For category III RPAS:
 - a) The fee prescribed in part 187.00.15 for issuance;
 - b) The fee prescribed in 187.00.15 (b) for renewal;
 - c) The fee prescribed in 187.00.15 (a) for amendment.
 - 5.3.2. For category II RPAS:
 - a) The fee prescribed in 187.00.6 (i) for issuance, renewal, or amendment.
- 5.4. For Beyond Visual Line of Sight (BVLOS) operations the applicant will be required to apply under the standard five phase certification process applicable to Air Operators Certificate holders as described in Advisory Pamphlet 1/1/2/4/3-5.
 - 5.4.1. The applicant will be required to submit a manual of procedure for the document evaluation phase which includes as a minimum the requirements detailed in Advisory Pamphlet



1/1/2/4/3-4.

5.5. An RPAS Letter of Approval will be issued to an operator, that is a natural or juristic person, and shall be available for the issuance in terms of all drones and pilots who the operator intends to use, as per the serial numbers and names listed on the application form. The application fee is charged once per year regardless of the number of drones or pilots listed on the application form.

5.6 Any change to the drones applied for or pilots named on the application form shall be considered an amendment and charged as per 5.3.1 (c) or 5.3.2 (a).

6. Effective Date

The Directive shall be in effect from 30th April 2021 and shall remain in effect until superseded by amendment or withdrawn.

For further guidance, please contact email sos.ops@ncaa.com.na.

7. Issued By:


Gordon Elliott
INTERIM EXECUTIVE DIRECTOR



DATE: 29 April 2021