



**GOVERNMENT OF INDIA**

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**

**DRONE TRAINING CIRCULAR 01 OF 2022**

**E-File No. DGCA-31018/3/2022-DRONE-Dte**

**Dated 15 February 2022**

**Subject: Authorisation of Remote Pilot Training Organisation**

**1. Introduction**

- 1.1. A Remote Pilot Training organization (RPTO) is an organization authorised by the Directorate General of Civil Aviation to impart Remote Pilot Training to any individual seeking for a Remote Pilot Certificate under Rule 34 of Drone Rules 2021.
- 1.2. This Circular is issued under the provisions of the Rule 38, 39, 41 and Rule 47 of the Drone Rules, 2021.

**2. Acronyms**

BVLOS	–	Beyond Visual Line of Sight Operation
Cat	–	Category
DSP	–	Digital Sky Portal
MTOW	–	Maximum Take of Weight
RPTO	–	Remote Pilot Training Organisation
TPM	–	Training and Procedure Manual
UAS	–	Unmanned Aircraft System
UIN	–	Unique Identification Number
VLOS	–	Visual Line of Sight Operation

**3. Applicability & Scope**

- 3.1. Provisions of this circular are applicable to any person seeking authorisation for imparting Remote Pilot Training in India.

**4. Categorisation of RPTO**

- 4.1. Cat-1 [VLOS] – For imparting training for VLOS Operation as per the Cat-1 syllabus specified in DTC 02 of 2022.
- 4.2. Cat-2 [BVLOS] – For imparting training for BVLOS Operation as per the Cat-2 syllabus specified in DTC 02 of 2022

## 5. Eligibility

- 5.1. An Individual, company, a firm, an association of persons, a body of individuals, a local authority, the Central Government, the State Government and any legal entity, whether incorporated or not.

## 6. Minimum Requirements

### 6.1. Facility / Infrastructure/Personnel Requirements

#### **For batch size up to 20 Trainees**

Operations Type	Instructor	No. of UAS / class /category	No. of Simulator	No. of Class room	Total Area of the class room for ground classes	Total land area for flying classes ( <i>Upto Medium Class</i> )
Cat-1 [VLOS]	02	02	02	01	300 Sq.Ft.	A-200mx100m R-60mx60m H- 200mx100m
Cat-2 [BVLOS]	02	02	02	01	300 Sq.Ft.	A-200mx100m R-60mx60m H- 200mx100m <i>(Additional airspace for performing BVLOS operations should also be available)</i>

\* A-Aeroplane, R-Rotorcraft, H-Hybrid

#### **NOTE:**

- 1) The prescribed ground class area is for a batch of 20 students trained in physical mode
- 2) For online ground class, a larger batch can be trained but the batch shall never exceed 30 trainees
- 3) The prescribed flying area is for providing flying training on a single drone at a time.
- 4) For providing simultaneous training of more than 1 drone, the minimum flying area should be increased proportionately.
- 5) For higher batch size, a ratio of [Drone : Instructor : Trainees] shall be [1:1:10].
- 6) In case an RPTO is seeking approval for both Cat - 1 & Cat - 2, then the larger infrastructure requirements amongst Cat - 1 or Cat - 2 shall be applicable.
- 7) The requirements for Large class of UAS/Drones will be issued separately.

### 6.2. Personnel Requirements, their duties & responsibilities:-

#### a) **Accountable Manager/ Head of Organisation**

- To ensure that the RPTO functions in accordance with the relevant Rules & regulations and conditions specified in Authorisation Certificate.
- To provide human and material resources to meet the needs of RPAS training.

- Maintaining integrity of record and documents i.e. protection from alteration and removal etc. and provide the same to DGCA as and when required.
- To implement advisories and instructions of DGCA and other regulatory authorities.
- Accountable Manager shall be responsible to ensure that within seven days of successful completion of the training the application in Form D-4 is applied on eGCA along with the applicable fee.
- Mandatory reporting of incident/ accident as per the extant Rules.
- To notify DGCA regarding change of Key personnel such as Accountable Manager/ Head of Organisation, Instructors etc. within 7 working days.
- Accountable Manager shall ensure that all the Drones in the RPTO are insured for third party damages.

**b) Training Instructors/ Examiners:-**

- The Instructor should have successfully undergone DGCA approved train the trainer program on the appropriate category and class.
- The Instructor shall ensure that the Remote Pilot Training is conducted as per the syllabus and in compliance with the Accepted/Approved TPM.
- To ensure UAS operations are conducted in accordance with the extant Acts, Rules, Circulars and Guidelines.
- Instructors shall notify DGCA regarding change of his/her RPTO within 7 working days.

### **6.3. Training & Procedures Manual**

Training and Procedures Manual shall describe the training programmes being offered and the way in which the training organization will conduct its activities. TPM shall provide the management and line personnel with clear guidance on the policy of the training organization as well as the procedures and processes to be followed by them. RPTO shall submit TPM as per DTC 03 of 2022 to DGCA for acceptance/approval. Proficiency Assessment/Testing methodology of Instructors & Trainees shall be incorporated in the TPM.

### **6.4. Training Syllabus**

Proposed Training Syllabus must include the syllabus prescribed by DGCA specific to the Category of Remote Pilot training as per scope of RPTO Approval. (Refer DTC 02 of 2022)

### **6.5. UAS Maintenance Arrangements**

RPTO shall have suitable UAS Maintenance arrangements including but not limited to spares such as propellers, batteries, Motor, etc. to ensure the continued capability as per the scope.

### **6.6. Battery charging and storing facilities**

A Battery Charging station, with the necessary storage and safety measures shall be available as required under the scope approved.

## **7. Procedure for obtaining RPTO Authorisation**

- 7.1. The applicant shall ensure himself that he is meeting the eligibility criteria and has minimum requirements to become an authorised RPTO.
- 7.2. The applicant then shall make an application in Form D-5 through eGCA along with fee of ₹1000. The application should have at least the following:
  - a) Proof of eligibility.
  - b) Details of head of the organisation with proof.
  - c) Details of the organisation with proof.
  - d) Declaration that the proposed Operational base lies in the Green Zone as per Drone Rules, 2021 and provide the Map from DSP. For operations in Yellow & Red Zone, copy of NOC from AAI and Central Government is required.
  - e) Details of infrastructure, facilities, location etc. with proof.
  - f) Details of the unmanned aircraft system to be used for training.
  - g) Details of personnel involved with proof.
  - h) Copy of Training & Procedure Manual.
  - i) Copy of Third Party Insurance
- 7.3. The application shall be made to DGCA at least 60 days prior to intended date of commencement of training.
- 7.4. The applicant may be required to provide additional information sought by DGCA. Therefore, the applicant is advised to check the eGCA regularly.
- 7.5. The applicant should be ready for onsite inspection by the DGCA Team on a mutually agreeable date.

## **8. Procedure for Authorising RPTO**

- 8.1. The scrutinizing officer should scrutinise the documents for eligibility of the applicant and completeness of the documents submitted to DGCA through the eGCA.
- 8.2. The scrutinizing officer may raise a query to the applicant in case of any shortfall or reject the application, as applicable.
- 8.3. The scrutinizing officer may then recommend the application to reviewing officer who will review the application for correctness. The reviewing officer may recommend for formation of team of officers for onsite visit for verification/ correctness of information provided in the application. (Refer Checklist in Annexure –I)
- 8.4. The reviewing officer may directly or through scrutinising officer may raise further shortfall (if any) or recommend for granting authorisation to the approving officer.
- 8.5. The approving officer if found satisfactory may authorise the RPTO or reject as the case may be.

*Note: Overall Authorisation Process Flow Chart is placed at Annexure-II*

## **9. Issuance, Validity & Renewal of Authorisation**

- 9.1. The RPTO which meets the eligibility criteria and has the minimum infrastructure, personnel and equipment requirements, shall be issued with a Certificate of Authorisation through the eGCA. The Certificate of Authorisation to contain at least the following elements:
  - a) Organization's name and location;

- b) Date of issue and period of validity; and
  - c) Terms of Approval/ Privileges
  - d) Category & Type of RPAs with UIN (as applicable)
- 9.2. The Certificate of Authorisation shall be valid for 10 years subject to continued validity of the lease. In case the operational area is under lease/ rent, RPTO is responsible to extend the lease agreement before the expiry of the existing lease and submit it to DGCA proactively. In case of non-compliance, the RPTO authorisation shall be deemed suspended.
- 9.3. Authorisation shall remain valid unless suspended or cancelled.
- 9.4. For renewal of validity of authorisation, a person may make an application online in eGCA. Process of renewal is same as initial application process. The authorised RPTO should apply for renewal at least 60 days before the date of expiry. The period of renewal may be up to a period of 10 years.
- 9.5. Expired authorisation will be treated as fresh application.

## **10. Safety Management System**

- 10.1. RPTO may have a Safety Management System (SMS) in place for managing safety including the necessary organisational structures, accountability, responsibility, policies and procedures.

Note: Guidance on defining safety performance is contained in the Safety Management Manual (SMM) (ICAO Doc 9859).

## **11. Quality Assurance System**

- 11.1. The RPTO may establish a quality assurance system, which ensures that training and instructional practices comply with all relevant requirements. The RPTO is encouraged to have an independent internal auditing mechanism for ensuring their continued validity of authorisation.

## **12. Records**

- 12.1. Each applicant for the issuance of a RPTO Authorisation shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary for the activities listed in the applicant's application.
- 12.2. The organization shall employ administrative staff to maintain a personal record for every student and RPA trainer including but not limited to Individual & RPA Logbooks, digital flight logs of each UAS with embedded date, time and location. Records maintained must be sufficient to provide documentary evidence of each training action and allow the reconstruction of training history including but not limited to replay of digital flight log with embedded date, time and location.
- 12.3. Integrity of the records be ensured by proper protection from alteration or removal. Proper arrangement shall be made to safeguard the records from natural disasters. Organization should also establish system to archive non-active personal records.
- 12.4. An authorised RPTO should ensure that all records are legible; and all records are retained for a period of at least 3 years from the date of the last entry made on that record.

### **13. Changes/ Amendments**

- 13.1. An authorised RPTO when makes a substantial change in personnel, facilities, or UAS or TPM that have been approved/accepted for a particular training programme, shall notify DGCA through eGCA within 7 working days or as soon as practicable of such change and update the same .

### **14. Safety Oversight**

- 14.1 The RPTO Authorisation holder shall provide access to DGCA and any person authorized by DGCA for its facility, equipment and records for inspection at any reasonable time in order to determine the compliance with these regulations.
- 14.2 It will be the responsibility of the organization to ensure that during the period of validity of the approval, the capability of the organization is not degraded in any form.
- 14.3 DGCA shall carry out surveillance to verify the continued compliance of requirements. DGCA officers may carry out spot checks, a sampling method to assess the functioning and to initiate timely preventive measures.

### **15. Suspension or Cancellation or Penalty**

- 15.1. In case of any concealment or misrepresentation of facts to DGCA; or during the course of training activities, if the organization fails to comply with the requirements of Aircraft Act, 1934, The Drone Rules 2021, other applicable Rules, CARs or other regulations issued from time to time; or if the RPTO is found not adhering to the prescribed training syllabus or its approved training and procedure manual, or meeting the terms and conditions specified in the authorisation; then, the authorisation granted to the organization shall be liable to alteration, suspension or cancellation or may levy a penalty in accordance with the Rule 50 & Rule 53 of The Drone Rules, 2021.
- 15.2. In such cases, the Director General, after giving an opportunity of being heard, if satisfied that a person has contravened or failed to comply with the provisions of applicable rules, regulations, circular, or terms of approval/ privileges etc. he may, for reasons to be recorded in writing, cancel or suspend the authorisation or may levy a penalty in accordance with the Rule 50 & Rule 53 of The Drone Rules, 2021.

Sd/-

**(Arun Kumar)**

**Director General of Civil Aviation**

**CHECKLIST****For inspection (surveillance/ audit)/ issuance or renewal of authorisation of Remote Pilot Training Organisation – (RPTO)****Legend for table: Satisfactory(S)/ Unsatisfactory (U)**

(See Rule 38,39 &amp; 41 of the Drone Rules 2021 )

(See Rule 38,39 & 41 of the Drone Rules 2021 )		
<b>INSPECTION OBJECTIVE OF RPTO : <input checked="" type="checkbox"/></b>		
<input type="checkbox"/> Inspection for issuance of authorisation of RPTO		
<input type="checkbox"/> Inspection for renewal of RPTO authorisation		
<input type="checkbox"/> Periodic surveillance for continuous validity of RPTO authorisation		
<input type="checkbox"/> Random/ Spot inspection for continuous validity of RPTO authorisation		
<b>Name of DGCA Officers:</b>		<b>Remarks</b>
1.		
2.		
3.		
<b>Name of Accountable Manager</b>		<b>Remarks</b>
<b>Name &amp; Address of the Organisation</b>		
<b>Date of Inspection/ Surveillance/ Audit</b>		
<b>1. GENERAL</b>		<b>Remarks</b>
1. Scope of training authorized under the organisation's terms of approval		
2. Main operations base site / aerodrome as applicable		
3. Other base of operation site / aerodrome, if any		
4. Proposed base of operation		
5. Existing authorisation number of training organisation (in case of renewal application)		
6. Validity of last approval/ or fresh approval as applicable		
<b>2. BRIEF DETAILS OF THE ORGANISATION</b>		<b>Remarks</b>
1. Name of the organisation		
2. Address of the organisation		
3. Registration number of organisation		
4. GSTIN certificate (optional)		

5. Name of the Director(s) with their DIN							
6. Aadhaar number of one Director							
7. E-mail address of the Director							
8. Mobile number of the Director (linked to the Aadhaar number)							
<b>3. Personnel details</b>							<b>Remarks</b>
1. Name, Address and Contact Details of Accountable Manager (PI attach self-attested copy of Govt. ID)							
2. Details of each instructor (Requirement:-Minimum 2 Instructors for each Category & Class of UAS for batch size of upto 20 students)							
<b>S.No.</b>	<b>Names of RPI</b>	<b>Category</b>	<b>Class</b>	<b>Contact No.</b>	<b>Email ID</b>		
<b>Equipment, Infrastructure and Facilities :-</b>							
<b>4. Part D: Details of UAS (Attach separate sheet if required )</b> (Requirement:-Minimum 2 UAS of each Category & Class for batch size of 20 students)							<b>Remarks</b>
1. Category of UAS				<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid			
2. Sub-category of UAS				<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous			
3. Class of UAS				<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large			
4. Model name							
5. Unique identification number							
6. Unmanned aircraft system specifications							
7. Third Party Insurance							
<b>5. REMOTE PILOT TRAINING SIMULATOR (RPTS) DETAILS (In case of tie up with other Organisation, attach agreement)</b> (Requirement:-Minimum 2 for batch size of upto 20 students)							<b>Remarks</b>

1. Registration No.					
2. RPV MODE-2					
3. Manufacturer					
<b>6. DOCUMENTATION(TECH. &amp; OPERATIONAL)</b>					
<b>Sl. No</b>	<b>Item</b>	<b>Status</b>	<b>Comments</b>		
6.1	Whether Training and procedure Manual (TPM) is updated and approved/Accepted by DGCA.				
6.2	Whether Contingency plan for accident, list of emergency telephones, list of doctors?(available in SOP )				
6.3	Whether SORA -Specific Operations Risk Assessment (available in UAS Operations manual/SOP )				
<b>7. SCOPE OF TRAINING AND ORGANIZATION</b>					
<b>Sl. No</b>	<b>Item</b>	<b>Information</b>	<b>S</b>	<b>U</b>	<b>Remarks</b>
7.1	Description of the scope of training authorized under the Remote Pilot Training Organisation' s terms of approval.(Batch Size, Category, class etc.)				
<b>8. Facilities</b>					
<b>Space for Waiting, Operations, Drone flight planning etc.(whether available and proper)</b>					
<b>Sl. No.</b>	<b>Item</b>	<b>Information</b>	<b>S</b>	<b>U</b>	<b>Remarks</b>
8.1	Office space for operation and admin staff (Available/not available)				
8.2	Display of approval Certificate				
8.3	Storage area for Training & Personal records (Available/not available)				
8.4	Area for Drone Flight Operation (Location, Dimension, Airspace Zone etc.)  (Required Minimum area:- A-200mx100m, R-60mx60m, H-200mx100m)				
8.5	Drone Maintenance Arrangements  (Available/not available)				
8.6	Battery Charging & Storing Facility  (Available/not available)				

9. CLASSROOMS		Information	S	U	Remarks
9.1	<p>Proper class rooms commensurate with the plan.(whether available and proper)</p> <ul style="list-style-type: none"> <li>• Classrooms Size/ Capacity– (Minimum 300 sq ft for batch size of upto 20 students)</li> <li>• Lighting- Adequate</li> <li>• Furniture- Adequate</li> <li>• Equipment- Adequate</li> </ul> <p><b>Note: Check inline with COVID-19 Protocol</b></p>				
9.2	Training aids such as computer, projector/suitable monitor, multimedia aids etc.(whether available and proper)				
10. THE TRAINING PLAN		Information	S	U	Remarks
10.1	Whether Pre-entry requirements of Age, Character/Antecedents, Education Qualification, Language and Medical etc. are ensured.				
10.2	Training records:				
(a)	Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc.(exists/Not Exists)				
(b)	Attendance records.				
<b>Other Comments of Inspection Team (if any):</b>					

**Signature(s) of**

**RPTO Members** :

**DGCA Officers** :

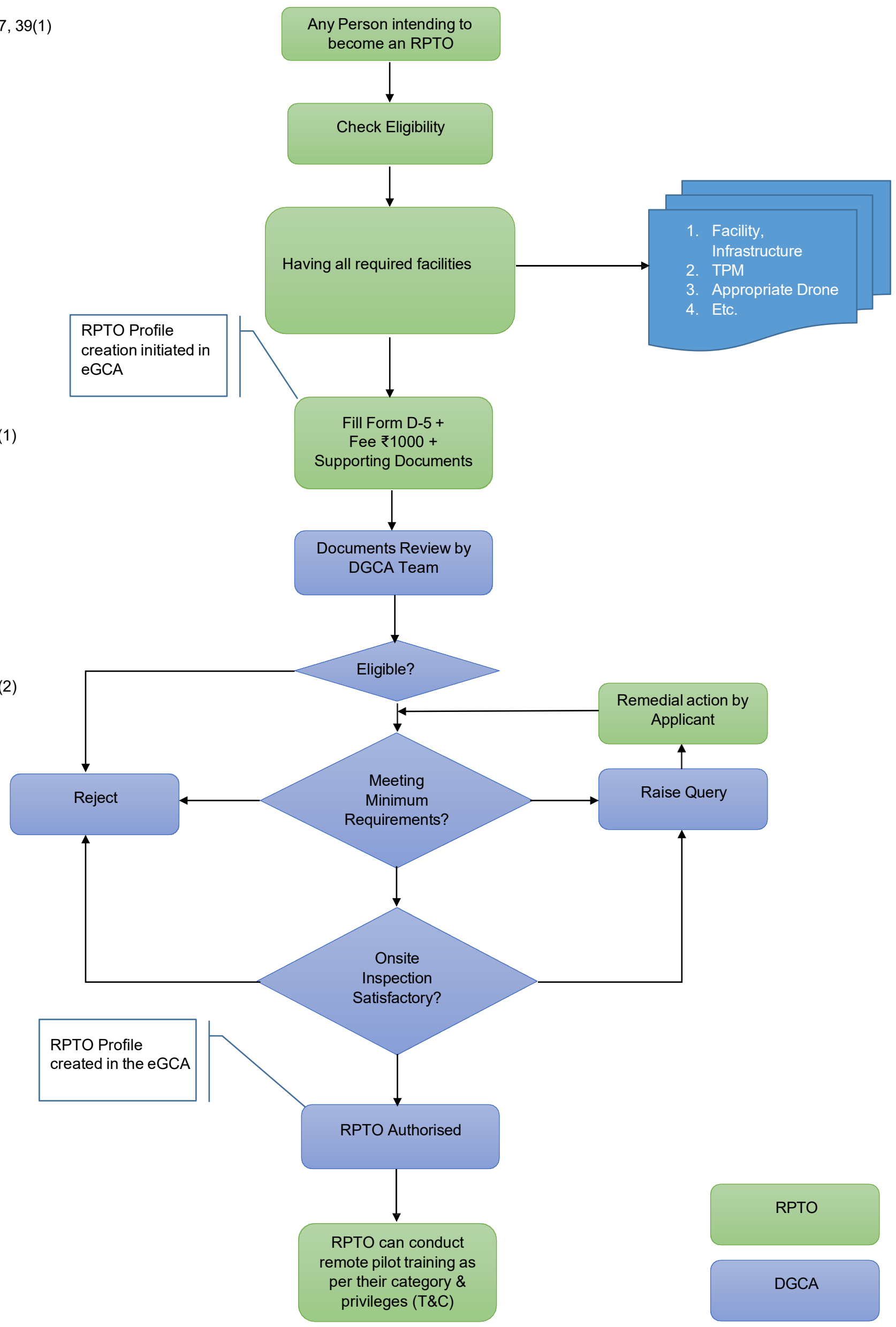
**Overall RPTO Authorisation Flow Chart**

Ref. Rule 37, 39(1)

Ref. Rule 39(1)

Ref. Rule 39(2)

60 days period



Note:

1. RPTO Authorisation not required to train Nano and non-commercial Micro UAS users (Ref. Rule 36 & 37).
2. Same flowchart to be used for Renewal of RPTO Authorisation and Major Changes in the RPTO