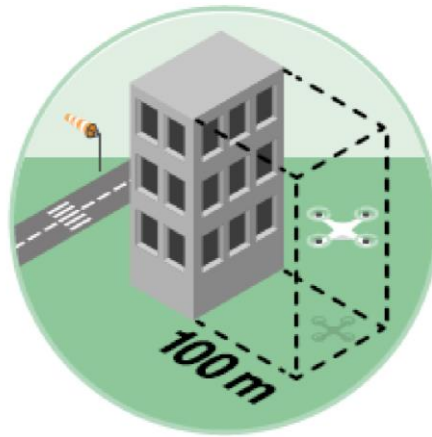


Appendix 1

An illustration of requirements for a shielded operation.



Appendix 2

Areas of the Hillcrest campus where drone operations are permitted up to 15 metres (45 feet) above ground level are enclosed in orange outlines. The area recommended for test flights and training is inside the black dashed outline and filled in with a green cross pattern.



Appendix 3

Contact details for Hamilton Air Traffic Services, Airways New Zealand:

- Phone (07) 843-1870 and choose option 9.
- PICs should present themselves as 'Waikato University UAV Operations' and provide details for the requested RPAS operation.
- To avoid confusion, if Hamilton Air Traffic Services has been directly notified for a RPAS operation at the Hillcrest campus, do NOT submit a duplicate request through Airshare.

Appendix 4

Remotely Piloted Aircraft System: Pilot in Command Certification Health and Safety course content:

- a. Inter-crew communications, including:
 - i. correct terminology, phrasing, and techniques
 - ii. actions in the event of communication disruption or failure
- b. Observation skills, including:
 - i. correct searching techniques
 - ii. methods for dividing the sky into sectors so any intruder's position is easily referenced (e.g. clock code)
- c. Operational safety, including:
 - i. use of appropriate PPE and high visibility clothing
 - ii. positioning of barriers and warning signs
 - iii. emergency response plan and execution
 - iv. risk identification and use of the [UoW RPAS Hazard Register](#)
 - v. occurrence reporting
- d. Documentation and records, including:
 - i. familiarity with the University Drones Policy and Part 102 Exposition (where necessary)
 - ii. requirements and methods for recording individual flight experience
 - iii. correct use of flight logs
- e. Maintenance tasks, including:
 - i. completion of required maintenance tasks
 - ii. correct use of maintenance logs (if applicable)
- f. Drone equipment, including:
 - i. importance of familiarity and compliance with manufacturer manuals and updates
 - ii. potential impacts of unapproved modifications
 - iii. best practice for relevant drone class
- g. Human factors, including:
 - i. effects of physiological factors and environmental conditions on performance
 - ii. effects of fatigue on performance
 - iii. effects of alcohol and drugs on performance.

Appendix 5

The following drone-related occurrences meet the Civil Aviation Authority of New Zealand mandatory reporting requirements and must be reported to the Civil Aviation Authority of New Zealand in accordance with clauses 49 to 53 of this policy:

- A. An **Accident** is defined as an occurrence that causes significant damage or injuries while the aircraft is in operation. It takes place between the time the aircraft begins to move with the intention of flight and such time as the power plant or any propellers or rotors come to rest. The occurrence is one in which:

- a. a person is fatally or seriously injured as a result of
 - i. direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
 - ii. direct exposure to jet blast, prop blast, or downwash, except when the injuries are self-inflicted or inflicted by other persons; or
 - b. the aircraft sustains damage or structural failure that
 - i. adversely affects the structural strength, performance, or flight characteristics of the aircraft; or
 - ii. would normally require major repair or replacement of the affected component, except damage limited to propellers, wing tips, rotors, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or
 - c. the aircraft is missing or is completely inaccessible.
- B. **Serious Incidents** include any occurrence in which an Accident was only narrowly avoided. This includes a near-miss with other airspace users, people, or property.
- C. **Other Occurrences** that do not meet the accident or serious incident criteria, include:
- a. any injury to persons as a result of drone operations or maintenance;
 - b. momentary or permanent loss of control of the drone;
 - c. uncommanded fly-away;
 - d. any drone motor or structural failure;
 - e. any incidents involving manned aircraft, including incursion into any controlled or special use airspace without an authorisation;
 - f. incursion into RPAS-designated airspace by another airspace user;
 - g. damage to any third-party property;
 - h. bird strikes.