



## Application for Small Unmanned Aircraft Advanced Operations Permission

1. Please read the Safety Requirements Document and the relevant CAD Advisory Circular(s) for detailed requirements before completing this application form.
2. The completed form shall be submitted to the CAD by email to [sua@cad.gov.hk](mailto:sua@cad.gov.hk), accompanied by relevant application fee.<sup>1</sup>

### 1. APPLICANT'S PARTICULARS

Name of Organisation (in full) : \_\_\_\_\_

Organisation Registration Document and Reference No.:

*(e.g. Business Registration Certificate and No.)* \_\_\_\_\_

Registered Address: \_\_\_\_\_

Name of Accountable Manager (in full): \_\_\_\_\_

Post Title in the Organisation: \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

*I acknowledge that, upon issuance of the AOP, my organisation would be listed as the Advanced Operations Permission Holder on the CAD website.*

### 2. APPLICATION DETAILS

#### I. Type(s) of Intended Small Unmanned Aircraft (SUA) Advanced Operations<sup>^</sup>:

- SUA Night Operations [Ref.: AC-003]
- SUA Extended Visual Line of Sight Operations [Ref.: AC-004]
- Building Survey/ Inspection Operations using SUA [Ref.: AC-005]
- Aerial Survey or Aerial Photography Operations using SUA [Ref.: AC-006]
- Heavy SUA Operations [Ref.: AC-007]

<sup>^</sup> Unless otherwise specified by the CAD in the permission concerned, in any one flight, only one type of the above advanced operations shall be involved.

<sup>1</sup> The application fee relating to the permission will be waived until further notice.

**II. Justifications of Such Operation Needs (Attach additional sheets if required):****3. REQUIRED DOCUMENT(S)**

| <b>Required Document(s)</b>   | <b>Name of Attachment &amp; No. of the relevant section(s) or paragraph(s)</b> |
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| <b>I. GENERAL</b>   |  |
| (1) Organisation registration document (E.g. a copy of the Business Registration Certificate or other equivalent registration document issued by the Hong Kong SAR Government)  | <i>[e.g. Attachment "BRC"]</i>   |
| (2) Description of the organisation's nature of work  | <i>[e.g. Attachment "Company Background"]</i>                                  |
| (3) Organisation Structure  |  |
| (4) Contact details, role in organisation and resume (CV) of the Accountable Manager  |  |
| (5) List of SUA to be used for the intended operation, with the following details: <ul data-bbox="199 1211 826 1637" style="list-style-type: none"><li>• SUA registration number;</li><li>• Manufacturer name (if applicable);</li><li>• Model name or model number (if applicable);</li><li>• Type of SUA (e.g. multi-copter, fixed-wing, helicopter, etc.);</li><li>• Serial number of aircraft body or flight controller (if any);</li><li>• Weight of SUA; and</li><li>• Other technical specifications of the SUA (e.g. wind speed limitation)</li></ul> | <i>[e.g. Attachment "List of SUA"]</i>   |
| (6) List of Remote Pilots involved in the intended operation with the following details: <ul data-bbox="199 1778 826 2040" style="list-style-type: none"><li>• Personal particulars (e.g. full name and contacts);</li><li>• Qualifications (e.g. the reference number and validity of the remote pilot certificate);</li><li>• Training records (e.g. date and content of the initial and any recurrent training received by the crew members)</li></ul>   | <i>[e.g. Attachment "List of Remote Pilots"]</i>                               |

| <b>II. OPERATIONS MANUAL</b>   |                                |
|--|--------------------------------|
| <b>A. Applicability</b>  |                                |
| (7) Compliance statement, maintenance and distribution of the Operations Manual (OM)   | <i>[e.g. OM Paragraph 1.1]</i> |
| (8) Type(s) and descriptions of advanced operations to be conducted with pointers to the relevant sections of the OM for specific procedures / required information  |                                |
| (9) Policies on the keeping of a list of SUA and personnel involved in advanced operations   |                                |
| <b>B. Organisational Procedures</b>  |                                |
| (10) Personnel composition including an Accountable Manager, Remote Pilot and Visual Observer or Supporting Crew   |                                |
| (11) Responsibilities and duties of each personnel <ul style="list-style-type: none"> <li>• The overall safety and compliance of any SUA operations</li> <li>• Supervise and issue command for SUA operations on-site</li> <li>• Pre-flight planning and assessments</li> <li>• Maintain VLOS with the SUA and provide collision avoidance information to the Remote Pilot (if applicable)</li> <li>• Provide assistance to the flight team including constant visual lookout, update of flight parameters</li> <li>• Maintain all necessary logs and records</li> <li>• Report occurrences and follow up</li> </ul> |                                |
| (12) Personnel qualification requirements <ul style="list-style-type: none"> <li>• Competence for the type(s) of SUA operations to be conducted</li> <li>• Satisfactory completion of required training and assessment</li> </ul>  |                                |
| (13) Supervision and control of SUA operations   |                                |
| (14) Requirements on the area of operations <ul style="list-style-type: none"> <li>• RFZ</li> <li>• Relevant consent if deemed necessary</li> </ul>  |                                |
| (15) Regulatory requirements <ul style="list-style-type: none"> <li>• Cap. 448G</li> <li>• Any other applicable legislation</li> </ul>   |                                |
| (16) Report and Handling of Occurrence <ul style="list-style-type: none"> <li>• Category of occurrences to be reported</li> </ul>  |                                |

|  |  |
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| <ul style="list-style-type: none"> <li>• Internal reporting mechanism</li> <li>• Handling of occurrence</li> <li>• Report to the authority</li> </ul>  |  |
| <p>(17) Safety Assurance and Quality Assurance</p> <ul style="list-style-type: none"> <li>• Risk assessment prior to operation</li> <li>• Continuous compliance with applicable regulatory requirements</li> <li>• Self-assessment every six month</li> <li>• Regular on-site supervision</li> <li>• Oversight Activities by the CAD</li> </ul>  |  |
| <p>(18) Documentation and Records for</p> <ul style="list-style-type: none"> <li>• SUA</li> <li>• Nominated personnel</li> <li>• SUA operation details</li> <li>• Permission maintenance</li> <li>• Retention period of at least two years</li> </ul>  |  |
| <p>(19) Change of Information</p> <ul style="list-style-type: none"> <li>• Prior acceptance by CAD</li> <li>• Prior notification to CAD</li> <li>• Variation of Permission</li> </ul>  |  |
| <p>C. Operational Procedures</p>   |  |
| <p>C1. Flight Planning</p>   |  |
| <p>(20) Site Safety Assessment</p> <ul style="list-style-type: none"> <li>• Assessment items (e.g. area of operation, obstruction, flight restriction, hazards/ possible radio interference, proximity of other aircraft and uninvolved person/ vehicle/ vessel/ structure, security measures, altitude and routes, permission and weather conditions)</li> <li>• Assessment procedures</li> </ul>   |  |
| <p>(21) Flight Plan</p> <ul style="list-style-type: none"> <li>• Take-off/ landing point</li> <li>• Flight path</li> <li>• Geo-fencing boundary</li> <li>• Altitude and speed</li> <li>• How VLOS is maintained</li> <li>• Position of Remote Pilot and other crew</li> <li>• Distance(s) to nearby uninvolved structures (buildings, bridge, etc); and</li> <li>• The method of maintaining the minimum lateral separation from any uninvolved person and any vehicle, vessel or structure not under the control of Remote</li> </ul> |  |

|   |  |
|---|--|
| Pilot   |  |
| (22) Risk Management <ul style="list-style-type: none"> <li>Assessment mechanism</li> <li>Risk mitigation</li> </ul>  |  |
| (23) Permission <ul style="list-style-type: none"> <li>Relevant permission from the CAD</li> <li>Permission from the land or property owner, management, authority or agency concerned if deemed necessary</li> </ul>   |  |
| (24) Means of Communications <ul style="list-style-type: none"> <li>For normal flight operation</li> <li>For emergency (e.g. SUA flyaway)</li> </ul>  |  |
| <b>C2. On-site Procedures and Pre-flight Checks</b>   |  |
| (25) On-site Site Safety Assessment   |  |
| (26) Selection of Operating Area and Alternative  |  |
| (27) Cordon Procedure to maintain the minimum lateral separation  |  |
| (28) Communications among the Flight Team   |  |
| (29) Crew Health <ul style="list-style-type: none"> <li>Fit to fly</li> <li>Influence of alcohol or drugs</li> </ul>  |  |
| (30) Weather checks <ul style="list-style-type: none"> <li>Ground visibility warrants the Remote Pilot and/or Visual Observer to maintain effective monitoring and control of the SUA operations;</li> <li>SUA is kept clear of cloud for the planned flight (i.e. not operated in or out of cloud);</li> <li>Wind speed does not exceed the limitation of the SUA;</li> <li>Practical means are in place to monitor surface wind speed on site; and</li> <li>There is no Rainstorm Warning, Tropical Cyclone Warning or Strong Monsoon Signal in force.</li> </ul> |  |
| (31) Preparation and Serviceability of Equipment and SUA  |  |
| (32) Battery Management / Refuelling <ul style="list-style-type: none"> <li>Minimum battery level before flight</li> </ul>  |  |
| (33) Assembly and loading of SUA <ul style="list-style-type: none"> <li>Correct assembly</li> <li>Secure loading</li> </ul>   |  |
| (34) Pre-flight Checks of SUA and Equipment   |  |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Min. number of GPS satellites tracked</li> </ul>  |  |
| <p>(35) Flight procedures</p> <ul style="list-style-type: none"> <li>• Start, take-off, including hover check and function check</li> <li>• In-flight, including the monitoring of flight parameters and the maintenance of situational awareness</li> </ul> <p>Landing, shutdown, post-flight</p>                     |  |
| <p>(36) Emergency Procedures</p> <ul style="list-style-type: none"> <li>• Motor/ propeller failure</li> <li>• Fire</li> <li>• Loss of command and control data link</li> <li>• Loss of GPS signal</li> <li>• Low battery</li> <li>• Flyaway</li> <li>• Public encroachment</li> <li>• Aircraft encroachment</li> </ul> |  |
| <p>(37) Operational procedures for the specific types of advanced operations indicated in section 2 of this form</p> <p><i>[Please refer to the requirements in the respective CAD Advisory Circular(s)]</i></p>   |  |
| <p>(38) Training</p> <ul style="list-style-type: none"> <li>• Additional/ recurrent training to remote pilot (if any)</li> <li>• Training and assessment for the crew involved in the type(s) of operation to be conducted</li> <li>• Retention of training record</li> </ul>  |  |
| <p>(39) Template of Forms for:</p> <ul style="list-style-type: none"> <li>• Flight record</li> <li>• Maintenance Log</li> <li>• Site Safety Assessment</li> <li>• Risk Assessment</li> <li>• SUA Operation Checklist (Pre-flight, post-flight, fault report)</li> <li>• Self-assessment Checklist</li> </ul>           |  |
| <b>III. RISK ASSESSMENT</b>  |  |
| <p>(40) Identification of risks and proposal of safety mitigation measures applicable to each type(s) of advanced operations indicated in section 2 of this form</p> <p><i>[Please refer to the requirements in the respective CAD Advisory Circular(s)]</i></p>   |  |

***Declaration and signature***

I, as the Accountable Manager, declare that:

- The information given in this application is correct to the best of my knowledge and belief;
- I have the authority for ensuring that the operation are to be in compliance with CAD requirements and the conditions of the permission if granted; and
- I am accountable for all matters relating to the application as well as coordination with CAD when needed.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature & Company Chop

\_\_\_\_\_  
Position in Organisation

\_\_\_\_\_  
Date

*Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.*

## **Personal Data Collection Statement**

### **1. Purposes of Collection**

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

### **2. Classes of Transferees**

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

### **3. Access to Personal Data**

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### **4. Enquiries**

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Unmanned Aircraft Office  
Air Services and Safety Management Division  
Civil Aviation Department Headquarters  
1 Tung Fai Road  
Hong Kong International Airport  
Lantau, Hong Kong