

|  |  |
| --- | --- |
| **Date Last reviewed** | July 20, 2021 |
| **Date Last revised** | July 20, 2021 |

Please review the information below. If you have any questions, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca or 403-220-5719.

**THIRD PARTY PILOTING DRONES OR OTHER UNMANNED AERIAL VEHICLES (UAV’s) FOR UNIVERSITY OF CALGARY PURPOSES  
NOTE: Pilots must be over 18 years of age**

**Return this form with your Drone Pilot Certificate to riskmgmt@ucalgary.ca**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** |  | | |
| **Company Name:** |  | | |
| **Mobile Phone Number:** |  | | |
| **Address:** |  | | |
| **City:** |  | **Province/State:** |  |
| **Country:** |  | **Postal/Zip Code:** |  |
| **Department/Faculty at UCalgary: (who is contracting the pilot)** |  | | |
| **Dept. Contact Name:** |  | **Dept. Phone:** |  |

1. **What is the purpose for the flight?**
2. **Where will the drone will be used?**
3. **If the location is:**
   1. **Indoors/outdoors in non-controlled airspace - attach your Drone Pilot Certificate from Transport Canada.**
   2. **Outdoors in controlled airspace (note that Main and South campuses are controlled) - attach a copy of your Advanced RPA Pilot Certificate.**
4. **What are the beginning and end dates of the flight(s)? (the Certificate of Insurance supplied to the University must cover this period).**
5. **List the Drone Registration Number(s) (DRN) for the UAV(s) that will be piloted.**

**The piloting of drones and other unmanned aerial vehicles are governed by legislation and University requirements. The UCalgary requirements include, but are not limited to, the following:**

1. **University of Calgary Risk Management requirements for all UAV operations:**
   1. You are required to have the following documents with you at all times while piloting such aircraft:
      * Drone pilot certificate – Basic or Advanced or SFOC
      * The pilot’s name, address and telephone number
      * A copy of the UAV system operating limitations
   2. All drones must be registered with Transport Canada and labelled appropriately.
   3. You cannot operate a UAV within 12 hours of consuming alcohol, or while otherwise under the influence of alcohol or any impairing drug.
   4. The pilot is responsible to ensure that they are appropriately trained to pilot such craft, that the UAV is maintained appropriately according to manufacturer’s specifications and that the UAV is checked prior to each use to ensure that it is in a fit and safe state for use.

**I have read, understand and ensure that I comply with the UCalgary Standard Operating Procedures for the space in which I will be piloting the UAV (**[**https://www.ucalgary.ca/risk/risk-management-insurance/services/drones**](https://www.ucalgary.ca/risk/risk-management-insurance/services/drones)**). I will also ensure that I am in compliance with Appendix 1 of the UCalgary Standard Operating Procedures.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Individual operating the Unmanned Aerial Vehicle

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Complete this form, scan and email, with the appropriate attachments, to** [**riskmgmt@ucalgary.ca**](mailto:riskmgmt@ucalgary.ca)**.**