



REMOTELY PILOTED AIRCRAFT SYSTEM (RPAS) REGISTRATION PROCESS

SECTION 1 GENERAL

1.1 PURPOSE

This Advisory Circular (AC) provides guidance to individuals and organizations regarding the registration procedure and process generally applied by the Ghana Civil Aviation Authority (GCAA) for Remotely Piloted Aircraft Systems used for Recreational and Private Purposes.

1.2 STATUS OF THIS ADVISORY CIRCULAR

This AC is an original issuance.

1.3 BACKGROUND

- A. Article 8 of the Convention on International Civil Aviation stipulates: **“No aircraft capable of being flown without a pilot shall be flown without a pilot over the territory of a Contracting State without special authorization by that State and in accordance with the terms of such authorization. Each contracting state undertakes to ensure that the flight of such aircraft without a pilot in regions open to civil aircraft shall be so controlled as to obviate danger to civil aircraft.”**
- B. The Ghana Civil Aviation Authority (GCAA), in addressing the use of RPAS in and into the State of Ghana has provided the Ghana Civil Aviation Directives Part 28 wherein the Authority has indicated clearly that; **“No person may operate an RPAS without having been registered by the Authority” (28.6(1))** and **“No person shall fly an RPAS without a Permit issued by the Authority” (28.6(1)).**
- C. Through the registration of an RPAS, the GCAA:
 - 1. Ensures the protection of the public safety interest.
 - 2. Exercises indirect influence on and control over the major aspects of the operation without encroaching upon the RPAS operator's direct responsibility for safety.
 - 3. Ensures the effective collation of all RPAS into a National Database.
 - 4. Certifies that RPAS are used on a legal basis in the country.

1.4 APPLICABILITY

The guidance in this AC is applicable to the following:

- A. Drone/RPAS operators who intend to utilize a drone for Recreational or Private Use.
- B. Importers of Remotely Piloted Aircraft Systems (RPAS).

C. Foreign Nationals who intend to use their RPAS temporarily in Ghana.

Note: This Advisory Circular does not apply to commercial RPAS operators/users. Kindly refer to AC 28-007 for more information on use of RPAS for Commercial purposes.

1.5 RELATED DIRECTIVES

The following directives are directly applicable to this guidance—

- Ghana Civil Aviation Directives Part 28
- Ghana Civil Aviation (Flight Standards) Directives Part 4

1.6 RELATED READING MATERIAL

For further information on this topic, persons are advised to review the following publications and regulatory requirements –

1. Ghana Civil Aviation Authority

- AC 09-004 Registration of Aircraft
- AC 28-002 RPAS Emergency Response Plan
- AC 28-003 Guidelines for RPAS Category of Operations (CONOPS)
- AC 28-007 RPAS Certification

2. International Civil Aviation Organization (ICAO)

- ICAO Manual on Remotely Piloted Aircraft Systems (RPAS) (Doc 10019)
- Annex 7, Aircraft Nationality and Registration Marks

1.7 ACRONYMS

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

- 1) **AC** – Advisory Circular
- 2) **BVLOS** – Beyond Visual Line of Sight
- 3) **CBT** – Computer Based Training
- 4) **CONOPS** – Concept of Operations
- 5) **CPC** – Certification Project Coordinator
- 6) **GCAA** – Ghana Civil Aviation Authority
- 7) **GCADs** – Ghana Civil Aviation Directives
- 8) **ICAO** – International Civil Aviation Organization
- 9) **MTOW** – Maximum Take-off Weight
- 10) **OEM** – Original Equipment Manufacturer
- 11) **OPSPECS** – Operations Specifications
- 12) **POPS** – Prospective Operator Pre-Assessment Statement
- 13) **ROC** – RPAS Operator Certificate
- 14) **ROM** – RPAS Operator Manual
- 15) **RPAS** – Remotely Piloted Aircraft Systems

1.8 UNDERSTANDING THE PROCESS

This AC provides aid in understanding and applying for the registration process.

- It is essential to understand that this process may result in a decision not to register the RPAS presented.
- The registration process described may not exhaust all scenarios of registration and may be augmented to fit special case scenarios which may arise.
- A review of the process is done periodically to improve upon its efficiency and applicability in the Ghana RPAS industry.
- If there is an amendment to the process, it would be made known to the public through primary methods of communication.

SECTION 2 CLASSIFICATION OF RPAS

2.1 SMALL RPAS

The **Ghana Civil Aviation Directives Part 28 Section 28.6 (4)(a)(i)** defines Small RPAS as Unmanned aircraft with maximum take-off weight (MTOW) up to 1.5 kg and shall be flown only within the visual line of sight of the pilot.

2.2 LIGHT RPAS

The **Ghana Civil Aviation Directives Part 28 Section 28.6 (4)(a)(ii)** defines Light RPAS as Unmanned aircraft with maximum take-off weight of more than 1.5 kg but less than or equal to 7 kg and shall be flown only within the visual line of sight of the pilot.

2.3 LARGE RPAS

The **Ghana Civil Aviation Directives Part 28 Section 28.6 (4)(a)(ii)** defines Large RPAS as Unmanned aircraft with maximum take-off weight of more than 7 kg which is flown either within the visual line of sight of the pilot or beyond the visual line of sight of the pilot.

- A. In accordance with **GCADs Subsection 28.5(3)** No person shall operate a large RPAS or RPAS with Type Certificate without a special certificate of airworthiness (restricted category), or an experimental certificate issued by the Authority.
- B. In accordance with **GCADs Subsection 28.9(3)** No person shall pilot a large RPAS or an RPAS with type certificate without having obtained a remote pilot licence from the Authority.

2.4 CONSIDERATIONS

- A. The classification of RPAS is irrespective of its mode of flight, i.e., Fixed Wing, Rotary Wing or Hybrid.
- B. For RPAS without Type Certificate, the MTOW is usually found on the manufacturer Specification Sheet or on their website. If in doubt, it is advised that you contact the supplier or OEM.
- C. For RPAS with Type Certificate, kindly consult the Type Certificate Data Sheet to obtain information on the MTOW in standard conditions.
- D. For additional information on the registration of large RPAS, kindly see Section 6.1 of this document.
- E. Small and Light RPAS are limited to within VLOS Operations as specified in GCADs Part 28 Subsection 28.6 (4).
- F. Large RPAS may only operate BVLOS of the pilot with prior authorization of the Authority. Such intended operations shall require the development of a CONOPS to mitigate all risks that may arise out of the operations. Kindly refer to AC 28-003 for more information.

SECTION 3 CLASSIFICATION OF RPAS USE

3.1 RPAS RECREATIONAL USE

- A. Recreational RPAS Use is defined as the use of an RPA/RPAS for the purpose of personal entertainment, fun or leisure.
- B. Recreational Use also encompasses RPAS used for personal educational purposes but not under the scope of an Approved RPAS Training Organization (RTO). The focus of this is self-learning opportunities with RPAS.

3.2 RPAS PRIVATE USE

- A. Private RPAS Use is defined as any operation of an RPA/RPAS other than for recreation or for commercial operations or for monetary reward.
- B. RPAS Private Use is limited to entities or companies as registered as Sole proprietorships, Partnerships, Companies Limited by Shares, Unlimited Liability Company or Companies Limited by Guarantee.

3.3 RPAS Commercial USE

- A. Commercial RPAS Use refers to any operation of an RPA/RPAS for hire or remuneration.
- B. Commercial RPAS Use covers business operations either on contractual or non-contractual basis.
- C. Kindly refer to Advisory Circular AC 28-007 (RPAS Certification) for more information on the process for registration of RPAS and Certification for Commercial Applicants.

3.4 CONSIDERATIONS

- A. All private and recreational RPAS operations shall be limited to VLOS operations unless otherwise permitted by the Authority.
- B. No private or recreational RPAS Operator shall operate above 400 feet AGL or BVLOS without compliance with commercial RPAS requirements as specified by the Authority. See **AC 28-007** for details.

SECTION 4 APPLICATION PROCEDURE AND PROCESSING

4.1 CUSTOMS CLEARANCE / IMPORTATION

In accordance with **GCADs Part 28 Subsection 28.1(17)**, no person shall import an RPAS without the written approval of the Authority. The procedure to import RPAS into Ghana is as follows:

- A. The applicant shall apply using Application Form **R28-AF-001 (See Appendix A)**. If the purpose of the RPAS is Private, a Cover Letter on the company letterhead shall be attached to the form indicating the purpose of the RPAS and how it would be used together with copies of the Company Certificates of Incorporation/Registration and To Commence Business. This letter shall be addressed to:

**The Director-General
Ghana Civil Aviation Authority,
Kotoka International Airport
Accra – Ghana**

Note 1: The letter must Attention: Director, Safety Regulation and shall be signed by an Accountable Executive.

Note 2: If the RPAS has been detained at the Customs Unit, a copy of the detention receipt shall be attached to the Application Form.

Note 3: As specified on the application form, a copy of a valid ID Card (Passport Biodata, National ID, Voters or Drivers' License) shall be attached.

- B. The applicant shall pay the requisite charges as per the **RPAS Scheme of Charges (See Appendix C)**.

Note: These charges are paid to the Authority and have no bearing on the charges that may be levied by Ghana Revenue Authority.

- C. After successful review of the application, the Authority shall issue a Clearance Authorization Letter to Ghana Customs and Excise Authority for the purpose of clearing the RPAS.
- D. The Authority shall also issue a letter to the applicant on the requirements for the registration of RPAS, where applicable.
- E. The RPAS shall then be registered after clearing from customs as per **Sections 4.2, 4.3 or 4.4**.

4.2 APPROVAL PROCESS FOR RPAS TEMPORAL USE (SMALL AND LIGHT RPAS)

RPAS Temporal Use is described as the recreational operation of RPA/RPAS for a short period in the country (usually less than one year). This approval is an alternative to registering the RPAS, since it shall not remain in Ghana for the full 1-year approval duration and hence would not require de-registration when it is exported.

Subsequent to Importation as described in **Section 4.1**, if the RPAS shall be used temporarily or for a specific period (less than 1 year), the following applies after clearance:

- A. The assigned GCAA personnel(s) shall conduct a physical inspection of the RPAS using **Checklist R28-CL-001** and shall issue a temporal approval for use after successful inspection.

- B. Duration for Temporal Approval of RPAS shall be issued based on assessment by the Authority but shall not be up to a year.

4.3 APPROVAL PROCESS FOR RECREATIONAL OPERATIONS (SMALL AND LIGHT RPAS)

In accordance with **GCADs Part 28 Subsection 28.1(17)**, no person shall operate an RPAS without the written approval of the Authority. The procedure for registration for Recreational Use is as follows:

- A. The applicant shall apply using Application Form **R28-AF-003 (See Appendix B)**.

Note 1: As specified on the application form, a copy of a valid ID Card (Passport Biodata, National ID, Voters or Drivers' License) shall be attached.

Note 2: The applicant shall also present a Safety Course Completion Certificate or failing this, shall undergo a CBT on RPAS Safety. See Section 5.

- B. The Applicant shall complete **Sections One (1) – Eight (8) of GCAA Job Aid RP-004 (Concept of Operations) (See Appendix D)** and attach to the form.
- C. The assigned GCAA personnel(s) shall conduct an inspection of the RPAS and subsequently register it after successful inspection using **Checklist R28-CL-001**. Note that the registration number shall be preceded by 9GR, followed by a hyphen, a number and three (3) alphabetical characters (E.g. 9GR-1AAA).
- D. The registration number is generated sequentially but an applicant may request a special registration number at extra charge. This special number will still retain the format of registration numbers as indicated above.
- E. The applicant shall pay the requisite charges as per the **Scheme of Charges (See Appendix C)**.
- F. The RPAS shall be registered on the National RPAS Database
- G. A Letter of Approval and a registration certificate shall be issued by the Authority. The Registration Certificate shall be printed on GCAA Security Sheet.
- H. The approval is valid for one year from the date of issue unless otherwise revoked, suspended or amended.

4.4 APPROVAL PROCESS FOR PRIVATE OPERATIONS (SMALL AND LIGHT RPAS)

In accordance with **GCADs Part 28 Subsection 28.1(17)**, no person shall operate an RPAS without the written approval of the Authority. The procedure to for registration is as follows:

- A. The applicant shall apply using Application Form **R28-AF-003 (See Appendix B)**. A Cover Letter on the company letterhead shall be attached to the form indicating the purpose of the RPAS. This letter shall be addressed as follows:

**The Director-General
Ghana Civil Aviation Authority,**

**Kotoka International Airport
Accra – Ghana**

The letter must Attention: **Director, Safety Regulation** and shall be signed by an Accountable Executive. The Company's Certificates of Incorporation and Commencement of Business from the Registrar Generals Department shall be attached to the letter. As specified on the application form, a copy of a valid ID Card of the designated accountable personnel (Passport Biodata, National ID, Voters or Drivers' License) shall be attached.

Note: The designated personnel shall present a Safety Course Completion Certificate or failing this, shall undergo a CBT on RPAS Safety. See Section 5.

- B. The Applicant shall complete **Sections One (1) – Eight (8) of GCAA Job Aid RP-004 (Concept of Operations) (See Appendix D)** and attach to the form.
- C. The assigned GCAA personnel(s) shall conduct an inspection of the RPAS and subsequently register it after successful inspection using **Checklist R28-CL-001**. Note that the registration number shall be preceded by 9GR, followed by a hyphen, a number and three (3) alphabetical characters (E.g. 9GR-1AAA).
- D. The registration number is generated sequentially but an applicant may request a special registration number at extra charge. This special number will still retain the format of registration numbers as indicated above.
- E. The applicant shall pay the requisite charges as per the **Scheme of Charges (See Appendix C)**.
- F. The RPAS shall be registered on the National RPAS Database
- G. A Letter of Approval and a registration certificate shall be issued by the Authority. The Registration Certificate shall be printed on GCAA Security Sheet.
- H. The approval is valid for one year from the date of issue unless otherwise revoked, suspended or amended.

Note 1: As per the instruction on the GCAA Job Aid RP-004 (Concept of Operations), if the applicant ticks yes for each of the questions, kindly refer to GCAA Advisory Circular AC 28-007.

Note 2: Depending on the specific nature of the private use of the RPAS, other National Agencies and Authorities may be involved in the registration process.

SECTION 5 RPAS SAFETY COURSE

5.1 OVERVIEW

In line with efforts to improve safety of RPAS operations, the RPAS Safety Course has been instituted as a pre-requisite to RPAS registration. This shall put the RPAS user in a well-informed position to observe the necessary measures and provide to the user, a general sense of safety culture. This is in a form of a CBT which should take less than an hour.

5.2 GENERAL CONSIDERATIONS

- 1) The evaluation or test questions in this course are not to determine pass or fail but for improvements and feedback purposes only.
- 2) Upon completion of the training, a Certificate of Completion shall be presented to the test taker. This certificate is valid for one year from the date of the test.
- 3) Within this period of one year, any other RPAS that may be registered or renewed by the test taker can be accomplished with the same Certificate of Completion.

5.3 RECREATIONAL RPAS USERS

The owner of an RPAS, intended for Recreational Use, shall be required to undergo an RPAS Safety Training. This training may be conducted online and the Certificate of Completion printed and submitted along with the other required documents.

5.4 PRIVATE RPAS USERS

- 1) Companies or organizations shall designate a staff member who is directly in charge of the operations to take the RPAS Safety Course. Companies or organizations may insist that all personnel involved in the RPAS Operations also undergo this training.
- 2) If the designated individual is changed for any reason, the replacement shall undergo this CBT training prior to being acknowledged as such by GCAA.
- 3) It is the responsibility of the company or organisation to inform the Authority, in writing, within 30 days of the change of accountable person.
- 4) It is equally the responsibility of the outgoing accountable personnel to ensure the company informs the Authority or informing the Authority directly.

SECTION 6 RPAS ONLINE REGISTRATION

TBD

SECTION 7 OTHER PERTINENT MATTERS

7.1 REGISTRATION OF LARGE RPAS

- A. In addition to the processes defined in sections 4.2, 4.3 or 4.4 as may be applicable, the process outlined below shall be applicable to large RPAS.
- B. During the registration process, the applicant shall be required to furnish the Authority with the manufacturer's maintenance requirements which provides guidance for the Operator's technical personnel in carrying out maintenance, for approval.
- C. If a new RPA is not being presented, evidence of compliance to the manufacturer's instructions shall be presented.
- D. The manufacturer document shall contain the maintenance instructions and associated checklists.
- E. The applicant shall pay the requisite charges for the Experimental Certificate of Airworthiness as per the **Scheme of Charges (See Appendix C)**.
- F. An Experimental Certificate of Airworthiness shall be issued by the Authority. The Certificate shall be printed on GCAA Security Sheet.
- G. The approval is valid for one year from the date of issue unless otherwise revoked, suspended or amended.

7.2 CHANGE OF RPAS OWNERSHIP OR REGISTRATION

In accordance with **GCAD Part 28 Subsection 28.6(1)**, all RPAS need to be registered. A situation may arise where the ownership of the RPAS needs to be changed. In such a case, the following procedure is to be applied:

- A. The applicant shall apply using Application Form **R28-AF-012 (See Appendix E)**. If the new purpose of the RPAS is for other than recreational purposes, a Cover Letter on company letterhead shall be attached to the form indicating the purpose of the RPAS including Certificates of Incorporation/Registration and To Commence Business. The letter shall be addressed to the **Director-General (Attention: Director, Safety Regulation), Ghana Civil Aviation Authority, KIA, Accra, Ghana** and signed by an accountable executive.

Note: The requirements for documents to be submitted shall be as specified in Section 4.3 or 4.4 as applicable.

- B. The applicant shall pay the applicable charges as per the Scheme of Charges.
- C. GCAA shall effect the change in its database.
- D. If intended for commercial purposes, the organisation shall include a completed GCAA Form RP-004 and be taken through certification as detailed in **GCAA Advisory Circular AC 28-008**.
- E. The applicant may choose to retain the old registration or request for a new special registration number. Note that the registration number shall be preceded by 9GR, followed by a hyphen, a number and three (3) alphabetical characters (E.g., 9GR-1AAA).
- F. The special number will still retain the format of registration numbers as indicated above.
- G. The approval is valid for one year from the date of issue unless otherwise revoked, suspended or amended.

7.3 RENEWAL OF RPAS REGISTRATION

In accordance with GCADs Part 28 Subsection 28.7(3), the period of validity for the RPAS Registration Certificate and Approval shall be One (1) year unless otherwise determined by the Authority. On expiry of the validity, the renewal process is as follows:

- A. The applicant shall apply using Application Form **R28-AF-003 (See Appendix B)**. If owned by a company, a Cover Letter on company letterhead shall be attached to the form indicating intent to renew the RPAS registration. This letter shall be addressed as follows:

**The Director-General
Ghana Civil Aviation Authority,
Kotoka International Airport
Accra – Ghana**

The letter must Attention: **Director, Safety Regulation** and shall be signed by an Accountable Executive. The originals of the Registration Certificate, Approval Letter and Certificate of Airworthiness (if applicable) shall be attached to the application.

- B. The applicant shall pay the requisite charges as per the **Scheme of Charges (See Appendix C)**.
- C. A valid Safety Course Certificate of Completion shall be presented.
- D. For large RPAS, evidence of adherence to manufacturer's maintenance instructions shall be presented.
- E. The RPAS registration shall be renewed on the National RPAS Database
- F. A Letter of Approval and renewed registration certificate shall be issued by the Authority. The Registration Certificate shall be printed on GCAA Security Sheet.

7.4 DE-REGISTRATION OF RPAS

In a case where a GCAA registered RPAS is damaged beyond repair or is to be exported permanently out of the country, the RPAS shall be de-registered as follows:

- A. The applicant shall apply using Application Form **R28-AF-013 (See Appendix F)**. If owned by a company, a Cover Letter on company letterhead shall be attached to the form indicating intent and reason for de-registration. This letter shall be addressed as follows:

**The Director-General
Ghana Civil Aviation Authority,
Kotoka International Airport
Accra – Ghana**

The letter must Attention: **Director, Safety Regulation** and shall be signed by an Accountable Executive. The originals of the Registration Certificate, Approval Letter and Certificate of Airworthiness (if applicable) shall be attached to the application.

If the RPAS shall be exported, a completed Application Form **R28-AF-002 (See Appendix G)** shall be attached to the above.

- B. GCAA shall de-register the RPAS in its database.
- C. A Letter or Notice of de-registration shall be issued to the applicant.

- D. If the RPAS is to be exported, the Authority shall also issue a Letter of Export for the RPAS.

SECTION 8 LIST OF APPENDICES

8.1 APPENDIX A – GCAA FORM R28-AF-001 (APPLICATION TO IMPORT RPAS)

FORM R28-AF-001



APPLICATION TO IMPORT REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)

(PLEASE WRITE IN BLOCK LETTERS)

1. Name of Importer:
2. Name of Owner/Company:
3. Country of Departure:
4. Nationality of Importer:
5. Contact Details (Importer):
 - a) Phone/Cell:
 - b) Email:
 - c) Ghana Residential Address/GhanaPostGPS Address:
6. Make, model and serial number of RPAS:
7. Purpose of RPAS:
8. Date of Arrival:
9. Duration of Stay in Ghana:

Please attach copy of biodata of passport

Date:

Signature:

1 of 1

8.2 APPENDIX B – GCAA FORM R28-AF-003 (APPLICATION TO REGISTER RPAS)

FORM R28-AF-003

**APPLICATION FOR USE OF REMOTELY PILOTED AIRCRAFT
SYSTEMS (RPAS)**

(PLEASE WRITE IN BLOCK LETTERS)

1.Name of Owner/Company:

2.Nationality:

3.Contact Details:

a) Phone/Cell:

b) Email:

c) Ghana Residential Address/GhanaPostGPS Address:

4.Make, model and serial number of RPAS:

5.Purpose of RPAS:

Please attach copy of biodata page of passport, any other national I. D. or Business
Registration Certificate as applicable

Date:

Signature:

8.3 APPENDIX C –RPAS SCHEME OF CHARGES

1 SCHEME OF CHARGES

The scheme has been divided into two groups – small and light RPAS as group one, and large RPAS as group two. Group two has further been divided into two subgroups – Fixed Wing and Rotary. Due to the wide ranging weight classifications of large RPAS, the large RPAS have been divided into three broad weight classifications.

1.1 Fixed Wing

From 7kg to 500kg - Group A

From 501kg to 2499kg - Group B

From 2500kg to 5699kg - Group C

From 5700kg and above, the charges levied will be as manned aviation.

1.2 Rotary Wing

From 7kg to 500kg - Group A

From 501kg to 1499kg - Group B

From 1500kg to 3174kg - Group C

From 3175kg and above, the charges levied will be as manned aviation.

The Tables below break down the charges for the various items. All charges are in US dollars.

SCHEME OF CHARGES (ALL CHARGES IN USD)

ITEM	SMALL & LIGHT RPAS	LARGE RPAS		
		GROUP A	GROUP B	GROUP C
REGISTRATION CERTIFICATE				
Initial and Renewal of Registration Certificate	20	30	60	80
Amendment of Registration Certificate	10	15	30	40
Special RPAS Registration	40	60	120	160
Deregistration of RPAS	15	20	45	60
RPAS LETTER OF APPROVAL				
Letter of Approval (Private Local Operators)	10	15	30	40
Letter of Approval (Private Operations by Foreign Company)	200			
Letter of Approval (Commercial Operations by Foreign Company)	1500			
Amendment of Letter of Approval	5	7	15	20
Economic Regulation Fee (Foreign Commercial Operators)	1000/per month			
TYPE CERTIFICATION				
Initial and Renewal of Certificate of Airworthiness	100	150	300	400
Type Acceptance	100	150	300	400
Amendment of C of A	30	45	90	120
Initial and Renewal of Experimental Certificate of Airworthiness	N/A	300	600	800
RPAS OPERATING CERTIFICATE				
ROC Initial and Renewal	110	165	330	440
New RPAS Type Inclusion	30	45	90	120
Amendment of ROC	30	45	90	120
MANUAL REVIEW				
Manual up to 20 pages	40			
21 pages and above. Price per page	2			
100 pages	200			
100-200 pages	300			
Above 200	400			

SCHEME OF CHARGES (CONT'D)

ITEM	SMALL & LIGHT RPAS	LARGE RPAS		
		GROUP A	GROUP B	GROUP C
AERODROME CERTIFICATE				
Initial and Renewal of Aerodrome Certificate	100	150	300	400
Amendment of Aerodrome Certificate	30	45	90	120
OTHER AUTHORISATIONS				
Initial and Renewal of Approval for above 400ft and BVLOS	110	165	330	440
Initial and Renewal of Approval per Special Authorisation	60	90	180	240
FLIGHT CREW				
Initial and Renewal of Pilot Licence	30	45	90	120
Testing for Pilot Licence (Written and Skill)	20	30	60	80
Initial and Renewal of Instructor Rating (in addition to Pilot Licence)	10	15	30	40
Addition of a rating in Pilot or Instructor Licence	10	15	30	40
Amendment of Pilot or Instructor Licence	10	15	30	40
RPAS MAINTENANCE ENGINEER				
Initial and Renewal of RME licence	30	45	90	120
Testing for RME (Written and Skill)	20	30	60	80
Addition of a Rating RME	10	15	30	40
Amendment of RME Licence	10	15	30	40
RPAS TRAINING ORGANISATION				
RTO Issue and Renewal	300	450	900	1200
Amendment of RTO Certificate	100	150	300	400
Added Rating on RTO Certificate	150	225	450	600
Reissue/Duplicate Certificate/Licence/Approval – (50% of original price)				0
OTHERS				
Importation	20	30	60	80
Exportation	20	30	60	80
Approval to Sell	100	150	300	400
Services for which no fee has been set out, the following fee will apply	30/per hour			

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8.4 APPENDIX D – GCAA FORM RP-004 (CONCEPT OF OPERATIONS)**GHANA CIVIL AVIATION AUTHORITY**

JOB AID RP-004
Concept Of Operations (CONOPS)

Date		Control #	
Action #		Record ID#	
Inspector(s) Name & ASI #		Org Identifier	
Location		Project#	
Action Taken		RPAS REG. #	

IF OPERATOR OR APPLICANT SELECTS YES TO ANY OF THE ITEMS BELOW, A SUBMISSION OF CONOPS SHALL BE REQUIRED.				
REFERENCE		DESCRIPTION	YES	NO
	1	Is the MTOW of RPA for the operation greater than 7kg		
	2	Is the RPAS operation meant for commercial purposes		
	3	Will the RPAS operation require a special authorisation as captured in GCAD Part 28		
	4	Is the RPAS operation considered as a BVLOS		
	5	Will the RPAS operation involve flights above 400ft A.G.L.		
	6	Will the RPAS operation involve flights within 10km radius of a helipad/airport if there is a published Instrument Flight Procedure (IFP) and 5km radius of a helipad/airport if there is no published IFP		
	7	Will the RPAS operation involve flights closer than 30m (98ft) to vehicles, boats, buildings or people not in the Operator's control or without explicit permission from the relevant persons or owners		
	8	Will the RPAS operations involve flights over any populous area such as beaches, other people's backyards or heavily populated parks		

8.5 APPENDIX E – GCAA FORM R28-AF-012 (APPLICATION FOR CHANGE OF OWNERSHIP)

FORM R28-AF-012

**APPLICATION FOR CHANGE OF OWNERSHIP OF REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)**

(PLEASE WRITE IN BLOCK LETTERS)

1. Name of Current Owner:

2. Name of New Owner:

3. Nationality of New Owner:

4. Contact Details of New Owner:

1. Phone/Cell:

2. Email:

3. Ghana Residential Address/GhanaPostGPS Address:

5. Make, model and registration number of RPAS:

6. New Intended Purpose of RPAS:

Please attach copy of biodata page of passport or any other national I. D. of new owner

Date:

Signature:

8.6 APPENDIX F – GCAA FORM R28-AF-013 (APPLICATION FOR DE-REGISTRATION OF RPAS)

FORM R28-AF-013

**APPLICATION FOR DEREGISTRATION OF REMOTELY PILOTED
AIRCRAFT SYSTEMS (RPAS)**

(PLEASE WRITE IN BLOCK LETTERS)

1. Name of Owner:

2. Nationality:

3. Contact Details:

1. Phone/Cell:

2. Email:

3. Ghana Residential Address/GhanaPostGPS Address:

4. Make, model and serial number of RPAS:

5. Reason for Deregistration of RPAS:

Please attach all relevant documents

Date:

Signature:

8.7 APPENDIX G – GCAA FORM R28-AF-002 (APPLICATION FOR EXPORT OF RPAS)

FORM R28-AF-002

**APPLICATION TO EXPORT REMOTELY PILOTED AIRCRAFT
SYSTEMS (RPAS)**

(PLEASE WRITE IN BLOCK LETTERS)

1. Name of Exporter:

2. Name of Owner/Business:

3. Country of Destination:

4. Nationality of Exporter:

5. Contact Details (Exporter):

a) Phone/Cell:

b) Email:

c) Ghana Residential Address/GhanaPostGPS Address:

6. Make, model and serial number/registration of RPAS:

7. Purpose of Exportation of RPAS:

8. Date of Departure:

9. Duration of Stay Outside Ghana:

10. Deregister RPAS: YES ☐ NO ☐

Please attach copy of biodata page of passport and all other relevant documents

Date:

Signature:

End of Advisory Circular