



RWANDA CIVIL AVIATION REGULATIONS

PART 27: UNMANNED AIRCRAFT SYSTEMS

On basis of Article 5 of Law No.059/2024 of 20/06/2024, empowering the Director General to establish, on an interim basis, special regulations pending the establishment of civil aviation regulations by the Minister, the RCAA Director General hereby establishes Special Regulations No.RSR/01/2024 of 15th November 2024 which are all highlighted in grey background in Parts of the Ministerial Order No01/CAB.M/019 of 06/02/2019 establishing civil aviation regulations.

PART 27

Unmanned Aircraft Systems

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SUBPART A — GENERAL PROVISIONS**27.001 CITATION & APPLICABILITY**

- (a) These regulations may be cited as Civil Aviation (Unmanned Aircraft Systems) Regulations.
- (b) This Part prescribes rules governing the operation of basic and specific unmanned aircraft system (UAS) in the Republic of Rwanda.
- (c) Unless otherwise exempted, this Part does not apply to international operations of UAS.

27.005 DEFINITIONS

- (a) In this Part the following definitions apply unless otherwise specified:

Accident.

An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- 1) a person is fatally or seriously injured as a result of:
 - (i) being in the aircraft; or
 - (ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
 - (iii) direct exposure to jet blast,
 - (iv) except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- 2) the aircraft sustains damage or structural failure which:
 - (i) adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - (ii) would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or
- 3) the aircraft is missing or is completely inaccessible.

Note 1: For statistical uniformity only, an injury resulting in death within 30 days of the date of the accident is classified, by ICAO, as a fatal injury.

Note 2: An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

Note 3: In the case of investigation of an unmanned aircraft system, the requirement is only for remotely piloted aircraft certificated in accordance with RCAR Part 4—Airworthiness of Aircraft and / or operated under an operator authorization in accordance with this Part 27—Unmanned Aircraft Systems.

Aerial work.

An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement.

Aerodrome.	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
Aeronautical Information Publication.	A publication issued by or with the Authority of a State and containing aeronautical information of a lasting character essential to air navigation.
Aircraft.	Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
Air traffic	All aircraft in flight or operating on the maneuvering area of an aerodrome.
Air traffic control clearance.	Authorization for an aircraft to proceed under conditions specified by an air traffic control unit. <i>Note 1. — For convenience, the term “air traffic control clearance” is frequently abbreviated to “clearance” when used in appropriate contexts.</i> <i>Note 2. — The abbreviated term “clearance” may be prefixed by the words “taxi”, “take-off”, “departure”, “enroute”, “approach” or “landing” to indicate the particular portion of flight to which the air traffic control clearance relates.</i>
Appropriate Authority.	Regarding flight over the high seas: the relevant Authority of the State of Registry. Regarding flight other than over the high seas: the relevant Authority of the State having sovereignty over the territory being overflown.
Authority.	The Rwanda Civil Aviation Authority.
Authorization.	The formal permission granted to an applicant, from the Authority, allowing particular operations with limitations commensurate with the combined operational and system risk.
Automatic Dependent Surveillance – Broadcast. (ADS-B)	One method by which aircraft, aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.
Air traffic service.	A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).
Approved UA area.	A defined area as approved.
Basic operations.	Operations that are likely to fall under the lowest risk categories and likely require only registration of the UAS in addition to set restrictions for private use.
Beyond Visual-Line-of-Sight.	Unmanned aircraft operations in which the remote pilot does not have to keep the unmanned aircraft within visual-line-of-sight at all times.
C2 Link.	The data link between an unmanned aircraft and a remote pilot station or control station that is used in the management of a flight.
Commercial	Any UAS operations for hire, profit, gain, remuneration or earnings.

operation of UAS.

Conspicuity. Quality of an aircraft (e.g. lighting or paint scheme) allowing it to be easily seen or noticed by others (e.g. by pilots, ATCOs, aerodrome personnel).

Continuing airworthiness. The set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

Control area. A controlled airspace extending upwards from a specified limit above the earth.

Controlled airspace. Airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.
Note. — Controlled airspace is a generic term which covers ATS airspace Classes A, B, C, D and E as described in Annex 11, 2.6.

Controlled flight. Any flight which is subject to an air traffic control clearance.

Control zone. Controlled airspace extending upwards from the surface of the earth to a specified upper limit.

Data link Communications. Form of communication intended for the exchange of messages via a data link.

Detect And Avoid (DAA). The capability to see, sense or detect conflicting traffic or other hazards and take the appropriate action.

Fatigue. A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental or physical activity) that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety-related duties.

First-person view device. A device that generates and transmits a streaming video image to a control station display or monitor that gives the pilot of an unmanned aircraft the illusion of flying the aircraft from an on-board pilot's perspective.

Flight plan. Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight recorder. Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation. In the case of unmanned aircraft system, it also includes any type of recorder installed in a remote pilot station for the purpose of complementing accident/incident investigation.

Flight time. The total time from the moment an aircraft first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.
Note — Flight time as here defined is synonymous with the term "block to block" time or "chock to chock" time in general usage which is measured from the time an aircraft first moves for the purpose of taking off until it finally stops at the end of the flight.

Flight termination system. A system that when activated, terminates the flight of an unmanned aircraft.

Flight visibility. The visibility forward from the cockpit of an aircraft in flight.

Fly-away.	In respect to a remotely piloted aircraft, an interruption or loss of the C2 link such that the remote pilot is no longer controlling the aircraft and the unmanned aircraft is not flying its preprogrammed procedures in the predicted manner.
Geographical limitation.	A restricted airspace volume defined through electronic map data.
Geofencing.	Automatic function to limit the access of the UA to airspace areas or volumes provided as geographical limitations based on the UA position and navigation data.
Guidance Material (GM).	Non-binding material developed by the Authority that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of the Regulation, Standard Scenarios, and outlines additional Acceptable Means of Compliance.
Handover	The act of passing piloting control from one remote pilot station to another.
Highly automated aircraft.	An unmanned aircraft that does allow minimal pilot(s)' intervention in the management of the flight.
Highly automated operation.	An operation during which an unmanned aircraft system is operating with minimal pilot intervention in the management of the flight.
Human performance.	Human capabilities and limitations, which have an impact on the safety and efficiency of aeronautical operations.
Incident.	An occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operation.
Instrument meteorological conditions (IMC).	Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions (VMC).
Landing area.	That part of a movement area intended for the landing or take-off of aircraft.
Maintenance.	The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair.
Maintenance organization's procedures manual.	A document which details the maintenance organization's structure and management responsibilities, scope of work, description of facilities, maintenance procedures, and quality assurance, or inspection systems. This document is normally endorsed by the head of the maintenance organization.
Maintenance program.	A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability program, necessary for the safe operation of those aircraft to which it applies.
Maneuvering area.	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Movement area.	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

Notice to Airmen, NOTAM.	A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
Operational control.	The exercise of Authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.
Operations manual.	a manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.
Operation specification.	The Authorization, conditions and limitations within the UAS operator's certificate and subject to the conditions in the operation manual.
Operator.	A person, organization or enterprise engaged in or offering to engage in an aircraft operation. <i>Note —In the context of remotely piloted aircraft, an aircraft operation includes the remotely piloted aircraft system.</i>
Private operation of UAS.	UAS operation by individual or organization, for the recreational purposes and not intended for any commercial use. <i>Note. - In the context of unmanned aircraft system, refer to the UAS definition.</i>
Remote crew member.	A crew member responsible of any duty essential to the operation of an unmanned aircraft system during a flight duty period.
Remote flight crew member.	A licensed crew member responsible of any duty essential to the operation of an unmanned aircraft system during a flight duty period.
Remote pilot.	A person charged by the operator with duties essential to the operation of an unmanned aircraft and who manipulates the flight controls, as appropriate, during flight time.
Remote pilot-in-command.	The remote pilot designated by the operator as being in command and charged with the safe conduct of a flight.
Remote pilot station.	The component of the unmanned aircraft system containing the equipment used to pilot the unmanned aircraft.
Remotely piloted aircraft (RPA).	An unmanned aircraft that is piloted from a remote pilot station
Remotely piloted aircraft system (RPAS).	A remotely piloted aircraft, its associated remote pilot stations, the required command and control links and any other components as specified in the type design.
Remote pilot station.	The component of the unmanned aircraft system containing the equipment used to pilot the unmanned aircraft.
Risk mitigation.	The process of incorporating defenses or preventive controls to lower the severity and/or likelihood of a hazard and the projected consequences.
Rotorcraft.	A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on

	one or more rotors.
Safety.	The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.
Safety management system (SMS).	A systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures.
Safety performance indicator.	Data-based safety parameter used for monitoring and assessing safety performance.
Safety risk.	The predicted probability and severity of the consequences or outcomes of a hazard.
Segregated airspace.	Airspace of specified dimensions allocated for exclusive use to a specific user(s).
Shielded operation.	Means an operation of an aircraft within 100 m of, and below the top of, a natural or man-made object.
Standard Scenario.	A description of a type of operation included in a certification specification issued by the Authority, for which an operational risk assessment has been conducted and mitigations identified that can be applied to a variety of applicants in satisfying Target Levels of Safety for approval.
State of Design	The State having jurisdiction over the organization responsible for the type design.
State of Manufacture.	The State having jurisdiction over the organization responsible for the final assembly of the aircraft.
State of Registry.	The State on whose register the aircraft is entered.
State of the Operator.	The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.
State safety programme (SSP).	An integrated set of regulations and activities aimed at improving safety.
Target Level of Safety (TLS).	A generic term representing the level of risk which is considered acceptable in particular circumstances.
Testing Site.	A specific geographical location designated by the Authority for UAS testing and flight operations, managed by the Rwandan government or delegated entity such as a UAS Club.
Type certificate.	A document issued by a Contracting State to define the design of an aircraft type and to certify that this design meets the appropriate airworthiness requirements of that State. <i>Note 7. – Many unmanned aircraft systems (UAS) do not have, and according to current standards, are not able to be certificated. It is up to the operator to provide the proper mitigations to risk that enable higher risk operations in lieu of more robust and reliable system certification and to use industry best practice standards when available to achieve Alternate Means of Compliance (AMOC).</i>
Unmanned free	Non-power-driven, unmanned, lighter-than-air aircraft in free flight

balloon.

Unmanned aircraft (UA). An aircraft that is intended to be operated with no pilot onboard.

Unmanned aircraft (UA) observer. A trained and competent person designated by the operator who, by visual observation of the unmanned aircraft, assists the remote pilot in the safe conduct of the flight.
VFR flight. Flight conducted in accordance with the visual flight rules.

Visibility. For aeronautical purposes is the greater of—
 (i) the greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognized when observed against a bright background;
 (ii) The greatest distance at which lights in the vicinity of 1 000 candelas can be seen and identified against an unlit background.

Note - The two distances have different values in air of a given extinction coefficient, and the latter (i) varies with the background illumination. The former (i) is represented by the meteorological optical range (MOR).

Note - The definition applies to the observations of visibility in local routine and special reports, to the observations of prevailing and minimum visibility reported in the aerodrome routine meteorological report (METAR) and aerodrome special meteorological report (SPECI) and to the observations of ground visibility.

Visual line-of-sight (VLOS). An operation in which the pilot or UA observer maintains direct unaided visual contact with the unmanned aircraft.

Visual meteorological conditions (VMC). Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

27.010 ACRONYMS AND ABBREVIATIONS

(a) The following acronyms and abbreviations are used in this Part—

Note: Additional acronyms and abbreviations are provided in Part 1, Appendix 1 to 1.020.

GM	Guidance Material.
IMC	Instrument Meteorological Conditions.
MOR	Meteorological Optical Range.
UOC	UAS Operator Certificate.
SMS	Safety Management System.
TLS	Target Level of Safety.
UA	Unmanned Aircraft.
UAS	Unmanned Aircraft System.
VFR	Visual Flight Rules.
VLOS	Visual Line-of-Sight.
VMC	Visual Meteorological Conditions.
SSR	Secondary Surveillance Radar.
ATC	Air Traffic Control.
RPAS	Remotely Piloted Aircraft System.
AIP	Aeronautical Information Publication.
DAA	Detect And Avoid.
RPA	Remotely Piloted Aircraft.
SSP	State Safety Program.
CAA	Civil Aviation Authority.

ICAO	International Civil Aviation Authority.
AGL	Above Ground Level.
NOTAM	Notice to Airmen.
ANSP	Air Navigation Service Provider.
AAO	Approved Aviation Organization.
RCAA	Rwanda Civil Aviation Authority.

27.015 UNMANNED AIRCRAFT REGISTRATION AND CERTIFICATE OF REGISTRATION

- (a) Every person lawfully entitled to the possession of a UA who will operate a UA in Rwanda shall register that UA and hold a valid certificate of registration for that aircraft from:
- (1) The Authority in compliance with Appendix 1 of this regulation; or
 - (2) The appropriate aeronautical Authority of a contracting State of ICAO; or
 - (3) The appropriate aeronautical Authority of another State that is party to an agreement with the Government of Rwanda which provides for the acceptance of each other's registrations.

27.020 CATEGORIZATION AND CLASSIFICATION OF UAS AND OPERATIONS

- (a) A classification of UAS (equipment) separate from their intended operations (activity) is impossible without clear certification and airworthiness standards, and therefore until such time that these become available,
 - (1) UAS classification must consider both the intended operation, proposed system and area of operation.
 - (2) In addition to the two general classifications mentioned below, the Authority reserves the right to require additional mitigations commensurate with the perceived risk to air traffic, ground infrastructure and populations in the interest of safety and/or security.
 - (3) Class 1 – Basic Operations: A category of UAS operation that, considering the risk involved, does not require a prior Authorization by the Authority before the operation takes place however requires notification to the Authority prior to operation.
 - (i) Operational requirements fitting the Basic Operation category are identified in Appendix 2 of this regulation.
 - (ii) These are considered the lowest risk operations for UAS and will not be considered for any commercial UAS flights. A basic risk assessment shall be conducted and submitted to the Authority for approval.
 - (iii) Operations conducted in private property only with appropriate property owner’s authorization.
 - (4) Class 2 – Specific Operations: A category of UAS operation that, considering the risk involved, requires an Authorization by the Authority before the operation takes place and takes into account the mitigation measures identified by an operational risk assessment, except for certain standard scenarios where a declaration by the operator is sufficient.
 - (i) These operations are considered acceptable only upon approval of a risk assessment and risk mitigation plan as described in the issued Authorization granted by the Authority. This category requires the UAS to be registered and a remote pilot licence/certificate for the operator.
 - (ii) Specific categories fit UAS operations that are for commercial UAS operations and limited in risk exposure on the ground or in the air, or larger more complex aircraft for private testing and flight operations. This category requires the remote pilot to have a remote license issued by the Authority.
 - (iii) This category of operation may also require additional system certification such as type certifications.
 - (iv) Specific Operation categorization provides the opportunity for highly robust UAS to operate in Authority controlled airspace where other operations would not be allowed for lack of system performance, reliability, and certification.
 - (v) These operations require an Activity Permit as proof of approval from the Authority.
- (b) The Authority reserves the right to amend or require operational changes at any time.

Basic	Specific
(1) Registration within UAS club	(1) Registration
(2) Notification to the Authority	(2) Authorization through Activity permit
(3) Location/Area approval	(3) Pilot License
	(4) UAS Operator Certification

- (c) An applicant seeking operations beyond those limitations identified in “Specific Operations” must provide operational risk assessment as described by the Authority in support of an Authorization. As risk increases, the complexity of the assessment will include operational considerations as prescribed by the Authority.

27.025 FALSIFICATION, REPRODUCTION OR ALTERATION

- (a) No person shall make or cause to be made:
 - (1) Any fraudulent or intentionally false record or report that is required to be made, kept, or used to show compliance with any requirement under this part; or

- (2) Any reproduction or alteration, for fraudulent purpose, of any certificate, authorization, record or report under this part.
- (b) The commission by any person of an act prohibited under paragraph (a) of this section is a basis for any of the following:
 - (1) Denial of an application for any remote pilot certificate or authorization;
 - (2) Suspension or revocation of any certificate or authorization issued by the Rwanda Civil Aviation Authority (RCAA) under this part and held by that person; or
 - (3) Under the Law establishing regulations governing civil aviation (N° 20/2018 of 29/04/2018, chapter viii: offences and penalties’).

27.030 INSPECTION, TESTING AND DEMONSTRATION OF COMPLIANCE.

- (a) A remote pilot or person manipulating the flight controls of a (UAS) shall upon request make available to the Rwanda Civil Aviation Authority:
 - (1) The remote pilot certificate;
 - (2) The certificate of registration for the unmanned aircraft system being operated;
 - (3) Any other document, record, or report required to be kept under this part; and
 - (4) The remote pilot, unmanned aircraft (UA) observer, owner, operator, or person manipulating the flight controls of a UA shall, upon request, allow the Authority to make any test or inspection of the UAS, the remote pilot, the person manipulating the flight controls of a UA, and, if applicable, the UA observer to determine compliance with this part.

27.035 ACCIDENT REPORTING

- (a) No later than 24 hours after an operation, a remote pilot shall report to the Authority, in accordance with Rwanda Civil Aviation Safety Management requirements, an operation of the UA involving at least:
 - (1) Serious injury to any person; or
 - (2) Damage to any property other than the UA in accordance to Rwanda laws and regulations.

27.040 USE OF AERONAUTICAL RADIO

- (a) A person shall not operate a UA in controlled airspace unless he or she:
 - (1) holds a relevant qualification;
 - (2) maintains a listening watch on a specified frequency or frequencies or any other authorized channel of communication; and
 - (3) makes broadcasts on a specified frequency or frequencies at the specified interval giving the specified information.

Note 1: specified frequency for particular airspace means a frequency specified from time to time in AIP or by ATC as a frequency for use in the airspace.

Note 2: specified information for particular airspace means information specified from time to time in AIP or by ATC as information that must be broadcast in the airspace.

Note 3: specified interval for particular airspace means the interval specified from time to time in AIP or by ATC as the interval at which broadcasts must be made while in that airspace.

- (b) In this regulation relevant qualification means any of the following qualifications:
 - (1) an aeronautical radio operator certificate;
 - (2) a remote pilot licence/certificate or flight crew licence;
 - (3) an air traffic control licence;
 - (4) a military qualification equivalent to a licence mentioned in paragraph (b) or (c); or
 - (5) a UAS flight service licence.
- (c) The Authority may direct in an authorization that a particular person shall not operate a UA unless the person:
 - (1) holds a relevant qualification;
 - (2) maintains a listening watch on a frequency or frequencies or any other authorized channel of communication; specified in the authorization;
 - (3) makes broadcasts on a frequency or frequencies at intervals and giving information specified in the authorization; and
 - (4) complies with the authorization.
- (d) The Authority may direct in an authorization, in regard to a particular UA or type of UA, that a person shall not operate the UA unless he or she:

- (1) holds a relevant qualification;
- (2) maintains a listening watch on a frequency or frequencies or any other authorized channel of communication; specified in the authorization;
- (3) makes broadcasts on a frequency or frequencies at intervals giving information specified in the authorization;
and
- (4) complies with the authorization.

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SUBPART B — OPERATING RULES**27.045 APPLICABILITY**

- (a) This Part applies to operations of civil unmanned aircraft systems in the Republic of Rwanda.

27.050 MEANING OF STANDARD UNMANNED AIRCRAFT OPERATING CONDITIONS

- (a) A UA is operated in standard unmanned aircraft operating conditions if, during the operation:
- (1) the UA is operated within the visual line-of-sight of the person operating the UA; and
 - (2) the UA is operated at or below 120 m (400 ft) above ground level (AGL) by day; and
 - (3) the UA is not operated within 30 m of a person, measured horizontally, who is not directly associated with the operation of the UA; and
- (b) the UA is not operated:
- (1) in a prohibited area; or
 - (2) in a restricted area; or
 - (3) over a populated area; or
 - (4) within 10 NM radius from the centre of an international controlled aerodrome and 5NM radius from the centre of a domestic aerodrome; and
- (c) the UA is not operated over an area where a fire, police or other public safety or emergency operation is being conducted without the approval of a person in charge of the operation; and
- (d) the person operating the UA operates only that UA.

27.055 APPROVAL OF AREAS FOR OPERATION OF UNMANNED AIRCRAFT/ TEST SITES

- (a) A person may apply to the Authority for the approval of an area as an area for the operation of:
- (1) UA generally, or a particular category of UA;
 - (i) An approval has effect from the time written notice is issued to the applicant, or a later day, or day and time stated in the approval.
 - (ii) An approval may be expressed to have effect for a particular period (including a period of less than 1 day). The Authority may impose conditions on the approval in the interests of the safety of air navigation.
 - (2) If the Authority approves an area under (1), it shall publish details of the approval (including any condition) in a NOTAM or on an aeronautical chart.
- (b) The Authority may revoke the approval of an area or change the conditions that apply to such an approval, in the interests of the safety of air navigation, but the Authority shall publish details of any revocation or change in NOTAM or on an aeronautical chart.
- (c) The Authority shall also give written notice of the revocation or change:
- (1) to the person who applied for the approval of the area; or
 - (2) if that person applied for that approval as an officer of an organization concerned with UA and no longer holds that office, to the person who now holds the office.

27.060 SEGREGATED AIRSPACE

- (a) A person shall not operate a UA within segregated airspace unless the person has approval to do so from the administering authority responsible for the segregated airspace area.

27.065 CONTROLLED AIRSPACE

- (a) A person shall not operate a UA in controlled airspace without authorization from the ATC unit responsible for that airspace.

27.070 AIRSPACE KNOWLEDGE

- (a) This rule applies to a person who operates any of the following:
- (1) a UA; and
 - (2) Any authorised aircraft under this Part.
- (b) A person to whom this rule applies shall:
- (1) ensure that before each flight, the person is aware of the airspace designation under Rwanda Airspace Structure and any applicable airspace restrictions in place in the area of intended operation; or

- (2) conduct the operation under the direct supervision of a person who is aware of the airspace designation Rwanda Airspace Structure and any applicable airspace restrictions in place in the area of intended operation.

27.075 HAZARD AND RISK MINIMIZATION

(a) A person operating any of the following shall take all practicable steps to minimize hazards to persons, property and other aircraft (Safety Risk Management):

- (1) a UA; and
- (2) Any authorised aircraft under this Part.

27.080 DROPPING OF ARTICLES

(a) A person operating any of the following shall not allow any object to be dropped in flight if such action creates a hazard to other persons or property:

- (1) a UA;
- (2) Any authorised aircraft under this Part.

27.085 APPROVED PERSON OR ORGANIZATION

(a) In this Subpart, an approved person or organization means a person or organization having appropriate expertise in the design, construction or operation of a UA, or appropriate knowledge of airspace designations and restrictions, and who has been approved by the Authority to perform one or more of the following specified functions and further defined in Appendix 3 of this Regulation:

- (1) issuing a remote pilot qualification for operating a UA;
- (2) appointing persons to give instruction to operators of UA;
- (3) authorizing a person to notify the air navigation service provider, for the issuance of a NOTAM, of a UA operation;
- (4) authorizing the construction or modification of a UA;
- (5) inspecting and approving the construction of a UA; or
- (6) authorizing the operation of a UA.
- (7) Approving and inspecting an unmanned aircraft systems training organization activities.

27.090 AERODROMES

(a) A person shall not operate a UA on or within a radius of 10 NM from the centre of an international controlled aerodrome and 5 NM radius from the centre of a domestic aerodrome —

- (1) an uncontrolled aerodrome, unless:
 - (i) the operation is undertaken in accordance with an agreement with the aerodrome operator; and
 - (ii) each remote pilot has a UA observer in attendance while the aircraft is in flight; and
 - (iii) the UA is not operated at a height of more than 120 m (400 ft) AGL unless the operator has been approved by the Authority to operate the UA above 120 m (400 ft) AGL.
 - (2) a controlled aerodrome, unless it is operated in accordance with an authorization from the relevant air traffic control (ATC) unit; and
 - (3) any aerodrome, unless the person:
 - (i) is the holder of, or is under the direct supervision of the holder of, a remote pilot qualification issued by an approved person or approved aviation organization; or
 - (ii) is under the direct supervision of a person appointed to give instruction in the operation of a UA by an approved person or approved aviation organization; or
 - (iii) is the holder of a remote pilot licence/certificate or certificate issued by the Authority.
- (b) Paragraph (a) does not apply to an operation that is conducted:
- (1) outside of the boundary of the aerodrome (defined in paragraph a); and
 - (2) in airspace that is physically separated from the aerodrome by a barrier that is capable of arresting the flight of the UA.

27.095 AIRSPACE

(a) A person operating a UA shall:

- (1) unless operating in segregated airspace, not operate:

- (i) in airspace within 100 m, measured horizontally, of a person who has not given consent for the UA to operate over them;
- (ii) above property unless prior consent has been obtained from any persons occupying that property or the property owner; or the appropriate Authority working on behalf of the public.
- (2) maintain observation of the surrounding airspace in which the aircraft is operating for other aircraft; and
- (3) not operate the UA at any height above 120 m (400 ft) AGL except in accordance with paragraph (c).
- (b) Nothing in paragraph (a) requires a person to obtain consent from any person if operating:
 - (1) under the Authority of an approved aviation organization; and
 - (2) in airspace used by that organization.
- (c) A person operating a UA outside 10 NM radius from the centre of an international controlled aerodrome and 5 NM radius of a domestic aerodrome and above 120 m (400 ft) AGL shall ensure that the operations:
 - (1) operate in segregated airspace designated for that purpose; or
 - (2) ensure that at least 24 hours before the operation, a person authorized by an approved person or approved aviation organization, notifies the air navigation service provider (ANSP), for the issuance of a NOTAM, containing the following information:
 - (i) the name, address, and telephone number of the operator;
 - (ii) the location of the proposed operation;
 - (iii) the date, time and duration of the proposed operation;
 - (iv) the maximum height AGL proposed for the UA operation.

27.100 VISUAL LINE-OF-SIGHT OPERATIONS

- (a) This rule applies to the following types of aircraft:
 - (1) a UA; and
 - (2) Any authorised aircraft under this Part.
- (b) A person shall not operate a UA to which this rule applies in:
 - (1) any area in which the person's view of the surrounding airspace in which the UA will operate is obstructed; or
 - (2) meteorological conditions that obstruct the person's ability to maintain visual line-of-sight of the aircraft.
- (c) A person who operates a UA to which this rule applies shall at all times:
 - (1) maintain visual line-of-sight with the UA or be in direct communications with a UA observer that maintains visual line-of-sight with the UA; and
 - (2) be able to see the surrounding airspace in which the UA is operating; and
 - (3) operate the UA below any cloud base.
- (d) For the purposes of this rule, visual line-of-sight means a straight line along which the remote pilot or UA observer has a clear view, and which may be achieved with the use of:
 - (1) spectacles, contact lenses, or a similar device used for vision correction of the user to no better than normal vision but not the use of an electronic, mechanical, electromagnetic, optical, or electro-optical instrument; or
 - (2) a first-person view system and a trained and competent UA observer who maintains:
 - (i) visual line-of-sight of the UA; and
 - (ii) sight of the surrounding airspace in which the UA is operating; and
 - (iii) has direct communication with the person who is operating the UA.

27.105 UAS OPERATION BEYOND VISUAL LINE-OF-SIGHT (BVLOS)

- (a) To conduct BVLOS operations, the operator shall obtain Authorization from the Authority after conducting operation safety risk assessment and they should be in the specific category.
- (b) To conduct BVLOS operations, the remote pilot or observer shall have a means to detect and avoid traffic and all other hazards such as hazardous meteorological conditions, terrain and obstacles unless otherwise approved by the appropriate Authority.
- (c) Prior to conducting a controlled BVLOS operation, coordination shall be affected with the ATC unit involved regarding—
 - (1) Any operational performance limitations or restrictions unique to the UAS (e.g. unable to perform standard

- rate turns);
- (2) Any preprogrammed lost C2 link flight profile or flight termination procedures; and
- (3) direct telephone communication between the Remote Pilot Station (RPS) and the ATC unit for contingency use, unless otherwise approved by the ATC unit(s) involved.
- (d) Communication between the Remote Pilot Station (RPS) and the ATC unit(s) shall be as required for the class of airspace in which operations occur and should utilize standard ATC communications equipment and procedures, unless otherwise approved by the ATC unit involved.
- (e) C2 link transaction time should be minimized so as not to inhibit the remote pilot's ability to interface with the UAS compared to that of a manned aircraft.
- (f) UAS operating BVLOS shall only operate within Radio line of sight (RLOS). Operation beyond Radio line of sight shall require special Authorization from the Authority after indicating all operational control functions and safety measures associated to the type of operation.
- (g) Remote Pilot Station for UAS operations BVLOS will be designed in such way to match the performance of the type of C2 link (BRLOS/RLOS) with which they will be used.
- (h) BVLOS operations shall be conducted only when the following conditions are met—
 - (1) the State of the Operator and the State in whose airspace operation occurs have approved the operation;
 - (2) The Unmanned Aircraft (UA) remains in VMC throughout the flight; and
 - (3) A DAA capability or other mitigation is used to assure the UA remains well clear of all other traffic; or
 - (4) the area is void of other traffic; or
 - (5) the operation occurs in specifically delimited or segregated airspace.
- (i) Operations BVLOS over heavily populated areas or over open air assemblies of people shall require special considerations such as the following—
 - (1) Altitudes for safe operation;
 - (2) Consequences of uncontrolled landing;
 - (3) Obstructions;
 - (4) Proximity to airports/emergency landing fields;
 - (5) Local restrictions regarding UAS operations over heavily populated areas; and
 - (6) The emergency termination of a UA flight.
- (j) Take-off launch of UAS BVLOS shall be operated from established aerodromes/UAS ports or from any other location depending on operational requirements and system configuration, design and performance.
- (k) Take-off/launch from aerodromes for BVLOS operations from established aerodromes may be approved after ensuring that the safety of manned aircraft operations is not jeopardized, the remote pilot/controller shall consider the following—
 - (1) Regulations pertaining to UAS operations on or near an aerodrome;
 - (2) Complexity and density of air traffic;
 - (3) Ground operations (e.g. taxiway width, condition, other ground traffic);
 - (4) C2 link continuity;
 - (5) Payload considerations;
 - (6) Wake turbulence;
 - (7) Performance and capability related to take-off distance/run available and minimum obstruction climb requirements, departure procedures and any flight restricting conditions associated with operations to or from the aerodrome; and
 - (8) Availability of emergency recovery areas.

27.110 HIGHLY AUTOMATED UAS OPERATIONS

- (a) Increasingly complex automated aircraft require extensive performance review, risk assessment, and testing.
- (b) The entity conducting the automated unmanned aircraft operations is responsible for oversight of the operations, including unmanned aircraft airworthiness and any operational requirements imposed by the government entity;
- (c) Automated unmanned aircraft operations must comply with rules of air, as applicable to all aircraft in Rwanda Airspace;
- (d) No Person shall approve highly automated UAS operations without consulting the Chairperson of the National Civil Aviation Security Committee (NCASC).

- (e) The NCASC shall prescribe security conditions and limitations for highly automated unmanned aircraft operations to ensure they do not jeopardize national security.

27.115 WEATHER AND DAY LIMITATIONS

- (a) A person shall not operate a UA:
 - (1) in or into a cloud; or
 - (2) at night; or
 - (3) in conditions other than visual meteorological conditions (VMC);
 - (i) unless permitted by another provision of this Part, or in accordance with an air traffic control clearance.
- (b) 27.115(a) does not apply if the person holds an authorization under regulation subpart D allowing these operations.

27.120 NIGHT OPERATIONS

- (a) A person shall not operate a UA at night unless the operation is:
 - (1) indoors; or
 - (2) a shielded operation.
- (b) Paragraph (a) of this regulation does not apply if the person holds an authorization under regulation subpart D allowing these operations.

27.125 RIGHT-OF-WAY

- (a) A person who is operating a UA shall give way to and remain clear of all manned aircraft on the ground and in flight.

27.130 OPERATION OVER AND NEAR PEOPLE

- (a) No person shall operate a UA over a person unless that person is:
 - (1) Directly participating in the operation of the UA; or
 - (2) Located under a covered structure or inside a stationary vehicle that can provide reasonable protection;
 - (3) Directly associated with the operation of the UA or the UA is operated no closer than 30 m, measured horizontally from a second person not directly associated with the operation of the UA.
 - (i) 27.130 (c) does not apply if the second person is standing behind a fixed wing UA while the fixed wing UA is taking off;
 - (4) 27.130 (a), (b), or (c) do not apply if:
 - (i) the person has consented that the UA is allowed to fly over or near him or her; and
 - (ii) the UA is operated no closer than 30, measured horizontally, of him or her.

27.135 AIRCRAFT MASS LIMITS

- (a) A person shall not operate a UA with a gross mass of more than 1 kg in the basic category.
- (b) A person shall not operate a UA with a gross mass of more than 25 kg in the specific category.
- (c) A person shall not operate a UA with a gross mass of more than 25 kg unless the UA, and any modification made to it, is:
 - (1) constructed under the Authority of, or inspected and approved by, an approved person or approved aviation organization; and
 - (2) operated under the Authority of an approved person or approved aviation organization; or
 - (3) meets the requirement of an approved person or approved aviation organization.

27.140 REQUIREMENT FOR A REMOTE PILOT LICENCE/CERTIFICATE

- (a) No pilot certification is required for operations under the basic category unless flights are conducted on or within 10 NM radius of an international aerodrome. Flights within 10 NM radius of an aerodrome require:
 - (1) knowledge of the use of aeronautical charts and airspace; and
 - (2) Any other requirements that may be specified by the Authority.

27.145 PROHIBITED UAS OPERATIONS

- (a) No person shall operate a UA while operating a moving vehicle, vessel or manned aircraft.

- (b) No person shall operate a UA in such a careless or reckless manner as to endanger or be likely to endanger aviation safety or the safety of any person or property.

27.150 ALCOHOL OR DRUGS

- (a) No person shall act as a remote pilot, flight crew member or a UA observer
 - (1) within 8 hours after consuming an alcoholic beverage;
 - (2) while under the influence of alcohol; or
 - (3) while using any drug that impairs the person's faculties to the extent that aviation safety or the safety of any person is endangered or likely to be endangered.

27.155 SPECIAL OPERATIONS:

- (a) A person/organization whom shall carry out special operations shall request for Authorization from the Authority, and provide a Concept of Operations for the Operations, these special operations include:
 - (1) Emergency Operations.
 - (2) Operations involving testing of UAS operations.
 - (3) Operations for an Event/Symposium/challenge/Show.
 - (4) Operations intended for Research and Development.
 - (5) Operations within aerodromes.

27.156 EXPEDITED AUTHORIZATION:

- (a) A person/organization shall apply for and be granted expedited authorization by the authority to operate the UA under the following circumstances;
 - (1) The UAS operation must support an emergency response or other effort being conducted to address urgent circumstances and that will benefit the public
 - (2) If the time interval between application and operation is not enough to complete normal authorization procedure but the operation is considered vital for the public benefit.
- (b) The applicant must hold a current UAS registration, a UAS Operator Certificate and a remote pilot licence/certificate.
- (c) The Operator must have a prior experience in the specific operation and provide evidence

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SUBPART C — UNMANNED AIRCRAFT REMOTE PILOT CERTIFICATION**27.160 APPLICABILITY**

This Part applies to airmen certification for civil unmanned aircraft systems under the specific categorization.

27.165 ELIGIBILITY FOR REMOTE PILOT LICENCE/CERTIFICATE

- (a) The Authority may issue a remote pilot licence/certificate to the applicant if he or she is 18 years of age and has passed:
 - (1) an aeronautical knowledge examination within the meaning of the specified knowledge level in this regulation; or
 - (2) an aviation licence theory examination taken to be an equivalent requirement for the issuance of a remote pilot licence/certificate; or
 - (3) the theory component of a remote pilot training course; or
 - (4) the theory component of a course conducted in a foreign country which the Authority is satisfied is equivalent to the theory component of a remote pilot training course.
- (b) The Authority may issue a remote pilot licence/certificate to the applicant if he or she has completed:
 - (1) a remote pilot training course in the operation of a category of the UA that he or she proposes to operate; or
 - (2) a training course in the operation of a category of UA that he or she proposes to operate conducted by the UA's manufacturer or an agent of the manufacturer; or
 - (3) a flight test conducted by the Authority for the purposes of this subparagraph; and
 - (4) has demonstrated the competencies required for the safe operation of the applicable type of UA and associated UA control station, under standard UA operating conditions.
- (c) A person is taken to have satisfied the conditions in paragraph (a)(1) who holds or has held:
 - (1) a flight crew licence; or
 - (2) a military qualification equivalent to a flight crew licence; or
 - (3) a foreign remote pilot licence/certificate and qualification equivalent to the Rwanda remote pilot licence/certificate requirements and meets the Rwanda security requirements of the Authority; or
 - (4) an air traffic control licence or a military qualification equivalent to an air traffic control licence.
- (d) An application may be made to the Authority (UAS Integration & Regulation and SSP Coordinator)] for review of:
 - (1) a decision refusing to issue, cancelling, suspending or varying a licence/certificate; or
 - (2) a decision imposing a condition on a licence/certificate.

27.170 APPLICATION FOR A REMOTE PILOT LICENCE/CERTIFICATE

- (a) An individual may apply to the Authority, in a form and manner acceptable to the Authority, for a remote pilot licence/certificate to operate a UA.
- (b) An application for a remote pilot licence/certificate shall include the following information:
 - (1) details of any flight crew licence, air traffic control licence or flight service licence that the applicant holds (including details of ratings, endorsements and qualifications);
 - (2) details of any military qualification the applicant holds that is equivalent to a licence mentioned in paragraph (a);
 - (3) details of any aeronautical experience of the applicant; and
 - (4) details of any of the following examinations the applicant has passed (other than any examination passed in gaining a licence mentioned in paragraph (a)):
 - (i) an aeronautical examination;
 - (ii) an aviation licence theory examination that is taken as an equivalent requirement for the issuance of a remote pilot licence/certificate under regulation;
- (c) if the applicant does not meet the requirements stated in paragraph (b), the applicant may submit:
 - (1) details of any aeronautical radio operator certificate that the applicant holds;
 - (2) details of the applicant's experience in operating UA;
 - (3) evidence of the completion of any training course in UAS operation that the applicant has undertaken; and

- (4) any other requirements as prescribed by the Authority.

27.175 CONDITIONS ON REMOTE PILOT LICENCE/CERTIFICATE

- (a) The Authority may place a condition on a remote pilot licence/certificate that would:
 - (1) allow the person to operate UA of only a specified make and model;
 - (2) limit the areas where he or she may operate a UA; or
 - (3) allow him or her to operate a UA only in VMC.
- (b) It is a condition of a remote pilot licence/certificate that the licence/certificate holder shall not operate a UA above 120 m (400 ft) AGL or within 10 NM radius from the centre of an international aerodrome, unless he or she holds at least one of the following qualifications:
 - (1) an aeronautical radio operator certificate;
 - (2) a flight crew licence;
 - (3) an air traffic control licence;
 - (4) a military qualification equivalent to a licence mentioned in paragraph (b) or (c);
 - (5) a flight service licence.
- (c) It is a condition of a remote pilot licence/certificate that a UA shall be operated within the visual line-of-sight of the licence holder unless he or she has passed:
 - (1) an aeronautical knowledge examination for the issuance of an instrument rating under of this regulation;
 - (2) an aviation licence theory examination that is taken to be an equivalent requirement for the issuance of an instrument rating;
 - (3) an approved examination; and either:
 - (i) holds both a UAS operator certificate and an authorization under regulation subpart D to operate the UA beyond the person's visual line-of-sight; or
 - (ii) is a member of a UA operator's personnel and the UA operator holds both a UAS operator certificate and an authorization under regulation subpart D for the operator's personnel to operate a UA beyond their visual line-of-sight.
- (d) It is a condition of a remote pilot licence/certificate that the licence/certificate holder shall not operate more than one UA at a time unless:
 - (1) he or she holds an approval under regulation subpart D to operate more than one UA at a time; and
 - (2) the conditions imposed on the approval are complied with.

27.180 NOTICE TO HOLDER OF REMOTE PILOT LICENCE/CERTIFICATE TO SHOW CAUSE

- (a) The Authority may give a show cause notice to the holder of a remote pilot licence/certificate if there are reasonable grounds for believing that there are facts or circumstances that would justify the cancellation of the licence under regulation 27.185.
- (b) A show cause notice shall:
 - (1) tell the holder of the licence of the facts and circumstances that, in the Authority's opinion, would justify the cancellation of the licence under regulation 27.185; and
 - (2) invite the holder of the licence to show in writing, within a reasonable time stated in the notice, why the licence should not be cancelled.
- (c) A show cause notice may state that the licence is suspended if the Authority reasonably considers that there may be a serious risk to the safety of air navigation if the licence were not suspended.
- (d) If a show cause notice states that the licence is suspended, the licence is suspended from when the notice is given to the holder.
- (e) The Authority may, at any time, revoke the suspension.
- (f) If the approval is suspended and the Authority has not dealt with it under regulation 27.185 within 90 days after the day it is suspended, the suspension lapses at the end of that period.

27.185 CANCELLATION OF REMOTE PILOT LICENCE/CERTIFICATE.

- (a) The Authority may cancel a remote pilot licence/certificate by written notice to the holder of the licence/certificate, if:
 - (1) the Authority has given to the holder a show cause notice under regulation 27.180 in relation to it;
 - (2) the Authority has taken into account any representations made, within the period stated in the notice, by

- or on behalf of the holder; and
- (3) there are reasonable grounds for believing that the holder:
- (i) has operated a UA in contravention of these Regulations or of a condition of the licence/certificate;
 - or
 - (ii) has operated the UA negligently or carelessly; or
 - (iii) in operating the UA, has recklessly endangered human life or property.
- (b) If the Authority has given a show cause notice under regulation 27.170 to the holder of a remote pilot licence/certificate and the Authority decides not to cancel the licence, the Authority:
- (1) shall tell the holder in writing of the decision; and
 - (2) shall, if the holder's licence is suspended under that regulation, revoke the suspension.

27.186 RENEWAL OF CERTIFICATE

- (a) A holder of a remote pilot certificate who wishes to continue to exercise the privileges of a remote pilot certificate beyond its date of expiration shall apply for the renewal of the remote pilot certificate by completing the application in accordance with procedures set by the Authority.

27.187 DURATION OF REMOTE PILOT CERTIFICATE

- (a) When issuing or renewing a remote pilot certificate under this Part, the Authority shall specify a date on which the remote pilot certificate will expire which in any case shall not exceed 12 months from the time of issue.

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SUBPART D — UNMANNED AIRCRAFT SYSTEM OPERATOR CERTIFICATION**27.190 APPLICABILITY**

- (a) This Part applies to the following:
 - (1) a person/organization who operates a UA in accordance with the specific category and who is obligated to apply for a UAS operator certificate (UOC) by the Authority.

27.195 FUNCTIONS AND DUTIES OF THE CHIEF REMOTE PILOT

- (a) The functions and duties of a chief remote pilot are as follows:
 - (1) ensuring the operator's UA operations are conducted in accordance with the Rwanda Civil Aviation Regulations (RCARs);
 - (2) maintaining a record of the qualifications held by each person operating a UA for the operator;
 - (3) monitoring the operational standards and proficiency of each person operating a UA for the operator; and
 - (4) maintaining a complete and up-to-date reference library of operational documents required by the Authority for the types of operations conducted by the operator.

27.200 SPECIFIC CATEGORY OPERATIONS

- (a) *Remote Pilot requirements.* To conduct operations in the specific category, a remote pilot shall hold a remote pilot license/ certificate.
- (b) *Eligibility.* To be qualified to conduct operations in the specific category, the UAS shall:
 - (1) be designed, produced, or modified such that it does not contain any safety defects identified by the Authority;
 - (2) display a label indicating eligibility to conduct operations in the specific category (in English, legible, and permanently affixed to the UA);
 - (3) have current remote pilot operating instructions that apply to the operation of the UAS. The person who designed, produced, or modified the UAS shall make available the instructions upon sale, transfer, or use of the UA by someone other than the person who designed, produced, or modified the UAS. Such instructions shall address, at a minimum:
 - (i) a system description that includes the required UAS components, any system limitations, and the declared category or categories of operation;
 - (ii) modifications that will not change the ability of the UAS to meet the requirements for the category or categories of operation the UAS is eligible to conduct; and
 - (iii) instructions that explain how to verify and change the mode or configuration of the UA, if they are variable.
 - (4) operate only after the person who designed, produced, or modified the UAS has received notification that the Authority has accepted the Declaration of Compliance for that UAS or received an approval from an approved aviation organization; and
 - (5) Have a current aircraft registration in accordance with Regulation.

27.205 AUTHORIZATION TO OPERATE AN UNMANNED AIRCRAFT

- (a) Before operating an UA other than in accordance with the specific category, a person shall apply for an UAS activity permit using a platform specified by the Authority.
- (b) A person who operates an UA in accordance with the specific category may also be requested to apply for a UOC by the Authority after considering the type of operations, operational area and type of equipment to be used.
- (c) A person in (a) (b) shall apply by:
 - (1) submitting an application in accordance with requirements prescribed by the Authority; and
 - (2) pay the appropriate fee as specified by Authority.
- (d) An application shall include:
 - (1) the name and address for service in Rwanda of the applicant;
 - (2) the details of the operation for the UAS authorization or UOC;
 - (3) the applicant's application as required by the Authority; and
 - (4) any other information relating to the application as may be required by the Authority.

- (e) A person who operates an UA in accordance with (a) or (b) shall apply for a UAS authorization through requesting for an activity permit.
- (f) A person can be issued special authorization under a special circumstance that the Authority deems necessitating a waiver for applicable regulations. The special circumstance shall be determined by the Authority upon review of request from the applicant including their CONOPS and risk assessment.

27.210 APPLICATION FOR UAS OPERATOR CERTIFICATE

- (a) An applicant for a UOC shall provide the Authority with an application that is acceptable to the Authority.
- (b) The application shall address the following matters, having regard to the nature, degree and risk of the intended operation:
 - (1) the identification of a person who will have primary responsibility for the operation;
 - (2) the identification of any person who is to have or is likely to have control over the exercise of the privileges under the certificate;
 - (3) details of the physical locations to be used in the operation;
 - (4) an operational risk assessment that:
 - (i) identifies the known and likely hazards to people, property and other aircraft of the proposed operation;
 - (ii) includes a description of the measures that will be implemented to mitigate or manage the risk;
 - (5) procedures for reporting information to the Authority including incidents and accidents;
 - (6) operating requirements for personnel licensing, qualifications, training and competency including remote pilot and remote flight crew qualifications, training or medical requirements;
 - (7) details of the number and specifications of the aircraft to be used, including any identification system used on the aircraft (for example color schemes, unique identification numbers, markings);
 - (8) details of the control system to be used to pilot the aircraft;
 - (9) procedures for the maintenance of aircraft and measures to ensure continued airworthiness;
 - (10) inflight procedures, including minimum distances from persons or property;
 - (11) procedures for handling cargo, including dangerous goods, or dropping items, if such operations are intended;
 - (12) the manufacturer's Declaration of Compliance or approval from an AAO;
 - (13) procedures for controlling, amending and distributing the application; and
 - (14) any other approvals that are required to conduct the proposed operation.
- (c) The Authority may require only those matters in paragraph (b) that the Authority considers are appropriate in the particular circumstances to be contained in the application.
- (d) The application shall remain acceptable to the Authority.

27.215 ISSUANCE OF UAS OPERATOR CERTIFICATE

- (a) The Authority may issue a UOC to a person who has applied under the specific category.
- (b) When issuing a UOC under paragraph (a), the Authority may:
 - (1) impose requirements on the UAS and may specify procedures to be followed by the operator of any UA that are operated under the Authority of the UOC;
 - (2) specify any additional conditions that the Authority considers necessary in the interest of aviation safety; and
 - (3) after considering the type of UA to be used, determine that any UA to be operated under the UOC shall display identification markings in accordance with Appendix One of this Regulation, if the Authority considers that it is necessary in the interest of aviation safety.

27.220 UAS OPERATOR CERTIFICATE

- (a) If the Authority issues a UOC, the certificate shall be issued with an authorization containing the details described in paragraph (b).
- (b) The UOC shall include:
 - (1) details of the physical location of the certificate holder's principal base of operations;
 - (2) the certificate holder's address for service in Rwanda;

- (3) a list of any business names under which the certificate holder is approved to operate;
- (4) the privileges and operations that the operator is permitted to perform, including:
 - (i) the number, type and description, including, if applicable, the serial number and registration, of every UA that is authorized for use; and
 - (ii) identification of the geographical areas of operations approved by the Authority;
 - (iii) any exemption issued from any requirement of this or any other Part; and
 - (iv) any additional condition that the Authority determines is necessary in the interest of aviation safety.

27.225 PRIVILEGES OF UAS OPERATOR CERTIFICATE HOLDER

- (a) The holder of a UOC is authorized to perform the operations specified in the accompanying UOC.
- (b) Unless the application specifies otherwise, the holder of a UOC is not required to comply with Civil Aviation Rule Parts in accordance with Rwanda's general operating regulations.

27.230 DURATION OF UAS OPERATING CERTIFICATE

- (a) When issuing or renewing a UOC under this Part, the Authority shall specify a date on which the UAS operator certificate will expire.
- (b) The Authority shall not specify a date under paragraph (a) for a UOC that is later than 12 months after the date on which the certificate was issued.

27.235 CONDITIONS FOR OPERATION FOR A UAS OPERATOR CERTIFICATE

- (a) A holder of a or UOC shall comply with:
 - (1) the conditions imposed by the Authority on the UOC; and
 - (2) the application required by rule under subpart D.
- (b) The certificate holder is responsible for ensuring that any personnel involved in an operation conducted under the Authority of the UOC are notified of and comply with the requirements of paragraph.

27.240 CHANGES TO APPLICATION

- (a) Each holder of a UOC shall:
 - (1) ensure that the application is amended:
 - (i) so that it remains a current description of the authorization or operator certificate holder's operation;
 - (ii) to ensure continued compliance with any Rwanda Civil Aviation Rules that have been adopted under subpart D;
 - (2) provide the Authority with a copy of each amendment to the application as soon as practicable after the amendment is incorporated into the application; and
 - (3) make such amendments to the application as the Authority considers necessary in the interest of aviation safety.
- (b) If a holder of a UOC proposes to change any of the following, prior acceptance by the Authority is required:
 - (1) the identification of any person who is to have or is likely to have control over the exercise of the privileges under the authorization or operator certificate; and
 - (2) the identification of locations from which the authorization or operator certificate holder conducts UA operations.

27.245 RENEWAL OF CERTIFICATE

- (a) A holder of a current UOC who wishes to continue to exercise the privileges of the operator certificate beyond its date of expiration shall apply for the renewal of the operator certificate by completing the application in accordance with subpart D.

27.250 RECORD RETENTION OF UAS OPERATOR CERTIFICATE

- (a) Each holder of a UOC shall maintain:
 - (1) A record containing the names of the remote pilots and other crew members involved in each flight, in respect of the system, the time of each flight or series of flights; and
 - (2) A record containing maintenance action, modification or repair performed on the system, including:
 - (i) name of person performing the work;

- (ii) the dates work was performed;
 - (iii) in the case of modification, the manufacturer, model and description of parts or equipment modifying the system; and
 - (iv) if applicable, any instruction provided to complete the work.
- (b) Each owner of a UAS who transfers ownership to another person shall, at the time of transfer, deliver to that person all records referred to in paragraph (a)(2).
- (c) Each owner of a UAS shall ensure that the records referred to in subsection (a)(1) and (a)(2).
- (1) are made available to the Authority on request and are retained for a period of:
 - (i) for the records referred to in paragraph (a)(1), 12 months after the day they are created;
 - (ii) for records referred to in paragraph (a)(2), 24 months after the day they are created.

27.255 NOTICE TO CERTIFIED UAS OPERATOR TO SHOW CAUSE

- (a) The Authority may give a show cause notice to a certified UAS operator if there are reasonable grounds for believing that there are facts or circumstances that would justify the cancellation of the UOC.
- (b) A show cause notice shall:
- (1) tell the holder of the facts and circumstances that, in the Authority's opinion, would justify the cancellation of the UOC certification; and
 - (2) Invite the operator to show in writing, within a reasonable time stated in the notice, why the certification should not be cancelled.
- (c) A show cause notice may state that the certification is suspended if the Authority reasonably considers that there may be a serious risk to the safety of air navigation if the authorization were not suspended.
- (d) If a show cause notice states that the certification is suspended, the certification is suspended from when the notice is given to the holder.
- (e) The Authority may at any time revoke the suspension.
- (f) If the approval is suspended and the Authority has not dealt with it within 90 days after the day it is suspended, the suspension lapses at the end of that period.

27.260 CANCELLATION OF UAS OPERATOR'S CERTIFICATION

- (a) The Authority may cancel a UOC by written notice to the operator, if:
- (1) the Authority has given to the operator a show cause notice under regulation 27.255 in relation to it;
 - (2) the Authority has taken into account any representations made, within the period stated in the notice, by or on behalf of the operator; and
 - (3) there are reasonable grounds for believing that:
 - (i) the operator has operated a UA in contravention of these Regulations or of a condition of the certification; or
 - (ii) a person engaged or employed by the operator has operated a UA negligently or carelessly; or
 - (iii) a person engaged or employed by the operator, in operating a UA, has recklessly endangered human life or property.
- (b) If the Authority has given a show cause notice to a certified UAS operator and determines to revoke the show cause notice:
- (1) the operator will receive notification in writing of the decision; and
 - (2) shall, if the operator's certification is suspended under that regulation, revoke the suspension.

27.265 COMPLIANCE WITH UAS OPERATOR'S PRACTICES AND PROCEDURES

- (a) Persons who are employed by an operator or who assist with an operator's operation shall comply with the accepted operator's documented practices and procedures.

27.270 SAFETY MANAGEMENT SYSTEM

- (a) A UAS operator shall have a system for safety management that includes:
- (1) a safety policy on which the system for safety management is based;
 - (2) a process for risk management that identifies hazards to aviation safety and that evaluates and manages the associated risks;
 - (3) safety assurance measures that ensure:

- (i) hazards, incidents and accidents are internally reported and analysed and action is taken to prevent recurrence;
 - (ii) goals for the improvement of aviation safety are set and the attainment of these goals are measured;
 - (iii) there is a safety management program that includes conducting internal audits and regular reviews of the system for safety management; and
- (4) training that ensures personnel are competent to fulfil their safety responsibilities.
- (b) The operator shall document all processes required to establish and maintain the system for safety management.
 - (c) The operator's system for safety management shall be commensurate with the size of the organization, the nature and complexity of the activities undertaken by the operator, and the hazards and associated risks inherent in the activities undertaken by the operator.

27.271 UAS CONTINUED AIRWORTHINESS PROGRAM

- (a) The UOC holder shall maintain their UAS continued airworthiness program in accordance with subpart 27.210 (b)(9) and report aircraft airworthiness status to the authority on a quarterly basis.

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SUBPART E — REQUIREMENTS FOR MANUFACTURER

27.275 APPLICABILITY

- (a) This Part applies to any manufacturer who intends to declare the demonstrated capabilities of their UA to the Authority for a specific operation; and
- (b) The manufacturer's means of compliance by way of tests, analysis, inspection or industry standards has been determined as acceptable by the Authority.

27.280 MEANS OF COMPLIANCE

- (a) To meet the requirements of subpart E for operations for a specific UAS, the means of compliance shall consist of data about the type of means of compliance and the results or justification used to demonstrate the UAS meets its safety case (tests, analysis, industry consensus standards) for the specified operation and that the Authority has determined is acceptable.
- (b) An applicant requesting Authority acceptance of a means of compliance shall submit the following information to the CAA in a manner specified by the Authority:
 - (1) Detailed description of the means of compliance; and
 - (2) Justification, including any substantiating material, showing that the means of compliance establishes achievement of or equivalency to the safety level identified.

27.285 MANUFACTURER DECLARATION

- (a) For each model of UAS that is intended to conduct any operation, the manufacturer shall provide the Authority with a declaration in accordance with subpart E.
 - (3) the manufacturer's declaration shall:
 - (i) specify the manufacturer of the UAS, the model of the system, the maximum take-off weight of the UA, the operations that the UA is intended to undertake and the category of UA, such as fixed-wing aircraft, rotary-wing aircraft, hybrid aircraft or lighter-than-air aircraft; and
 - (ii) specify that the system meets the means of compliance applicable to the operations for which the declaration was made.
- (b) The manufacturer's declaration is invalid if:
 - (1) the Authority has determined that the model of the UA does not meet the terms set out in the means of compliance, or
 - (2) the manufacturer has notified the Authority of an issue related to the design of the model under subpart E.

27.290 NOTICE TO THE AUTHORITY

- (a) A manufacturer that has made a declaration to the Authority under subpart E shall notify the Authority of any issue related to the design of the model of the UAS that results in the system no longer meeting the technical requirements set out in the means of compliance as soon as possible after the issue is identified.

27.295 DOCUMENTATION

- (a) A manufacturer that has made a declaration to the Authority in respect of a model of a UAS under subpart E shall make available to each owner of that model of system:
 - (1) a maintenance program that includes:
 - (i) instructions related to the servicing and maintenance of the system; and
 - (ii) an inspection program to maintain system readiness;
 - (2) any mandatory actions the manufacturer issues in respect of the system;
 - (3) a UAS operating manual that includes:
 - (i) a description of the system;
 - (ii) the ranges of weights and centers of gravity within which the system may be safely operated under normal and emergency conditions and, if a weight and center of gravity combination is considered safe only within certain loading limits, those load limits and the corresponding weight and center of gravity combinations;
 - (iii) with respect to each flight phase and mode of operation, the minimum and maximum altitudes and velocities within which the aircraft can be operated safely under normal and emergency conditions;
 - (iv) a description of the effects of foreseeable weather conditions or other environmental conditions on

- the performance of both the system and the UA;
- (v) the characteristics of the system that could result in severe injury to crew members during normal operations;
- (vi) the design features of the system and their associated operations that are intended to protect against injury to persons not involved in the operations;
- (vii) the warning information provided to the remote pilot in the event of a degradation in system performance that results in an unsafe system operating condition;
- (viii) procedures for operating the system in normal and emergency conditions; and
- (ix) assembly and adjustment instructions for the system.

27.300 RECORD RETENTION FOR MANUFACTURER

- (a) A manufacturer that has made a declaration to the Authority in respect of a model of a UAS under subpart E shall keep, and make available to the Authority on request:
 - (1) a current record of all mandatory actions in respect of the system; and
 - (2) a current record of the results of and the reports related to the verifications that the manufacturer has undertaken to ensure that the model of the system meets the technical requirements applicable to the operations for which the declaration was made.
- (b) The manufacturer shall keep the records referred to in subsection (a)(1) for the greater of:
 - (1) two years following the date that manufacturing of that model of UAS permanently ceases, and
 - (2) the lifetime of the UA that is an element of the model of system referred to in paragraph (a).

27.301 ISSUANCE OF MANUFACTURER ACCEPTANCE LETTER

- (a) The Authority shall issue an acceptance letter to a person who has applied for acceptance of a UAS manufactured in Rwanda.
- (b) When issuing an acceptance letter under paragraph (a), the Authority shall:
 - (1) require the manufacturer to follow the 5 phases of acceptance set by the Authority in the advisory circular in compliance with subpart E, and
 - (2) Specify any additional conditions necessary in the interest of safety and security.
- (c) The acceptance letter applies to a specific model of UAS after meeting all applicable requirements.
- (d) The Authority reserves the right to withdraw/cancel the acceptance letter if it is deemed that the manufactured UA does not meet the acceptable level of safety performance.
- (e) The UA manufactured in another state shall be accepted in Rwanda if it is accepted by the CAA of that state and meets RCAA acceptance requirements or equivalent requirements from that particular state.

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SUBPART F: REQUIREMENTS FOR APPROVED UNMANNED AIRCRAFT SYSTEM (UAS) TRAINING ORGANISATION

27.305 APPLICABILITY

- (a) This Subpart prescribes the requirements to issue an Approved UAS Training Organization (AUTO) certificate.

27.310 AUTHORIZATION TO OPERATE AUTO

- (a) No person may operate an unmanned aircraft system training organization or provide training to other organizations/public without, or in violation of, AUTO certificate and training specifications as set by the Authority.
- (b) Except for an organization approved by the Authority for training its own flight crews, no organization may conduct training, testing, or checking in flight simulation training devices without, or in violation of, the certificate and training specifications required as set by the Authority.

27.311 AUTO REMOTE PILOT INSTRUCTOR LICENCE

- (a) An applicant for a remote pilot instructor licence shall;
 - (1) Demonstrate a level of knowledge in subjects prescribed by the Authority.
 - (2) The applicant must have received remote pilot licence.
 - (3) The applicant must have a minimum of 50 hours as a remote pilot.
 - (4) The applicant must have successfully completed fundamentals of instruction course.

27.315 APPLICATION FOR AUTO CERTIFICATION

- (a) An applicant for AUTO certificate and training specifications shall apply to the Authority before the beginning of any proposed training.
- (b) Each applicant for AUTO certificate and training specification shall provide the application in the correct form and manner prescribed by the Authority.
- (c) The Authority will issue to an applicant who meets the requirements—
 - 1) AUTO certificate containing all business names included on the application under which the AUTO certificate holder may conduct operations and the address of each business office used by the organization; and
 - 2) Training specifications issued by the Authority to the AUTO certificate holder, outlining the pertinent authorizations.

27.320 CONTENTS OF AUTO CERTIFICATE

- (a) The AUTO certificate will consist of two documents—
 - (1) A certificate for public display signed by the Authority, and
 - (2) Training specifications containing the terms, conditions, and authorizations applicable to the AUTO certificate.
- (b) The AUTO certificate will contain—
 - (1) The organization's name and location (main place of business);
 - (2) The date of issue and period of validity
 - (3) The terms of approval, including—
 - (i) Authorized locations of operations; and
 - (ii) Training specifications, as applicable:
See Appendix 4 to 27.305 for the contents of training specifications.
 - (4) Other authorizations, approvals and limitations issued by the Authority which are applicable to the training conducted by the AUTO certificate holder.

27.325 DURATION OF CERTIFICATE

- (a) Except as shown in paragraph (b), the Authority will issue AUTO certificate which expires, unless surrendered, suspended, or revoked—

- (1) On the last day of the 12th calendar month from the month the certificate was issued;
 - (2) Except as provided in paragraph (b), on the date that any change in ownership of the AUTO occurs;
 - (3) On the date of any significant change in the AUTO certificate holder's facilities; or
 - (4) Upon notice by the Authority that the AUTO certificate holder has failed to maintain the required facilities, aircraft, or personnel for more than 60 calendar days.
- (b) A change in the ownership of AUTO does not terminate that AUTO certificate holder's certificate if, within 30 calendar days, the new AUTO certificate holder—
- (1) Notifies the Authority in writing; and
 - (2) Makes no significant change in the management, facilities, operating personnel, or approved training courses which requires re-certification.

27.330 AMENDMENT OF THE AUTO CERTIFICATION

- (a) At any time, the Authority may amend an AUTO certificate—
 - (1) On the Authority's own initiative, under applicable Rwanda legislation; or
 - (2) Upon timely application by the AUTO certificate holder.
- (b) The AUTO certificate holder shall submit an application to amend the AUTO certificate at least 60 calendar days prior to the applicant's proposed effective amendment date, unless a different submission period is acceptable to the Authority.

27.335 RENEWAL OF THE AUTO CERTIFICATE

- (a) The training organization shall make the application for a renewal of AUTO certificate at least 60 days prior to the date of expiration of their AUTO certificate.
- (b) The training organization applying to the Authority for renewal of AUTO certificate shall submit an application—
 - (1) In a form and manner prescribed by the Authority; and
 - (2) Containing any information, the Authority requires the applicant to submit.

27.340 DISPLAY OF CERTIFICATE

- (a) The holder of AUTO certificate shall display that certificate in a location that is normally accessible to the public and that is not obscured.

27.345 CERTIFICATE PRIVILEGES

- (a) The AUTO certificate holder may advertise and conduct approved training courses in accordance with the certificate that it holds

27.350 LOSS OF CERTIFICATE PRIVILEGES

- (a) The Authority may deny, suspend, revoke, or terminate a certificate under this Part if the Authority finds that the AUTO certificate holder—
 - (1) Does not meet, or no longer meets, the requirements of this Part for the certificate held;
 - (2) Employs or proposes to employ a person who was responsible for certificate revocation, suspension, or termination in an organization within the previous 24 calendar months; or
 - (3) Application provided was incomplete or inaccurate, or contained fraudulent or false information.
- (b) AUTO certificate holder whose certificate has been surrendered, suspended, revoked, or terminated shall promptly—
 - (1) Remove all indications, including signs, wherever located, that the AUTO was certified by the Authority;
 - (2) Notify all advertising agents, and advertising media employed by the AUTO certificate holder to cease all advertising indicating that the organization is certified by the Authority; and
 - (3) Return the certificate to the Authority within five working days after being notified that the certificate is suspended, revoked, or terminated.

27.355 SAFETY MANAGEMENT SYSTEM

- (a) The AUTO certificate holder shall have a safety management system acceptable to the Authority which implements requirements as per SMS framework.

- (b) The AUTO certificate holder's safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.
- (c) The AUTO certificate holder shall maintain a quality assurance system, as a part of the Safety Management System which ensures that training and instructional practices comply with all relevant requirements.
- (d) To meet the requirement of paragraph (a), the AUTO certificate holder may contract for the services of a quality auditing organization that is acceptable to the Authority. Those services shall be implemented applying acceptable practices and at intervals which ensures that the quality of the training remains consistent with the minimum requirements of this Part.

SUBPART G: UNMANNED TRAFFIC MANAGEMENT REQUIREMENTS**27.360 APPLICABILITY**

- (a) This Subpart prescribes the requirements and application that are applicable to the UAS operators and UTM service providers.

27.365 REQUIREMENTS FOR UAS OPERATOR

- (a) The operator of Unmanned Aircraft operating in Rwanda shall be required to subscribe to any means of surveillance/tracking available in the country in accordance with this regulation.

27.370 REQUIREMENTS FOR PROVISION OF UTM SERVICE

- (a) Any person/organization intending to provide a UTM service in Rwanda shall meet the following requirements as a minimum;
- (1) Activity reporting service: a service that provides on-demand, periodic or event-driven information on UTM operations occurring within the subscribed airspace volume and time (e.g. density reports, intent information as well as status and monitoring information). Additional filtering may be performed as part of the service.
 - (2) AIS: a service that enables the flow of aeronautical information/data necessary for the safety, efficiency, economy and regularity of, in this case, UAS operations.
 - (3) Airspace authorization service: a service that provides airspace authorization from the delegated State authority to the UAS operator.
 - (4) Discovery service: a service that provides users of the UTM system with information on relevant services of varying levels of capability in a specific geographical volume of airspace (e.g. suppliers of meteorological information).
 - (5) Mapping service: a service that provides terrain and obstacle data (e.g. GIS) appropriate and necessary for meeting the safety and mission needs of individual UAS operations or for supporting UTM system needs for the provision of separation or flight planning services.
 - (6) Registration service: a service that enables UAS operators to register their UA and provide any required data related to their UAS. The system should also include a query function enabling authorized stakeholders (e.g. regulators or police services) to request registration data. See Appendix A for additional information.
 - (7) Restriction management service: a service that manages and disseminates directives (e.g. safety bulletins) and operational and airspace restrictions from the CAA or ANSP to UAS operators, including in the form of NOTAMs.
 - (8) Flight planning service: a service that, prior to flight, arranges and optimizes intended operational volumes, routes and trajectories for safety, dynamic airspace management, airspace restrictions and mission needs (this is not intended to refer to the existing manned aircraft flight planning services).
 - (9) Conflict management and separation service.
 - (10) Strategic de-confliction service: a service consisting of the arrangement, negotiation and prioritization of intended operational volumes, routes or trajectories of UAS operations to minimize the likelihood of airborne conflicts between operations.
 - (11) Tactical separation with manned aircraft service: a service that provides real-time information about manned aircraft so that UA operators remain well clear of manned aircraft.
 - (12) Conflict advisory and alert service: a service that provides UAS operators with real-time alerting through suggestive or directive information on UA proximity to other airspace users (manned or unmanned).
 - (13) Conformance monitoring service: a service that provides real-time monitoring and alerting of non-conformance to intended operational volumes, routes or trajectories for a UAS operator.
 - (14) Dynamic reroute service: a real-time service that provides modifications to intended operational volumes, routes or trajectories to minimize the likelihood of airborne conflicts and maximize the likelihood of conforming to airspace restrictions, while enabling completion of the planned flight. This service would include the arrangement, negotiation and prioritization of in-flight operational volumes, routes or trajectories of UA operations while the UA is airborne.
 - (15) Tracking and location service: a service that provides information to the UAS operator and the UTM system about the exact location of UA, in real time. See Appendix A for additional information.
 - (16) Weather service: a service that provides forecast or real-time meteorological information to support operational decisions of individual UAS operators or services.

SUBPART H: SECURITY REQUIREMENTS FOR UAS OPERATIONS**27.375 SECURITY VETTING FOR UAS PILOT/CONTROLLER OR THE OWNER**

- (a) On receipt of an application for a remote pilot license/controller or registration of unmanned aircraft system, the Authority verifies compliance and the accuracy of the application and provides the applicant's information to competent security agencies for security vetting prior to certificate issuance;
- (b) The Authority only issues pilot licenses and/or UAS Operator Certificate (UOC)s to individuals who have successfully completed a security threat assessment conducted by the competent security agencies;
- (c) The security threat assessment consists of a check of intelligence-related databases, including Interpol and international databases, terrorist watch lists, and other sources relevant to determining whether an individual pose or may pose a threat to national security, and that confirms the individual's identity;
- (d) If the competent security agencies determine that the applicant poses a security risk, the Authority denies the application for a certificate;
- (e) A holder of a remote pilot license or the certificate of registration who will be determined to pose a security risk must have his/her certificate amended, modified, suspend, or revoke (as appropriate) based on the competent security agencies' security findings;
- (f) The competent security agencies conduct background and criminal record checks every 24 months on all personnel employed in the deployment, handling, and storage of unmanned aircraft system.

27.380 SECURITY PROGRAMME REQUIREMENTS

- (a) A person or a club shall not operate a UAS without operator security procedures developed in accordance with the provisions of the Civil Aviation (Security) Regulations and accepted by the Authority.
- (b) A UAS operator shall specify the security measures, procedures and practices to be followed by the operator to protect pilots and facilities from acts of unlawful interference.
- (c) A UAS operator shall carry out and maintain security measures including identification and resolution of suspicious activity that may pose a threat to civil aviation—
 - (1) At a remote pilot station;
 - (2) On an UAS; and
 - (3) At any facility under the control of the UAS operations.
- (d) UAS shall be subject to security inspection at any time during its operations without prior notification to the operator,
- (e) The specific security measures referred to in regulation 27.310 © shall provide—
 - (1) That the premises used for preparing, storing, parking including UAS ground station shall be secured at all times against unauthorized access;
 - (2) For protection of critical information technology and communication systems used for operations purposes from interference that may jeopardize the security of civil aviation;
 - (3) For protection of flight documents;
 - (4) That Commercial Operators requesting to operate with a camera shall be required to include details of the camera usage in the application for Security review and approval;
 - (5) Requirements for checks and searches of specific areas and accessible compartments of the interior and exterior of UAS; and
 - (6) That persons engaged in UAS operations are subject to recurrent background checks and selection procedures and are adequately trained.

27.385 SECURITY OBLIGATIONS FOR UAS OPERATORS

- (a) The operator of UAS shall be responsible for the security of UAS operations including associated facilities, personnel and equipment,
- (b) The UAS operator shall ensure that the UA or any component thereof that is no longer in use is completely disabled or destroyed to prevent unauthorized use,
- (c) The UAS operator shall comply with any security directives or circulars issued by the Authority.

27.390 ACTS OF UNLAWFUL INTERFERENCE

- (a) The UAS operator shall ensure that the unmanned aircraft system is protected from acts of unlawful interference;
- (b) The UAS operator shall have response procedures for operations, personnel for threats and incidents involving UAS

operations.

- (c) UAS operator or owner shall ensure that reports on acts of unlawful interference are promptly submitted to the Authority as per the Civil Aviation (Security) Regulations.

27.395 UAS OPERATOR OR OWNER'S SECURITY MEASURES

- (a) The holder of an UOC issued under these Regulations shall—
 - (1) Ensure that unmanned aircraft systems not in use are stored in a secure manner to prevent and detect unauthorized interference or use;
 - (2) Ensure that the unmanned aircraft system is protected from acts of unlawful interference;
 - (3) Ensure that the unmanned aircraft system is stored and prepared for flight in a manner that will prevent and detect tampering and ensure the integrity of vital systems;
 - (4) Designate a security coordinator responsible for the implementation,
 - (5) Ensure that all personnel employed in the deployment, handling, and storage of unmanned aircraft system have received security awareness training.

27.400 RECORDS FOR SECURITY

- (a) A UAS operator should establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering at a minimum—
 - (1) operator's organization;
 - (2) SMSs;
 - (3) Personnel training and competence verification;
 - (4) Documentation of all management system key processes;
 - (5) Maintenance records; and
 - (6) Security management records.
- (b) Records shall be stored in a manner that ensures protection from damage, alteration and theft
- (c) Records identified in this regulation shall be current and in sufficient detail to determine whether the experience and qualification requirements are met for the purpose of commercial operations

27.405 INSURANCE

- (a) A person shall not operate, or cause to be operated or commit any other person to operate UAS unless there is in force a minimum insurance policy, commensurate with the risk of the operation conducted, in respect of third-party risks and proof of insurance document submitted to the Authority.
- (b) An operator of UAS shall make available third-party liability insurance certificate, in the authentic form, at the location of the UAS operator's operational management or other location specified by the Authority
- (c) Notwithstanding the provisions of regulation 27.335 (a), the Authority may dispense with requirement depending on the class and category of the UAS.

27.410 PRIVACY OF PERSONS AND PROPERTY

- (a) Any person conducting operations using UAS fitted with cameras shall operate them in a responsible way to respect the privacy of others.
- (b) No person shall use a UAS to do any of the following—
 - (1) conduct surveillance of—
 - (i) A person without the person's consent.
 - (ii) Private real property without the consent of the owner.
 - (2) Photograph or film an individual, without the individual's consent, for the purpose of publishing or otherwise publicly disseminating the photograph or film. This requirement shall not apply to news gathering, or events or places to which the general public is invited.
- (c) Infrared or other similar thermal imaging technology equipment fitted on unmanned aircraft system shall only be for the sole purpose of—
 - (1) Scientific investigation;
 - (2) Scientific research;
 - (3) Mapping and evaluating the earth's surface, including terrain and surface water bodies and other features;
 - (4) Investigation or evaluation of crops, livestock, or farming operations;

- (5) Investigation of forests and forest management;
- (6) Other similar investigations of vegetation or wildlife;
- (7) Border surveillance as approved by the Authority.

27. 415 REPORTS OF VIOLATION

- (a) Any UAS Operator or employee of the operator who knows of a violation under these regulations, shall reports it to the Authority.
- (b) The Authority will determine the nature and type of any additional investigation or enforcement action that requires to be taken.

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APPENDICES

APPENDIX 1 TO REGULATION 27.015: REGISTRATION OF UAS

1.1. OWNERSHIP OF UAS IN RWANDA

- 1.1.1. A person shall be eligible to own a UAS if they are—
 - (a) A Rwandan citizen of minimum age of eighteen (18) years.
 - (b) A resident of Rwanda of minimum age of eighteen (18) years.
 - (c) A company registered in Rwanda.
 - (d) An institution of the government of Rwanda.
- 1.1.2. A person who wishes to change ownership of a UAS shall notify the Authority in writing seven days before the change.
- 1.1.3. A person shall not own, register or operate UAS with military specifications.
- 1.1.4. Non-Rwandans with visas shall abide by Rwandan regulations for ownership of UAS in Rwanda,

1.2. DECLARATION OF UAS ON ARRIVAL AT THE AIRPORT/BORDER

- 1.2.1. A person shall declare his/her unregistered UAS to Airport security or security officer at the border post upon arrival.
- 1.2.2. Unless a person has authorization, any UAS brought in the country whether unregistered or foreign registered shall notify Airport security or border security upon arrival, submit/handover the UAS, obtain and complete a seizure form. The UAS owner must complete registration and/or Authorization process before claiming back the UAS.
- 1.2.3. A person who has already registered his/her aircraft prior to arrival must present all documentation to Airport security or security officer at the border post to confirm the aircraft is adequately registered and marked.
- 1.2.4. A UAS seized for a period of over 6 months without owner's claim, shall be removed from the store and submitted for either destroying or auctioning.

1.3. REGISTRATION OF UAS

- 1.3.1. A person shall not operate an unmanned aircraft system within Rwanda unless the unmanned aircraft system has been registered by the Authority and a certificate of registration is issued to its owner in accordance with these regulations;
- 1.3.2. An unmanned aircraft system acquires Rwandan nationality when registered under these Regulations;
- 1.3.3. An unmanned aircraft system is eligible for registration if it is owned by—
 - (a) any Rwanda Government institution except if classified as state aircraft;
 - (b) an individual legally residing in Rwanda or a Rwandan citizen;
 - (c) any company registered in Rwanda;
- 1.3.4. The owner of a UAS applies to the Authority by sending the following items—
 - (a) an application form to provide information about the unmanned aircraft system and contact information for the UAS owner;
 - (b) evidence of ownership (such as a bill of sale); and
 - (c) the registration fee as determined by the Authority.
- 1.3.5. If the applicant meets the registration requirements, the Authority registers the UAS by assigning a registration number ("9XR-...") and issues a certificate of registration to the owner;
- 1.3.6. The Authority establishes and maintains a UAS register containing the information specified in regulation Appendix 1.5.
- 1.3.7. If a UAS is leased or is the subject of a lease, charter or hire purchase agreement to a person qualified under Appendix 1.3.3 the Authority temporarily registers the UAS in the names of the parties to the charter or hire purchase agreement for the duration of the lease, charter or hire-purchase agreement.
- 1.3.8. The certificate of registration shall not be transferable.
- 1.3.9. An operator or owner of a UAS shall be subjected to security vetting from competent security vetting

agencies.

1.3.10. Any significant modification, that affects flight characteristics, to the specifications of registered UAS shall be subject to clearance by the Authority.

1.3.11. Not prejudice to regulation Appendix 1.3.1 and Appendix 1.3.10 an applicant with foreign registered UAS intending to fly UAS in Rwanda, will not require Rwandan registration mark.

1.3.12. A foreign applicant shall fly in Rwandan airspace only if the following are fulfilled—

- (a) presenting all required documents as proof of having gone through registration process applicable in their home country (and recognized by the Authority) or registration in a global and accessible database;
- (b) when Authorization is issued by the Authority as required;

1.4. DISPLAY OF REGISTRATION MARKS

1.4.1. The owner of the unmanned aircraft system shall display Authority-issued registration marks prominently on the unmanned aircraft system;

1.4.2. The registration marks shall be displayed in the largest practicable manner.

1.5. UAS REGISTER

1.5.1. The Authority shall establish and maintain a UAS register containing the following particulars-

- (a) The number of the certificate;
- (b) The registration mark assigned to unmanned aircraft system by the Authority;
- (c) The name of the manufacturer and the manufacturer's designation of the unmanned aircraft system;
- (d) The serial number of the unmanned aircraft system;
- (e) The name and address of the owner
- (f) The use or conditions with regard to which unmanned aircraft system is registered.
- (g) Entry date,
- (h) Registration/deregistration date
- (i) Inspector's signature

1.6. DE-REGISTRATION OF UAS

1.6.1. The Authority may de-register or cancel the registration of a UAS under the following circumstances—

- (a) Upon application of the UAS owner for purposes of registering the UAS with another Authority;
- (b) Upon destruction of the UAS or its permanent withdrawal from use; or
- (c) In the interest of National Security

1.7. IDENTIFICATION PLATE

1.7.1. UAS must carry an easily identified inscription with its registration mark and be made of fire-resistant material or placed far from any combustible material such as batteries;

1.7.2. The identification inscription must be commensurate with the size of the UAS and affixed conspicuously to the exterior of the unmanned aircraft system.

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APPENDIX 2 TO REGULATION 27.020: BASIC OPERATIONS**2.1. PRIVATE UAS OPERATIONS**

2.1.1. A person operates UAS for private purposes only after registering the UAS with the Authority and is subject to the conditions contained in regulation Appendix 2.5.

2.2. TRAINING FOR PRIVATE UAS OPERATIONS

2.2.1. The UAS pilots will be trained in accordance with training requirements provided and approved by the Authority.

2.3. RECREATIONAL AND SPORTS UAS OPERATIONS

2.3.1. UAS operations for recreation and sports purposes shall be conducted within registered clubs which are approved by the Authority.

2.3.2. Such recognition shall be valid for twelve (12) months.

2.3.3. The Authority shall develop a system for approval of clubs including requirements for composition, documentation and club rules and regulations.

2.3.4. The clubs referred to in regulation Appendix 2.3.1 shall provide the Authority with details of their operation areas and times for approval.

2.3.5. UAS operators shall comply with requirements to operate within the designated airspaces determined by the appropriate authorities.

2.4. TRAINING REQUIREMENTS FOR RECREATIONAL AND SPORTS UAS OPERATIONS

2.4.1. Clubs referred to in regulation Appendix 2.3 herein shall prescribe minimum training requirements for UAS operation under the club.

2.4.2. Training requirements referred to in regulation Appendix 2.4.1 above shall be documented and submitted to the Authority for acceptance.

2.5. BASIC UAS OPERATING LIMITATIONS

2.5.1. A remote pilot must comply with all of the following operating limitations when operating an unmanned aircraft system under the Basic Classification of UAS operations—

- (a) The airspeed of the unmanned aircraft system shall not exceed 87 knots (100 miles per hour) calibrated airspeed at full power in level flight;
- (b) The maximum take-off weight of a UAS under the Basic Classification shall be 1 kg.
- (c) A person shall not operate a UAS at a height above 400 feet (120 meters) Above Ground Level (AGL) and a lateral distance of 100 m away from any person, vessel, vehicle or structure which is not under the control of the person in charge of the UAS except when approved by the Authority.
- (d) The lateral distance between the unmanned aircraft system and the remote pilot shall be in such a way that the remote pilot will maintain continuous visual contact with the unmanned aircraft system;
- (e) The unmanned aircraft system shall not be flown over or within any congested area of a city, town or settlement unless approved by the Authority;
- (f) the minimum flight visibility, as observed from the location of the ground control station must be no less than 3 statute miles (5 kilometers);
- (g) the minimum distance of the unmanned aircraft system from clouds must be no less than—
 - (1) 500 feet (150 meters) below the cloud; and
 - (2) 2,000 feet (600 meters) horizontally away from the cloud.
- (h) Notwithstanding the provisions of regulation Appendix 2.5.1.(c), operations of UAS may be conducted at such higher heights and lateral distances as the Authority may approve.
- (i) Operating UAS fitted with cameras and/or imaging devices at heights or lateral distances where such cameras and/or imaging devices capture information, pictures or videos extending beyond the prescribed area of approved operation is prohibited.
- (j) Unless approved by the Authority on a case by case basis, a person shall not operate a UAS—
 - (1) In conditions other than Visual Meteorological Conditions (VMC);

- (2) At night;
- (3) In controlled airspace under this category.

2.6. DAYLIGHT OPERATION

- 2.6.1. All operations of an unmanned aircraft system under basic regulations must be between the hours of official sunrise and sunset.
- 2.6.2. Night operations are not permitted under these regulations, except by approval under the Specific classification of operations.

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APPENDIX 3 TO REGULATION 27.085 APPROVED PERSON OR ORGANIZATION**3.1. APPLICABILITY**

3.1.1. This Part prescribes rules governing the certification and operation of approved aviation organizations (AAO).

3.2. SCOPE

3.2.1. This instrument sets out requirements to be met by an applicant for a self-administering AAO certificate to perform an aviation administration function and in accordance Authority regulations.

3.2.2. This instrument also sets out matters relating to:

- (a) aviation administration functions for an AAO;
- (b) key personnel of an AAO;
- (c) requirements of an AAO's safety management system;
- (d) requirements of an AAO's audit and surveillance system; and
- (e) Content of an AAO's application submission.

3.3. REQUIREMENT FOR CERTIFICATE

3.3.1. Each AAO shall administer the issuance of an aviation document required by the Authority Rules for the certification or rating of personnel in accordance with the provisions of:

- (a) An AAO certificate issued under this Part.

3.4. APPLICATION FOR CERTIFICATE

27.4.1. Each applicant for the issuance of an AAO certificate shall complete Authority form and submit it to the Authority with:

- (a) Payment of the appropriate application fee prescribed by the Authority.

3.5. ISSUE OF CERTIFICATE

3.5.1. An applicant may be issued an AAO certificate if the Authority is satisfied with:

- (a) the qualified person or persons required by Appendix 3.9.1.(a), (b), (c)
- (b) the applicant's ability to meet the requirements of Appendix 3 Subpart B; and
- (c) the assurance that aviation safety will not be compromised by the issuance of the certificate.

3.6. PRIVILEGES OF CERTIFICATE HOLDER

3.6.1. The holder of an AAO certificate may:

- (a) administer the issuance of the personnel certificates and ratings that are specified on that certificate and for which a qualified person or persons hold a delegation;
- (b) appoint persons to give instruction to persons operating the controls of an unmanned aircraft (UA);
- (c) authorize a person to notify the aeronautical information service provider for the issuance of a NOTAM of a UA operation;
- (d) inspect and approve the construction of a UA;
- (e) authorize the operation of a UA where authorization to the certificate holder has been issued;
- (f) organize aviation events, in accordance with Authority general aviation operating regulations, where that privilege is specified on the certificate; and
- (g) exercise any other privileges required by the Authority to be exercised by the AAO, where that privilege is specified on the certificate.

3.7. DURATION OF CERTIFICATE

3.7.1. An AAO certificate may be issued or renewed for a period of up to 5 years.

3.7.2. An AAO certificate remains in force until it expires or is suspended or revoked.

3.7.3. The holder of an AAO certificate that is revoked shall forthwith surrender the certificate to the Authority.

3.7.4. The holder of an AAO certificate that is suspended shall forthwith produce the certificate to the Authority for appropriate endorsement.

3.8. RENEWAL OF CERTIFICATE

3.8.1. An application for the renewal of an AAO certificate shall be made on form provided by the Authority

3.8.2. The application shall be submitted to the Authority before the application renewal date specified on the certificate or, if no such date is specified, not less than 60 days before the certificate expires.

3.9. PERSONNEL REQUIREMENTS

3.9.1. Each applicant for the issuance of an AAO certificate shall engage, employ, or contract:

(a) a qualified person identified as the Chief executive who has the Authority within the applicant's organization to ensure that all activities undertaken by the organization can be carried out in accordance with the requirements prescribed by this Part;

(b) a qualified person or persons who will hold any delegation from the Authority for the issue of personnel certificates and ratings;

(c) a qualified person or group of qualified persons who are responsible for ensuring that the applicant's organization complies with the requirements of this Part. Such nominated person or persons shall be ultimately responsible to the Chief executive; and

(d) secure sufficient personnel to carry out the activities listed in the applicant's submission.

3.9.2. The applicant shall:

(a) establish procedures to assess and maintain the competence of those personnel who are responsible for carrying out the activities listed in the applicant's application; and

(b) establish procedures for the exercise of any delegation held by a qualified person or persons; and

(c) provide personnel with responsibilities under this Rule with written authorization to fulfill those responsibilities.

3.10. FACILITY REQUIREMENTS

3.10.1. Each applicant for the issuance of an AAO certificate shall ensure the provision of facilities and resources appropriate to the activities listed in the applicant's application.

3.11. DOCUMENTATION

3.11.1. Each applicant for the issuance of an AAO certificate shall hold copies of all relevant equipment manuals, technical standards and practices, technical bulletins and instructions, legislation, and any other document that is necessary to establish procedures for the activities listed in the applicant's application. This documentation shall include human factors material relevant to management and organizations.

3.11.2. The applicant shall establish a procedure to control and amend all applicable documents required by paragraph (a).

3.12. RECORDS

3.12.1. Each applicant for the issuance of an AAO certificate shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary for the activities listed in the applicant's application.

3.12.2. The procedures shall ensure:

(a) there is a record of each internal safety management action performed by the applicant's organization in accordance with the procedures specified in Appendix 3.15;

(b) there is a record for each person who conducts activities on behalf of the applicant's organization. The record shall include details of their experience, qualifications, training, and competency assessments;

(c) there is a record of each personnel certificate and rating issued by the organization;

(d) all records are legible; and

(e) all records are retained for a period of at least 3 years from the date of the last entry made on that record.

3.13. PERSONNEL CERTIFICATION

3.13.1. Each applicant for the issuance of an AAO certificate for the issuance of personnel certificates or ratings shall establish procedures for:

(a) assessing the competency of persons, including holders of equivalent qualifications;

(b) issuing the certificates and ratings listed in the applicant's submission; and

(c) reviewing and maintaining the competency of persons holding certificates or ratings issued under delegated authority from the Authority.

3.14. AVIATION EVENTS

- 3.14.1. An applicant for the issuance of an AAO certificate that authorizes them to organize aviation events must establish procedures:
- (a) for ensuring compliance with general RCARs; and
 - (b) for identifying hazards to aviation safety and ensuring that the associated risks are evaluated and managed.

3.15. INTERNAL SAFETY MANAGEMENT

- 3.15.1. Each applicant for the issuance of an AAO certificate shall establish an internal safety management system to ensure compliance with, and the adequacy of, the procedures required by this Part.
- 3.15.2. The internal safety management system shall include:
- (a) a safety policy and safety policy procedures that are relevant to the applicant's organizational goals and the expectations and needs of its members;
 - (b) a procedure to ensure quality indicators, including personnel and member feedback, are monitored to identify existing problems, or potential causes of problems, within the system;
 - (c) a procedure for corrective action, to ensure existing problems that have been identified within the system are corrected;
 - (d) a procedure for preventive action, to ensure that potential causes of problems that have been identified within the system are remedied;
 - (e) an internal audit program to audit the applicant's organization for conformity with its safety policy; and
 - (f) procedures for management review to ensure the continuing suitability and effectiveness of the internal quality assurance of the safety management system in satisfying the requirements of this Part.
- 3.15.3. The safety policy procedures shall ensure that the safety policy is understood, implemented, and maintained at all levels of the organization.
- 3.15.4. The procedures for corrective action shall specify how:
- (a) existing problems are corrected;
 - (b) corrective action is reviewed to ensure the action is effective;
 - (c) procedures are amended as a result of corrective action; and
 - (d) management will review the effectiveness of any corrective action taken.
- 3.15.5. The procedure for preventive action shall specify how:
- (a) potential problems are corrected;
 - (b) preventive action is reviewed to ensure the action is effective;
 - (c) procedures are amended as a result of preventive action; and
 - (d) review by management to determine the effectiveness of any preventive action taken will be documented.
- 3.15.6. The internal audit program shall:
- (a) specify the frequency and location of the audits taking into account the nature of the activity to be audited;
 - (b) ensure audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited;
 - (c) ensure the results of audits are reported to the personnel responsible for the activity being audited and the manager responsible for internal audits;
 - (d) require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
 - (e) ensure there are follow up audits to review the effectiveness of any preventive or corrective action taken.
- 3.15.7. The procedure for management review shall:
- (a) specify the frequency of management reviews of the safety management system taking into account the need for the continuing effectiveness of the system
 - (b) identify the responsible manager who shall review the safety management system; and
 - (c) ensure that the results of the review are evaluated and recorded.
- 3.15.8. The qualified person who has the responsibility for internal safety management shall have direct access to the Chief Executive on matters affecting safety.

3.16. APPROVED AVIATION ORGANIZATION APPLICATION

- 3.16.1. An applicant for the issuance of an AAO certificate must provide the Authority with an application which must contain,

where applicable:

- (a) a statement signed by the chief executive on behalf of the applicant's organization confirming that the application and any included manuals:
 - (1) define the organization and demonstrate its means and methods for ensuring ongoing compliance with this Part;
 - (2) are enforced at all times; and
- (b) the titles and names of the qualified person or persons required by rule Appendix 3.9.1.(a), (b), and (c) 3.9.1(a), (b), and (c);
- (c) the duties and responsibilities of the qualified person or persons specified in rule Appendix 3.9.1 (a), (b), and (c) including matters for which they have responsibility to deal directly with the Authority on behalf of the organization;
- (d) an organization chart showing lines of responsibility of the qualified person or persons specified in rule Appendix 3.9.1.(c) and extending to each location listed under paragraph 3.9.1.(f) of this rule;
- (e) a description of the activities to be conducted under the certificate;
- (f) the principal locations at which each activity will be conducted;
- (g) a description of the facilities required by rule Appendix 3.10;
- (h) details of the procedures required by:
 - (1) rule Appendix 3.9.2.(a) regarding the competence of personnel;
 - (2) rule Appendix 3.9.2.(b) regarding the exercise of any delegation held by a qualified person or persons;
 - (3) rule Appendix 3.11.2 regarding the control and amendment of documentation;
 - (4) rule Appendix 3.12.1 regarding the identification, collection, indexing storage, maintenance, and disposal of records;
 - (5) rule Appendix 3.13.1 regarding the assessment of personnel, the issuance of certificates and ratings, and the review and maintenance of competency of certificate and rating holders;
 - (6) rule Appendix 3.14. regarding the organization of aviation events including the processes for hazard identification and risk management;
 - (7) rule Appendix 3.15 regarding the internal safety management of the organization; and
- (i) procedures to control, amend, and distribute the application.

3.16.2. The applicant's application must remain acceptable to Authority.

3.17. CONTINUED COMPLIANCE

3.17.1. Each holder of an AAO certificate shall:

- (a) hold at least one complete and current copy of their application at each principal location specified in their application;
- (b) comply with all procedures detailed in the application;
- (c) make each applicable part of their application available to personnel who require those parts to carry out their duties;
- (d) continue to meet the standards and comply with the requirements of Subpart B; and
- (e) forthwith notify the Authority of any change of address for service, telephone number, or facsimile number required by completing Authority form.

3.18. CHANGES TO CERTIFICATE HOLDER'S ORGANIZATION

3.18.1. Each holder of an AAO certificate shall ensure that their organization application is amended so as to remain a current description of the holder's organization.

3.18.2. The certificate holder shall ensure that any amendment made to the holder's application meets the applicable requirements of this part and complies with the amendment procedures contained in the holder's application.

3.18.3. The certificate holder shall provide Authority with a copy of each amendment to the holder's application as soon as practicable after it is incorporated into the application.

3.18.4. Subject to paragraph 3.18.5, where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the [CAA] is required:

- (a) the Chief executive specified in rule Appendix 3.9.1.(a);

- (b) the listed qualified persons specified in rule Appendix 3.9.1.(c);
 - (c) the holder or holders of any delegation made by Authority pursuant to rule Appendix 3.9.1.(a);
 - (d) the activities authorized by the certificate;
 - (e) the principal locations at which the activities may be carried out;
 - (f) the procedures for personnel assessment and certification;
 - (g) the procedures for organizing aviation events.
- 3.18.5. Where a change to 3.18.4 (a) or 3.18.4(b), above, results from an election, the holder shall notify the Authority of the change within [7 days] of the election.
- 3.18.6. The Authority may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph 3.18.4.
- 3.18.7. A certificate holder shall comply with any conditions prescribed under paragraph 3.18.6.
- 3.18.8. Where any of the changes referred to in this Rule requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.
- 3.18.9. The certificate holder shall make such amendments to the holder's application as the Authority may consider necessary in the interests of aviation safety.

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