



Advisory Circular

Subject: Application Guidelines for a Special Flight Operations Certificate for a Remotely Piloted Aircraft System (SFOC-RPAS)

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1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.
- (2) This AC may be supported by other resources provided by Transport Canada.

1.1 Purpose

- (1) The purpose of this document is to provide guidelines to complete an application, in accordance with the *Canadian Aviation Regulations* (CARs), for the issuance of a Special Flight Operations Certificate - Remotely Piloted Aircraft System (SFOC-RPAS).

1.2 Applicability

- (1) This document applies to SFOC-RPAS applicants, the RPAS aviation industry and to TC personnel.

1.3 Description of changes

- (1) Not applicable.

2.0 References and requirements

2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) [Aeronautics Act](#) (R.S.C., 1985, c. A-2)
 - (b) [Part IX, Subpart 1](#) of the *Canadian Aviation Regulations* (CARs) — Small Remotely Piloted Aircraft (sRPA)
 - (c) [Part IX, Subpart 3](#) of the *Canadian Aviation Regulations* (CARs) — Special Flight Operations — Remotely Piloted Aircraft Systems
 - (d) [Advisory Circular \(AC\) 100-001](#) — Glossary for Pilots and Air Traffic Services Personnel.
 - (e) [Advisory Circular \(AC\) 903-001](#)— Remotely Piloted Aircraft Systems Operational Risk Assessment (RPAS ORA)
 - (f) [Advisory Circular \(AC\) 922-001](#) — Remotely Piloted Aircraft Systems Safety Assurance **(available soon)**
 - (g) Transport Canada Document [TP 15263](#) - Knowledge Requirements for Pilots of Remotely Piloted Aircraft Systems 250 g up to and including 25 kg, Operating within Visual Line-of-Sight (VLOS)
 - (h) Transport Canada form number [26-0835E](#) — Application for a Special Flight Operations Certificate for Remotely Piloted Aircraft Systems (SFOC-RPAS)
 - (i) Transport Canada Publication [TP 14371](#) - Transport Canada Aeronautical Information Manual – Remotely Piloted Aircraft Chapter (TC AIM RPA)

2.2 Cancelled documents

- (1) Not applicable.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:
 - (a) **Applicant** is a person that may be the RPA pilot-in-command, organization, company for which a pilot(s) will operate for or a person that is applying on behalf of the aforementioned.
 - (b) **Beyond Visual line-of-sight (BVLOS)**: Further than can be perceived by direct visual contact, thereby requiring technological support.
 - (c) **Canadian Aviation Document**: Any license, permit, accreditation, certificate or other document issued by the Minister under Part I of the Aeronautics Act to or with respect to any person, or in respect of any aeronautical product, aerodrome, facility or service. A Special Flight Operations Certificate - Remotely piloted Aircraft System (SFOC-RPAS) is an example of a Canadian Aviation Document.
 - (d) **Concept of Operations (CONOPS)**: The clearly defined and detailed purpose of the operation intended for the RPAS. This includes a description of the operational aspects of the crew, RPA system, Processes and Procedures, and the expected Environment.
 - (e) **Control station**: The remote facilities or equipment from which a remotely piloted aircraft is controlled and monitored.
 - (f) **Operator**: A person, group of persons, or organization operating a RPAS under CAR, Part IX. This could also be the person who has the possession of the RPAS as an owner, lessee and otherwise.
 - (g) **Payload**: A system, an object, or a collection of objects that is on board or is otherwise connected to a remotely piloted aircraft but that is not required for flight.
 - (h) **Remotely piloted aircraft (RPA)**: A navigable aircraft, other than a balloon, rocket or kite, operated by a pilot who is not on board.
 - (i) **Remotely piloted aircraft system (RPAS)**: A set of configurable elements consisting of a remotely piloted aircraft, its control station, the command and control links and any other system elements that may be required during flight operation.
 - (j) **RPAS Operational Risk Assessment (RPAS ORA)**: Is a process to set performance objectives for approval of an operation that are commensurate with the risk involved in conducting the operation.
 - (k) **Small remotely piloted aircraft system (sRPA)**: A remotely piloted aircraft having a maximum take-off weight of at least 250 g (0.55 pounds) but not more than 25 kg (55 pounds).
 - (l) **Specific Operational Risk Assessment (SORA)**: A means by which an aircraft operator is granted approval by certifying authorities to operate an unmanned aircraft system within the limitations set forth by the authorities.
 - (m) **Special Flight Operations Certificate - Remotely piloted Aircraft System (SFOC-RPAS)**: A certificate issued under Part IX Subpart 3 of the Canadian Aviation Regulations that authorizes the holder of the certificate to operate an RPAS.

- (n) **SFOC Compliance Matrix:** A checklist that identifies important requirements but not all, for the specific type of SFOC-RPAS operation and forms part of the application “supporting documentation”. This Matrix is reviewed periodically and the latest version would be sent to the applicant after original submission of the application form is received.
 - (o) **Visual line-of-sight (VLOS):** Unaided visual contact at all times with a remotely piloted aircraft that is sufficient to be able to maintain control of the aircraft, know its location, and be able to scan the airspace in which it is operating in order to perform the detect and avoid functions in respect of other aircraft or objects.
 - (p) **Visual Observer (VO):** A trained crew member who assists the pilot in ensuring the safe conduct of a flight.
- (2) The following **abbreviations** are used in this document:
- (a) **AC:** Advisory Circular
 - (b) **BVLOS:** Beyond Visual Line of Sight
 - (c) **CARs:** Canadian Aviation Regulations
 - (d) **CONOPS:** Concept of Operations
 - (e) **RCE:** RPAS Centre of Expertise
 - (f) **RPA:** Remotely Piloted Aircraft
 - (g) **RPAS:** Remotely Piloted Aircraft System
 - (h) **RPAS ORA:** Remotely Piloted Aircraft System Operational Risk Assessment
 - (i) **RPAS TF:** RPAS Task Force
 - (j) **sRPA:** Small Remotely Piloted Aircraft
 - (k) **SFOC:** Special Flight Operations Certificate
 - (l) **SFOC-RPAS:** Special Flight Operations Certificate Remotely Piloted Aircraft System
 - (m) **SORA:** Specific Operational Risk Assessment
 - (n) **TC:** Transport Canada
 - (o) **TC AIM:** Transport Canada Aeronautical Information Manual
 - (p) **VLOS:** Visual Line of Sight
 - (q) **VO:** Visual Observer

3.0 Background

- (1) Part IX regulations govern RPAS operations. [CAR 903.01](#) requires that a SFOC-RPAS be issued for certain circumstances which Part IX of the CARs do not yet regulate.
- (2) TC supports innovation and promotes aviation industries associated with RPAS. The SFOC-RPAS process is a mechanism to allow unusual operations that cannot be covered by some aspect of the CARs and is accommodated via TC’s direct oversight in the application review and approval process.
- (3) A SFOC-RPAS permits an operator-to operate a RPAS for a specific purpose, location and time frame.

4.0 SFOC-RPAS conditions

- (1) An SFOC-RPAS is issued under the authority of the Minister pursuant to the [Aeronautics Act](#).
- (2) Nothing in a SFOC-RPAS shall be held to relieve the SFOC-RPAS holder from the requirements to comply with the applicable provisions of any other Acts, Regulations or laws from any level of government.
- (3) It may be suspended or cancelled at any time by the Minister for cause, including failure on the part of the RPAS operator, its servants or agents to comply with the provisions of the *Aeronautics Act*, the CARs or the conditions of the SFOC-RPAS.
- (4) The SFOC-RPAS is not transferable and valid only for the period specified in the SFOC.
 - (a) SFOC-RPASs cannot be used beyond the expiry date.
 - (b) An applicant can apply for another SFOC-RPAS prior to the current one expiring, so as not to create gaps in their operational capability.
- (5) The SFOC-RPAS is the document that spells out the specific conditions under which a RPAS operation is to be conducted.
 - (a) Multiple “Special Authorizations” may be included in one SFOC-RPAS.
 - (b) Special Authorizations may expire before the ‘expiry date’ of the SFOC-RPAS.

5.0 Explanations for CAR 903.02 requirements

The following paragraphs provide further explanation regarding requirements found in [CAR 903.02](#) to assist an applicant in completing their SFOC-RPAS application. There may be instances where further amplification is required from the RCE.

- (1) **903.02(a) - “The legal name, trade name, address and contact information of the applicant.”**
 - (a) The applicant must provide their name, address, telephone numbers, email address and any other applicable contact information.
 - (b) An applicant’s representative (or a third party applicant) is acceptable only if duly authorized through a letter of authorization from the applicant as validated above.
 - (c) This individual/organization proposing to operate an RPAS shall have possession and custody of the RPAS as owner or lessee and have complete responsibility for the operation. ”
- (2) **903.02(b) - “The means by which the person responsible for the operation or the pilot may be contacted directly during the operations.”**
 - (a) The applicant must provide the contact numbers, an email address and any other usable contact information for the person accountable for the RPAS operation.
- (3) **903.02(c) - “The operation for which the application is made.”**
 - (a) The applicant indicates the type of operation(s) on the SFOC application form in accordance with [CAR 903.01](#).
- (4) **903.02(d) - “The purpose of the operation.”**
 - (a) The applicant must describe the purpose(s) of the operation.
 - (b) Where an RPAS will be used for multiple purposes, all purposes must be detailed in the SFOC-RPAS application.

- (c) Supporting documentation may accompany the application form to provide a more detailed description for the purpose of the operation.
- (5) **903.02(e) - “The dates, alternate dates and times of the proposed operation.”**
- (a) The applicant must provide the dates, alternate dates and times of the proposed operation.
- Note 1:** A buffer may be requested for the validity period to cater for delays due to weather etc.
- Note 2:** Once an SFOC is expired, the applicant must apply for a new SFOC-RPAS.
- (6) **903.02(f) - “The manufacturer and model of the systems, including three-view drawings or photographs of the aircraft and a complete description of the aircraft, including performance, operating limitations and equipment.”**
- (a) The TC [Drone Safety website](#) provides a table that lists all the “Current” RPAS manufacturers and models that are declared for advanced operations in accordance with [CAR 901.69](#)
- (b) The requirements for Specifications in accordance with the CAR must be provided in the manufacturer’s documentation by the applicant. This could be in the form of electronic submissions or documentation.
- (c) TC may require technical information from the manufacturer, including substantiating documentation that demonstrates that the RPAS is suitable for the operation.
- (d) RPAS operating in the advanced environment in accordance with CAR Part IX require an RPAS Safety Assurance Declaration.
- (e) A modification on a RPAS may invalidate its Safety Assurance declaration. Modifications have to be approved by the manufacturer or as detailed in AC 922-001 - Remotely Piloted Aircraft Systems Safety Assurance.
- (7) **903.02(g) – “A description of the safety plan for the proposed area of operation”**
- (a) A Safety Plan detailing the precautions that are in place to ensure public safety. This is to include a set of instructions and procedures that outlines actions to be taken to identify the hazards and mitigate the risks and ensure safety to persons and property.
- (8) **903.02(h) – “A description of the emergency contingency plan for the operation”**
- (a) A detailed Emergency Contingency Plan to include instructions and procedures that outlines actions to be taken to address various types of emergency or abnormal situations in order to mitigate the impacts of the event on safety.
- (i) This must describe the personnel, equipment & other resources available to respond to anticipated emergencies.
- (ii) Communication protocols must also be described with applicable first response agencies and all ATS Units that could be affected.
- (9) **903.02(i) – “A detailed plan describing how the operation is to be carried out”**
- (a) The applicant must provide a CONOPS type document or similar to cover the scope of the proposed operation. This is to include;
- (i) A detailed description of the operation – Description of how the operation will take place.

- (ii) A site survey - A clear, legible presentation of the area to be used during the operation, boundaries, altitudes etc. The presentation may be in any form that describes the requirements in accordance with [CAR 901.27](#).
 - (iii) A risk assessment - if required for the proposed operation - should accompany the application and may be either:
 - (A) An AC 903-001 RPAS ORA completed risk assessment, which is usually required for complex operations, or
 - (B) A Site Survey showing that the safety aspects of [CAR 903.02](#) are met.
- (10) **903.02(j) – “The names, certificates, licenses, permits and qualifications of the crew members, including the pilots and VOs, and the remotely piloted aircraft system maintenance personnel.”**
 - (a) The RPA pilot must be qualified in accordance with the CARs requirements for the duration of the operation. The RPA pilot also needs to meet the recency requirements.
 - (b) Other crew members, VOs or other required personnel should be suitably qualified and fit for duty in accordance with the CARs requirements.
 - (c) Additional qualifications may also be required depending on the complexity of the operation:
 - (i) Additional knowledge or skill requirements like Crew Resource Management (CRM) may be requested by the processing inspector.
 - (ii) [A Restricted Operator Certificate with Aeronautical qualification \(ROC-A\)](#) in accordance with the requirements of Innovation Science and Economic Development Canada (ISED) would be essential when the applicant is required to communicate on aviation frequencies.
- (11) **903.02(k) - “The instructions regarding the maintenance of the system and a description of how the maintenance will be performed.”**
 - (a) As required by the CARs, Manufacturer’s limitations and the applicable Compliance Matrix.
 - (b) Must meet the maintenance required as per the manufacturer’s documentation, including firmware and software updates.
- (12) **903.02(l) - “A description of weather minima for the operation.”**
 - (a) As required by the CARs, Manufacturer’s limitations and the applicable Compliance Matrix.
- (13) **903.02(m) - “A description of separation and collision avoidance capability and procedures.”**
 - (a) As required by Part IX of the CARs, Manufacturer’s limitations and the applicable Compliance Matrix.
- (14) **903.02(n) - “A description of normal and emergency procedures for the operation.”**
 - (a) As required by Part IX of the CARs, Manufacturer’s limitations and the applicable Compliance Matrix.
 - (b) The applicant shall establish and make immediately available to each RPAS flight crew member an RPAS emergency procedures checklist for each RPAS that it operates as per sections [901.15](#) and [901.23](#) of the CARs.

- (15) **903.02(o) - “A description of air traffic control services coordination, if applicable.”**
- (a) As required by Part IX of the CARs and the applicable Compliance Matrix.
 - (b) RPAS operators should be able to coordinate with other airspace users, regardless of the airspace or RPA’s flight profile, in a manner that is predictable and transparent to other airspace users and Air Navigation Service Providers (ANSP).
- Note 1:** An application may be processed pending coordination with the Air Navigation Service Providers (ANSP) – Nav Canada. Co-ordination with Nav Canada can delay an application by up to 60 working days.
- Note 2:** RPAS operator shall provide for suitable communications, navigation, surveillance / air traffic management equipment in accordance with the class of airspace that other aircraft are operating in.
- (16) **903.02(p) - “Any other information pertinent to the safe conduct of the operation requested by the Minister.”**
- (a) In addition to the details above, the processing inspectors may require information which would substantiate the case for the issuance of the SFOC-RPAS.

6.0 Application conditions

- (1) Applications will not be accepted directly from third parties unless the applicant has given written permission to Transport Canada to work directly with the third party. The onus of the accuracy of the submission remains with the applicant.
- (2) Applications shall be submitted using the most recent version of form [26-0835E - Application for a SFOC-RPAS](#) at least 30 days before the proposed start date of the operation. The 30 working days period starts when Transport Canada has all the relevant documentation for the operation(s) being applied for.
 - (a) One application results in one SFOC-RPAS being issued.
 - (b) Multiple operations can be accommodated in one application.
 - (c) One application may result in multiple “Special Authorizations” included in the SFOC-RPAS.
- (3) If the minimum requirements have not been met, the Compliance Matrix is not adhered to or more information from the applicant is required, the approval may be delayed.
- (4) Applicants shall provide “Supporting Documents” that highlight meeting the requirements mentioned in [CAR 903.02](#) for the proposed operation(s).
 - (a) Where a SFOC-RPAS is required for multiple purposes, the requirements of [CAR 903.02](#) must be met for all purposes and detailed in the SFOC-RPAS supporting documentation.
 - (b) A current SFOC-RPAS compliance matrix for the required operation(s) is sent to the applicant after initial submission of the application form. Applications are not considered complete until TC has received the application, the matrix and other supporting documents as required.
- (5) Applicants may not be issued a SFOC-RPAS if the applicant is under any form of enforcement action.

7.0 Personnel qualification conditions

- (1) The RPA pilot must be qualified in accordance with the CARs requirements for the duration of the operation. For example, they should meet the recency and other Part IX requirements.
- (2) Other crew members such as VOs or other required personnel should be suitably qualified and fit for duty in accordance with the CARs requirements.
- (3) Additional qualifications not covered in CAR Part IX may also be required depending on the complexity of the operation:
 - (a) Additional knowledge or skill requirements may be required.
 - (b) A Restricted Operator Certificate with Aeronautical qualification (ROC-A) in accordance with the requirements of [Innovation Science and Economic Development Canada \(ISED\)](#) is essential when the applicant is required to communicate on aviation frequencies. It may take up to 30 days to obtain radio frequency clearances, certificates and/or radio station license.
 - (c) Communication – Adequate English or French language proficiency is needed by the applicant where applicable. For example, when communicating with Nav Canada.
 - (i) If required, more information on language abilities can be found on this TC website - "[Guide to a formal aviation language proficiency demonstration](#)"
- (4) Provide proof to TC for any information provided on the application when required. Original documentation may be required by TC. These would need to be translated to either of the official languages used in Canada by the appropriate authority.

8.0 Completing application form 26-0835

- (1) **Step 1:** Meet the Conditions listed in this Advisory Circular before proceeding.
 - (a) For example, compilation of the supporting documentation required in the CARs to attach to the application form.
- (2) **Step 2:** Use form [26-0835E - Application for a SFOC-RPAS](#).
- (3) **Step 3: Complete Part I** – The applicant is required to complete the applicable fields in this Part as per [CAR 903.02](#).
 - (a) Read Section 5.0 - Explanations for CAR 903.02 Requirements.
 - (b) To avoid delays, enter as much information as possible. Provide "Supporting Documents" that highlights meeting the CAR requirements mentioned in [CAR 903.02](#).

Note: Personal information provided in the application will be protected under the provisions of the *Canadian Privacy Act*.

- (c) Applicant Information fields
 - (i) If this field is not completed by the pilot, then the information in these fields are those of the person held accountable and will be considered the person responsible for the operation.
 - (ii) In accordance with [CAR 903.02\(b\)](#), the pilot, accountable person or their delegate must be contactable during the period of the proposed operation.
 - (iii) See Section 5.0 - Explanations for CAR 903.02 Requirements.
- (d) Type of SFOC-RPAS Required field
 - (i) There are 8 selections for operations that require a SFOC-RPAS in this field.

- (ii) The applicant is required to select the applicable operation(s) for their operation as listed in [CAR 903.01](#).
 - (iii) Select the Operation(s) that best fits your intent.
 - (iv) Multiple Selections can be made.
 - (v) See Section 5.0 - Explanations for CAR 903.02 Requirements.
- (e) Proposed Period of Operation field
- (i) Dates of the operation are mandatory.
 - (A) Alternate dates and times of the proposed operation should be provided in the supporting documentation for other operational situations beyond the applicant's control (weather or aircraft serviceability delays).
 - (ii) An applicant can apply for another replacement SFOC-RPAS prior to the current one expiring, so as not to create gaps in their operational capability.
 - (iii) See Section 5.0 - Explanations for CAR 903.02 Requirements.
- Note:** Once an SFOC-RPAS is expired, the applicant is required to apply for a new SFOC-RPAS.
- (f) Purpose and Location of the Operation(s) fields
- (i) Detailed descriptions of the operation are provided by the applicant in the supporting documentation. For example, the CONOPS or site survey, the SORA, etc.
 - (ii) Where an RPAS will be used for multiple purposes, these purposes and the associated risk assessments (as applicable) must all be detailed in the SFOC-RPAS supporting documentation.
 - (iii) Latitudes and longitudes or city address or similar must be used to describe the area. For Canada wide requests, a sample must be provided for the most complex operational environment
 - (iv) To meet the [CAR 903.02](#) "Supporting Documentation" needs to be attached to the application form to include where applicable;
 - (A) A detailed description of the operation – Description of how the operation will take place.
 - (B) A site survey - A clear, legible presentation of the area to be used during the operation, boundaries, altitudes etc. The presentation may be in any form that describes the requirements in accordance with [CAR 901.27](#).
 - (C) A risk assessment, if required for the proposed operation should accompany the application and may be either;
 - (I) An [AC 903-001 RPAS ORA](#) completed risk assessment, which is usually required for complex operations, or
 - (II) A site survey showing that the safety aspects of [CAR 903.02](#) are met.
 - (D) A detailed Safety and Emergency Plan – Set of instructions and procedures outlining the precautions that are in place to ensure public safety.
 - (I) See Section 5.0 - Explanations for CAR 903.02 Requirements.

Note: For consistency with terminology used by traditional aviation using the same airspace, refer to the [TC AIM](#), RPA Chapter. [TC AIM](#) GEN 1.4 provides additional information on UNITS OF MEASUREMENT used in Aviation.

(g) Responsible Persons / Pilot / Maintenance fields

- (i) The information in these fields are those of the person held accountable and will be considered the person responsible for the task.
 - (A) Completion of all the fields in these sections are mandatory in accordance with [CAR 903.02](#)(b).
 - (B) The responsible person could be the same for all 3 sections.

(h) RPA Type(s) and Registration fields

- (i) Registration of an RPA required by the CARs is done online through your Drone Management Portal account. For more information, see this webpage - <https://tc.canada.ca/en/aviation/drone-safety/registering-your-drone-overview>
- (ii) The TC [Drone Safety website](#) provides a table that lists all the “Current” RPAS manufacturers and models that are eligible for advanced operations in accordance with [CAR 901.69](#).
 - (A) If a RPAS model is not listed, applicants are required to submit an online declaration for a “New” RPAS on our website - [RPAS Safety Assurance declaration for new drones](#)
- (iii) The requirements for Specifications must be provided in the manufacturer’s documentation by the applicant. This could be in the form of electronic submissions or documentation.
 - (A) TC may require original documentation.
- (iv) RPAS operating in the advanced environment in accordance with CAR Part IX require an RPAS Safety Assurance Declaration.
- (v) A modification on a RPAS voids its Safety Assurance declaration. If the modification is outside of the manufacturer’s specifications, it will need to be re-declared as a “Modified” RPAS on our website - [RPAS Safety Assurance declaration for modified drones](#)

Note: A minor modification that does not change the operational capabilities of the RPAS like an addition of an anti-collision light will not require such a declaration. However, this needs to be documented.

(i) Pilot and VO fields

- (i) Completion of all the fields in these sections are mandatory.
- (ii) Include all the pilots and or all the VOs that are part of the operation in these fields.
- (iii) These persons should meet the Part IX CAR requirements.

(4) **Step 4:** Sign and date the application form.

- (a) Applicants are required to sign the application declaring that all the information provided in Part I is true.
- (b) Any false or inaccurate information could result in delays, a possible “Refusal to Issue” or enforcement action.

- (5) **Step 5:** Submit the application form and supporting documentation via email to the RCE - TC.RPASCentre-CentreSATP.TC@tc.gc.ca

9.0 Validity periods

- (1) The Application (including the Supporting Documentation) remains valid for 60 days. If there is no communication from the client beyond this period, the application is automatically cancelled.
- (2) The SFOC-RPAS certificate has a validity of a maximum of 12 months, which expires on the 1st day of the 13th month. This is based on the complexity of the operation and could be shorter.
- (3) A Special Authorization may have a shorter validity than that of the SFOC-RPAS.

10.0 Extensions or amendments to a SFOC-RPAS

- (1) There is no provision to amend or extend the Limitations, Special Authorities or Conditions of the SFOC-RPAS.
- (2) Any change to the existing SFOC-RPAS shall require a new application indicating the requested changes.

11.0 RPAS incident/accident reporting

- (1) The RPAS operator shall report any occurrences specified in [CAR 901.49](#), as soon as practicable after the occurrence or as specified in the SFOC-RPAS to the RCE.
- (a) The RPAS Occurrence Form is sent along with the SFOC-RPAS.
- (2) [The Transportation Safety Board of Canada \(TSB\)](#) is to be informed of all accidents/incidents whenever:
- (a) A RPA weighing more than 25 kg is involved in an accident;
- (b) A person is killed or sustains a serious injury as a result of coming into direct contact with any part of a RPA, or
- (c) A collision occurs between an RPA of any size or weight and another traditional aircraft.

12.0 Refusal To Issue

- (1) TC may refuse to issue a SFOC-RPAS pursuant to [section 6.71\(1\) of the Aeronautics Act](#). The Minister of Transport may decide to refuse to issue or amend a Canadian aviation document. Care will be taken by TC to ensure that a determination is made whether an application is merely incomplete or whether a decision to refuse to issue a document is due to the applicant not meeting the requirements of the CARs.
- (2) If an applicant has not submitted all of the required material, the processing inspector will advise the applicant that the application cannot be processed until specified additional documentation or information is provided.
- (3) When all options are exhausted and the information provided by the applicant demonstrates that the applicant cannot comply with the applicable requirements for the requested document, the processing inspector will advise the applicant of the decision not to issue the document in accordance with [section 6.71 of the Aeronautics Act](#).
- (4) TC will forward a "Notice of Refusal to Issue or Amend a Canadian Aviation Document" letter.

- (5) An SFOC-RPAS is issued under the authority of the Minister pursuant to the Aeronautics Act.
 - (a) It may be suspended or cancelled at any time by the Minister for cause, including failure on the part of the RPAS operator, its servants or agents to comply with the provisions of the Aeronautics Act, the CARs or the conditions of the SFOC-RPAS.
 - (b) In these cases the appropriate procedure will be followed by TC.

13.0 Information management

- (1) Not applicable.

14.0 Document history

- (1) Not applicable.

15.0 Contact us

- (1) For concerns related to the "Application for a SFOC-RPAS", operational requirements, limitations or conditions or any other question arising from the information contained in this AC, forward to the following RCE email: TC.RPASCentre-CentreSATP.TC@tc.gc.ca
- (2) For information contained in this AC, recommendations or questions related to the AC, forward to the following RPAS TF HQ email: TC.RPASInfo-InfoSATP.TC@tc.gc.ca

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