



**REMOTELY PILOTED AIRCRAFT SYSTEM (RPAS)  
REMOTE REGISTRATION RENEWAL PROCESS**

**SECTION 1 GENERAL**

**1.1 PURPOSE**

This Advisory Circular (AC) provides guidance to individuals and organizations regarding the remote renewal procedure and process generally applied by the Ghana Civil Aviation Authority (GCAA) for Small and Light Remotely Piloted Aircraft Systems.

**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 – GCAD Part 28.6(1)**
- **No person shall fly an RPAS without a Permit issued by the Authority – GCAD Part 28.7(1)**
- **The Permit shall be renewed by the Authority on an annual basis from the date of issuance GCAD Part 28.7(3).**

C. Through the renewal 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.
5. Ensures that the holder has maintained the necessary qualifications and remains in compliance with current directives

**1.4 APPLICABILITY**

The guidance in this AC is applicable to the following:

A. Operators of small or light drones/ RPAS

## 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 28-008 RPAS Registration Process
2. International Civil Aviation Organization (ICAO)
  - ICAO Manual on Remotely Piloted Aircraft Systems (RPAS) (Doc 10019)

## 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 renewal process.

- 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 28.6 (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 28.6 (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 28.6 (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 Part 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 Part 28.9(3)** No person shall pilot a large RPAS or an RPAS with type certificate without having obtained a remote pilot license 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. Small and Light RPAS are limited to within VLOS Operations as specified in GCADs Part 28.6 (4).

## SECTION 3 APPLICATION PROCEDURE AND PROCESSING

### 3.1 RENEWAL PROCESS FOR RECREATIONAL OPERATIONS (SMALL AND LIGHT RPAS)

In accordance with GCADs Part 28.1(17), no person shall operate an RPAS without the written approval of the Authority. The renewal process may only be completed within a month before the date of expiration. The procedure for renewal for Recreational Use is as follows:

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

**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.**

- B. The applicant shall pay the requisite charges as per the Scheme of Charges (See Appendix B). The amount payable shall be based on the number of years elapsed. This means if the registration expires for, say, 2 years, the arrears as well as the current registration will be required to be paid. **(See Appendix C for remote payment details).**

- C. A valid Safety Course Certificate of Completion shall be presented. If the certificate has expired, the course can be retaken with the link: <https://www.gcaa.com.gh/dexam/>. The name specified on the Safety Course Certificate should correspond with the name recorded on the original registration certificate.

**Note 2: The documents required along with a proof of payment may be submitted to the following email address as an option for remote application: [rpas@caa.com.gh](mailto:rpas@caa.com.gh)**

- D. The application shall be reviewed by the Authority before the approval is granted.
- E. The RPAS shall be renewed on the National RPAS Database
- F. A Letter of Approval and a renewed registration certificate shall be issued by the Authority. The Renewed Approval Certificate shall be printed on GCAA Security Sheet and distributed through the e-mail address provided in the application form.
- G. The renewal is valid for one year from the date of issue unless otherwise revoked, suspended or amended.

### 3.2 RENEWAL PROCESS FOR PRIVATE AND COMMERCIAL OPERATIONS (SMALL AND LIGHT RPAS)

In accordance with **GCADs Part 28.1(17)**, no person shall operate an RPAS without the written approval of the Authority. The renewal process may only be completed within a month to the date of expiration. The procedure to for renewal is as follows:

- A. The applicant shall apply using Application Form **R28-AF-003 (See Appendix A)**. 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. As specified on the application form, a copy of a valid ID Card of the designated personnel responsible (Passport Biodata, National ID, Voters or Drivers' License) shall be attached.

- B. The applicant shall pay the requisite charges as per the Scheme of Charges (See Appendix B). The amount payable shall be based on the number of years elapsed. This means if the registration

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expires for, say, 2 years, the arrears as well as the current registration will be required to be paid. **(See Appendix C for remote payment details).**

- C. A valid Safety Course Certificate of Completion shall be presented. If the certificate has expired, the course can be retaken with the link: <https://www.gcaa.com.gh/dexam/>. This certificate should bear the name of the company's representative.

**Note 1: The documents required along with a proof of payment may be submitted to the following email address as an option for remote application: [rpas@caa.com.gh](mailto:rpas@caa.com.gh)**

**Note 2: If a company representative already has a Remote Pilot Licence, a copy of that licence shall be added instead of the Safety Course Certificate**

**Note 3: The company representative shall attach proof of employment with the company**

- D. The application shall be reviewed by the Authority before the approval is granted.
- E. The RPAS shall be renewed on the National RPAS Database
- F. A Letter of Approval and a renewed registration certificate shall be issued by the Authority. The Renewed Approval Certificate shall be printed on GCAA Security Sheet and distributed through the e-mail address provided in the application form.
- G. The approval is valid for one year from the date of issue unless otherwise revoked, suspended or amended.

**Note 1: 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 4 LIST OF APPENDICES**

### **4.1 APPENDIX A – GCAA FORM R28-AF-003 (APPLICATION TO REGISTER RPAS)**

Please access the current document at:

<https://www.gcaa.com.gh/web/wp-content/uploads/2024/RPAS/Application-for-RPAS-Registration-Form-R28-AF-003-24.pdf>

### **4.2 APPENDIX B –RPAS SCHEME OF CHARGES**

Please access the current document at:

<https://www.gcaa.com.gh/web/wp-content/uploads/2023/RPAS/2.%20RPAS-SCHEME-OF-CHARGES.pdf>



**4.3 APPENDIX C –RPAS PAYMENT CHANNELS**  
*(Note: Please verify currency of information before use)*



**G.C.A.A-HEAD OFFICE**  
ZENITH MERCHANT CODE: 3211



**TERMINAL ID**

3	1	1	1	0	4	1	4	6	7
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**SCAN AND PAY**

**PAYMENT CHANNELS**



**Zenith Bank Customers** Dial **\*966\*3#** and select Merchant Code or GhQR payment

**Other Banks' Customers** Dial your Bank's USSD / Shortcode and follow the prompts to effect payment



**Note 1: This payment system is for Ghana cedis only. The current equivalent in cedis may be obtained from the DroneGH Telegram platform or by placing a call on 0302776171 to the Ghana Civil Aviation Headquarters Cash Office.**

**BANK DETAILS ARE AS BELOW**  
**CURRENCY-GHS LOCAL CURRENCY**

1. **Beneficiary** : Ghana Civil Aviation Authority  
**Bankers** : CONSOLIDATED BANK GHANA  
**Account Number** : 1718227100001
  
2. **Beneficiary** : Ghana Civil Aviation Authority  
**Bankers** : STANBIC BANK GHANA  
**Branch** : STANBIC HEIGHTS  
**Account Number** : 9040003115938  
**Swift Code** : SBICGHAC

**CURRENCY-US DOLLAR**

3. **Beneficiary** : Ghana Civil Aviation Authority  
**Bankers** : ECOBANK GHANA LTD  
**Account Number** : 3441001381027
  
4. **Beneficiary** : Ghana Civil Aviation Authority  
**Bankers** : GHANA COMMERCIAL BANK  
**Account Number** : 1271620011052
  
5. **Beneficiary** : Ghana Civil Aviation Authority  
**Bankers** : ZENITH BANK  
**Account Number** : 6040149140

*End of Advisory Circular*