



ADVISORY CIRCULAR

NIGERIA CIVIL AVIATION AUTHORITY

NCAA-AC-GEN007

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THE FIVE PHASE PROCESS CERTIFICATION FOR REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATOR CERTIFICATE (ROC)

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1.0 PURPOSE

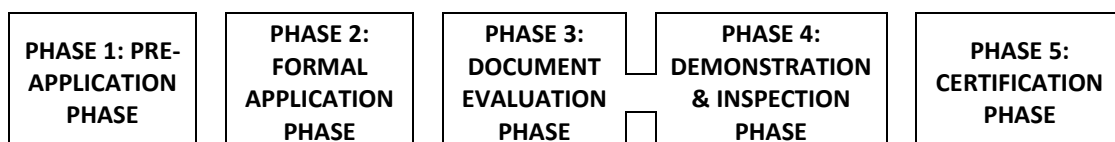
This Advisory Circular (AC) is issued to provide general information and guidance to applicants for the certification and approval of organizations and operators of RPAs in compliance with the Civil Aviation Regulations.

2.0 REFERENCES

- 2.1 Regulations Part 21 & IS 21.5.2.1 of the Nigeria Civil Aviation Regulations.
- 2.2 Regulations 10.8.1.1 of the Nigeria Civil Aviation Regulations.

3.0 THE CERTIFICATION AND APPROVAL PROCESS

- 3.1 The following certification and approval process provides for a continuous interaction, from the applicant's initial enquiry to the issue or denial of the requested certificate/approval by the Authority. It requires that the applicant's proposed programmes, systems, arrangements, facilities, documentations, personnel and intended methods of compliance are thoroughly reviewed, evaluated and tested.
- 3.2 There are five phases in the process for the remotely piloted aircraft systems operator and organisation certification and approvals respectively. Each phase is described in sufficient detail to provide a general understanding of the entire process. (See Appendix for a detail flow chart of the entire certification or approval process). During certification, the process is followed in sequence in the order indicated below. In order to move to the next phase the preceding phase must be completed successfully.



4.0 PHASE 1: PRE-APPLICATION PHASE

4.1 Pre-application Statement of Intent (PASI)

- 4.1.1 The PASI Form: AC-AW-061E will be used to evaluate the complexity of the proposed operation. The certification process will be regarded as a project. This allows the establishment of the certification team based on the complexity of the certification. The assigned Certification Project Coordinator (CPC) will be designated as the principal spokesperson for the Authority during the certification process.
- 4.1.2 An applicant should conduct a thorough review of the Civil Aviation Regulations and other applicable regulations and advisory circular materials to gain meaningful insight into personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the PASI, how these requirements will be met.

Note: Submission of the PASI form by the applicant indicates intent to initiate the certification process.

5.0 Phase 2 - Formal Application Phase

5.1 During this phase, the applicant is required to submit the formal application Form AC-AWS-061F along with other documentation, these will be discussed as follows:

- a) **Documentation and Manuals:** The applicant is required to submit the documentations and manuals to be used in compliance with the relevant regulations and requirements for the applicable operations. The manuals include Operations Manual and Maintenance Control Manual.
- (b) **Compliance Statement:** The compliance statement will ensure that all applicable regulatory requirements are addressed during the certification process. This is done by listing each applicable Civil Aviation Regulations section, in numerical sequence. After each listed regulation, there must be a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. The statement of compliance must be reviewed to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

5.2 Personnel Requirements

5.3 Personnel requirements will include among others;

- a) Key personnel:
 - i. Accountable Manager
 - ii. Head of Operations (Chief Pilot)
 - iii. Head of Maintenance
- b) Their qualifications
- c) Training requirements

5.4 Applicable fees

The applicant will be required to pay a statutory fee to the Authority.

6.0 PHASE 3: DOCUMENT EVALUATION PHASE

- The NCAA will complete a thorough review of the manuals
- If a manual is incomplete or deficient, or if non-compliance with the regulation or safe operating procedures is detected, the manual will be returned for corrective action.
- If the manuals are satisfactory, they will be "approved" or "accepted" as required by the regulations.
- A fully completed Statement of Compliance must also be submitted with the manuals.

6.1 SECURITY CLEARANCE CERTIFICATE / END-USER CERTIFICATE

Prior to importation of RPAS/UAVs to be utilized for any commercial operation in the country, an applicant will be required to undergo a security screening at the Office of the National Security Adviser (ONSA) to obtain a Security Clearance and End-User Certificates.

Note: *The applicant must formally notify the Authority after it has obtained the EUC and Security Clearance.*

7.0 PHASE 4: DEMONSTRATION AND INSPECTION PHASE

The applicant will be formally notified in writing whether the formal application and security clearance has been cleared or not cleared.

- After approval or acceptance has been given to all the required documentation, the applicant will enter the "Demonstration and Inspection phase".
- In this phase, the applicant will need to demonstrate its ability to comply with regulations, the company operations manual and safe operating practices.
- The demonstration and inspection phase includes onsite evaluations of all policies, procedures, methods and instructions as described by the regulation and operations manual and Maintenance Control Manual.
- Depending on the intended operations, the inspector may specify what he/she would like to see demonstrated.
- The demonstration is particularly important for those operators applying for "Special Approvals from the Authority", for example: to operate at night.

8.0 PHASE 5: CERTIFICATION PHASE

- Once phase four is completed, the DG will issue the applicant with RPAS Operating Certificate (ROC) as well as the Conditions and Limitations.
- The Conditions and Limitations will contain authorization, limitations and provisions applicable to the operation.
- The certificate holder is responsible for continued compliance with the regulations, authorization, limitations, and provisions of its certificate and operational specifications.
- The NCAA is responsible for conducting a twice a year conformity audit and spot inspections of the operator's operation to ensure continued compliance with the regulations and safe operating procedures.

9.0 CERTIFICATION VALIDITY

Certificates are issued up to a 3-year period after initial certification or renewal. The certificate remains valid so long as the established standards at certification are maintained and complied with. Violation of any part of the regulation or standards at certification will result in the revocation of the applicant's ROC.