



Advisory Circular

UCAA-AC-UAS001

Issue 1

July 2020

PROCEDURE FOR IMPORTATION AND OPERATION OF UNMANNED AIRCRAFT SYSTEMS/ DRONES IN UGANDA.

1. Purpose

This advisory circular (AC) has been issued to give guidance and information to institutions, organizations and persons intending to import and operate Unmanned Aircraft Systems /Drones in Uganda.

2. Procedure

The Procedure for importation and approval of drone operations in Uganda is divided into two steps;

A. Approval of drone Importation.

The process for approval of importation of drones is as follows;

- i. When requests for importation of drones are received by Uganda Revenue Authority (URA) Customs, URA Customs writes to Uganda Civil Aviation Authority (UCAA) communicating the requests.
- ii. UCAA first evaluates applications for preliminary compliance and then originates a letter to the Chief of Defense Forces (CDF) regarding the same.
- iii. CDF convenes the Tripartite Committee meeting to evaluate the request.
- iv. CDF writes back to UCAA communicating clearance to import the drone or rejection of the drone importation.
- v. UCAA then writes to URA Customs clearing the drone importation and also notifies the Applicant.
- vi. The Applicant can now proceed and apply for approval of the drone operation.

B. Approval of drone Operation.

The process for approval of operation of drones is as follows;

- i. The Applicant obtains a letter of no objection from the relevant line ministry regarding the planned operation.
- ii. The Applicant submits to UCAA a request for approval of the drone operation on Form: AC - UAS 001 together with the letter of no objection from the relevant line ministry. The request should be addressed to the Director Safety, Security and Economic Regulations on email: dat@caa.co.ug
- iii. After evaluation of the request for preliminary compliance, UCAA writes to CDF requesting for Security Clearance of the drone operation. A copy of the letter is given to the Tripartite Committee and Uganda Communications Commission (UCC), if applicable.
- iv. CDF convenes the Tripartite Committee meeting to evaluate the request.



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- v. CDF writes to UCAA communicating the Security Clearance or rejection of the drone operation.
- vi. The Applicant is required to pay an authorization fee of Ushs 250,000 + 18% VAT at UCAA Landside Revenue office located at Entebbe International Airport and submit a copy of the payment receipt to the office of the Director Safety, Security and Economic Regulations at the UCAA Headquarters.
- vii. UCAA conducts safety evaluation and communicates Safety Approval and Security Clearance to the Applicant.
- viii. On receiving the Safety Approval and Security Clearance, the Applicant commences operations.



APPLICATION FOR REGISTRATION/OPERATION OF UNMANNED
AIRCRAFT SYSTEMS/RPA/DRONES

UAS/RPAS / Drone Operator Information

1.	Name of UAS/RPAS /Drone operator	
2.	Nationality	
3.	State of UAS/RPAS /Drone operator	
4.	Physical address	
5.	Telephone (Mobile)	
6.	Email Address	
7.	Project / Program Owner	
8.	Project / Program Name	
9.	Project / Program Activity	
10.	Project Duration	
11.	UAS/RPAS /DroneApplication Justification	

Line Ministry

12.	Ministry Letter of no Objection	<i>Attach copy</i>
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UA/RPA /Drone Information and Performance Characteristics

Please complete this section for each model of UAS/RPAS /Drone you plan to use. If you plan to use more than one model of UAS/RPAS /Drone, you may submit separate sheets of this section for each additional model.

1. Name of Manufacturer	
2. Brand/Model of UA/RPA /Drone as described by the manufacturer)	
3. UA/RPA /Drone Serial Number	
4. UA/RPA /Drone specifications	a) <i>Maximum take-off Weight:</i>
	b) <i>Maximum operating speed:</i>
	c) <i>Maximum operating altitude:</i>
	d) <i>Maximum flight time:</i>
	e) <i>Power Source:</i>
	f) <i>Operating Frequency:</i>
5. Details (type and specifications) of equipment fitted or to be (e.g. surveillance camera, night vision cameras or Infrared and similar thermal imaging/sensors technology, etc.)	
6. UA/RPA /Drone Operations Manual	<i>(Attach copy)</i>

Details of types of operation(s) intended to be carried out by the operator/owner:

(a) Commercial Use:

- Aerial photography/filming
- Agriculture for crop monitoring/inspection
- Search and rescue
- Research and development
- Educational/academic uses
- Others (Specify).....

(f) Recreational use

(g) Private use

Description of Activity and Location

1. Nature of Operations:
For each type of operation selected from above, provide details of activity to be undertaken such as filming, photographic, survey, surveillance, etc.)

2. Describe contingency measures in the event of:
(This information may be submitted separately in the UA/RPA/DRONE operational document

a) *Loss of power in the UA/RPA/Drone*

b) *Loss of link/remote control with the UA/RPA/Drone:*

c) *Loss of line of sight with the RPA/Drone:*

d) *Name and mobile telephone number of designated onsite safety personnel: (Designated onsite safety personnel must remain contactable for the duration of operations)*

3. Does the operation involve the carriage or discharge of any items or substances?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(tick the applicable)</i>
4. If answer to item 3 is yes, please provide details of the items/substances carried and/or the means of discharge.	What is/are the items/substances being carried?
	How is/are the items/substances being carried?
	How is/are the items/substances being discharged?
5. Area of operations: Provide details of geographical areas where activity is planned to take place. <i>Attach Map (As applicable)</i>	

UA/RPA/ Drone pilot(s) and Observer(s) information

	Name (Indicate Pilot or Observer)	License / Training Certificate and Medical Certificate – <i>Attach Copy</i>	Experience of remote pilot or RPA observer <i>(detailed description):</i>
i			
ii			
iii			

Operations and Communication Capabilities

1. Type of Operation	VLOS <input type="checkbox"/> BVLOS <input type="checkbox"/> <i>(tick the applicable)</i>
2. Means of Communication with ATS	
3. Means of Communication between remote pilot and observer	
4. Command and control (C2) link:	

I[*name of applicant*] HEREBY DECLARE that the above particulars are true in every respect and I apply for the remotely piloted aircraft to be registered in Uganda.

Date of application Signature

For CAA use			
Registration Mark		Certificate Number	

Notes:

- The following shall be presented in support of each application-
- (a) The remotely piloted aircraft to be registered;
 - (b) A copy of the Manufacturer's Instructions (Operating Manual/ Handbook);
 - (c) Insurance cover.
 - (d) Copy of the Operational Procedures Manual.
 - (e) Registration fee of