Risk Management Guide

Operating Unmanned Aerial Vehicles (UAV’s)

The use of drones, model aircraft, and other UAV’s exhibit the potential risk for an aircraft crash and therefore, any flight of a UAV must meet the requirements below. This list is not inclusive of all requirements and organizers are expected to complete a thorough risk assessment pertaining to all aspects of their flight plan.

Part A - Risk Management Requirements

UAV operations conducted on SFU property, on behalf of SFU, or by SFU faculty, staff or students at other locations are deemed by Transport Canada to be “non-recreational” and must be operated in accordance with Section 602.41 of the Canadian Aviation Regulations in which a Special Flight Operation Certificate (SFOC) will be required.

Obtaining a Special Flight Operation Certificate

- Please see Transport Canada’s webpage:

Operating at Non-SFU locations

- Ensure you have permission from the landowner and/or current tenant.
- If you require a certificate of insurance to prove that SFU has sufficient liability coverage, please visit Risk Management’s certificates of insurance webpage.

Operating at SFU locations

- Non-SFU operators must provide SFU with a Certificate of Insurance for not less than $2,000,000 CDN in general liability insurance naming SFU as an Additional Insured.

  - The operator must provide the following details regarding the intended flight operation:
    - The purpose of the flight and the related SFU activity or class.
    - Specify the nature of the take-off and landing site. Please note that use of a UAV indoors will require special consideration.
    - The date(s) and duration(s) of the flight.
    - Identify the size of the aircraft and identify required logistics of the proposed use.

- The operator must be made aware of, and make consideration for, the following dangers:
  - Electromagnetic fields and frequency band use on campus may cause interference. (SFU systems use 2.4 and 5.8 GHz frequencies and the areas around the Burnaby Campus use radio telemetry systems in the 928 to 932 MHz range.)
  - Topographic interferences and concrete buildings may interfere with remote-control sight lines.
Although damage to SFU grounds or buildings would likely be low, the greater risk is injury to personnel or children, and damage to personal property such as vehicles.

Weather conditions can quickly change. The operator is requested to pre-identify weather conditions necessary for safe operation and then continually monitor the weather on the selected day(s) of operation.

The operator must assure SFU that the equipment will operate correctly amongst all of the above potential hazards and that they will not lose contact with the UAV.

Consider the source of the UAV’s power. Generally, combustion engines are not permitted in enclosed environments.

- In addition to the operator, there must be at least one trained observer, in order to identify any potential hazards or obstacles during the flight.

- Organizers should provide appropriate signage to warn the public of the potential hazards and of low flying aircraft, particularly if flying near roadways. Please remove the signage shortly after the flight.

Risk Management may request documentation showing how the above items have been addressed. You are welcome to forward your proposals or consult with Risk Management at any time.

Part B – Approval Required From Other SFU Departments

Once you have met the Risk Management requirements, please proceed with contacting Campus Security. They will require notice of your preferred dates in order to cordon off and secure the surrounding area and ensure that only authorized personnel are within this area during operation.

If you are conducting filming, please proceed with your arrangements through Facilities Services.

Please note that there may be conflicting events on SFU property, which may limit or prevent UAV operations.