



UNMANNED AERIAL VEHICLES POLICY

Type:	Policy (external)
Policy Owner:	Technical Manager
Content Manager:	Inventory Manager
Implementation date:	1 July 2018
Date of next review:	1 July 2021
Related policies:	None
Compliance category:	Mandatory

Application

1. This is a controlled document. The electronic version of this document is the most up to date and in the case of conflict the electronic version prevails over any printed version.
2. This policy applies to the use of UAVs within the KT estate.

Purpose

3. The purpose of this policy is to ensure that UAV operation on or over the KT estate is carried out safely and in accordance with CAA Rules.

Scope

4. This policy applies to all TL contractors, subcontractors and any other person seeking to use a UAV on or over the KT estate.

Background

5. UAVs have become far more common in recent years with usage falling broadly into three areas:
 - (a) commercial;
 - (b) scientific/research;
 - (c) recreational.
6. CAA Rules require all operators of UAVs to obtain consent before operating over land owned by third parties.
7. The requirement to obtain consent from TL is in addition to CAA Rules on where and how a person can operate a UAV.

UAV usage

8. Only commercial, scientific/research use of UAVs on or over the KT estate may be allowed.
9. Recreational use of UAVs is not permitted on or over the KT estate.

Legislative context

10. Adherence to this policy will ensure compliance with all relevant statutory regulations, specifically the Health and Safety at Work Act 2015 and CAA Rules.

Permits

11. Before operating a UAV on or over the KT estate a contractor, subcontractor or any other person must:
 - (a) hold or obtain a TL business access permit (if wanting to access the KT estate by vehicle to use a UAV);
 - (b) comply with TL's general forest access rules and safety behaviour;
 - (c) hold or obtain a TL UAV operations permit.
12. Information as to how to obtain a TL business access permit can be found at www.tll.co.nz.

UAV operations permit

13. UAV operations permits will not be issued:
 - (a) to persons trespassed from, or warned to stay off, the KT estate.
 - (b) for the Whakarewarewa Forest part of the KT estate unless the applicant holds a CAA Rules part 102 certification or TL is otherwise satisfied that the UAV use will be a shielded operation.

Supporting information

14. The following information must be supplied to TL (on the approved TL form) when seeking a UAV operations permit:
 - (a) TL business access permit (if applicable);
 - (b) reason for wanting access to the KT estate;
 - (c) work plan (where applicable);
 - (d) forest/ compartment/ stand that will be accessed;
 - (e) date and time access is sought;
 - (f) Part 61 Pilot License or CAA approved RPAS/UAV Pilot Certification (where required);
 - (g) CAA Rules part 102 certification (where required);
 - (h) make and model of UAV;
 - (i) UAV serial number;
 - (j) emergency procedure (for runaway UAV, battery fire);

- (k) certificate of insurance (public liability with UAV endorsement or UAV policy with minimum cover \$5,000,000.00) from a licensed insurer (broker's certificates are not acceptable).

Risk Assessment

- 15. All UAV operations will be treated as hazardous work and subject to risk assessment by TL.
- 16. In assessing risks, restrictions and appropriate controls in relation to UAV activities, consideration will be given to the competency and experience of the UAV pilot.

Issuance of UAV operations permit

- 17. Before issuing a UAV operations permit TL must be satisfied that the applicant:
 - (a) understands the extent of their obligations under the CAA Rules;
 - (b) will not recklessly or negligently cause or permit a UAV to endanger any person or property;
 - (c) will not cause or permit any article to be dropped from a UAV;
 - (d) will only operate the UAV if reasonably satisfied that the flight can safely be made;
 - (e) will maintain direct, unaided visual contact with the UAV to monitor its flight path in relation to other aircraft, persons, vehicles, vessels and structures for the purpose of avoiding damage or injury; and
 - (f) holds insurance with a licensed insurer.

UAV permit conditions

- 18. Without fettering TL's discretion, the following conditions will form part of any UAV operations permit issued (even if not expressly stated):
 - (a) the date(s), time(s), and location (forest compartment/stand) that the UAV may be used;
 - (b) that if requested, the UAV permit holder shall supply to TL copies of any information, images or other data collected;
 - (c) that the UAV permit may be suspended or cancelled immediately during periods of high risk (including forest operations, elevated fire danger levels or extreme winds).

Notification

- 19. Holders of UAV operations permits must comply with TL's UAV notification procedure.

Compliance

- 20. To meet the requirements of this policy UAV operations permit holders must:
 - (a) comply with the terms of a UAV operations permit;
 - (b) comply with Part 91 of the CAA Rules;
 - (c) comply with Part 101 of the CAA Rules;

- (d) hold certification (if necessary) under Part 102 of the CAA Rules;
- (e) carry out their own risk assessment prior to any UAV operations commencing;
- (f) implement any control measures, including emergency procedures, identified by their risk assessment;
- (g) provide adequate information, instruction, training and supervision to ensure competency with UAVs;
- (h) provide any PPE that is required; and
- (i) be a registered user of airshare (www.airshare.co.nz).

Non-compliance

21. Failure to comply with this policy may result in a UAV operations permit being revoked, or in extreme cases a trespass notice being issued.

Definitions

22. In this policy:
- (a) **CAA** means the Civil Aviation Authority;
 - (b) **CAA Rules** means the rules made under part 3 of the Civil Aviation Act 1990 (and include any amended or replacement rules);
 - (c) **KT estate** means the land in the central North Island in and on which forestry operations are carried out by or on behalf of TL;
 - (d) **licensed insurer** means an insurer with a current minimum 'A' grade rating from an approved agency (pursuant to the Insurance (Prudential Supervision) Act 2010);
 - (e) **shielded operation** has the same meaning as in the CAA Rules (meaning the operation of a UAV within 100 m of, and below the top of, a natural or man-made object);
 - (f) **TL** means Timberlands Limited as manager of the KT estate
 - (g) **UAV** includes remotely piloted aerial systems (drones), and any other item or machine as detailed in clause 101.1 of part 101 of the CAA Rules.

Key relevant documents

23. The following are key relevant documents:
- (a) TL UAV permit application.
 - (b) TL UAV notification procedure.

Document Management & Control

Version	Author	Revisions Made	Date
1.	Stuart Hickman	First draft	1 June 2018

