Drone Service Application
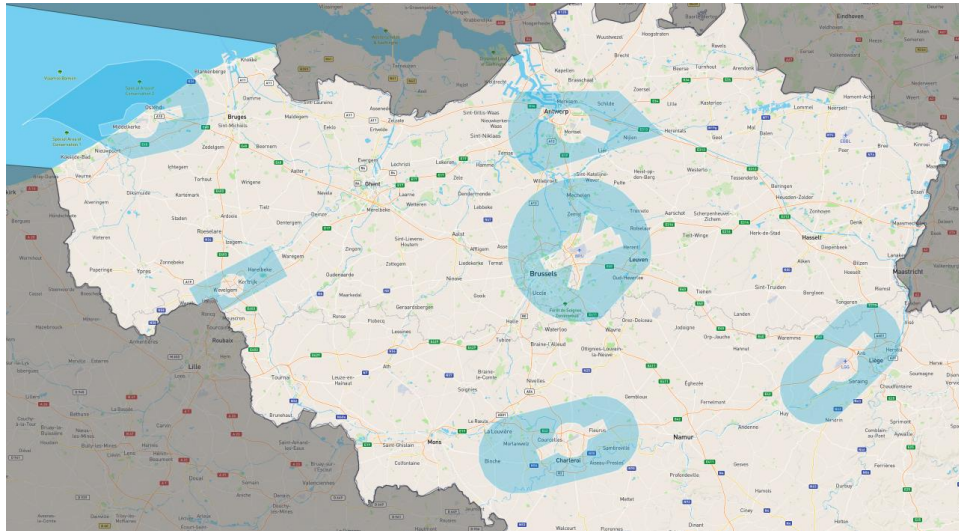
V1 Planner Module
5-step Quickstart Guide

Revision identification: 1.0

Introduction

The skeyes Drone Service Application (DSA) is the tool which all pilots need to use when executing a drone flight in a GeoZone managed by skeyes (for information on all other Belgian GeoZones please visit map.droneguide.be).
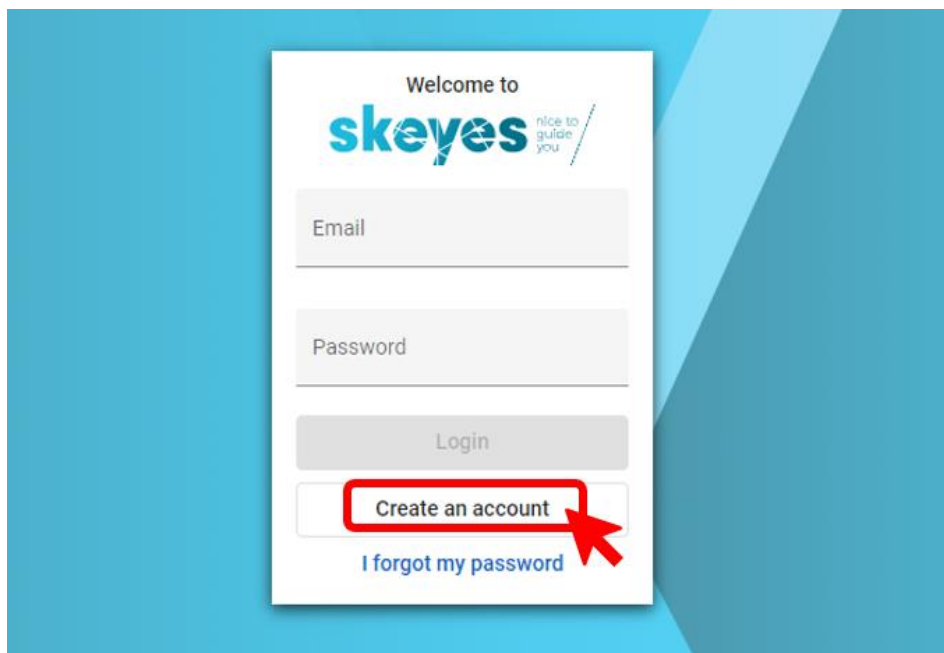

The version V1 launched on December 31st will only allow for flight authorisation requests in the VLL2 of each civil CTR (zones associated to the airports of Brussels, Ostend, Charleroi, Antwerp and Liège), as well as the Kortrijk EBKT RMZ2. The VLL2 and RMZ2 airspaces are the subzones further away from each of the airports.

This QUICKSTART is dedicated to the **DSA Planner module** which allows users to define their planned flights and provide all relevant details to be able to submit a flight authorisation request.
By the way, in DSA we call a flight an OPERATION. The new EU legislation categorises them as either Open, Specific or Certified.
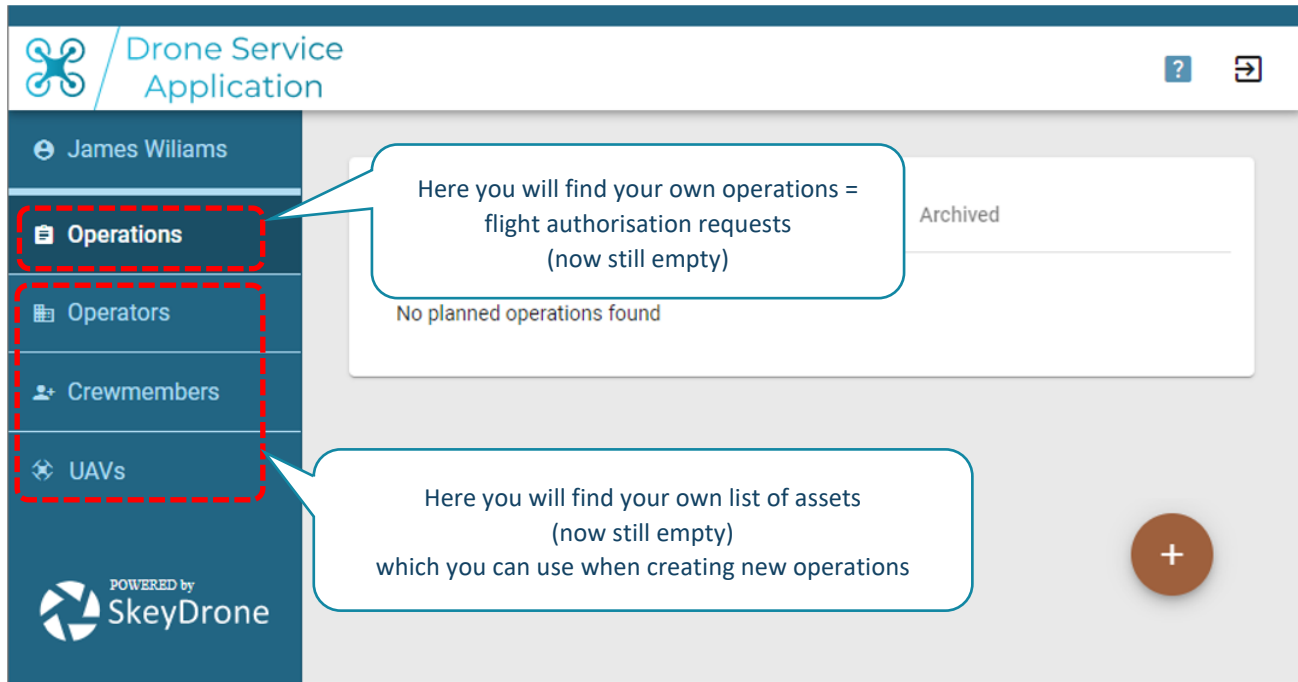
STEP 1: get yourself registered as a DSA user

Please go to https://www.skeyes.be/en/services/drone-service-application/ and create your very own account.

You will be guided through a two staged registration process involving **both your e-mail address and a unique mobile phone number**. Both will be used by skeyes to get in touch with you if and when needed.

At the end of that registration process you will be invited to enter the DSA Planner tool and get to see this:

Before you make your very first OPERATION it is _**best to first prepare the three key assets**_ associated to EACH flight OPERATION:

1. The OPERATOR (Contact Person)
2. The CREWMEMBERS (at the very least one Prime Pilot)
3. The UAVs (at the very least one drone)

That is why we will fill out one of each in the next three steps. We suggest you use the ones associated to the very first flight authorisation request you plan to send to skeyes.

STEP 2: get to know who THE OPERATOR is

The **operator is the legal entity responsible for the operation** and which **as of January 1st needs to be registered** in the country it resides in. By the way, it could be a company (employing one or more remote pilots), but it just as well can be a natural person (in which case he or she is probably at the same time also the remote pilot). Whichever is the case, you will need to find out who is the person who is prepared to act as CONTACT PERSON for the OPERATOR.
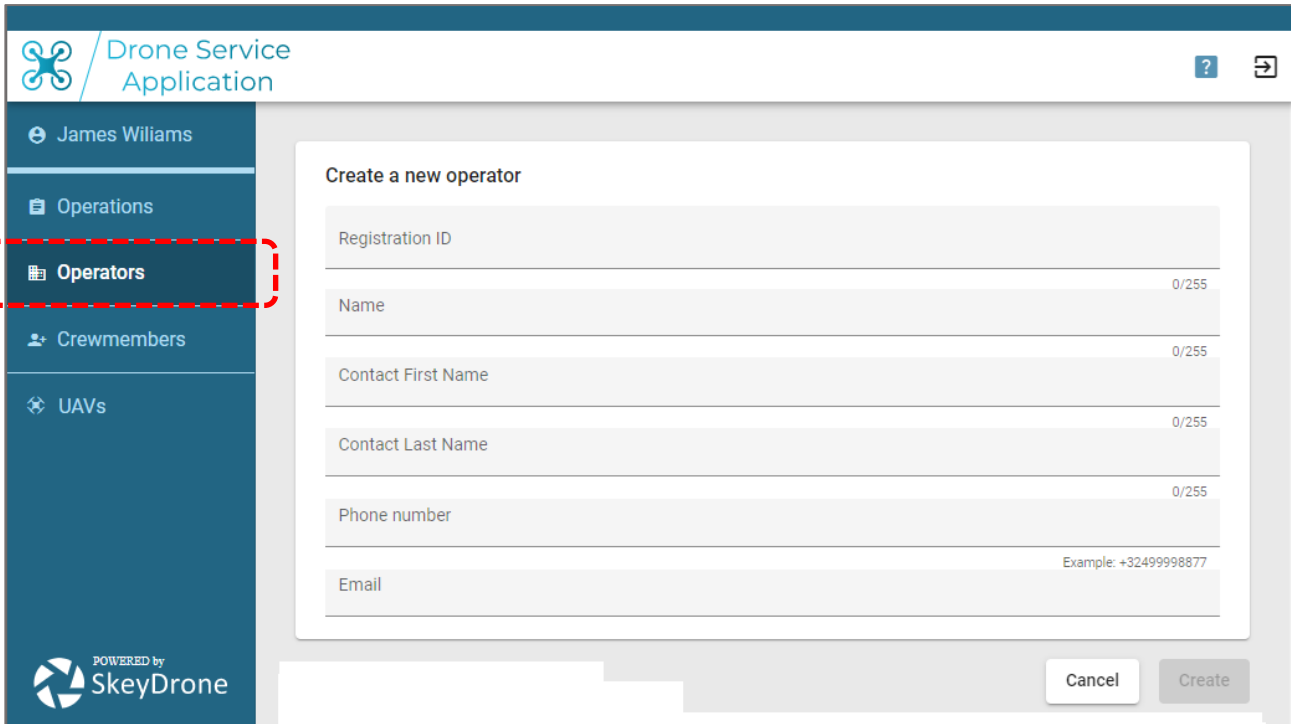
**In case that contact person is NOT yourself:**
Fill out the contact details of the person who you believe is ready to take that role. However: please be aware

that this person will need to provide consent (by e-mail) for each flight authorisation request in which he/she is mentioned as Operator Contact Person.

In case that contact person IS yourself:
You will still need to fill out your own contact details to add yourself to your list of Operator Contact Persons. When you fill out the same mobile number as the one you used to create your DSA account there will be no need for any type of consent when you select yourself as operator contact person for any flight authorisation request.

Please add at least one operator and its contact person by going to the tab "Operators", click on the ⊕ button and fill out the details.

STEP 3: get to know who THE CREWMEMBERS are

Every drone flight comes with a flight crew. It might be as small as one single pilot, but it might also involve multiple pilots (e.g., one prime pilot and multiple back-up pilots) and one or more observers.
Let us start by adding at least one pilot to your own list of crewmembers which you will then be able to assign to your flight authorisations requests.

In case that pilot is NOT yourself:
Fill out the contact details of the person who you believe is ready to take the role of pilot. However: please be aware that this person will need to provide consent (by e-mail) for each flight authorisation request in which he/she is mentioned as Pilot.

In case that pilot IS yourself:
You will still need to fill out your own contact details to add yourself to your list of Pilots. When you fill out the same mobile number as the one you used to create your DSA account there will be no need for any type of consent when you select yourself as pilot for any flight authorisation request.

Please add at least one pilot by going to the tab "Crewmembers", click on the ⊕ button and fill out the details.
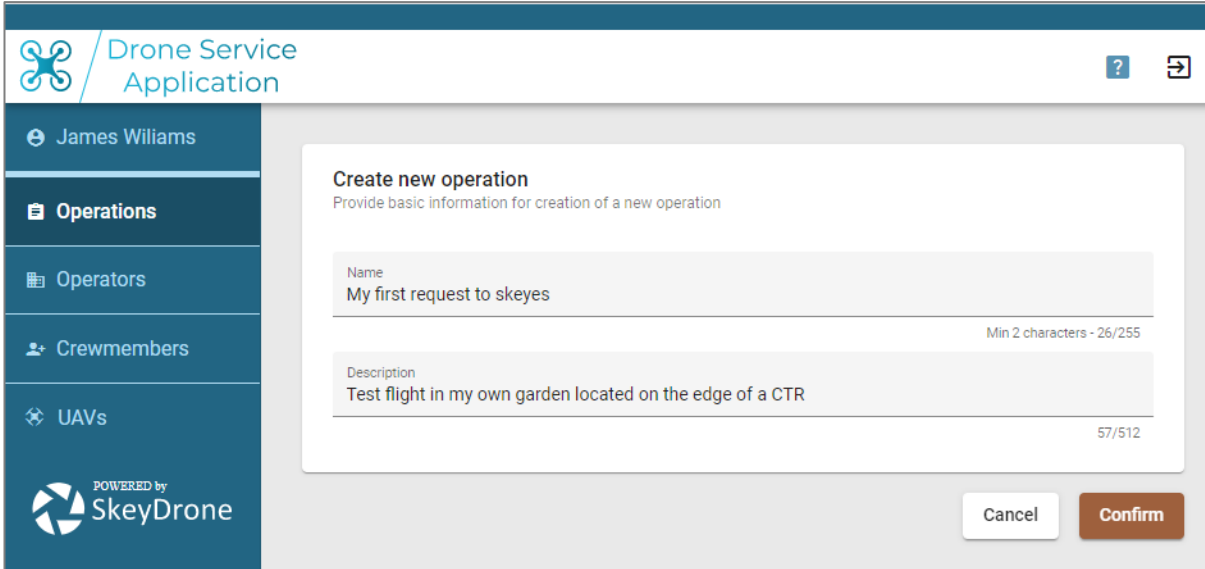
STEP 4: get to know which drone will be used

Please add at least one drone by going to the tab "UAVs", click on the ⊕ button and fill out the details.
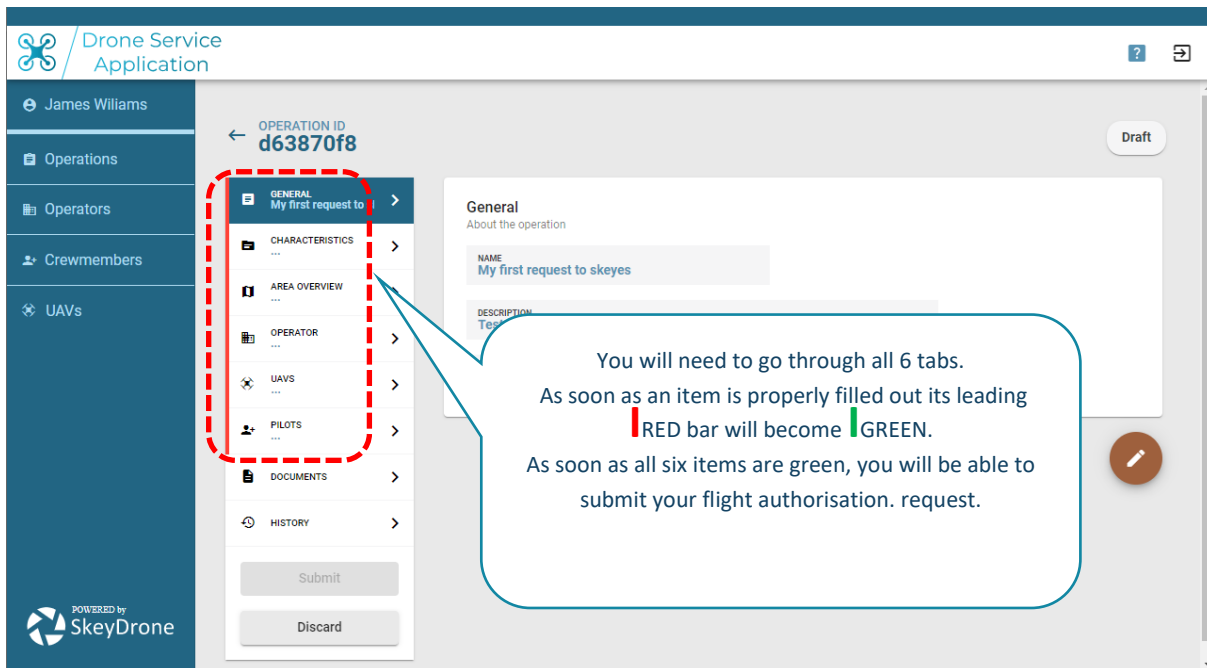
STEP 5: Create your very first flight authorisation request as an OPERATION

You can get started by going to the tab "Operations" and clicking on the ➕ button.

First thing to do is to fill out the description of the flight and then push on the 'Confirm' button:

You will now get to see an overview of your authorisation request:

Please make sure you fill out the 'Details' tab too by indicating the planned maximum height and the exact timing (in UTC) of your flight. **IMPORTANT NOTE: In Belgium you need to subtract 1 hour from the current time to get to UTC time during the winter-time period. During the summer-time period you need to subtract 2 hours. For example: if you plan a flight in January between 2PM and 3PM you need to enter it as starting at 13:00 UTC and ending at 14:00 UTC.**

You will notice that a consent mechanism will kick-in in case you are NOT both the OPERATOR contact person AND the PILOT. Have a safe flight!