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Please, address all Correspondence to
the Secretary for Transport/ Chief
Executive Officer

File Ref:

GOVERNMENT OF SAMOA

**MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE -
CIVIL AVATION DIVISION (CAD)**

Requirements for RPAS Part 101 and Unmanned Aircraft Operator Part 102 (DRONE) Permit application

Dear Applicant, Please provide all relevant details and complete the below requirements. Submit application via email or mail with a cover letter to the *Secretary for Transport/Chief Executive Officer* – Fui Tupai Mau Simanu, email: mau.simanu@mwti.gov.ws phone: 21611 extension 201(Fax 21990) and copy in the *Director of Civil Aviation(DCA)* – Yvonne Mariner, email: yvonne.mariner@mwti.gov.ws (Fax 23565) – Cover letter is mandatory should you have any special requests.

	Requirements	Provide details
1	Drone type and name	
2	Pictorial images and Serial number(s) of drone(s), remote control console (if they are different)	
3	Passport/drivers license of person(s) who will operate the drone	
4	Specifications of drone (if not stated in Exposition)	
5	Drone insurance cover (for commercial operators only)	
6	Date, time and location(s) of operation(s) (if applicable)	
7	Images of location of drone operation (if operating within 4km of any airports)	
8	Purpose of drone operation(s)	
9	Business licence (if applicable)	
10	Exposition (required for drone mass of 25kgs and above)	
11	RPAS license/qualifications (provide copy if applicable)	
12	Address in Samoa: Email and contact number:	

*Fees – Commercial/others use: \$200.00; Leisure use: \$100.00

The Ministry might require applicant to provide additional information in some cases. All applications are processed by CAD staff upon referral by the CEO (Secretary for Transport), or in his absence the DCA.

Applicant shall submit application seven (7) working days in advance prior to date of proposed drone operation. If all the essential documents are in place, we require a minimum of five (5) working days for application processing.

Please include in email trail, the Principal Licencing and Certification – Vaea Quaver Epati, email: quaver.epati@mwti.gov.ws and Licencing Officer – Brendalynn Faletagaloa email: brendalynn.faletagaloa@mwti.gov.ws whom will be responsible for the process and dispatching of drone permits.

APPENDIX

102.11 Unmanned aircraft operator exposition

- (a) An applicant for an unmanned aircraft operator certificate must provide the Director with an exposition that is acceptable to the Director.
- (b) The exposition must address the following matters, having regard to the nature, degree and risk of the intended operation—
- (1) the identification of a person who will have primary responsibility for the operation; and
 - (2) the identification of any person who is to have or is likely to have control over the exercise of the privileges under the certificate; and
 - (3) details of the physical locations to be used in the operation; and
 - (4) a hazard register that—
 - (i) identifies the known and likely hazards to people, property and other aircraft of the proposed operation; and
 - (ii) for each of the hazards identified, includes an assessment of the associated risks; and
 - (iii) includes a description of the measures that can be implemented to mitigate or manage the risk; and
 - (5) procedures for reporting information to the Civil Aviation Authority; and
 - (6) operating requirements for personnel licensing, qualifications, training and competency including pilot and support crew qualifications, training or medical requirements; and
 - (7) details of the number and specifications of the aircraft to be used, including any identification system used on the aircraft (for example colour schemes, unique identification numbers, markings); and
 - (8) details of the control system to be used to pilot the aircraft; and
 - (9) procedures for the maintenance of aircraft and measures to ensure continued airworthiness; and
 - (10) in flight procedures, including minimum distances from persons or property; and
 - (11) procedures for handling cargo or dropping items, if such operations are intended; and
 - (12) initial airworthiness standards that must be met; and
 - (13) procedures for controlling, amending and distributing the exposition; and
 - (14) any other approvals that are required to conduct the proposed operation.

Revision 10: 15 December 2022