



# Unmanned Aerial Systems - Drones

## Procedures

<i>Doc control no:PRSG32.2</i>		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	FF	Version number:	1	Issue Date:	May 18

## Introduction

Due to their size and use of high-speed rotors, UASs can be dangerous if not operated safely. Accidents and incidents associated with their use have increased in recent years resulting in serious injuries and deaths.

The Civil Aviation Authority defines the requirements for safe operation and management of Unmanned Aerial Systems (UAS). These Procedures enable University staff and students to meet these requirements.

### Procedures for operating and managing UAS activities

These Procedures form part of the Standard on UASs and as such **MUST** be followed and will be audited against.

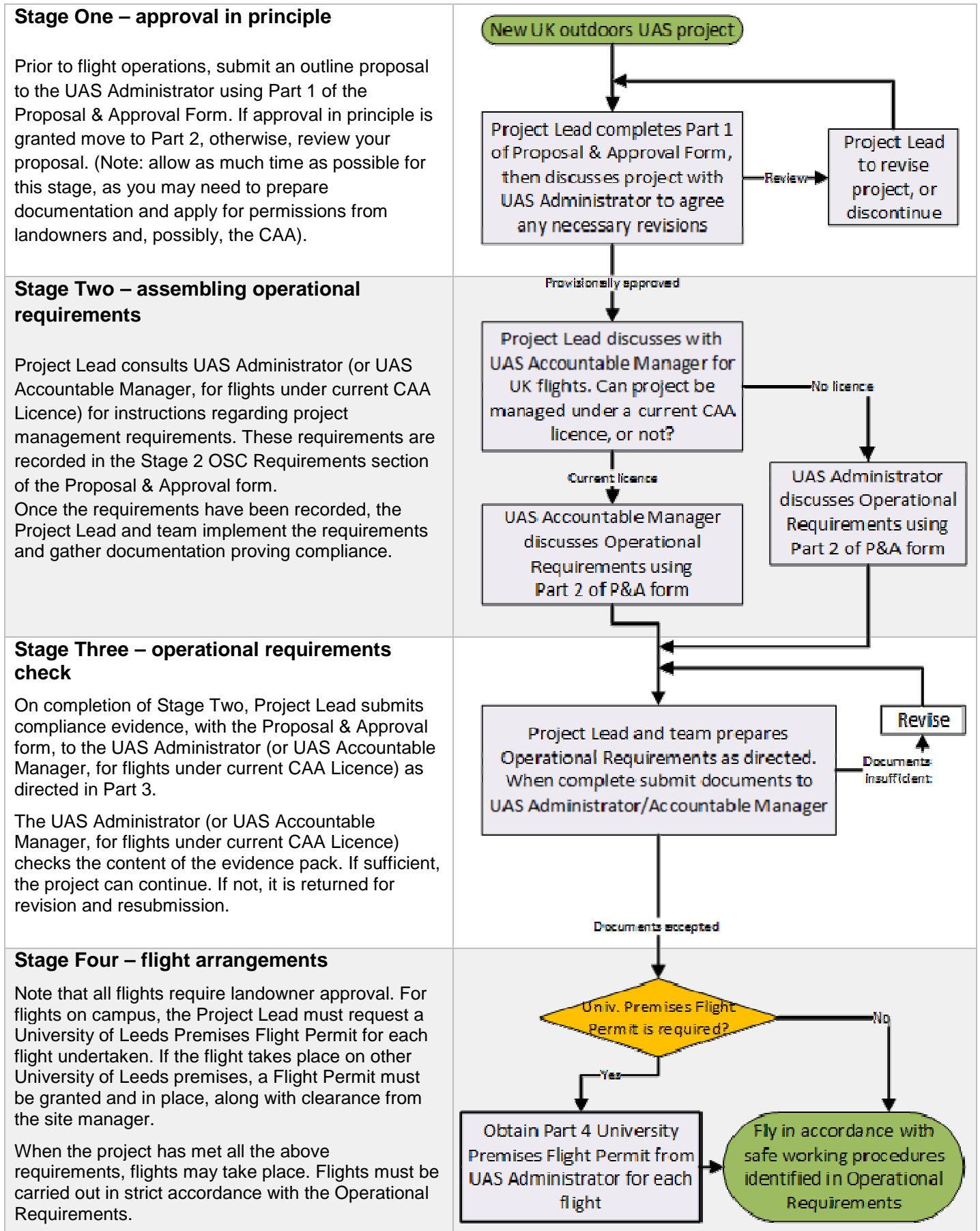
### Acronyms and abbreviations

- UAS - Unmanned Aerial Systems (Drones)
- UAV – Unmanned Aerial Vehicle
- GPS – Geographical Positioning System
- CAA – Civil Aviation Authority
- SUA – Small Unmanned Aircraft
- SUSAS - Small Unmanned Surveillance Aircraft
- OSC - Operating Safety Case
- NQE - National Qualified Entity
- CCTV – Closed Circuit Television
- UPFP – University Premises Flight Permit
- UAS OSC - Unmanned Aerial Systems Operational Safety Case

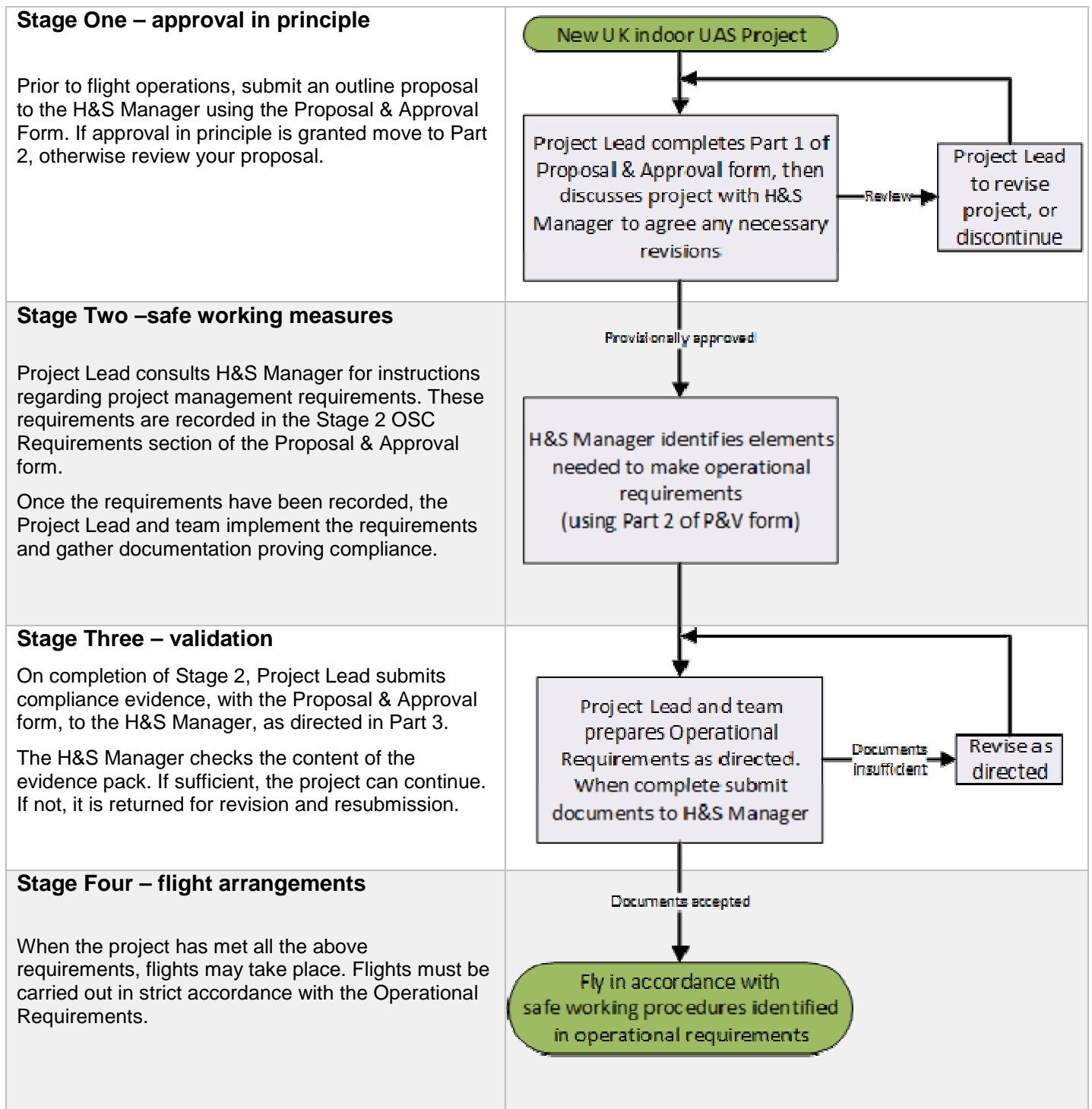
### Index

- Procedure 1 - UAS flights outdoors in the UK
- Procedure 2 - UAS flights indoors in the UK
- Procedure 3 - UAS flights outside the UK
- Procedure 4 - UAS flights on University of Leeds premises by third parties

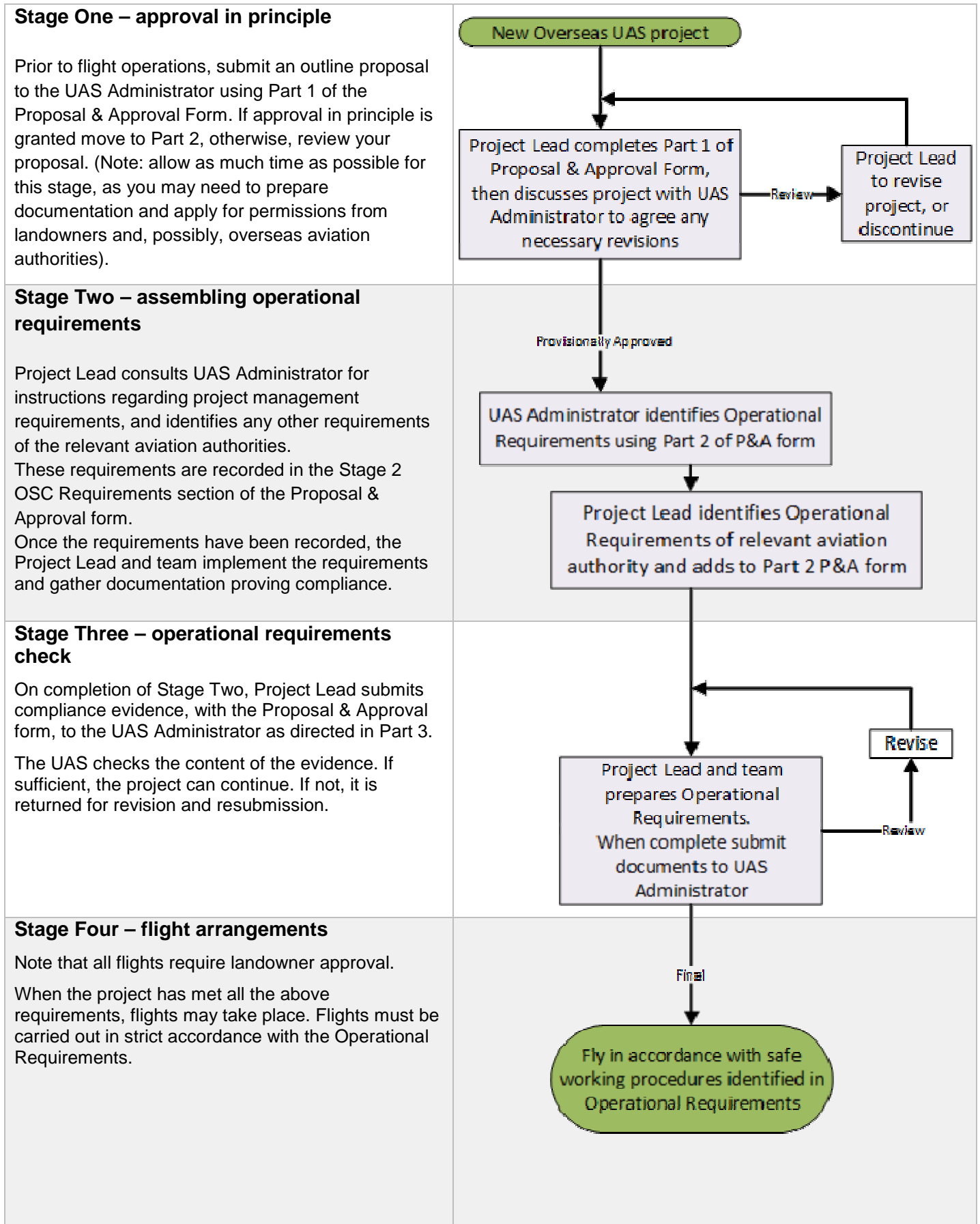
# Procedure 1 - UAS flights outdoors in the UK



## Procedure 2 - UAS flights indoors in the UK



# Procedure 3 – UAS flights outside the UK



# Procedure 4 - UAS flights on University of Leeds premises by a Third Party

## Stage 1 – gathering project information

When a Third Party wishes to fly a UAS on University of Leeds premises, there must be a member of University personnel liaising with the third party. This liaison person must begin the process of project approval by requesting copies of the following from the third party:

- CAA licence
- Risk assessment covering the project
- Proof that the pilot in charge of the flight has undergone training to NQE standard

## Stage 2 – approval in principle

When documents are assembled, the liaison person submits them to the UAS Administrator, and requests flight approval in principle. If approval is withheld, reasons will be given, along with an indication of how the Third Party might revise their project plan or documentation, should they still wish to continue with the project.

## Stage 3 – flight arrangements

Once Stage 2 approval is acquired, the Liaison person requests a University of Leeds Premises Flight Permit. When the project has met all the above requirements, flights may take place. Flights must be carried out in strict accordance with the Operational Requirements.

