

Drone Safety Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Scope
4. Definitions
5. General
6. Excluded Category
7. Registration
8. Contractor Management
9. Communication
10. Induction and Training
 - 10.1. Inductions
 - 10.2. Training
11. Managing Risk
12. Drone Safety Management System
13. Record Keeping
14. Reporting Accidents and Incidents
15. Working with other organisations
 - 15.1. Flinders University organised drone activity
 - 15.2. Other organisation organised drone activity
16. Responsibilities
17. Related Documents

1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures set out the responsibilities and action required to manage the risks to safety posed by drones (also known as Remote Piloted Aircraft) and ensure that drone operations are compliant according to the conditions set by the Civil Aviation Act.

3. Scope

These procedures apply to all University Remote Piloted Aircraft (RPA) operations.

4. Definitions

Competent person	A person who has the knowledge and skills, acquired through training, qualification and/or experience, to carry out the tasks required as prescribed by CASA and Flinders University Chief Pilot.
ARN	Aviation Reference Number – the number given to a pilot or engineer by CASA which appears on their licence.

CASA	Civil Aviation Safety Authority is the government body that ensures the safety of aviation in Australia.
Drone	A drone may include any Remotely Piloted Aircraft (RPA), Unmanned Aerial Vehicle (UAV), Unmanned Aerial System (UAS), Remotely Piloted Aircraft Systems (RPAS) or First Person View (FPV) aircraft, regardless of size, ability to carry a payload or type of powertrain.
Excluded Category	This category does not fall under the ReOC. This category applies to sub 2kg RPAs and in standard operating conditions. There are multiple exclusion categories, refer to CASA directly for definitions.
JSA	Job Safety Analysis. A document used to break down a task into steps, identify hazards at each step and outlines controls to put into place before work begins to prevent injury.
Reasonably Practicable	What is or was at the time, reasonable as an action to ensure health and safety, weighing up matters such as: • Likelihood of the hazard or risk occurring, • The degree of harm that might result from the hazard or risk, • What the person concerned already knows or ought to have known at the time regarding the hazard or risk and ways to eliminate or minimise the risk, • The availability and suitability of the ways to eliminate or minimise risk, • After assessing the extent of risk and available ways to eliminate or minimise risk, the cost associated with the available ways and whether the cost is disproportionate to the risk.
Remote and/or isolated travel/work	Situations where a person or persons may be exposed to risks because the area or environment they are travelling or working in is remote from others or isolated from access, communication, and the assistance of others.
ReOC	Remotely Piloted Aircraft Operator's Certificate. This certificate allows businesses to legally operate RPAs for commercial purposes, hire or reward.
RePL	Remote Pilot Licence. A mandatory qualification for individuals operating RPAs outside of the excluded category.
RPA	Remote Piloted Aircraft – also known as Drone or UAV are 'unmanned aircraft' where the flying pilot is not on board the aircraft.
RPAS	Remotely Piloted Aircraft System is the entire system used to operate an RPA including the aircraft, remote pilot, ground control station and communication data links.

5. General

- a. Drone work undertaken as part of University work, research or study must:
 - i. be undertaken in accordance with the requirements set out in these procedures
 - ii. follow protocols as set out in the [RPAS Operational Procedures and Operations Manual](#).

- b. All drone operators must abide by CASA's [Part 101 of the Civil Aviation Safety Regulations](#) and [Manual of Standards \(MOS\)](#).
- c. All drones 250g and above must be registered with CASA.

6. Excluded Category

Flying any drone in the excluded category is subject to the [CASA Drone Safety Rules](#) and must:

- a. comply with the Standard RPA Operating Conditions
- b. be under 2kg
- c. have an ARN
- d. have completed CASA accreditation
- e. complete a job safety analysis
- f. maintain a flight log and drone battery log.

7. Registration

- a. All University drone operator details must be registered with the University, including:
 - i. ARN
 - ii. Operator Accreditation or RePL
 - iii. flight history.
- b. All drones owned and flown with the University must be registered with CASA through the Chief Remote Pilot at drones@flinders.edu.au with details including:
 - i. manufacturer
 - ii. model
 - iii. serial number / registration mark

8. Contractor Management

- a. Contractors engaged by the University to fly drones must follow the [Contractor Safety Management Procedures](#), including induction and registration.
- b. In addition, these pilots must provide the following evidence to the Chief Remote Pilot:
 - i. ARN
 - ii. RePL and Aeronautical Radio Operator Certificate or CASA Accreditation depending on weight class
 - iii. a complete JSA
 - iv. RPA registration
 - v. approval from the Chief Remote Pilot.

9. Communication

- a. When flying in controlled air space, pilots must:
 - i. have an iCOM radio to monitor the required frequencies for other air operations that may impact the mission

- ii. communicate with airport as defined by CASA and in consultation with the Chief Remote Pilot.
- b. For all air spaces, it is advised to use an iCOM radio.

10. Induction and Training

10.1. Inductions

- a. Depending on the drone category used, a pilot must have an induction before the drone operation starts.
- b. The induction must be recorded in the remote pilot management system.

10.2. Training

- a. University pilots are required to verify their competency in piloting the relevant category through providing the following details:
 - i. an ARN.
 - ii. University drone induction process or flight log with minimum 5 hours flight time with a competency flight.
 - iii. RePL or Operator Accreditation.
- b. Drones must be operated by a competent person and according to the CASA regulatory framework.
- c. Where required, the Chief Remote Pilot may ask a remote pilot to demonstrate their competency.

11. Managing Risk

- a. A JSA needs to be completed for all drone and aircraft operation proposals, including:
 - i. a flight plan
 - ii. a map of the mission area.
- b. Where the JSA determines a risk, a risk assessment/control form must be completed.
- c. If using an RPA on a field trip, a copy of the JSA documentation must be attached to the field trip record.

12. Drone Safety Management System

- a. All RePL pilots operating under the University ReOC must use the drone safety management system to log their flight time and drone usage.
- b. RePL pilots must use the drone safety management system to assist with safe drone operations.

13. Record Keeping

- a. All records relating to RePL missions such as flight logs, pilot training, aircraft maintenance and pilot flight time must be recorded in the drone safety management system.
- b. Drone risk assessment documentation such as JSAs, risk control forms, safe work procedures and risk assessments must be accessible to the relevant staff and students and must be kept by the College / Portfolio in accordance with the records management schedule.
- c. In addition:
 - i. RePL mission records are to be retained by Chief Remote Pilot
 - ii. excluded category mission records are to be retained by College / Portfolio.

14. Reporting Accidents and Incidents

- a. All drone pilots (including excluded category) must:
 - i. immediately report any accidents/ incidents to the Chief Remote Pilot
 - ii. work with the Chief Remote Pilot to report the accident/ incident to the Australian Transport Safety Bureau and Civil Aviation Safety Authority (CASA), as appropriate.
- b. In addition, incidents must be reported following the [Incident and Hazard Reporting and Investigation Procedures](#).

15. Working with other organisations

15.1. Flinders University organised drone activity

- a. The other organisation (i.e. other universities) must provide the University with JSAs, risk assessment documentation, relevant permits or equivalent for their workers and students.
- b. All forms must be provided to the Chief Remote Pilot prior to drone operation commencing.

15.2. Other organisation organised drone activity

- a. Pilots flying under a ReOC for a third party are required to notify the University Chief Remote Pilot when a breach of RePL occurs.

16. Responsibilities

CEO (Deputy Vice-Chancellor (Research) is representative)	i. Notify or respond to CASA requests relating to: • changes to the University's name or registered address • change of Maintenance Controller or Chief Pilot • safety related surveys or questionnaires.
Managers and supervisors of drone operators	i. Where a student is the drone operator they must obtain approval from their supervisor for flight activity prior to commencement of any drone operation. ii. While staff are not required to obtain approval from their supervisor, the staff member and their supervisor must follow all relevant drone safety procedures. iii. Be satisfied that the risk control measures are identified and reduce the risk as low as reasonably practicable.
Chief Remote Pilot	i. Ensure that all drone operations comply with the Civil Aviation Act and Regulations. ii. Maintain records of qualifications held by each remote pilot. iii. Maintain operational standards and advise remote pilots who work under the authority of the ReOC. iv. Maintain the drone management system. v. Verify supplied drone documentation is suitable to submit to CASA.

	vi. Approve flight plans for all flights conducted under the ReOC. vii. Advise on safe drone use across University operations. viii. Be the point of contact with CASA.
Maintenance Controller	i. Control all RPAS maintenance and related record keeping. ii. Keep records of personnel permitted to perform maintenance on RPA. iii. Investigate all significant defects in the RPAS.
Camera operators, Observers/Spotters, Payload Specialists (An RPA Observer is a remote crew member who, by visual observation of the RPA, assists the remote pilot in the safe conduct of the flight.)	i. Must comply with the University RPAS Operations Manual. ii. Must comply with any reasonable direction by the Pilot in Command.
Drone (RPA) Pilot	i. Consider health and safety issues that may arise during drone use. ii. Complete the drone use proposal including any JSAs, risk assessment documentation and obtain approvals before the drone operation starts. iii. Maintain attention and observation of CASA and University rules for the duration of the drone operation. iv. If operating under the University ReOC, ensure the RPAS Operational Procedures and Operations Manual are read before using any drone related to university work. v. Ensure that adequate staffing, equipment, and resources are provided to use the drone safely. vi. Provide information to drone operation participants and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health and safety.
Participants	i. Complete an induction for drone use / working with drones as directed by the Pilot in Command. ii. Take responsibility for their own safety and the safety of those around them. iii. Follow any reasonable instruction, information and training provided to them.
Volunteers	i. Complete a volunteer engagement form. ii. Take responsibility for their own safety and the safety of those around them. iii. Follow any reasonable instruction, information and training provided to them.

17. Related Documents

[WHS Risk Management Procedures](#)

[Civil Aviation Safety Act and Regulations](#)

[Part 101 of the Civil Aviation Safety Regulations](#)

CASA's Unmanned Aircraft and Rockets [Manual of Standards \(MOS\)](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	15 March 2023
Effective Date	15 March 2023
Review Date*	March 2026
Last amended	
CM file number	CF23/265

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.