



Sale of Remotely Piloted Aircraft Systems (RPAS) - Vendors

SECTION 1 GENERAL

- 1.1** Advisory Circulars of the Ghana Civil Aviation Authority (GCAA) contain advice and guidance to illustrate a means of complying with the Ghana Civil Aviation Directives (GCADs) or to explain certain regulatory requirements by providing informative, interpretative, and explanatory material. Where an AC is referred to in a Note below a Directive, the AC remains as guidance material and are not to be construed as an alternative means of compliance. ACs should always be read in conjunction with the referenced Directives.

PURPOSE

The purpose of this Advisory Circular is to provide guidance and advice on meeting the expected requirements for successful application and grant of a Remotely Piloted Aircraft Systems (RPAS) Vendor Certificate and Operations Specifications (OPSPECS) in accordance with Part 28 of the Ghana Civil Aviation (Remotely Piloted Aircraft Systems) Directives.

1.2 STATUS OF THIS ADVISORY CIRCULAR

This document is the initial issue of this AC and has been approved by the Director-General of the GCAA.

1.3 BACKGROUND

- A. Safety has always been the overriding consideration in the conduct of all aviation activities.
- B. Advances in technology have resulted in the introduction of large numbers of Remotely Piloted Aircraft Systems (RPAS) also referred to as unmanned aircraft (UA). RPAS come in various designs and sizes. They are designed to fit various use case scenarios and can even be modified to serve more than one purpose. The rapid development, relatable price and commercialization by design and manufacturing organizations points to the fact that, an RPAS could be in most homes in a few years to come. This raises questions on how to ensure efficient regulation and standardization of these devices in the aviation industry and to ensure that all purchased RPAS are duly registered as per the requirements of the **Ghana Civil Aviation Directives (GCADs) Part 28 Subsection 28.6.1**.
- C. In the discussion on standardization, Performance-based Standards provide the greatest freedom of choice, allowing the most appropriate solution to be considered. Nevertheless, Prescriptive Standards are sometimes required in cases of safety mitigations to identified risks.

1.4 APPLICABILITY

This advisory circular is applicable to all persons, companies or organisations that wish to sell Remotely Piloted Aircraft Systems (RPAS) or parts thereof on the Ghanaian market to consumers either after importation or through a local manufacturing/assembly process. This Advisory Circular is in accordance with the **Ghana Civil Aviation Directives Part 28 Subsection 28.1.1.17**.

1.5 RELATED DIRECTIVES

The following GCAA Directives are directly applicable to the guidance contained in this advisory circular—

- GCADs Part 28 – Remotely Piloted Aircraft Systems (RPAS)
- GCADs Part 4 – Registration of Aircraft

1.6 RELATED READING MATERIAL

A. ICAO Manual on Remotely Piloted Aircraft System (RPAS) (Doc 10019)

1.7 ACRONYMS

The following acronyms and abbreviations are used in this advisory circular—

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| 1) AC | Advisory Circular |
| 2) AGL | above ground level |
| 3) BVLOS | beyond visual line-of-sight |
| 4) GCAA | Ghana Civil Aviation Authority |
| 5) GCADs | Ghana Civil Aviation Directives |
| 6) ICAO | International Civil Aviation Organisation |
| 7) RPA | remotely piloted aircraft |
| 8) RPAS | remotely piloted aircraft system(s) |
| 9) SARPs | Standards and Recommended Practices |
| 10) TC | Type Certificate |
| 11) UAS | Unmanned Aircraft System |

1.8 REQUEST FOR INFORMATION.

Direct comments and suggestions for improving this publication to:

The Ghana Civil Aviation Authority
Private Mail Bag
Kotoka International Airport
Accra.

Email: RPAS@caa.com.gh

SECTION 2 APPLICATION FOR RPAS VENDOR CERTIFICATE

2.1 APPLICATION REQUIREMENTS

In accordance with GCADs Part 28 Subsections 28.1(17), no person shall sell an RPAS without the written approval of the Authority. The requirements to grant this authorisation are as follows—

- 1) The applicant shall apply using Form R28-AF-011 – Application for Sale of RPAS, which can be found on the Authority's website;
- 2) A Cover Letter on a company letterhead shall be attached to the Form, introducing the company and stating the inventory of each RPAS type. This letter shall be addressed to the Director-General (Attention: Director, Safety Regulation), Ghana Civil Aviation Authority, KIA, Accra, Ghana and signed by the Accountable Executive of the Company;
- 3) Attach copies of Company's Certificate of Incorporation/ Registration and Certificate to Commence Business to the above;
- 4) Include brochure or technical specification of each drone type; and
- 5) The applicant shall also include a list of all shop outlet(s) and/or warehouse(s) indicating their active addresses.

2.2 APPLICATION PROCESS

The process for application for a RPAS Vendor Certificate, is as follows —

- 1) The applicant shall submit all application requirements (documents specified in 2.1) to the Safety Regulation Department of the Ghana Civil Aviation Authority.
- 2) Applicable charges shall be paid by the applicant as per the Scheme of Charges.
- 3) An inspection of one of each RPAS type shall be conducted before approval or permit is granted.

Note: Application for an RPAS Vendors Certificate shall be made at least, one week before the beginning of the proposed sale of goods.

2.2 APPROVAL CERTIFICATE AND SPECIFICATIONS

Following the successful completion of the application process —

- 1) A Certificate of Approval may be issued by the Authority;
- 2) A Specifications page will be attached to the Certificate of Approval detailing the RPAS allowed to be sold by the applicant;
- 3) The approval is valid for one year from the date of issue **unless revoked, suspended or amended;**
- 4) If during the year, the applicant increases inventory or wishes to add another RPAS type, the applicant shall make this known to GCAA in writing within **thirty (30) days of the intended increment;**

- 5) The Approval Certificate and Specifications or copies thereof shall be displayed in a visible place in the vendor's shop(s).

SECTION 3 POST APPLICATION REQUIREMENTS

3.1 POST APPROVAL REQUIREMENTS

For the effective period of validity of the RPAS Vendor Approval Certificate, the holder shall —

- 1) Retain and submit to the Authority, a list of the following information of persons purchasing RPAS:
 - a) Valid government issued photo I.D
 - b) Telephone number(s) and Ghana Post GPS Address of the purchaser.
 - c) Type of RPAS sold and its unique serial number.
- 2) Ensure that the submission of the above data to the Authority shall be done by the last working day of the last month of every quarter of the year.
- 3) Ensure that the specified information (**See Appendix 1**) is sent via email to; RPAS@caa.com.gh. Failure to furnish the Authority with the above purchaser information may lead to the imposition of sanctions from the Authority.
- 4) Upon the sale of RPAS, the RPAS Vendor shall attach a GCAA- issued flyer to the purchase which directs the purchaser to register his/her RPAS with the GCAA.
- 5) The RPAS Vendor Certificate holder shall also notify the GCAA in writing, of any change in location(s) or increase in inventory within **thirty (30) days**.

3.2 ADDITIONAL REQUIREMENTS

The following additional post approval requirements shall apply —

- 1) The GCAA may at any time, visit locations of sales outlet(s) and/or warehouse(s). These visits may be either announced or unannounced
- 2) The RPAS Vendor Certificate Holder shall have a nominated person who shall act as a liaison to the GCAA in all related matters. Details of this person shall be made available to the Authority and if the person changes, the GCAA shall be informed accordingly.
- 3) Any person that applies to register his/her RPAS shall include proof of purchase/receipt from Vendor of sale or import details before the said RPAS is registered.

SECTION 4 APPENDIX 1

The report listing RPAS buyers shall be in the form below;

No.	NAME OF BUYER	TELEPHONE No.	GHANA POST GPS	VALID ID CARD	RPAS TYPE	SERIAL No.
1	FATIMA ABDUL-LATEEF	0501111111	GL-135-7178		STIN ACER 1	STN-AC-0001
2	COCO ARABA	0240000000	GL-135-7178		DSI MAGIC 1	AFB10023459B2
3	MALE SPECIMEN	0272222222	GL-135-7178		WINTEG PRO	WGT-221
4	ORIGINAL DRIVER	0588888888	GL-135-7178		TYCOON PRO	J871289HSTH