Risk Management Guide
Operating Unmanned Aerial Vehicles (UAV’s)

The use of drones, model aircraft, and other UAV’s pose a risk of injury and property damage and therefore, any flight of a UAV conducted on SFU property, on behalf of SFU at other locations, or by SFU faculty, staff, or students 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 – Transport Canada Requirements

UAV operations for University purposes are deemed by Transport Canada to be “non-recreational” and must be operated in accordance with Section 602.41 and 603.66 of the Canadian Aviation Regulations.

You must apply for a Special Flight Operations Certificate if:
- Your UAV exceeds 25 kg.
- You are flying within 9km of any built up area. Please note that Transport Canada defines a built up area as anything larger than a farmstead.
- You are flying in controlled or restricted airspace.
- You are flying higher than 90 meters above ground level.
- You are participating in special aviation events, air shows, or system demonstrations.
- Your UAV carries dangerous goods or lasers.

Applying for a Special Flight Operations Certificate

- You can find detailed information on what you need to include in your application at http://www.tc.gc.ca/eng/civilaviation/standards/general-recavi-uav-4161.html.
- If you have any questions about applying for a Special Flight Operations Certificate, please contact Transport Canada at your local office or services@tc.gc.ca.

Transport Canada Exemptions

If the above scenarios do not apply to your flight, then you may qualify to fly your UAV under an exemption. You must consult the official exemptions and ensure that you meet all of the requirements:

- For UAV’s Under 2 kg http://www.tc.gc.ca/civilaviation/regserv/affairs/exemptions/docs/en/2880.htm
- For UAV’s Between 2.1 kg and 25 kg http://www.tc.gc.ca/civilaviation/regserv/affairs/exemptions/docs/en/2879.htm

For more information and resources on the safe and lawful operation of UAV’s, please see Transport Canada’s website: http://www.tc.gc.ca/eng/civilaviation/standards/general-recavi-uav-2265.htm
**Part B - Risk Management Requirements**

In addition to meeting all requirements set out by Transport Canada you must meet the following Risk Management requirements in order to fly a UAV at or on behalf of SFU:

**Insurance**
- 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.
- SFU employees and students are only covered by SFU’s general liability insurance for official SFU purposes. Non-sanctioned, unlawful, or negligent use may result in personal liability.

**Operating at Non-SFU locations**
- Transport Canada requires permission from the landowner(s). Although verbal permission is acceptable, it is advisable to obtain written permission if risks are moderate to high.
- A Certificate of Insurance (COI) may be required if one is requested by the landowner(s). For more information or to request a COI please visit: [www.sfu.ca/srs/risk/certificates.html](http://www.sfu.ca/srs/risk/certificates.html)

**Operating at SFU locations**
- 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. (i.e. 2.4 & 5.8 GHz frequencies and radio telemetry systems in the 928-932 MHz range.)
  - Topographic interferences and buildings may interfere with remote-control sight lines.
  - The potential for injury to personnel or children, damage to personal property such as vehicles, and damage to SFU grounds or buildings.
  - Operation is restricted to daylight hours and in good weather. Please pre-identify weather conditions necessary for safe operation and continually monitor weather while operating.
  - 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 and mitigate the potential for risk. 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 C – Approval Required From Other SFU Departments**

**Securing SFU areas of operation**
Please notify Campus Security in advance of your preferred flight dates so that they have opportunity to:
- Inform you about any conflicting events on SFU property, which may limit or prevent operations.
- Assist you with cordoning off and securing the surrounding area and ensuring that only authorized personnel are within this area during operation.

**Conducting filming**
Contact Facilities Services to arrange for permission to film on SFU property.