



ADVISORY CIRCULAR

NIGERIAN CIVIL AVIATION AUTHORITY

NCAA- GAD-AC-003

February, 2017

THE FIVE PHASE PROCESS CERTIFICATION FOR REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATIONS CERTIFICATE (ROC)

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1.0 REFERENCES

Nig. CARs 2015 Part 8.8.1.33 & IS 8.8,1,33,

2.0 PURPOSE

This Advisory Circular (AC) is issued to provide general information and guidance to applicants for the certification and approval of organisations and operators of RPAs in compliance with the Civil Aviation Regulations.

This document also provides guidance to NCAA staff on the processing of operators certificate and approvals. While this document prescribes a means of compliance with legislation, alternate procedures demonstrating an equivalent or greater level of safety may be considered on a case by case basis.

3.0 STATUS OF THIS ADVISORY CIRCULAR (AC)

This AC is the first to be published on this subject in Nigeria and is subject to review as the need arises.

4.0 APPLICABILITY

This Advisory Circular (AC) contains the guidelines and instructions for the operator's exposition for operation and management of Remotely Piloted Aircraft Systems (RPAS) and all persons involved in the operation of RPAS that are controlled under the authority of the holders or applicants of the Remotely Piloted Aircraft Systems Operator's Certificate (ROC).

5.0 THE CERTIFICATION AND APPROVAL PROCESS

The following certification and approval process provides for a continuous interaction, from the applicant's initial enquiry to the issue or denial of the requested certificate/approval by the Authority. It requires that the applicant's proposed programmes, systems, Arrangements, personnel, and intended methods of compliance are thoroughly reviewed, evaluated and tested.

There are five phases in the process for the remotely piloted aircraft systems operator and organisation certification and approvals respectively. Each phase is described in sufficient detail to provide a general understanding of the entire process. During certification, the process is followed in sequence in the order indicated below. In order to move to the next phase the preceding phase must be completed successfully.

5.1 PHASE 1: PRE APPLICATION PHASE

This phase will be used to evaluate the complexity of the proposed operation. The certification process will be regarded as a project. This allows the establishment of the certification team based on the complexity of the certification. The assigned Certification Project Coordinator (CPC) will be designated as the principal spokesman for the Authority during the certification process.

The applicant should conduct a thorough review of the Civil Aviation Regulations and other applicable regulations and advisory circular materials to gain meaningful insight into personnel, facility, equipment, and document requirements. As a results of this review, the applicant must address, in this phase, how these requirements will be met.

The applicant shall complete all relevant application forms for certification or approval. Submission of these forms by the applicant indicates intent to initiate the certification or approval process.

Steps to be taken for this phase are as follows:

- The applicant writes formally to the Director General (DG), Nigerian Civil Aviation Authority (NCAA) submits a "Letter of Intent to the DG's office at the NCAA, Headquarters office, Ikeja.
- Pre-application meeting scheduled and held
- Payment of all specified fees
- The applicant will need to fill and submit the relevant application form which can be as well as the required documents such as "aircraft" documents, Certificate of Company Registration, proof of insurance etc. Should the applicant not yet be insured, there can be a cover letter from an insurance company stating what insurance will be activated once the ROC has been issued and the aircraft is being operated. The Advisory Circular NCAA-GAD-02 requires the applicant to be "adequately insured with liability insurance".
- The post holders required are:

Accountable Manager/CEO, Person Responsible:

Flight Operations, Chief Pilot (Ideally have some experience in flying operations and hold a RPL)

Person Responsible: Aircraft, Chief Controller (Ideally have some experience in flying operations and maintenance experience)

Safety Manager (to have completed an aviation safety management course)

Quality Manager (experience/training in a quality system)

Security Manager – this post is optional for the application and can be combined with one of the above posts, eg: safety manager

Note: Depending on the size and complexity of your operation, the above posts may be combined, however, it is recommended that safety and quality remain independent

5.2 PHASE 2: FORMAL APPLICATION

- The applicant can commence the Formal Application by submitting form AC-GAD-ROC-002: the POPS form, to the NCAA.
- Once received and reviewed by the NCAA, the applicant will be invited to attend a formal application meeting with the Certification/Safety Team at NCAA. Depending on the application, the formal meeting may, at the discretion of the inspector, be conducted via telephone and/or email correspondence.
- The purpose of this meeting is to discuss the application process and resolve any omissions and/or discrepancies and to answer any questions from either party. This meeting shall encourage open communication and an effective working relationship between both parties.
- Upload required technical details of the RPAS for issuance of End-User Certificate on ONSA web-site: www.euc.nsa.gov.ng.
- Upload required information of the organization for issuance of Security Clearance Certificate on ONSA web-site: www.euc.nsa.gov.ng.

5.3 PHASE 3: DOCUMENT EVALUATION PHASE

- The applicant will need to submit all the required manuals, such as the Exposition and the Operations manual to the General Aviation Directorate, NCAA for approval with the required documents.
- The NCAA will complete a thorough review of the manuals
- If a manual is incomplete or deficient, or if non-compliance with the regulation or safe operating procedures is detected, the manual will be returned for corrective action.
- If the manuals are satisfactory, they will be "approved" or "accepted" as required by the regulations.
- A fully completed Statement of Compliance must be included within the manuals submitted.
- At this stage, the UEC and Security Clearance should have been approved.

5.4 PHASE 4: DEMONSTRATION AND INSPECTION PHASE

- After approval or acceptance has been given to all the required documentation, the applicant will enter the "Demonstration and Inspection phase".
- In this phase, the applicant will need to demonstrate its ability to comply with regulations, the company operations manual and safe operating practices.
- The demonstration and inspection phase includes onsite evaluations of all policies, procedures, methods and instructions as described by the regulation and operations manual/exposition.
- Depending on the intended operations, the inspector may specify what he/she would like to see demonstrated.
- The demonstration is particularly important for those operators applying for "Special Approvals from the Authority", for example: to operate at night.
- The applicant already filled security clearance form will be sent for security clearance.


- The applicant will be formally notified in writing whether the formal application and security clearance has been cleared or not cleared.

5.5 PHASE 5: CERTIFICATION PHASE

- Once the phase four is completed, the DG will issue the applicant with RPAS Operating Certificate (ROC) as well as the Operational Specifications (Ops Spec).
- The Ops Spec will contain authorizations, limitations and provisions applicable to the operation.
- The certificate holder is responsible for continued compliance with the regulations, authorizations, limitations and provisions of its certificate and operational specifications.
- The NCAA is responsible for conducting a twice a year conformity audit and spot inspections of the operator's operation to ensure continued compliance with the regulations and safe operating procedures.

6.0 CERTIFICATION VALIDITY

Certificates are issued up to a 2 year period after initial certification or renewal. The certificate remains valid so long as the established standards at certification are maintained and complied with. Violation of any part of the regulation or standards at certification will result in the revocation of the applicants ROC.

Signed: 
Capt. Muhtar Usman
DG/CEO, NCAA

Date: *06-03-2017*