

## **CHAPTER 10    RECORD KEEPING FOR CERTAIN RPA AND MODEL AIRCRAFT**

### **Division 10.2    Record-keeping requirements — RPA other than excluded RPA**

#### **10.02 Purpose**

For paragraph 101.272 (1) (a) of CASR, this Division prescribes record-keeping requirements for a certified RPA operator of an RPA, other than an excluded RPA.

*Note* For a certified RPA operator, see regulation 101.335. For excluded RPA, see regulation 101.237.

#### **10.03 Certain operational and training records to be kept**

- (1) A certified RPA operator must ensure that the chief remote pilot keeps the following RPAS operational records:
  - (a) if a job safety assessment that is carried out in relation to the operation — a copy of the assessment;
  - (b) if a risk management plan is produced for an RPA operation — a copy of the plan;
  - (c) if an operational flight plan is issued for an RPA operation — a copy of the plan;
- (2) If the certified RPA operator conducts training that is not a RePL training course, the operator must ensure that the chief remote pilot keeps a record of the training, including the following:
  - (a) the full name and ARN of each individual being trained;
  - (b) each date of the training;
  - (c) the nature, extent and purpose of the training;
  - (d) the outcome of the training for each individual.

*Note* Under paragraph 101.342 (b) of CASR, the chief remote pilot must maintain a record of the qualifications held by each person operating an RPA for the operator.

- (2A) A certified RPA operator must ensure that the CRI keeps records to show that the CRI is regularly and professionally performing their duties, and discharging their responsibilities, under section 2.29B.
- (3) Each record mentioned in this section must be kept for at least 7 years after the day the record was made.

#### **10.03A RePL training course records**

- (1) A certified RPA operator must ensure that the CRI keeps the following RePL training course records:
  - (a) the full name and ARN of each applicant who attended the course;
  - (aa) the name and nature of the course, including by reference to the RPA category, type, and complexity;
  - (b) each date on which the course was conducted;
  - (c) the RePL training units covered in the course;
  - (d) the outcome of the course for each applicant;
  - (e) the aeronautical knowledge examination as completed by each applicant and assessed by the examiner;