



PARTH SOMPURA FILMS LLP

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# Drone Operation & Safety Compliance Policy

## 1. Purpose

This Policy establishes clear standards and protocols for safe and lawful drone operations by Parth Sompura Films LLP ("the Firm") in compliance with the Directorate General of Civil Aviation (DGCA) regulations, Digital Sky Platform requirements, and applicable Indian airspace laws.

## 2. Scope

This Policy applies to:

- All drone pilots and crew engaged by the Firm
- Employees operating or supervising drone flights
- Contractors and freelancers involved in aerial videography and photography
- Any authorised representatives coordinating drone operations

## 3. Regulatory Compliance

- All drone flights shall be conducted **only** with:
  - A valid **Unique Identification Number (UIN)**
  - A valid **Unmanned Aircraft Operator Permit (UAOP)**
  - Any additional permissions required under the **Civil Aviation Requirements (CAR), Section 3 – Air Transport Series X, Part I** and the Digital Sky Platform
- Records of UIN, UAOP, and permissions shall be maintained and updated regularly by the Compliance Officer.

## 4. Flight Planning and Approvals

- **Prior intimation** shall be given to:
  - Local police authorities
  - Air Traffic Control (if within controlled airspace)
  - Any other relevant local administration, especially when operating in restricted or sensitive zones
- A flight plan shall be documented for every operation, including:
  - Location coordinates
  - Date and time of operation
  - Purpose of the flight
  - Emergency contact information

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## 5. Training and Certification

- All drone crew must:
  - Hold valid training and certification recognized by the DGCA
  - Undergo periodic refresher training as per the Firm's training schedule
  - Be covered by appropriate insurance for aerial operations

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## 6. Safety Protocols

The following safety measures are mandatory:

- Pre-flight battery health and equipment checks
- Confirmation of **no-fly zones** and temporary flight restrictions
- Weather assessment and visibility confirmation
- Clear takeoff and landing zones secured from unauthorized personnel
- Continuous airspace monitoring during operations
- Immediate grounding of drones in case of any hazard, loss of control, or signal interference

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## 7. Data Handling and Confidentiality

- All data captured during drone operations shall be stored securely and accessed only by authorized project teams.
- Drone footage shall not be shared externally without prior written client authorization.

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## 8. Incident Reporting

- Any accident, near miss, equipment failure, or airspace breach must be reported immediately to:
  - The Compliance Officer
  - The relevant regulatory authorities (as per DGCA norms)
  - The client (if applicable)

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## 9. Disciplinary Action


Non-compliance with this Policy may result in:

- Suspension or revocation of drone operating privileges
- Disciplinary measures including termination of employment or engagement
- Reporting to regulatory authorities for legal action

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## 10. Policy Review and Updates

This Policy shall be reviewed annually or whenever there are changes in applicable laws and regulations.

**Parth Sompura Films LLP**  
  
**Partner**  
Authorised Signatory