

Epsom Downs Model Aircraft Club

Document 4: Article 16 Guidance

Contents

1	PAYMENTS	1
1.1	IF YOU ARE A RENEWING EDMAC MEMBER.....	1
1.2	IF YOU ARE A NEW MEMBER.....	2
2	DISPLAYING CAA OPERATOR AND FLYER ID	3
2.1	DISPLAYING OPERATOR ID.....	3
2.2	DISPLAYING FLYER ID.....	4
2.3	FAMILY MEMBERSHIP.....	4

1 Payments.

1.1 If you are a renewing EDMAC member.

1) You have two options for handling the Civil Aviation Authority (CAA) Operator ID fee:

a) Make a single payment combining three fees for:

- EDMAC club membership
- BMFA membership fee and
- CAA Operator ID registration fee.

The BMFA will automatically update your BMFA membership and (in theory) renew your CAA Operator ID regardless of when it expires in the calendar year.

b) Make a single payment combining two fees

- EDMAC club membership
- BMFA membership fee.

Then renew your CAA Operator ID registration fee yourself via <https://bmfa.justgo.com>. Some members prefer this if their CAA Operator ID falls midway through the year and they want to be certain it is done.

2) Check that your CAA Flyer ID is in date (it is valid of 5 years) and if not complete the registration test again via <https://rcc.bmfa.club/rcc>.

3) **It will remain YOUR responsibility to check that your CAA Operator ID and CAA Flyer ID are valid as per Article 16 sections 3.5 and 3.16.**

- 4) The BMFA's website can be slow to update so don't panic if after renewing your CAA Flyer ID or CAA Operator ID the dates don't immediately change.

1.2 If you are a new EDMAC member.

- 5) You only need to make a single payment which will combine the EDMAC club membership, BMFA membership fee (which supplies insurance) and your Civil Aviation Authority (CAA) registration fee to obtain a CAA Operator ID.
- 6) Application forms for club membership and more info on this process are available on <http://edmac.org.uk/index.php/membership>.
- 7) You will also need to email a selfie photo (headshot) for your EDMAC club membership. Place this in your transmitter case as you must present this to the Epsom Downs rangers if required. Send this with your application form.
- 8) Once you have been enrolled with the BMFA (you should receive an email) register with <https://bmfa.justgo.com>.
- 9) **IMPORTANT:** To ensure that the BMFA can apply for your CAA Flyer ID on your behalf, go to the 'Opt-Ins' tab within your profile on <https://bmfa.justgo.com> and tick the boxes for the CAA Flyer ID data exchange and Article 16 compliance.
- 10) A flyer ID is free to obtain and is done by completing the BMFA's online test via <https://rcc.bmfa.club/rcc>. Once passed you will obtain a CAA flyer ID and be issued with a Registered Competency Certificate. A lot of the test is common sense, it is 'open book' and can be repeated many times as is necessary to pass. The CAA Flyer ID is valid for 5 years after which the test will need to be taken again.
- 11) **It will remain YOUR responsibility to check that your CAA Operator ID and CAA Flyer ID are valid as per Article 16 sections 3.5 and 3.16.**

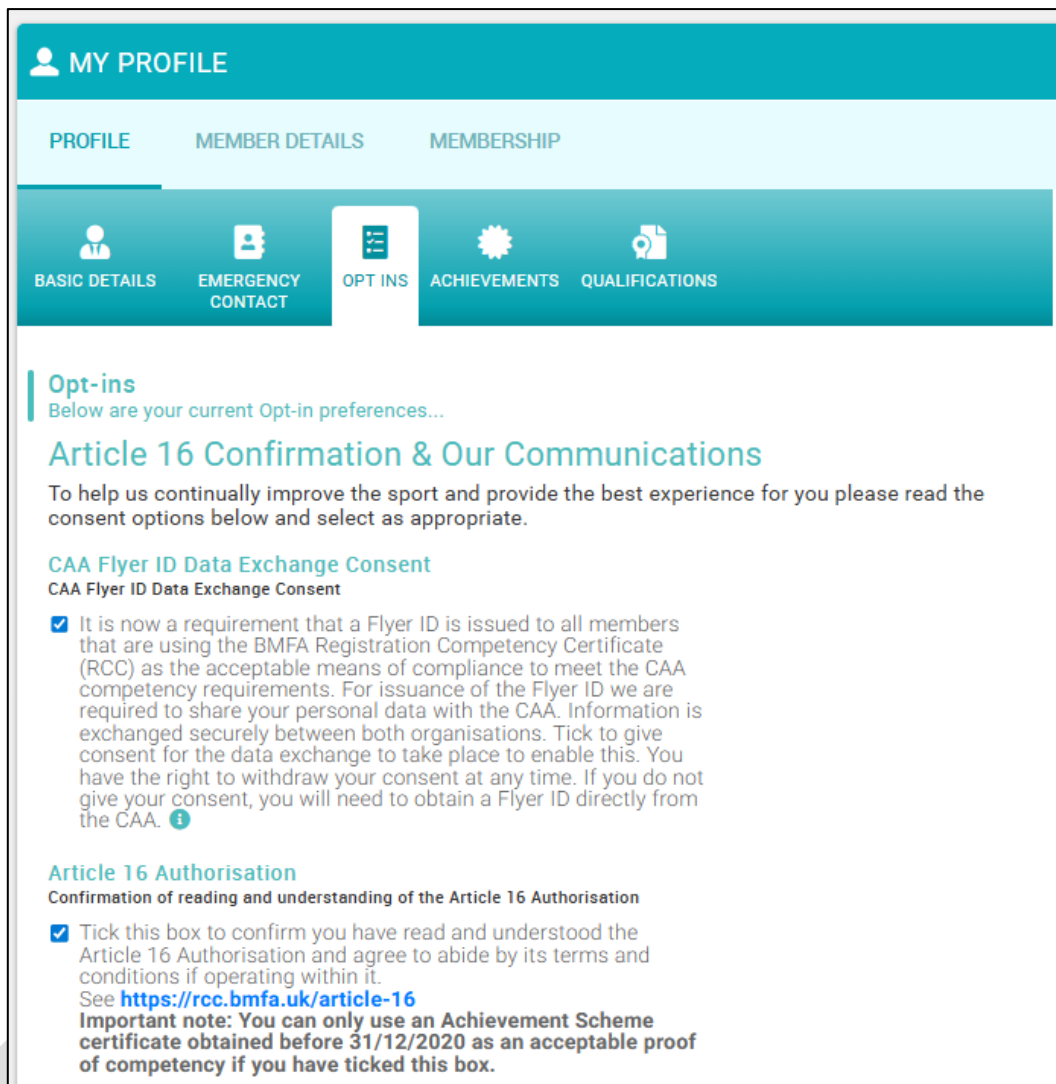


Figure 1: Ensure that you have ticked the CAA Flyer ID exchange consent box and that you have confirmed you will abide by Article 16.

2 Displaying CAA Operator and Flyer ID

2.1 Displaying Operator ID

- 12) The CAA Operator ID is in the format GBR-**OP**-XXXXXXXXXXXX. It can only be held by adults (18+ years old) and they are responsible for whoever flies the model (see 2.3 Family Membership on how to handle pilots under 18 years old).
- 13) Each model you own must clearly display your CAA Operator ID. This must be clearly displayed on the aircraft or within a compartment that can be easily accessed

without the use of a tool. If you have a label maker, this is ideal for making a water/fuel proof sticker.

2.2 Displaying Flyer ID

- 14) The CAA Flyer ID is in the format GBR-**RP**-XXXXXXXXXXXX. It is a legal requirement that you have a Flyer ID to fly.
- 15) You should print out your BMFA Members document (**Figure 2**) accessed from the <https://bmfa.justgo.com> and keep it with you when flying (i.e. keep it in your transmitter case). The BMFA Members document shows both your Flyer and Operator ID. It must show valid dates (*don't assume the one we post out to you at the start of the year when renewing will be valid for the entire year*) and must be available to show any relevant authorities including CAA officials, police officers and the Downs Rangers on request.

2.3 Family Membership

- 16) If you have BMFA family membership, then each 'family partner' or 'family junior' member registered to the same residential address under the 'primary senior' member will need to have their own CAA Flyer ID and must obtain their own Registered Competency Certificate. The BMFA consider a junior to be those under 18 years old.
- 17) **Each 'family partner' or 'family junior' member will be operating under the 'primary senior' members CAA Operator ID. The 'primary senior' member is responsible for each family member flying that model as per Article 16 section 3.16.**
- 18) Each 'family partner' or 'family junior' member should print out their own BMFA Members document and keep it with them when flying (**Figure 2**).
- 19) A junior (under 18 years old) cannot have their own Operator ID. If a parent or guardian does not wish to be a member of the BMFA then it is possible to register and pay the fee direct with the CAA via <https://register-drones.caa.co.uk/choose-registration-path>.

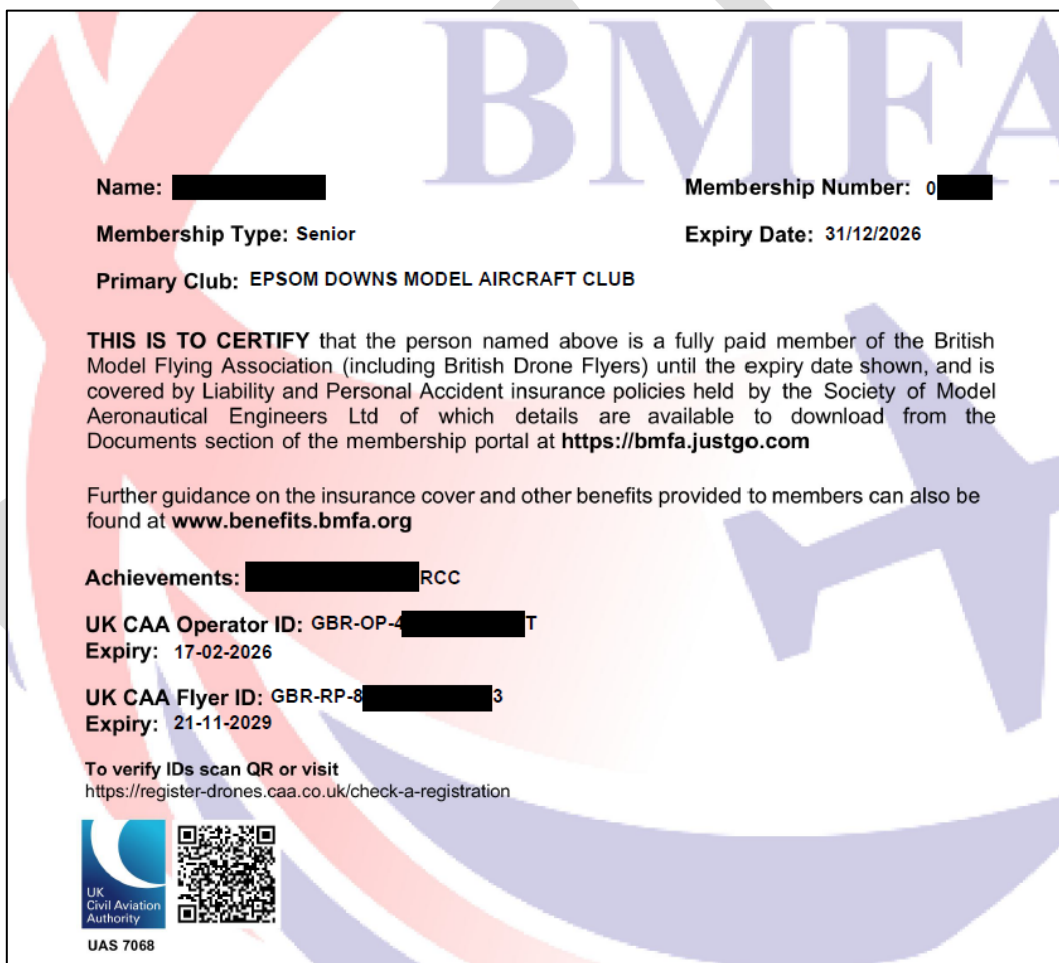
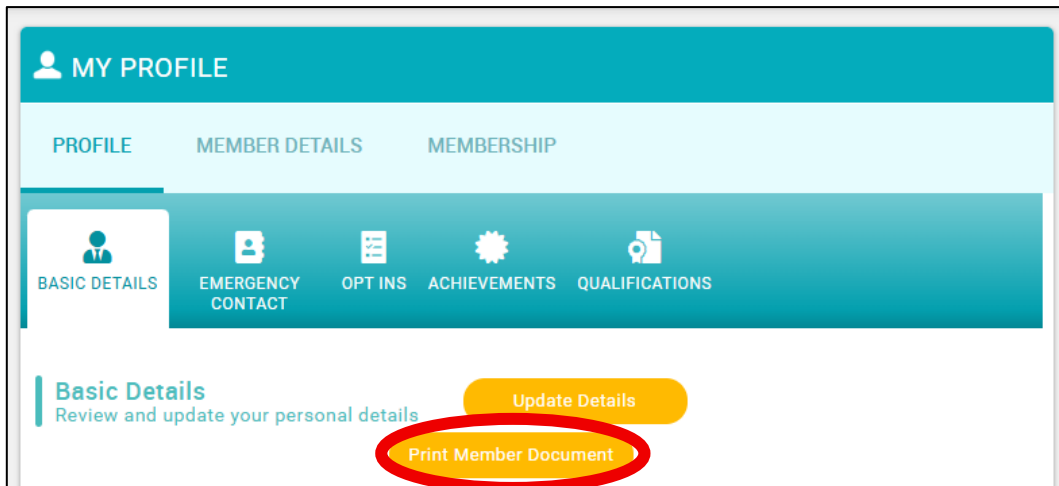


Figure 2: Your BMFA Members Document should always be carried with you when flying. It is available for download from the BMFA portal <https://bmfa.justgo.com> by clicking the appropriate button (shown here circled in red).