

Gibraltar Director of Civil Aviation

Procedure 11

Small Unmanned Aircraft

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Version	Item	Date
1	Initial Issue	24/04/2023
2	Update link to application form	06/06/2023
3	Clarification of additional commercial operator obligations and removal of 250g weight exemptions for certain flights	01/08/2023
4	Addition of manufacturer/type in UAV information Conditions for recognising UK/EU operator ID	12/12/2023
5	Addition of requirement to obtain UK Flyer ID for Operator ID	02/02/2024

Introduction

This Procedure should be read in conjunction with the Policy published by the Director of Civil Aviation (DCA) on Small Unmanned Aircraft (SUA). It is intended to provide potential operators and pilots of SUA with assistance in achieving the requirements established for the operation of such aircraft in Gibraltar. The intention behind both policy and procedure is to ensure that operations of SUA can be conducted in the safest possible manner with a minimum of risk to people and property.

Applicability

For the purposes of this document the term SUA shall be used to describe both SUA and Small Unmanned Surveillance Aircraft. The procedures detailed here are applicable to the operation of any SUA weighing up to 25kg intending to be flown over Gibraltar and British Gibraltar Territorial Waters and are compliant with the requirements of the Civil Aviation (Air Navigation) Regulations 2009.

Applications for Identifications and Certificates

All applications must be made to the DCA using the form at the following link:

[Aerial Permit Application Form](#)

Applications can be made by email to: dca@gibraltar.gov.gi

Or by post to:

Director of Civil Aviation
Suite 631, Europort
Gibraltar

It should be noted that it can take up to 5 working days to issue a permit from initial application.

Obtaining an Operator Identification

In legislation, the person or organisation that “has the management of” an SUA is its operator, usually the person or organisation that owns the SUA. The operator must register to get an Operator ID; individuals must be over 18 to obtain an Operator ID.

The DCA will accept EU or UK operator ID in lieu of obtaining a Gibraltar operator ID.

To obtain an Operator ID the following documents must be provided to the DCA:

- a) Information on the SUA to be flown;

- i. UAV manufacturer and type
- ii. Maximum Take-Off Weight
- iii. Dimensions
- iv. Maximum Speed
- b) Proof of identity
- c) Proof of insurance
- d) Contact details
- e) Operations Manual (commercial operators only);

A UK CAA Flyer ID, which has been issued within the previous three months; the UK Flyer ID, which is free to obtain, can be accessed at <https://register-drones.caa.co.uk/individual/register-and-take-test-to-fly>

Upon production of these documents, the DCA will issue an Operator ID which will be valid for a maximum of 12 months or until the certificate of insurance lapses. The documents required for renewal purposes are the same as for initial issue.

Every SUA for which the Operator is responsible must be labelled with this Operator ID.

The DCA will accept a UK or EU operator ID in lieu of obtaining a Gibraltar operator ID for temporary operations occurring over a specified and limited time period to be agreed with the DCA.

Obtaining a Flyer Identification (Commercial Operators Only)

To obtain a Flyer ID the following documents must be provided to the DCA:

- a) Copy of ID Card or Passport.
- b) Evidence of pilot competency - by means of providing a copy of the certificate presented on the successful completion of an SUA course for commercial operators, which is recognised by the CAA of the country in which the course takes place.
- c) Copy of the pilots log book containing details of the last six months of flying activity.

Upon production of these documents, the DCA will issue a Flyer ID which will be valid for 5 years.

For renewal, the operator must also produce a UK Flyer ID, which has been issued within the previous three months; the UK Flyer ID, which is free to obtain, can be accessed at <https://register-drones.caa.co.uk/individual/register-and-take-test-to-fly>

Issue of Operating Permit by the DCA

The DCA does not offer blanket operating permits covering the whole of Gibraltar. When applying to obtain an operating permit the applicant must indicate the specific areas within which the SUA will be operated.

The SUA Operator must provide the DCA with the following information on requesting an Operating Permit:

- Proof of identity of the SUA Operator (if applying from outside of Gibraltar)
- Information on the drone to be flown
- Proof of insurance for the SUA, which provides cover for the filming activity to be undertaken (if applying from outside of Gibraltar)

- Proof of the pilot's competence to operate the equipment safely, such as a UK or Spanish Civil Aviation Authority recognised pilot accreditation, or similar. not required if only operating in designated training areas.
- A map showing the planned route /area to be overflown, and the launch and recovery areas.
- Proof that any required payments have been made.

If the request is for an area that has not previously been operated in, the DCA will conduct a full consultation with agencies and stakeholders to determine whether the flights can take place and if any conditions must be attached to those flights. It should be noted that in these circumstances there may be delays in the issue of the permit. The list of agencies and stakeholders includes the following as a minimum:

- Department of the Environment
- Royal Gibraltar Police
- Air Traffic Control
- Port Authority
- Gibraltar Defence Police
- The land owner of any place from which the SUA is to take-off or land

Once an operator has received a first permit to operate within a designated area from the DCA, and provided all other permits and insurances are up to date, the DCA will re-issue operating permits for that area on request subject to the conditions detailed in the permit.

Responsibilities of the SUA Operator

The operator of an SUA is the person or legal entity who has control over that aircraft and who organises how that aircraft is or may be used. An SUA operator has legal accountability for the safe "management" of the aircraft (Regulation 33 of the Civil Aviation (Air Navigation) Regulations 2009). This includes flights that are being undertaken by another person i.e. a remote pilot.

Being responsible for the management of an SUA means that the operator must take reasonable, proportionate and common-sense steps to manage the risks associated with any flight by that aircraft. The following are some of the basic steps that all operators can take to manage SUA responsibly:

- a) Read the instruction manual carefully;
- b) Obtain an Operator ID and display the Operator ID on the aircraft;
- c) Look after the aircraft, so that it is in safe working condition to fly;
- d) Insure the aircraft;
- e) Decide carefully when and where the aircraft will be flown;
- f) Decide carefully who may fly the aircraft;
- g) Ensure the remote pilot has a Flyer ID;
- h) Plan any aircraft flight carefully to minimise risk and reduce the chance of something going wrong;
- i) Comply with all the conditions detailed in the operating permit.

There are a wide range of circumstances in which an SUA flight can take place. As there are so many different circumstances it is impossible to provide a complete list of reasonable,

proportionate and common sense steps that will manage the risks for every type of flight scenario.

The Operator is responsible for being properly informed and deciding the necessary level of preparation, training, planning and oversight for the conditions and circumstances of the flight.

However, in general terms:

- a) At all times, the Operator will be responsible for being aware of and complying with the law relating to safe aircraft operations;
- b) At all times, the Operator will be responsible for ensuring that anyone flying under their operator number is sufficiently competent to undertake the operation safely and has planned and will carry out their flight(s) accordingly;
- c) The more complex a proposed operation is the more extensive and detailed the planning and oversight of the proposed operations should be;
- d) All Operators will apply the appropriate level of experience, skills and resources to manage safety risks effectively. The more complex the operation and level of safety risk, the higher the level of resource that should be devoted to operator responsibilities;

An SUA operator's responsibilities cover not only their own flights (where they are also the remote pilot), but also the flights that another person - the remote pilot - makes with that operator's aircraft.

Responsibilities of the SUA Pilot

Before commencing any SUA operation it is important that the pilot has:

- a) An appropriate qualification and is competent to carry out the operation;
- b) the latest information about any potential hazards or risks in the area of operation;
- c) checked the operating environment for obstacles and uninvolved persons;
- d) ensured that the SUA is in a condition to safely complete the intended flight;
- e) if the SUA is fitted with an additional payload, verify that its mass does not exceed the Maximum Take-Off Mass (MTOM) defined by the manufacturer or the MTOM limit of its class;

The SUA Pilot shall:

- a) Not perform duties under the influence of psychoactive substances or when unfit to perform tasks due to injury, fatigue, medication, sickness or other causes;
- b) ensure, where required by the flight authorisation, that the information about the operation has been made available to Air Traffic Control at Gibraltar Airport;
- c) comply with the authorised or declared limitations and conditions for the flight;
- d) discontinue a flight when continuing it may pose a risk to other aircraft, people, animals, environment or property;
- e) comply with the operator's procedures;
- f) not fly close to or inside areas where an emergency response effort is ongoing unless they have permission to do so from the responsible emergency response services.
- g) Comply with all the conditions detailed in the operating permit

Meteorological Conditions Consistent with Performance Limitations

The remote pilot should review all available meteorological information pertaining to the operation and performance limitations of the SUA. Particular attention should be given to conditions such as:

- a) surface visibility;
- b) wind direction/speed;
- c) hazardous meteorological conditions including cumulonimbus cloud and turbulence, including up and down drafts created by proximity to the Rock of Gibraltar. These can have a dramatic effect on flights.