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## COMPANY DRONE USE AND POLICY

### WHY

The use of drones in Australia is governed by CASA. Bay Building Services Pty Ltd have been approved as a commercial entity to operate drones in the under 2kg excluded category. There are safety, privacy and legislative implications associated with using a drone and this policy has been developed to ensure that we, as a commercial operator, acknowledge and adhere to the legal restrictions and social responsibility in the application and use of drones as part of our business services.

### LICENSING

- Bay Building Services Pty Ltd are licensed as commercial operators to fly drones under 2kg
- Our ARN (Aviation Reference Number) is 1049015
- Our operators are restricted to flying the drone in what is called the 'excluded category', operating within standard operating conditions
- As part of this requirement we will always consult the CASA App 'Can I Fly There' before operating the drone to ensure we are not operating the drone in a restricted area
- Photographs taken are the property of the property insurer and/or loss adjuster having assigned Bay Building Services Pty Ltd to the site; requests for copies of photographs should be directed to the property insurer/loss adjuster.

### TRAINING

All our operators are required to complete a product Training / Induction session at the time of issue. This is the New Pilot (Excluded Category) Induction Program.

Following their initial Training / Induction session all our operators are then subject to a three (3) month Probationary Period in which time they are required to become proficient in the use and handling of their allocated drone.

Following the Probationary Period, drone use is restricted to use for the purpose of Bay Building Services Pty Ltd commercial usage only.

Recreational or other personal drone use is strictly prohibited.

### COMMERCIAL USE

- Roof Inspections
- Site Surveys
- Before and After Photography

### TERMS AND CONDITION OF USE

### OPERATOR GUIDELINES

- Consult the CASA App 'Can I Fly There' before operating the drone to ensure we are not operating the drone in a restricted area.
- A Job Safety Assessment (Excluded Category) must be completed prior to operating the drone and for every subject property.

- If inspecting and wanting to view an overall image of the subject roof, the drone should only be elevated to the height required to view this image so to avoid viewing neighbouring properties.
- Do not fly over the top of people, animals or fine objects (tree branches, power lines) in public areas, i.e. festivals, sporting ovals, populated beaches, parks, busy roads or footpaths.
- Do not record or photograph people without their consent

## OPERATOR SAFETY RULES

- Do not operate the drone in a way that creates a hazard to another aircraft, another person, animal or property;
- Lithium batteries can present a danger if damaged or incorrectly packed; you have been provided Battery Transportation information; please ensure you read and understand this guide;
- If your battery is in anyway damaged immediately discontinue use;
- Do not fly the drone anywhere near a fire, accident or emergency situation; you could be obstructing emergency services; be mindful of low flying aircraft such as search and rescue, lifesaving helicopters;
- Do not fly over private property, national parks, secure or sensitive areas such as prisons, military bases, schools, council land, playgrounds and notable landmarks or where flying your drone could gain you the unwanted attention of local law enforcement. Always check airspace on the CASA App 'Can I Fly There' before operating the drone;
- You must always keep your drone within direct and unaided visual line-of-sight;
- You are restricted from flying the drone above 120m
- It is illegal to fly a drone above a marine mammal, within a horizontal radius of 300 metres or within 80 metres if it is a seal pup or sea lion pup. Fines of up to \$100,000.00 apply for breaching approach distances;
- Monitor bird activity before you fly; if you see a bird of prey, land your drone immediately as they could view this as an incoming threat;
- The Privacy Act 1988 requires that government agencies and private sector organisations comply with privacy obligations. Always respect personal privacy and not record or photograph anyone without their consent.
- Do not fly within 30m of the general public
- Before use ensure any pets on the site are kept inside for the duration of the flight.
- Ensure that any property occupants remain at least 15m away from the drone operator whilst drone is in use.
- Never fly the drone if winds exceed 20kph

This company policy is written to align with the requirements of the Bay Building Services Pty Ltd OH&S Management system and is not a comprehensive list of CASA RPA requirements.

Additional information can be obtained from the CASA website.

All flights conducted must be appropriately managed as per the Bay Building Services Pty Ltd Risk Management Procedure Policy.



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## DRONE POLICY ENQUIRIES

If you have any queries about our Drone Policy please contact us at:

Bay Building Group Pty Ltd  
16 North Drive  
EAST BENTLEIGH VIC 3165

Or By Email

Email: - [info@baybuilding.com.au](mailto:info@baybuilding.com.au)

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