



# GHANA

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## CIVIL AVIATION AUTHORITY

### PROCEDURES FOR DRONE USE DURING THE 13TH EDITION OF THE ALL-AFRICA GAMES, ACCRA-GHANA

#### 1 PURPOSE

This procedure is to provide guidance to the Local Organising Committee (LOC) and other stakeholders on the use of drones during the 13th Edition of the All Africa Games to be held in Accra, Ghana.

#### 2 APPLICABILITY

All drone operators who have received prior approval from the Local Organising Committee (LOC) in writing.

#### 3 ABBREVIATIONS

ATC	-	Air Traffic Control
GCAA	-	Ghana Civil Aviation Authority
GCAD	-	Ghana Civil Aviation Directives
LOC	-	Local Organising Committee

#### 4 CONSIDERATIONS

- a) The Ghana Civil Aviation Directives (GCADs) on drone use, enforces a no-fly zone of 10 km radius around the Kotoka International Airport.
- b) As per GCADs Part 28, no one shall fly a drone in a no-fly zone without first obtaining prior approval.
- c) As per GCAD Part 28, no one shall operate a drone in a populated area without first obtaining prior authorisation to embark on such an operation.
- d) In accordance with GCAD Part 28, no person shall import a drone without the written approval of the Authority.
- e) No drone shall be operated at a height greater than the tallest structure in the vicinity of the stadium.
- f) No drone shall be operated above 400ft AGL without first obtaining prior approval.



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### 5 REQUIRED DOCUMENTS

All persons who wish to operate a drone during the Games shall be required to have the following documents:

- a) A drone pilot's licence issued by the Civil Aviation Authority of their country of origin.
- b) A minimum of a Third-Party Liability Insurance from a recognised insurance company which shall be valid during the duration of the Games.
- c) A written approval from the LOC authorising the drone operator to use a drone during the Games.

### 6 IMPORTATION OF DRONE

- a) An applicant who meets all the above criteria shall apply using **Application Form R28-AF-001**, herein attached.
- b) The required documentation as captured in paragraph 5 above, shall be attached to the Application Form.
- c) The applicant shall attach a copy of the biodata of the passport.
- d) The applicant shall pay the requisite charges as per GCAA's Scheme of Charges.  
*Note: These charges are paid to the GCAA and have no bearing on the charges that may be levied by Ghana Revenue Authority.*
- e) After successful review of the application, the Authority shall issue a Clearance Authorization Letter to Ghana Revenue Authority for the purpose of clearing the drone through Customs.
- f) The drone shall be returned to its country of origin after completion of the Games.
- g) Payments can be made either at the Head Office of GCAA or via GCAA's local or foreign account. The account information is available upon request.

### 7 REQUIREMENTS FOR A DRONE NOT MEETING THE REQUIREMENTS OF PARAGRAPH 6

- a) For a drone that is already in Ghana or a drone that will not be sent back to its country of origin after the Games, the following conditions shall apply:
- b) The drone shall bear registration markings issued by the GCAA. The registration markings shall be preceded by "9GR -".
- c) The operator shall have in his possession, a current Registration Certificate of the drone and which shall be registered in the Private or Commercial Category.
- d) A drone Registration Certificate in the Recreational Category shall not be permitted to operate in the vicinity of the Games.
- e) The applicant shall meet the requirements of paragraph 5 – Required Documents.



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### 8 RESPONSIBILITIES OF THE LOC

The LOC shall be responsible for the following:

- a) The LOC shall ensure that everyone who operates a drone at the vicinity of the Games shall be in possession of the appropriate and required documentation.
- b) The LOC shall ensure that, prior to the operation of a drone, the drone operator places a call to ATC on the following number:  
**0303956857**  
This is to ensure that the drone operations shall not interfere with any manned aircraft in the vicinity.
- c) The LOC shall notify the GCAA immediately following any safety occurrence involving a drone.
- d) The LOC shall refuse or apprehend anyone who operates a drone in the vicinity of the Games without meeting the requirements stated above and report such persons to the GCAA.

### 9 CONTACT

All enquiries can be made to the following:

Email: [rpas@caa.com.gh](mailto:rpas@caa.com.gh)

WhatsApp or Telegram: +233 (0) 54 317 5578

*Ghana Civil*  *Aviation Authority*

**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: