
Remotely Piloted Aircraft Systems

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Objectives

BCIT recognizes that the use of Remotely Piloted Aircraft Systems (RPAS) has increased for recreational, commercial, educational purposes, and research purposes.

The purposes of this procedure are to:

- Communicate the approval process for the use of RPAS on BCIT campuses
- Ensure that RPAS are used on BCIT campuses only in accordance with Transport Canada and Canadian Aviation Regulations, as applicable
- Enhance applied research
- Support RPAS education, skills, and training
- Support practical application of RPAS services to BCIT
- Ensure safe operation of RPAS on BCIT campuses

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

[Transport Canada](#) RPAS Overview

Legislation

Criminal Code, RSC 1985, c C-46

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

Personal Information Protection Act, SBC 2003, c 63

BCIT Policies

1500, Code of Conduct

2003, Purchase of Operating Goods or Services

5102, Student Code of Conduct (Non Academic)

5401, Program Development and Credentials

6700, Freedom of Information and Protection of Privacy

7100, Safety and Security

7130, Filming on Campus

7150, Occupational Health and Safety

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The use of RPAS falls under Transport Canada and the Canadian Aviation Regulations [Part IX – Remotely Piloted Aircraft Systems](#). These regulations differ depending upon the weight of the aircraft and payload, and the category of certification.

The use of RPAS on BCIT campuses is prohibited without the expressed written consent of BCIT SSEM following approval of an application.

Notification for Use of RPAS on BCIT Campuses

Prior to the use of RPAS on BCIT campuses, the pilot must notify BCIT SSEM (security@bcit.ca).

Academic instructors and department or school pilots must have current RPAS certificates and registration, and they will verify the currency of student certificates.

Contractor and visitor notification to SSEM must include the following:

- The name, address, and telephone number of the applicant;
- The name, address, and telephone number of the pilot (if different from applicant);
- Pilot certificate number and aircraft registration number;
- Method by which the pilot will be contacted directly during operation;
- The type and purpose of the operation;
- The dates, alternate dates and times of the proposed operation;
- A detailed plan describing how the operation will be carried out;
- A complete description of the aircraft to be flown;
- A security plan for the area(s) of operation and a security plan for the area(s) to be overflown to ensure no hazard is created to persons or property on the surface.

A copy of the [Special Flight Operations Certificate](#) (SFOC) is required as mandated by Transport Canada.

Note that the use of RPAS at the Aerospace Technology Campus (ATC) is strictly prohibited with the exception of indoor flights.

Liability Coverage for Use of RPAS for Educational and All Institute-Authorized Activities

- Individuals who are responsible for educational activities are responsible for addressing safety concerns and attaining approvals before planning any related educational activity.
- BCIT faculty, employees, or students may be asked to provide a memorandum of coverage. Please contact BCIT Corporate Services Office on how to obtain a memorandum of coverage.
- Third parties applying to use RPAS may be required to demonstrate insurance coverage for the related activities prior to approval.

General Rules

To be followed in accordance with Transport Canada [basic and advanced operations](#).

Approval and Safety Considerations

Approvals of applications for the use of RPAS will be provided in writing by BCIT SSEM.

Upon approval, RPAS must only be used safely and legally in a manner that does not endanger

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members of the BCIT community or BCIT structures/assets.

Privacy

If collecting personal information via video surveillance, operators of RPAS must adhere to the BC Freedom of Information and Protection of Privacy Act and the Personal Information Protection Act and implement appropriate procedures for the collection, use and disclosure of personal information captured through the use of RPAS.

Duties and Responsibilities

Director of Safety and Security Management

The Director of Safety and Security Management is responsible for implementing and managing Remotely Piloted Aircraft System (RPAS) procedure and standard operating procedure.

Committee (RPAS Hub name to be determined)

The committee is responsible for developing the standard operating procedure (SOP) and ensuring it remains compliant to Transport Canada and meets the needs of the Institute.

BCIT Community

The BCIT community is responsible for being aware of and complying with this procedure.

Forms Associated With This Procedure

Application to use RPAS on BCIT Property will be identified in the SOP.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1.	Creation:	Procedure 7100-PR10 version 1	2019 Oct 01 In Force

Scheduled Review Date

2022 Oct 01