PROCEDURE

Remotely Piloted Aircraft - Drone

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1 Purpose

The purpose of this procedure is to set out the mandatory requirements for a Remote Piloted Aircraft (RPA) Access Seeker to supply to the Rail Access Provider to operate an RPA for third-party purposes.

It will describe the approval process for RPA Access Seekers to adhere to should they wish to use RPA's within the Defined Rail Corridor of the Rail Access Provider.

2 Scope

The scope of this procedure outlines the process and requirements for RPA Access Seekers. The requirements of this procedure are in addition to those imposed by CASA on RPA operations. Any alteration or addition to CASA requirements which differs from this procedure shall have precedence. No State or Local Laws will supersede Drone regulations CASR 1998 Part 101.

3 Definitions, acronyms and abbreviations

Definitions, acronyms and abbreviations commonly used throughout this document are provided in Table 1 below.

Table 1 – Definitions, acronyms and abbreviations used in this procedure.

Term	Definition
RPA	Remote Piloted Aircraft. Can be flown by remote control or they can fly autonomously (independently) through software-controlled flight plans in their computer systems.
SLA	Service Level Agreement- procedural agreement between Head TfV and V/line for third party access.
RPA Access Seeker	(RPAS) An RPA operator seeking to operate an RPA within the SLA.
Remote Operator Certificate (ReOC)	Allows the holder to operate an RPA commercially anywhere in Australia.
Rail Access Provider	(V/Line Corporation) - V/Line is the Access Provider in terms of the Victorian Rail Network.
CASA	Civil Aviation Safety Authority.
The Danger Zone	All space within three (3) metres horizontally from the nearest rail and any distance above or below this three (3) metres.
Defined Rail Corridor	From fence line to fence line, or where there are no fences, 15 metres from the nearest rail
RPA Spotter	Competent employee to monitor RPA flight plan, environmental conditions, and site safety, must be aware of CASA regulations. RPA Spotter is responsible for completing the pre-start checklist, providing any incident reporting and subsequent investigations details. HSE Hazard/Incident Reporting procedure to be used by the Spotter, refer to SAPR-33 in References (Please note the RPA Spotter is NOT a Track Force Protection Co-ordinator – TFPC)

Term	Definition
Exclusion Zone	is 30m from non-consenting personnel. A ReOC holder will have practices and procedures in their manuals for operations down to 15m of consenting personnel. If they are not consenting and do not have practices and procedures, then 30m must be maintained.

4 Roles and responsibilities

Table 2 – Roles and responsibilities

Role	Responsibilities
Director - Freight & Third Party Access	Accountable
RPA Seeker	Hold all necessary document requirements.

5 Safety Requirements

5.1 Obligations

The following are a minimum but not exhaustive list of obligations required of the applicant:

- No RPA flight path is to access the Danger Zone – see Appendix A;
- An RPA Spotter is to accompany the RPA Access Seeker – applicant (RRA access seeker) will be required to be accompanied by the Spotter at all times;
- If the applicant wishes to apply to fly an RPA within the “Danger Zone” this must be done when there are no train operations in the area (unless exceptions apply) CASA rules for RPA use are overarching;
- Provide details of the safe take off/landing, flight plan coordinates;
- Provide details of an emergency landing area;
- Site Map showing exclusion zone, take-off point, flightpath & recovery sites;
- Approved RPA Access Seeker must stop all operations when a train is approaching Flying of RPA’s during a total Fire Ban is prohibited;
- No RPA flight path is to traverse an active road;
- Flight plan in accordance with any emergency services requirements;
- If application is deemed to be potential reputational risk to the business Corporate Affairs must be notified at the application stage;
- Applicant must notify all other agencies in the locality who may be impacted such as DoT, RRV/MRPA,LGA, Power Distributor etc and;
- Must complete *Rail safety Worksite Hazard Assessment – SAFO-3576* in References.

5.2 RPA Access Seeker Requirements

The following are a minimum but not exhaustive list of requirements:

- RPA licence (RePL – Remote Pilot Licence) - CASA approved and;
- ReOC (Remotely Piloted Aircraft Operator’s Certificate) details include insurance details.

5.3 Required Documents from the RPA’s

The following are a minimum but not exhaustive list of requirements from the RPAS:

- Type of RPA and attachments • Safe Working Method Statement (SWMS);
- RPA purpose of access • Risk Assessment (must be related to rail environment);
- Traffic and/or Pedestrian Management plan (if required);
- Aircraft Certificates of airworthiness;
- CASA approvals or permissions (if required);
- Pre-start checklist;
- All approvals from other agencies.

6 Implementation plan

6.1 Third Party Application Procedure

1. RPAS applies for a third-party access permit via an access application in the Network Access page of the V/Line corporate website here.
2. RPAS completes a specific *Drone Application form* available as a **PDF download** on the network access page and submits to the access@vline.com.au inbox.
3. RPAS will be notified to pay any applicable application fees.
4. Access Engineer provides a Notice of Intent (NOI) into the V/Line system * if the access engineers identify the need to obtain approval from Train Services and/or Corporate affairs this will be done.
5. RPAS to await approval, provided by issue of a Site Access Permit.
6. RPAS to retain permit during access.
7. RPAS to report back any requirements/feedback.

6.2 V/Line Internal Application Procedure

1. Fill in NIFO-2205.1 and email to Access@vline.com.au.
2. Await Approval, provided by issue of a Site Access Permit.
3. Retain permit during access.
4. Report back any requirements/feedback

7 Reference documents

This procedure should be read and applied in conjunction with the following documents:

7.1 V/Line documents

Table 3 – Related V/Line documents

Document ID	Title	Relationship
SAFO-81	V/Line Risk Assessment Tool	Supporting
SAPR-33	HSE Incident and Hazard Reporting	Referencing
SAFO-3576	Rail Safety Worksite Hazard Assessment 2508	Supporting
NIFO-2205.1	Application for Remote Piloted Aircraft Form	Supporting

7.2 Other documents and standards

Table 4 – Other related documents and standards

Reference	Title
CASA Website	www.Casa.gov.au
CASR 1998	Drone regulations Part 101

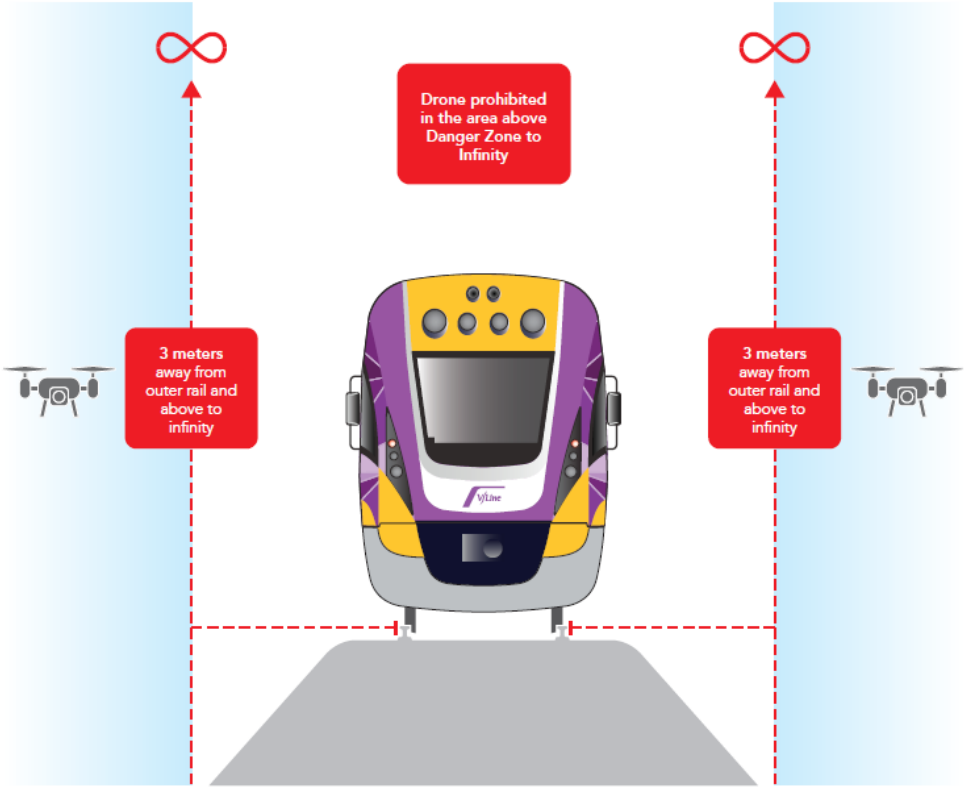
8 Document history

Table 5 – Document history

Rev	Prepared/Revised by	Date	MoC
4	Silvia Bradley, Senior Interface Advisor - Freight & Third Party Access	15 OCT 2021	3339
	Change description: Content and format		
5	Silvia Bradley, Senior Interface Advisor- Freight & Third Party Access	15 AUG 2023	3339
	Change description: Content and format		

Appendix A

A.1 Danger Zone



A.2 Example Flight path