



Dundee University UAV Flight Unit

Terms of Operation

Background

Dundee University UAV Flight Unit (henceforth called “Flight Unit”) was formed to formalise and coordinate the use of Unmanned Aerial Vehicles (UAVs) throughout the University of Dundee. Use of UAVs requires compliance with a set of conditions laid out in the Air Navigation Order (ANO). Under the ANO, UAV use is classed as recreational or commercial operations and there are different obligations. Flying as part of UoD work is paid and falls under the definition of commercial activity, as such it is the remit of the Flight Unit to operate within the rules and responsibilities of a Permission for Commercial Operation (PfCO) from the Civil Aviation Authority.

The Flight Unit is not responsible for any UAV work carried out by third parties either on UoD property or on behalf of the UoD. But it may be consulted where third party UAV work is commissioned by the UoD.

Role of the Flight Unit

The Flight Unit is recognised within the University policy on use of UAVs for University business and has the following key roles in regard to ALL UAV use that requires compliance with the policy:

- To be consulted before the purchase of ALL UAV equipment for use within the University
- To help ensure compliance with the University policy on use of UAVs
- To ensure that all pilots and others involved in UAV operations within the Flight Unit are qualified and competent to the level required in the University policy on use of UAVs
- To maintain the Flight Unit Operations Manual and ensure that all pilots and others involved in UAV operations fully understand and adhere to the requirements of the manual

Management of the Flight Unit

All people who operate UAVs under circumstances where the ANO applies are part of the Flight Unit and are bound by the Operations Manual governing the work of the Flight Unit. However, the Flight Unit is composed of University staff from different Schools. The formal line management of these people in relation to their contract of employment is also within their respective Schools. However, the Flight Unit as an entity sits outside the formal line management structure of the University.

For there to be a hierarchy within the management of the Flight Unit, a named “Chief of Operations” exists whose job it is to take overall accountable management control of the Flight Unit. All other people within the Flight Unit are under the management control of this individual in relation specifically to their activities associated with the Flight Unit.

Deans of Schools with members of staff who are part of the Flight Unit are required to formally agree in writing that the Chief of Operations within the Flight Unit has line management authority as

stated above and to ensure that their staff understand this. Deans will undertake this by formally writing to all other Deans in the group who have members of staff within the Flight Unit, copying in the Chief of Operations of the Flight Unit and the Head of Safety Services.

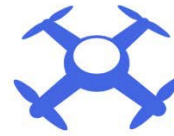
Relevant Documents

- [Air Navigation Order](#)
- [Civil Aviation Authority \(CAA\) Drone Code](#)
- [Dundee University UAV \(Drone\) Safety Management](#)

March 24th 2019



University of Dundee UAV Flight Unit



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Management Agreement with Terms of Operation

As Dean of _____ I hereby agree to all the statements laid out in the attached "Terms of Operation" document relating to the University Flight Unit. I will ensure that all people within my School who are part of the Flight Unit understand that they operate under the management structure of the Flight Unit for all activities associated with the Flight Unit.

(Sign)

(Print Name)

(Date)

Copies to be sent to:

- All other Deans who have members of staff within the Flight Unit
- Chief of Operations of the Flight Unit
- Head of Safety Services