Transport Canada Transports Canada

Staff Instruction

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1.0 Introduction

1.1 Purpose

(1) The purpose of this Staff Instruction is to provide guidance to peace officers, delegated officers, and Transport Canada (TC) personnel on RPAS field check compliance inspection procedures, including safe engagement practices, evidence gathering considerations, and risk awareness during RPAS operations. This Staff Instruction does not confer enforcement authority or replace statutory powers, and must be applied in conjunction with applicable legislation, delegations of authority, and training requirements. This inspection forms part of TC's oversight and enforcement continuum, which prioritizes compliance promotion and correction before escalation to enforcement action.

1.2 Applicability

(1) This process applies to any civilian RPAS operations in Canada, for the purpose of conducting compliance checks wherever RPAS operations take place. It is intended to be used by three groups of officers.

(a) Transport Canada public officers,

(b) Peace Officers,

(c) Minister Delegated officers, individuals or organizations when they are exercising privileges granted to them under an External Ministerial Delegation of Authority.

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, of the Canadian Aviation Regulations (CARs) — Remotely Piloted Aircraft Systems

(c) Standard 922 of the CARs — RPAS Safety Assurance

(d) *Criminal Code* (R.S.C., 1985, c. C-46)

(e) Staff Instruction (SI) 103-001 — Enforcement Procedures

(f) Staff Instruction (SI) GEN-017 — Clothing and Equipment Entitlements and Guidelines: Civil Aviation Safety Inspector (CASI), Delegated Officer (DO), and Minister's Observer (MO)

(g) Staff Instruction (SI) ADM-013 — Information Management in Civil Aviation

(h) RPAS Field Check Compliance Inspection – form 24-0103

(i) Transport Canada — Fundamental RPAS Inspection Training

(j) Transport Canada — Advanced RPAS Inspection Training

(k) Advisory Circular (AC) 903-001 — RPAS Operational Risk Assessment

(l) Advisory Circular (AC) 922-001 — RPAS Safety Assurance

(m) Advisory Circular (AC) 100-001 — Glossary for Pilots and Air Traffic Services Personnel

(n) Transport Canada Publication (TP) 1820E — Designated Airspace Handbook available from the Operational Guides webpage of NAV CANADA website.

(o) Transport Canada Publication (TP) 14371 — Transport Canada Aeronautical Information Manual (TC AIM)

(p) National Research Council Canada — Drone Site Selection Tool

(q) NAV CANADA — NAV Drone viewer

2.2 Cancelled documents

(1) Not applicable.

2.3 Definitions and abbreviations

(1) The following **definitions** are used in this document:

(a) **Advertised Event:** An outdoor event that is advertised to the general public, including a concert, festival, market or sporting event.

(b) **Administrative Monetary Penalty (AMP)** A monetary penalty that may be imposed under the *Aeronautics Act* in accordance with the Administrative Monetary Penalties Regulations as a result of a contravention of the Act or its regulations.

(c) **Beyond Visual Line of Sight (BVLOS) Operation:** An operation of a remotely piloted aircraft (RPA) that is not in visual line-of-sight, but does not include an extended VLOS operation or a sheltered operation.

(d) **Canadian Aviation Document (CAD):** As defined in section 3 of the *Aeronautics Act*.

(e) **Compliance Inspection:** An inspection conducted to verify compliance with the *Aeronautics Act* and associated regulations.

(f) **Immigration officer:** is a type of peace officer, (see definition: (l) Peace Officer (iii) and (iv))

(g) **Medium Remotely Piloted Aircraft:** means a RPA that has an operating weight of more than 25 kg (55 pounds) but not more than 150 kg (331 pounds)

(h) **Micro Remotely Piloted Aircraft:** means an RPA that has an operating weight of less than 250 g (.55 pounds)

(i) **Minister:** means the Minister of Transport.

(j) **Ministers Delegated Officer:** a person or class of persons who is authorized by the Minister of Transport to exercise or perform, subject to any restrictions or conditions that the Minister may specify, any of the powers, duties or functions of the Minister under this Part, other than the power to make a regulation, an order, a security measure or an emergency direction.

(k) **NOTAM:** means “notice to air missions” which are notifications containing information concerning the establishment or condition of, or change in, any aeronautical facility, service or procedure, or any air navigation hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

(l) **Peace officer: as defined in section 2 of the *Criminal Code*** includes:

(i) a mayor, warden, reeve, sheriff, deputy sheriff, sheriff’s officer and justice of the peace,

(ii) a member of the Correctional Service of Canada who is designated as a peace officer pursuant to Part I of the *Corrections and Conditional Release Act*, and a

warden, deputy warden, instructor, keeper, jailer, guard and any other officer or permanent employee of a prison other than a penitentiary as defined in Part I of the *Corrections and Conditional Release Act*,

(iii) a police officer, police constable, bailiff, constable, or other person employed for the preservation and maintenance of the public peace or for the service or execution of civil process, a designated officer as defined in section 2 of the *Integrated Cross-border Law Enforcement Operations Act*, when:

(A) participating in an integrated cross-border operation, as defined in section 2 of that Act, or

(B) engaging in an activity incidental to such an operation, including travel for the purpose of participating in the operation and appearances in court arising from the operation,

(iv) an officer within the meaning of the *Customs Act*, the *Excise Act,* or a person having the powers of such an officer, when performing any duty in the administration of any of those Acts, an officer authorized under subsection 138(1) of the *Immigration and Refugee Protection Act*,

(v) a person designated as a fishery guardian under the *Fisheries Act* when performing any duties or functions under that Act and a person designated as a fishery officer under the *Fisheries Act* when performing any duties or functions under that Act or the *Coastal Fisheries Protection Act*,

(A) the pilot in command of an aircraft

(B) registered in Canada under regulations made under the *Aeronautics Act*, or

(C) leased without crew and operated by a person who is qualified under regulations made under the *Aeronautics Act* to be registered as owner of an aircraft registered in Canada under those regulations,

(vi) officers and non-commissioned members of the Canadian Forces who are

(A) appointed for the purposes of section 156 of the *National Defence Act*, or

(B) employed on duties that the Governor in Council, in regulations made under the *National Defence Act* for the purposes of this paragraph, has prescribed to be of such a kind as to necessitate that the officers and non-commissioned members performing them have the powers of peace officers;

(m) **Populated Area:** an area with more than five people per square kilometer.

(n) **RPA ID Plate:** means a sticker label or plate that contains the serial number or identification information of the RPA.

(o) **RPA pilot:** A person responsible for the operation of an RPA exercising direct control.

(p) **Remotely Piloted Aircraft (RPA)** A navigable aircraft, other than a balloon, rocket or kite, that is operated by a pilot who is not on board.

(q) **Remotely Piloted Aircraft System (RPAS)** A set of configurable elements consisting of an RPA, its control station, the command-and-control links and any other system elements required during flight operation.

(r) **Small Remotely Piloted Aircraft:** means an RPA that has an operating weight of at least 250 g (0.55 pounds) but not more than 25 kg (55 pounds).

(s) **Sparsely Populated Area:** an area with more than 5 but not more than 25 people per square kilometer.

(t) **Visual Observer (VO):** means a crew member who is trained to assist the pilot of an RPA in ensuring the safe conduct of a flight.

(2) The following **abbreviations** are used in this document:

(a) AA: *Aeronautics Act*

(b) BVLOS: beyond visual line-of-sight

(c) CAD: Canadian Aviation Document

(d) CI: Compliance Inspection

(e) DSST: drone site selection tool

(f) NAV CAN: NAV Canada

(g) NAV Drone: Nav Canada's drone operations authorization tool

(h) RPA: Remotely Piloted Aircraft (just the aircraft)

(i) RPAS: Remotely Piloted Aircraft Systems (aircraft and ground station)

(j) SFOC: special flight operating certificate

(k) SOPs: standard operating procedures

(l) TC: Transport Canada

(m) VLOS: visual line-of-sight

3.0 Background

(1) This Staff Instruction (SI) is provided for information and guidance purposes to peace officers, Minister Delegated officers as well as TC public officers conducting field compliance checks. This SI on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

3.1 Roles and responsibilities

(1) RPAS field check compliance inspections conducted using this SI may only be carried out by authorized personnel. These include a) peace officers, b) Ministers Delegated Officers or c) TC public officers. The table below identifies the legal authority under which each authorized group of persons can conduct RPAS compliance inspections. It also indicates the scope of their authority and training requirements.

Officer type	Legal Authority	Regulatory Activities	Training Course
Peace Officer	• CAR 103.02(2) • 129(a) of the Criminal Code	• Fundamental Evidence Collection	• Fundamental RPAS Inspection Training
Minister Delegated Officers	• AA 7.7, 8.7 • CAR 103.02(2), 601.04(2) 601.15 • CARs Part IX	• Fundamental Evidence Collection • Advanced Evidence collection • Administrative Monetary Penalty (AMP)	• Fundamental RPAS Inspection Training • Advanced RPAS Inspection Training
Transport Canada Public Officers	• AA 7.7, 8.7 • CAR 103.02(2), 601.04(2) 601.15	• Fundamental Evidence Collection • Advanced Evidence Collection • Compliance Inspection,	• Fundamental RPAS Inspection Training • Advanced RPAS Inspection Training

	• CARs Part IX	• Detection Notice for Enforcement / AMP • Certificate Action • Oral Counsel	• Advanced RPAS Pilot Certificate

3.2 Training, qualifications & currency

(1) Prior to conducting field compliance inspections, each person shall be trained and registered. Once the online training is complete, the trainee will be provided with an exam requiring a pass mark of 80%. Upon passing the exam, they will be registered, given a copy of RPAS FIELD CHECK COMPLIANCE INSPECTION – form 24-0103 and access to the encrypted Protected B file transfer tool used for submitting evidence to TC.

(2) There are two levels of training required:

(a) **Fundamental RPAS Inspection Online Training** is the minimum requirement for all persons that will be conducting RPAS field compliance inspections. It is also recommended that they hold a Basic RPAS pilot certificate.

(b) **Advanced RPAS Inspection Online Training** is in addition to the fundamental RPAS inspection training course which Ministers Delegated Officers and TC public officers conducting advanced RPAS field check compliance inspections and enforcement are required to complete. Ministers Delegated officers and TC public officers are recommended to hold an Advanced RPAS pilot certificate.

(3) Recurrent training should be completed annually in the spring by completing the online initial training courses required by each type of officer. The course material will include any changes to the regulations and a review of the inspection process to ensure that enforcement action can be initiated as appropriate.

3.3 Equipment and clothing

(1) Individual staff/officers are expected to ensure all issued items are always in good repair and ready for use as outlined in SI GEN-017:

(2) A cell phone with camera, GPS functionality issued by the employer which is logged in with staff/officers' credentials. All pictures taken must be set to record time and location via cellphone clock and GPS system. Post inspection duties require internet access.

4.0 RPAS field check procedures

4.1 6 steps compliance inspection process

(1) Step 1, Compliance Level Observation

(2) Step 2, Weight Category Determination

(3) Step 3, Evidence Gathering

(4) Step 4, Advanced Evidence Gathering (TC officer and TC delegated officers only)

(5) Step 5, Evidence Management

(6) Step 6, Submitting file to Transport Canada

TC officers and peace officers must be aware that interception or interference of RPAS operations can introduce new risks that could make the situation worse than it already is. Use the following guidelines when approaching RPAS flight crew during operation. Care must be taken to

observe an operation and determine its apparent compliance level and the risk level it poses to persons, crewed aviation and property.

4.2 General RPAS operations observations

(1) RPAS operations can legally take place almost anywhere at any time. Simply observing an RPA in flight in an area prohibited to RPAS operations does not mean it is illegal.

(a) More complex RPAS operations generally have a crew of people who are well identified (safety vests or uniforms). These operations usually have associated vehicles, equipment (generators, ops tables, warning equipment, signs, cones, landing pads etc.) and are usually comfortable working with TC and/or peace officers.

(b) Smaller RPAS operators may only have 1 or 2 crew present with limited safety gear but may not be as easy to identify.

(c) Recreational operators often have only 1 RPA Pilot, no crew members, and no safety gear/vests.

4.3 Compliance level observations.

(1) Observe the RPAS operation and assess a level of compliance or color.

(a) Level 1 (Green): Pilot appears to be flying an RPA in compliance with the *Canadian Aviation Regulations* and the likelihood of injury to any person, collision with and/or disruption to traditional aviation and/or damage to property is negligible.

(b) Level 2 (Yellow): RPA Pilot appears to be flying an RPA in violation *of Canadian Aviation Regulations* although the likelihood of injury to any person, collision with and/or to traditional aviation and/or damage to property is negligible.

(c) Level 3 (Red): RPA Pilot appears to be flying an RPA in violation *of Canadian Aviation Regulations* and the likelihood of injury to any person, collision with or disruption to traditional aviation and/or damage to property is moderate to high.

(2) Once a compliance level has been identified use the following SOPs when approaching RPAS flight crew:

(a) Level 1 or Level 2: When approaching an RPAS operation, try to identify the RPA Pilot in command (person holding the controls or manning control station computer) refrain from speaking to this individual until the flight is completed. Then proceed to step 1 of the compliance inspection process.

(b) Level 3: Identify the VO or Ground staff, ask them to make the RPA Pilot aware of your presence and request the flight be ended as soon as safely possible. Then proceed to step 1 of the CI process.

Note: Nothing in this section authorizes detention, seizure, or interference with RPAS operations except where lawful grounds exist under applicable legislation and authority. An RPAS field check should take approximately 15 minutes, starting from when the RPA lands. Prior to requesting documentation or questioning the RPA Pilot, observe the operation for potential non-compliance with regulatory requirements and collect evidence to support the observation. Be mindful that most RPA Pilots have not undergone a compliance inspection so always identify yourself and the authority by which you are authorized to carry out the inspection (always carry your inspector's credentials with you so that you can present them during the interception process)

(3) All enforcement personnel should make the RPA pilot aware that the compliance inspection is being conducted under these regulations. The regulations that allow for RPAS field inspections are:

(a) CAR 103.02, Take special note of the bolded text and if necessary be ready to quote them to the RPA pilot so they are aware of the regulations under which this inspection is taking place.

Inspection of Aircraft, Requests for Production of Documents and Prohibitions

103.02 (1) *The owner or operator of an aircraft shall, on reasonable notice given by the Minister, make the aircraft available for inspection in accordance with the notice.*

(2) Every person who

(a) is the holder of a Canadian aviation document*,*
(RPA registration, RPA pilot, RPAS operator certificates or SFOC)

(b) is the owner, operator or pilot-in-command of an aircraft in respect of which a Canadian aviation document, technical record or other document is kept, or

(c) *has in possession a Canadian aviation document, technical record or* ***other document*** (applicable to RPA of any weight class) *relating to an aircraft or a commercial air service*

shall produce the Canadian aviation document, technical record or other document for inspection in accordance with the terms of a demand made by a peace officer, an immigration officer or the Minister.

(3) No person shall

(a) lend a Canadian aviation document to any person who is not entitled to it by these Regulations, or allow any such person to use a Canadian aviation document; or

(b) mutilate, alter or render illegible a Canadian aviation document.

(4) For the purposes of this section, ***other document*** *includes all writings, papers and other records made, held or maintained by the owner, operator or pilot-in-command of an aircraft for the purpose of recording any action, activity, performance or use of the aircraft or any activity of the owner, operator or crew members in respect of that aircraft, whether or not the documents are required by law to be made, held or maintained.*

(b) If you are aware of a pilot operating contrary to the requirements of 901.49 you may ask them to cease operations.

Incidents and Accidents — Associated Measures

901.49 *(1) A pilot that operates a remotely piloted aircraft* ***system shall immediately cease operations*** *if any of the following incidents or accidents occurs until such time as an analysis is undertaken as to the cause of the occurrence and corrective actions have been taken to mitigate the risk of recurrence:*

(a) injuries to any person requiring medical attention;

(b) unintended contact between the aircraft and persons;

(c) unanticipated damage incurred to the airframe, control station, payload or command and control links that adversely affects the performance or flight characteristics of the aircraft;

(d) any time the aircraft is not kept within horizontal boundaries or altitude limits;

(e) any collision with or risk of collision with another aircraft;

(f) any time the aircraft becomes uncontrollable, experiences a fly-away or is missing; and

(g) any incident not referred to in paragraphs (a) to (f) for which a police report has been filed or for which a Civil Aviation Daily Occurrence Report has resulted.

(2) The pilot of the remotely piloted aircraft system shall keep, and make available to the Minister on request, a record of any analyses undertaken under subsection (1) for a period of 12 months after the day on which the record is created.

(4) If an RPA Pilot is uncooperative with a TC public officer's request for a compliance inspection, the inspector must obtain assistance from a peace officer. Refusing to produce a Canadian Aviation Document (CAD) when requested by a Peace Officer or the Minister is an offence under section 7.3(3) of the *Aeronautics Act*. This action may also be considered obstruction under section 7.3(1)(d) of the *Aeronautics Act* and could potentially constitute an offence under section 129(a) of the Criminal Code. The level of cooperation may be documented for consideration under departmental enforcement assessment criteria.

(5) Possible scripted statements that could be used when interacting with an RPA pilot:

(a) **Initial interaction:** Hi, my name is _____ from _____ I am conducting an RPAS Compliance Inspection, May I see any documents/records you have for your RPAS. (if the pilot is cooperative continue with your inspection)

(b) **Document requested, authority questioned:** "I am conducting a remotely piloted aircraft system compliance inspection under the authority of the Canadian Aviation Regulations, specifically CAR 103.02. Under this authority, I am requesting the production of documents related to the operation of your remotely piloted aircraft system."

(c) **Cessation of operations (CAR 901.49):** "Under the authority of the Canadian Aviation Regulations, specifically CAR 901.49, you are required to immediately cease remotely piloted aircraft system operations due to one or more safety conditions described in that regulation, specifically: [state applicable condition(s) in paragraphs (a) to (g)]."

(d) **Escalation advisory: First advisory:** "I am advising you that under the *Aeronautics Act*, your drone related aviation documents are required to be produced upon request for inspection. Failure to produce the required documents may constitute an offence under the *Aeronautics Act*. At this time, I am again requesting the production of the required documents."
second advisory: I am advising you that continued refusal to produce a Canadian aviation document as required under the *Aeronautics Act* may constitute an offence under subsection 7.3(3) of the *Aeronautics Act* and may be considered obstruction under subsection 7.3(1)(d) of that Act. At this time, I am again requesting the production of the required documents.

Note: only a peace officer may enforce part 129(a) of the Criminal Code.

4.4 Weight category determination

(1) Assess the RPA and make a weight category determination then answer the question "does the RPA weigh less than 250 g?" on the RPAS FIELD CHECK COMPLIANCE INSPECTION form 24-0103 (figure 1 below), this will automatically open the appropriate fundamental evidence gathering page for the RPA weight category you selected.

4.5 Evidence gathering

(1) Evidence gathering using RPAS FIELD CHECK COMPLIANCE INSPECTION form 24-0103, starts with Fundamental evidence gathering (all officers must complete this step). Lines marked with an * are mandatory because no enforcement action can take place without this fundamental evidence. Each column has the following purpose:

(a) **Task**, describes what the objective is.

(b) **CAR reference/Detail**, familiarize yourself with the listed CAR reference relating to this task.

(c) **Compliance Requirement**, answer the yes or no question. If the answer is no, a non-compliance has occurred. If the answer is yes, the operator is compliant with regards to that line in the form.

(d) **Primary evidence to be gathered and method**, gather the evidence listed in the column using the methods described or any additional methodology you feel is necessary.

(e) **Notes**, in the open column for each line describe the evidence you took and any other information or statement supporting the Task and CAR reference for that line.

Note: 5.2(a) is the form section for recording for **micro-RPA evidence.**
5.2(b) is the form section for recording **small RPA evidence.**

(2) RPA Documents, CAR 103.02 details that “document or other document” includes all Canadian Aviation Documents (CAD) as well as any writings, papers and other records made, held or maintained by the owner, operator or pilot-in-command of an aircraft for the purpose of recording any action, activity, performance or use of the aircraft or any activity of the owner, operator or crew members in respect of that aircraft, whether or not the documents are required by law to be made, held or maintained. Where applicable, documents required or maintained under CAR Part IX may be accepted in digital format. You may use your cell phone camera to take pictures of RPA operators documents displayed on their cell phone screens, laptop, tablet or ground control station screens. Ensure that you review the pictures taken for clarity, and take additional pictures if necessary.

(3) Advanced Evidence Gathering: These pages follow the same methodology as the fundamental evidence gathering page but reserved for TC Public officers and delegated officers only due to their higher complexity and training requirements. They are sorted into 3 categories that contain similar compliance requirements. Only use the lines that pertain to your CI.

(a) Location based compliance: Regulations that pertain to the location of the RPA flight or operation, (note: each line depends on the line above it)

(b) Procedure based compliance: regulations that pertain to specific procedures required for RPA flight

(c) Special Flight Operations Certificate (SFOC) or Advanced based compliance: operations that fall under an SFOC or are complex.

Note: For any non-compliance finding that does not appear on the RPAS FIELD CHECK COMPLIANCE INSPECTION form 24-0103 use the last line of the advanced operations section to gather the appropriate details.

5.0 Evidence gathering checklists

5.1 STEP 1 – Compliance level observations

Step 1 – Compliance Level Observations
1. Observe the RPA operation and assess a level of compliance or color. Level 1 (Green): RPAS Pilot appears to be flying an RPA in compliance with the Canadian Aviation Regulations and the likelihood of injury to any person, collision with and/or disruption to manned aviation and/or damage to property is negligible. Level 2 (Yellow): RPAS Pilot appears to be flying an RPA in violation of Canadian Aviation Regulations although the likelihood of injury to any person, collision with and/or to manned aviation and/or damage to property is negligible. Level 3 (Red): RPAS Pilot appears to be flying an RPA in violation of Canadian Aviation Regulations and the likelihood of injury to any person, collision with or disruption to manned aviation and/or damage to property is moderate to high. 2. Once a compliance level has been identified use the following SOPs when approaching RPAS flight crew: Level 1 or Level 2: When approaching an RPA flight operation try to identify the RPA Pilot in command (person holding the controls or manning control station computer) refrain from speaking to this individual until the flight is completed. Then proceed to step 1 of the compliance inspection process. Level 3: Identify the Visual Observer or Ground staff ask them to make the RPA Pilot aware of your presence and request the flight be ended as soon as safely possible. Then proceed to step 1 of the CI process. Note: Nothing in this section authorizes detention, seizure, or interference with RPAS operations except where lawful grounds exist under applicable legislation and authority.

Image 1 – [Example of form 24-0103, STEP 1]

5.2 STEP 2 – Weight category determination

Step 2 – Weight Category Determination			
Task	CAR Reference/Detail	Other Information	Primary Evidence to be Gathered and Method
Identify Aircraft weight Category: Sub 250 g; 250 g to 25 kg; 25 kg to 150 kg; or above 150 kg.	CAR 900.01 – Definitions: **Small RPA:** RPA with operating weight of 250 g to 25 kg **Medium RPA:** RPA with operating weight of above 25 kg to 150 kg	**Note:** optional accessories such as prop guards, other payloads, camera lenses, optional large capacity batteries can increase weight to above 249 g. **RPA over 150 kg require an SFOC**	Photos of: (1) RPA ID data plate including manufacturer name, type and Serial number; (2) Photos of battery ID data plate; (3) Photos of remote controller ID data plate. (4) Weight declaration in manufacturers user manual or pilot manual.
Does the RPA weigh less than 250g? ◯Yes ◯No			

Image 2 – [Example of form 24-0103, STEP 2]

5.3 STEP 3a – Fundamental evidence gathering for RPA weighing less than 250 g

Step 3 – Fundamental Evidence Gathering for RPAS weighing less than 250g

Note: all documents acceptable in digital format, ***No enforcement action can take place without this evidence**

Line #	Task	CAR Reference / Detail	Compliance Requirements "No" = noncompliance	Primary Evidence to be Gathered and Method
*1.0	Confirm Flight	900.06	Was flight conducted to ensure the safety of aviation or any person ◯Yes ◯No	(1) Pictures/video of RPA in flight including takeoff and or landing with pilot in view if possible. (2) Pictures or video of reckless operation or flight near or over people, or manned aircraft. (3) RPA flight logs, pilot admission, eyewitness. (4) Inspector note taken in notebook.
*1.1	Confirm Location	Location of the flight	If pictures cannot be geotagged provide another location conformation.	(1) Screenshot of officers/inspector's cell phone compass app with time and Lat Long visible. (2) Inspector note of location taken in notebook.
1.1(a)	Confirm permission if applicable	Flight in restricted airspace 601.04(2):	Does the pilot have permission from User/Controlling Agency? ◯Yes ◯No ◯N/A	Photos, inspector testimony, independent witness, pilot statement of: (1) reason for flying (2) flight logs (3) correspondence with user/controlling agency.
1.1(b)	Confirm permission if applicable	Flight within emergency security perimeter? 900:08	Does the pilot have permission from scene commander? ◯Yes ◯No ◯N/A	Photos, inspector testimony, independent witness, pilot statement of: (1) reason for flying (2) flight logs (3) correspondence with user/controlling agency.
1.1(c)	Confirm permission if applicable	Flight at an advertised event 903:01(b):	Does the pilot have an SFOC? ◯Yes ◯No ◯N/A	Photos, inspector testimony, independent witness, pilot statement of: (1) reason for flying (2) flight logs (3) SFOC
1.1(d)	Confirm permission if applicable	Flight within restricted forest fire area airspace 601:15:	Does the pilot have permission from User/Controlling Agency? ◯Yes ◯No ◯N/A	Photos, inspector testimony, independent witness, pilot statement of: (1) reason for flying (2) flight logs (3) correspondence with user/controlling agency.
1.1(d)	Confirm permission if applicable	Is flight within NOTAM 5.1 restricted airspace? AA 5.1:	Does the pilot have permission from user Minister/User/ Controlling Agency? ◯Yes ◯No ◯N/A	Photos, inspector testimony, independent witness, pilot statement of: (1) reason for flying (2) flight logs (3) correspondence with user/controlling agency.
*1.7	Identify RPA	RPA documents 103.02	Check if any documents exist pertaining to, recording any action, activity, performance or use of the RPA or any activity of the owner, operator or crew members in respect of that RPA,	Photos, inspector testimony, independent witness (1) Documents, if available. RPA manual, flight data, pilot logs, site survey, (2) RPA ID plate, model, and Serial Number. (3) Battery ID plate, model and Serial Number. (4) Inspector note taken in notebook.
*1.8	Identify Pilot	In accordance with federal and provincial regulations	Peace officer may ask for personal ID according to provincial regulations.	Photos, inspector testimony, independent witness, pilot statement of: (1) Picture of TC CAD Pilot certification if presented. (2) Picture of photo ID (3) Entry in Inspector notebook.

Image 3 – [Example of form 24-0103, STEP 3a]

5.4 STEP 3b – Fundamental evidence gathering for RPA greater than 250 g

Step 3 – Fundamental Evidence Gathering RPAS weighing more than 250g

Note: all documents acceptable in digital format, ***No enforcement action can take place without this evidence** *for Sub 250g operators

Line #	Task	CAR Reference / Detail	Compliance Requirements **"No" = noncompliance**	Primary Evidence to be Gathered and Method
*2.0	Confirm Flight	900.06	Was flight conducted to ensure the safety of aviation or any person ◯Yes ◯No Did the flight remain more than 100' (small RPA) or 500' (medium RPA) away from any person? ◯Yes ◯No	(1) Pictures/video of RPA in flight including takeoff and or landing with pilot in view if possible. (2) Pictures or video of reckless operation or flight near or over people. (3) RPA flight logs, pilot admission, eyewitness. (4) Inspector note taken in notebook.
*2.1	Confirm Location	All flights take place in a location 900.08 601.15 601.04(2)	If pictures cannot be geotagged provide another location conformation. Did flight remain clear of emergency, no services security perimeter, forest fire area, restricted airspace or NOTAM 5.1 airspace? ◯Yes ◯No	(1) Screenshot of officers/inspector's cell phone compass app with time and Lat Long visible. (2) Inspector note of location taken in notebook.
*2.2	Identify RPA	Certificate of registration 900.13 900.19 900.20 SFOC if foreign	Did the PIC supply a certificate of Registration? ◯Yes ◯No Does the name and address match the registered owners ID? ◯Yes ◯No	(1) RPA ID plate, model, and Serial Number. (2) Picture of TC RPA registration. Note if missing (3) Inspector note taken in notebook. (4) Does registration match name and address of registered owners ID?
2.3	Confirm Label	Registration clearly visible on RPA 900.14	Was the RPA labeled with the Registration number? ◯Yes ◯No **Examples**: Label maker sticker, etching/engraving, or marker, visible on the RPA.	(1) Picture of TC registration number visible or missing from the RPA (2) Entry in Inspector notebook
2.4	Confirm Document	Flight procedures 901.23	Did the PIC supply flight procedures? ◯Yes ◯No **Examples**: Checklists including normal, abnormal, and emergency procedures (may be a part of RPAS user manual).	(1) Picture of checklists (2) Entry in Inspector notebook
2.5	Confirm Document	RPAS manufacturers system Operating Manual 901.30 901.24	Did the PIC supply operating Manual? ◯Yes ◯No **Examples**: Manufacturers pilot handbook, user/operating manual or user guide	(1) Picture of Manufacture pilot handbook (2) Question pilot "which RPAS safety assurance is this drone rated for?" (3) Entry in Inspector notebook
*2.6	Identify Pilot	Pilot Certificate and proof of recency 901.54/56/57 901.83/85/86 901.89/91/92 SFOC if foreign pilot 903.02 (1) 903.02 (3)(b)	Did the PIC have Pilot certificate? ◯Yes ◯No Did the PIC present pilot certificate? ◯Yes ◯No Does information match ID? ◯Yes ◯No Is recency within 24 months? ◯Yes ◯No	(1) Picture of TC CAD Pilot certification. (2) Picture of recency document. (3) Picture of SFOC if foreign pilot. (4) Picture of photo ID with address if Pilot cert is missing. (5) Entry in Inspector notebook.
2.7	Confirm as necessary	NAV CANADA approval (in controlled airspace) 901.71	Did the PIC supply a NAV Drone authorization number if in controlled airspace? ◯Yes ◯No ◯N/A	(1) Picture of Nav Drone Authorization (2) Entry in Inspector notebook
2.8	Confirm as necessary	RPOC or SFOC 903.01(b) 903.02 (3) (a) to (f) 903.02 (4) (a) to (f)	Does the pilot have an RPOC for Basic BVLOS or an SFOC for any of the following operations? ◯Yes ◯No (1) Advertised event. (2) RPA Above 150 kg (3) Flight above 400 ft. (4) Multiple RPA form 1 control station. (5) Leaving Canadian airspace. (6) Operations not in VLOS. (7) Restricted Payloads. (8) BVLOS within 5 NM of Aerodrome. (9) Adverse Weather. (10) Carrying passengers.	(1) Picture of TC CAD SFOC or RPOC (2) Entry in Inspector notebook

Image 4 – [Example of form 24-0103, STEP 3b]

5.5 STEP 4 – Advanced compliance inspections
(for delegated officers and TC officers only)

(1) STEP 4a – Location-based compliance

Step 4 Advanced Compliance Inspections (for delegated officers and TC inspectors only)

Location based compliance

Note 1: more than 1 condition can be applied at a time. **2**: Each line may depend on a line above. **3**: use only lines that are appropriate to the inspection.

Line #	Determine operational compliance if within:	CAR Reference / Detail	Other Information Compliance Requirements **"No" = noncompliance**	Additional Evidence to be Gathered After Steps 1 and 2 are Complete with Verified Location
3.1	Uncontrolled airspace and more than 3 nm of aerodrome / 1 nm of heliport areas	901.47 901.53	(1) Small RPA only, Reg and marked ◯Yes ◯No (2) Basic pilot certificate CAD ◯Yes ◯No	Confirmation of uncontrolled airspace. Drone site selection tool (DSST) or NAV Drone viewer location of RPA flight with reference to airport traffic.
3.2	Less than 3 NM of cert. airport 1 NM of cert. heliport	901.47 901.62 901.73	Line 3.1 requirements and: (1) Advanced Pilot Certificate ◯Yes ◯No (2) Awareness of traffic pattern ◯Yes ◯No	Location of airport / heliport from DSST or NAV Drone viewer
3.3	Controlled airspace	901.69 (a) and (h) 901.71	Lines 3.1 and 3.2 requirements, and: (1) RPAS safety assurance declaration for controlled airspace ◯Yes ◯No NAV Drone Approval # ◯Yes ◯No	Verify location in controlled airspace using DSST or NAV Drone viewer. NAV Drone Authorization #
3.4	Operations in restricted airspace	601.04(2) 900.07	Line 3.1 requirements and: User agency authorization? ◯Yes ◯No	Picture of user agency letter of authorization.
3.5	Outside Canadian Domestic Airspace	901.13	Line 3.1 and 3.2 requirements, and: SFOC to exit Canadian airspace: ◯Yes ◯No	Proof of location outside of Canadian airspace DSST or NAV Drone viewer.
3.6	100 ft (small rpa) or 500' (medium rpa) from any person or less	901.26 901.62 901.69(b),(f)	Line 3.1 and 3.2 requirements, and: (1) RPAS safety assurance declaration for near people ◯Yes ◯No	Evidence showing: RPA proximity to another person closer than 100 ft (30 m).
3.7	16.4 ft (5m) (small rpa)) or 500' (medium rpa) of of any person or less	901.26 901.62(a)ii)	RPAS safety assurance declaration for over people ◯Yes ◯No Line 3.1 and 3.2 requirements, and:	Evidence showing: RPA proximity to another person closer than 16.4 feet (5 m).
3.8	Emergency security permitter, fire/ police emergency services	601.15 900.08(2)	Line 3.2 requirements and confirm if pilot is operating as a first responder ◯Yes ◯No	Evidence showing: location of forest fire from NOTAM, or fire control authority, location of emergency scene.
3.9	Advertised Event	901.41 903.01	Line 3.1 requirements, and: SFOC for advertised events: ◯Yes ◯No	Physical boundaries and time of advertised event

Image 5 – [Example of form 24-0103, STEP 4a]

(2) STEP 4b – Procedure-based compliance

Procedure Based Compliance

Determine procedure-based compliance

Note 1: more than 1 condition can be applied at a time. **2:** use only lines that are appropriate to the inspection.

Line #	Determine operational compliance	CAR Reference / Detail	Other Information Compliance Requirements "No" = noncompliance			Evidence to be Gathered After Steps 1 and 2 are Complete
4.1	Flight Safety	901.49	Did pilot cease operations?	◯Yes	◯No	RPA unsafe act or situation and flight continuing
			Were records kept 12 months?	◯Yes	◯No	
4.2	Procedures / Flight Information	901.23 901.24	Was review done before flight?	◯Yes	◯No	(1) Missing review of procedures before flight (2) Procedures not being followed (3) Pilot unable to answer question on flight info
			Were the procedures followed?	◯Yes	◯No	
			Was the pilot familiar with info?	◯Yes	◯No	
4.3	Site Survey	901.27	Did pilot complete site survey?	◯Yes	◯No	(1) Missing procedures or not doing site survey (2) Any supplied site survey paperwork
			Were all 8 factors addressed?	◯Yes	◯No	
4.4	Minimum Weather Conditions	901.34 901.35	Was the RPA operated within the manufacturers stated weather limitations including icing?	◯Yes	◯No	(1) Weather conditions during the flight / Current weather measurements (2) WX source, Nav Can, public broadcast, pilot measurements
			Did the flight remain within VLOS and 901.34 (2) requirements?	◯Yes	◯No	
4.5	Serviceability of the RPAS	901.29	Did pilot ensure:			(1) Operating unserviceable RPA (2) Manufactures procedures not followed (3) Essential equipment not installed
			(1) Maintained / Serviceable?	◯Yes	◯No	
			(2) Mandatory actions completed?	◯Yes	◯No	
			(3) Equipment installed?	◯Yes	◯No	
4.6	Control of RPA Systems	901.32	Is the pilot capable of taking immediate control of the RPA?	◯Yes	◯No	Unable to demonstrate method of taking control of RPA at any time.
4.7	Other Pre-flight Requirements	901.28	Is pilot aware of energy required for flight?	◯Yes	◯No	Crash caused by depleted battery energy. No preflight briefing with crew completed.
			Preflight briefing completed?	◯Yes	◯No	
4.8	Visual line of sight	901.11	Was the RPA within visual line of sight by the pilot or the VO at all times?	◯Yes	◯No	Pilot with not VLOS, no VO used, or VO used but no communication ability with PIC.
4.9	Night flight requirements	901.39	Does RPA have working lights?	◯Yes	◯No	Flight took place at night with no lights on.
4.10	Take-off Launch, Landings and Recovery	901.33	Was the landing site set aside suitable?	◯Yes	◯No	Lack of plan or awareness of possible collision during takeoff/landing.
			Was collision risk mitigated at landing or takeoff?	◯Yes	◯No	
4.11	Records	901.48	Are records of each flight being kept?	◯Yes	◯No	Record pilot statement "No records of flight or maintenance available".
			Are records of maintenance actions being kept?	◯Yes	◯No	

Image 6 – [Example of form 24-0103, STEP 4b]

(3) STEP 4c – SFOC and level 1 complex operations compliance

SFOC and Level 1 Complex (L1C) BVLOS operations compliance

Determine CARs Compliance

Note 1: more than 1 condition can be applied at a time. **2:** use only lines that are appropriate to the inspection.

Line #	Determine operational compliance	CAR Reference / Detail	Other Information Compliance Requirements **"No" = noncompliance**	Evidence to be Gathered After Steps 1 and 2 are Complete
5.1	RPA over 150 kg	903.01	Was SFOC presented? ◯Yes ◯No SFOC conditions followed? ◯Yes ◯No	(1) Cell phone, Picture of TC CAD SFOC (2) SFOC stated conditions
5.2	Sheltered and Extended VLOS operations	901.62(b) (c) 901.74	Was the pilot and control station less than 2 NM from RPA at all times? ◯Yes ◯No Was pilot and control station at takeoff site? ◯Yes ◯No For EVLOS, was the VO holding a Basic or + ◯Yes ◯No	(1) picture of pilot vs drone distance (2) picture of pilot control station (3) for EVLOS, picture of VO basic pilot certificate or higher (4) RPA flight logs
5.3	BVLOS operations	901.11 901.87(a) 901.89 Standard 922	BVLOS SFOC presented? ◯Yes ◯No Or: 1 - RPOC? ◯Yes ◯No 2 - Pilot L1C Certified ? ◯Yes ◯No 3 - RPAS declaration SAD or PVD? ◯Yes ◯No	(1) Cell phone, picture of TC CAD / SFOC. (2) Population density >5 <25 per km² Map (3) Distance from populated area >1km Map
5.4	Flight above 400 ft	901.25 901.71(2)	Was SFOC presented? ◯Yes ◯No SFOC conditions followed? ◯Yes ◯No or ATC Auth. resented? ◯Yes ◯No	(1) Cell phone picture of TC CAD (2) SFOC stated conditions
5.5	Operation of more than 5 RPA from a single control station	901.40	Was SFOC presented? ◯Yes ◯No SFOC conditions followed? ◯Yes ◯No	(1) Cell phone picture of TC CAD (2) SFOC stated conditions
5.6	Advertised events	901.41	Was SFOC presented? ◯Yes ◯No SFOC conditions followed? ◯Yes ◯No	(1) Cell phone picture of TC CAD (2) SFOC stated conditions
5.7	Prohibited payloads	901.43	Was SFOC presented? ◯Yes ◯No SFOC conditions followed? ◯Yes ◯No	(1) Cell phone, Picture of TC CAD SFOC (2) Entry in Inspector notebook
5.9	First person view devices	901.38	VO utilized? ◯Yes ◯No	(1) Identification of Visual Observer
6.0	Formation flight / Handovers	901.36 901.42	Pre-arranged/procedure used? ◯Yes ◯No	(1) Cell phone, Picture of procedure
6.1	Operations from a moving vehicle	901.37	Was the PIC driving the vehicle/vessel? ◯Yes ◯No	(1) Identification of vehicle or vessel (2) Evidence showing RPA pilot was operating vehicle or vessel and RPA
6.2	Flight reviews	901.175(1) 921.06	Was the flight reviewer qualified according to 901.175(1)? ◯Yes ◯No	(1) Training provider affiliation (2) Flight reviewer and candidate interviews

Image 7 – [Example of form 24-0103, STEP 4c]

6.0 Evidence management

6.1 STEP 5 – Saving evidence

(1) All officers shall maintain accurate notes regarding the collection, handling, and custody of any evidence obtained, in accordance with departmental enforcement standards.

(2) Using the RPAS FIELD CHECK COMPLIANCE INSPECTION form 24-0103 Add comments for each line of evidence you collect and then attach pictures / video to Form 24-0103, using the EVIDENCE GATHERED DURING COMPLIANCE INSPECTION page. (see appendix A)

(3) For delegated officers, attach a picture of your AMP that you have given to the RPA pilot.

(4) Select the date of the violation, enter the closest address to the site of the inspection, your name email and telephone number.

(5) Select the “click to add new attachment button” for each file you wish to attach, select the file from your computer drive and select “open” to save it to the form.

(6) If any files or attachments are not compatible with the form 24-0103 simply add them as separate files when submitting the form 24-0103 to TC.

(7) For TC officers and TC delegates, Fill out all the details of your CI into the RPAS Detection Notice page on form 24-0103, as well as the Justification of Enforcement Action questions. (Appendix B)

(8) Sign the form.

7.0 Information management

7.1 STEP 6 – Submission to Transport Canada

(1) All personnel who pass the training requirement exam for this SI will receive a protected B level file sharing link to use for submitting a completed, signed and saved RPAS FIELD CHECK COMPLIANCE INSPECTION form 24-0103

(2) For privacy reasons you may not send an RPAS FIELD CHECK COMPLIANCE INSPECTION form 24-0103 via email or any non-protected B level of communication. Any files received this way will be deleted by TC.

(3) Once the SI’s associated form is completed it is considered Protected B information. Any user who has completed and saved form 24-0103 must send it to TC via encrypted Protected B file transfer protocol. To obtain access to this Protected B file transfer service the user must complete the training described in 3.2 of this document.

(4) All completed RPAS FIELD CHECK COMPLIANCE INSPECTION forms 24-0103 will be stored in a RPAS Centre of Expertise protected B SharePoint folder reviewed by and signed by an inspector, then forwarded to Transport Canada Regional Enforcement Unit for investigation and further action.

(5) Information Management procedures are detailed in SI ADM-013 – Information Management in Civil Aviation.

8.0 Document history

(1) Not applicable

9.0 Contact us

For more information, please contact:
RPAS Centre of Expertise, AARV
E-mail: **TC.RPASCentre-CentreSATP.TC@tc.gc.ca**

We invite suggestions for amendments to this document. Submit your comments to:
RPAS Centre of Expertise
E-mail: **TC.RPASCentre-CentreSATP.TC@tc.gc.ca**

Document approved by
Ryan Coates
Director, Strategy and Emerging Technologies

Appendix A — Storing evidence

EVIDENCE GATHERED DURING COMPLIANCE INSPECTION

Date of violation (yyyy-mm-dd)	Closest address to site of inspection	
Name of officer/inspector	Email	Telephone number (999-999-9999)
Summary of inspection		

Click to add a new attachment	Open selected attachment	Remove/Delete selected attachment

List Of Attachments

Image 8 – [Example of form 24-0103, STEP 5]

Appendix B — Detection notice

RPAS DETECTION NOTICE

Fundamental Inspections			
Time, Date and location			
Date of Violation (yyyy-mm-dd)	Time of TO/LDG	Latitude	Longitude
Closest Address			
Type of Airspace – Ref: DSST or NAV Drone viewer			
☐ Restricted ☐ Controlled + NAV CANADA#			
☐ Within 3 NM airport ☐ Within 1 NM heliport ◯ Uncontrolled			
Population density per km²			
◯ Less than 5 per km² ◯ 5 to 25 people per km² ◯ 25 people per km² or more			
RPA Pilot			
Name		Certificate Number	TC account Number
Address			
Pilot certificate level			
☐ No Certificate Required ☐ No Certificate Presented ☐ Basic ☐ Advanced ☐ Complex ☐ Flight Reviewer ☐ Foreign SFOC Holder			
Pilot Recency			
Recency Date (yyyy-mm-dd) ◯ Less than 24 months	◯ Greater than 24 months		
Aircraft flown			
Class ◯ Multi-copter ◯ Rotorcraft ◯ Fixed wing ◯ Airship ◯ Ornithopter ◯ VTOL fixed wing ◯ Other			
Make		Model	
Weight Category ◯ sub 250 g ◯ 250 g to 25 kg ◯ 25 kg to 150 kg ◯ 150 kg and above		Was RPAS Modified? ◯ Yes ◯ No	
Registration			
Number	RPA label visible? ◯ Yes ◯ No	Serial Number	
RPAS safety assurance (901.69 Declaration — Permitted Operations) (Standard 922 - RPAS Safety Assurance)			
Small 250 g to 25 kg			
☐ 901.69 (a), VLOS operation in controlled airspace. 922.04	☐ 901.69 (b) VLOS operation at a distance of less than 100ft (30m), but more than 16.ft (5m) from any person not involved in the operation. 922.05	☐ 901.69 (c), VLOS operation at a distance of less than 16.4ft (5m) from any person not involved in the operation. 922.06	
☐ 901.69 (d), Sheltered Operation in Controlled Airspace. 922.04	☐ 901.87(a), BVLOS operation in uncontrolled airspace and at a distance of not less than 1km from a populated area. 922.08 (1, 2), 922.09, 922.10*, 922.11	☐ 901.87(b), BVLOS operation in uncontrolled airspace and over a sparsely populated area, or at a distance of less than 1km from a populated area. 922.07, 922.09, 922.10*, 922.11, 922.12	
Medium 25 kg to 150 kg			
☐ 901.69 (e), VLOS operation at a distance of more than 500ft (152.4m) from any person not involved in the operation. 922.08 (1, 2)	☐ 901.69 (f), VLOS operation at a distance of less than 500ft (152.4m) but more than 100ft (30m) from any person not involved in the operation. 922.07	☐ 901.69 (g), VLOS operation at a distance of less than 100ft (30m) from any person not involved in the operation. 922.07	☐ 901.69 (h), VLOS operation in controlled airspace. 922.04, 922.08 (1, 2)	☐ 901.87(a), BVLOS operation in uncontrolled airspace and at a distance of not less than 1km from a populated area. 922.08 (3, 4, 5, 6), 922.09, 922.10*, 922.11
SFOC/RPOC				
SFOC Number		SFOC Type		
RPOC number		Expiry Date (yyyy-mm-dd)	SFOC Number	
Weather at Time of Flight				
Windspeed	Visibility	Precipitation Type	Temperature	Data Source

For Transport Canada use only		
Narrative/Comments		
Alleged Violation		
Witness Information		
Witness Name		
Telephone number (999-999-9999)	Email	
Address		
City	Province / Territory	Postal code (A1A 1A1)
Witness Observations		
INSPECTOR DECISION – For Transport Canada use only		
◯ Oral Counseling – Case Closed ◯ Further Investigation – Enforcement **Note: Oral counseling is only possible for an individual, not a commercial operator**		

JUSTIFICATION OF ENFORCEMENT ACTION

I. Actual or Potential Harm	Assessment of Harm
• Could the non-compliance have an impact to Aviation Safety? (physical, disruption or inconvenience)? • Could the non-compliance have a risk to the travelling public?	◯ **Low:** There was no actual harm and the potential for actual harm was slight. ◯ **Medium:** There was some actual harm but not significant and/or there was a realistic potential for actual harm to occur. ◯ **High:** There was actual harm (i.e. to persons, property or the environment that was significant) or realistic potential that significant harm could have occurred.
II. Intentionality	**Assessment of Intentionality**
• Was this intended? Was it unintentional? Was it inadvertent? Or was it somewhere in between? • Was it foreseeable? Would a reasonable person have realized what might have happened and they were reckless? • Was it deliberate? Was it a choice that was made?	◯ **Low:** The regulated party was acting responsibly but it still occurred. ◯ **Medium:** This was foreseeable as something that could have happened and the regulated party took the risk anyway. ◯ **High:** This was not unintentional and the regulated party deliberately committed the non-compliance even if they did not intend the consequence or harm.
DETAILS:	
III. Compliance History (per program specific guidelines)	**Assessment of Compliance History**
• Does the regulated party have any similar history for a similar or identical violation? • Is it recent? Is it relevant? • Does the regulated party have a history of any prior non-compliance?	◯ **Low:** There is no history of non-compliance. ◯ **Medium:** There is some history of non-compliance but not similar. ◯ **High:** There is either a history of similar non-compliance or a general pattern of non-compliance which shows a disregard for following the rules.
IV. Actual or Potential Economic Benefit	**Assessment of Economic Benefit/Competitive Advantage**
• Did the non-compliance benefit the regulated party by saving money, resources or time? • Was the non-compliance done with a view to achieving a benefit or an advantage? Or to disadvantage a competitor?	◯ **Low:** There was no direct or indirect economic benefit obtained. ◯ **Medium:** There was some actual benefit or advantage obtained but indirectly. ◯ **High:** There was actual economic benefit obtained and the non compliant behaviour permitted the realization of that benefit.
V. Mitigation of Actual or Potential Effects of Non-Compliant Behaviour	**Assessment of Responsibility/Mitigation Efforts**
• If there was harm, did the regulated party take responsibility for it and mitigate the harm or did the regulated party take steps to avoid the responsibility? • Where there was no harm, did the regulated party address the potential recurrence of the non-compliance?	◯ **Low:** The regulated party accepted responsibility and mitigated the harm. ◯ **Medium:** There was some acceptance of responsibility and some attempts at mitigation were undertaken. ◯ **High:** The regulated party did not accept responsibility for the non-compliance and/or did not attempt to mitigate its effects.
VI. Cooperation with Inspection	**Assessment of Cooperation**
• Was the regulated party cooperative during the inspection and readily complying with requests? • Where non-compliance was discovered did the regulated party become engaged in determining how to prevent a recurrence?	◯ **Low:** The regulated party facilitated and assisted throughout ◯ **Medium:** The regulated party assisted when asked but was not actively engaged in facilitating the inspection or investigation. ◯ **High:** The regulated party assisted only when asked and passively obstructed or attempted to obstruct the work of the inspector.
VII. Detection of Contravention	**Assessment of Detection**
• How did this non-compliance come to light? • Was it self reported? • Was it unintentional? • Was it reported by the public? • Was it discovered during a routine inspection?	◯ **Low:** The non-compliance was reported by the regulated party. ◯ **Medium:** The non-compliance was discovered during a routine inspection before any harm may have occurred. ◯ **High:** The non-compliance was discovered only as a result of an incident or a complaint and would have continued but for the discovery.

Assessment **Result Value 0**

It is concluded that this matter may result in a recommendation for an administrative monetary penalty or a penal sanction. As such, it is recommended for transfer to the Regional Enforcement Unit for review. The details of the assessment are found in this document.

I, , an authorized officer under the *Aeronautics Act*, recommend that based on my assessment a further investigation is warranted. I believe the non-compliance is not one which can be adequately addressed through the use of a verbal warning, a written warning or other similar instrument.

Inspector's Name	Routing Symbol

Date (yyyy-mm-dd) _____ Inspector's Signature _____

☐ I, concur _____ Name of Manager , _____ Title

Date (yyyy-mm-dd) _____ Manager Signature _____

Image 9 – [Example of form 24-0103, STEP 6]