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Standard Operating Procedure: **Piloting of Unmanned Air Vehicles (UAVs) for Research Purposes**

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Approval Authority: **Director, Risk Management Services**

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Effective Date: **September 2015 (revised March 2020)**

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## **I. INTRODUCTION**

All non-recreational piloting of UAVs, drones, or any other flying object is governed by Transport Canada legislation and University Risk Management Requirements.

The use of any unmanned air vehicle on the Keele Campus is not permitted under Transport Canada regulations without Downsview Airport authorization due to the campus' proximity to the Airport).

## **II. LEGISLATIVE CONSIDERATIONS FOR UAV PILOTS**

The use of UAVs falls under the Transport Canada regulations. These regulations differ dependent upon the weight of the UAV while it is fully loaded with any attached equipment. Please see the Transport Canada website for the most current regulations on UAVs.

## **III. RISK MANAGEMENT REQUIREMENTS FOR ALL UAV PILOTS**

1. Read and understand all legislation, rules, and regulations that apply to the operation of UAVs as per Transport Canada – including the requirements for pilot certificates and authorization documents such as SFOC and RPAS.
2. All individuals piloting York-owned UAVs must register the UAV and request a Certificate of Insurance through Risk Management Services. Certificates of Insurance may only be requested by faculty or staff, who may also complete the request on behalf of a student in their department. To register the UAV and request the certificate of insurance, please complete the UAV Registration Form/Insurance Application found on the Risk Management website.

3. If students intend to pilot the aircraft, they must be registered as a student in the semester in which they will be piloting the aircraft and they must have a supervisor indicated on the registration/insurance form.
4. Only UAVs that are the property of York University or those that are formally leased/loaned to the University under contract with another company may be used for these purposes. Privately owned UAVs cannot be covered under the University's insurance, nor can they be used for University research purposes.
5. Pilots are responsible for being in compliance with Transport Canada regulations regarding the use of UAVs.
6. Pilots are required to have the following documents with them at all times:
  - a. A copy of any required authorizations
  - b. A Certificate of Insurance (proof of liability insurance coverage)
  - c. The pilot's name, address, telephone number, and pilot's certificate
  - d. A copy of the UAV system operating limitations
7. Fly only during daylight and in good weather (e.g., not in strong winds or rain, fog, extreme temperatures).
8. Pilots are responsible to ensure that they are appropriately trained to pilot such aircraft, 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.
9. Pilots must obtain written permission from the owner(s) of the property on which the UAV intends to take off/launch from and/or land/recover on. If flying over private property, pilots will also be required to have written permission from the landowner and to note any restrictions placed by the landowner (distance from domestic animals, etc.) A permission/licence agreement template is available on-line.
10. Pilots are responsible to also be aware of any privacy or trespassing laws and bylaws that their research may be subject to.