

THE SIERRA LEONE CIVIL AVIATION REGULATIONS



PART 6B – UNMANNED AIRCRAFT SYSTEM (UAS)

FEBRUARY 2024

PREAMBLE

WHEREAS, The Director-General shall have power to perform such acts, -including the conduct of investigations, to issue and amend orders, rules, regulations and procedures pursuant to and in accordance with the Civil Aviation Act, 2023.

WHEREAS, the Director-General shall have power to publish all reports, orders, decisions, rules, and regulations issued under Civil Aviation Act, 2023 in such form and manner as may be best adapted for public information and use;

NOW THEREBY, The Director General under its powers given by Article 17(1) and 17(2) (a) of the Civil Aviation Act, 2023 issue the following regulations which supersede previous regulations on Unmanned Aircraft System (UAS).

1. SHORT TITLE

This regulation may be cited as Sierra Leone Civil Aviation Regulation “SLCAR Part 6B- Unmanned Aircraft System (UAS)”

2. EFFECTIVE DATE

This Regulation shall come into force as of the 5th day of February 2024.



Ms Musayeroh Barrie
Director General



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1. General Provisions

1.1 Applicability

This Regulation prescribes the operation of Civil unmanned aircraft system (UAS) in the open and specific category in Sierra Leone operating in the UAS environment and does not address sanctions against violations of the provisions or discretionary topics specific to national consideration such as, for example, privacy, insurance, or economic authority. This regulation does not supersede or replace any applicable Regulations or Annexes to the Chicago Convention.

1.2 Definitions

In this Part the following definitions apply unless otherwise specified:

Accident: An accident 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

- a) a person is fatally or seriously injured as a result of:
 - being in the aircraft, or
 - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - direct exposure to jet blast, *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
- b) the aircraft sustains damage or structural failure which:
 - adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - 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

- c) the aircraft is missing or is completely inaccessible.

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 (AIP): 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 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 under 2.4.

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.

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

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

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.

Handover: The act of passing piloting control from one remote pilot station to another.

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).

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.

Operator: A person, organization or enterprise engaged in or offering to engage in an aircraft operation. Note—In the context of remotely piloted aircraft, an aircraft operation includes the remotely piloted aircraft system.

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.

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.

Risk mitigation: The process of incorporating defences or preventive controls to lower the severity and/or likelihood of a hazard and the projected consequences.

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.

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.

State safety programme (SSP): An integrated set of regulations and activities aimed at improving safety.

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.

Unmanned aircraft system (UAS): An unmanned aircraft and its associated components.

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.

1.3 Falsification, Reproduction or Alteration

1.3.1 No person shall make or cause to be made:

- a) 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 Regulations;
- b) Any reproduction or alteration, for fraudulent purpose, of any certificate, authorization, record or report under this Regulation.

1.3.2 The commission by any person of an act prohibited under paragraph (1.3.1) of this section is a basis for any of the following:

- a) Denial of an application for any remote pilot certificate or authorization;
- b) Suspension or revocation of any certificate or authorization issued by the Authority under this Regulations and held by that person; or
- c) A civil penalty as prescribed by the laws of the State and the Authority.

1.4 Inspection, Testing, and Demonstration of Compliance.

1.4.1 A remote pilot or person manipulating the flight controls of a (UAS) shall, upon request, make available to the Authority:

- a) The remote pilot certificate; and
- b) Any other document, record, or report required to be kept under this Regulation.
- c) 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 Regulation.

1.5 Accident Reporting

1.5.1 No later than 48 hours after an operation that meets the criteria of either paragraph (a) or (b) of this section, a remote pilot shall report to the Authority, in a manner acceptable, an operation of the UA involving at least:

- a) Serious injury to any person; or
- b) Damage to any property other than the UA that exceeds an amount determined by the competent authority stated in Leones.

1.6 Use of Aeronautical Radio

- 1.6.1 A person shall not operate a UA in controlled airspace unless he or she:
- holds a relevant qualification;
 - maintains a listening watch on a specified frequency or frequencies; and
 - makes broadcasts on a specified frequency or frequencies at the specified interval giving the specified information.
- 1.6.2 In this regulation **relevant qualification** means any of the following qualifications:
- an aeronautical radio operator certificate;
 - a remote pilot licence or flight crew licence;
 - an air traffic control licence;
 - a military qualification equivalent to a licence mentioned in paragraph (b) or (c); or
 - a flight service licence.
- 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.
- 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.
- 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.
- 1.6.3 The Authority may direct in an authorization that a particular person shall not operate a UA unless the person:
- holds a relevant qualification;
 - maintains a listening watch on a frequency or frequencies specified in the authorization;
 - makes broadcasts on a frequency or frequencies at intervals and giving information specified in the authorization; and
 - complies with the authorization.
- 1.6.4 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:
- holds a relevant qualification;
 - maintains a listening watch on a frequency or frequencies specified in the authorization;
 - makes broadcasts on a frequency or frequencies at intervals giving information specified in the authorization; and
 - complies with the authorization.

2. OPERATING RULES

2.1 Applicability

This Regulation applies to registration and operation of civil unmanned aircraft systems in the open and specific categories.

2.2 Unmanned Aircraft Registration and Certificate of Registration

- 2.2.1 Every person lawfully entitled to the possession of a UA who will operate a UA in Sierra Leone shall register that UA and hold a valid certificate of registration for that aircraft from:
- a) the Authority in compliance with SLCA Part 7 (Aircraft Registration and Marking);
 - b) the appropriate aeronautical authority of a contracting State of ICAO; or
 - c) the appropriate aeronautical authority of another State that is party to an agreement with the Government of Sierra Leone which provides for the acceptance of each other's registrations.

2.3 Meaning of Standard Unmanned Aircraft Operating Conditions

- 2.3.1 A UA is operated in *standard unmanned aircraft operating conditions* if, during the operation:
- a) the UA is operated within the visual line-of-sight of the person operating the UA; and
 - b) the UA is operated at or below 120 m (400 ft) above ground level (AGL) by day; and
 - c) 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
- 2.3.2 The UA is not operated:
- a) in a prohibited area; or
 - b) in a restricted area; or
 - c) over a populated area; or
 - d) within 4 km of the movement area of a controlled aerodrome; and
- 2.3.3 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
- 2.3.4 The person operating the UA operates only that UA.

2.4 Approval of Areas for Operation of Unmanned Aircraft

- 2.4.1 A person shall apply to the Authority for the approval of an area as an area for the operation of:
- a) 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), or indefinitely.
 - b) The Authority may impose conditions on the approval in the interests of the safety of air navigation.
 - c) If the Authority approves an area under (a), it shall publish details of the approval (including any condition) in a NOTAM or on an aeronautical chart.
- 2.4.2 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.
- 2.4.3 The Authority shall also give written notice of the revocation or change:
- a) to the person who applied for the approval of the area; or
 - b) 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.

2.5 Segregated Airspace

- 2.5.1 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.

2.6 Controlled Airspace

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

2.7 Airspace Knowledge

2.7.1 A person to whom this applies shall:

- a) ensure that before each flight, the person is aware of the airspace designation and any applicable airspace restrictions in place in the area of intended operation; or
- b) conduct the operation under the direct supervision of a person who is aware of the airspace designation and any applicable airspace restrictions in place in the area of intended operation.

2.8 Hazard and Risk Minimization

2.8.1 A person operating a UA shall take all practicable steps to minimize hazards to persons, property and other aircraft.

2.9 Dropping of Articles

2.9.1 A person operating a UA shall not allow any object to be dropped in flight if such action creates a hazard to other persons or property.

2.10 Approved Person or Organization

2.10.1 In this Regulation, 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 paragraph 6:

- a) issuing a remote pilot qualification for operating a UA;
- b) appointing persons to give instruction to operators of UA;
- c) authorizing a person to notify the air navigation service provider, for the issuance of a NOTAM, of a UA operation;
- d) authorizing the construction or modification of a UA greater than 15kg;
- e) inspecting and approving the construction of a UA greater than 15kg; or
- f) authorizing the operation of a UA greater than 15 kg.

2.11 Aerodromes

2.11.1 A person shall not operate a UA on or within 4 km of—

- a) 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; and
- b) a controlled aerodrome, unless it is operated in accordance with authorization from the relevant air traffic control (ATC) unit; and
- c) 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 or certificate issued under 3.2.

2.11.2 Paragraph (2.11.1) does not apply to an operation that is conducted:

- a) outside of the boundary of the aerodrome; and
- b) in airspace that is physically separated from the aerodrome by a barrier that is capable of arresting the flight of the UA.

2.12 Airspace

2.12.1 A person operating a UA shall:

- a) unless operating in segregated airspace, not operate:
 - (i) in airspace within 30 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;
- b) maintain observation of the surrounding airspace in which the aircraft is operating for other aircraft; and
- c) not operate the UA at any height above 120 m (400 ft) AGL except in accordance with paragraph (2.12.3).

2.12.2 Nothing in paragraph (2.12.1) requires a person to obtain consent from any person if operating:

- a) under the authority of an approved aviation organization; and
- b) in airspace used by that organization.

2.12.3 A person operating a UA more than 4 km from an aerodrome boundary and above 120 m (400 ft) AGL shall ensure that the operation remains within Class G airspace and shall:

- a) operate in segregated airspace designated for that purpose; or
- b) ensure that at least 72 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.

2.13 Visual Line-of-Sight Operations

2.13.1 A person shall not operate a UA to which this applies in:

- a) any area in which the person's view of the surrounding airspace in which the UA will operate is obstructed; or
- b) meteorological conditions that obstruct the person's ability to maintain visual line-of-sight of the aircraft.

2.13.2 A person who operates a UA to which this applies shall at all times:

- a) 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
- b) be able to see the surrounding airspace in which the UA is operating; and
- c) operate the UA below any cloud base.

2.13.3 For the purposes of this, 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:

- a) 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
- b) 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.

2.14 Weather and Day Limitations

2.14.1 A person shall not operate a UA:

- a) in or into a cloud; or
- b) at night; or
- c) in conditions other than visual meteorological conditions (VMC);
 - (i) unless permitted by another provision of this Regulation, or in accordance with an air traffic control clearance.

2.14.2 Paragraph 2.14.1 does not apply if the person holds authorization under 4.1 allowing these operations.

2.15 Night Operations

2.15.1 A person shall not operate a UA at night unless the operation is:

- a) indoors; or
- b) a shielded operation.

2.15.2 Paragraph 2.15.1 does not apply if the person holds authorization under 4.1 allowing these operations.

2.16 Right-of-Way

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

2.17 Operation Over and Near People

2.17.1 No person shall operate a UA over a person unless that person is:

- (a) Directly participating in the operation of the UA; or
- (b) Located under a covered structure or inside a stationary vehicle that can provide reasonable protection;
- (c) 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. 2.17.1 (c) does not apply if the second person is standing behind a fixed-wing UA while the fixed-wing UA is taking off;
- (d) 2.17.1 (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 15 m, measured horizontally, of him or her.

2.18 Aircraft Mass Limits

2.18.1 A person shall not operate a UA with a gross mass of more than 25 kg.

- 2.18.2 A person shall not operate a UA with a gross mass of between 15 kg and 25 kg unless the UA, and any modification made to it, is:
- a) constructed under the authority of, or inspected and approved by, an approved person or approved aviation organization defined in 2.10; and
 - b) operated under the authority of an approved person or approved aviation organization defined in 2.10; or
 - c) meets the requirement of 3.3.

2.19 Open Category Operations

- 2.19.1 To conduct operations in the open category a remote pilot shall use a UA with a gross mass of 25kg or less on takeoff and throughout the duration of each operation under this category, including all items that are on board or otherwise attached to the aircraft and operated in accordance with Paragraph 1.4.

2.20 Requirement for a Remote Pilot Licence

- 2.20.1 No pilot certification is required for operations in this Regulation unless flights are conducted on or within 4 km of an aerodrome. Flights within 4 km of an aerodrome require knowledge of the use of aeronautical charts and airspace.

2.21 Prohibited UAS Operations

- 2.21.1 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.
- 2.21.2 No person shall operate a UA while operating a moving vehicle, vessel or manned aircraft.

2.22 Alcohol or Drugs

- 2.22.1 No person shall act as a remote pilot, flight crew member or a UA observer
- a) within 8 hours after consuming an alcoholic beverage;
 - b) while under the influence of alcohol; or
 - c) 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.

3. Unmanned Aircraft Remote Pilot Certification

3.1 Applicability

This Regulation applies to airmen certification for civil unmanned aircraft systems.

3.2 Eligibility for Remote Pilot Licence

3.2.1 The Authority may issue a remote pilot licence to the applicant if he or she is 18 years of age and has passed:

- a) an aeronautical knowledge examination within the meaning of SLCAR Part 1A (certification of pilots) for a licence under SLCAR Part 1A; or
- b) an aviation licence theory examination taken to be an equivalent requirement for the issuance of a remote pilot licence; or
- c) the theory component of a remote pilot training course; or
- d) 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; and

3.2.2 The Authority may issue a remote pilot licence to the applicant if he or she has completed:

- a) a remote pilot training course in the operation of a category of the UA that he or she proposes to operate; or

- b) 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
 - c) a flight test conducted by the Authority for the purposes of this subparagraph; and
 - d) 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.
- 3.2.3 A person is taken to have satisfied the conditions in paragraph (3.2.1) who holds or has held:
- a) a flight crew licence; or
 - b) a military qualification equivalent to a flight crew licence; or
 - c) a foreign remote pilot licence and qualification equivalent to Sierra Leone remote pilot licence requirements and meets Sierra Leone's security requirements of the Authority; or
 - d) an air traffic control licence or a military qualification equivalent to an air traffic control licence.
- 3.2.4 An application may be made to the Director General of Authority for review of:
- a) a decision refusing to issue, cancelling, suspending or varying a licence; or
 - b) a decision imposing a condition on a licence.

3.3 Application for a Remote Pilot Licence

- 3.3.1 An individual may apply to the Authority, in writing, for a remote pilot licence to operate a UA.
- 3.3.2 An application for a remote pilot licence shall include the following information:
- a) 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);
 - b) details of any military qualification the applicant holds that is equivalent to a licence mentioned in paragraph (3.3.1);
 - c) details of any aeronautical experience of the applicant;
 - d) 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 within the meaning of SLCAR Part 1A, pilot certification;
 - (ii) an aviation licence theory examination that is taken as an equivalent requirement for the issuance of a remote pilot licence under SLCAR Part 1A;
- 3.3.3 If the applicant does not hold a licence mentioned in paragraph (3.3.1), details of any aeronautical radio operator certificate that the applicant holds;
- i. details of the applicant's experience in operating UA;
 - ii. evidence of the completion of any training course in UAS operation that the applicant has undertaken.

3.4 Conditions on Remote Pilot Licence

- 3.4.1 The Authority may place a condition on a remote pilot licence that would:
- a) allow the person to operate UA of only a specified make and model;
 - b) limit the areas where he or she may operate a UA; or
 - c) allow him or her to operate a UA only in VMC.
- 3.4.2 It is a condition of a remote pilot licence that the licence holder shall not operate a UA above 120 m (400 ft) AGL or within 4 km of the movement area of an aerodrome unless he or she holds at least one of the following qualifications:
- a) an aeronautical radio operator certificate;
 - b) a flight crew licence;
 - c) an air traffic control licence;
 - d) a military qualification equivalent to a licence mentioned in paragraph (b) or (c);

- e) a flight service licence.
- 3.4.3 It is a condition of a remote pilot licence that a UA shall be operated within the visual line-of-sight of the licence holder unless he or she has passed:
 - a) an aeronautical knowledge examination within the meaning of SLCAR Part 1A for the issuance of an instrument rating under SLCAR Part 1A;
 - b) an aviation licence theory examination that is taken to be an equivalent requirement for the issuance of an instrument rating;
 - c) an approved examination; and either:
 - (i) holds both a UAS operator certificate and authorization under 4.1 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 authorization under 4.1 for the operator's personnel to operate a UA beyond their visual line-of-sight.
- 3.4.4 It is a condition of a remote pilot licence that the licence holder shall not operate more than one UA at a time unless:
 - a) he or she holds approval under 4.1 to operate more than one UA at a time; and
 - b) the conditions imposed on the approval are complied with.

3.5 Notice to Holder of Remote Pilot Licence to Show Cause

- 3.5.1 The Authority may give a show cause notice to the holder of a remote pilot licence if there are reasonable grounds for believing that there are facts or circumstances that would justify the cancellation of the licence under 3.6.
- 3.5.2 A show cause notice shall:
 - a) 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 3.6; and
 - b) 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.
- 3.5.3 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.
- 3.5.4 If a show cause notice states that the licence is suspended, the licence is suspended from when the notice is given to the holder.
- 3.5.5 The Authority may, at any time, revoke the suspension.
- 3.5.6 If the approval is suspended and the Authority has not dealt with it under 3.6 within 90 days after the day it is suspended, the suspension lapses at the end of that period.

3.6 Cancellation of Remote Pilot Licence

- 3.6.1 The Authority may cancel a remote pilot licence by written notice to the holder of the licence, if:
 - a) the Authority has given to the holder a show cause notice under 3.5 in relation to it;
 - b) the Authority has taken into account any representations made, within the period stated in the notice, by or on behalf of the holder; and
 - c) 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; or
 - (ii) has operated the UA negligently or carelessly; or
 - (iii) in operating the UA, has recklessly endangered human life or property.

- 3.6.2 If the Authority has given a show cause notice under 3.5 to the holder of a remote pilot licence and the Authority decides not to cancel the licence, the Authority:
- a) shall tell the holder in writing of the decision; and
 - b) shall, if the holder's licence is suspended under that regulation, revoke the suspension.

4. Unmanned Aircraft System Authorization or Unmanned Aircraft System Operator Certification

4.1 Applicability

4.1.1 This Regulation applies to the following:

- a) a person who operates a UA other than in accordance with this Regulation; and
- b) a person who operates a UA in accordance with this Regulation and who wishes to apply for a UAS operator certificate (UOC).

4.2 Requirement for Certificate

A person shall not operate a UA other than in accordance with this Regulation except under the authority of and in accordance with the terms of a valid UAS authorization or UOC issued by the Authority in accordance with this Regulation.

4.2 Functions and Duties of the Chief Remote Pilot

4.3.1 The functions and duties of a chief remote pilot shall be as follows:

- a) ensuring the operator's UA operations are conducted in accordance with the Sierra Leone Civil Aviation Regulations;
- b) maintaining a record of the qualifications held by each person operating a UA for the operator;
- c) monitoring the operational standards and proficiency of each person operating a UA for the operator; and
- d) 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.

4.3 Specific Category Operations

4.3.1 Remote Pilot requirements. To conduct operations in the specific category, a remote pilot shall hold a remote pilot licence.

4.3.2 Eligibility. To be qualified to conduct operations in the specific category, the UAS shall:

- a) be designed, produced, or modified such that it does not contain any safety defects identified by the Authority;
- b) display a label indicating eligibility to conduct operations in the specific category (in English, legible, and permanently affixed to the UA);
- c) 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;
- d) 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 in accordance with 4.13 or received approval from an approved aviation organization; and
- e) have a current aircraft registration in accordance with SLCAR Part 7 (Aircraft Registration and Markings).

4.5 Authorization to Operate an Unmanned Aircraft

- 4.5.1 Before operating a UA other than in accordance with this Regulation, a person shall apply for a UAS authorization or UOC.
- 4.5.2 A person who operates a UA in accordance with this Regulation may apply for a UOC.
- 4.5.3 A person in (4.5.1) shall apply by:
 - a) submitting an application to the Authority in accordance with its requirements;
 - b) pay the appropriate fee specified in the regulations
- 4.5.4 An application shall include:
 - a) the name and address for service in Sierra Leone of the applicant;
 - b) the details of the operation for the UAS authorization or UOC;
 - c) the applicant's application as required by the Authority; and
 - d) any other information relating to the application as may be required by the Authority.
- 4.5.5 A person who operates a UA in accordance with (4.5.1) or (4.5.2) shall apply for a UAS authorization or UOC in accordance with 4.6.

4.6 Application for a UAS Authorization or UAS Operator Certificate

- 4.6.1 An applicant for a UAS authorization or UOC shall provide the Authority with an application that is acceptable to the Authority.
- 4.6.2 The application shall address the following matters, having regard to the nature, degree and risk of the intended operation:
 - a) the identification of a person who will have primary responsibility for the operation;
 - b) the identification of any person who is to have or is likely to have control over the exercise of the privileges under the certificate;
 - c) details of the physical locations to be used in the operation;
 - d) 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;
 - e) procedures for reporting information to the Authority including incidents and accidents;
 - f) operating requirements for personnel licensing, qualifications, training and competency including remote pilot and remote flight crew qualifications, training or medical requirements;
 - g) details of the number and specifications of the aircraft to be used, including any identification system used on the aircraft (for example colour schemes, unique identification numbers, markings);
 - h) details of the control system to be used to pilot the aircraft;
 - i) procedures for the maintenance of aircraft and measures to ensure continued airworthiness;
 - j) inflight procedures, including minimum distances from persons or property;

- k) procedures for handling cargo, including dangerous goods, or dropping items, if such operations are intended;
- l) the manufacturer's Declaration of Compliance or approval from an AAO;
- m) procedures for controlling, amending and distributing the application; and
- n) any other approvals that are required to conduct the proposed operation.

4.6.3 The Authority may require only those matters in paragraph (4.6.2) that the Authority considers appropriate in the particular circumstances to be contained in the application.

4.6.4 The application shall remain acceptable to the Authority.

4.7 Issuance of UAS Authorization or UAS Operator Certificate

4.7.1 The Authority may issue a UAS authorization or a UOC to a person who has applied in 4.7.

4.7.2 When issuing a UAS authorization or a UOC under paragraph (a), the Authority may:

- a) impose requirements on the UAS and may specify procedures to be followed by the operator of any UA that is operated under the authority of the UAS authorization or UOC;
- b) specify any additional conditions that the Authority considers necessary in the interest of aviation safety; and
- c) after considering the type of UA to be used, determine that any UA to be operated under the UAS authorization or UOC shall display identification markings in accordance with Authority markings if the Authority considers that it is necessary in the interest of aviation safety.

4.8 UAS Authorization or UAS Operator Certificate

4.8.1 If the Authority issues a UOC under 4.7, the certificate shall be issued with authorization containing the details described in paragraph (b).

4.8.2 The UOC shall include:

- a) details of the physical location of the certificate holder's principal base of operations;
- b) the certificate holder's address for service in Sierra Leone;
- c) a list of any business names under which the certificate holder is approved to operate;
- d) 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; and
 - (iii) any exemption issued from any requirement of this or any other Regulation; and

(iv) any additional condition that the Authority determines is necessary in the interest of aviation safety.

4.9 Privileges of Authorization or Operator Certificate Holder

4.9.1 The holder of a UAS authorization or UOC is authorized to perform the operations specified in the accompanying UAS authorization or UOC.

4.9.2 Unless the application required in 4.7 specifies otherwise, the holder of a UAS authorization or UOC is not required to comply with SLCAR Part 6A.

4.10 Duration of UAS Operating Certificate

4.10.1 When issuing or renewing a UOC under this Regulation, the Authority shall specify a date on which the UAS operator certificate will expire.

4.10.2 The Authority shall not specify a date under paragraph (4.10.1) for a UOC that is later than 3 years after the date on which the certificate was issued.

4.11 Conditions for Operation for a UAS Authorization or a UAS Operator Certificate

4.11.1 A holder of a UAS authorization or UOC shall comply with:

- a) this Regulation to the extent the requirements of this Regulation are consistent with the operations specified in the UAS authorization or UOC;
- b) the conditions imposed by the Authority on the UAS authorization or UOC; and
- c) the application required by this regulation.

4.11.2 The certificate holder is responsible for ensuring that any person involved in an operation conducted under the authority of the UAS authorization or UOC is notified of and complies with the requirements of paragraph (4.11.1).

4.12 Changes to Application

4.12.1 Each holder of a UAS authorization or UOC shall:

- a) 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 regulations that have been adopted under 4.6.3;
- b) 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
- c) make such amendments to the application as the Authority considers necessary in the interest of aviation safety.

4.12.2 If a holder of a UAS authorization or UOC proposes to change any of the following, prior acceptance by the Authority is required:

- a) 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
- b) the identification of locations from which the authorization or operator certificate holder conducts UA operations.

4.13 Renewal of Certificate

4.13.1 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 4.6.

4.14 Record Retention of UAS Operator Certificate

4.14.1 Each holder of a UOC shall maintain:

- a) 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
- b) 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.

4.14.2 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 (4.14.1) (b).

4.14.3 Each owner of a UAS shall ensure that the records referred to in subsection (4.14.1) (a) and (4.14.1) (b)

- a) are made available to the Authority on request and are retained for a period of:

- (i) for the records referred to in paragraph (4.14.1) (a), 12 months after the day they are created;
- (ii) for records referred to in paragraph (4.14.2) (b), 24 months after the day they are created.

4.15 Notice to Certified UAS Operator to Show Cause

- 4.15.1 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 authorization under 4.16.
- 4.15.2 A show cause notice shall:
- a) tell the holder of the facts and circumstances that, in the Authority's opinion, would justify the cancellation of the certification under 2.21; and
 - b) invite the operator to show in writing, within a reasonable time stated in the notice, why the certification should not be cancelled.
- 4.15.3 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.
- 4.15.4 If a show cause notice states that the certification is suspended, the certification is suspended from when the notice is given to the holder.
- 4.15.5 The Authority may at any time revoke the suspension.
- 4.15.6 If the approval is suspended and the Authority has not dealt with it under 2.21 within 90 days after the day it is suspended, the suspension lapses at the end of that period.

4.16 Cancellation of UAS Operator's Certification

- 4.16.1 The Authority may cancel a UOC by written notice to the operator, if:
- a) the Authority has given to the operator a show cause notice under 2.20 in relation to it;
 - b) the Authority has taken into account any representations made, within the period stated in the notice, by or on behalf of the operator; and
 - c) 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.
- 4.16.2 If the Authority has given a show cause notice under 2.20 to a certified UAS operator and determines to revoke the show cause notice:
- a) the operator will receive notification in writing of the decision; and
 - b) shall, if the operator's certification is suspended under that regulation, revoke the suspension.

4.17 Compliance with UAS Operator's Practices and Procedures

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

4.18 Safety Management System

4.18.1 A UAS operator shall have a system for safety management that includes:

- a) a safety policy on which the system for safety management is based;
- b) a process for risk management that identifies hazards to aviation safety and that evaluates and manages the associated risks;
- c) 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 is measured;
 - (iii) there is a safety management program that includes conducting internal audits and regular reviews of the system for safety management; and
- d) training that ensures personnel are competent to fulfil their safety responsibilities.

4.18.2 The operator shall document all processes required to establish and maintain the system for safety management.

4.18.3 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.

5. Requirements for Manufacturer

5.1 Applicability

- a) This Regulation 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 have been determined as acceptable by the Authority.

5.2 Means of Compliance

5.2.1 To meet the requirements of 4.13.1(a)(ii) 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.

5.2.2 An applicant requesting Authority acceptance of a means of compliance shall submit the following information to the Authority in a specified manner:

- a) Detailed description of the means of compliance; and
- b) Justification, including any substantiating material, showing that the means of compliance establishes achievement of or equivalency to the safety level identified.

5.3 Manufacturer Declaration

5.3.1 For each model of UAS that is intended to conduct any operation, the manufacturer shall provide the Authority with a declaration in accordance with subsection (a).

- a) 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.

5.3.2 The manufacturer's declaration is invalid if:

- a) the Authority has determined that the model of the UA does not meet the terms set out in the means of compliance, or
- b) the manufacturer has notified the Authority of an issue related to the design of the model under 4.14.

5.4 Notice to the Authority

5.4.1 A manufacturer that has made a declaration to the Authority under 4.13 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 referred in subparagraph 4.12.2(b), as soon as possible after the issue is identified.

5.5 Documentation

5.5.1 A manufacturer that has made a declaration to the Authority in respect of a model of a UAS under 4.13 shall make available to each owner of that model of the system:

- a) 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;
- b) any mandatory actions the manufacturer issues in respect of the system;
- c) a UAS operating manual that includes:
 - (i) a description of the system;
 - (ii) the ranges of weights and centres of gravity within which the system may be safely operated under normal and emergency conditions and, if a weight and centre of gravity combination is considered safe only within certain loading limits, those load limits and the corresponding weight and centre 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.

5.6 Record Retention for Manufacturer

5.6.1 A manufacturer that has made a declaration to the Authority in respect of a model of a UAS under 4.13 shall keep, and make available to the Authority on request:

- a) a current record of all mandatory actions in respect of the system; and

- b) 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.

5.6.2 The manufacturer shall keep the records referred to in subsection (5.6.1) (a) for the greater of:

- a) two years following the date that manufacturing of that model of UAS permanently ceases, and
- b) the lifetime of the UA that is an element of the model of the system referred to in paragraph (5.6.1).

6 Approved Aviation Organizations Certification

6.1 General

6.1.1 Applicability

This Regulation prescribes the certification and operation of approved aviation organizations (AAO).

6.1.2 Scope

- a) This instrument sets out requirements to be met by an applicant for a self-administering AAO certificate in this Regulation to perform an aviation administration function.
- b) This instrument also sets out matters relating to:
 - i. aviation administration functions for an AAO;
 - ii. key personnel of an AAO;
 - iii. requirements of an AAO's safety management system;
 - iv. requirements of an AAO's audit and surveillance system; and
 - v. content of an AAO's application submission.

6.1.3 Requirement for certificate

6.1.3.1 Each AAO shall administer the issuance of an aviation document required by the SLCARs for the certification or rating of personnel in accordance with the provisions of:

- a) An AAO certificate issued under this Regulation.

6.1.4 Application for certificate

6.1.4.1 Each applicant for the issuance of an AAO certificate shall complete and submit the appropriate Form of the Authority with:

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

6.1.5 Issue of certificate

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

- a) the qualified person or persons required by 6.2.1.1 (a), (b) and (c);
- b) the applicant's ability to meet the requirements of para 6.2 and
- c) the assurance that aviation safety will not be compromised by the issuance of the certificate.

6.1.6 Privileges of certificate holder

6.1.6.1 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 SLCAR Part 6A (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 a paragraph 6. organization, where that privilege is specified on the certificate.

6.1.7 Duration of certificate

6.1.7.1 An AAO certificate may be issued or renewed for a period of up to 3 years.

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

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

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

6.1.8 Renewal of certificate

6.1.8.1 An application for the renewal of an AAO certificate shall be made on the appropriate Form of the Authority.

6.1.8.2 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 30 days before the certificate expires.

6.2 Certification Requirements

6.2.1 Personnel requirements

6.2.1.1 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 Regulation;
- 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 Regulation. 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.

6.2.1.2 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 with written authorization to fulfil those responsibilities.

6.2.2 Facility requirements

6.2.2.1 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.

6.2.3 Documentation

6.2.3.1 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.

6.2.3.2 The applicant shall establish a procedure to control and amend all applicable documents required by paragraph (6.2.3.2).

6.2.4 Records

6.2.4.1 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.

6.2.3.3 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 6.2.1;
- 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.

6.2.5 Personnel certification

6.2.5.1 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.

6.2.6 Aviation events

6.2.6.1 An applicant for the issuance of an AAO certificate that authorizes them to organize aviation events must establish procedures:

- a) for ensuring compliance with SLCAR Part 6A (general aviation operating regulations); and
- b) for identifying hazards to aviation safety and ensuring that the associated risks are evaluated and managed.

6.2.7 Internal Safety Management

6.2.7.1 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 Regulation.

6.2.7.2 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** programme 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 Regulation.

6.2.7.3 The safety policy procedures shall ensure that the safety policy is understood, implemented, and maintained at all levels of the organization.

6.2.7.4 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.

6.2.7.5 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.

6.2.7.6 The internal audit programme 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.

6.2.7.7 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.

6.2.7.8 The qualified person who has the responsibility for internal safety management shall have direct access to the Chief Executive on matters affecting safety.

6.2.8 Approved Aviation Organization application

6.2.8.1 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:
 - (i) define the organization and demonstrate its means and methods for ensuring ongoing compliance with this Regulation;
 - (ii) are enforced at all times; and
- b) the titles and names of the qualified person or persons required by 6.2.1.1(a), (b), and (c);
- c) the duties and responsibilities of the qualified person or persons specified in 6.2.1.1(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 6.2.1.1(c) and extending to each location listed under paragraph 6.2.8.1(f) of this;
- 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 6.2.2;
- h) details of the procedures required by:
 - (i) 6.2.1.2(a) regarding the competence of personnel;
 - (ii) 6.2.1.2(b) regarding the exercise of any delegation held by a qualified person or persons;
 - (iii) 6.2.3.2 regarding the control and amendment of documentation;
 - (iv) 6.2.4.1 regarding the identification, collection, indexing storage, maintenance, and disposal of records;
 - (v) 6.2.5.1 regarding the assessment of personnel, the issuance of certificates and ratings, and the review and maintenance of competency of certificate and rating holders;
 - (vi) 6.2.6 regarding the organization of aviation events including the processes for hazard identification and risk management;
 - (vii) 6.2.7 regarding the internal safety management of the organization; and
- i) procedures to control, amend, and distribute the application.
- j) The applicant's application must remain acceptable to the Authority.

6.3 Operating Requirements

6.3.1 Continued compliance

6.3.1.1 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 applicable regulations; and
- e) forthwith notify the Authority of any change of address for service, telephone number, or facsimile number required by completing the appropriate Form of the Authority.

6.3.2 Changes to certificate holder's organization

6.3.2.1 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.

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

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

6.3.2.4 Subject to paragraph (6.3.2.5), where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Authority is required:

- a) the Chief executive specified in 6.2.1.1(a);
- b) the listed qualified persons specified in 6.2.1.1(c);
- c) the holder or holders of any delegation made by the Authority pursuant to 6.2.1.1(b);
- 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.

6.3.2.5 Where a change to (6.3.2.4) (a) or (b), above, results from an election, the holder shall notify the Authority of the change within 7 days of the election.

6.3.2.6 The Authority may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (6.3.2.4).

6.3.2.7 A certificate holder shall comply with any conditions prescribed under paragraph (6.3.2.6).

6.3.2.8 Where any of the changes referred to in this requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.

6.3.2.9 The certificate holder shall make such amendments to the holder's application as the Authority may consider necessary in the interests of aviation safety.