



Remotely Piloted Aircraft Systems (RPAS)

PREPARING FOR FLIGHT



Work Order #:

ADMINISTRATION

Date / Time:			
Location:			
Pilot:	Print: _____	Sign: _____	
Observer:	Print: _____	Sign: _____	

PLANNING CONTROLLED UNCONTROLLED

<input type="checkbox"/> NOTAMS Searched	
<input type="checkbox"/> Site Survey Complete	
<input type="checkbox"/> Land Owner Permission (If Applicable)	Name: (print) _____
<input type="checkbox"/> Safe Altitude Set	_____ m
<input type="checkbox"/> Maximum Altitude Set	122 m
<input type="checkbox"/> Maximum Radius	_____ m

AIRFRAME CONTROLLER

<input type="checkbox"/> 1) Batteries Fully Charged	<input type="checkbox"/> 1) Battery Fully Charged
<input type="checkbox"/> 2) Airframe Condition Fit	<input type="checkbox"/> 2) Tablet Battery Fully Charged
<input type="checkbox"/> 3) Arm Condition Fit	<input type="checkbox"/> 3) Flight Mode (P-Mode)
<input type="checkbox"/> 4) Props Secure	<input type="checkbox"/> 4) Antennas Up
<input type="checkbox"/> 5) SD Card Installed	<input type="checkbox"/> 5) Tablet Plugged in and Secure (If applicable)
<input type="checkbox"/> 6) Lens / Sensors Clean	<input type="checkbox"/> 6) Power Up Controller
<input type="checkbox"/> 7) REMOVE GIMBAL COVER & CLAMP	<input type="checkbox"/> 7) Power Up Tablet (If applicable)

PRE-FLIGHT



<input type="checkbox"/> 1) Power Up Drone (Green Light's)	<input type="checkbox"/> 6) Ensure Compass Calibrated
<input type="checkbox"/> 2) Startup Tone Audible	<input type="checkbox"/> 7) Calibrate Gimbal (If applicable)
<input type="checkbox"/> 3) Start DJI App, Volume Up. (If applicable)	<input type="checkbox"/> 8) Confirm Home Point is Set
<input type="checkbox"/> 4) Check Aircraft Status OK	<input type="checkbox"/> 9) Home Point Tone Audible
<input type="checkbox"/> 5) Check Satellite Coverage	<input type="checkbox"/> 10) Re-Check Airspace and Surroundings

TAKE-OFF



<input type="checkbox"/> 1) Announce "CLEAR PROPS"	<input type="checkbox"/> 5) Lift straight up to 10m and pause
<input type="checkbox"/> 2) Start Drone (Both sticks to lower center)	<input type="checkbox"/> 6) Verify Red lights in front
<input type="checkbox"/> 3) Ensure Lights all "Green"	<input type="checkbox"/> 7) Verify Green light's in back
<input type="checkbox"/> 4) Announce "TAKING OFF" & Log Time	<input type="checkbox"/> 8) Test Flight Controls in all Directions

RETURN FLIGHT



<input type="checkbox"/> 1) Announce "RETURNING DRONE"	<input type="checkbox"/> 8) Turn off Drone & Controller
<input type="checkbox"/> 2) Landing Zone Clear	<input type="checkbox"/> 9) Turn off Tablet (If applicable)
<input type="checkbox"/> 3) Clear Flight Vector Back	<input type="checkbox"/> 10) Inspect / Clean
<input type="checkbox"/> 4) Announce "DRONE LANDING" & Log Time	<input type="checkbox"/> 11) Contact ATC if Required
<input type="checkbox"/> 5) Land Drone	<input type="checkbox"/> 12) Complete Logs
<input type="checkbox"/> 6) Shutdown Props (Both sticks to lower center)	<input type="checkbox"/> 13) Cover gimbal & Properly store RPAS

Takeoff Time: _____	Landing Time: _____
---------------------	---------------------



Remotely Piloted Aircraft Systems (RPAS)

SITE SURVEY		(BASIC) UNCONTROLLED AIRSPACE	
Date / Time (UTC +3 Summer, +4 Winter)	_____		
Pilot Name:	_____	Pilot Phone #:	_____
Pilot Certificate #:	_____	Aircraft Registration #:	_____
<p>Side View</p> <p>(Aerodrome airspace, Flight height and distance)</p>			
<p>Top View</p> <p>(Sketch Obstacles, EMF Sources, Roads, Waterways, Buildings, Livestock)</p>			
Launch Longitude / Latitude	° ' "	° ' "	
Weather	Temperature: ____°C	Dewpoint : ____°C	Windspeed: ____Kn Wind Direction: ____°
Aircraft Description	_____		
ECC Permission before takeoff	<input type="checkbox"/>	ECC notified after landing	<input type="checkbox"/>
ECC Contact	_____		



Remotely Piloted Aircraft Systems (RPAS)

ACCIDENT / REPORT FORM (ATTACH TO 145 FORM)

Date: _____ Time: _____

Location _____

Latitude / Longitude ° ‘ “ ° ‘ “

Pilot (print name) _____ Observer (print name) _____

Injuries? Yes No Property Damage? Yes No

Description:

Description:

Flyaway? Yes No Aircraft Recovered? Yes No

Heading _____ Battery Remaining _____ Time Remaining _____ Distance _____

Description, Weather and Timeline of incident:



Remotely Piloted Aircraft Systems (RPAS)

EMERGENCY CONTACTS			
Power System Operator	506-458-4636	Energy Control Center	506-458-4636
Saint John Airport Inc. (CYSJ)	506-638-5555	Radio Contact	MF 118.5 MHz
Greater Fredericton Airport Authority (CYFC)	506-460-0920	Radio Contact	TWR 119.0 MHz
Miramichi Airport Commission (CYCH)	506-778-1031/9189	Radio Contact	ATF 122.7 MHz
Greater Moncton International Airport Authority Inc. (CYQM)	506-856-5444	Radio Contact	TWR 120.8 MHz
Sussex Airport Ross Keirstead (CCY3)	506-433-3554	Radio Contact	ATF 123.2 MHz
Grand Manan Airport Commission (CCN2)	506-662-7059	Radio Contact	ATF 123.2 MHz
Grand Falls Airport (CCK3)	506-473-2566	Radio Contact	ATF 123.0 MHz
Upper Kent Airport Bruce Lockhart (CCH2)	506-278-5161	Radio Contact	ATF 122.8 MHz
Weyman Airpark David Bradley (CCG3)	506-450-4087	Radio Contact	ATF 123.2 MHz
Transport Canada (Serious Incident)	613-992-6853	Fax	866-993-7768



Remotely Piloted Aircraft Systems (RPAS)

NOTAM FILE (1-866-992-7433)	
Mission #	_____
Name (print)	_____
Type of Activity	_____
Description	_____
Longitude / Latitude	_____ ° _____ ' _____ " _____ ° _____ ' _____ "
Date / Time (UTC +3 Summer, +4 Winter)	_____ / _____
Contact Number	_____



Remotely Piloted Aircraft Systems (RPAS)

EMERGENCY PROCEDURES				
Situation	Warning	Pilot Action	Crew Action	Remarks
Pilot incapacitated	x	x	Pick up controller. Confirm launch area clear. Monitor video display. Initiate Return to Home procedure.	Administer first aid to pilot. When Return to Home is initiated, the RPAS will ascend to the pre-determined safe altitude, then return directly to the launch position, hover and then gradually descend until it lands and the motors will automatically disarm.
Airspace Incursion	Visible or audible signs of another air user in the location.	Climb or descend as appropriate. Alert crew to issue. When location of other air user has been identified move directly away, land if safe to do so.	Crew to prioritize the identification of the location of the other air user. Crew to keep pilot aware of what they can see. Ensure landing location is clear.	Record any relevant information relating to the airspace incursion in the accident/incident form.
Loss of Control Data Link	RPAS unresponsive Poor signal strength. Controller shows system errors.	Alert crew to issue. Attempt to regain control of the RPAS by changing flight mode from its current mode to an alternate and back.	Ensure landing location is clear. Monitor video display (if still functioning). Provide pilot with appropriate updates on status.	Pilot must land the RPA as soon as it is safe to do so to investigate the issues.
RPAS flying without response from Pilot, Uncontrollable.	RPAS unresponsive.	Alert crew to issue. Attempt to regain control of the SUA by changing flight mode switch. Attempt to initiate Return to Home using switch. Turn off Pilot Controller to attempt to force a failsafe. If this does not work turn controller back on again and try to regain control. If control regained, bring SUA home and land. If control not regained, prepare for crash landing.	Identify a landmark on the horizon to assist with identifying direction of flight, from launch area or mark location. Monitor video display (if still functioning). Provide pilot with appropriate updates on status.	Dependent on outcome, recover drone and investigate, or report to TC.



Remotely Piloted Aircraft Systems (RPAS)

Loss of Power (RPAS)	Unexpected descent	Alert crew to impending crash. Attempt to regain control by changing flight mode switch. If control regained, bring SUA home and land. If control not regained, prepare for crash landing.	Identify a landmark on the horizon to assist with location of SUA. Monitor video display (if still functioning). Provide pilot with appropriate updates on status.	Record any relevant information relating to the accident in the accident/incident form.
Loss of Power (Controller)	Tablet screen extinguished. Green connection light and / power lights on RC extinguish. RPAS shows fast flashing amber lights.	Alert crew to the loss of control. Ensure landing site is cleared. Watch behaviour of machine to ensure failsafe is operating correctly.	Identify a landmark on the horizon to assist with identifying direction of flight, from launch area or mark location.	If the RPAS experiences data loss for more than 3 seconds, it will initiate Return to Home. When Return to Home is initiated, the RPAS will ascend to the pre-determined safe altitude, then return directly to the launch position, hover and then gradually descend until it lands and the motors will automatically disarm.
Unexpected Behavior	Deviation from expected flight path	Alert crew to the loss of control. Ensure landing site is cleared. Pilot must land the RPAS as soon as it is safe to do so to investigate the issues.	Monitor video display (if still functioning). Provide pilot with appropriate updates on status.	
Battery Fault	Smoke or sparking	Alert crew to the fault. If RPA is in flight and still under control land immediately in a safe area away from public. Inform emergency services as required. Cordon off area from battery.	Crew to keep location of fire clear. Inform emergency services as required. Cordon off area from battery.	LiPo batteries are dangerous and can explode. Approach battery with extreme caution, wearing PPE (goggles, fire resistant gloves), LiPo bag and with fire extinguisher to hand.
RPAS Fire	Flame	Alert crew to the fire. If RPA is in flight and still under control land immediately in a safe area away from public. Inform emergency services as required. Cordon off area from battery.	Crew to keep location of fire clear. Inform emergency services as required. Cordon off area from battery.	LiPo batteries are dangerous and can explode. Approach battery with extreme caution, wearing PPE (goggles, fire resistant gloves), LiPo bag and with fire extinguisher to hand.