



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
 TECHNICAL CENTRE, OPP. SAFDURJUNG AIRPORT, NEW DELHI

DRONE TRAINING CIRCULAR DTC 1 of 2021

E-File No.....

Dated Month.....

Subject: Procedure for Authorization of Remote Pilot training Organization (RPTO)

1. Introduction

- a) An RPTO is an organization that is approved by the Licensing Authority-DGCA to deliver specific approved training programmes to aviation personnel for licensing purposes. As a prerequisite to the approval process, the organization will have demonstrated that it is staffed, equipped, financially resourced and operated in a manner conducive to achieving the required standards. Its approved programmes may from time to time take advantage of the reduced experience requirements provided for in both Annex 1 and the applicable national regulations for certain licences and ratings. 1.1.2 Annex 1, 1.2.8.3, 1.2.8.4 and 1.2.8.5 (including Amendment 175 for remotely piloted aircraft system licences) state that “Approved training for the issuance of an Annex 1 licence or rating and “competency-based approved training for remote flight crew, aircraft and remotely piloted aircraft system maintenance personnel shall be conducted within an ATO”.
- b) Rule 37, 38, 39 & 40 of Drone Rules 2021 notified by the Government of India vide Gazette, Extraordinary, Part II Section 3, Sub-section (i), CG-DL-E-26082021-229221 prescribes the regulations for authorisation of Remote Pilot Training Organisation. Rule 133B of Drone Rules 2021 1937, prescribes the rules relating to approval of aviation related organisations including training schools.
- c) *As per the notification by the Government of India vide Gazette, Extraordinary, Part II Section 3, Sub-section (i), CG-DL-E-26082021-229221 Drone Rules 2021, have published by the Ministry of Civil Aviation on 25.08.2021. Part VII of Drone Rules 2021 stipulates the requirement for authorisation of Remote Pilot Training Organisations as follows: PART VII REMOTE PILOT TRAINING ORGANISATION*

Rule 37 General – No person other than an authorised remote pilot training organisation shall impart training to an individual seeking a remote pilot licence.

Rule 38 Eligibility – No remote pilot training organisation shall be authorised impart training unless it meets with the eligibility criteria as may be specified by the Director General.

Rule 39 Procedure for obtaining authorisation – (1) any person who intends to obtain the authorisation to establish a remote pilot training organisation shall submit an application to the Director General in Form D-5 on the digital sky platform, along with the fees as specified in Rule 46.

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 (2) The Director General may, within sixty days of the date of receipt of application under sub-rule (1), issue the authorisation to establish a Remote Pilot Training Organisation to the applicant if he satisfies the specified criteria and meets with the requirements for establishing such remote pilot training organisation.

Rule 40 Validity— An authorisation to establish a remote pilot training organisation shall, unless suspended or cancelled, remain valid for a period of ten years, and may be renewed for the period specified therein, subject to a maximum period of ten years at a time, on payment of fee as specified in rule 46.

41. Training requirements – (1) An Authorised remote pilot training organisation shall ensure strict compliance with the requirements specified by the Director General on the digital sky platform in respect of training, syllabus, infrastructure, instructors, proficiency testing and issuance of remote pilot certificates.

(2) The training requirements specified under sub-rule (1) shall be specific to a category, sub-category and class of unmanned aircraft system.

- d) This Circular is issued under Rule 41 of Drone Rules 2021, this circular lays down detailed guidelines in respect of procedure for Authorization of Training Organization for establishing Remote Pilot Training Organization (RPTO) and lays down the requirements for approval of a Training Organization for imparting Remote flight crew/ Drone/ Remote pilot training for the issue of Remote Flight Crew / Drone/ Remote pilot licenses and RPAS instructors training.
- e) The Circular also contains the requirements and information related to renewal of approval/ Authorization inspection/ surveillance/ audit of RPTO and other general information related to RPTO such as fee refund policy, fee structure acceptable to DGCA, Regulatory compliance for authorization. Actions, duties and obligations of RPTO for promoting Drone industry in India.
- f) RPTOs are distinguished from non-approved training organizations by the approval process and the ongoing oversight provided by DGCA.
- g) The approval of a training organization by DGCA of an RPTO Certificate would be dependent upon the applicant demonstrating an adequate organization, method of control and supervision of training programmes including Drone flight operations (where applicable), FSTD/ Synthetic training devices/ RPTS, ground training as well as ground handling and maintenance arrangements consistent with the nature and extent of the training courses specified in this Circular.
- h) The certification team of DGCA is responsible for conducting the required evaluations to ensure the applicant's capability of meeting the actual and potential obligations in establishing and continuing to maintain safe, efficient and effective training programmes, prior to issuance of the RPTO Certificate.

Note — Guidance on approval of a training organization can be found in the Manual on the Approval of Training Organizations (ICAO Doc 9841) and CAP 7100 ATO Manual.

2. Glossary of Abbreviations & Definitions. — *following definition as per Drone Rules 2021 be referred while submitting application for RPTO authorization*

Abbreviation	Expansion
A/C	Aircraft
AAI	Airports Authority of India
AAIB	Aircraft Accident Investigation Bureau
AD	Airworthiness Directive
ADC	Air Defense Clearance
ADF	Automatic Direction Finding
ADS-B	Automatic Dependent Surveillance - Broadcast
AGL	Above Ground Level
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIRMET	Airmen's Meteorological Information
AM	Accountable Manager
AME	Aircraft Maintenance Engineer
AMO	Approved Maintenance Organization
AOG	Aircraft on Ground
ARC	Aviation Research Centre
ARP	Aerodrome Reference Point
ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
ATS	Air Traffic Service
BCAS	Bureau of Civil Aviation Security
BRLOS	Beyond Radio Line-of-Sight
BVLOS	Beyond Visual Line of Sight
CA	Collision Avoidance
CAR	Civil Aviation Requirements
CBT	Computer Based Training
CG	Centre of Gravity
CoC	Certificate of Conformance
COMA	Certificate of Maintenance and Airworthiness
CRPI-HOT	Chief Remote Pilot Instructor -Head of Training
CRS	Certificate of Release to Service
DAA	Detect and Avoid
DAN	Drone Acknowledgment Number
DFT	Directorate of Flying Training
DG	Director General
DGCA	Director General of Civil Aviation
DGFT	Directorate General of Foreign Trade
Dir Ops	Director Operations
DOC	Document
DOT	Department of Tele-Communication
DPIIT	Department for Promotion of Industry & Internal Trade
DMRO	Drone Maintenance & Repairs organisation

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Drone dte /DRD	Drone Directorate
DSP	Digital Sky Platform
Dy.CRPI	Deputy Chief Remote Pilot Instructor
EODB	Ease of Doing Business
ETA	Equipment Type Approval
FCC	Flight Control Computer
FDTL	Flight Duty Time Limitation
FIC	Flight Information Centre
FIR	Flight Information Region
FM	Flight Manual
FMS	Flight Management System
FOB	Flying Order Book
FOD	Foreign Object Damage
FRMS	Flight Risk Management System
FRP	Fee Refund Policy
FRTOL	Flight Radio Telephone Operator's License
FSAR	Fee structure acceptable to regulator
FSS	Fixed Satellite Service
FSTD	Flight Simulation Training Device
FSTD RPTS	Flight Simulation Training Device, Remote Pilot Training Simulator
FTPR	Flying Training Progress Report
GF	General Flying
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
GPWS	Ground Proximity Warning System
GRS	Grievance Redressal System
GTD	Ground Training Department
HALE	High Altitude, Long Endurance
HF	High Frequency
HMI	Human Machine Interface
HOT	Head of Training
IAF	Indian Air Force
ICA	Instructions for Continuing Airworthiness
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
IFR	Instrument Fight Rules
IMC	Instrument Meteorological Conditions
IMC	Instrument Meteorological Conditions
IPC	Indian Penal Code
ITU/WRC	International Telecommunication Union/World Radio communication Conference.
JDG	Joint Director General
LIDAR	light detection and ranging
LIDAR	Light Detection and Ranging
LLP	Limited Liability Partnership

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DRONE DIRECTORATE	Manoeuvre Advisories
MAC	Mid Air Collision
MAWS	Minimum Altitude Warning System
MCM	Maintenance Control Manual
METAR	Aviation Routine Weather Report
MHA	Ministry of Home Affairs
MII	Make in India
MM	Maintenance Manager
MMEL	Master Minimum Equipment List
MOA	Memorandum of article
MOCA	Ministry of Civil Aviation
MOD	Ministry of Defense
MOD	Ministry of Defense
MPL	Multi-crew Pilot License
MSA	Minimum Safe/ Sector Altitude
MSME /UDYAM	Micro, Small and Medium Enterprises
MTOM	Maximum Take-of Mass
NCCT-DGCA	NOC committee and Certification team of DGCA
NextGen	Next Generation Air Transport system
NGO	Non-Government Organization
NM	Nautical Mile
NMAC	Near Mid-Air Collision
NOC	No objection certificate
NOLA	No objection letter / Agreement
NOTAM	Notice to Airmen
NPNT	No Permission – No Take-Off
NTRO	National Technical Research Organization
OPC	One Person Company
OPS	Operations
PBN	Performance Based Navigation
PFR	Project Festivity Report
PIC	Pilot-In-Command
POH	Pilot Operating Handbook
PPL	Private Pilot License
Pvt Ltd	Private limited Company
QCI	Quality Council of India
QAM	Quality Assurance Manual
R/T	Radio Telephony
RCP	Required Communication Performance
RF	Radio Frequency
RF-ID	Radio Frequency Identification
RLOS	Radio Line of Sight
ROC RPAS	Operators Certificates
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System(s)
RPASP	Remotely Piloted Aircraft System Panel

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	Remote Pilot Instructor
RPIC	Remote Pilot in Command
RPITC	Remote Pilot Instructor Training Certificate
RPC	Remote Pilot Certificate
RPL	Remote Pilot License
RPS	Remote Pilot Station(s)
RPT	Remote Pilot Trainer
RPTO	Remote Pilot Training Organization
RPTR	Remote Pilot Training Record
RTR	Radio Telephony Restricted
RVSM	Reduced Vertical Separation Minimum
RWC	Remain Well Clear
SARPs	Standards and Recommended Practices
SATCOM	Satellite Communication
SB	Service bulletin
SE	Single Engine
SIM	Subscriber Identity Module
SIP	Structural Integrity Program
SLA	Service Level Agreement
SLS	Service Level Specifications
SM	Safety Manager
SMS	Safety Management System
SoT	Scope of Training
SPECI	Aerodrome Special Meteorological Report
SPL	Student Pilot License
SRPL	Student Remote Pilot License
SSP	State Safety Program
SSR	Secondary Surveillance Radar
SVFR	Special Visual Flight Rules
SWIM	System Wide Information Management
T/O	Take-Off
TAF	Terminal Area Forecast
TAWS	Terrain Awareness Warning System
TC	Type Certificate
TCDS	Type Certified Data Sheet
TEM	Threat and Error Management
TFR	Temporary Flight Restrictions
TLS	Target Level Safety
TPM	Training & Procedures Manual
TRA	Temporary Reserved Areas
TSA	Temporary Segregated Areas
TSLOSS	Time Sustained Loss of Link
TSO	Technical Standard Order
UA	Unmanned Aircraft
UAN	Unique Authorization Number
UAOP	Unmanned Aircraft Operator Permit
UAS	Unmanned Aircraft System(s)

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UASSG		Unmanned Aircraft Systems Study Group
UIN		Unique Identification Number
UTC		Coordinated Universal Time
UTM		Unmanned Aircraft System Traffic Management
VFR		Visual Flight Rules
VFR		Visual Flight Rules
VHF		Very High Frequency
VLL		Very Low Level Flying
VLOS		Visual Line of Sight
VMC		Visual Meteorological Conditions
WPC		Wireless Planning and Coordination Wing, DoT
LMS		Learning management system
MPL		Multi-crew pilot licence

3. Definitions as per Drone Rules 2021:

- (a) "Act" means the Aircraft Act, 1934 (22 of 1934);
- (b) "Accident" means any accident associated with the operation of an unmanned aircraft system in which a person is fatally or seriously injured or where the unmanned aircraft system sustains significant damage or goes missing or is completely inaccessible;
- (c) "Aeroplane" means any power-driven heavier than air aircraft machine deriving support for its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;
- (d) "Authorized remote pilot training organization" means an organization authorized by the Director General for the purpose of imparting training under rule 39;
- (e) "Authorized testing entity" means an entity authorized by the Director General or the Quality Council of India for the purpose of testing unmanned aircraft system for type certification;
- (f) "Contracting State" means any country which is for the time being a party to the Convention on International Civil Aviation concluded at Chicago on 7th December 1944;
- (g) "Digital sky platform" means the online platform hosted by the Directorate General of Civil Aviation for various activities related to the management of unmanned aircraft system activities in India;
- (h) "Director General" means the Director General of Civil Aviation appointed under section 4A of the Act;
- (i) "Drone" means an unmanned aircraft system;
- (j) "Drone acknowledgement number" means the unique number issued by the digital sky platform under the voluntary disclosure scheme for unmanned aircraft systems in India;
- (k) "Geo-fencing" means restricting the movement of unmanned aircraft system within a defined airspace;
- (l) "Green zone" means the airspace of defined dimensions above the land areas or territorial waters of India, up to a vertical distance of 400 feet or 120 meter that has not been designated as a red zone or yellow zone in the airspace map for unmanned aircraft system operations and the airspace up to a vertical distance of 200 feet or 60 meter above the area located between a lateral distance of 8 kilometer and 12 kilometer from the perimeter of an operational airport:
 "Yellow zone" means the airspace of defined dimensions above the land areas or territorial waters of India within which unmanned aircraft system operations are restricted and shall require permission from the concerned air traffic control authority. The airspace above 400 feet or 120 meter in the designated green zone and the airspace above 200 feet or 60 meter in the area located between the lateral distance of 8 kilometer and 12 kilometer from the perimeter of an operational airport, shall be designated as yellow zone;

- “Drone” means the airspace of defined dimensions, above the land areas or territorial waters of India, or any installation or notified port limits specified by the Central Government beyond the territorial waters of India, within which unmanned aircraft system operations shall be permitted only by the Central Government;
- (m) “Hybrid Unmanned Aircraft” means a heavier-than-air unmanned aircraft capable of vertical take-off and landing which depends principally on power-driven lift devices or engine thrust for the lift during the flight regimes and on non-rotating airfoil for lift during horizontal flight;
- (n) “Model Remotely Piloted Aircraft System” means a remotely piloted aircraft system, with all-up weight not exceeding twenty-five kilograms, used for educational, research, design, testing or recreational purpose only and operated within visual line of sight;
- (o) “Operator” means a person engaged in, or offering to engage in, an operation involving an unmanned aircraft system;
- (p) “Person” includes an individual, a 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;
- (q) “Prototype Unmanned Aircraft System” means an unmanned aircraft system developed for the purpose of research and development or obtaining a type certificate;
- (r) “Quality Council of India” is the autonomous body set up by the Government of India jointly with the Indian Industry in a public private partnership to establish and operate national accreditation structure and promote quality;
- (s) “Remote Pilot” means an individual charged by the operator with duties essential to the operation of an unmanned aircraft and who manipulates the flight controls, as appropriate, during flight time;
- (t) “remote pilot license” means the license issued by Director General to any individual under rule 34;
- (u) “remote pilot station” means the component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft;
- (v) “remotely piloted aircraft” means an unmanned aircraft that is piloted from a remote pilot station;
- (w) “remotely piloted aircraft system” means a remotely piloted aircraft, its associated remote pilot stations, the required command and control links and any other components as specified in the type design;
- (x) “Rotorcraft” means a heavier-than-air aircraft supported in flight by the reactions of the air on one or more power driven rotors on substantially vertical axes;
- (y) “type certificate” means a certificate issued by the Director General or any other entity authorized by the Director General, certifying that the unmanned aircraft system of a specific type meets with the requirements specified under these rules;
- (z) “type of unmanned aircraft system” means all unmanned aircraft systems of the same basic design including all modifications thereto, except those modifications which result in a change in handling or flight characteristics;
- (za) “Unique Identification Number” means the unique identification number issued for registering an unmanned aircraft system in India;
- (zb) “Unmanned aircraft system” means an aircraft that can operate autonomously or can be operated remotely without a pilot on board;
- (zc) “Unmanned Aircraft System Traffic Management System” means a system that provides traffic management for safe and expeditious flow of unmanned aircraft traffic and avoids collision between manned and unmanned aircraft through the collaborative integration of persons, information, technology, facilities and services;

Definitions based on ICAO:

Terms	Definitions
Airworthy	The status of an unmanned aircraft or part or component thereof when it conforms to its approved design and is in a condition of safe operations
Autonomous Unmanned Aircraft System	An unmanned aircraft system that does not require pilot intervention in the management of the flight.
Autonomous Operation	An operation during which an unmanned aircraft is operating without pilot intervention in the management of the flight.
Beyond Visual Line-of-Sight Operation	An operation in which the remote pilot or the observer does not use visual reference to the unmanned aircraft in the conduct of flight.
Command and Control Link	The data link between the unmanned aircraft and the remote pilot station for the purpose of managing the flight.
Compliant Unmanned Aircraft System	An unmanned aircraft system compliant with the requirements as laid down under these rules.
Controlled Airspace	Airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.
Drone Rules	Government of India vide Gazette ,Extraordinary, Part II Section 3, Sub-section (i),CG -DL-E-26082021-229221 Drone Rules 2021 have published by the Ministry of Civil Aviation on 25.08.2021
Danger Area	Airspace of defined dimensions within which activities dangerous to the flight of aircraft exist at specified times. Such timings are notified through NOTAMs.
Drone port	A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure, surface movement and associated maintenance or commercial activities of unmanned aircraft.
Drone Swarm	A fleet of unmanned aircraft either in communication with one another or with remote control and deployed together in order to accomplish a common objective, controlled either autonomously or by a remote control.
Enclosed Premises	A premise enclosed permanently or temporarily from all directions, within the walls of a structure except for doors or windows or passageways, and having a ceiling or roof;
Geo-fencing	Restricting the movement of an unmanned aircraft within a defined virtual space for a real-world geographic location using the global positioning system or radio frequency identification to define three dimensional geographical boundaries.
Maintenance	The performance of tasks required to ensure the continuing airworthiness of an unmanned aircraft system, including any one or combination of overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair or test.

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Payload	Any component or equipment or any other material on board the unmanned aircraft that is not required for the flight or its control
Prohibited Area	The airspace of defined dimensions, above the land areas or territorial waters of India within which the flights of unmanned aircraft are not permitted, or any installation or notified port limits identified by the Central Government beyond the territorial waters of India, at any time under any circumstances.
Prototype Unmanned Aircraft System	An unmanned aircraft system developed for the purpose of research and development or obtaining a certificate of manufacture and airworthiness.
Rating	An authorization entered on a remote pilot license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.
Drone/Remote Pilot	A person charged by the operator with duties essential to the flying of a remotely piloted aircraft and who manipulates the flight controls, as appropriate, during flight time.
Remote Pilot Station	The component of remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.
Restricted Area	The airspace of defined dimensions above the land areas or territorial waters of India within which the flight of unmanned aircraft is restricted.
Remotely Piloted Aircraft Observer	A remote pilot designated by the operator who, by visual observation of the remotely piloted aircraft, assists the remote pilot in the safe conduct of the flight.
Segregated Airspace	The airspace of specified dimensions allocated for exclusive use to a specific user(s).
Transaction Number	A unique number generated for identifying any transaction completed through online platform such as Bharatkosh.
Unmanned Aircraft Traffic Management	A specific aspect of air traffic management which manages unmanned aircraft system operations safely, economically and efficiently through the provision of facilities and a seamless set of services in collaboration with all parties and involving airborne and ground-based functions.
Unique Identification Certificate	A certificate issued by the Director General certifying that the unmanned aircraft is in compliance with the certificate of manufacture and airworthiness with a valid certificate of conformance and includes the unique identification number assigned to such unmanned aircraft.
Visual Line-of-Sight Operation	An operation in which the remote pilot or the observer maintains direct unaided visual contact with the unmanned aircraft.

Accountable executive. The individual who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the civil aviation authority, and any additional requirements defined by the approved training organization (ATO).

Note. — The accountable executive is normally the head of training and may delegate to another person within the organization the day-to-day management functions but not the overall approval management responsibility. In complex corporate structures, the accountable executive may be responsible for several different ATOs, each with its own head of training.

799085/2024/DIRONE DIRECTORATE. A group of competencies with their associated description and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.

Alternate means of compliance. A pre-approved manner of achieving regulatory compliance that has been determined to be an acceptable substitute to the regulatory requirements.

Note 1. — An example of alternate means of compliance would be the civil aviation authority's acceptance of reduced training time for personnel undergoing a specific air operator's approved aircraft type-rating training program rather than the training time requirements traditionally prescribed for approved programs of a more generic nature leading to the same aircraft type-rating.

Note 2. — This definition is introduced to ensure that the reader understands the difference between an "alternate means of compliance" (a term used by some States) and an "alternative means of compliance" (a term used by ICAO). The concept of "alternate means of compliance" is not relevant to the guidance provisions of this manual.

Alternative means of compliance. An approved alternative to prescribed approaches, which has been demonstrated to consistently achieve or exceed the desired outcomes as intended through regulation. Approved maintenance organization (AMO).† An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note. — Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

Approved Maintenance Organization. An organization approved by a Contracting State, in accordance with the requirements of Annex 8, Part II, Chapter 6 – Maintenance Organization Approval, to perform maintenance of aircraft, engine, propeller or parts thereof and operating under supervision approved by that State.

Note. — Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

Approved Training. Training conducted under special curricula and supervision approved by a Contracting State.

Approved training organization (ATO). An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

Note. — The Contracting State is required to ensure that the ATO is included in the State's ongoing safety oversight program.

Checking. See definition of testing.

Competency. A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviors that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

Competency standard. A level of performance that is defined as acceptable when assessing whether or not competency has been achieved.

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Compliance. The state of meeting those requirements mandated through regulation.

Conditions. Anything that may qualify a specific environment in which performance will be demonstrated. Conformity. The state of meeting established criteria, standards, specifications and desired outcomes.

Detect and avoid. The capability to see, sense or detect conflicting traffic or other hazards and take the appropriate action

Finding. A finding is a conclusion by the operator's or by the civil aviation authority's audit personnel that demonstrates either non-compliance with a regulation or non-conformity with a specific standard.

Foreign ATO. An approved training organization (ATO) located outside of the State or outside of the territory of the States of the regional safety oversight organization.

Hazard. A condition or an object with the potential to cause injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

Head of training. The individual responsible for the organization's activities, policies, practices and procedures while ensuring the continued maintenance of the training organization's approval status.

Note. — The head of training is normally the accountable executive; however, in complex corporate structures it may be possible that the accountable executive is located at company headquarters and oversees the operation of several different ATOs. In this case, the head of training is designated by the accountable executive.

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note.— In the provisions of Annex 1, the Licensing Authority is deemed to have been given the following responsibilities by the Contracting State: a) assessment of an applicant's qualifications to hold a license or rating; b) issue and endorsement of licenses and ratings; c) designation and authorization of approved persons; d) approval of training courses; e) approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a license or rating; and f) validation of licenses issued by other Contracting States.

Maintenance Manager. The manager responsible for the day-to-day provision of aircraft maintenance activities and the continuing airworthiness of all aircraft released for flight operations.

Observable behavior (OB). A single role-related behavior that can be observed and may or may not be measurable. Performance criteria. Statements used to assess whether the required levels of performance have been achieved for a competency. A performance criterion consists of an observable behavior, condition(s) and a competency standard.

Policy. - A document containing the organization's position or stance regarding a specific issue.

Operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

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 Note 1. — For a remotely piloted aircraft, an aircraft operation includes the remotely piloted aircraft system.

Process. A set of interrelated or interactive activities which transform inputs into outputs. Quality. The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

Quality assurance (QA). All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organization in relevant manuals.

Quality audit. A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Quality inspection. That part of quality management involving quality control. In other words, inspections accomplished to review a document or observe events/actions, etc., in order to verify whether established operational procedures and requirements are being fulfilled during the accomplishment of the event or action, and whether the required standard is being achieved.

Quality of training. The outcome of the training that meets stated or implied needs within the framework of defined standards.

Quality system (QS). The aggregate of all the organization's activities, plans, policies, processes, procedures, resources, incentives and infrastructure working in unison towards a total quality management approach. It requires an organizational construct complete with documented policies, processes, procedures and resources that underpin a commitment by all employees to achieve excellence in product and service delivery through the implementation of best practices in quality management.

RPAS operator certificate (ROC). A certificate authorizing an operator to carry out specified RPAS operations.

Remote Pilot Certificate(RPC): A certificate issued by Authorised RPTO after completion of successful Remote Pilot Training through digital Sky Platform or through offline mode and whose return/details submitted to DGCA drone.dgca@gov.in along with records.

Remote Pilot Instructor Training Certificate(RPITC): A certificate issued by Authorised RPTO after completion of successful Remote Pilot Instructor Training course and name of trainee approved by DGCA , through digital Sky Platform or through offline mode.

Safety management system (SMS). A systematic approach to managing safety, including the necessary organizational structures, accountabilities, responsibilities, policies and procedures.

Note 1. — A safety management system, consisting of documented policies, processes and procedures designed to manage risks, integrates operations and technical systems with the management of financial and human resources to ensure aviation safety and the safety of the public.

Note 2. — The requirement to adopt SMS practices is restricted to only those entities whose activities directly impact upon the safe operation of aircraft.

Testing. The comparison of the knowledge about a task or the skill to perform a task against an established set of criteria to determine that the knowledge or skill observed meets or exceeds, or does not meet, those criteria.

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Note. — The use of the words testing or checking depends on the civil aviation authority's preference because they are very similar in meaning, and their use may be dependent on the outcome of the event, e.g. a step towards a license issuance, a recurrent evaluation of competency.

Flight simulation training device (FSTD)/RPTS. Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type or an accurate representation of the remotely piloted aircraft system (RPAS) to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment or realistic RPAS environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

A basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight or the RPAS environment in instrument flight conditions.

Flight time — Remotely Piloted Aircraft Systems. The total time from the moment a command and control (C2) link is established between the remote pilot station (RPS) and the remotely piloted aircraft (RPA) for the purpose of taking off or from the moment the remote pilot receives control following a handover until the moment the remote pilot completes a handover or the C2 link between the RPS and the RPA is terminated at the end of the flight.

Dual instruction time. Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft, or from a properly authorized remote pilot using the remote pilot station during a remotely piloted aircraft flight.

Handover. The act of passing piloting control from one remote pilot station to another.

Instrument flight time. Time during which a pilot is piloting an aircraft, or a remote pilot is piloting a remotely piloted aircraft, solely by reference to instruments and without external reference points.

Instrument ground time. Time during which a pilot is practicing, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing Authority.

Instrument time. Instrument flight time or instrument ground time.

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note. — In the provisions of this Annex, the Licensing Authority is deemed to have been given the following responsibilities by the Contracting State: a) assessment of an applicant's qualifications to hold a license or rating; b) issue and endorsement of licenses and ratings; c) designation and authorization of approved persons; d) approval of training courses; e) approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a license or rating; and f) validation of licenses issued by other Contracting States.

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Rating. An authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

Remote co-pilot. A licensed remote pilot serving in any piloting capacity other than as remote pilot-in-command but excluding a remote pilot who is in the remote pilot station for the sole purpose of receiving flight instruction.

Remote flight crew member. A licensed flight crew member charged with duties essential to the operation of a remotely piloted aircraft system during a flight duty period.

Remote pilot-in-command. The remote pilot designated by the operator as being in command and charged with the safe conduct of a flight.

Rendering (a license) valid. The action taken by a Contracting State, as an alternative to issuing its own license, in accepting a license issued by any other Contracting State as the equivalent of its own license.

Solo flight time — remotely piloted aircraft systems. Flight time during which a student remote pilot is controlling the remotely piloted aircraft system, acting solo.

Safety. The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.

Safety management system (SMS). A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

Safety performance. A State or a service provider's safety achievement as defined by its safety performance targets and safety performance indicators.

Safety performance indicator. A data-based safety parameter used for monitoring and assessing safety performance.

Safety risk. The predicted probability and severity of the consequences or outcomes of a hazard.

Segregated airspace. Airspace of specified dimensions allocated for exclusive use to a specific user(s).

State of Design. The State having jurisdiction over the organization responsible for the type design.

State of Manufacture. The State having jurisdiction over the organization responsible for the final assembly of the aircraft.

State of Registry. The State on whose register the aircraft is entered.

State of the Operator. The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

State safety program (SSP). An integrated set of regulations and activities aimed at improving safety.

Target level of safety (TLS). A generic term representing the level of risk which is considered acceptable in particular circumstances.

Traffic avoidance advice. Advice provided by an air traffic services unit specifying maneuvers to assist a pilot to avoid a collision.

Traffic information. Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.

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Type certificate. A document issued by a Contracting State to define the design of an aircraft type and to certify that this design meets the appropriate airworthiness requirements of that State.

Unmanned free balloon. A non-power-driven, unmanned, lighter-than-air aircraft in free flight.

VFR. The symbol used to designate the visual flight rules.

VFR flight. A flight conducted in accordance with the visual flight rules.

Visibility. Visibility for aeronautical purposes is the greater.

4. Applicability and Scope

- a) Provisions of this circular are applicable to all organizations including their staff, / MSME / startups LLP imparting Drone Pilot /Remote Pilot /Remote Flight Crew training or intend to obtain authorization for RPTO, for issue of remote pilot licenses RPL, RPI course and associated ratings.
- b) Provision of this circular also applicable on digital sky platform or any other on line platform approved by DGCA or providing RPAS activity related to training of RPA.
- c) No person/ Organization shall operate as an authorized RPTO without, or in violation of, an approved certificate, ratings or training specifications issued under this circular.
- d) The RPTO shall display the RPTO authorization certificate on its website and a place accessible to the public in the principal place of business of the training center.
- e) The certificate and training specifications issued to an RPTO shall be available on its website along with fee and refund policy. DGCA at any time may carry out inspection and regulate the all activity of RPTO in public interest for promotion of drone Industry in India.
- f) The authorization/approval of an RPTO shall be dependent upon the applicant demonstrating compliance with the requirements of this circular and other regulations and instructions issued by DGCA from time to time.

5. Eligibility

RPTO authorization/approval can be granted to:

- a. Central or State Government or their undertaking or Autonomous Bodies,
- b. Government approved universities,
- c. DGCA approved RPTOs, NSOPs, SOPs, Domestic CAR-147 approved Maintenance Training Organizations, CAR-145 approved CAMOs and CAR 21 approved Design Organizations,
- d. UAS/Drone manufacturers or Private Limited Company MSME/ STARTUPS/ LLP/ NGO/ Society/ Trust, etc... acceptable to DGCA.

6. Application for Authorization/ Approval of RPTO.

1. An applicant meeting the eligibility criteria and intend to setup RPTO, as per Drone Rules 2021 for seeking an authorization/ Approval to run a Training Organization shall make an application to the Director General of Civil Aviation, through Digital Sky platform , 60 working days prior to expected date of commencement of operations in Form D5 along with the fee of ₹ one thousand (₹ 1000)as specified in rule 46, Drone Rules 2021.

If digital platform or any other platform not functioning in such case application can be submitted off line mode with original signed copies 60 working days prior to expected date of commencement

a) The application for RPTO authorization shall be accompanied with the following supporting documents:

1. Form D-5 along with fee of ₹One thousand (₹ 1,000) to be deposited in Bhartakosh as per Rule 46 of Drone Rules 2021.
2. MOA-Memorandum of Article of Association duly registered with the competent authority. A copy each of the certificate of incorporation.
3. Paid up Capital having sufficient fund of at least Rupees two Lakhs for new applicants for which the applicant shall submit a certificate from the banker or chartered accountant to confirm the paid up capital of the company/applicant:
4. PFR-Project Feasibility Report containing details of the proposed set-up including three years business plan, proposed financial structure, ownership pattern, time frame in which the applicant proposes to operationalize the various stages of the project, Human resource and maintenance support. As per appendix---
5. UAS/ RPA/ DRONE types to be used and its suitability for Remote pilot training,
6. NOLA- No Objection letter in the form of agreement, from the land owner of proposed base of operation OR aerodrome operator for use of airport (Subject to requirement of Aerodrome for a specific variant of UAS) for setting up the training institute, minimum of two years.
7. ATM NOC -No objection certificate from Airports Authority of India from air traffic point of view,
8. No objection certificate from AAI/ MOD/ IAF/ NAVY if proposed operations are in the vicinity of IAF /Navy /AAI from air traffic point of view.
9. In case the applicant has Foreign Direct Investment (FDI), the details shall be submitted along with declaration that he complies with the guidelines given in AIC No. 12/2013 dated 01.10.2013 (as amended from time to time) and the latest FDI policy issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industries on foreign direct investment in the civil aviation sector. The FDI limits shall be governed by the latest FDI policy from DPIIT. Such proposals with FDI shall be subject to approval from Ministry of Civil Aviation (MoCA).
10. In case there is no FDI in the company, an undertaking to that effect shall be submitted.
11. Before making any change in FDI at any stage, the applicant shall notify the same to Ministry of Civil Aviation under intimation to DGCA and obtain the concurrence of Ministry of Civil Aviation for the same.
12. Attach copy of passport / PCC-Police Clearance Certificate on line record of board of directors accountable managers.
13. Any other relevant information required to support issuance of Authorization.
14. In case of Central Government and State Government or Govt. Servants & agencies there of- Govt Id card will be accepted in place of Passport and PCC.
15. The applicant shall also submit the Training & Procedure Manual (TPM) before inspection or as when required by certification team.

799085/2021/DRONE DIRECTORATE The application shall also be accompanied with the following:

- a. The proposed location of each training facility and any other operation base, the proposed courses to be taught at each location, and the equipment/facility at each location including FSTD/RPTS-Remote Pilot Training Simulators , UAS/ RPA/ DRONE and any drone port/aerodromes or sites to be used.
- b. Documentation of the training organization's quality assurance and quality system;
- c. A statement of the maximum number of students it expects to teach at any one time;
- d. Fee Refund policy and fee structure of the proposed training .
- e. All documents, photos of the facilities in word and PDF in a pen drive, each documents/ File shall be less than 20 MB for e-office requirement.
- f. A statement of compliance for Safety management in drone training.
- g. A statement of compliance to all applicable Drone Rules 2021 for the proposed training.
- h. Receipt of Prescribed fees. Submitted on <https://bharatkosh.gov.in> in accordance with Rule 46 of Drone Rules 2021.
- i. Current insurance policy covering drone operations and their, remote pilot , third party risks, hull loss, and any other conditions that may be specified by DGCA.

Note1 : Third party insurance can be submitted during final inspection.

- j. Any additional information required by DGCA.

Note 2.Any change in Board of Director/ Share holder/ CEO /Accountable manager at any stage during validity of approval shall be intimated to DGCA along with the details. Board of Director/ Share holder/ CEO/ Accountable manger shall be changed only after a specific prior approval of DGCA.

7. PROCESS OF AUTHORISATION:

- a. Application Received through on line platform or off line will be examined by a Committee approved by the Director General/ Joint Director General to assess financial soundness of the project, capacity, suitability of the proposed UAS/ DRONE/ RPA type, human resource including maintenance support.
- b. **Constitution of Certification team** : As per approval of the Director General of Civil Aviation a **Certification Team** will be constituted to examine the application for granting authorisation /certification to applicant for setting up New RPTO, as stipulated in Drone Rules 2021.
- c. The **Certification Team** will examine the application to establish new RPTO to access the need for RPTO, financial soundness of the project, suitability of the proposed drone/ UAV type and human resources management capability, role of RPTO in promotion of drone industry in India, for make in India Atmanirbhar Bharat, the committee may accept or reject the application at initial stage and will give its recommendation to the Joint Director General. The decision of Certification Team will be final.
- d. The **Certification Team** will hold meeting with applicant through physical mode/VC, one meeting shall be physical meeting in which applicants accountable manager shall give presentation about the project and scope and submit all documents in original for approval

- e. MOM of every meeting will be prepared and circulated after signature of all members.
- f. The **Certification Team** may carry out if required inspection of the proposed location /or may depute any officer from DGCA regional office.
- g. The member of the **Certification Team** -CT will be as follows.

	DESIGNATION	ROLE IN THE TEAM	DIRECTORATE	REMARK
1.	Director/ Deputy Director (OPS/AED/DAW)	Project Manager	Drone	
2.	Assistant Director (OPS/AED/DAW)	Member		
3.	Assistant Director (DRI)	Legal member	Legal	Up to initial stage
4.	Assistant Director from Regional Offices of DGCA	Regional Member	Operations	In case of operations cadre officers not available officers from DAW/AED will be nominated

NOTE 5.1: There will be four members in the team at initial stage, after legal verification of papers such as lesae agreement, paid up capital the member from Legal will not provide any services in certification team.

NOTE 5.2: After scrutiny of papers from legal point of view the certification team will comprises three members one from Operations, AED and DAW each from Drone Directorate of DGCA or from DGCA regional Office.

Note 5.3: The regional Officer of DGCA will be from operations verticals, but in case if no operations cadre officer is available, officers from AED/DAW may be nominated after approval of concerned head of office/DDG/Director.

8. RPTO AUTHORISATION / APPROVAL PROCESS

1. Authorization/ Approval Process:

1.1. The certification process requires the DGCA to ascertain through a systematic process whether or not a prospective applicant has both the required ability and resources to comply with the applicable legislative requirements and to fulfill the applicant's actual and potential obligations for operation of safe and regular flying training operations as proposed. This process involves five distinct phases as stated below:

1.1.1. Pre-Application Phase.

1.1.2. Formal Application Phase

1.1.3. Document Evaluation Phase

1.1.5. Certification Phase

2. Steps to be taken in each phase of approval process:-

Phase 1. Pre application:-

Step 1. During this phase, the applicant conducts initial studies, prepares plans, makes inquiries from the DGCA in regard to the opportunities available and seeks advice as to the validity of different proposals. The prospective applicant at this stage is required to submit a **letter of intent** to the DGCA outlining the proposal, and the DGCA will then invite the applicant for a pre-application meeting.

Step 2. Chairman/Project Manager will call meeting of RPTO (i.e. CPRI/ HOT/ RPI /Dy.CPRI and AM) and certification team for carrying out following activities:-

(a) Finalizing the certification schedule and record dates in table-1, given below:-

Schedule of event □		DATES	DATES	DATES	DATES	DATES
Phase 1	Pre-application					
Phase 2	Formal application					
Phase 3	Document Review					
Phase 4	Demonstration & inspection					
Phase 5	Certification					

- (b) Apprise RPTO about the provisions of Drone Rules 2021
- (c) Explain the RPTO on the application of approval of RPTO, contents and enclosures.
- (d) Explain about contents and method of preparation of Training and Procedure Manual.
- (e) Explain about profroma(s) and process for approval of appointed post holders.
- (f) Provisions of contract arrangement in respect of outsourced facility or equipment.
- (g) Method of ascertaining and reporting of para-wise Drone Rules 2021/ CAR /DGCA Circulars compliance
- (h) Internal assessment of readiness of RPTO for approval by Accountable Manager and 'Head of Training or Chief Remote Pilot Instructor'.

Note:

- RPTOs shall also be appraised that all requirements shall be supported by the supplementary documents. For the knowledge of supplementary documentation reference may be made guidelines issued by MOCA & DGCA from time to time.
- RPTOs shall be asked to ensure that all manuals are prepared and submitted as per checklist available. Manuals put forward for initial approval should be submitted in paper copy along with soft copy after finalization with original signature and stamp of RPTO, for saving paper and to avoid multiple printing ,before finalization PDF and word copy along with checklist be submitted online drone.dgca@gov.in.
- The above five phases can be merged as per discretion of project manager .

Step 3. Project Manager will record in the minutes of the meeting that RPTO has been appraised of the documentation for approval of RPTO. Minutes of the meeting shall clearly indicate the persons attended the meeting and their correspondence e-mails, telephone numbers.

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Step 4. List of documents to be submitted shall be finalized and recorded in the minutes of the meeting.

Phase 2. Formal application:-

Step 1. RPTO will submit the completed application as per annexure D5-1, as per the schedule agreed to and finalized as per table-1. The fee shall also be submitted in accordance with rule 46 of Drone Rules 2021. The formal application phase commences when the applicant lodges a formal application for a RPTO authorisation, accompanied by required documents intended to prove or describe the manner in which he intends to conduct the training.

Step 2. Project Manager will hand over the documents to certification team for assessing that all the requisite documents as advised in the pre-application phase to RPTO are submitted.

Step 3. In case of any deficiency they will report to Project Manager who in turn will get the documentation completed from RPTO and may invite the applicant for a Formal Application meeting where the details relating to the certification process would be formally discussed.

Step 4. Once satisfied with the documentation. The document review phase can be initiated.

Phase 3. Document Review:-

Step 1. Project Manager will hand over the documents to certification team for review; they will make a detailed study of submitted documents and manuals to determine adequacy and compliance of the proposed training operations.

Step 2. In case follow-up discussions between DGCA and RPTO are needed, Project Manager will fix the meeting with RPTO representatives to finalize document content.

Step 3. Project Manager and certification team will finalize evaluate qualifications of key personnel during document review phase, so that the process of approval of post holders can be initiated simultaneously.

Step 4. The certification team:

- Checks the RPTO's application in form D5 for completeness
- Examines the qualifications of all proposed CRPI/HOT, RPI/RPAS instructors, ground instructors, etc. vis-à-vis Model TPM.
- Checks the Training and Procedures Manual for compliance with Model TPM. Ensure each para of model TPM is adequately addressed and all the contents are acceptable. In case they are not acceptable then co-ordinate with RPTO to bring them to the acceptable level. Once all the contents are accepted then project manager should approve /Accept TPM.
- Checks Drone/UAS, safety procedures etc.
- Evaluates recordkeeping procedures.
- Review maintenance program (AED/Airworthiness)

Note: Where the RPTO does not or cannot comply with the stipulated requirements and seeks a concession/relaxation from DGCA in lieu, the Compliance Statement should reflect that a particular concession/relaxation has been sought. Under these conditions, approval of the

Completion Statement is contingent on approval of each requested concession. The concession/ relaxation may be granted with the approval of Director General for promotion of drone Industry and training in India. The concession so granted can not be given for more than one year, within one year RPTO shall comply all stipulated requirements.

Phase 4. Demonstration & inspection:-

Certification team of DGCA under the supervision of Project Manager will conduct a comprehensive initial inspection of the organization for verification of the information submitted in the application, Training and Procedure Manual and other documents which were reviewed in the Document Review Phase. The demonstration phase shall:-

- Include observing training and evaluation flights with instructors
- Include DGCA testing of proposed Chief Remote Pilot Instructors /HOT and RPI/RPAS instructor /Remote Pilot*
- Inspects UAS/Drone
- Inspects the recordkeeping system
- Conducts a facility inspection
- Conducts a practical test for the Chief Remote Pilot Instructor
- Inspects flight simulation training devices (if applicable), all training aids and other training equipment as required

Note : For Promoting drone industry and training RPTO may take approval from DGCA for a remote pilot certificate/Licence Holder to act a RPI/RPAS instructor for a period of one year subject to his satisfactory assessment by certification team, this relaxation may be given for promotion of drone industry and drone pilot training.

Phase 5. Certification:-

- Followed by the satisfactory completion of all above phases, Project Manager will submit inspection report along with checklist prepares the RPTO Certificate and Training Specifications that indicate scope of approval, conditions etc.
- The Checklist shall be signed by all members and countersigned by Project manager, all documents be submitted through e file for completion of approval process.
- Before submission of file for issue of certificate Project Manager will ensure that all the five phases are clearly distinguishable in the e file and has relevant evidences of completion of each phase and documents such as photos of facility, UAS etc.
- Project manager submits the certificates for signature of competent authority with the recommendation for approval for conducting Remote Pilot training activities (as per the scope).

9. Validity of the RPTO approval certificate:-

The RPTO authorization granted under Part VII, Drone rules, 2021 shall, unless suspended or cancelled, remain valid for a period not exceeding ten years or till the lease agreement document validity whichever is earlier, provided that if lease agreement is less than ten year then it can be renewed by DGCA subject to submission of revised original lease agreement or subject to such terms and conditions as may be specified by the Director- General.

9.1 Scope of approval:

RPTO scope of approval of RPTO can be Remote Pilot Training, Remote Pilot Instructor training, further RPTO can also develop the specific training programme for use of drone technology in film shooting, survey, mapping, Surveillance Disaster management , search

799085/2021/DRONE DIRECTORATE Fire Extinguisher & prevention, Delivery by drone, Monitoring health of power Tx lines. Such Training programme can be develop in association with concerned organisations/industry bodies in joint venture form , approval for such programme shall be required from DGCA and must be added in scope of approval and TPM.

9.1.1 RPTO can also run DMRO-Drone maintenance and Repairs organisation/AMO-Approved maintenance organisation with the approval of DGCA for such repairs organisation all requirements such as maintenance manual QAM etc as stipulated by DGCA shall be followed. R & D and manufacturing facility can also be set up by RPTO subject to availability of space and infrastructure .

9.1.2 RPTO can also give Remote Pilot training to foreign students as per Govt of India guideline, after training such students may be issued RPC by RPTO and Remote Pilot Licence by DGCA as per international Standards and Best Practices.

10. Contents of RPTO Certificate:-

The issuance of an RPTO approval certificate for a training organization and the continued validity of the certification shall depend upon the training organization being in compliance with the stipulated requirements. The certificate shall contain at least the following:

- i. Drone Directorate E-file number
- ii. RPTO approval number
- iii. Organization's name and location
- iv. Date of issue and period of validity
- v. Scope of approval
- vi. Terms and conditions of approval
- vii. Signature of competent authority
- viii. Type of UAS/ RPA/ DRONE and UIN/ DAN/ Registration mark

Note : RPTO authorization certificate is attached in the circular.

11. RENEWAL OF RPTO AUTHORISATION/APPROVAL

1. The RPTO approval granted under Part VII of the Drone Rules 2021 may be renewed for a period of five years at a time /or till the land lease agreement whichever is earlier on payment of a fee as prescribed in rule 46 of Drone Rules 2021. In case lease agreement is of less than five years, then further renewal will be subject to submission of certified copy of the Registered Lease Agreement/Certified/Self certified Revenue Record in a case of ownership/or on line record copy as per Bhulekh/Lnad records.

2. RPTO makes an application for renewal in the prescribed format (i.e. Form D 5 Drone Rules 2021) along with following documents at least 30 days before expiry of the approval:

- (a) Renewal fees as per rule 46.
- (b) Copy of the internal audit report duly signed by HOT/ CPRI and Accountable Manager.
- (c) Compliance of all pending observations since last renewal/ approval.

799085/2021/DRONE DIRECTORATE approval for a period not exceeding five year on being satisfied that the RPTO continues to maintain the required capability. To ensure the same an inspection of the RPTO may be required prior to renewal. The inspection of the RPTO will be carried out on the basis of the checklist contained in the circular.

12. Procedure of Inspection of the RPTO for the purpose of Renewal of approval:-

Step 1:- Applicant applies in Annexure D5-1 of Drone training circular 1/2021 providing all the information and status of the contents of the rules and applicable CAR/ Circulars on the basis of their internal audit.

Step 2:- DGCA inspection team verifies the information and status mentioned in the Annexure D5-3 during inspection. On finding the information and the status as 'satisfactory' the inspection team recommends for the renewal of approval of RPTO to competent authority.

Step 3:- Then, entries are made in the RPTO certificate indicating renewal validity from/ to. (Note: In case of conditions specified by the team, same are recorded on certificate)

Step 4:-After, signature of the competent authority on the renewal the renewed certificate is handed over to RPTO.

13. CONTINUED VALIDITY OF RPTO AUTHORISATION AND OVERSIGHT

- i. During the validity of the approval, it is the responsibility of the RPTO to maintain the required capability. Operations are carried out as per approved manuals. Competency of the Instructors and examiners are maintained. Facilities and equipment are properly maintained. Documentations and record keeping is proper. Ensure continued compliance of CAR, Drone Rules and DGCA instructions.
- ii. Since, it will be the responsibility of the RPTO to ensure that during the period of validity of the approval, the capability of the organization is not degraded in any form and to ensure the same RPTOs are advised to carry out their regular internal audits.
- iii. During the validity of approval DGCA carries oversight of RPTOs by means of surveillance/ audits to verify the continued compliance of the requirements. DGCA officers may carry out spot checks, a sampling method to get the feel of the functioning and to initiate timely preventive measures.
- iv. DGCA surveillance follows a similar pattern to the initial inspection. However, the RPTO will be expected to have extensive records of all internal audits available, particularly those subsequent to approval, as well as comprehensive student training, staff training and standardization records. During oversight inspections, significant emphasis will be placed on the effectiveness of the RPTOs management system, including internal audits, safety management and compliance monitoring; it is therefore essential that key management personnel, e.g. CRPI are available during the surveillance.
- v. DGCA may carry out inspection/ audit of any RPTO at any time. Records shall be provided to DGCA inspectors/ auditors for desk- top audit forming part of the continuous oversight of the RPTO.
- vi. DGCA inspectors/ auditors may inspect the actual instruction, 'RPAS or simulator flying training'..
- vii. In cases of any significant non-compliance with the applicable requirements of applicable regulations or organization's procedures, which reduce safety or seriously hazards flight

799085/2021/DRONE DIRECTORATE If DGCA will raise a Level 1 finding. Under a Level 1 finding, DGCA can take immediate and appropriate action to prohibit, limit or suspend activities of an organization.

- viii. When any non-compliance is detected with the applicable requirements or organization's procedures which could reduce safety or hazard flight safety, as indicated DGCA will raise a Level 2 findings. Under a Level 2 finding, the DGCA can seek corrective action within a stipulated time limit, but not more than 30 days.
- ix. In case, during the validity of approval of the RPTO the training activities are stopped for a period greater than six months; before starting the training activities DGCA shall be informed and DGCA may carry out inspection before start of the activity. 50 hrs per six months per RPTO is the minimum Drone flying required considering that training activities are not stopped.
- x. In case, DGCA approval of RPTO is expired by more than one year but not exceeding three years, RPTO has to show compliance of all the requirements as required for initial issue for getting renewal.
- xi. In case, approval of RPTO is expired by more than three years, it will not be deemed as RPTO and the organization has to apply fresh for approval as RPTO.

14. Joint venture outsourcing ground/ theory classes :

- i. An RPTO may decide to subcontract certain training activities (only ground Theory classes) to external organizations subject to the approval of the Licensing Authority-DGCA
- ii. The ultimate responsibility for the Theory /Ground training provided by such external organization shall remain with the RPTO. A written agreement should exist between the RPTO and the external organizations clearly defining the training services to be provided and the level of quality to be assured. The external organizations relevant to the agreement should be included in the TPM.
- iii. Further RPTO may also entre into Joint venture for conducting theory classes and services from one RPTO to another may be utilized as per agreement accepted by DGCA.
- iv. Flying training and Skill on drone shall not be outsourced to third party.
- v. Further such external organization shall be subjected to DGCA surveillance , If any violation or substandard of ground classes/theory classes reported/found then RPTO approval shall be cancelled with enforcement action
- vi. The intake of students in the RPTO shall commensurate with the number of RPI/RPAS instructors and RPAs. The RPAs: RPA flying instructor: trainee ratio shall not exceed 1:1:10
- vii. RPTO must have at least two serviceable Drone/ RPAs of one type at any given time.
- viii. Classes can be conducted on line with approval of DGCA.

14.1 FSTD RPTS /SIMULATOR QUALIFICATION APPROVAL :

As per ICAO 9841 States should consider recognizing and accepting a device qualification that is already granted by the baseline DGCA/CAA, or by another State, where the qualified device already meets the relevant criteria of the *Manual of Criteria for the Qualification of Flight Simulation Training Devices* (Doc 9625) or an equivalent regulatory standard that already is aligned with the criteria of Doc 9625; with minimal supplemental requirements, if any.

14.2 USE OF FSTD IN AN APPROVED TRAINING PROGRAMME

- a. In order to receive training credit for the use of an FSTD, the device must be part of the training organization's or operator's approved curriculum and be qualified.
- b. The FSTD must also be evaluated for each manoeuvre, procedure or crew member function to be trained, and approved for the operator's use.
- c. When an operator requests the use of a training centre's FSTDs, the DGCA/CAA continues to be responsible for determining that the operator's application conforms to the appropriate regulations, policies, and procedures.

15. APPROVAL OF TRAINING DEVICES

- 15.1 With the rapid improvements in technology, an increasing number of simulation training devices for training licensed personnel within the aviation industry are entering the marketplace. Some training programs even use web-based simulation to such an extent that full accreditation for successful program completion is achieved without the trainees ever having to leave their normal place of work or, in some cases, their residence.
- 15.2 Each training device that is intended for training, testing or checking in an approved training program and for which credit is being sought needs to be made available to the applicable Licensing Authority DGCA, prior to initial use, for determination of its suitability.
- 15.3 In addition to meeting the obligations of national regulations, the RPTO should implement at least the following for all training devices:
- a) a routine maintenance program to ensure that the training devices continue to function properly and, when applicable, continue to accurately replicate any component, system or equipment for which training, checking or testing credits are being sought; and
 - b) a record-keeping process for each training device to be established and maintained, which accurately records the device's use and lists any discrepancies with respect to its functionality or intended performance characteristics that may impact training.
- 15.4 Criteria for the qualification and training suitability of flight simulation training devices that replicate aeroplanes/UAS and helicopters/UAV are detailed in the Manual of Criteria for the Qualification of Flight Simulation Training Devices (Doc 9625).
- 15.5 Process of approval of FSTD/RPTS under make in India Atmanirbhar Bharat: The applicant will submit request for approval to director operations Drone DGCA on e-mail drone.dgca@gov.in , with all supporting document photos and video in pendrive , a team consisting of officers of the rank of Dy Director -Operations/Assistant Director-Operations , Assistant Director/AO (AED) and Assistant Director-Airworthiness /Airworthiness officer will examine the proposal and seek demonstration, after demo the report will be submitted to Director Operations for issue of approval letter under his authority.

16. Training and Procedures Manual

- a. The applicant shall prepare a training and procedures manual for approval by DGCA. This manual may be issued in separate parts and shall contain at least the information as detailed in model TPM.

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- b. The training and procedures manual shall be amended as necessary to keep the information contained therein up to date. The RPTO shall promptly furnish amendments to the training and procedures manual to DGCA for approval. The approved amendment will then be disseminated to other personnel and organizations to which the manual has been issued.

17. Training Programme

- a) Ground training programme shall be designed as per the syllabus specified by the by DGCA.
- b) The RPTO shall develop the training programme which shall be specific to a category, sub-category and class of unmanned aircraft system. used for training and include the same in the Training and Procedures Manual.
- c) RPTO can also develop the specific training programme for use of drone technology in film shooting, survey, mapping, Surveillance Disaster management , search and rescue, Fire extinguisher & prevention, Delivery by drone, Monitoring health of power Tx lines. Such Training programme can be develop in association with concerned organisations/industry bodies in joint venture form , approval for such programme shall be required from DGCA and must be added in scope of approval and TPM.

18. General Requirements for setting up the RPTO**Facilities and Equipment**

18.1 Training organisation shall establish facility appropriate to the size and scope of the operation. It shall provide physical environment conducive to the learning. These shall include:

A. General:

- (a) Adequate Office Space for operational and administrative staff
- (b) Storage area including secure area for training and personnel records.

B. Classrooms and training aids:

- (a) Adequate and well equipped class rooms. The classrooms shall properly be lighted and furnished. The size of the rooms shall be appropriate to accommodate the batch of students. (atleast 4ft x 4 ft per student)
- (b) Library with adequate number of text books/ e-books for ground subjects, regulations and flying techniques; DGCA circulars, CARs, AICs, Aircraft Manual; AIP and its supplement and route maps for training. Books catalogue, register or list of books to track the revisions and stock position.
- (c) Training aids – computer, projector/suitable monitor, Electronic boards multimedia aids etc.

C. Practical training areas:

- (a) Drone flying area
- (b) Flight Planning room/ area
- (c) Office facility for instructors
- (d) Waiting room(s) for students

799085/2021/DRONE DIRECTORATE (e) Adequate internet connection shall be made available.

18.2 An approved RPTO shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved in advance by the DGCA.

19.RPTO Operations Base:

19.1 No RPTO shall carry out Drone training activities at an base other than location for which it is approved (Main Operations Base) .

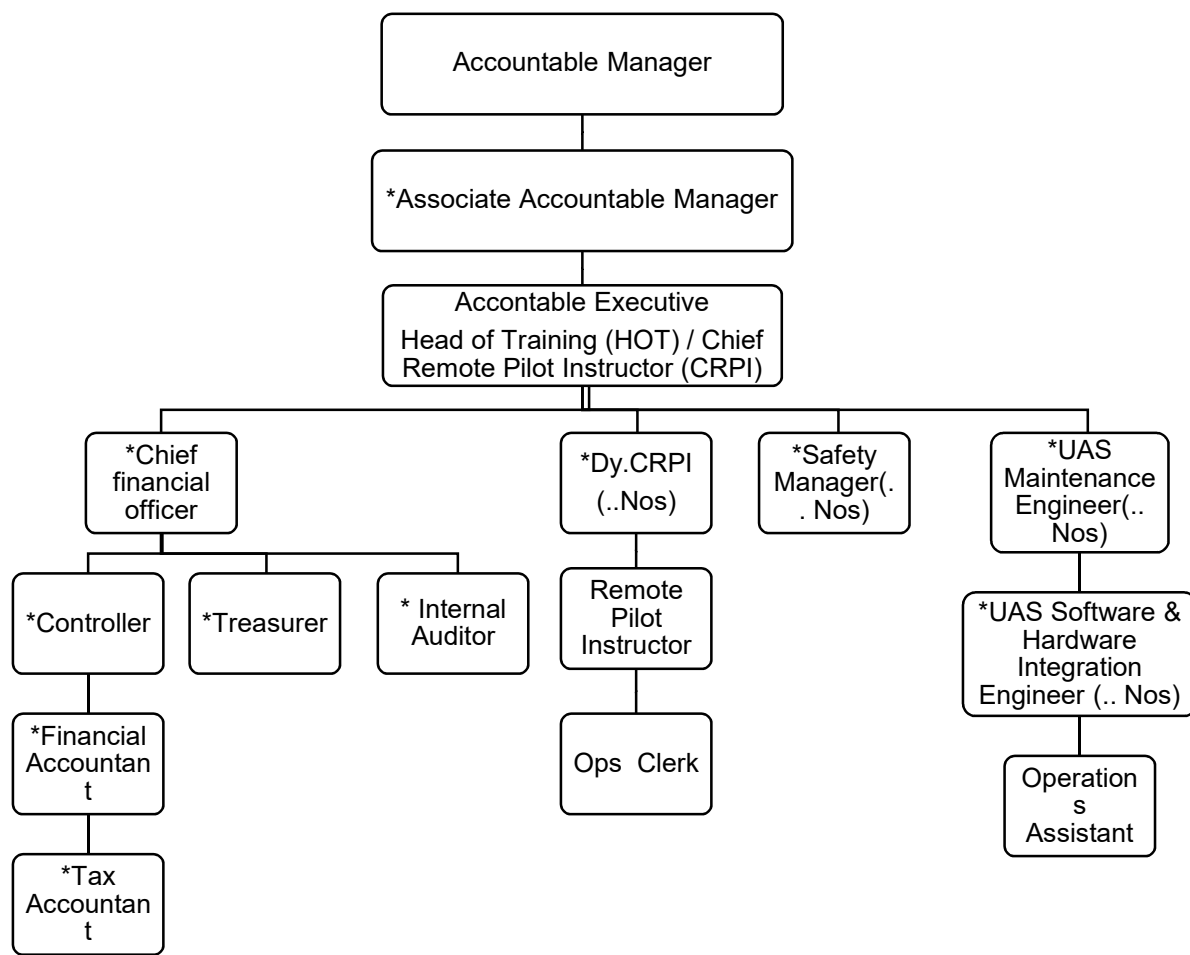
19.2 An authorized RPTO may conduct training at an additional operations base other than the 'main Operations base', with following conditions:

- (a) The other operations base is already approved for drone training activities and is having adequate facilities for the UAS to be operated by RPTO.
- (b) RPTO has adequate men and material positioned for such additional operations base.
- (c) Drone/Remote pilot training activities can be carried out from main base as well as from other operations base simultaneously .
- (d) DGCA shall be informed when RPTO operates from other operations base for a period exceeding seven days.

20. Personnel Requirements:

Management Personnel

- i. **Accountable Manager:** The organisation shall appoint an accountable manager who has corporate authority for ensuring that flying training can be financed and carried out to the standard required by Drone Rules 2021 and relevant regulations CAR and Circular etc. The accountable manager shall ensure that all necessary resources are available to accomplish flying training in accordance with laid down standards and establish and promote the safety and quality standards for the training.
- ii. **Post Holders:** The Accountable Manager shall nominate a person or group of personnel for acceptance as post holder(s) for key positions. Depending upon the size and scope of the organisation, *a post holder may perform a combination of key roles* and the same shall be described in the training and procedures manual. The nominated key positions are:-
 - (a) Head of Training or Chief Remote Pilot Instructor (CRPI)/HOT
 - (b) *Dy Chief Remote Instructor (Dy CRPI)- can be given to a RPL holder
 - (c) Safety Manager (SM)*
 - (d) Maintenance Manager (MM)*



ORGANIZATIONAL CHART OF REMOTE PILOT TRAINING ORGANIZATION (RPTO)

Note 1 : Post of Safety Manager (SM) & Maintenance Manager (MM),UAS-SHI can be combined.

Note 2 : *If applicable – The posts marked on star (*) are not mandatory for a small RPTO **up to an intake of 10 trainees at time.**

Note 3: Except Accountable Manager, CRPI,RPI, Ops Clerk other posts can be outsourced to any agency by RPTO.

Note 4: One RPTO may utilize services /facility/Instructors of another RPTO with the approval of DGCA through an agreement subject to keeping welfare and interest of trainees.

- iii. RPTO shall verify the 'character and antecedents' of persons to be employed on the above posts including Accountable Manager before employment. The verification is required from the places where the applicant has resided for more than one year during the preceding three years from concerned District Police Authorities.

Note: The verification must be within past 06 months on the date of application.

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- iv. In case, a nominated post holder is in employment with other RPTO, then an NOC from the previous employer is required. 'Character and antecedents' in respect of such persons may be submitted within three months of their appointment.

Note:- The purpose of this NOC is to ensure that the post holder should complete all the requirements of Drone Rules 2021, CAR, Related circulars or any other DGCA directions such as completion of log books, authorizations books, RTPR, Student records etc. before leaving the RPTO. In case RPTO does not issue NOC after completion of notice period by the post holder, it will be assumed that the RPTO has no objection against the Post holder and it will be deemed as NOC.

- v. Duties and responsibilities of the post holders shall be clearly defined in the Training and Procedures Manual. The post holder shall perform their duties upon assessment and approval/ acceptance from DGCA.
- vi.

21. Drone /Remote Pilot Flying Instructional Staff

- i. RPTO shall employ sufficient number of UAS Instructional staff to ensure proper continuity of drone training in accordance with the scope of approval. The age of Drone training/Remote pilot training Instructional staff shall not exceed 65 years.
- a) **Head of Training or Chief Remote Pilot Instructor (CRPI)/HOT** : RPTO shall appoint HOT/CRPI depending on the size of organisation and they shall be approved by DGCA
- b) **Dy Chief Remote Pilot Instructor (Dy CRPI)- can be given to a RPL holder** : RPTO may appoint on need basis Dy CRPI)-
Note : This function can be given to a RPL holder who shall be approved by DGCA maximum up to one year for promotion of drone industry in India.
- c) **Remote Instructor-RPI/ RPAS Instructor** : RPTO shall appoint RPI depending on the size of organization.
- d) The Instructor qualification requirements differ for each type of training and topic taken. Minimum requirements for Instructors are given below.

General Requirements:

- e) The person shall preferably have minimum 3 years of aviation experience in operations Flight safety, Flight planning, Maintenance/Aircraft Engineering at DGCA, AAI any Scheduled airline or Airport, FTO, RPTO.
- f) The person shall have teaching aptitude.
- g) RPL/CPL holders (06 Months Old RPL/CPL) with RPI/ RPAS Training.
- h) AME with one years experience & RPI/ RPAS Training
- i) Fresh Graduate- BSc, BE Aeronautical or any Branch, BSc Aviation with RPI/ RPAS Training
- j) The person shall have good communications skills
- k) For All above categories of applicant The Person shall have passed a Certified RPI/ RPAS Instructor course after skill and oral from DGCA.

22. Ground Instructional Staff – General requirement.

- 22.1 Ground Instructors teaching ground examination subjects prescribed by the DGCA shall have appropriate experience in aviation (as specified in this CAR) and shall, before appointment, demonstrate their competency to the RPTO by giving a test

materials they have developed for the subject(s) to be taught. RPTO shall maintain the record of the same. The ground examination topics/subjects are listed in Appendix VIII.

23. Ground Instructor- if required

23.1 In order to teach specific course, Ground Instructor GI shall have the minimum qualifications and experience for the subjects as specified below:-

(a) Principal of flight :

- holder of Remote Pilot Licence-RPL commercial Pilot CPL or PPL ; or
- Air Navigation instructors from Defense Services; or
- holder of Flight Navigator's License; or
- Qualified Air Traffic Controller /DGCA Drone directorate /Operations department officer / Navigator from Defence/ paramilitary forces.
- BSC Aviation/BE aeronautical

(b) Aviation Meteorology:

- holder of Remote Pilot Licence-RPL commercial Pilot CPL or PPL ; or
- Air Navigation instructors from Defense Services; or
- holder of Flight Navigator's License; or
- Qualified Air Traffic Controller /DGCA Drone Directorate/ Operations department officer / Navigator from Defence/ paramilitary forces.
- BSC Aviation/BE aeronautical
- or
- Qualified Meteorologist from IMD); or

(c) Aerodynamics & Drone Operations

- Degree or equivalent in Aeronautical; or
- holder of Remote Pilot Licence-RPL commercial Pilot CPL or PPL ; or
- BSc/Mechanical Engineering or Electrical /Electronic/ Communication Engineering; or
- DGCA Aeronautical Engineering division/Airworthiness / Drone Directorate department officer or a pilot/ Navigator from Defence/ paramilitary forces

(d) Air Regulations:

- holder or held RPL-Remote Pilot Licence or CPL
- Qualified Air Traffic Controller /DGCA Drone Directorate /Operations department officer/Legal department or a pilot/ Navigator from Defence/ paramilitary forces.
- LLB with one years Law experience

24. Student:

24.1 The intake of students in the RPTO shall commensurate with the number of flying instructors. The aircraft: flying instructor: trainee ratio shall not exceed 1:1:10.

24.2 RPTO shall have system of induction of student. The process of their training in compliance with the provisions of Drone Rules 2021, applicable CARs and Circulars.

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 24.5. Security clearance in respect of foreign trainees shall be obtained from the concerned authorities prior to commencement of their training.

24.4 Transfer of Trainee from one RPTO to other:

24.5 If a student wishes to transfer himself from one RPTO to other during course of training, the following actions are required to be taken by RPTO:-

- (a) Send /handover the ground training record to CRPI/Dy CRPI of other RPTO and trainee should be given a copy of the same;
- (b) Send /handover the completed RPTR in sealed cover to CRPI/Dy CRPI of other RPTO within 02 days, copy can also be handed over to the trainees and send scan copy through mail to other RPTO as per request of trainee.
- (c) Complete the Remote Pilot log book in all respect i.e. all entries properly filled in and duly certified by competent authority.
- (d) Refund the balance fee to the trainee as fee refund policy within 02 days on line transfer mode .
- (e) Send an email for information and record purpose , on drone.dgca@gov.in with all scan documents and fee transfer details.

25. The CRPI/Dy CRPI of the other RPTO shall then formulate syllabus to meet the Requirements of Drone Rules 2021 and CAR/Circular for issue of appropriate Remote pilot licence.

26. RPC -Remote Pilot Certificate & RPITC-Remote Pilot Instructor training Certificates

- a) An RPTO shall issue a RPC -Remote Pilot Certificate to each student who successfully completes its approved course of Remote Pilot training at the end of the training in the format given in this circular.
- b) **RPITC-Remote Pilot Instructor training Certificates shall be given to the Remote Pilots who successfully completes the RPI course** , Authorisation to remote
- c) The category of RPA shall be endorsed as a category rating on the remote pilot licence. An applicant shall, before being issued with any remote pilot licence or rating, meet such requirements in respect of age, experience, flight instruction, competencies and medical fitness, as are specified for that remote pilot licence or rating.

27. Remote Pilot Licence Related Drone Rules 2021

Rule 31. General. – No individual other than a holder of a valid remote pilot licence enlisted on the digital sky platform shall operate an unmanned aircraft system.

Rule 32. Classification.— A remote pilot licence shall specifically mention the category, sub-category and classification of the unmanned aircraft system or a combination of these, for which it is issued.

Rule 33. Eligibility. –An individual shall be eligible to obtain a remote pilot licence, if he–

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799085/2021/DRONE DIRECTORATE shall be at least eighteen years of age and not more than sixty-five years of age;

- (b) has passed class tenth examination or its equivalent from a recognised Board; and
- (c) has successfully completed such training as may be specified by the Director General, from any authorised remote pilot training organisation.

Rule 34. Procedure for obtaining a remote pilot licence.— (1) Any individual, who desires to obtain a remote pilot licence for any category, sub-category or class of an unmanned aircraft system, or a combination thereof, shall complete the training specified by the Director General for such category, sub-category or class, and pass the tests conducted by the authorised remote pilot training organisation.

(2) Within seven days of successful completion of the training and passing of the tests under sub-rule (1), the authorised remote pilot training organisation shall make an application for remote pilot licence in Form D-4 on the digital sky platform along with the fee as specified in rule 46, providing details of the individual who has passed the test.

(3) The individual in respect of whom an application has been made by the authorised remote pilot training organisation under sub-rule (2) shall be issued a remote pilot certificate through digital sky platform.

(4) The Director General shall, within fifteen days from the date of issue of the remote pilot certificate under sub-rule (3), issue the remote pilot licence to such individual through the digital sky platform.

Rule 35. Validity of licence. – A remote pilot licence shall—

- (a) be valid only if it is enlisted on the digital sky platform;
- (b) unless suspended or cancelled, remain valid for a period of ten years;
- (c) be renewed by the Director General for such period as may be specified therein, subject to a maximum period of ten years, on payment of fee as specified in rule 46:

Provided that the holder of the remote pilot licence shall undergo such refresher course as may be specified by the Director General on the digital sky platform from time to time.

Rule 36. Exemption from obtaining licence.— No remote pilot licence shall be required for —

- (a) operating a nano unmanned aircraft system; and
- (b) operating a micro unmanned aircraft system for non-commercial purposes.

28. ICAO Annex1 Chapter 2 Requirements For Remote Pilot Licence:

2.11.1.1 A person shall not act either as remote pilot-in-command or as remote co-pilot of an RPA in any of the following RPA categories unless that person is the holder of a remote pilot licence issued in accordance with the provisions of ICAO Annex1 Chapter 2 — aeroplane — airship — glider — rotorcraft — powered-lift — free balloon.

2.11.1.2 The category of RPA shall be endorsed as a category rating on the remote pilot licence.

799085/2024/DRONE DIRECTORATE 2.11.1.3 An applicant shall, before being issued with any remote pilot licence or rating, meet such requirements in respect of age, experience, flight instruction, competencies and medical fitness, as are specified for that remote pilot licence or rating.

2.11.1.4 An applicant for any remote pilot licence or rating shall demonstrate, in a manner determined by the Licensing Authority, such requirements for knowledge and skill as are specified for that remote pilot licence or rating.

2.11.2 Category ratings

2.11.2.1 When established, category ratings shall be for categories of RPA listed in 2.11.1.1.

2.11.2.2 The holder of a remote pilot licence seeking additional category ratings to be added to the existing licence shall meet the requirements of this Annex regarding RPAS appropriate to the privileges for which the category rating is sought.

2.11.3 Class and type ratings

2.11.3.1 A class rating shall be established for RPA and associated RPS certificated for single remote pilot operations which have comparable handling, performance and characteristics unless a type rating is considered necessary by the Licensing Authority.

2.11.3.2 A type rating shall be established for RPA and associated RPS certificated for operation with a minimum crew of at least two remote pilots or when considered necessary by the Licensing Authority.

Note.— Where a common type rating is established, it will be only for RPA with similar characteristics in terms of operating procedures, systems and handling.

2.11.3.3 When an applicant demonstrates competencies for the initial issue of a remote pilot licence, the category and the ratings appropriate to the class or type of RPA and associated RPS used in the demonstration shall be entered on that remote pilot licence.

2.11.3.4 Recommendation.— The levels of performance to be achieved to operate the class or type of RPA for which the ratings are issued should be publicly available.

2.11.4 Circumstances in which class and type ratings are required

2.11.4.1 A Contracting State having issued a remote pilot licence shall not permit the holder of such remote pilot licence to act either as remote pilot-in-command or as remote co-pilot of an RPA and associated RPS unless the holder has received authorization as follows:

- a) the appropriate class rating specified in 2.11.3.1; or
- b) a type rating when required in accordance with 2.11.3.2.

2.11.4.1.1 When a type rating is issued limiting the privileges to act as remote co-pilot, or limiting the privileges to act as remote pilot only during the cruise phase of the flight, such limitation shall be endorsed on the rating.

2.11.4.1.2 When a class rating is issued limiting the privileges to act as remote pilot only during the cruise phase of the flight, such limitation shall be endorsed on the rating.

2.11.4.2 For the purpose of training, testing, or specific special purpose non-revenue flights, special authorization may be provided in writing to the remote pilot licence holder by the Licensing Authority in place of issuing the class or type rating in accordance with 2.11.4.1. This authorization shall be limited in validity to the time needed to complete the specific flight.

2.11.5 Requirements for the issue of class and type ratings

The applicant shall have demonstrated the competencies required for the safe operations of an RPA of the class for which the rating is sought.

2.11.5.2 Type rating as required by 2.11.3.2

The applicant shall have:

a) gained, under appropriate supervision, experience in the applicable type of RPA and associated RPS and/or FSTD in the following:

— normal flight procedures and manoeuvres during all phases of flight; — abnormal and emergency procedures and manoeuvres in the event of failures and malfunctions of equipment, such as engine, C2 link, systems and airframe; — instrument procedures, including instrument approach, missed approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure; and — for the issue of an aeroplane category type rating, upset prevention and recovery training. — procedures for crew incapacitation and crew coordination including allocation of remote pilot tasks; crew cooperation and use of checklists;

b) demonstrated the competencies required for the safe operation of the applicable type of RPA and associated RPS and demonstrated C2 link management skills, relevant to the duties of a remote pilot-in-command or a remote co-pilot as applicable.

2.11.6 Use of an FSTD for acquisition

The use of an FSTD for acquiring the experience or performing any manoeuvre required during the demonstration of competencies for the issue of a remote pilot licence or rating shall be approved by the Licensing Authority-DGCA , which shall ensure that the FSTD used is appropriate to the task.

2.11.7 Circumstances in which authorization to conduct remote pilot licence training is required

2.11.7.1 A Contracting State, having issued a remote pilot licence, shall not permit the holder thereof to carry out remote pilot licence training required for the issue of a remote pilot licence or rating, unless such holder has received proper authorization from such Contracting State. Proper authorization shall comprise:

- a) an RPAS instructor rating on the holder's remote pilot licence; or
- b) the authority to act as an agent of an approved training organization authorized by the Licensing Authority to carry out remote pilot licence training; or
- c) a specific authorization granted by the Contracting State which issued the remote pilot licence.

2.11.7.2 A Contracting State shall not permit a person to carry out remote pilot licence training on an FSTD required for the issue of a remote pilot licence or rating unless such person holds or has held an appropriate remote pilot licence or has appropriate RPAS training and flight experience and has received proper authorization from such Contracting State.

2.11.8 Crediting of RPAS flight time

2.11.8.1 A student remote pilot shall be entitled to be credited in full with all solo and dual instruction RPAS flight time towards the total flight time required for the initial issue of a remote pilot licence.

2.11.8.2 The holder of a remote pilot licence shall be entitled to be credited in full with all dual instruction RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade.

2.11.8.3 The holder of a remote pilot licence shall be entitled to be credited in full with all solo or dual instruction RPAS flight time, in a new category of RPA or for obtaining a new rating, towards the total RPAS flight time required for that rating.

2.11.8.4 The holder of a remote pilot licence, when acting as remote co-pilot of an RPA certificated for operation by a single remote pilot but required by a Contracting State to be operated with a remote co-pilot, shall be entitled to be credited with not more than 50 per cent of the remote co-pilot RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade. The Contracting State may authorize that RPAS flight time be credited in full towards the total RPAS flight time required if the RPAS is equipped to be operated by a remote co-pilot and is operated in a multi-crew operation.

2.11.8.5 The holder of a remote pilot licence, when acting as remote co-pilot of an RPA certificated to be operated with a remote co-pilot, shall be entitled to be credited in full with this RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade.

2.11.8.6 The holder of a remote pilot licence, when acting as remote pilot-in-command under supervision, shall be entitled to be credited in full with this RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade.

2.11.8.7 Recommendation.— When applying for a new rating, the holder of a remote pilot licence should be entitled to be credited with RPAS flight time experience as a remote pilot of RPA. The Licensing Authority should determine whether such experience is acceptable and, if so, the extent to which the experience requirements for the issue of a rating can be reduced accordingly.

Note.— The total RPAS flight time required is derived from the approved competency-based training programme.

2.11.9 Limitation of privileges of remote pilots who attain their 60th birthday and curtailment of privileges of remote pilots who attain their 65th birthday

A Contracting State, having issued remote pilot licences, shall not permit the holders thereof to act as pilot of an RPAS engaged in international commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot, their 65th birthday.

2.12 Student remote pilot

2.12.1 A student remote pilot shall meet requirements prescribed by the Contracting State concerned. In prescribing such requirements, Contracting States shall ensure that the privileges granted would not permit student remote pilots to constitute a hazard to air navigation.

2.12.2 A student remote pilot shall not fly an RPA solo unless under the supervision of, or with the authority of, an authorized RPAS instructor.

2.12.2.1 A student remote pilot shall not fly an RPA solo on international RPAS operations unless by special or general

arrangement between the Contracting States concerned.

2.12.3 Medical fitness

permit a student remote pilot to fly an RPA solo unless he/she holds a current Class 3 or a current Class 1 Medical Assessment. For International Operations Note.— A Class 1 medical assessment may be essential for a particular individual based on their work environment and responsibilities in the context of a specific RPAS application.

2.13 Remote pilot licence

2.13.1 General requirements for the issue of the remote pilot licence

2.13.1.1 Age

The applicant shall not be less than 18 years of age.

2.13.1.2 Knowledge

The applicant shall demonstrate a level of knowledge appropriate to the privileges granted to the holder of a remote pilot licence and appropriate to the category of RPA and associated RPS intended to be included in the remote pilot licence, in at least the

following subjects:

Air law

a) rules and regulations relevant to the holder of a remote pilot licence; rules of the air; appropriate air traffic services practices and procedures;

b) rules and regulations relevant to flight under IFR; related air traffic services practices and procedures;

General RPAS knowledge

c) principles of operation and the functioning of engines, systems and instruments;

d) operating limitations of the relevant category of RPA and engines; relevant operational information from the flight manual or other appropriate document;

e) use and serviceability checks of equipment and systems of appropriate RPA;

f) maintenance procedures for airframes, systems and engines of appropriate RPA

g) for rotorcraft and powered-lifts, transmission (power trains) where applicable;

h) use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and

navigation of an RPA under IFR and in instrument meteorological conditions;

i) flight instruments; gyroscopic instruments, operational limits and precession effects; practices and procedures in the

event of malfunctions of various flight instruments;

j) for airships, physical properties and practical application of gases;

k) RPS general knowledge:

1) principles of operation and function of systems and instruments;

2) use and serviceability checks of equipment and systems of appropriate RPS;

3) procedures in the event of malfunctions;

l) C2 link general knowledge:

799085/2021-DRONE DIRECTORATE 1) different types of C2 links and their operating characteristics and limitations;

2) use and serviceability checks of C2 link systems;

3) procedures in the event of C2 link malfunction;

m) detect and avoid capabilities for RPAS;

Flight performance, planning and loading

n) effects of loading and mass distribution on RPA handling, flight characteristics and performance; mass and balance calculations;

o) use and practical application of take-off, landing and other performance data;

p) pre-flight and en-route flight planning appropriate to RPAS operations under IFR; preparation and submission of air traffic services flight plans under IFR; appropriate air traffic services procedures; altimeter setting procedures;

q) in the case of airships, rotorcraft and powered-lifts, effects of external loading on handling;

Human performance

r) human performance relevant to RPAS and instrument flight, including principles of TEM;

Note.— Guidance material to design training programmes on human performance, including TEM, can be found in the Human Factors Training Manual (Doc 9683).

Meteorology

s) interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;

t) aeronautical meteorology; climatology of relevant areas with respect to the elements having an effect on aviation; the movement of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;

u) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;

v) in the case of rotorcraft and powered-lifts, effects of rotor icing;

w) in the case of high altitude operations, practical high altitude meteorology, including interpretation and use of weathers reports, charts and forecasts; jetstreams; Navigation

x) air navigation, including the use of aeronautical charts, instruments and navigation aids; an understanding of the principles and characteristics of appropriate navigation systems; operation of RPAS equipment;

y) use, limitation and serviceability of avionics and instruments necessary for control and navigation;

z) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;

aa) principles and characteristics of self-contained and external-referenced navigation systems; operation of RPAS equipment; Operational procedures

bb) application of TEM to operational performance;

799085/2024 DRONE DIRECTORATE of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations and instrument procedure charts for departure, en-route, descent and approach;

dd) altimeter setting procedures;

ee) appropriate precautionary and emergency procedures; safety practices associated with flight under IFR; obstacle clearance criteria;

ff) operational procedures for carriage of freight; potential hazards associated with dangerous goods and their management;

gg) requirements and practices for safety briefings to remote flight crew members

hh) in the case of rotorcraft, and if applicable, powered-lifts, settling with power; ground resonance; retreating blade stall; dynamic rollover and other operating hazards; safety procedures, associated with flight in VMC;

ii) operational procedures for handovers and coordination;

jj) operational procedures for normal and abnormal C2 link operations;

Principles of flight

kk) principles of flight; and

Radiotelephony

ll) communication procedures and phraseology; action to be taken in case of communication failure.

2.13.1.3 Skill

2.13.1.3.1 The applicant shall have demonstrated all the competencies of the adapted competency model approved by the Licensing Authority at the level required, to act as remote pilot in command of an RPAS operation within the appropriate

category of RPA and associated RPS.

2.13.1.3.2 If the privileges of the remote pilot are to be exercised on a multi-engined RPA, the applicant shall have demonstrated the ability to operate under IFR with degraded propulsion capabilities.

2.13.1.4 Medical fitness

The applicant shall hold a current Class 3 Medical Assessment or a current Class 1 Medical Assessment.

Note.— A Class 1 Medical Assessment may be essential for a particular individual based on their work environment and responsibilities in the context of a specific RPAS application.

2.13.2 Privileges of the holder of the remote pilot licence and the conditions to be observed in exercising such privileges

2.13.2.1 Subject to compliance with the requirements specified in 1.2.5, 1.2.6, 1.2.7.1, 1.2.9 and 2.11, the privileges of the holder of a remote pilot licence shall be:

a) to act as remote pilot-in-command of an RPA and associated RPS, certificated for remote single-pilot operation;

799085/2021/DRONE DIRECTORATE b) to act as a remote pilot-in-command of an RPA and associated RPS, required to be operated with a remote co-pilot;

c) to act as a remote pilot-in-command of an RPA and the associated RPS, required to be operated with a remote co-pilot;

and

d) to act either as remote pilot-in-command or as remote co-pilot of an RPAS under IFR.

2.13.2.2 Before exercising the privileges at night, the remote pilot licence holder shall have received dual instruction in an RPA and associated RPS in night flying, including take-off, landing and navigation.

Note.— Certain privileges of the remote pilot licence are curtailed by 2.11.9 for remote pilot licence holders when they attain their 60th and 65th birthdays.

2.13.3 Specific requirements for the issue of remote pilot licence

2.13.3.1 Experience

The applicant shall have gained experience during training in operating the RPA and associated RPS to successfully demonstrate the competencies required in 2.13.1.3.

2.13.3.2 Remote pilot licence training

2.13.3.2.1 In order to meet the requirements of the remote pilot licence, the applicant shall have completed an approved training course. The training shall be competency-based and, if applicable, conducted in a multi-crew operational environment.

2.13.3.2.2 During the training, the applicant shall have acquired the competencies and underpinning skills required for performing as a remote pilot of an RPA certificated for operation under IFR.

2.13.3.2.3 The applicant shall have received dual remote pilot licence training in an RPA and associated RPS, sought from an authorized RPAS instructor. The RPAS instructor shall ensure that the applicant has operational experience in all phases of flight and the entire operating envelope of an RPAS, including abnormal and emergency conditions, upset prevention and recovery training for the categories concerned, as well as IFR operations.

2.13.3.2.4 If the privileges of the remote pilot are to be exercised on a multi-engined RPA, the applicant shall have received dual instrument remote pilot licence training in a multi-engined RPA within the appropriate category from an authorized RPAS instructor. The RPAS instructor shall ensure that the applicant has operational experience in the operation of the RPA within the appropriate category with engines inoperative or simulated inoperative.

2.14 RPAS instructor rating

2.14.1 Requirements for the issue of the rating

2.14.1.1 Knowledge

2.14.1.1.1 The applicant shall demonstrate the ability to effectively assess trainees against the adapted competency model used in the approved training programme.

2.14.1.1.2 The applicant shall successfully complete the training and meet the qualifications of an approved training organization appropriate to the delivery of competency-based training programmes.

799085/2024/DRONE DIRECTORATE RPAS instructor training programme shall focus on the development of competence in the following specific areas:

- a) the adapted competency model of the remote pilot training programme according to the defined grading system used by the RPAS operator or approved training organization;
- b) in accordance with the assessment and grading system of the RPAS operator or approved training organization, making assessments by observing behaviours; gathering objective evidence regarding the observable behaviours of the adapted competency model used;
- c) recognizing and highlighting performance that meets competency standards;
- d) determining root causes for deviations below the expected standards of performance; and
- e) identifying situations that could result in unacceptable reductions in safety margins.

2.14.1.1.4 The applicant shall have met the competency requirements for the issue of a remote pilot licence as appropriate to the category of RPA and associated RPS.

2.14.1.1.5 In addition, the applicant shall have demonstrated a level of competency appropriate to the privileges granted to the holder of an RPAS instructor rating, in at least the following areas:

- a) techniques of applied instruction;
- b) assessment of student performance in those subjects in which ground instruction is given;
- c) the learning process;
- d) elements of effective teaching;
- e) competency-based training principles, including student assessments;
- f) evaluation of the training programme effectiveness;
- g) lesson planning;
- h) classroom instructional techniques;
- i) use of training aids, including FSTDs as appropriate;
- j) analysis and correction of student errors;
- k) human performance relevant to RPAS, instrument flight and remote pilot licence training, including principles of TEM; and
- l) hazards involved in simulating system failures and malfunctions in the aircraft.

2.14.1.2 Skill

2.14.1.2.1 The applicant shall have successfully performed a formal competency assessment, prior to conducting instruction and assessment within a competency-based training programme.

2.14.1.2.2 The competency assessment shall be conducted during a practical training session in the category of RPA and associated RPS for which RPAS instructor privileges are sought, including pre-flight, post-flight and ground instruction as appropriate.

2.14.1.2.3 The competency assessment shall be conducted by a person authorized by the Licensing Authority.

2.14.1.3 Experience

799085/2024/DRONE DIRECTORATE shall have met the requirements for the issue of a remote pilot licence, shall maintain competencies and meet the recent experience requirements for the licence.

2.14.1.3.2 The applicant shall have sufficient training and experience to attain the required level of proficiency in all of the required tasks, manoeuvres, operations and principles, and methods of instruction relevant to 2.13.3.2.

2.14.1.4 Remote pilot licence training.

The applicant shall, under the supervision of an RPAS instructor authorized by the Licensing Authority for that purpose:

- a) have received training in RPAS instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
- b) have practiced instructional techniques in those flight manoeuvres and procedures in which it is intended to provide remote pilot licence training.

2.14.2 Privileges of the holder of the rating and the conditions to be observed in exercising such privileges

2.14.2.1 Subject to compliance with the requirements the privileges of the holder of an RPAS instructor rating shall be:

- a) to supervise solo flights by student remote pilots; and
- b) to carry out remote pilot licence training for the issue of a remote pilot licence and an RPAS instructor rating provided that the RPAS instructor:
 - 1) holds at least the remote pilot licence and rating for which instruction is being given, in the appropriate RPA category and associated RPS;
 - 2) holds the remote pilot licence and rating necessary to act as the remote pilot-in-command of the RPA category and associated RPS on which the instruction is given; and
 - 3) has the RPAS instructor privileges granted endorsed on the remote pilot licence.

2.14.2.2 The applicant, in order to carry out remote pilot licence training in a multi crew operational environment, shall have also met all the instructor qualification requirements.

29.. Recordkeeping

The RPTO shall employ administrative staff to maintain a personal record for every student and instructor. Records maintained in the RPTO must be sufficient to provide documentary evidence of each training action and allow the reconstruction of training history. 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. RPTO shall also establish system acceptable to DGCA to archive non-active personal records.

29.1 Student records

29.1.1 RPTO shall have system of student record satisfying the following: -

- (a) The RPTO shall maintain a current and accurate record of the participation of each student enrolled in an approved course of training conducted by the RPTO that includes the following information:

- (i) The date the student was enrolled in the approved course;
 - (ii) A chronological log of the student's course attendance, subjects, and flight operations covered in the student's training, and the names and grades of any tests taken by the student; and
 - (iii) The date the student completed training, terminated training, or transferred to another RPTO.
- (b) Whenever a student completes training, terminates training, or transfers to another RPTO, the student's record shall be certified to that effect by the CRPI/ Dy CRPI.
- (c) The RPTO shall retain each student record required by this section for at least 5 years from the date, the student:
- (i) Completes the training to which the record pertains;
 - (ii) Terminates enrollment in the training to which the record pertains; or
 - (iii) Transfers to another RPTO.
- (e) The RPTO shall make a copy of the student's training record available upon request by the student and DGCA.
- (f) Final test video of note more than (10 to 20) minutes recorded through mobile will also be kept for one year duration of each trainees showing drone, instructor and RPTO, These will be sent along with all documents to DGCA for issuance of RPL in a pendrive for whole batch together , separate folder of each trainees must be made in pendrive.

30. Remote Pilot Logbooks

- 30.1 RPTO /Student /Remote Pilots shall use standard log book published by DGCA on digital Sky platform and on DGCA web site log books shall, clearly identify the RPTO stamp under which the training is done and the exercises carried out on each flight shall be certified as being correct at the end by the CRPI/DY CRPI .RPTO shall not use their logo on front cover of log book , their stamp on log book for each certification is sufficient.
- 30.2 Student/Remote Pilot Trainee logbooks shall also contain an accurate and separate record of synthetic drone flying training clearly identifying the exercises completed during each session and shall be certified as being correct by either the CRPI/DY CRPI at the end of the course.
- 30.3 Log book of CRPI/DY CRPI can be certified by Accountable Manager.
- 30.4 Remote Pilot log book shall be required to fill on line through digital sky platform/or any other on line platform in future as per orders by DGCA from time to time .

30.5 Instructor records

- 30.5.1 The RPTO shall maintain a system for recording the details of instructor e.g. qualifications, self-certified copies of credentials, record of induction process (e.g. test lecture for GI), appointment letter, approvals and training of instructional and examining staff, subsequent checks, as appropriate.
- 30.5.2 These records shall be kept for a minimum period of five years after the instructor or examiner ceases to perform a function for the RPTO.

The RPTO shall develop occurrence reporting procedure in accordance with relevant rules and CARs.

32. DGCA Oversight (inspection/ surveillance/ audit)

- a. Each RPTO shall allow the DGCA to inspect the RPTO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these regulations and the RPTO's certificate and training specifications.
- b. 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. DGCA shall carry out surveillance to verify the continued compliance of requirements. DGCA officers may carry out spot checks, a sampling method to get the feel of the functioning and to initiate timely preventive measures.
- c. DGCA surveillance follows a similar pattern to the initial inspection. However, the RPTO will be expected to have extensive records of all internal audits available, particularly those subsequent to approval, as well as comprehensive student training, staff training and standardization records. During oversight inspections, significant emphasis will be placed on the effectiveness of the RPTO's management system, including internal audits, safety management and compliance monitoring; it is therefore essential that key management personnel, e.g. CRPI/DY CRPI and AM are available during the surveillance.
- d. DGCA may carry out inspection/ audit of any RPTO at any time. Records shall be provided to DGCA inspectors/ auditors for desk-top audit forming part of the continuous oversight of the RPTO.
- e. RPTO shall provide free of charge training to DGCA officers or any other candidate recommended by DGCA for enhancement of technical as well as latest technology in drone industry. As per recommendation of Director Operations Drone Directorate of DGCA Hqrs
- f. DGCA officer may inspect the actual instructional techniques on RPA/UAS/DRONE or on simulator flight training',. Ground Instructor's may be asked to conduct sample lectures.
- g. RPTO shall submit monthly , quarterly and yearly statement regarding no. of SRPL issued Instructor utilization , fee etc in the form of excel sheet on drone.dgca@gov.in as per annexure attached in this circular or as desired by Drone Directorate.

Note:- Hard copies are not required

33. Offences Penalties Power to inspect Cancellation or suspension Drone Rules 2021

Rule 49. Offences, classification and compounding.—(1) No person shall carry out any activity in contravention of these rules.

(2) Notwithstanding anything contained in the Code of Criminal Procedure, 1973 (2 of 1974), the contravention of rule 22 and rule 27 shall be cognizable and non-compoundable.

(3) It shall be a defence to any proceeding for contravention of, or failure to comply with, these rules, if such contravention or failure is proved to have been caused due to factors or circumstances, such as stress of weather or other unavoidable cause or circumstances, beyond the control of such person or without his knowledge or fault.

(4) The provisions of these rules shall be in addition to, and not in derogation of, the provisions of any other law, for the time being in force.

Rule 50. Penalties.— Where, after giving an opportunity of being heard, the Director General or an officer authorised by the Central Government or a State Government or Union Territory Administration, is satisfied that a person has contravened or failed to comply with the provisions of these rules, he may, for reasons to be recorded in writing, levy a penalty not exceeding rupees one lakh in accordance with the provisions of section 10A of the Act.

Rule 51. Power to inspect.— The Director General, or any person authorised by him, by general or special order in writing, may inspect any unmanned aircraft system, any related facility, interact with any personnel, and inspect any document or record for the purpose of securing compliance with these rules and the provisions of the Act.

Rule 52. Obstruction of authorised persons.— No person shall voluntarily obstruct any person acting in the exercise of his powers or in the discharge of his duties under these rules.

Rule 53. Cancellation or suspension.— Where the Director General, after giving an opportunity of being heard, is satisfied that a person has contravened or failed to comply with the provisions of these rules, he may, for reasons to be recorded in writing, cancel or suspend any licence, certificate, authorisation or approval granted under these rules.

Annexures

CERTIFICATE OF MEDICAL FITNESS CLASS 3 : STUDENT REMOTE PILOT LICENCE-SRPL

I, Shri/Smt/Ms son / daughter / wife of Shri.....do hereby certify that, to the best of my knowledge and judgment:

1. I have a sound mind and do not suffer from any cerebral illness.
2. I do not suffer from any defect of vision/ I am affected by usually prevalent conditions of myopia, or presbyopia but the same has been corrected by eyeglasses/contact lenses and I hereby undertake to use those glasses/contact lenses while operating RPAs.
3. I can readily distinguish the VIBGYOR colors.
4. I can distinguish with my eyesight with or without eyeglasses/contact lenses/laser corrected eyes, at 25 meters in good day an object of dimensions 30 CM x 30 CM.
5. I do not suffer from a degree of deafness which would prevent my hearing the ordinary sound signals.
6. I do not suffer from night blindness.
7. I do not have any defect or deformity or loss of member which would interfere with the efficient performance of my duties as an RPA pilot.

Signature..... Date: / / 20..... Place:
.....

Name: Mobile Number:
.....

Aadhar Number
.....

Correspondence

Address.....
.....
.....
.....

(Certificate to be provided by RPA trainee or Instructor while joining, from any registered Medical Doctor / Govt/ Pvt hospital, MBBS, BAMS).

Class 3 Medical Assessments In accordance with ICAO Annex 1, Class 3 Medical Assessment . The Standards and Recommended Practices relating to:i) Physical and mental requirements; ii) Visual requirements; and iii) Hearing requirements as contained in paras 6.5.2, 6.5.3 and 6.5.4 of ICAO Annex 1respectively, shall be followed for Class 3 Medical.

END OF THE COURSE REPORT: REMOTE PILOT TRAINING COURSE

Name of the Course:

.....

Batch Number, if any:

Duration:

FROM:/...../20.....

TO:/...../20.....

Total Number of Trainees:

Number of trainees passed:

Number of trainees failed:

Remarks if any:

.....
.....
.....
.....
.....

<p>Signature:</p> <p>Name of CRPI:</p> <p>Date:...../...../20.....</p>	<p>Signature:</p> <p>.....</p> <p>Name of RPA Instructor:</p> <p>Date:...../...../20.....</p>
--	---

(RPTO – Student Pilot Training Record)

Date	Trainee's Name	Instructor's Name	Name of the Exercise (Flight training/ Simulator/ Ground training/ De briefing/ Test)	Duration	Signature of Instructor	Remarks

Date:...../...../20.....

(Signature of Remote Pilot)

FORM D-4
(See rules 34 and 35)

APPLICATION FOR REMOTE PILOT LICENCE (TO BE FILED BY RPTO)

Part A - Details of individual

1	Full name	
2	Date of birth (DD MMM YYYY)	
3	Latest photograph	
4	Aadhaar number	
5	Indian passport number	
6	E-mail address	
7	Phone number	
8	Residential address	

Part B - Training details

9	Name of the training organisation	
10	DGCA authorisation number of training organisation	
11	Category of UAS	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid
12	Sub-category of UAS	<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous
13	Class of UAS	<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large
14	Training certificate number issued by RPTO	

Part C - Fee details

15	Transaction number	
16	Fee receipt	

DECLARATION

I hereby declare that all information provided herein are true and correct to the best of my knowledge.
I understand that furnishing any false information herein shall make me liable for penal action, as applicable.

Name:

Date:

Place:

Signature with name

Note. - Self attested documents in support of Name, Address, Date of Birth, Educational Qualification, Medical Fitness, Training, DGCA Examinations, Skill Test and RTR(A) to be uploaded. For renewal of Remote Pilot Licence copy of existing Remote Pilot Licence, updated training records and medical fitness to be uploaded.

TRAINING CERTIFICATE / CARD FORMAT

.....RPTO

Name		Recent Photograph On white background 75% face mate finish papers
Father's Name Mother's Name		
Date of birth		
Nationality		
Aadhar Number/ email Id		
Phone Number		
Permanent Address		
Correspondence Address		<i>Signature</i>
Duration and period of TrainingDays from-----to	
RPTO Authorisation Certificate NO. Issued by DGCA and validity		
Place of approved Training base.		
RPL Category:	[Cat1 / Cat2 / Cat 3]	
Category of UAS	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid	
Sub-category of UAS	<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous	
Class of UAS	<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	
Training Certificate NO. Issued by RPTO	IND-(ZONE-N/S/E/NE)-(ORGANIZATIONAPPROVAL NO, as issued by DGCA)-UNIQUE SERIAL NUMBER (ISSUED BY RPTO)	

- Has successfully completed the Drone /Remote Pilot Training Course as per the Drone Rules 2021 and DGCA Stipulated Rules and regulations.
- Date of issue:
- Valid from _____ Valid up to _____
- This Certificate is valid for 10 years as stipulated in Drone Rules 2021 or till the time cancelled/Suspended by DGCA, subject to recency requirement as per extant regulations of DGCA.
- Declaration : We hereby declare that all information provided herein are true and correct to the best of our knowledge. We understand that furnishing any false information herein shall make me liable for penal action and cancellation of RPTO authorization.

(Accountable Manager)

(CRPI- Chief Remote Pilot Instructor)

PROGRESS TEST RPTR: RPAS

Name of Trainee:			
Name of Instructor/Examiner:			
Date of the progress test:...../...../20.....		Type of test: Theory / Simulator / RPA	
Aspect of Knowledge / Skill / Attitude		Assessment	Remarks
Prerequisite knowledge before progress test	1		Satisfied / Unsatisfied
	2		Satisfied / Unsatisfied
	3		Satisfied / Unsatisfied
	4		Satisfied / Unsatisfied
	5		Satisfied / Unsatisfied
Performance during the test	1		Satisfied / Unsatisfied
	2		Satisfied / Unsatisfied
	3		Satisfied / Unsatisfied
	4		Satisfied / Unsatisfied
	5		Satisfied / Unsatisfied
Technique	1		Satisfied / Unsatisfied
Attitude	1		Satisfied / Unsatisfied
Overall Progress		Satisfied / Unsatisfied	

Comments if any:

.....

.....

.....

.....

Signature of Remote Pilot under Check

Signature of RPA Instructor/Examiner

RPTO.....
SKILL TEST REPORT: RPAS

Name of Trainee:		
Name of Instructor/Examiner:		
Skill test by DAY / NIGHT/VLOS/BVLOS		Type: Fixed Wing / Rotary Wing / Other
Date of the skill test:...../...../20.....		Duration of test:.....Hrs
S. No.	Item	Assessment
1	Operations Planning	Satisfied / Unsatisfied
2	Precautions before flight	Satisfied / Unsatisfied
3	Pre-flight Checks	Satisfied / Unsatisfied
4	Take-off	Satisfied / Unsatisfied
5	General Handling	Satisfied / Unsatisfied
6	Emergency Handling	Satisfied / Unsatisfied
7	Landing	Satisfied / Unsatisfied
8	Airmanship	Satisfied / Unsatisfied
9	Situational Awareness	Satisfied / Unsatisfied
10	Documentation	Satisfied / Unsatisfied

Comments if any:

.....

.....

.....

.....
Signature of Remote Pilot under Check.....
Signature of RPA Instructor/Examiner

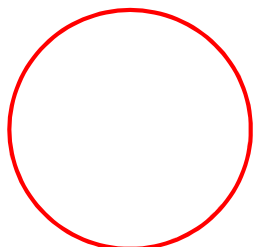
RPTO.....
CERTIFICATE OF EXPERIENCE / TRAINING

Name		Recent Photograph On white background 75% face mate finish papers
Father's Name		
Mother's Name		
Date of birth		
Nationality		
Aadhar Number/ email Id		
Phone Number		
Permanent Address		
Correspondence Address		Signature
Duration and period of TrainingDays from-----to	
RPTO Authorization Certificate NO. Issued by DGCA and validity		
Place of approved Training base.		
RPL Category:	[Cat1 / Cat2 / Cat 3]	
Category of UAS	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid	
Sub-category of UAS	<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous	
Class of UAS	<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	
Training Certificate NO. Issued by RPTO	IND-(ZONE-N/S/E/NE)-(ORGANIZATIONAPPROVAL NO, as issued by DGCA)-UNIQUE SERIAL NUMBER (ISSUED BY RPTO)	

Has undergone the following experience / training:

- a.
- b.
- c.
- d.

Remarks:



Organization's Stamp

Name:
DGCA Approved RPI/RPAS Instructor
Date:...../...../20.....
Stamp

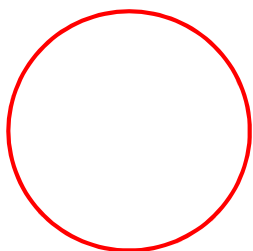
RPTO.....
CERTIFICATE OF COMPETENCY

Name		Recent Photograph On white background 75% face mate finish papers
Father's Name		
Mother's Name		
Date of birth		
Nationality		
Aadhar Number/ email Id		
Phone Number		
Permanent Address		Signature
Correspondence Address		
Duration and period of TrainingDays from-----to	
RPTO Authorization Certificate NO. Issued by DGCA and validity		
Place of approved Training base.		
RPL Category:	[Cat1 / Cat2 / Cat 3]	
Category of UAS	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid	
Sub-category of UAS	<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous	
Class of UAS	<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	
Training Certificate NO. Issued by RPTO	IND-(ZONE-N/S/E/NE)-(ORGANIZATIONAPPROVAL NO, as issued by DGCA)-UNIQUE SERIAL NUMBER (ISSUED BY RPTO)	

Has undergone the following experience / training:

- a.
.....
- b.
.....
- c.
.....
- d.

Remarks:



Organization's Stamp

Name:
DGCA Approved RPI/RPAS Instructor
Date:...../...../20.....
Stamp

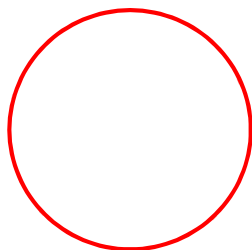
RPTO -----
REFRESHER/REGENCY COURSE CERTIFICATE

Name		Recent Photograph On white background 75% face mate finish papers
Father's Name		
Mother's Name		
Date of birth		
Nationality		
Aadhar Number/ email Id		
Phone Number		
Permanent Address		
Correspondence Address		Signature
Duration and period of TrainingDays from-----to	
RPTO Authorization Certificate NO. Issued by DGCA and validity		
Place of approved Training base.		
RPL Category:	[Cat1 / Cat2 / Cat 3]	
Category of UAS	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid	
Sub-category of UAS	<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous	
Class of UAS	<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	
Training Certificate NO. Issued by RPTO	IND-(ZONE-N/S/E/NE)-(ORGANIZATIONAPPROVAL NO, as issued by DGCA)-UNIQUE SERIAL NUMBER (ISSUED BY RPTO)	

Has undergone the following experience / training:

- a.
.....
- b.
.....
- c.
.....

Remarks:



Organization's Stamp

Name:
DGCA Approved RPI/ RPAS Instructor
Date:...../...../20.....
Stamp

Request letter to DGCA to add RPAS/FSTD - Simulator for training purpose

Respected Sir,

We -----authorised RPTO having DGCA Authorisation number-----
----- valid till----- . We are currently having (X) number of drones in our RPTO out of which (x)
number has become malfunctioned/ non-operational details attached.

Sir due to the increase in number of Student Remote Pilots/ trainees we would like to increase
our fleet by adding more drones/ FSTD simulators having the following details as mentioned in
the table below.

It is requested that permission for adding the drone/UAS may kindly be granted to meet
increasing demand of remote pilot training for the same I also attach a specification sheet of the
drone below along with photos.

After approval from DGCA the copy will be attached in the TPM along with photos.

Details RPA/Drone/UAS/ to be added

S.No	Manufacturer	Model	Weight	Serial No.	DAN/ UIN	Owned/ Leased

Details Drone/UAS become malfunctioned/non operational

S.No	Manufacturer	Model	Weight	Serial No.	DAN/ UIN	Owned/ Leased

DGCA Approved FSTD

S.No	Mode (1/2)	Supported model	Serial No.

Declaration: We hereby declare that all information provided herein are true and correct to the
best of our knowledge. We understand that furnishing any false information herein shall make
me liable for penal action and cancellation of RPTO authorization.

(Accountable Manager)

(CRPI- Chief Remote Pilot Instructor)

FORM D-5 (See rules 39 and 40)		
APPLICATION FOR AUTHORISATION OF REMOTE PILOT TRAINING ORGANISATION		
Part A - Details of individual or head of the organization		
1	Full name	
2	Mobile number (linked to the Aadhaar number)	
3	E-mail address	
4	Aadhaar number	
5	Indian passport number	
6	Permanent account number (optional)	
7	Residential address	
Part B - Organization details		
8	Name of the organization	
9	Address of the organization	
10	Registration number of organization	
11	GSTIN certificate (optional)	
12	Name of the Director(s) with their DIN	
13	Aadhaar number of one Director	
14	E-mail address of the Director	
15	Mobile number of the Director (linked to the Aadhaar number)	
Part C – Infrastructure		
16	Proof of land ownership or rental agreement	
17	Number of classrooms	
18	Total area of the classrooms	
Part D - Unmanned aircraft system specifications and documents (For each operational unmanned aircraft system)		
19	Category of UAS	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Hybrid
20	Sub-category of UAS	<input type="checkbox"/> RPAS <input type="checkbox"/> Model <input type="checkbox"/> Autonomous
21	Class of UAS	<input type="checkbox"/> Nano <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large
22	Model name	
23	Unique identification number	
24	Unmanned aircraft system specifications	
Part E - Personnel details		
25	Details of accountable manager	
26	Details of each instructor	

DECLARATION

27	Transaction number	
28	Fee receipt	

I hereby declare that all information provided herein are true and correct to the best of my knowledge. I shall ensure full compliance with the training requirements specified by the Directorate General of Civil Aviation. I understand that furnishing any false information herein shall make me liable for penal action, as applicable.

Name:

Date:

Place:

Signature with Seal Accountable Manager

PFR- PROJECT FEASIBILITY REPORT

The applicant's project feasibility report should clearly indicate the following:-

	Headings	Details	Remark of accepting DGCA Officer
1.	The applicant's background and credentials.		
2.	Ownership pattern and proposed financial structure		
3.	Estimates of market demand and Role of RPTO in promotion of drone Industry in India.		
4.	Proposed training pattern		
5.	Acceptable Fee structure		
6.	Source of Remote Pilot/RPI/RPAS Instructor and technical personals.		
7.	Source and deployment of funds, Profitability projections		
8.	Details of Foreign investment/equity participation if any		
9.	Arrangements for maintenance and training of maintenance engineers		
10.	Acceptable proof of the applicants activity to run training organization on a sustained basis		
11.	Time-frame in which the project would be operationalized, schedule of activities and time frame for each activity with three years business plan		
Signature of applicant with seal		Signature of DGCA Officer	

**CHECKLISTFOR ISSUANCE / INSPECTION/ SURVEILLANCE/ AUDIT/ RENEWAL/
AUTHORISATION OF REMOTE PILOT TRAINING ORGANISATION - RPTO**

भारत सरकार

Government of India

महानिदेशक नागर विमानन का कार्यालय

Office of Directorate General of Civil Aviation

ड्रोन निदेशालय/Drone Directorate

E File No/फ़ाइल नंबर.DGCA --/---/yyyy-DRONE-Dte

**CHECKLISTFOR ISSUANCE / INSPECTION/ SURVEILLANCE/ AUDIT/ RENEWAL/ AUTHORISATION OF
REMOTE PILOT TRAINING ORGANISATION - RPTO**

Note: This Check list shall be used as RPTO compliance and DGCA inspector checklist for verification of compliance at the time of inspection/ surveillance/ audit.

Legend for table: Satisfactory(S)/ Unsatisfactory (U)

(See Rule 39 of the Drone Rules 2021)		
INSPECTION OBJECTIVE OF RPTO : Authorisation /Issuance / Inspection/ Surveillance/ Audit/ Renewal/ of Remote Pilot Training Organisation (RPTO)		
Name of DGCA Project Manager Name of DGCA alternate Project Manager		Remark
Name of DGCA Members		
Name of RPTO Post Holders		
Name of the Organisation		
Date of Inspection/ Surveillance/ Audit		
1. BRIEF DETAILS OF THE ORGANISATION (write "NA" wherever not applicable)		
Part A: For a Company /Startups /LLP/OPC/Partnership firm/ Corporate Body/Organisation etc		Remark
1. Name of the Company		
2. Previous name of the Company, if any		
3. Business Address		

799085/2021/DRONE DIRECTORATE

5. Email		
6. Phone no.		
7. Proof of incorporation- Certificate of Incorporation of the Company		
8. Names of the Directors with their DIN		
9. GST No., if applicable		
Part B: For a Trust or Society		
10. Name of the Trust or Society		
11. Business Address		
12. Registered Address		
13. Email		
14. Phone no.		
15. Proof of registration- Certificate of registration of the Trust or Society		
16. Names of trustee and members		
17. GST No., if applicable		
Part C: Central or State Government or agency thereof		
18. Name of the Organisation		
19. Business Address		
20. Registered Address		
21. Email		
22. Phone no.		
23. Name of Authorised Signatory		
24. GST No., if applicable		
Part D: Details of UAS (Attach separate sheet if required)		
25. Total numbers /Category of UAS and class of UA on		

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<p>be imparted</p>		
<p>Part-E: Details of Each UAS, Min.Req Two UAS of each category required</p>		
<p>i. Number of UAS</p>		
<p>ii. Make & Model of UAS</p>		
<p>iii. Manufacturing Serial Number</p>		
<p>iv. UIN / DAN</p>		
<p>v. Category and Class</p>		
<p>vi. Max attainable speed</p>		
<p>vii. Max attainable height</p>		
<p>viii. Max AUW</p>		
<p>ix. ETA Number from WPC Wing, Ministry of Communications</p>		
<p>x. Owned/ Leased</p>		
<p>26. Number of the UAS Instructor (s)/Remote Pilot Instructor for different classes of UA Min.Req. One RPI/RPAS Instructor one Remote Pilot</p>		
<p>27. Principal base of operation</p>		
<p>28. Documents: i. Training & Procedure Manual (TPM);</p>		
<p>29. Existing authorisation number of training organisation (in case of renewal application)</p>		

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Sl.No.	Contents		Remarks
2.1	Name of the President/ Director (if elected Managing Committee is functioning)		
2.2	Are the Board of Directors same, which were at the time of grant of last renewal of the Institute? If no, provide the details		
2.3	Name of the Accountable Manager and whether he has been approved by DGCA. <i>Note:For Initial RPTO authorization approval will be given in final phase at the time of approval</i>		
2.4	Head of training HOT-CRPI Chief Remote Pilot Instructor Approved by DGCA <i>Note :For Initial RPTO authorization approval will be given in final phase at the time of approval</i>		
2.5	Scope of training authorized under the organisation's terms of approval.		
2.6	Main operations base site / aerodrome as applicable		
2.7	Other base of operation site / aerodrome, if any.		
2.8	Validity of last approval/ or fresh approval as applicable		

3. REMOTE PILOT TRAINING SIMULATOR (RPTS) DETAILS

(In case of tie up with other Organisation, attach agreement)(attach relevant documents)

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	REGISTRATION NO.			
3.2	RPV MODE-2			
3.3	MANUFACTURER			
3.4	SUPPORTED UA/RPA TYPES (ROTARY / FIXED WING / OTHERS)			
4. POST HOLDERS DETAILS				
Sl.No.	Post	Name of person	Approval reference number/Fresh Approval	Approval valid(Y/N)) Remarks, if any
4.1	Accountable Manager			
4.2	Head of Training (HOT)/ Chief Remote Pilot Instructor (CRPI)			
4.3	Dy.CRPI/RePL holder			
4.4	Safety Manager			
4.5	Maintenance Manager Note :Safety manager and MM can be both			
4.6	Whether UAS Instructor (s)/Remote Pilot Instructor approved. Or Whether license and ratings of RPI or CRPI are current and date of last competency check as applicable			
4.7	Whether police verification of persons employed on above posts from their District Police Authorities taken. (attach copy, if not submitted earlier at the time of approval)			
5. REMOTE PILOT INSTRUCTORS (RPI/RPAS Instructor)RePL DETAILS				

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	Whether Approved /their licenses/Certificates are valid	Date of last Skill/Competency	Remarks
5.1			
5.2			
5.3			
5.4			

6. DOCUMENTATION(TECH. & OPERATIONAL)

Sl. No.	Item	Status	Comments
6.1	Whether Training and procedure Manual (TPM) is updated and approved by DGCA.		
6.2	Whether Contingency plan for accident, list of emergency telephones, list of doctors?(available in TPM)		
6.3	Whether SORA -Specific Operations Risk Assessment (available in TPM)		

7. SCOPE OF TRAINING AND ORGANIZATION

Sl. No.	Item	Information	S	U	Remarks
7.1	Description of the scope of training authorized under the Remote Pilot Training Organisation' s terms of approval.				

8. Facilities and Equipment

Space for Waiting, Operations, Drone flight planning etc.(whether available and proper)

Sl. No.	Item	Information	S	U	Remarks
8.1	Office space for operation and admin staff <ul style="list-style-type: none"> • Instructional • Administrative • Display of approval Certificate. 				

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	<ul style="list-style-type: none"> Secure area for examination Training Personal records 				
8.3	Space for the students waiting for their training.				
8.4	Drone Flying Operation area.				
8.5	Drone Flight Planning room or area.				
8.6	Space for Remote pilot briefing/debriefing.				
8.7	Arrangement and equipment for Remote pilot briefing.				
8.8	Office facility for instructors is available.				
9. CLASSROOMS					
9.1	<p>Proper class rooms commensurating with the plan.(whether available and proper)</p> <ul style="list-style-type: none"> Total no ofclassrooms-2 Size/ Capacity two classroom- Lighting- Adequate Furniture- Adequate Equipment- Adequate <p>Note: Check inline with COVID-19 Protocol</p>				
9.2	Training aids such as computer, projector/suitable monitor/smart Electronic boards, multimedia aids etc.(whether available and proper)				
10. LIBRARY					
10.1	<p>Library</p> <ul style="list-style-type: none"> Space and ambience Textbooks/e-books DGCA regulations 				

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	<ul style="list-style-type: none"> • RPA Manuals • Rules, CAR , AICs, Circulars, AIP, Maps & Charts etc. 				
10.2	<p>Training & Testing Aids (Maintenance arrangement)</p> <ul style="list-style-type: none"> • Computer/Projector/ Monitor/Multimedia <p>Simulators/Labs (as applicable)</p>				
11. THE TRAINING PLAN					
11.1	Whether pre-entry requirements of age, Character/Antecedents Education Qualification, Language and Medical are exits or ensured:				
11.2	Training and procedure for issue of SRePL exits / followed				
11.3	Training records:				
(a)	Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc.				
(b)	Attendance records.				
(c)	The form of training records to be kept e.g. dossier(RPTR-remote Pilot training Record				
(d)	Persons responsible for checking record and students' log books and procedure thereof and whether checking				
11.4	Checks and tests of students for following:-				
(a)	Drone Flying: Progress checks and skill tests.				
(b)	Knowledge: Progress tests and knowledge tests.				
(c)	Rules concerning refresher training before test.				
(d)	Test reports and records.				
(e)	Preparation for DGCA exams.				

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(a)	Identification of unsatisfactory progress (individual students).			
(b)	Actions to correct unsatisfactory progress.			
(c)	Procedure for changing instructors.			
(d)	Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies.			
(e)	Procedure for suspending a student from training.			
(f)	Standards and level of performance at various stages.			
11.6	Procedure for Transfer of Trainee to other RPTO being followed			
12. STAFF TRAINING				
12.1	Initial training			
12.2	Refresher training			
12.3	Standardization training			
12.4	Proficiency /Skill checks			
Other Comments of Inspection Team (if any):				

Signature(s) of:

DGCA Project Manager :

DGCA Alternate Project Manager:

DGCA Members :

RPTO Members :



Government of India / भारत सरकार
Directorate General of Civil Aviation / महानिदेशक नागर विमानन का कार्यालय
Opp: Safdarjung Airport / सफदरजंग ऐयरपोर्ट के सामने
New Delhi – 110003 / नई दिल्ली-११० ००३

प्राधिकृति प्रमाण पत्र

CERTIFICATE OF AUTHORISATION

File NO. : DGCA/yyyyy-Drone-dte RPTO Approval No.: .../yyyy

मानव-रहित विमान प्रणाली नियमावली 2021 के तहत नागरिक उड्डयन महानिदेशालय द्वारा निर्धारित विनियमों और प्रक्रियाओं के अनुसार, ड्रोन नियम 2021 के लिए प्राधिकृति प्रमाण पत्र प्रदान किया जाता है. In accordance with the Regulations and Procedures prescribed by the Director General of Civil Aviation under Drone Rules 2021 authorisation is hereby granted to

..... as रिमोट पायलट प्रशिक्षण संगठन RPTO Remote pilot Training Organisation for conducting रिमोट पायलट प्रशिक्षण पाठ्यक्रम Remote Pilot Training Course specified in column no. 4 of the table below with main base of operations at All the operations shall be conducted in accordance with the approved Training and Procedure Manual.

क्रमांकS. No.	वैधता Validity		अनुमोदन का दायरा Scope of approval	हस्ताक्षर Signature
	From	To		
(1)	(2)	(3)	(4)	(5)
1	dd.mm.yyyy	dd.mm.yyyy	Sd/- JDG /निदेशक (प्रचालन)/Dir Ops

लागू शर्तें **Applicable Conditions:**

1. This approval is limited to that specified in the scope of the Training and Procedure Manual and requires compliance laid down thereto.
2. The approval is valid whilst the Organization remains in compliance with the Drone Rules 2021 applicable CAR ,Circular and any other directions issued under the said rules by DGCA.
3. Subject to compliance with the foregoing conditions, this approval shall remain valid for the duration as specified above, unless the approval is surrendered, superseded, suspended or revoked.
4. This approval is non-transferable.

Date of issue: **dd/mm/yyyy**

जारीकर्ता प्राधिकारी का स्टाम्प और हस्ताक्षर
Stamp & Signature of issuing Authority

रिमोट पायलट प्रशिक्षण संगठन **RPTO AUTHORISATION No. .../yyyyy**

प्राधिकृति प्रमाण पत्र रिमोट पायलट प्रशिक्षण संगठन
AUTHORISATION OF REMOTE PILOT TRAINING ORGANIZATION (RPTO)

(-----)

Main operations base at

eFile NO. : DGCA/yyyy-Drone-dte

RPTO Approval No.: .../yyyy

(.....)

Drone/UAS List					FSTD/RPTS		Remark
क्रमांक Sr. No.	DAN/UIIN	Category of UAS Aeroplane Rotorcraft Hybrid	Class of UAS Nano/ Micro/ Small/ Medium/ Large	Sub-category of UAS RPAS Model Autonomous	Model	Spec.	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

जारीकर्ता प्राधिकारी का स्टाम्प और हस्ताक्षर
Stamp & Signature of issuing Authority
Date of original issue: dd/mm/yyyy
Revision:
Date of issue of the rev. dd/mm/yyyy



Government of India / भारत सरकार
Directorate General of Civil Aviation / महानिदेशक नागर विमानन का कार्यालय
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New Delhi – 110003 / नई दिल्ली-११० ००३

R-CARD

प्राधिकृति प्रमाण पत्र रिमोट पायलट प्रशिक्षण संगठन
AUTHORISATION OF REMOTE PILOT TRAINING ORGANIZATION (RPTO)

(-----)

Main operations base at

Other additional operational base (Theory/drone flying/FSTD)

File NO. : DGCA/yyyyy-Drone-dte

RPTO Approval No.: .../yyyy

JDG /निदेशक (प्रचालन) Dir Ops.)

जारीकर्ता प्राधिकारी का स्टाम्प और हस्ताक्षर

Stamp & Signature of issuing Authority

Date of original issue: dd/mm/yyyy

Revision:

Date of issue of the rev.: dd/mm/yyyy

क्रमांक Sl. No.	अतिरिक्त प्रशिक्षण स्थान एवम पता Additional base name with address	वैधता Validity		Date of approval	अनुमोदन का दायरा Scope of approval	हस्ताक्षर Signature निदेशक (प्रचालन) Dir Ops. and above)
		From	To			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



REMOTE PILOT LOGBOOK
(RPAS/UAS/UAV)

Remote Pilot Logbook Format

PERSONAL DETAILS :

NAME : _____

CORRESPONDENCE ADDRESS:

PERMANENT ADDRESS:

DOB : ___/___/_____

CONTACT: _____ EMAIL ID: _____

LOG BOOK S/N: _____

Photograph

Signature

Note: Each Log book shall contain 200 pages, serially numbered, including personal details, licence detail and simulator pages divided using a page divider.

Category	UAS Cat	Sub-Category	UAS Class	Validity	
				From	To
CAT 1 [Basic] (VLOS, < 400 ft, Day & Night, Green Zone)	R <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/>		
	H <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/>		
	A <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/>		
	O <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/>		
CAT 2 [Special] (BVLOS, > 400 ft, Day & Night, All Zones)	R <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/> Me <input type="checkbox"/>		
	H <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/> Me <input type="checkbox"/>		
	A <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/> Me <input type="checkbox"/>		
	O <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	N <input type="checkbox"/> Mi <input type="checkbox"/> Sm <input type="checkbox"/> Me <input type="checkbox"/>		
CAT 3 [Advanced] (BVLOS, > 400 ft, Day & Night, All Zones)	R <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	Sm <input type="checkbox"/> Me <input type="checkbox"/> La <input type="checkbox"/>		
	H <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	Sm <input type="checkbox"/> Me <input type="checkbox"/> La <input type="checkbox"/>		
	A <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	Sm <input type="checkbox"/> Me <input type="checkbox"/> La <input type="checkbox"/>		
	O <input type="checkbox"/>	RPAS <input type="checkbox"/> Auto <input type="checkbox"/>	Sm <input type="checkbox"/> Me <input type="checkbox"/> La <input type="checkbox"/>		

UAS Category: A = Aeroplane, R = Rotorcraft, H = Hybrid, O = Others

UAS Class: N = Nano, Mi = Micro, Sm = Small, Me = Medium, La = Large

Left page

M: Y:	UAS DETAILS			NAME OF RPIC /RPA Trainer	NAME OF REMOTE PILOT /RPA Trainee	ROUTE OF FLIGHT/ PLACE	TIME OF		DURATION
	Date	UIN / DAN	Class			Category	OF OPERATION	OPERATION	
						From – To (Lat: Lon)	Start	End	HH:MM
Brought Forward —————→									
I hereby certify that the entries in this log are true,						TOTAL THIS PAGE —————→			
Remote Pilot's Name:									
Signature:						TOTAL TO DATE —————→			

UAS Category: A = Aeroplane, R = Rotorcraft, H = Hybrid, O = Others UAS

Class: N = Nano, Mi = Micro, Sm = Small, Me = Medium, La = Large

Right page

Rotorcraft		Aeroplane		Hybrid/ Others		Operational Condition Times			Night	Instructional Hours	Exercise / Remarks / Performance (S/ NS)
Dual (1)	R.P.I.C (2)	Dual (3)	R.P.I.C (4)	Dual (5)	R.P.I.C (6)	CAT 1 [Basic]	CAT 2 [Special]	CAT 3 [Advanced]			
											GRAND TOTAL (Column 1-6)

S: Satisfactory NS: Non – Satisfactory/
 CAT 1 [Basic] = (Small UAS, VLOS, < 400 ft, Day & Night, Green Zone)
 CAT 2 [Special] = (Upto Medium UAS, BVLOS, > 400 ft, Day & Night, All Zones)
 CAT 3 [Advanced] = (Upto Large UAS, BVLOS, > 400 ft, Day & Night, All Zones)

RECORD OF RPAS SIMULATOR TRAINING

YEAR:		SIMULATOR DEVICE DETAILS	EXERCISE DETAILS	TIME			REMARKS
MONTH	DATE			START	END	HOURS	
Brought Forward						00:00	
I CERTIFY THAT ALL THE ENTRIES IN THIS LOG ARE TRUE. Remote Pilot's Name: Remote Pilot Signature:			TOTAL OF THIS PAGE		:	Name of Instructor: Instructor's Signature:	
			TOTAL TO DATE		:		

Annexure 16**DGCA REMOTE PILOT TRAINEE FEEDBACK FORM.**

Your information provided is invaluable and shall be maintained as confidential and will greatly assist the DGCA in evaluating the standards and performance of RPAS training, kindly send to **drone.dgca@gov.in**

Kindly fill in the following observations as required for evaluation of the RPTO performance matrix and compliance.

- 1) How did you get to know about the course?
- 2) What is it that you intended to achieve from the course?
- 3) What was the main feature that made you choose the RPTO you attended?
- 4) What are the objectives you achieved by attending the course:
- 5) Kindly rate the facilities at the RPTO, on a scale of 1 to 10.

S.no.	Training feedback	Excellent 9 to 10*	very Good 8 to 7	Good 6 to 4	Poor*4 to 1	Remark if any
1.	Classrooms					
2.	Lab					
3.	FSTD /RPTS Simulators					
4.	Drone Flying training					
5.	Course content					
6.	Course Delivery					
7.	Instructor competency					
8.	Illustrations Used					
9.	Matter Relevant to the topic					
10.	Training equipment					
11.	Safety standards					
12.	Professionalism					
13.	Assistance					
14.	Course fees					
15.	Training aids					
AVERAGE OF OVER ALL RANKING						

Remote Pilot Name:

Certificate Number:

Return to be submitted by RPTO Remote Pilot Training

RPTO.												
YEAR/MONTH/QUARTER												
										CATEGORY	CLASS	VALIDITY
S.N.	NAME OF TRAINEE	RPC CERTIFICATE NUMBER	BATCH NUMBER	DATE OF RPL TRAINING FROM TO	DATE OF PASSING	FEE CHARGED	GS T PAID IF ANY	NAME OF RPI/RPAS INSTRUCTOR	FSTD /RPTS	Aero/Roto/Hybr	Na/Mi/Me/S m/La	
1.												
2.												
3.												
4.												
5.												
6.												
7.												

DECLARATION

I hereby declare that all information provided herein are true and correct to the best of my knowledge and I understand that furnishing any false information herein shall make me liable for any penal action under UAS Rules 2021 , as applicable.

Date: _____
 Place : _____
 Signature _____
 Name _____
 Designation _____
 Address _____