



Iss/Rel:#	04	QA-DOC-400	
Effective Date	2/7/2017		

## SBA Communications Corporation sUAS Policy


Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

## Change and Issue Record

Date of Issue	Issue	Changes
9/30/2016	01	Initial Release
11/3/2016	02	Updated Insurance Requirements
11/15/16	03	Updated Avetta Status Requirements
02/07/17	04	Updated Close out Requirements
.	.	.


## Related Documents

<a href="#">QA-DOC-400-A</a>	SBA sUAS Pre and Post Flight Checklist
<a href="#">QA-DOC-400-P</a>	SBA sUAS Photo Checklist and Log

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		


## Contents

Change and Issue Record.....	2
Related Documents .....	2
Contents .....	3
Definitions.....	4
1.0 Introduction.....	5
2.0 Purpose .....	5
3.0 Scope .....	5
4.0 Compliance with FAA .....	6
4.1 General Requirements .....	6
4.2 Remote Pilot in Command (PIC) Requirements .....	7
4.3 sUAS Requirements .....	7
4.4 Accident Documentation and Reporting .....	7
5.0 Compliance with SBA.....	8
5.1 General Requirements .....	8
5.1.1 SBA Approval to Operate sUAS.....	8
5.1.2 SBA Required Documentation on Site.....	9
5.2 SBA Safety Requirements.....	9
5.2.1 Physical Health, Alcohol and Drugs.....	10
5.2.2 SBA Risk Management and Hazard Mitigation .....	10
5.3 SBA sUAS Insurance Requirements .....	11
5.4 SBA Required Close Out Package.....	11

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

## Definitions

<b>SBA</b>	<b>SBA Communications Corporation</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>NAS</b>	<b>National Air Space</b>
<b>sUAS</b>	<b>Small Unmanned Aerial Systems(s)</b>
<b>UA</b>	<b>Unmanned Aircraft</b>
<b>NOTAM</b>	<b>Notice to Airmen</b>
<b>TFR</b>	<b>Temporary Flight Restrictions</b>
<b>VLOS</b>	<b>Visual Line of Sight</b>
<b>VO</b>	<b>Visual Observer</b>
<b>PIC</b>	<b>Remote Pilot in Command</b>
<b>Part 107</b>	<b>FAA Small Unmanned Aircraft Regulations</b>
<b>NTP</b>	<b>SBA Notice to Proceed</b>
<b>NOCC</b>	<b>SBA Network Operations Control Center</b>

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

## 1.0 Introduction

The Federal Aviation Administration (FAA) has jurisdiction over all navigable airspace in the United States. The mission of the FAA is to ensure the safe and efficient management of the National Airspace System (NAS).

All aircraft, whether manned or unmanned, are subject to FAA rules and regulations. Operation of sUAS is also regulated by federal, state, and local laws, rules and regulations.

Anyone seeking to operate Unmanned Aerial Systems, small Unmanned Aerial Systems or any other Unmanned Aircraft (further “sUAS”) on SBA Communications Corporation’s (further “SBA”) property and on SBA owned and managed structures must receive SBA approval before each flight in accordance with this Policy.

## 2.0 Purpose


The purpose of this Policy is to mitigate any risks to individuals and organizations potentially affected by sUAS operations on SBA structures; ensure compliance with federal, state, and local laws, rules and regulations, as well as current contracts.

## 3.0 Scope

This Policy, and any future changes to it outlines the requirements for requesting for and operating small Unmanned Aircraft Systems (sUAS) on SBA structures and/or compounds.

Approval to operate sUAS on SBA Managed sites such as rooftops, water tanks, flagpoles, church steeples, etc. will be considered on a case-by-case basis.

This Policy applies to all SBA Employees, SBA Subcontractors and any third party companies (collectively “Contractors”) seeking to operate sUAS on SBA structures.

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

## 4.0 Compliance with FAA

### 4.1 General Requirements


FAA regulations; federal, state, and local laws; and all applicable SBA policies, rules and regulations must be adhered to while operating sUAS on SBA structures. This includes but is not limited to FAA airmen certificate requirements, state laws governing the safe operation of aircraft, and SBA policies regarding sUAS operation approval and access to SBA sites. sUAS operated in violation of any federal, state, or local laws or current Policy will be subject to immediate cease of operation.

It is the operator's responsibility to maintain all required documentation, licenses and be familiar with all FAA, federal, state and local laws and regulations. This includes, but is not limited to:

- Pre and Post flight inspections
- Obtain NOTAMs (Notice to Airmen) for the area of flight on the day of operation
- Obtain TFRs (Temporary Flight Restrictions) from FAA website before flights and document them accordingly
- Keep logs of every flight
- Ensure the sUAS is operated within unrestricted flight areas
- Maintain documentation of sUAS inspection
- Accident/incident reporting and requirements
- Weather conditions and limitations documented
- Maintenance records of sUAS manufacturer
- Maintain Visual Line of Sight (VLOS) at all times
- Maintain records of sUAS FAA registration numbers
- Any other rules and regulations not mentioned above

In addition to the above mentioned FAA requirements, SBA reserves the right to require additional compliance as outlined in **Section 5.0 SBA Requirements** of this Policy.

It is the sUAS operator's sole responsibility to obey all FAA, federal, state, local and SBA rules, laws and regulations.

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

#### **4.2 Remote Pilot in Command (PIC) Requirements**

Any SBA Employee or Contractor seeking to operate sUAS on SBA structures must comply with all FAA, federal, state and local laws, rules and regulations. Such persons must possess FAA Part 107 Remote Pilot Airman Certification issued in his/her name. Remote Pilot Airman Certification must be current and present during sUAS operation.

Remote PIC may not participate in the operation of a sUAS if they know or have reason to know that they have a physical or mental condition that could interfere with the safe operation of the sUAS.

Remote PIC has the final and full responsibility and authority for the safe operation of a sUAS conducted under FAA part 107.

#### **4.3 sUAS Requirements**

A sUAS must be registered with FAA prior to operating and its registration number marking must be clearly visible on the body of sUAS.

A sUAS must be in working condition and inspected before each flight as outlined in SBA Pre/Post sUAS checklist (QA-DOC-Appendix A).


#### **4.4 Accident Documentation and Reporting**

The remote PIC is required to report an accident to the FAA within 10 days if:

- There was a serious injury to any person such as a loss of consciousness, a skin laceration that requires suturing, a broken bone, or head trauma; or
- There was damage to any property (other than the sUAS) if the cost is greater than \$500 to either repair or to replace the property, whichever number is lower.

The accident report shall include:

- Remote PIC name and contact information
- FAA Airman certificate number
- sUAS registration number
- Location, date and time of accident
- Person(s) injured and extent of injury
- Property damaged and extent of damage
- Description of accident

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

## 5.0 Compliance with SBA

The operation of any sUAS on any SBA property is prohibited unless first approved by SBA. Any individual or organization found to be operating a sUAS on SBA properties in violation of any FAA, federal, state, and local laws, rules and regulations, or in violation of applicable SBA policies, will be directed by authorized SBA representatives to immediately cease operation of the sUAS until approval is obtained. Such violations will be considered on the future sUAS operation requests.

### 5.1 General Requirements

Any SBA Employee or Contractor seeking operation of sUAS on SBA structures must be compliant with any and all FAA requirements before submitting requests.

In addition, Contractors must be compliant with the following:


- Contractor must be registered with Avetta ([Avetta.com](http://Avetta.com)), and hold an Approved status
- Contractor must have current and approved SBA Notice to Proceed (NTP)
- Contractor must have Pre/Post flight checklist (QA-DOC-400 Appendix A) submitted to SBA along with NTP request.
- All non-FAA controlled flight requests must be submitted to SBA at least 5 days before projected flight date
- All FAA controlled flight requests must be submitted to FAA and SBA at least 90 days before projected flight date

#### 5.1.1 SBA Approval to Operate sUAS

The following process is required for acquiring approval from SBA to operate a sUAS on SBA structures.

1. An SBA Employee or Contractor must be compliant with FAA and hold a current Remote Pilot Certificate
  2. Contractor must be registered with Avetta and hold an Approved status
  3. An SBA Employee or Contractor must submit an NTP request through “Customer NTP Portal” ([sitentp.sbasite.com](http://sitentp.sbasite.com)) with [QA-DOC-400-A](#) checklist as well as the copy of the Remote Pilot Certificate
  4. After SBA reviews and approves all required documentation, an NTP is issued
- Failure to follow these requirements will result in rejection of submitted application.



Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

### 5.1.2 SBA Required Documentation on Site


To ensure SBA compliance the following documentation must be present on site and readily available:

- Copy of current SBA sUAS Operation Policy
- Approved and current SBA issued NTP
- Pre/Post flight Inspection checklist ([QA-DOC-400-A](#))
- Airman certificate of a person operating the sUAS
- Flight Log
- Log book
- Maintenance logs
- SBA Safety Manual

### 5.2 SBA Safety Requirements

As a leader in the wireless industry, it is the ultimate goal of SBA to provide a healthy and safe work environment for the protection of our Employees, contractors and those around. SBA's core belief is that all injuries and incidents are preventable. Accordingly, each SBA Employee and contractor equally shares the responsibility and accountability for safety. The fundamental premise of SBA's health and safety philosophy is that no task is so important that it should be performed in an unsafe manner. SBA's commitment to its Employees and contractors allows for Stop Work Authority without fear of disciplinary action.

All SBA Employees and Contractors must be familiar with SBA Safety requirements and such requirements shall be followed precisely. SBA Safety documentation can be found on [sbasite.com/OperationsServices\\_Safety.aspx](http://sbasite.com/OperationsServices_Safety.aspx)

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

### 5.2.1 Physical Health, Alcohol and Drugs

FAA 14 CFR part 107 does not allow operation of sUAS if the remote PIC, the person manipulating the controls or Visual Observer (VO) is unable to safely carry out his or her responsibilities. It is the remote PIC’s responsibility to ensure all crewmembers are not participating in the operation while impaired.

A person may not participate in the operation of sUAS on SBA structures if he or she knows or has reason to know of any physical or mental condition that would interfere with the safe operation of a sUAS.

Additionally, a person may not serve as a remote PIC, person manipulating the controls, Visual Observer (VO), or another crewmember if he or she:

- Has consumed any alcoholic beverage within the preceding 8 hours
- Is under the influence of alcohol
- Has a blood alcohol concentration of .04 percent or greater
- Is using a drug that affects the person’s mental or physical capabilities.

### 5.2.2 SBA Risk Management and Hazard Mitigation

Upon arriving on site to perform a sUAS flight, SBA Employee or Contractor must notify SBA Network Operations Control Center (NOCC) by either calling 800-487-7483 or by using a mobile app (“SBA Sites”).


Obstructions and hazards must be documented using the SBA Pre/Post Flight Checklist ([QA-DOC-400-A](#)) which must be completed in its entirety.

It is the Remote PIC’s responsibility to stock a current and complete First Aid Kit and a minimum 10 lb. ABC Fire Extinguisher which must be readily available during the flight operation. The Remote PIC is also required to display a “4 in 1 sign” and provide traffic barriers where required. Any and all persons performing operations near or within SBA Compounds must wear hard hats.

The Remote PIC must inform nearby landowners or businesses of proposed flight and its route. Under no circumstances, shall there be more than one sUAS operated on SBA structures.

The Remote PIC must complete weather briefing before each flight using two weather sources. No flights are permitted when winds are in excess of 20 miles per hour.

No flights are permitted while other workers not related to flight operation are on the tower or within the compound.

Iss/Rel:#	04	<b>QA-DOC-400</b>	
Effective Date	2/7/2017		

Flight operations are not permitted during night time, 30 minutes after sunrise, or 30 minutes before sunset.

Spotters (Visual observers) are required to be present on site and participate in flight operation, in case if the Remote PIC has less than 10 hours of total flight time.

Fail safe equipment on sUAS such as “Always GPS”, “Return to Home”, etc. must always be in use.

### **5.3 SBA sUAS Insurance Requirements**

An SBA Contractor or third party company performing work for other carrier or institutions on SBA structures is required to carry an aviation insurance Policy in the amount of \$1,000,000.

Legal prohibitions regarding physical presence on SBA compounds and other legal action may be pursued against third parties that operate sUAS in violation of this Policy, federal, state and local laws rules and regulations.

An SBA Contractor or third party company performing work for other carriers or companies on SBA structures must submit their own Aviation Policy for approval to SBA.

Fines or damages incurred by Contractors that do not comply with this Policy and all FAA, federal, state and local laws, rules and regulations will be the sole responsibility of those Contractors involved.

Any third party company seeking to operate sUAS to perform inspections or other services for any of SBA’s tenants must receive approval from SBA before flight.

### **5.4 SBA Required Close Out Package**

All data gathered by Contractor for the end customer is required to be submitted to SBA for review.

The minimum required photo checklist is available in the [QA-DOC-400-P](#) document.

In the event that SBA requires the use of close out software, users must contact SBA representatives to receive access to such software and follow the assigned photo checklist.

All Closeouts must be submitted within 48 hours after the flight is complete.