



## Directive

Subject:

# Recognised entities in relation to unmanned aircraft systems (UAS)

Reference: BAZL-311.340-35/1/1/2/1

Legal basis:

- Art. 4 of the Federal Act on Civil Aviation (AviA; SR 748.0)
- Appendix 1 UAS.STS-01.020 (1)(e)(ii)(A) and UAS.STS-02.020 (7)(b)(A) as well as Appendix 3 to Commission Implementing Regulation (EU) 2020/639 of 12 May 2020 amending Implementing Regulation (EU) 2019/947 as regards standard scenarios for operations executed in or beyond the visual line of sight

Addressees: Recognised entities

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### 1 Purpose

Implementing Regulation (EU) 2020/639 requires operators of unmanned aircraft in the standard scenario (STS) and predefined risk assessments (PDRA) to obtain certain proof of competency / certificates. Operators can either complete the practical skill training on their own and subsequently notify the FOCA or they can complete it with what is known as a recognised entity. This directive sets out the details concerning recognised entities.

### 2 Scope of application

This directive applies to all recognised entities within the meaning of Appendix 3 to Implementing Regulation (EU) 2020/639.

### 3 Requirements for recognised entities

An entity must meet the following requirements in order to be considered a recognised entity:

- have a recognised label and/or quality certificate that confirms the quality of the training or the training institution (e.g. EduQua, ISO 9001, Q2E, E-xcellence or similar);
- have suitably qualified personnel and can provide evidence of their qualifications;



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- have an accountable operations manager and introduce a management system that ensures independent internal monitoring;
- employ a person responsible for quality management;
- have organisational documentation (management manual, training manual, etc.);
- have suitable IT infrastructure and appropriate premises or a suitable site;
- provide proof of its business activities, for example by means of an extract from the commercial register (associations can provide proof by submitting their articles of association); and
- have its registered office or a branch office in Switzerland.

### **4 Tasks of recognised entities**

- 4.1 Implementation of theoretical and/or practical skill training for the standard scenario (STS) and PDRA in accordance with (EU) 2020/639.

### **5 Duties of recognised entities**

Recognised entities must fulfil the following duties:

- They check that applicants meet the requirements for admission to training (see Information sheet on recognised entities).
- Within two days of providing the training, they provide the FOCA with an accreditation of completion of the practical skill training by those candidates who have completed the practical skill training as part of an STS / PDRA so that the FOCA can issue the corresponding certificates.
- They keep a record of all relevant documents (particularly those containing information about the candidates, any attempts at deception, questionnaires, etc.) for at least three years (in accordance with UAS.SPEC.050 (1) (g) of Implementing Regulation (EU) 2019/947).
- They grant the FOCA access to their premises at any time and provide the FOCA with information.
- They guarantee data protection when handling personal data.
- As part of their internal audit, they check on a quarterly basis that the regulations are applied and complied with uniformly by all their employees.
- They ensure quality assurance and quality development.

### **6 Approval / application for recognition as a recognised entity**

- 6.1 The FOCA is responsible for the authorisation of a recognised entity.
- 6.2 In order to be recognised as an entity for the provision of practical skill training within the framework of Implementing Regulation (EU) 2020/639, a written application for recognition must be submitted to the FOCA using the relevant form.

The application should include the following documents:

- Overview of personnel, in particular proof of qualifications such as certificates, diplomas, etc;
- Description of the organisation and responsibilities;
- Information on quality management (presentation of quality certificates in training/further education);
- Syllabus and training material, if it offers its own training;
- Operating manual outlining the relevant processes and responsibilities required to carry out the respective activities;
- Proof of business activities (or the articles of association); and
- Extract from the debt enforcement register.

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6.3 The FOCA checks that the documents submitted are complete and decides whether to recognise the entity. Incomplete applications will be returned without being examined.

If the application is successful, the FOCA issues an official decision and publishes the recognised entity's name on its website.

6.4 The recognised entity will be invoiced for the time and expense incurred in examining the application. (see Art. 5 Geb Art. 5 GebV-BAZL.)

### **7 Duration of recognition**

7.1 The recognition remains valid until revoked and as long as the requirements are still met. Alternatively, the FOCA may grant temporary recognition with the possibility of extending it.

7.2 The recognised entity must notify the FOCA if it decides to cease activities.

7.3 The FOCA may withdraw, discontinue or suspend recognition if the recognised entity no longer meets the requirements.

7.4 The recognised entity is subject to oversight by the FOCA.

### **8 Cost rates for services provided by recognised entities**

The billing of activities between a recognised entity and candidates is the responsibility of the recognised entity. The FOCA is not involved in this.

The FOCA does not provide any financial support to recognised entities.

### **9 Entry into force**

This directive enters into force on 1 March 2024.

Federal Office of Civil Aviation

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