**RPAS Operations Manual**

**APPENDIX 4**

## Low-Risk Operation Exemption from the Full SSA – Notification Form

**INSERT AREA NAME HERE**

**INSERT DATE HERE**

**INSERT AUTHOR HERE**

**The University Of Edinburgh (School of Geosciences)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Template Version Info.** | | | |
| **Version** | **Date** | **Author (Institution)** | **Note** |
| R1-1 | 2016-04-12 | TW | New Form |
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**Introduction**

It is permissible, but generally **not recommended**, to bypass the full Site Safety Assessment form for certain types of operation that are deemed to be of very low risk by their nature. This will only be permissible under some very specific conditions as outlined below. Please add the area and crew information in table 1, and then check the boxes within table 2 below to confirm that the required conditions apply to the planned operations within the notified area.

**Please Note:**

* ALL of the conditions in table 2 must be met in order to work under a Low-Risk Operation Exemption, and only then at the discretion of the PIC.
* Working under a Low-Risk Operation Exemption in no way exempts the PIC from the responsibility to complete a safety assessment of the operating area including aeronautical and other hazards to the same standard as outlined in the full SSA procedure; the LROE is intended purely to reduce the paperwork burden for intrinsically safer operations.

Please submit this form to the UoE School of GeoSciences Health and Safety manager normally 1-2 days prior to operations. Please note that **no response from the H&S department is required**, and the operation may go ahead even if none is received by that time.

**Table 1: Operational Information**

|  |  |
| --- | --- |
| Operating Area Name & General Location |  |
| Planned operating period |  |
| Crew Details (Pilots) |  |
| Notified by |  |
| Date of Notification |  |
| Notes / Comments |  |

**Table 2: Conditions**

|  |  |
| --- | --- |
| **Condition** | **Applicable?** |
| 1. UK operations only | Y  N |
| 1. Not within 5 nm of an aerodrome or airport | Y  N |
| 1. RPA with mass not above 7 kg | Y  N |
| 1. The aircraft will be operated at **not more than 30 m above ground level** | Y  N |
| 1. The aircraft will be operated at **not more than 60 m horizontally** from the PIC | Y  N |
| 1. The separation minima described in the flight operations section of the Operations Manual are met in full, with no potential for public access within the flying area | Y  N |
| 1. A full On-Site Survey (stage 2 above) will still be performed according to the provided format including a thorough risk assessment of aeronautical and other hazards | Y  N |
| 1. Landowner permission must still be granted and documented in Table 3 below. | Y  N |

**Table 3: Landowner Consent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Consent has been provided by the landowner (s) / representative (s) for UAS operations within the area described herein as follows:  (please copy and paste additional rows as required) | | | | |
| **Landowner / Representative** | **Verbal** | **Email** | **Signature (if available) or UoE contact for verbal/email consent** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
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| Notes / Comments: | | | | |