SAFEDRONE
ACADEMY

SAFE DRONE ACADEMY

Expert EU Drone Training for Pilots of All Levels

IAA

EASA
European Aviation Safety Agency

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┌──────────────────────────┐          ┌──────────────────────────────┐
│ I/Company is Registered  │   No     │ Register as a Drone          │
│ as a Drone Operator      │ ───────► │ Operator.                    │
└──────────────────────────┘          │ See Appendix A               │
            │                         │ • Open MYSRS Account         │
            ▼                         │   – Steps 1-16               │
┌──────────────────────────┐          │ • Register as a UAS          │
│ I Operate Visual Line of │          │   Operator – A Steps or      │
│ Sight (VLOS)             │          │   B Steps                    │
└──────────────────────────┘          └──────────────────────────────┘

┌──────────────────────────┐
│ Drone Weight <25kg       │
└──────────────────────────┘          ┌──────────────────────────────┐
                                       │ Specific Category            │
┌──────────────────────────┐   No     │ Operating Permission         │
│ Max Height AGL <120m     │ ───────► │ Required. Contact Safe       │
└──────────────────────────┘          │ Drone Academy                │
                                       └──────────────────────────────┘
┌──────────────────────────┐
│ No Flight Over           │
│ Assemblies of People     │
└──────────────────────────┘

┌──────────────────────────┐
│ Operating Airspace       │
│ Permits Open Category    │
│ Operations               │
│ (see Geographical Zone Map)│
└──────────────────────────┘
            │
            ▼                         ┌──────────────────────────────┐
┌──────────────────────────┐          │ • Recreational & Drone       │
│ 3rd Party Insurance      │   No     │   Weight <20kg = Not         │
│                          │ ───────► │   Required                   │
└──────────────────────────┘          │ • All Other Operations       │
            │                         │   (e.g., Commercial) =       │
            ▼                         │   Required                   │
                                       └──────────────────────────────┘

┌──────────────────────────┐   No     ┌──────────────────────────────┐
│ My Drone Has a 'C' Label │ ───────► │ My Drone was on the EU       │
└──────────────────────────┘          │ Market Before 01 Jan         │
            │                         │ 2024                         │
            │                         └──────────────────────────────┘
            ▼                                      │ No
┌──────────────────────────┐                       ▼
│ Operate in the Open      │          ┌──────────────────────────────┐
│ Category.                │          │ Specific Category            │
│ Go To Next Page For      │          │ Operating Permission         │
│ Remote Pilot             │          │ Required. Contact Safe       │
│ Competency               │          │ Drone Academy                │
└──────────────────────────┘          └──────────────────────────────┘
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Example of a 'C' Label on a Drone

My Drone Has a **C0** or **C1** Label or my Drone Weighs <250g and was on the EU Market before 01 Jan 2024

→ Open A1/A3 Proof of Online Training Certificate

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Complete Steps 1-16 of Appendix A

- -

My Drone Has a **C2** Label

→ Open A1/A3 Proof of Online Training Certificate

↓

Complete Steps 1-16 of Appendix A

↓

Complete Open A2 Course with Safe Drone Academy

- -

My Drone Has a **C3** or **C4** Label or my Drone Weighs 250g - <25kg and was on the EU Market before 01 Jan 2024

→ Open A1/A3 Proof of Online Training Certificate

↓

Complete Steps 1-16 of Appendix A

Open Category - Operating Rules

	Open A1	Open A2	Open A3
Operator Registration	Registration number affixed to drone's airframe and loaded to Remote ID.		
Pilot Certificate	Valid Open A1/A3.	Valid Open A2.	Valid Open A1/A3.
Unmanned Aircraft	C0, C1, Legacy <250g.	C2.	C2, C3, C4, Legacy 250g to 25kg.
Location	Populated & Sparsely Populated.	Populated & Sparsely Populated.	Flight area 150m from Residential, Commercial, Industrial & Recreational Areas.
Airspace	Lower of ▪ <120m from earth's surface, or ▪ Geographical zone height constraint.		
Geographical Zone	Is there a restriction or prohibition on Open category drone operations? Is flight authorisation required?		
NOTAM	Checked for airspace/geographical zone short notice changes.		
Lateral Distance to Uninvolved Persons	Beside.	• 5m with low-speed mode. • 30m Horizontal. • 1:1 Rule.	No Uninvolved Persons in the flight area.
Assemblies of People	Not overhead and remain well clear.		
Dangerous Goods	Never Carry.		
Payloads	Never Drop.		

↓

Always Keep Drone in Visual Line of Sight (VLOS)

Always Give Way to Manned Aircraft

Do Not Disturb People's Privacy

Unless Flying Recreationally Consider GDPR

Remain Well Clear of Emergency Response Operations

Remote Pilot Always Remains Responsible for the Safety & Legality of the Operation

Appendix A

IAA MYSRS – Account Setup, Initial Training & Registration

My Safety Regulatory System (MySRS) is the Irish Aviation Authority's (IAA) online portal for managing and issuing Unmanned Aircraft System (UAS) operator registrations and remote pilot certificates. Remote Pilots, Operators, Accountable Managers, Responsible Persons, and Administrators must all have a valid MySRS account.

➢ **Initial Account Setup.**

Step 1. Navigate to https://iaa.mysrs.ie

Step 2. Click **'Sign Up Now'**.

Step 3. Insert your personal email address. Create a password and confirm it.
Note: this account is personal to you and so does not need to be a work email. You must scroll to the end of the privacy section before you will be able to tick the box. Also note, to have an account you must be 16 years of age.

Step 4. Review the IAA Privacy Notice and Terms & Conditions

Step 5. Consent to conditions and click **'Sign Up'**.

You will be sent a confirmation email. Click **'Confirm Account'** to be brought to the main MYSRS login page.

➢ **Identity Verification**

Once logged in, you will need to verify your details.

Step 6. Start Verification. Under Welcome to MySRS, click **'Start Application'.**

Step 7. Existing IAA Licence. Enter Yes (with details) or No.

Step 8. Proof of Identity – Select your identity type and upload an image.
Very Important:
- Your name must be the same as stated on your ID including middle name.
- Your place of birth must be a county, not a town or hospital.
- If your ID includes an address, your personal details must reflect this address. You can update your current address details later when your account is open if they are different than on your ID. Passports have no address details and are thus an easier document to use.

Step 9. Personal Detail. Enter your details keeping in mind the note at point 7. Any discrepancy or difference will result in your account not verifying.

Step 10. Identity Address. Enter your details keeping in mind the note at point 7. Any discrepancy or difference will result in your account not verifying.

Step 11. Upload your signed document and click '**Submit'**.

Account verification is processed Monday to Friday 9am to 5:30pm. Allow from 3 up to 10 days for the verification process to be completed.

- **Account Verified - Two Factor Authentication Setup**

  Once your account is verified by the IAA you need to login and setup Two Factor Authentication (2FA).

  Step 12. Download onto your mobile device your preferred '**Authenticator App'** from the list provided.

  Step 13. Open your Authenticator App and using the QR reader function, capture the QR code presented on MYSRS.

  Note: You will be presented with 5 password recovery keys – take a photo and save them somewhere safe – they will no longer be available once your 2FA is set-up but will be required if your ever encounter problems with 2FA.

  Your account is now verified and 2FA Security has been established.

- **Open A1/A3 Proof of Online Training Pilot Certificate (required for pilots).**

  Step 14. To better understand rules & safety, complete Safe Drone Academy [Open A1/A3 Course](#).

  Login to your MySRS Account

  Step 15. Click on the UAS Panel.

  Step 16. Under the *MySRS – UAS Services* heading click **'Start Application'** on the *'Unmanned Aircraft System – Proof of Online Training (A1/A3)'* panel and complete the foundation training course*.

  You now have the basic **Open A1/A3 Proof of Online Training** Certificate.

  *Note: Allow about 30minutes. This short safety video by the IAA introduces remote pilots to some fundamentals of unmanned aircraft operations. The training consists of a 10-minute video and a 40 multiple choice question exam (very easy). It may cost €38! All remote pilots are required to complete this safety course.

Registering as a UAS Operator.

- **Registering as an UAS Operator (Natural Person)**

  There are two different steps depending on whether you are registering as a **'natural person'** (recreational pilot, sole trader) or you are going to register a **'legal person' (**limited company, Government agency etc). To register a **'legal person'**, you must ensure you have the legal right to do so. See below for registering a **'legal person'**.

  Natural Person

  Step A1. Open MYSRS Home Page.

  Step A2. Click

  Step A3. Click **'Unmanned Aircraft System - Operator Registration'.**

  Step A4. Input your insurance policy number. If you do not need insurance and therefore have no insurance, insert '**Unknown'** here.

  Select **'Open A1/A3' or 'Open A2'** or **'Specific'** depending on the EU category of operation you intend to operate under. You may only be presented with **'Open A1/A3'** or **'Open A2'** options. Your choice here does not matter, and truth be told, makes no difference. Registration is required and is independent of the category of operation.

  Step A5. Click **'Proceed to Payment'** and pay (€30 for two years).

  Step A6. Once registered, note the registration number (IRLxxxxxxxxxxxxxx), and write or affix this number to every drone operating under the organisation.

➢ **Registering as an UAS Operator (Legal Person)**

Limited companies, legal organisations, Government agencies and other state bodies etc, should register as a 'legal person'. If you as an individual have the authority to register a 'legal person' then you do so within your own personal MYSRS account.

Note: The MYSRS platform requires a 'legal person' to have a Company Registration Office (CRO) number. If you need to register a Government or state body with no CRO number, you to follow the guidance of UAM 02 notice from the IAA.

Organisation Verification on MYSRS (creating an account for a company on MYSRS).

The Organisation/Ltd Company needs to be added to MYSRS with its own account before it can be registered as a UAS Operator.

Step B1. Open MYSRS.

Step B2. On the left side of the page select 'My Organisations'.

Step B3. Under 'Organisation Verification' box click 'Registered in Ireland'

Step B4. Use Organisation/Ltd Company CRO number to start the Company MYSRS account set up.

Step B5. Complete verification steps.

Accountable Manager (Responsible Person)

The Organisation/Ltd Company needs to indicate and assign some person with the correct authority to oversee and be responsible for the Organisation/Ltd Company unmanned operations. This person is known as the Accountable Manager.

Step B6. Follow steps A1-A2 again.

Step B7. On the 'Organisation Administrator' tab select 'Switch to this Profile'

Step B8. Click 'Add Key Person' and search for the person who will be the Accountable Manager. You will need their personal IAA MYSRS account number. (The proposed Accountable Manager should open their MYSRS account and on the top right-hand corner click the icon and note personal MYSRS account number (IAA-202x-xxxxx)). Click search and select the person.

Step B9. Under 'Select Regulation Area' drop down menu, select 'Drones'.

Step B10. Under 'Select Role' menu select 'Accountable Manager'.

Step B11. Select 'Add Person' and complete the step.

Step B12 The person who is nominated as Accountable Manager, will need to login to MYSRS. They will then need to continue the application of becoming Accountable Manager.

- Open MYSRS
- On the left side of the page select 'My Organisations'.
- Note the Accountable Manager role is now available with a RED BOX indicating Requires Approval. Click 'Switch to this Profile'.
- Click 'Submit Key Person Details'
- Complete all requirements.
  - One requirement includes uploading a letter of proof the person being proposed is permitted to operate as a company's Accountable Manager.
    - **Company Director:** Create a letter on headed paper stating you are a director of the company and have the authority to operate as the Accountable Manager.
    - **Company Employee:** Have a director of the company write on headed paper stating a director of the company gives employee x the authority to operate as Accountable Manager for the company.

The process of verify the Accountable Manager might take the IAA a number of days. Once, verified, continue the process below to register the Organisation/Ltd Company as a UAS Operator.

Registering the Organisation/Ltd Company

Now the Organisation/Ltd Company has an account on MYSRS, and the Accountable Manager role has been assigned, the Accountable Manager should login to MYSRS and register the organisation as a UAS Operator.

The following is completed by the nominated Accountable Manager.

Step B13. Follow Steps A1-A2 again.

Step B14. On the 'Accountable Manager' tab select 'Switch to this Profile'.

Step B15. Click the UAS Box (Blue Colour).

Step B16. Under 'Registration' box click 'Start Application' and follow details to register your organisation. (EUR30. Valid 2 years.)

- Input your insurance policy number. If the Organisation/Ltd Company does not yet have public liability/3rd party insurance, insert '**Unknown'** here.
- Select **'Open A1/A3' or 'Open A2'** or **'Specific'** depending on the EU category of operation the Organisation/Ltd Company intends to operate under. You may only be presented with **'Open A1/A3'** or **'Open A2'** options. Your choice here does not matter, and truth be told, makes no difference. Registration is required and is independent of the category of operation.

Step A16. Once registered, note the registration number (IRLxxxxxxxxxxxxxxx), and write or affix this number to every drone operating under the organisation.

Getting to Know your Personal MySRS Account

SAFE DRONE ACADEMY

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