

USE OF UNMANNED AERIAL SYSTEMS ON SAIT PROPERTY

Section:	Administration (AD)
Subject:	Security
Legislation:	<i>Aeronautics Act (R.S.C 1985, c.A-2); Canadian Aviation Regulations (SOR/96-433).</i>
Effective:	May 31, 2018
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide a safe environment by regulating the operation and use of all unmanned aerial systems (UAS) by SAIT and on lands that SAIT owns or leases.

PROCEDURE**DEFINITIONS**

Canadian aviation regulations	Regulations under the <i>Aeronautics Act</i> governing aviation operations and safety in Canada.
Payload operator	The person trained to operate the payload system and, in some cases, manage the flight profile.
Pilot-in-command	The licensed pilot of the UAS, often referred to as the primary pilot.
SAIT community	SAIT's governors, employees, students and independent contractors.
Special Flight Operating Certificate (SFOC)	A certificate that Transport Canada issues, approving the operation of unmanned aerial systems, including operation for research or testing purposes. Transport Canada has issued SAIT an institution-wide SFOC.

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Transport Canada

The Canadian federal regulatory authority that manages transportation in Canada.

Unmanned aerial systems (UAS)

An aircraft designed to fly without a human pilot on board, that may be remotely controlled on the ground by a UAS pilot or that can fly autonomously based on preprogrammed flight plans or automation systems. It is commonly referred to as a “drone” or as a “model aircraft”.

Visual line-of-sight

Unaided (corrective lenses and/or sunglasses exempted) visual contact with a UAS sufficient to maintain operational control of the UAS, to know its location, and to be able to scan the airspace in which it is operating to decisively see and avoid other air traffic or objects with a maximum range of 500m.

Visual observer

A trained crew member who keeps the UAS within visual line-of sight and who assists the pilot-in-command in the duties associated with collision avoidance and with complying with the applicable rules of flight.

GOVERNING PRINCIPLES

1. The director, Facilities Management department, is responsible for the overall management of this procedure, for implementing the terms and conditions of SAIT’s Special Flights Operations Certificate (SFOC) as issued by Transport Canada, and for ensuring that SAIT complies with the terms and conditions of the SFOC and with Canadian aviation regulations.
2. SAIT’s UAS Advisory Committee shall meet on a regular basis to review and address issues and concerns.
3. A SAIT-owned or SAIT-leased UAS may not be operated outside of Canada unless SAIT’s Executive Management Council and the director, Facilities Management, has approved this prior to the operation of the UAS outside of Canada..
4. SAIT maintains comprehensive general liability insurance for UAS research and educational purposes and for those UAS activities falling within SAIT’s scope of operations as a post-secondary institution.

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PROCEEDURE



PROCEDURE

A. UAS Flights that Sait Conducts for Sait Purposes

1. The director, Facilities Management, is the approver for all of Sait's UAS flights.
2. Members of the Sait community wishing to carry out UAS flights for Sait purposes must contact the director, Facilities Management or designate, and must follow Sait's approval process. This process includes flight registration (including site survey), crew qualification, site security approval, and emergency plan awareness.
3. A pilot seeking approval for a first-time flight must obtain approval from the director, Facilities Management or designate, at least 10 business days before the scheduled flight date. A pilot seeking approval for subsequent flights should obtain approval at the earliest opportunity possible prior to the flights.
4. Sait's Unmanned Aerial Systems Operations Manual, attached as Schedule A, an Associated Document to this procedure, governs UAS flights at Sait. It includes information relating to emergency and security plans, conditions for night flights, training, general operating procedures, pre-flight and post-flight actions, etc.
5. To protect spectators and flight participants, UAS flights conducted indoors on Sait premises must take place within a completely enclosed space and may require additional safety precautions such as netting, as determined by the director, Facilities Management or designate. Exceptions may be made in limited circumstances, as determined by the director, Facilities Management or designate.
6. The dean or director responsible for a Sait-owned UAV must report the UAV's make, model and purchase price to the coordinator, insurance management, Finance department.

B. UAS Flights that Sait Contracts for Sait Purposes

1. Sait may contract with external individuals, organizations and corporations to conduct UAS flights for Sait purposes.
2. These external individuals, organizations and corporations are responsible for:
 - a) Obtaining the SFOC required for the flight;

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- b) Having comprehensive general liability insurance coverage in place for the UAS flight, with a limit of no less than \$2,000,000 per occurrence with respect to bodily injury, death, property damage and loss.
- c) Having the required personnel in place for the flight, including, at a minimum, a pilot-in-command and a visual observer. In some situations, this may also include a payload operator.
- d) Complying with all conditions and requirements as determined by the director, Facilities Management. This includes but is not limited to submitting the SFOC and insurance certificate for review by the director, Facilities Management.

C. UAS Flights for Recreational Purposes Over SAIT's Premises

- 1. The use of a UAS for recreational purposes is prohibited above lands that SAIT owns, leases or operates.
- 2. Individuals who breach this prohibition may be subject to trespass notices proceedings (including enforcement by Calgary Police Services), non-academic proceedings under procedure AC.3.4.1 Student Code of Conduct, and/or disciplinary proceedings under procedure HR.4.4.1 Corrective Action Procedures.

ASSOCIATED DOCUMENTS

Schedule A SAIT Unmanned Aerial Systems Operations Manual,

POLICY/PROCEDURE REFERENCE

AD.4.6 Use of Unmanned Aerial Systems on SAIT Property policy

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