

Drone Usage at Arqiva Sites Standard

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Version History		
Version	Date	Purpose of Issue
1.0	12/06/20	Initial issue
2.0	13/07/21	Updated to reflect change of site access system from Gateway

All changes to this revision of the document are denoted by a line down the right-hand side of the applicable paragraph.

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1 Standard Reference

The applicability of standards for this document is listed in the IMS document register, QY-FT-012.

2 Purpose

The purpose of this document is to set out the guidelines for the use of drones on Arqiva sites and to detail the minimum levels of competency required from the company which is to perform the survey.

3 Scope

This document covers the following areas: -

- The rules for flying drones on Arqiva sites
- Drone company certification and experience
- Insurance requirements
- Pilot qualifications
- Data security and ownership
- Method statement

4 Overview

The use of drones, both for private and commercial use has increased significantly over the last few years and there is now increasing demand for their use in surveying Arqiva locations.

This presents several concerns related to the unrestricted use of drones on our sites and the potential damage to property and transmitters. It also raises issues around the possibility of privacy and data protection breaches, resulting from Arqiva staff being filmed during the surveying process.

5 Standard

5.1 Key Regulations for Drone Usage

Arqiva has strict rules around allowing drones to overfly Arqiva sites without written permission and this standard sets out our approach to the control and management of drone usage:

1. No Drones may be flown over Arqiva sites without explicit permission.
2. Drone companies who are authorised to operate on site, must be included in the CAA alphabetical listing of "Small Unmanned Aircraft Operators" (CAP1361).
3. All pilots operating drones on Arqiva Locations must have been vetted to BS7858 prior to coming onsite.
4. Drone company must provide details regarding pilot competence and qualifications.
5. Drone company must have adequate insurance in place.
6. Drone company must provide details regarding previous work performed.
7. Any data gathered by the drone during the survey shall remain the property of Arqiva and as such, will be treated as highly confidential and as such, should not be shared in the public domain, or on social media, without the express written permission of Arqiva.
8. The drone company must provide details regarding how they will protect that data
9. The drone company must provide details as to how they will provide Arqiva with a copy that data
10. The drone company must provide example method statement
11. The drone company must provide evidence that they have assessed the potential impacts of RF interference.

These standards apply to the requirements for achieving full accreditation on the site access system to perform drone surveys on a regular basis, as a “trusted contractor”. If the Drone operator has not been pre-approved and is the subject of a “one-off” access request, additional steps must be followed by the individual/organisation requesting that access. These steps are detailed in **SYF-PR-001** One Off Survey Request Procedure.

5.2 Approach

- No Drones may be flown over Arqiva sites without explicit permission. – To this end, the following steps/processes will be implemented:
 - a. Clear signage will be mounted externally at all our sites warning that the unauthorised usage of drones, at the specific location, is forbidden.
 - b. Anyone found to be operating a drone at any of our sites, without our express permission, may be subject to any or all the below:
 - i. Immediate ejection from the site
 - ii. Confiscation of the drone
 - iii. Prosecution

5.3 Company Accreditation

- As part of the review/accreditation process, drone operators will be required to provide all the information and documentation as detailed below:
- Drone companies must be included in the CAA alphabetical listing of “Small Unmanned Aircraft Operators” (CAP1361). As part of the review/accreditation process, the following will be performed.
 - a. The current CAA list will be checked to ensure that the drone company under review is included on it.
 - b. The list will be checked on a regular basis to ensure:
 - i. Companies that have been preauthorised to perform drone surveys are still included.
 - ii. Companies requiring “one-off” access are included.

5.4 Pilot Accreditation/Experience

- Drone company must provide details regarding pilot competence. This should include:
 - a. Evidence of CAA Permission for Commercial Operations (PfCO)
 - b. Details regarding CAA approved courses attended and relevant certificates
 - c. Details of relevant work experience

5.5 Pilot Security Clearance

- All pilots operating drones on Arqiva Locations must have been security vetted in compliance to BS7858 prior to coming onsite. All drone companies will be required to provide the following: -
 - a. Guarantees that all their pilots have been vetted, this is to include:
 - i. Details of their vetting procedure
 - ii. The organisation used to perform the vetting process
 - iii. Relevant associated documentation

5.6 Company Experience

- Drone company must provide details regarding the level of their experience in performing aerial surveys at technical locations. This should include:
 - a. Details of previous work undertaken.
 - b. Customer testimonials

5.7 Insurance

- Drone company must have adequate insurance in place. This must be evidenced by provision of the following:
 - a. An up to date copy of the Drone company's insurance cover certificate

Note: Arqiva does not accept liability for injury to third parties or damage to their equipment, whilst onsite.

5.8 Data Security

- Any data gathered by the drone during the survey will remain the property of Arqiva and as such, should be treated as highly confidential. It should not be shared in the public domain, or on social media, without the express written permission of Arqiva. In addition to this, the drone company must specify:
 - a. How they ensure the security of any data collected by the drone
 - b. Where that data will be stored
 - c. The location of that data storage
 - d. The procedures they use to define this process

5.9 Provision of video data to Arqiva

- The Drone company should specify the following:
 - a. How they will provide Arqiva with a copy of the required video data
 - b. The format in which that data will be

5.10 Method Statement

- The drone company should provide examples of previous site surveys; this should include details regarding:
 - a. Typical duration of the survey
 - b. The size of the flying zone
 - c. How that zone was demarcated and controlled

5.11 Radio Frequency (RF) Assessment

- The drone company should provide evidence that they have assessed the potential RF impact associated with the survey of broadcast and telecommunications structures; specifically:
 - a. How and if, it could negatively impact on the operability of the drone.
 - b. How, if applicable, they mitigated for that impact.

6 List of Related Documents

Document No:	Document Title:
SYF-PR-001	One Off Survey Request Procedure
SYF-PY-001	Drone Policy for Arqiva Sites

7 Definitions and Abbreviations

Item	Description
ANO 2016	Air Navigation Order 2016. List of companies/individuals approved to operate drones in a commercial environment
CAA	Civil Aviation Authority
RF	Radio frequency
SHE	Safety, Health & Environment
SUA Operators	Small Unmanned Aircraft Operators