



Namibia Civil Aviation Authority

Aviation Directive

Reference Number: 1/2/3-6

Flight Operations

October 2021

RPAS APPROVAL AND CERTIFICATION REQUIREMENTS IN TERMS OF NAMCAR PART 101



Namibia Civil Aviation Authority

**Aviation Directive 1/2/3-6
RPAS APPROVAL AND
CERTIFICATION REQUIREMENTS**

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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 issued to supplement Part 101 of the Namibian Civil Aviation Regulations.

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) or RPAS Operating Certificate 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-OPS-FORM-612-01 or FSS-OPS-FORM -612-01A.
- 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 or RPAS operating certificate 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.

RPAS Operator Certificate (ROC)

- 5.4. No RPAS operator shall operate Beyond Visual Line of Sight (BVLOS) or cargo operations except under the authority of and in accordance with the conditions of a certificate issued in terms of this directive.



- 5.4.1 For Beyond Visual Line of Sight (BVLOS) and cargo operations the applicant will be required to apply for an RPAS Operator Certificate under the standard five phase certification process as described in Advisory Pamphlet 1/1/2/4/3-10.
- 5.4.2 The applicant will be required to submit an operations manual for the document evaluation phase which includes as a minimum the requirements detailed in Advisory Pamphlet 1/1/2/4/3-4.
- 5.4.3 An RPAS Operator shall appoint persons acceptable to the Executive Director for the following positions
at a minimum:
- a) Accountable Manager
 - b) Quality Manager
 - c) Safety Manager
 - d) Flight Operations Manager
- 5.4.3.1 The posts of Safety and Quality may be combined.
- 5.4.4 The operator shall establish a quality assurance system and safety management system acceptable to the Executive Director.
- 5.4.5 The RPAS operator shall provide suitable office accommodation at suitable locations for the persons referred to in 5.4.3.
- 5.4.6 The operator shall provide suitable training and testing for the pilots and for observers and operational staff as applicable. All RPAS pilots shall have either a license, a certificate of competency, or a letter of authorization issued by an appropriate authority. Certificates of competency should be valid for two years, and the operator should conduct line checks valid for one year. Where an observer is required by the operation they shall also complete a certificate of competency or proficiency check every two years, which may be conducted in house.
- 5.4.7 The ROC holder shall permit an authorized officer to carry out such safety inspections and audits, including its sub-contractors, which may be necessary to determine compliance with the terms of this directive and NAMCAR Part 101.
- 5.4.8 On completion of the five phase certification process a RPAS operator certificate (ROC) shall be issued on the appropriate form.
- 5.4.9 Any advertisement made by the holder of an ROC shall reflect the certificate number of the ROC issued by the Executive Director.
- 5.4.10 All documents used in the RPAS operations shall be retained by the operator for a period of two years.
- 5.5 An RPAS Letter of Approval will be issued to a Namibian **or foreign** operator, that is a natural or



juristic person. A RPAS Operator Certificate shall be available to a Namibian natural or juristic person only. An RLA or ROC 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).
- 5.7 An RPAS Letter of Approval or an RPAS Operating Certificate may be varied, suspended, or revoked if the Executive Director is no longer satisfied that the operator can maintain an adequate organization to provide safe operations.
- 5.8 The Executive Director shall maintain a register of all RLAs and ROCs issued, amended, or reviewed in terms of this directive and the NAMCARs Part 101.

6. Effective Date

The Directive shall be in effect from 30th October 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:


Ericsson M. Nengola
Interim Executive Director for Civil Aviation



DATE: 
