# 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 | Details 100’ 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 MAP  Include   * 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



#### Action Items



#### Safety Steps



### Equipment Failure

#### List of Required Equipment

* RPA – see Failure of the RPA procedure

#### List of Equipment at Pilot Discretion



### Failure of the RPA

#### Troubleshooting Steps



#### Action Items



#### Safety Steps



### Lost Link

#### Troubleshooting Steps



#### Action Items



#### Safety Steps



### Flight Termination

#### Troubleshooting Steps



#### Action Items



#### Safety Steps



### Flyaway

#### Troubleshooting Steps



#### Action Items



#### Safety Steps



## 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? |  |