

CUSTOMER ENQUIRY FORM

CUST	DATE	
CUSTOMER NAME		
ADDRESS		
		JOB NUMBER
ORGANISATION		DATE REQUIRED
CONTACT NUMBER		
EMAIL		CLIENT VISIT REQUESTED
		YES / NO

YES / NO

DESCRIPTION OF WORK REQUIRED



PRE-SITE SURVEY

Image: Constraint of the image: Con	Job number		Dat					
Operating site name: Site altitude: Site altitude: <td< td=""><td></td><td></td><td>е</td><td></td><td></td><td></td><td></td><td></td></td<>			е					
Operating site location Operating site name: Site altitude: Site altitude: Site altitude: Site altitude: Site altitude: Altitude AMSL: Date work required: Downloaded map to ground station (tick): Is there vehicular accessible: Yes No Work required: Flight team composition composition Pilot in command: Observer: UAV registration: Payload operator: Spotter: Spotter: ITEM Airspace Airspace class?(A,B,C,D,E,F,G), ATC permission required								
Operating site location Operating site name:								
Operating site name:	Оре	era	ting s	ite locatio	on			
Site altitude: Image: Side longitude: Side longitude: Image: Side longitude: Altitude AMSL: Image: Side longitude: Date work required: Image: Side longitude: Downloaded map to ground station (tick): Image: Side longitude: Is there vehicular accessible: Yes No No Work required: Image: Side longitude: Flight team composition Image: Side longitude: Pilot in command: Image: Side longitude: Observer: Image: Side longitude: UAV registration: Image: Side longitude: Payload operator: Image: Side longitude: Spotter: Image: Side longitude: ITEM Action to COMPLETE Airspace Airspace class?(A,B,C,D,E,F,G), ATC permission required	Operating site na	am	ie:					
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UAV registration :	Observer:							
Payload Image: Constraint of the second	UAV registratior	1:						
operator:	Payload							
Spotter: Image: Constraint of the second	operator:							
ITEM ACTION TO COMPLETE FINDINGS Airspace Airspace class?(A,B,C,D,E,F,G), ATC permission required Findings	Spotter:							
ITEM ACTION TO COMPLETE FINDINGS Airspace Airspace class?(A,B,C,D,E,F,G), ATC permission required Image: Class of the second se								
Airspace Airspace class?(A,B,C,D,E,F,G), ATC permission required	ITEM	ACTION TO COMPLETE FINDINGS			FINDINGS			
	Airspace	Airspace class?(A,B,C,D,E,F,G), ATC permission required						
Ierrain What is the terrain? (Flat, mountainous, boggy)	Dravimitian	What is the terrain? (Flat, mountainous, boggy)						
Hazards Live firing, high intensity radio transmission, das vonting	Hazarda		ivo firi	<u>ii ciait (ael</u> ag bigh in	toncity	radio tra	aus, mouer sile)	



Restrictions	Nuclear power stations, prisons, high intensity radio	
Sensitivities	Nature reserves, recreational area, bye laws	
People	Local authority (do we need to letter drop?)	
Livestock	Local farms	
Permission	Local authority, land owner, military space	
Access	Public right of way, bridal paths	
Cordon	Is a cordon required?(do we need extra staff)	
Footpaths	Public path, bridal paths	
Alternate	Alternative operational/take off sites	
Risk mitigation	Can the job be done at another time to avoid school time	
_	etc	
Weather	24 hour forecast	
NOTAMS	Any notice to airmen that may affect operations	

Completed pre-notification

Local air traffic control

Regional air traffic control

Military control

Notice to AIRMEN:

RISK ASSESSMENT FORM

FLIGHT TEAM:	PILOT-IN-C	OMM	AND:				OBSERVER:			
	PAYLOAD C	OPER	ATOR:	AIRCRAFT:						
1 – HAZARD (Something with the potential to cause harm, how will it be realized and what is the potential injury?)		2 - 3 - EXISTING CONTROL		RISK			7 - FURTHER CONTROL	RISK		
		RI S K	RI S K	4 S E V E RI TY	5 P R O B A BI LI T Y	6 RI S K		8 S E V E RI T Y	9 PR O B A BI LI TY	10 RI S K



FURTHER ACTIONS (Further control measures which could be implemented at the planning stage to improve safety)

ADDITIONAL COMMENTS (Actions identified by personnel on site, to make the operation safer)							
AUTHORIZED BY THE	Name (Print):	SIGNED:					
ACCOUNTABLE MANAGER							

AT RISK (Column 2) SEVERITY (Column 4 and 8)		PROBABILITY (Column 5 and 9)		RISK RATING (Columns 6 and 10)			
E - Employees	1	NO INJURY, PROPERTY DAMAGE	1	EXTREMELY UNLIKELY	Severity X Probability - 1 to 5	MIN	Y - Acceptable Risk
C - Client	2	MINOR INJURY	2	REMOTE POSSIBILITY	Severity X Probability - 5 TO 10	LOW	Y - Acceptable Risk
V - Visitors	3	REPORTABLE INJURY	3	WILL POSSIBLY OCCUR	Severity X Probability - 12 TO 15	MED	? - Needs further consideration
P - Public	4	MAJOR INJURY OR FATALITIES	4	WILL PROBABLY OCCUR	Severity X Probability - 16 TO 20	HIGH	N - Unacceptable Risk
A - All			5	ALMOST CERTAIN			

EMBARKATION CHECKLIST

Items	Checkbox
Carrying Case	
Aircraft Body (drone)	
Batteries	
Camera	
Remote Controller	
Propellers	
Battery Charger	
Battery Checker	
Micro SD Card and SD Card Reader	
IPad	
PC Laptop	
Extension cable	
Security neck strap	



ON SITE SURVEY

PILOT:

OBSERVER:

	_		
DATE		WIND SPEED	
		m/s	3
	_		
TEMP		DIRECTION	
*C			

ITEM	FINDINGS	
OBSTRUCTIONS	Masts, Power Lines, Buildings, Train Tracks, Trees, Lakes, Rivers, Canals or Industrial Hazards	
VISUAL LIMITATIONS	Anything that May Impair Vision? (Up to 5KM)	
CORDON	Is a Cordon Required? (Do we need extra staff?)	
LIVESTOCK	Any Animals or Wildlife Present Nearby?	



TERRAIN	Flat Surface, Rough, Sloped, Wet, Trees?	
PERMISSION	Do We Have the Land Owners Permission?	Signature:
PUBLIC	Public Right of Way, Footpaths, Gates	
AIR TRAFFIC	Do We Need & or Have Clearance?	
COMMUNICATION	Are Two Way Radios Required?	
PROXIMITY	Are We Far Enough Away from Buildings?	
TAKE OFF AREA	Where is the Safest Convenient Position?	
LANDING AREA	Where is the Safest Convenient Position?	
OPERATIONAL ZONE	Are there Any Hazards or Obstructions?	
EMERGENCY AREA	Where is the Safest Convenient Position?	

CONTACT NAME AND TELEPHONE NUMBERS

PILOT:

OBSERVER:

CLIENT:

LOCAL POLICE:

LOCAL HOSPITAL:

LOCAL AIR TRAFFIC CONTROL:

NOTES:

ARRIVAL CHECKLIST

ITEM	ACTION/CHECK	TICK
Site survey	Carry out site survey with	
	observer	
Flight plan/brief	Confirm flight plan& brief	
	crew, observer and client	
Crew identification badges	Issue as required	
Hard hat/fluorescent jackets	Issue as required	
Two way radios	Issue as required	
Cordon, signs and safety	Setup if survey finds	
tape	requirement	
Crew/helpers	Position as required to	
	maintain safe flying zone	
First aid kit	Position to be easily	
	accessible and inform crew of	
	location	



Fire extinguisher	Position to be easily accessible and inform crew of location	
Airframe	Unload and check airframe for any transit damage	
Payload	Attach to platform and fit safety lanyard.	
Audio visual connection	Insert A/V plug and secure	
Propellers	Check conditions (spot, chips or cracks-replace if required)	
Propellers fixing	Check screws for tightness	
Calibration platform	Position as require &ensure level with spirit level.	

NOTE The calibration platform displays a compass rose and should be positioned so that north is aligning correctly. This compass rose can then be consulted in the event of a Fly away action to assert an approximate heading quickly.

PRE-FLIGHT CHECKLIST

ITEM	ACTION/CHECK	TICK					
Airframe	Check for damage, wear, tightness of fittings (battery and payload lockers) conditions.						
	Secure the fitment of propellers, check propellers are well unfolded.						
	Check arms are well unfolded, secure the attachment of the camera.						
Flight battery	Check battery general status, voltage, and the connectors connection. Check the battery plate is well connected on the airframe. Flight battery must be no less than 90%.						
Camera gimbal	Check the gimbal power connection and normal operation. Test for control (yaw, and pitch movement)						
Camera	Confirm normal operation, check image transmission.						



	Check the position for take-off	
Remote controller	Switch on, check battery power at least 80%.	
	Load the QGC app.	
	Check the notification icon and make required actions (ex. Compass or telemetry	
	calibration due to change of flight position.).	
	Check all necessary readings to monitor the flight are displayed on the remote	
	controller (ex. Flight altitude, wind speed, battery voltage, etc).	
	check the remote control signal strength.	
Telemetry	Ensure the telemetry feed is being received and displays are correct.	
Compass	Check the compass orientation is correct.	
GPS	Monitor satellite capture on screen until 7 satellites are captured.	
Aircraft alignment	Check the artificial horizon is on level ground.	
Crew, public &	Ensure all crew, public and clients are in correct safe positions.	
clients		
Clearance	Does this flight have clearance from air traffic control if required.	
Power up	Before power up, make sure the UAV is Disarmed, Flight mode is Loiter	
Takeoff	Take one final look around, check with observer that they agree it is safe to fly, arm	
	the UAV and take off, climb approximately 2 meters.	
Control tests	Test yaw and cycling controls (use small gentle movements and ensure aircraft	
	reacts correctly).	
Function test	Hover for 30 secs to see the UAV stability	
Flight parameters	Check battery reading, number of satellite and the compass direction is right.	
Activate payload	Call " Camera Free " to advice the camera operator that the camera may now be moved.	
Operation	Confirm with the observer that the planned flight operation is still good to go ahead.	

POST-FLIGHT CHECKLIST

ITEM	ACTION/CHECK	TICK
Touchdown	Upon touchdown stop the motors (left transmitter stick to bottom left	
	corner)	
Power down	Disarm the Aircraft and then walk to aircraft, disconnect flight	
	battery connector and call " <i>aircraft safe</i> "	
Removal	Removal the aircraft from landing area	
Data recording	Record pilot, aircraft and battery details in the relevant logbooks.	
Transmitter	Switch off control transmitter	



Camera	Stop recording and switch off camera				
Airframe	Check for damage, wear, tightness of fittings, condition and secure				
	fitment of propellers and secure attachment of camera.				
Flight battery	Remove flight battery from aircraft, check residual battery % record				
	details in battery logbook.				
Memory card	Remove memory card from camera and backup to ground station				
	PC.				
Review	Review image and evaluate with crew and clients if required.				

INCIDENT LOGBOOK



1. Report Number (Office Use)	2. Date and Time :	3. Name of Reporting Party:
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4.	Telephone:		s. Address:					
6.	Phase of Ope	eration :		7. Location	n of Accident:			
8.	UA Reg. Nu	mber:			9. Make / N	Model:		
10.	Remote Pilo	ot:			11. Telephor	ne:		
12.	UA Damag	ge:			13. Any perso	n/ property af	fected on gro	ound:
De	stroyed	Major N	linor	Other	Fatal	Major	Minor	Nil
14.	UA fire? Y	es / No		15. Is wreckage secure? Yes / No				
16.	16. Description of Accident or Incident:							
17.	17. Witnesses? Yes / No (If Yes, provide contact details of each witness).				nes:		Contact de	tails
18.	IB. Submitted by: This Safe mea			This re Safety means	eport shall b / Services (F s but no late	e submitte SS) Office o than 24ho	d direct to or ATC by c ours.	o Flight quickest



COMBINED PILOT & AIRCRAFT HOURS LOGBOOK

DATE (DD/MM/YY)	TAKE-OF F TIME (HH:MM)	LANDING TIME (HH:MM)	AIRCRAFT SYSTEM NAME	BATTERY NUMBER	PILOT-IN-COMMA ND	LOCATION NAME	PURPOSE OF FLIGHT	COMMENTS AND MINOR INCIDENTS



MAINTENANCE LOGBOOK

DATE	AIRCRAFT MODEL	AIRCRAFT SERIAL NUMBER	REASON FOR MAINTENANCE	WORK COMPLETED	PARTS REPLACED	TEST FLIGHT SIGNSTURE	NOTES



BATTERY AND FLIGHT TIME LOGBOOK

N٥	Battery type	Number of Charging cycle	Flight time