# Drone Pilot Checklist

## Site Survey

|  |  |  |  |
| --- | --- | --- | --- |
| PIC |  | DATE |  |
| VO |  | LOCATION |  |
| AIRSPACE CLASS |  | AIRCRAFT OPERATIONS | Training/ Float/ Parachuting |
| NEARBY AERODROMES |  | AIRSPACE RESTRICTIONS |  |
| SECURITY(from public interference) | Yes | No | Details100’ minimum laterally |
| PERMISSION | Yes | No | N/A | Details |
| OBSTACLES(list relevant and note on site map) |  |
| WEATHER(list predominant) |  |
| CREW BRIEFING NOTES |  |
| POST FLIGHT NOTES |  |
| ATTACH SITE MAPInclude * boundaries of the area of operation
* altitudes and routes
* security provisions/

restrictions  |  |

## Normal Procedures

### Packing

### Pre-Flight

* Determine the maximum safe distance from the pilot the RPA can travel
* Confirm sufficient fuel/battery life for the safe completion of the flight
* Ensure each crew member is briefed on their role and on the location and use of emergency equipment

### Take-Off

* Note time

### Approach

### Post-Flight

* Note time

## **Emergency Procedures**

(note: the items and titles in blue below are to give you guidance and are not mandatory as listed. You are required to have a process for each red emergency title)

### Control Station Failure

#### Troubleshooting Steps

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*

#### Action Items

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*

#### Safety Steps

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*

### Equipment Failure

#### List of Required Equipment

* RPA – see Failure of the RPA procedure
*
*

#### List of Equipment at Pilot Discretion

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*

### Failure of the RPA

#### Troubleshooting Steps

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#### Action Items

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*

#### Safety Steps

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*

### Lost Link

#### Troubleshooting Steps

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#### Action Items

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*

#### Safety Steps

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### Flight Termination

#### Troubleshooting Steps

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#### Action Items

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*

#### Safety Steps

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*

### Flyaway

#### Troubleshooting Steps

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#### Action Items

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*

#### Safety Steps

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## Incident Record

Following any of the incidents listed below, an incident record/log is to be completed and retained for 12 months and made available to the Minister or their delegate upon request.

1. injuries to any person requiring medical attention;
2. unintended contact between the aircraft and persons;
3. unanticipated damage incurred to the airframe, control station, payload or command and control links that adversely affects the performance or flight characteristics of the aircraft;
4. any time the aircraft is not kept within horizontal boundaries or altitude limits;
5. any collision with or risk of collision with another aircraft;
6. any time the aircraft becomes uncontrollable, experiences a fly-away or is missing; and
7. any incident not referred to in paragraphs (a) to (f) for which a police report has been filed or for which a Civil Aviation Daily Occurrence Report has resulted.

|  |  |
| --- | --- |
| Date |  |
| Time |  |
| Details |  |
| Reported? |  |