

**CONTRACTOR FLYING ORGANIZATION EXPOSITION**

**(Basic Remotely Piloted Air Systems) (CFOE(BR))**

CFAOS(BR) Approval No:

Organization Trading Name:

Business Mailing Address:

Telephone Number:

Business email:

RPAS AM:

Name:

Telephone Number:

email:

CFOE(BR)

Reference Number:

Version:

Issue Date:

Review Date:

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**Amendment Record**

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| --- | --- | --- | --- |
| **AMENDMENT**  **NUMBER** | **DATE** | **AMENDMENT DETAILS** | **AMENDED BY** |
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**AMENDMENT PROCESS**

The MAA should be notified of any factors likely to affect or influence the extant CFAOS(BR) Approval and therefore a change to the CFOE(BR).

As a minimum[[1]](#footnote-2), the MAA is to be notified of changes to:

a. The RPAS AM.

b. The FOPH.

c. The Sponsor.

d. Detail regarding how the activity is in the MOD Interest.

e. Types / marks of RPAS operated.

f. RPAS Categories and / or Physical Attributes.

g. The Categorization Safety Checklist(s).

h. Ownership of the CFAOS(BR) organization.

i. The CFAOS organization’s official name, business name, address and/or mailing address.

Furthermore, any changes of RPAS Category, addition of an RPAS type or significant changes / variations to the Approval should be formally applied for (via a revised CFOE(BR) and supported by a revised Form 2). Following receipt of an application for uplift or significant change the MAA will determine continuing regulatory compliance and amend, as applicable, the CFAOS(BR) Approval Certificate. Note that organizations can only implement changes on receipt of an appropriately amended CFAOS(BR) Approval Certificate (ie application for amendment does not in itself constitute approval to operate to the proposed amendment).

Any reductions (such as removal of operation under a specific RPAS Category or removal of RPAS type) should be formally notified to the MAA at the earliest opportunity.

Minor changes, such as grammatical and typographical errors where the meaning of the wording remains unchanged do not require prior MAA approval (where doubt exists the MAA CFAOS Branch may be consulted as to whether a change requires prior MAA approval or otherwise).

The primary version number for the CFOE(BR) will be updated once the CFOE(BR) amendment has been ratified by the MAA (ie Version 1.0 to Version 2.0). Any minor changes will be reflected in a change to the CFOE(BR) secondary version number (ie Version 1.0 to Version 1.1).

Changes will be shown in red text. Where text has been deleted this should be indicated by ► ◄ bracketing where the deleted text was originally placed.

**REVIEW PROCESS**

The CFOE(BR) will be reviewed at intervals not exceeding 12 months or more frequently when significant changes occur which affect the content of the CFOE(BR).

Insert details of how these reviews will be conducted, including cross reference to any associated quality management or other procedures:

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**Distribution List**

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This distribution list is structured to ensure appropriate distribution of the CFOE(BR) and such that all personnel involved in the CFAOS(BR) Organization have access to the relevant information. This does not mean that all personnel have to be in receipt of a copy of the CFOE(BR), moreso that a reasonable number of copies are distributed within the organization (and any contracted / sub-contracted organizations) so that all personnel have quick and easy access. The MAA CFAOS Branch is to be provided with a copy.

Are any relevant documents held / distributed in electronic format – YES  or NO  ?

If yes, provide details of their management / distribution here.

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**Abbreviations Used**

List of all the abbreviations used in the CFOE(BR)

|  |  |
| --- | --- |
| AAMC | Alternative Acceptable Means of Compliance |
| ALARP | As Low as Reasonably Practicable |
| AMC | Acceptable Means of Compliance |
| AoR | Area of Responsibility |
|  |  |
| BVLOS | Beyond Visual Line of Sight |
|  |  |
| CAA | UK Civil Aviation Authority |
| CFAOS(BR) | Contractor Flying Approved Organization Scheme (Basic RPAS) |
| CFOE(BR) | Contractor Flying Organization Exposition (Basic RPAS) |
|  |  |
| DAE | Defence Air Environment |
| DSAT | Defence Systems Approach to Training |
|  |  |
| FOPH | Flight Operations Post Holder |
|  |  |
| GM | Guidance Material |
|  |  |
| iaw | in accordance with |
|  |  |
| LEC | Letter of Endorsed Categorization |
|  |  |
| MAA | Military Aviation Authority |
| MRP | MAA Regulatory Publication |
|  |  |
| RA  RP | Regulatory Article  Remote Pilot |
| RAE | Recognized Assessment Entity |
| RPAS | Remotely Piloted Air System |
| RPAS AM | RPAS Accountable Manager |
| RtL | Risks to Life |
|  |  |
| SM | Safety Manager |
| SQEP | Suitably Qualified and Experienced |
|  |  |
| T&E | Test and Evaluation |
|  |  |
| VLOS | Visual Line of Sight |

**1. RPAS ACCOUNTABLE MANAGER – CORPORATE COMMITMENT / STATEMENT**

**CONTRACTOR FLYING ORGANIZATION EXPOSITION (BASIC RPAS)**

This CFOE(BR) and any associated referenced documents details the CFAOS(BR) organization, its scope of activity, and procedures upon which its CFAOS(BR) approval is based, as required by MAA RA 1031.

These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that RtL to RPs, RPAS launch crew, personnel working on supporting or supported systems, and the general public or other organizational / MOD personnel through operation of RPAS under the CFAOS(BR) approval are ALARP and Tolerable. Operations will be ceased if RtL are identified that are not demonstrably ALARP and Tolerable.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the MAA will approve this organization whilst the MAA is satisfied that the procedures are being followed and the work standard is maintained. It is understood that the MAA reserves the right to suspend, vary or revoke the CFAOS(BR) approval of the organization if the MAA has evidence that procedures are not followed, and the standards not upheld.

The undersigned confirms that this CFOE(BR) and any associated manuals are accurate, true, and define the organization’s compliance with the MRP.

Signed

Dated:

Name:

For and on behalf of the CFAOS(BR) organization.

**2.** **MOD SPONSOR**

2.1 In accordance with RA 1019, RA 1031(3), and RA 1160(2) the MOD Sponsor for this CFAOS(BR) Approval is:

Name:

Rank/Grade:

Organization:

Position:

Form 2 Reference:

3. **APPLICABLE REGULATORY ARTICLES**

3.1 The following RAs are applicable:

RA 1019

RA 1031

RA 1160

RA 1161

RA 1410

RA 1600

3.2 Confirm which of the following RAs are applicable:

RA 1601 YES  or NO  (for operations in Open A1 sub-category)

RA 1602 YES  or NO  (for operations in Open A2 sub-category)

RA 1603 YES  or NO  (for operations in Open A3 sub-category)

RA 1604 YES  or NO  (for operations in Specific S1 sub-category)

RA 2305 YES  or NO  (for operations outside UK airspace)

RA 2370 YES  or NO  (for the conduct of T&E)

3.3 Other RAs that are applicable[[2]](#footnote-3):

RA

RA

RA

RA

RA

4. **ORGANIZATION[[3]](#footnote-4)**

4.1 **Description of the Organization.** The organization, operating in accordance with the CFAOS(BR) under the trading name      is structured under the management of the RPAS AM,      , as follows:

|  |
| --- |
|  |
| Insert here a description to enable a comprehensive understanding of the whole of the organization’s management structure. The description should clearly explain the position of the RPAS AM within the organization, and demonstrate how the RPAS AM possesses the authority, freedom, and resource to execute independent decisions with respect to RPAS operated under the CFAOS(BR) without recourse to superiors or executives. If the organization conducts T&E then a general description of how the organization manages T&E governance, whether the RPAS AM is a T&E SQEP and, if not, who will manage T&E on their behalf. |

4.2 **Organizational Scale.**

|  |
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|  |
| Insert here a description of the organizational scale, including: numbers of RPs, any other operating personnel, ground personnel, and other manpower resource associated with the task (eg T&E personnel); numbers and categories of RPAS; and expected flying rate. The description should clearly explain the size of the organization with respect to RPAS operated under the CFAOS(BR). |

**5. MANAGEMENT PERSONNEL**

5.1 **RPAS Accountable Manager.**

5.1.1 **Named Individual.** The duties and responsibilities associated with the role of RPAS AM are held by      .

* + 1. **RPAS AM Roles and Responsibilities.** The RPAS AM is:

1. Responsible and accountable for the operation of RPAS in accordance with the organization’s CFAOS(BR) Approval and this CFOE(BR).
2. To ensure an appropriate system is in place for the control and safe operation of all flights operated under the terms of the CFAOS(BR) Approval.
3. To ensure appropriate procedures and instructions are in place describing personnel duties and responsibilities for all RPAS operations, in flight and on the ground.
4. To ensure that the RtL to RPs, RPAS launch crew, personnel working on supporting or supported systems, and the general public or other organizational / MOD personnel through operation of RPAS within their AoR are ALARP and Tolerable and cease operations if not.
5. To ensure that RPAS are operated in compliance with:
   1. The CFAOS(BR) Approval Certificate.
   2. The RAs listed at Section 3 of this CFOE(BR).
   3. The LEC.
   4. The Categorization Safety Checklist at Section 11 of this CFOE(BR).
6. To ensure that all personnel involved with the operation of RPAS within their AoR:

(1) Recognise safety as a prime consideration at all times.

(2) Appropriately report flying, operations and maintenance related errors / incidents.

(3) Recognise their responsibilities and obligations regarding compliance with procedures, instructions, standards, and regulations.

(4) Recognise their obligation to cooperate with the MAA and CAA.

1. To ensure that all occurrences involving RPAS are reported, investigated, and recorded iaw RA 1410.
2. To ensure that any significant changes to their operating responsibilities or to the supporting systems that may affect the discharge of their RtL responsibilities are reported immediately to the MAA.
3. To nominate an FOPH for RPAS operated in the Open A2, Open A3 and Specific S1 sub-categories.
4. To act as the senior point of contact with the MAA.
5. Responsible and accountable for this CFOE(BR).
6. To ensure the following:

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| Insert any other duties / responsibilities stipulated by the organization / RPAS AM. |

5.1.3 **RPAS AM Qualifications and Experience.**

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|  |
| Insert here any relevant qualifications and experience relevant and / or deemed necessary for the role of RPAS AM. |

5.2 **Flight Operations Post Holder[[4]](#footnote-5).**

5.2.1 **Named Individual.** The duties and responsibilities associated with the role of FOPH are held by      .

5.2.2 **FOPH Roles and Responsibilities.** The FOPH is to:

1. Support and be answerable to the RPAS AM.
2. Ensure that all new RPs within their AoR are qualified and assessed iaw the the Categorization Safety Checklist (Section 11 of this CFOE(BR)).
3. Ensure that RPs are medically fit to operate iaw the Categorization Safety Checklist (Section 11 of this CFOE(BR)).
4. Have completed and be current for the MAA Flight Safety Officers Course when the organization’s CFAOS(BR) approval includes the operation of RPAS in the Specific S1 sub-category.
5. Ensure the following:

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| Insert any other duties / responsibilities stipulated by the organization / RPAS AM. |

5.2.3 **FOPH Qualifications and Experience.**

a. **RPAS Training Package.** The FOPH is to have completed the following approved RPAS training package:

|  |
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|  |
| Insert here either a course provided by a CAA approved RAE that includes a flying assessment, or an equivalent DSAT compliant MAA approved RPAS course. |

**b. Other Relevant / Necessary Qualifications and Experience.**

|  |
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|  |
| Insert here any relevant qualifications and experience relevant and / or deemed necessary for the role of FOPH. |

**6. OPERATING ACTIVITY**

6.1 **In-Service**[[5]](#footnote-6) **Flying.**

6.1.1 Activity includes operations in the Civilian Operated (In-Service)6 DAE operating category:

YES  or NO

If YES continue at para 6.1.2.

If NO proceed to para 6.2.

6.1.2 In-Service activity of RPAS variants is as follows[[6]](#footnote-7):

| RPAS Variant  (Manufacturer, Model, Type) | Operated in RPAS sub-categories[[7]](#footnote-8) | | | |
| --- | --- | --- | --- | --- |
| Open A1 | Open A2 | Open A3 | Specific S1 |
|  |  |  |  |  |
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6.2 **Development**6 **/ T&E Flying.**

6.2.1 **DAE Operating Category.** Activity includes operations in the Civilian Operated (Development)6 DAE operating category / T&E:

YES  or NO

If YES continue at para 6.2.2.

If NO proceed to para 6.3.

6.2.2 Development / T&E is conducted as follows7:

| RPAS Variant (Manufacturer Model, Type) | T&E[[8]](#footnote-9) Category | Operated in RPAS sub-categories8 | | | |
| --- | --- | --- | --- | --- | --- |
| Open A1 | Open A2 | Open A3 | Specific S1 |
|  | Category 1 |  |  |  |  |
| Category 2 |  |  |  |  |
| Category 3 |  |  |  |  |
| Category 4 |  |  |  |  |
| Category 5 |  |  |  |  |

| RPAS Variant (Manufacturer Model, Type) | T&E Category | Operated in RPAS sub-categories8 | | | |
| --- | --- | --- | --- | --- | --- |
| Open A1 | Open A2 | Open A3 | Specific S1 |
|  | Category 1 |  |  |  |  |
| Category 2 |  |  |  |  |
| Category 3 |  |  |  |  |
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| Category 5 |  |  |  |  |
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| Category 4 |  |  |  |  |
| Category 5 |  |  |  |  |

6.3 **Description of Operating Activity3.**

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| Insert here in plain text a description of the operating activities being undertaken with **each** RPAS variant against **each** operated RPAS sub-category: ie delivery of specific task(s); training (of the organization’s personnel or others); VLOS/BVLOS; provision of wider services; hours flown; details where one RP may operate multiple RPAS simultaneously; details of routine operating locations and requirements to undertake operations from other locations; T&E; etc. |

6.4 **Operating Environments.**

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| Insert here in plain text as much detail as possible regarding the operating environment expected for **each** RPAS variant against **each** operated RPAS sub-category / activity / task such as: day/night; weather limitations for VLOS and / or BVLOS; overland/oversea; embarked, night (including use of night vision devices); communications; airspace classes operated within. |

**7. AVIATION EXPERIENCE**

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| Insert here in plain text as much detail / evidence as possible regarding the aviation experience of the organization (RPAS and / or manned aviation), and any evidence of familiarity with MOD procedures applicable to the activity being conducted. |

**8. INDEMNITY / INSURANCE**

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| Insert here in plain text details regarding indemnity / insurance arrangements agreed between the organization and the MOD. Reference to the applicable documents (deed, agreement, contract, etc) should be given. |

**9. OTHER SUPPORTING, CONTRACTED AND SUB-CONTRACTED ORGANIZATIONS**

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|  |
| Insert here in plain text details of secondary supporting, contracted and sub-contracted organizations / businesses (military and civilian) that provide services or contribute to the conduct / delivery of RPAS operations under this CFAOS(BR) Approval (such as MOD units, airfield operators, payload providers, etc). Where applicable, include a statement regarding their suitability. Where necessary for clarity, include a diagram/chart showing boundaries of responsibility. Reference is to be made to the applicable documents outlining the services and contributions made. |

**10. SECURITY**

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|  |
| Insert here in plain text details regarding the procedures to be applied to ensure that the safety and integrity of UK military registered RPAS is not compromised. This is to include procedures for both the operation and transportation of RPAS in terms of physical, electronic and data security management. |

**11. LETTER(S) OF ENDORSED CATEGORIZATION**

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| Insert here either the text of the LEC(s) or direct reference(s). |

**12. CATEGORIZATION SAFETY CHECKLIST**

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| Insert here either the text of the Categorization Safety Checklist(s) or direct reference(s). |

**Guidance Notes for the Completion of CFOE(BR)**

i. The CFAOS(BR) is the mechanism by which the competence of Defence Contractor Flying Organizations operating UK military registered RPAS in the Open Category and Specific S1 sub-category is approved and assured. Such organizations should be approved in accordance with RA 1031. This RA also includes wider / supporting detail applicable to the CFAOS(BR) and is the overarching regulation governing the operation of such RPAS.

ii. Specifically, RA 1031(3) demands that CFAOS(BR) organizations have in place a CFOE(BR), the CFOE(BR) being the document that defines a CFAOS(BR) organization and the procedures it uses to govern the operation of its RPAS. The purpose of this template is to set out a CFOE(BR) format that CFAOS(BR) organizations should follow. However, it is expected that dialogue between the organization and the MAA CFAOS Branch will also be necessary in order to achieve a final version suitable for MAA endorsement. Furthermore, the content of this template may have to be expanded depending on the context of an organization’s RPAS activity.

iii. When determining any free text content the RPAS AM should take into account the guidance notes at the foot of each free text box, the requirements of any relevant regulations and use the principle of “Who, What, Where When and How”. This will ensure that the RPAS AM articulates the minimum requirement and any wider requirements such as: what activities are being done; who is doing them; how they are to be done; and what regulations, orders or instructions are being applied (this may be MAA RAs or local orders/instructions).

iv. Where appropriate the use of bulleted lists and the referencing of other documents, rather than having extensive paragraphs in the CFOE(BR), is acceptable. Specifically, organizations may wish to reference directly the RPAS Categorization Safety Checklist[[9]](#footnote-10) for relevant information (provided of course that the Checklist contains the appropriate detail). Any references within the CFOE(BR) should be directly to the documents concerned and not through other documents.

v. A CFAOS(BR) organization that operates multiple UK military registered RPAS variants will submit a single CFOE(BR) that details all such RPAS being managed and clearly defines how / what activity is conducted for each variant (activities, variants etc should reflect the MAA CFAOS(BR) Form 2 as signed by the Sponsor).

vi. Should a CFAOS(BR) organization wish to conduct activity that may be non-compliant with the relevant regulations then the MAA CFAOS Branch should be contacted for assistance and advice regarding a way forward. Failure to do so may delay an initial approval or invalidate an existing approval.

vii. MAA CFAOS approval staff will review the CFOE(BR) and supporting documentation and conduct an appropriate visit to the organization concerned, in order to confirm that the CFAOS(BR) organization is compliant with the relevant RAs, and that they are satisfied with the organization’s processes and procedures. This will be required before an initial approval is issued and may be required for a change to an existing approval.

viii. Whenever an RPAS AM changes, the new RPAS AM should sign the CFOE(BR) commitment statement at the earliest opportunity as part of the continuing approval of the CFAOS(BR).

ix. Any queries regarding the completion of this document specific to the CFAOS(BR) or the regulations should be addressed to [**DSA-MAA-OpAssure-CFAOS-Group@mod.gov.uk**](mailto:DSA-MAA-OpAssure-CFAOS-Group@mod.gov.uk)**.**

1. Refer also to RA 1031(3). [↑](#footnote-ref-2)
2. List here any other RAs deemed / confirmed as applicable. [↑](#footnote-ref-3)
3. Referencing directly to Categorization Safety Checklist (at Section 11 of this CFOE(BR)) for this information is acceptable providing the Categorization Safety Checklist provides appropriate detail. [↑](#footnote-ref-4)
4. An FOPH is not required for RPAS operated in the Open A1 sub-category. [↑](#footnote-ref-5)
5. Refer to RA 1160 – The Defence Air Environment Operating Framework. [↑](#footnote-ref-6)
6. This table should align with the MAA CFAOS(BR) Form 2 as referred to in para 2.1. [↑](#footnote-ref-7)
7. Refer to RA 1600 – Remotely Piloted Air Systems. [↑](#footnote-ref-8)
8. Defined in RA2370(3) – Test and Evaluation Activity. [↑](#footnote-ref-9)
9. Refer also to RA 1031(3) and Annex B, RA 1600. [↑](#footnote-ref-10)