## APPLICATION FOR PILOTING REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS) ON UNIVERSITY OF WATERLOO PROPERTY

Name of applicant:				
Em	ail: Phone: Ext:			
Faculty/department:				
If applicant is a student, supervisor's name:				
For external applicant:				
Company name:				
UWaterloo contact person: Ext:				
Plea	ase complete the following:			
1.	Principle Investigator of the research project (if applicable):			
2.	RPAS owner:  University of Waterloo Other:			
3.	Purpose and proposed date(s) of use (select one):			
	Start time: Stop time:			
	$\Box$ Ongoing operations period (specify weeks/months and approximate number of flights, not to exceed one year):			
	Period: Number of flights:			
4.	Proposed location where the RPAS is to be used (attach map):			
5.	Who will be present in the area of flight (other than the pilot)?			
6.	Will the RPAS fly over crowds of people?			
7.	List the equipment that will be attached to the RPAS:			
8.	What is the maximum takeoff weight, including all attached equipment, of the RPAS?			
9.	Who will pilot the RPAS? Please provide pilot certificate.			
10	Type of Operation based on Transport Canada Bules:			

□ Advanced

Basic

 $\Box$  Special Flight Operations Certificate (SFOC)



THE NON-RECREATIONAL PILOTING OF DRONES, RPAS OR ANY OTHER FLYING OBJECT LAUNCHED FROM UWATERLOO PROPERTY ARE GOVERNED BY LEGISLATION AND UNIVERSITY RISK MANAGEMENT REQUIREMENTS. THESE INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- 1. For any proposed RPAS launch (excluding microdrones) at a UWaterloo campus you must have:
  - a. Pilot Certificate and proof of registration (Basic or Advanced Operations); OR
  - b. A Special Flight Operations Certificate (SFOC)
  - **Risk management requirements for all RPAS operations:** 
    - a. You must read and understand all of the legislation, rules and regulations that apply to your registration, Pilot Certificate, SFOC and Agreement with NAV Canada (if applicable).
    - b. For non-University owned RPAS: Owner/pilot must provide proof of \$5,000,000 general liability insurance with this application.
    - c. You are required to have the following documents with you at all times while piloting an RPAS:
      - i. Pilot Certificate and proof of registration or a copy of the SFOC and the Agreement with NAV Canada if applicable
      - ii. Certificate of Insurance (for non-University owned RPAS).
      - iii. Personal identification (the operator's name, address, and telephone number)
      - iv. A copy of the RPAS system operating limitations
    - d. The pilot is responsible to ensure that the RPAS is maintained appropriately according to manufacturer's specifications and that it is checked prior to each use to ensure that it is in a fit and safe state for use.

## AS PILOT OF AN RPAS FOR COMMERICAL OR RESEARCH PURPOSES

(Initial)

2.

- 1. I understand that it is my responsibility to read, understand and adhere to all requirements regarding my use of the RPAS.
  - 2. I will ensure that I have the required documentation with me at all times while piloting the RPAS.
  - 3. I will report any situations that may arise during my operation of the RPAS, where the aircraft has impacted any individuals or property during such operations, to UW Special Constable Service at (519) 888-4911 as soon as possible.
  - 4. Unless an SFOC is in place, I agree not to fly the RPAS:

a. higher than 122 m from the ground,

b. more than 30 m above any building or structure if the RPAS is being operated at a distance of less than 61 m, measured horizontally, from the building or structure.

- 5. I will, before piloting the RPAS, call UW Police at (519) 888-4911. After receiving permission, I may begin my launch. Upon completing the last flight of the day, I will again call UW Police to advise them of completion.
- 6. f flying in controlled air space or if an SFOC is required, I will, before piloting the RPAS, request a drone flight authorization from NAV Canada (navcanada.ca).
- 7. I understand that the penalty from NAV Canada, for non-compliance with legislation may result in personal or company fine.

Signature of individual operating the RPAS	Print name	Date
If applicant is a student, the supervisor must compl	ete the following:	
Signature of student's supervisor	Print name	Date
Approvals:		
Signature of Dept. Head/Chair	Print name	 Date
Signature Director of Safety	Print name	Date
Signature Director, UW Special Constable Service	Print name	Date
Approval period (not to exceed one year):	То:	

Submit this application and supporting documentation to <u>Safety Office</u>, Commissary Building. A copy of the approved application must be retained by the applicant and department.