**Drones – Remote Pilot Authorisation Form**

Any staff or student wishing to use a drone on University business must send the completed, signed form and supporting documentation to the Health, Safety and Resilience (HS&R) Team – Gemma McLean [healthandsafety@swansea.ac.uk](mailto:healthandsafety@swansea.ac.uk) at least 3 weeks before the drone operation.

It is envisaged the majority of operations by staff and students will involve Class C0 drones operating in the open, A3 category i.e. operating a drone weighing less than 250g (e.g. DJI Mini) with a fitted camera, flying far from people, away from any congested areas and with no overflight of people.

Staff or students considering using a drone for their work will be encouraged to work within these criteria. It should **be noted** that in some instances staff and students will be asked to participate in a practical flight assessment undertaken by an appointed flight trainer.

**NOTE:** Following Pilot Authorisation a drone operation can still not take place until a specific Drone Mission Plan and Risk Assessment is submitted to, and approved by HS&R.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remote Pilot Details** | | | | | |
| **First Name:** | **Surname:** | | | | |
| **Staff**  **Student**  **Other** | **Email:** | | | | |
| **Telephone:** | | | | |
| **Faculty/ PSU:** | **Supervisor/ Line Manager:** | | | | |
| **Pilot Qualifications:** | **Flyer ID (see Footnote[[1]](#footnote-1)):** | | | | |
| **Drone Details** | | | | | |
| **Drone Type:** | **Weight:** | | **Class:** | | |
| **Provide details of any load e.g. camera:** |  | | | | |
| **University ‘owned’ drone** | **Personally ‘owned’ drone** | | | | |
| **Operator ID (if using own drone provide details[[2]](#footnote-2)):** | **Drone ID/ serial number:** | | | | |
| **Drone Operation** | | | | | |
| **Provide a summary of planned drone operation(s):** | | | | | |
| **Will the flight be classed as “Open Category”?** | | | | **Yes** | **No** |
| **What Sub-Category will the flight be?** | | **A1** | | **A2** | **A3** |
| **Will the flight be far from people with no overflight of uninvolved persons?** | | | | **Yes** | **No** |
| **Will the flight be 150m or more from a congested area?** | | | | **Yes** | **No** |

# Pilot Responsibilities

If authorised to operate a drone and act as a Remote Pilot I will meet the following ‘core’ and ‘health’ related responsibilities[[3]](#footnote-3) for all drone operations:

**Core Requirements:**

1. Ensure the DMARES on-line course is undertaken and a Flyer ID is obtained.
2. Obtain the Operator ID (University and/ or personal) and display on the drone as required.
3. Ensure drones and peripherals (e.g. batteries, gimbal) are maintained and inspected as required.
4. Before any activity, submit to the HS&R for approval aDrone Mission Plan and Risk Assessment.
5. Never perform a drone operation or use drones outside of that detailed on this Authorisation Form.
6. Never allow any unauthorised person to fly the drone.
7. Ensure others involved in the activity are briefed in emergency arrangements and have suitable instruction, supervision and experience for their role.
8. Seek permission(s) from the landowner before any flight. If it is part of the University Estate, then Security also need to be notified [Securitysupervisor@swansea.ac.uk](mailto:Securitysupervisor@swansea.ac.uk)
9. If filming etc. comply with all relevant Privacy and Data Protection Policies & Procedures.
10. Secure drones when not in use to stop unauthorised use.
11. Refer to Battery/ Lithium procedures on the Swansea University’s Health and Safety Intranet pages.
12. Report all accidents, incidents, and other concerns to the HS&R immediately using the Report it online system.

**Health Related:**

1. Monitor own health; notifying the Line Manager, Supervisor and Occupational Health immediately of medical conditions causing sudden ill health and/ or affecting vision, consciousness or concentration which could place self or others at risk when operating a drone.
2. Check information supplied with medication to ensure it is safe to operate a drone when using them e.g. will not affect concentration and/ or cause drowsiness.

# Pilot Declaration

I confirm I will adhere to the above responsibilities and that as of the date of signing I have no known medical condition that could affect my ability to operate a drone safely.

In addition, I confirm I will report concerns that could affect my ability to operate a drone safely to my Line Manager, Supervisor and/ or Occupational Health Practitioner (staff) immediately:

|  |  |
| --- | --- |
| **Remote Pilot (Name and Signature):** | **Date:** |

**Health, Safety and Resilience Team to complete the following Section:**

Remote Pilots may not perform drone operations until authorised to do so.

Subsequent, to receipt of the Authorisation Form, Remote Pilots must still complete and submit a Mission Plan College/ Service Led Drone Operation FormandMission Specific Risk Assessmentto HS&R before a drone operation takes place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Flyer ID details provided:** | | **Yes** | | **No** |
| **Operator ID details (if required) provided:** | | **Yes** | | **No** |
| **Pilot Assessment required:** | | **Yes** | | **No** |
| **Authorised to undertake drone operations:** | | **Yes** | | **No** |
| **Authorised to undertake the following ‘Open Category’, Subcategory i.e. A3, A2, A1 drone operations:** | | | | |
| **Authorised to operate the following drones:** | | | | |
| **Caveats:** | | |  | |
| **Authorised by Health, Safety and Resilience Team (Name and Signature):** | **Date:** | | | |

1. As a minimum the University requires all Remote Pilots to complete DMARES – the on-line CAA Pilot Competency Assessment/ Registration. On completion a Flyer ID is provided. [↑](#footnote-ref-1)
2. All camera equipped drones, even those below 250g must be registered with the CAA and an Operator ID obtained and displayed on the drone. If using University owned drones, the University’s operator ID will be provided, and which Pilots must display. [↑](#footnote-ref-2)
3. Full details are available in the Drones Policy Standard. [↑](#footnote-ref-3)