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| SO PERSONNEL COMPETENCE PROFILE |
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| Double-click Header and insert the Operations Organisation number as per the format. Example: OO-ACME-P4PRO-001-00 | | |

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| **Guidance on Completion of Personnel Competence Template** | |
| The UAS Safety Organisation (SO) is the key (“core”) safety management and assurance component within UAS Operating Organisation. For many small commercial entities, the entire OO may be the SO. The SO Personnel Competence *template*, once complete, becomes the SO Personnel Competence PROFILE, which should be used as the benchmark (the “measuring tool”) for all current and future personnel appointments, training, retraining, qualifications and so on. | |
| It is therefore important that OO Management (the CEO / Accountable Manager) develop the Profile in accordance both national Aviation Legislation, as well as OEM requirements and internal standards. | |
| The Template provides a place where you can define qualifications, minimum experience levels and any sort of licensing or specific training required, and specifically for the following incumbents:   * CEO / Accountable Manager * Responsible Person : Flight Operations (RP:FO) * Responsible Person : Technical (RP:TECH) * UAV Pilot * UAS Technician * Remote Flight Observer (RFO) * Safety Manager * Quality Manager * Security Manager | |
| Small organisations may share certain responsibilities amongst key personnel (e.g. the CEO also acting as the UAV Pilot). If this is the case it should be noted at the onset of the listing. | |
| **Template Colours** | |
| *The following prominent colour coding is used within the SOCOMP Template:* | |
| *NOTE fields* | General guidance to assist with Template completion. |
| Yellow user-editable fields | Fields where the compiler should add information. |

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| NOTE:  Indicate “Alternate Functionaries” in the table below before proceeding to the next sections. Refer to the notes below for an explanation. |

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| **Alternate Functionaries** | | |
| **UAV Pilot** | function to be performed by | Click here to enter text. |
| **UAS Technician** | function to be performed by | Click here to enter text. |
| **RP:FO** | function to be performed by | Click here to enter text. |
| **RP:TECH** | function to be performed by | Click here to enter text. |
| **Safety Manager** | function to be performed by | Click here to enter text. |
| **Quality Manager** | function to be performed by | Click here to enter text. |
| **RFO** | function to be performed by | Click here to enter text. |
| **Security Manager** | function to be performed by | Click here to enter text. |
| *NOTES:*   * *Alternate Functionaries are organisational incumbents performing the duties of other (normally-expected) appointees, e.g. a UAV Pilot also acting in the capacity of a UAS Technician.* * *The above alternate functionaries may only be substituted as listed above if so authorised by the national Aviation Regulator.* * *Alternates listed here should not be noted by name, but by function (e.g. “UAS Operations Manager” or “UAV Pilot”, etc.).* | | |

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| **Required Personnel Competence Profiles** |
| The following sections should declare the minimum competence levels for each of the listed incumbents. If an “alternate functionary” has been identified above who will be fulfilling the actual functions of the incumbent, it should be transcribed into the appropriate field in the table. The table should, however, still indicate the minimum competence levels for the function. |
| Each “competence table” has been split up into four competence categories: |
| * General Qualifications * UAS-specific Qualifications * General Aviation Experience * UAS-specific Experience |
| *General Qualifications* |
| These are all REQUIRED qualifications (including aviation-related qualifications) OTHER than those specific to UAS. Examples include a University degree, a College diploma, a Private Pilot’s License, a Trade Certificate, etc. |
| *UAS-specific Qualifications* |
| These are all REQUIRED qualifications having specific bearing on UAS operations or related support. Examples include a formal UAS Operator’s License, a UAS OEM flight qualification, a UAS OEM maintenance qualification, etc. |
| *General Aviation Experience* |
| This is the REQUIRED General Aviation experience and exposure. Examples include 4 years general piloting, 3 years general aviation maintenance, 5 years aviation management, etc. |
| *UAS-specific Experience* |
| This is the REQUIRED UAS-specific experience and exposure. Examples include 1 year UAV piloting experience, 2 years UAS maintenance exposure, etc. |
| More fields may be added as required by the CEO / Accountable Manager. |

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| **CEO / Accountable Manager** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **Responsible Person : Flight Operations** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **Responsible Person : Technical** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **UAV Pilot** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **UAS Technician** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
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| **Remote Flight Observer** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
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| **Safety Manager** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **Quality Manager** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **Security Manager** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |

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| **Other (specify)** | |
| *Alternate Functionary (if applicable)* | Alt Functionary. |
| *!!! If Alternate Functionary, list required competence for FUNCTION under Review !!!* | |
| *General Technical Qualifications:* | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| Gen Qual. | |
| *UAS-Specific Technical Qualifications:* | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| Drone Qual. | |
| *General Technical Experience:* | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| Gen Exp. | |
| *UAS-Specific Technical Experience:* | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |
| Drone Exp. | |