

GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

DRONE TRAINING CIRCULAR 01 OF 2026

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SUBJECT: MINIMUM CRITERIA FOR AUTHORISATION OF REMOTE PILOT TRAINING ORGANIZATION (RPTO)

1. Introduction

- 1.1 A Remote Pilot Training Organisation (RPTO) is an organisation authorised by the Directorate General of Civil Aviation to impart the training to an individual seeking a Remote Pilot Certificate (RPC) under Rule 34 of Drone Rules 2021.
- 1.2 This circular lays down the procedure and requirements for Authorization of Remote Pilot Training Organisation under the provisions of the Rule 37, 38, 39, 41 and Rule 46 of the Drone Rules, 2021.

2. Definitions

- 2.1 Remote Pilot: means an individual charged by the operator with duties essential to the operation of an unmanned aircraft and who manipulates the flight controls, as appropriate, during flight time.
- 2.2 Remote Pilot Instructor (RPI) means an individual authorized by DGCA to impart training to a candidate enrolled in an authorised RPTO for the purpose of obtaining remote pilot certificate.
- 2.3 Remote pilot station (RPS): The component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.
- 2.4 Remotely piloted aircraft (RPA): An unmanned aircraft which is piloted from a remote pilot station.
- 2.5 Remotely piloted aircraft system (RPAS): A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.
- 2.6 "Visual line of sight" ('VLOS') means the vision that is unaided by any device other than corrective lenses, the remote pilot must be able to see the unmanned aircraft throughout the entire flight.

2.7 VLOS Operation: Operation in which the remote pilot or UAS observer maintains direct unaided visual contact with the remotely piloted aircraft.

3. Applicability and scope

3.1 The provisions of this circular is applicable to any person desirous of obtaining Remote Pilot Training organization authorization in pursuance to Drone Rules 2021, in the following scope of operation;

- Conditions: VLOS
- Category: Aeroplane/ Rotorcraft/ Hybrid
- Sub-Category: RPAS
- Class: Micro, Small, Medium

4. Categorisation of RPTO

4.1 Cat-1 [VLOS] – For imparting training for VLOS Operation as per the Cat-1 syllabus specified in DTC 02 of 2022.

4.2 Cat-2 [BVLOS] – For imparting training for BVLOS Operation as per the Cat-2 syllabus specified in DTC 02 of 2022.

5. Eligibility Requirements

5.1 An RPTO Authorization may be granted to following:

- a citizen of India; or
- a Company or a body corporate: Provided that-
 - (i) It is registered and having its principal place of business in India;
 - (ii) It meets the equity holding criteria specified by the Central Government from time to time; or
- The Central Government or a State Government or any company or any corporation owned or controlled by either of the said Governments; or
- A society registered under the Societies Registration Act, 1860. (21 of 1860).

6. Infrastructure and facilities requirement:

6.1 Classroom area requirements:

6.1.1 The applicant shall have dedicated classroom of 300 sq ft, with appropriate training aids such as Computer, Projector/Monitor, Boards, Lighting and furniture.

6.1.2 The prescribed ground class area is for a batch of 20 students trained in physical mode. For online ground class, a larger batch can be trained but the batch shall never exceed 30 trainees

6.2 Flying area requirements:

- 6.2.1 The prescribed flying area is for providing flying training on a single drone at a time.
- 6.2.2 For providing simultaneous training of more than 1 drone, the minimum flying area should be increased proportionately.
- 6.2.3 The flying area shall be obstacle free, appropriately fenced and entry restricted to Authorized Personnel only. Any permanent structure for drone flying station shall be outside prescribed dimension of flying ground.
- 6.2.4 Any fixed/mobile object of height more than half the length of landing gear of least demanding training drone operated by RPTO, shall be considered as obstacle within the scope of this circular.
- 6.2.5 The flying area shall exclusively be under control of RPTO during the training operations.
- 6.2.6 A windsock shall be installed at appropriate place.

6.3 Personnel Requirements

- 6.3.1 The Applicant shall appoint/ nominate one Accountable Manager.
- 6.3.2 The Applicant shall appoint minimum two RPIs of appropriate category/ Class.
- 6.3.3 The Applicant shall appoint administration staff for functioning of RPTO.

Note: The Association and Dissociation of RPIs service is available in eGCA portal. This service facilitates the association of the instructors to their current employer and dissociation from the previous employer i.e. RPTO. The RPTO shall permit the RPI to perform his/ her duty, and RPI shall exercise their privileges in that RPTO only when the RPI's name appears in the "List of Instructors" node at RPTO end on the eGCA portal.

6.4 UAS and Simulator

- 6.4.1 The applicant shall have minimum 02 of UAS of respective category/class for which application is intended, along with minimum 02 simulators.
- 6.4.2 UAS shall be DGCA type certified with intended purpose stating RPTO training.
- 6.4.3 Simulator shall be capable of simulating all exercises/ manoeuvres prescribed in the RPC syllabus (DTC2/2022) and shall include provisions of flight trail feature and record the trainee's performance.
- 6.4.4 The applicant shall make appropriate arrangements for battery storage and charging facility as per the guidelines recommended by the OEM
- 6.4.5 The UAS shall be maintained as per maintenance manual

6.5 Other facilities

6.5.1 The Applicant shall make arrangement for drone assembly room (along with assemble kit), Library with relevant study material.

6.5.2 The Applicant shall also make arrangement appropriate storage area for Training and Personnel records, Office space for Operations and Admin staff.

6.5.3 Storage area for Training and Personal records shall be fire proof. The records should also be kept in digital storage.

Summary: For batch size up to 20 Trainees

Category of Operation	RPI	No. of UAS	No. of Simulator	No. of Class room	Area of the class room for ground classes	Land area for flying classes (Up to Medium Class)
Cat-1 [VLoS]	02	02	02	01	300 Sq. Ft.	A- 200mx100m R-60m x 60m (Square shape) H- 200mx100m
Cat-2 [BVL0S]	02	02	02	01	300 Sq. Ft.	Reserved

* A-Aeroplane, R-Rotorcraft, H-Hybrid

Note# for higher batch size, a ratio of Drone: Instructor: Trainees shall be 1:1:10.

The requirements for large class of UAS/Drones and land area for conducting Cat-2 (BVL0S) operation will be issued separately.

7. Documentation Requirements:

7.1 Training & Procedures Manual

The applicant shall prepare Training & Procedure Manual as per DTC 03 of 2022 and submit the same along with application for RPTO authorization via eGCA portal for acceptance.

TPM shall incorporate the training Syllabus prescribed by DGCA specific to the Category of Remote Pilot training as per scope of RPTO Approval. (Refer DTC 02 of 2022)

7.2. Other documents

The applicant shall prepare and submit other relevant documents as per Annexure –III, towards proof of eligibility for RPTO authorization.

8. Procedural requirements:

- 8.1 The applicant, before submitting application, shall ensure that he is meeting minimum requirements prescribed under this DTC, to become an authorised RPTO.
- 8.2 The applicant shall submit the request for RPTO authorization through eGCA portal (D5 service) at least 60 days prior to commencement of RPTO operations, along with requisite fee as per Drone Rules 2021 and documents as per Annexure III and duly filled checklist as per Annexure II.
- 8.3 The application, once found satisfactory with respect to documents submitted by the applicant, proceeded with pre-authorization inspection by DGCA.
- 8.4 The applicant shall be required to demonstrate their capability to conduct RPTO operations and produce all documentary evidences (in original) towards their eligibility.
- 8.5 The applicant may be required to provide additional information sought by DGCA and shall extend all cooperation to facilitate the Inspection.

9. Issuance & Validity of RPTO Authorization

- 9.1 RPTO Authorization shall be granted upon satisfactory pre-authorization inspection by DGCA team. RPTO Authorization certificate shall be issued through eGCA platform stipulating conditions of authorizations and TPM acceptance letter.
- 9.2 The certificate of Authorisation shall, unless suspended or cancelled, be valid for 10 years.

10. General Conditions for RPTO Operations

- 10.1 The RPTO authorization shall not be transferable.
- 10.2 The RPTO shall ensure continued compliance with applicable regulations for issuance of RPTO authorization, during the validity of RPTO authorization.
- 10.3 The RPTO shall ensure continued compliance of Drone rules 2021, Drone Training circulars and any other directions issued by Director General from time to time.
- 10.4 RPTO shall carry out operations strictly in accordance with the scope and conditions of the authorization.
- 10.5 The authorization will remain valid for the duration as specified in para 9.2, subject to Operational area lease validity and validity of permissions for Red/Yellow Zone from Central Government/Concerned Authorities unless the authorization is surrendered, superseded, suspended or cancelled
- 10.6 A copy of RPTO authorization shall be displayed at prominent location by RPTO.

10.7 RPTO shall operate in conformity with the TPM accepted by DGCA.

10.8 Prior permission from DGCA shall be obtained for any changes under authorization.

11. Records

11.1. RPTO shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary for the activities listed in the applicant's application.

11.2. RPTO shall employ administrative staff to maintain a personal record for every student and Remote Pilot Instructor including but not limited to

- Student eligibility and training record
- UAS Logbook
- RPTO logbook
- Battery logbook
- RPI logbook
- UAS maintenance record
- Digital flight logs of each UAS with embedded date, time and location.
- Third party insurance of all UAS

11.3. Records maintained must be sufficient to provide documentary evidence of each training action and allow the reconstruction of training history including but not limited to replay of digital flight log with embedded date, time and location.

11.4. Integrity of the records be ensured by proper protection from alteration or removal. Proper arrangement shall be made to safeguard the records from natural disasters. Organization should also establish system to archive non-active personal records.

11.5. Digital copies of all training records of applicants and instructors shall be maintained as a backup in addition to the physical records, and the same shall be updated on a regular basis

11.6. An authorised RPTO should ensure that all records are legible; and all records are retained for a period of at least 5 years from the date of the last entry made on that record.

12. Renewal of RPTO authorization

12.1 RPTO shall submit the request for renewal of RPTO authorization through eGCA portal (D5 service) at least 60 days prior to expiry of authorization, along with requisite fee as per Drone Rules 2021 and documents as per Annexure III

12.2 The applicant, before submitting application, shall ensure that he continued to meet the minimum requirements prescribed under this DTC, to become an authorised RPTO.

- 12.3 RPTO shall be required to demonstrate continued capability to conduct the RPTO operations authorized under Drone Rules 2021. DGCA may conduct inspection of RPTO before renewal of authorization.
- 12.4 The renewal may be granted for maximum period of 10 years.

13. Amendment to RPTO authorization

- 13.1 An authorised RPTO intending to make any changes/amendment/addition/deletion/shifting towards facilities, UAS, simulator, flying ground, classroom, base of operations etc. shall make an application through eGCA (D5 service) at least 60 days in advance along with requisite documents as per Annexure IV & V
- 13.2 The application, once found satisfactory with respect to documents submitted by the applicant, proceeded with validation/verification inspection by DGCA.
- 13.3 The applicant may be required to provide additional information sought by DGCA and shall extend all cooperation to facilitate the Inspection.
- 13.4 Revised Authorization certificate shall be issued through eGCA platform

Note: The following cases shall be considered based upon declaration conformity principle subject to satisfactory submission of evidences by the applicants, without need for physical inspection.

- (a) Addition of DGCA Type Certified Drones of same category, sub- category, class, under existing scope of approval.*
- (b) Addition of Simulator(s).*

Only those UAS, simulators, classrooms, and flying grounds that are approved and explicitly listed in the authorization certificate shall be utilized for RPTO training purposes.

14. Safety Management System

RPTO should have a Safety Management System (SMS) in place for managing safety including the necessary organisational structures, accountability, responsibility, policies and procedures.

Note: Guidance on defining safety performance is contained in the Safety Management Manual (SMM) (ICAO Doc 9859)

15. Quality Assurance System

The RPTO should establish a quality assurance system, which ensures that training and instructional practices comply with all relevant requirements. The RPTO is encouraged

to have an independent internal auditing mechanism for ensuring their continued validity of authorisation.

16. Oversight

16.1 RPTO shall provide full access to DGCA for their facility, equipment and records for inspection at any reasonable time in order to determine the compliance with these regulations.

16.2 It will be the responsibility of the organization to ensure that during the period of validity of the approval, the capability of the organization is not degraded in any form.

16.3 DGCA shall carry out surveillance to verify the continued compliance of requirements. DGCA officers may carry out spot checks, a sampling method to assess the functioning and to initiate timely preventive measures. Surveillance inspection checklist is attached as Annexure VI.

17. Suspension or Cancellation or Penalty

17.1. In case of any concealment or misrepresentation of facts to DGCA; or during the course of training activities, if the organization fails to comply with the requirements of the Drone Rules 2021, other applicable Rules, CARs or other regulations issued from time to time; or if the RPTO is found not adhering to the prescribed training syllabus or its approved training and procedure manual, or meeting the terms and conditions specified in the authorisation; then, the authorisation granted to the organization shall be liable to alteration, suspension or cancellation or may levy a penalty in accordance with the Rule 50 & Rule 53 of The Drone Rules, 2021.

17.2. In such cases, the Director General, after giving an opportunity of being heard, if satisfied that a person has contravened or failed to comply with the provisions of applicable rules, regulations, circular, or terms of approval/ privileges etc. may, for reasons to be recorded in writing, cancel or suspend the authorisation or may levy a penalty in accordance with the Rule 50 & Rule 53 of The Drone Rules, 2021.

This circular supersedes the Drone Training Circular 01 of 2022.

-s/d-

Vir Vikram Yadav
Director General of Civil Aviation

Duties and Responsibility of Post Holders:

1. Accountable Manager:

The Accountable Manager shall be responsible for the following:

- a) To ensure that the RPTO functions in accordance with Drone Rules 2021, DTCs and conditions of RPTO authorizations.
- b) To maintain integrity of record and documents.
- c) To implement advisories and instructions issued by DGCA from time to time.
- d) To ensure that within seven days of successful completion of the training the application in Form D-4 is applied on eGCA platform along with the applicable fee.
- e) Mandatory reporting of incident/ accident as per the extant Rules.
- f) To notify through eGCA portal regarding association/disassociation of Accountable Manager, Instructors and maintain record of the same.
- g) To monitor and ensure that all drones operated by RPTO have valid third party insurance coverage.

2. Remote Pilot Instructors:

The Remote Pilot Instructor shall be responsible for the following:

- a) To ensure that the Remote Pilot certificate training is conducted in accordance with Drone Rules 2021, DTCs and TPM of the RPTO accepted by DGCA.
 - b) To notify through eGCA portal regarding his/her association/disassociation and maintain record of the same.
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CHECKLIST

ISSUANCE/ RENEWAL/ AMENDMENT/ UPGRADATION OF AUTHORISATION OF REMOTE PILOT TRAINING ORGANISATION

SCOPE : (to be filled by Inspecting Officer)

- Inspection for issuance of authorisation of RPTO
- Inspection for renewal of RPTO authorisation
- Inspection for amendment of RPTO authorization
 - Addition of Drones
 - Addition of Simulator
 - Addition of Class room
 - Addition of Flying area
- Inspection for upgradation of RPTO authorization

Note:

1. Applicants shall complete only the parts relevant to the scope applied for.
2. All other parts shall be marked as “Not applicable”.
3. Part A is mandatory for all applicants

Name & Designation of Inspecting Officer

- 1.
- 2.

Date of Inspection:

Description	To be filled by applicant	To be filled by Inspecting officer (S/U)
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PART A – DETAILS OF ORGANISATION & PERSONNEL

Name of organisation		
Registered address		
Registration number		
Proposed Class room address		
Proposed flying area address		
eGCA ID		

Existing Authorization number <i>(applicable for amendment & upgradation)</i>		
Scope applied for/authorized <i>(as applicable)</i>	Category Sub-category Class Condition	
Approved Class room address <i>(applicable for amendment & upgradation)</i>		
Approved flying area address <i>(applicable for amendment & upgradation)</i>		
<i>Note: Following to be verified</i>		
a) <i>Certificate of incorporation/ Registration certificate</i>		
b) <i>Landownership/ lease/ rent agreement of office/ Class room/ Flying area</i>		
Details of Accountable Manager		
Name:		
Address:		
Mobile No:		
Email id:		
<i>Note: Nomination letter of AM to be verified</i>		
Details of Remote Pilot Instructors (RPI)		
(Minimum 2 Instructors for each category & class of UAS for the batch size of up to 20 students)		
Remote Pilot Instructor 1		
Name		
RPC number		
Category		
Class		
Contact No		
Email id		
Remote Pilot Instructor 2		
Name		

RPC number		
Category		
Class		
Contact No		
Email id		
<i>Note 1: An additional column shall be inserted to include details of additional instructors</i>		
<i>Note 2: RPI appointment letter & RPC to be verified</i>		
PART B – EQUIPMENTS		
Details of UAS		
(Minimum 2 UAS for each category & class for the batch size of up to 20 students)		
UAS 1		
Category		
Sub – Category		
Class		
Model Name		
UIN number		
Type Certificate no		
Intended purpose		
Third Party Insurance		
a) Policy number		
b) Validity		
c) purpose		
Maintenance arrangement (Available/ Not Available)		
UAS 2		
Category		
Sub – Category		
Class		
Model Name		
UIN number		
Type Certificate no		
Intended purpose		

Third Party Insurance		
a) Policy number		
b) Validity		
c) purpose		
Maintenance arrangement (Available/ Not Available)		
<p><i>Note1: An additional column shall be inserted to include details of additional UAS</i></p> <p><i>Note 2: Following to be verified</i></p> <p>a) Form D2 & D3 for all UIN mentioned in D5 Form</p> <p>b) UAS invoice</p> <p>c) Type certificate</p> <p>d) Third party insurance</p> <p>e) Maintenance arrangement</p> <p>f) Certificate of conformity</p> <p>g) Master slave configuration</p>		
Details of Simulators (Minimum 2 simulator for the batch size of up to 20 students)		
Simulator 1		
Manufacturer Name		
Remote Pilot Vehicle Mode – 2		
Software serial/ Key number		
Remote control serial number		
Simulator 2		
Manufacturer Name		
Remote Pilot Vehicle Mode – 2		
Software serial/ Key number		
Remote control serial number		
<p><i>Note 1: Simulator shall be capable of simulating all exercises/ manoeuvres prescribed by DGCA in the RPC syllabus and shall include provisions to assess and record the trainee's performance.</i></p> <p><i>Note 2 : An additional column shall be inserted to include details of additional simulator</i></p> <p><i>Note 3: Simulator and/ or RC invoice to be verified</i></p>		
Details of UAS Battery		
Battery registration number		

<i>Note 1: Battery compatibility certificate to be verified</i>		
PART C - INFRASTRUCTURE		
Class room details		
Number of Class room		
Class room 1		
Address of Class room <i>(Shall be as per agreement. Specify the exact room no/ Block no if any)</i>		
Dimension of class room <i>(Minimum 300sq.ft for the batch size of up to 20 students)</i>		
Whether appropriate arrangement for (available and proper) Lighting a) Furniture b) Training aids (computer, projectors etc.)		
<i>Note 1: An additional column shall be inserted to include details of additional class room</i>		
Other facilities details (apart from class room)		
Whether facilities are available and proper		
Office space for operation and admin staff	Available/ Not Available	
Physical storage area for training, examination & personal records <i>(fire proof & secured)</i>	Available/ Not Available	
Necessary arrangements available for digital back up of all the records	Available/ Not Available	
Drone assembly area with necessary kit	Available/ Not Available	
Battery charging area <i>(whether properly equipped and maintained in accordance with the guidelines and safety recommendation prescribed by the OEM)</i>	Available/ Not Available	
Library with relevant study	Available/ Not Available	

material		
Availability of Fire extinguisher and placard of No Smoking sign in appropriate location	Available/ Not Available	
Flying Area details		
Number of flying area		
Flying area 1		
Address of flying area <i>(Shall be as per agreement)</i>		
Dimension (m * m)		
Location Coordinates (in degrees)		
Airspace Zone Whether permission taken (if applicable)		
<i>Note 1: An additional column shall be inserted to include details of additional flying area</i>		
Whether flying area is obstacle free & appropriately fenced	Yes/ No	
Whether windsock installed at a prominent place	Yes/ No	
Whether Battery charging area available <i>(if not co-located with office)</i>	Available / Not Available	
Whether other amenities are available <i>(First aid, Fire extinguisher, Drinking water, wash room etc.)</i>	Available / Not Available	
<i>Note: Any permanent structure for drone flying station shall be away from prescribed dimension of flying ground Any fixed/mobile object of height more than half the length of landing gear of least demanding training drone operated by RPTO, shall be considered as obstacle The flying area shall exclusively be under control of RPTO during the training operations</i>		
PART D - DOCUMENTATION		
Whether following manuals/ documents are available & updated		
Questions banks a) Question bank containing sufficient number of questions are available? Whether repetition of questions is avoided in Question paper b) Question bank access is restricted and secured from unauthorized use or		

duplication c) Secure storage facility		
Training and Procedure Manual		
Logbooks (UAS, RPTO, Battery, Student etc.) Whether all logbooks are Page numbered)		
Standard operating procedure (Pre & Post flight checklist, contingency plan for accident, list of emergency telephone, list of doctors/ hospital etc. available)		
Specific Operations Risk Assessment (SORA)		
Training course notes & instructional material		
UAS related manuals (Flight manual, Battery charging manual, maintenance manual etc.)		
Attendance Records		
<i>Note: All the manuals shall be page numbered and hard cover binded</i>		
Observations/ comments if any:		
Signature of RPTO members		
Signature of Inspecting Officers		

List of document for RPTO Initial/ Renewal authorization

S. No	Name of document	Accepted documents
1	Proof of eligibility	Certificate of Incorporation, Registration certificate, Official declaration on government letter head etc.
2	Head of organisation and Accountable Manager	Passport copy, Appointment letter, board resolutions etc.
3	Declaration that the proposed Operational base lies in the Green Zone as per Drone Rules, 2021 and provide the Map from DSP. For operations in Yellow & Red Zone, copy of NOC from AAI and Central Government is required	As applicable
4	Remote Pilot Instructor (RPI) related	Duly accepted RPI appointment letters
5	UAS and simulator	<ol style="list-style-type: none"> 1. Form D-2 & Form D-3 i.r.o. all UINs mentioned in Form D-5 including invoices and photographic evidence of UAS along with engraving on RC 2. Simulator and/ or Remote Control Invoice and evidence of simulator software, Model, "Mode 2" functional capability & Remote Control 3. Maintenance arrangement 4. Master slave configurations certificate from OEM 5. UAS Certificate of conformity from OEM 6. Battery compatibility certificate from OEM
6	Infrastructure related	<p>In case owned by Third party:</p> <p>The Rent/Lease agreement for Flying Ground and Classrooms including at least owner details with complete address, coordinates of Office & flying ground location Dimensions (in Feet x Feet for Classroom and in Meter x Meter for Flying Ground), detail address of each infrastructure, office floor plan, kml file image of Office & flying ground, Period of validity of the agreement, Purpose as Remote Pilot Training Organization.</p> <p>In case owned by Government:</p> <p>The Central Government or a State Government or any company or any</p>

		<p>corporation owned or controlled by either of the said Governments, may submit a declaration duly signed by the Head of Office, The letter shall have coordinates of Office & flying ground location, dimensions (in Feet x Feet for Classroom and in Meter x Meter for Flying Ground), detail address of each infrastructure, office floor plan, kml file image of Office & flying ground, Purpose as Remote Pilot Training Organization.</p> <p>In case owned by Applicant:</p> <p>A notarized affidavit shall be prepared for Flying Ground and Classrooms etc. the affidavit so prepared shall at least include the Owner details with complete address, coordinates of office & flying ground location, Dimensions (in Feet x Feet for Classroom and in Meter x Meter for Flying Ground), detail address of each infrastructure, office floor plan, kml file image of Office & flying ground, Purpose as Remote Pilot Training Organization.</p> <p>Photographic evidence of all infrastructure (in pdf only) including Flying ground (fencing, canopy, windsock) and Battery storage/charging facility</p>
7	Third Party Insurance of UAS	Third Party Insurance documents i.r.o. all UINs mentioned in Form D-5
8	SOP (<i>shall include contingency plan for accident, list of emergency telephone, list of doctors/ hospital etc.</i>)	As applicable
9	Specific Operations Risk Assessment (SORA).	As applicable
10	Training and Procedure Manual	As applicable

List of Documents required for addition of Drone and Simulator to existing scope of approval

S. No	Requirements as per DTC 01 of 2022	Accepted documents
1.	FORM D-5 and Fee	As applicable
2.	Authorization Certificate	Certificate of Authorization issued by DGCA
3.	Details of the unmanned aircraft system to be used for training.	1. Form D-2 & Form D-3 i.r.o. all UINs mentioned in Form D-5 including invoices and photographic evidence of UAS along with engraving on RC 2. Simulator and/ or Remote Control Invoice and evidence of simulator software, Model, "Mode 2" functional capability & Remote Control 3. Maintenance arrangement 4. Third party Insurance 5. Master slave configurations certificate from OEM 6. UAS Certificate of conformity from OEM 7. Battery compatibility certificate from OEM 8. Type Certificate copy of drone to be used 9. Third Party Insurance documents i.r.o. all UINs
4	Training & Procedure Manual	Updated TPM shall be submitted as per DTC 02 of 2022 along with TPM checklist, SOP, SORA, Contingency plan.

Note: Inspection requirement has been done away with for addition of Drone and Simulator when Drones that are to be added are of Same Category, Same Sub-category and Same Class as existing scope of approval. However Random surveillance inspection may be conducted.

List of Documents required for RPTO Upgrade

S. No	Requirements as per DTC 01 of 2022	Accepted documents
1.	FORM D-5 and Fee	As applicable
2.	Authorization Certificate	Certificate of Authorization issued by DGCA
3.	Details of personnel involved with proof.	Duly accepted RPI appointment letters i.r.o. RPIs mentioned in Form D-5
4.	Details of the unmanned aircraft system to be used for training.	1. Form D-2 & Form D-3 i.r.o. all UINs mentioned in Form D-5 including invoices and photographic evidence of UAS along with engraving on RC 2. Simulator and/ or Remote Control Invoice and evidence of simulator software, Model, "Mode 2" functional capability & Remote Control (in case of addition) 3. Maintenance arrangement 4. Master slave configurations certificate from OEM 5. UAS Certificate of conformity from OEM 6. Battery compatibility certificate from OEM
5.	Declaration that the proposed Operational base lies in the Green Zone as per Drone Rules, 2021 and provide the Map from DSP. For operations in Yellow & Red Zone, copy of NOC from AAI and Central Government is required. (in case flying ground is added)	As applicable
6.	Details of infrastructure, facilities, location etc. with proof. (in case flying ground/classroom is added)	In case owned by Third party: The Rent/Lease agreement for Flying Ground and Classrooms including at least owner details with complete address, coordinates of Office & flying ground location Dimensions (in Feet x Feet for Classroom and in Meter x Meter for Flying Ground), detail address of each infrastructure, office floor plan, kml file image of Office & flying ground, Period of validity of the agreement, Purpose as Remote Pilot Training Organization. In case owned by Government: The Central Government or a State Government or any company or any

		<p>corporation owned or controlled by either of the said Governments, may submit a declaration duly signed by the Head of Office, The letter shall have coordinates of Office & flying ground location, dimensions (in Feet x Feet for Classroom and in Meter x Meter for Flying Ground), detail address of each infrastructure, office floor plan, kml file image of Office & flying ground, Purpose as Remote Pilot Training Organization.</p> <p>In case owned by Applicant:</p> <p>A notarized affidavit shall be prepared for Flying Ground and Classrooms etc. the affidavit so prepared shall at least include the Owner details with complete address, coordinates of office & flying ground location, Dimensions (in Feet x Feet for Classroom and in Meter x Meter for Flying Ground), detail address of each infrastructure, office floor plan, kml file image of Office & flying ground, Purpose as Remote Pilot Training Organization.</p> <p>Note: Photographic evidence of all infrastructure (in pdf only) including Flying ground and Battery storage/charging facility</p>
7	Third Party Insurance of UAS	Third Party Insurance documents i.r.o. all UINs mentioned in Form D-5
8	SOP (<i>shall include contingency plan for accident, list of emergency telephone, list of doctors/ hospital etc.</i>)	As applicable
9	Specific Operations Risk Assessment (SORA).	As applicable
10	Training and Procedure Manual	As applicable

CHECKLIST FOR SURVEILLANCE INSPECTION / SPOT CHECK**Part A (to be filled by RPTO as per authorization certificate)**

Name of RPTO			
Registered Address of Organization			
Authorization No. of RPTO		Validity of Authorization	
Scope of Authorization			
eGCA ID			
Address of Ground Classes			
Address of flying area			
Date of Audit			
TPM Doc. Ref			
Name and Contact details of Accountable Manager			
Name and Contact details of Instructors			
Date of previous Audit			

Part B

S.no	Topics	Sat/ Un sat/ N/A	Remarks
1.	Personnel		
(a)	Whether Accountable manager is available?		
(b)	Whether sufficient number of approved instructors are available with the organization as per the authorized scope?		
(c)	Whether sufficient number of admin staff are available?		

S.no	Topics	Sat/ Un sat/ N/A	Remarks
(d)	<p>Whether the following minimum information relevant to the scope of activity are kept on record in respect of each instructor :</p> <p>(a) RPI endorsement/viva result</p> <p>(b) Qualification documents (as per DRC 01 of 2023)</p> <p>(c) Training certificates (RPC, RPI etc)</p> <p>(g) Recurrent Training details (as specified in DTC/TPM)</p> <p>(h) Appointment letter</p>		
(e)	Whether the record are under the control of the accountable manager?		
(f)	Whether changes of instructors are notified to the DGCA by the accountable manager within reasonable time?		
(g)	Whether the logbooks of the Instructors are Authenticated by Accountable Manager/ Responsible person?		
(h)	Whether personnel undergone the relevant training as per TPM Chapter 8?		
(i)	<p>Whether the instructors have undergone updating training at least every 24 months, appropriate to the knowledge being trained or examined relevant to:</p> <p>a) current technology,</p> <p>b) practical skills,</p> <p>c) human factors and</p> <p>d) Latest training techniques?</p>		
2.	Equipment's		

S.no	Topics	Sat/ Un sat/ N/A	Remarks
(a)	Details of UAS (UIN, Category, Sub-category, Class)		
(b)	Whether Drone is type certified with intended purpose stating RPTO training purpose		
(c)	Whether UIN is engraved on fire proof material on the training drones?		
(d)	Whether the drones are Serviceable (minimum two) and configured in Dual remote configuration?		
(e)	Whether valid Third Party Insurance is available?		
(f)	Is Maintenance arrangement with OEM is available and valid?		
(g)	Whether Drone training Simulators (minimum two or as per the size of batch) are serviceable and capable of simulating all exercises/ manoeuvres?		
(h)	Whether appropriate number of batteries and its charger are available and serviceable?		
3.	Infrastructure		
(a)	Availability of ownership documents (if applicable)		
(b)	If flying area is under leased or rented or MoU is valid?(if applicable)		
(c)	If theoretical classes area is under leased or rented or MoU. Is valid? (If applicable)		
(d)	If flying area is in Red Zone permission is available and valid? (if applicable)		

S.no	Topics	Sat/ Un sat/ N/A	Remarks
(e)	If flying area is in Yellow Zone permission is available and valid?(if applicable)		
(f)	Whether the class rooms & flying area is same the one which was authorized?		
(g)	Whether Training aids such as computer, projector/ suitable monitor, multimedia aids etc?		
(h)	Whether Battery charging and storing facilities are available and maintained as per the guidelines recommended by the OEM?		
(i)	Whether Office space for operation and admin staff are available?		
(j)	Whether the flying area is obstacle free, appropriately fenced and entry restricted to Authorized Personnel only?		
(k)	Any permanent structure are within the prescribed dimension of flying ground?		
(l)	Whether a windsock installed at a prominent place?		
(m)	Whether Drone Assembly room with assemble kit is available?		
(n)	Whether basic amenities are available in the operational site such as first aid kit, fire extinguisher, drinking water, wash room facility etc.?		
4.	Trainee Records		
(a)	Whether Personnel Records of trainee (Pre-entry documents) are available such as Age, Character/Antecedents, Education Qualification, Language and Medical etc.).		

S.no	Topics	Sat/ Un sat/ N/A	Remarks
(b)	Whether Attendance records of each trainee is available?		
(c)	Whether Simulator and Flying training records, Progress Test Report are available?		
(d)	Whether the organization keeps all student training, Examination and assessment records for a period as specified in Drone Training Circular?		
(e)	Monthly RPC generation records		
5.	Examination		
(a)	Whether question bank containing sufficient number of questions are available? Repetition of questions is avoided in the question papers?		
(b)	Whether question bank access is restricted and secured from unauthorized use or duplication		
(c)	Exam evaluation sheets, skill test reports, copy of logbooks are available with respect to each trainee (sample check).		
(d)	Whether secure storage facilities are provided for examination papers and training records?		
(e)	Whether Examination records are stored in a safe way with regard to damage, alteration and theft. Computer backup discs, etc.(if applicable).		
(f)	Whether the computer backup systems are being updated within 7 days of any new entry (if applicable)?		
6.	Documents		

S.no	Topics	Sat/ Un sat/ N/A	Remarks
(a)	Whether Training and procedure Manual (TPM) is updated and accepted by DGCA.		
(b)	Whether procedure exists for accomplishment of pre-flight and post flight inspection?		
(c)	Whether a library is provided containing all regulation, manuals and technical material/documentation commensurate to the scope and level of training undertaken?		
(d)	Whether SOP and SORA available with the organization and updated as per the scope of authorization?		
(e)	Whether Contingency Plan is available and displayed at the appropriate place in organization.		
(f)	Whether the training course notes, diagrams and any other instructional material are available and updated regularly?		
(g)	Whether UAS and Battery related manuals are available and up to date?		
7.	Flying and Maintenance records		
(a)	Whether logbooks are page numbered?		
(b)	Whether Training Drone flying record is available? Are drone log book are updated regularly Are they authenticated by responsible persons?		
(c)	Are drone maintained at the due date and recorded in Maintenance log book?		

S.no	Topics	Sat/ Un sat/ N/A	Remarks
(d)	Whether accomplishment of all maintenance, in accordance with the maintenance manual of manufacturer of drone?		
8.	Miscellaneous		
(a)	Whether Authorization Certificate of RPTO is appropriately displayed?		
(b)	Availability of Fire extinguisher and placarding of No-Smoking sign in the appropriate location		
(c)	Whether the occurrence/accidents is being reported in a manner established in the TPM and contains all pertinent information about the condition known to the person or organization,		
(d)	<p>If the organization maintains a dedicated web portal or distribute information through other sources which are accessible to the public must provide accurate information such as</p> <p>a) course structure, duration, syllabus</p> <p>b) course fees with break up,</p> <p>c) infrastructure,</p> <p>d) DGCA approval,</p> <p>e) practical training details,</p> <p>f) training facilities owned and contracted,</p> <p>g) contact details of person responsible for providing information, clarification and</p>		

PART C

S. No	Non-conformity/ Deficiency details
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Note: Indicate the serial number corresponding to the topics in Part B and describe the deficiencies, if required

Signature of RPTO Members	
Signature of Inspecting Officers	