

Flight plan

Project name:		Date of flight:	
PIC:		Job number:	
Observer		Flight plan compiled by:	Date:
Description:			

FLIGHT PHASE	Checked	Initial
1. Pre-Take off clearance		
1.1. Onsite check and flight preparation valid?	<input type="checkbox"/>	
1.2. Operational area is setup and secure?	<input type="checkbox"/>	
1.3. Onsite risk assessment complete and within limits?	<input type="checkbox"/>	
1.4. Take-off and landing area selected and clear of obstacles?	<input type="checkbox"/>	
1.5. Operational volume, contingency volume, and ground risk buffer sufficient?	<input type="checkbox"/>	
1.6. All the necessary documents are on site?	<input type="checkbox"/>	
1.7. Pre-flight checks complete?	<input type="checkbox"/>	
1.8. Air traffic control contacted and checked (if required)?	<input type="checkbox"/>	
1.9. Complete safety briefing	<input type="checkbox"/>	
	ALL FIELDS ABOVE CHECKED?	GO
	ANY FIELDS ABOVE UNCHECKED?	NO GO
2. Post flight closure		
2.1. All systems shut down and crew safe	<input type="checkbox"/>	
2.2. Complete flight folio and logbooks	<input type="checkbox"/>	
2.3. Post flight checks completed	<input type="checkbox"/>	
2.4. Memory card backed up and checked, if applicable?	<input type="checkbox"/>	
2.5. Report Safety/ Defects / Hazards, if applicable	<input type="checkbox"/>	
2.6. Copy entry from UAS flight log:		
2.6.1. Number of flights for the job		
2.6.2. Last flight number		
2.6.3. Last flight airframe hours		
FLIGHT IS NOW COMPLETE		
Clear site and check for equipment		
Pilot name:	Signed:	
Date:	Local time:	
Notes:		

General details

Abbreviations

ATZ	Aerodrome Traffic Zone	RMZ	Radio Mandatory Zone
ATC	Air Traffic Control	RPA	Remotely Piloted Aircraft
CTR	Control Zone	RPS	Remote Pilot Station
EHD	Airspace: Danger Area	TBC	To be Confirmed
EHR	Airspace: Restricted Area	TRA	Airspace: Temporary Restricted Area
ETA	Estimated Time of Arrival	TSA	Airspace: Temporary Segregated Area
ETD	Estimated Time of Departure	UAS	Unmanned Aircraft System
N/A	Not Applicable	UTC	Universal Time Coordinated
NOTAM	Notice to Airmen	VLOS	Visual Line of Sight

Crew

Duty	Name	Signature
Pilot in command		
Observer 1		
Observer 2		
Payload Operator		
Security		

Additional crew

Duty	Name	Signature

UAS information

Check that the UAS and payload are suitable for the operation

Primary UAS		Second UAS (if applicable)		Third UAS (if applicable)	
Registration		Registration		Registration	
Type		Type		Type	
Make		Make		Make	
Model		Model		Model	
Payload		Payload		Payload	

Client details

Company name		Phone	
Contact person		Email	

Flight planning

Flight details

Date of flight	
Alternative date	
Time zone offset	
Take-off time (UTC)	
Completion of flight/s (UTC)	
Sunrise & sunset (UTC)	
Purpose of flight and objectives	

Operational area

	Primary Site	Secondary site (if applicable)
Location address		
Coordinates		
Site elevation in ft.		
Operating altitude in ft.		

Property owner details

	Primary site	Secondary site (if applicable)
Name		
Phone		
Email		

Flight permissions

<input type="checkbox"/> Building / property owner	<input type="checkbox"/> ATC
<input type="checkbox"/> Municipal permission	<input type="checkbox"/> FISO
<input type="checkbox"/> Natura2000	<input type="checkbox"/> Other:
<input type="checkbox"/> Military training areas	<input type="checkbox"/> Other:

Notes:

If the operation is within controlled airspace, coordinate with ATC and implement the necessary procedures and communications for obtaining clearances and instructions

Special measures

<input type="checkbox"/> Increased insurance, amount: €	<input type="checkbox"/> Cordon required
<input type="checkbox"/> Additional observer	<input type="checkbox"/> Other:
<input type="checkbox"/> Additional security	<input type="checkbox"/> Other:
<input type="checkbox"/> Road closures	<input type="checkbox"/> Other:

Terrain

<input type="checkbox"/> Flat	<input type="checkbox"/> City
<input type="checkbox"/> Forest	<input type="checkbox"/> Residential
<input type="checkbox"/> Mountainous	<input type="checkbox"/> Water
<input type="checkbox"/> Farm	<input type="checkbox"/> Other:

Notes:

Sensitivities

<input type="checkbox"/> Nature reserve	<input type="checkbox"/> Festival
<input type="checkbox"/> By laws	<input type="checkbox"/> Other:
<input type="checkbox"/> Recreational area	<input type="checkbox"/> Other:

Notes:

People

<input type="checkbox"/> School	<input type="checkbox"/> Bridle path
<input type="checkbox"/> Public area	<input type="checkbox"/> Other:
<input type="checkbox"/> Public footpath	<input type="checkbox"/> Other:

Notes:

Animals

<input type="checkbox"/> Pets	<input type="checkbox"/> Wildlife:
<input type="checkbox"/> Livestock	<input type="checkbox"/> Other:
<input type="checkbox"/> Bird life	<input type="checkbox"/> Other:

Airspace

Is the airspace outside of any no-fly zones?

Airspace class		Upper limit	
Nearest aerodrome		Distance	

Notes:

Adjust geofencing if required to ensure separation between the operational volume and any no-fly zones

Surrounding airspace

Check for nearby no-fly zones

Type						
Name						
Distance (km)						
Frequency						
Phone						

Type is usually: CTR / ATZ TRA / TSA EHD / EHR / EHP GLV Glider / Microlight / Hangglider site

Low flying areas or routes

Name		Frequency	
Distance (nm)		Phone	

Notes:

NOTAMS

The PIC checked NOTAMS: If any applicable, see below:

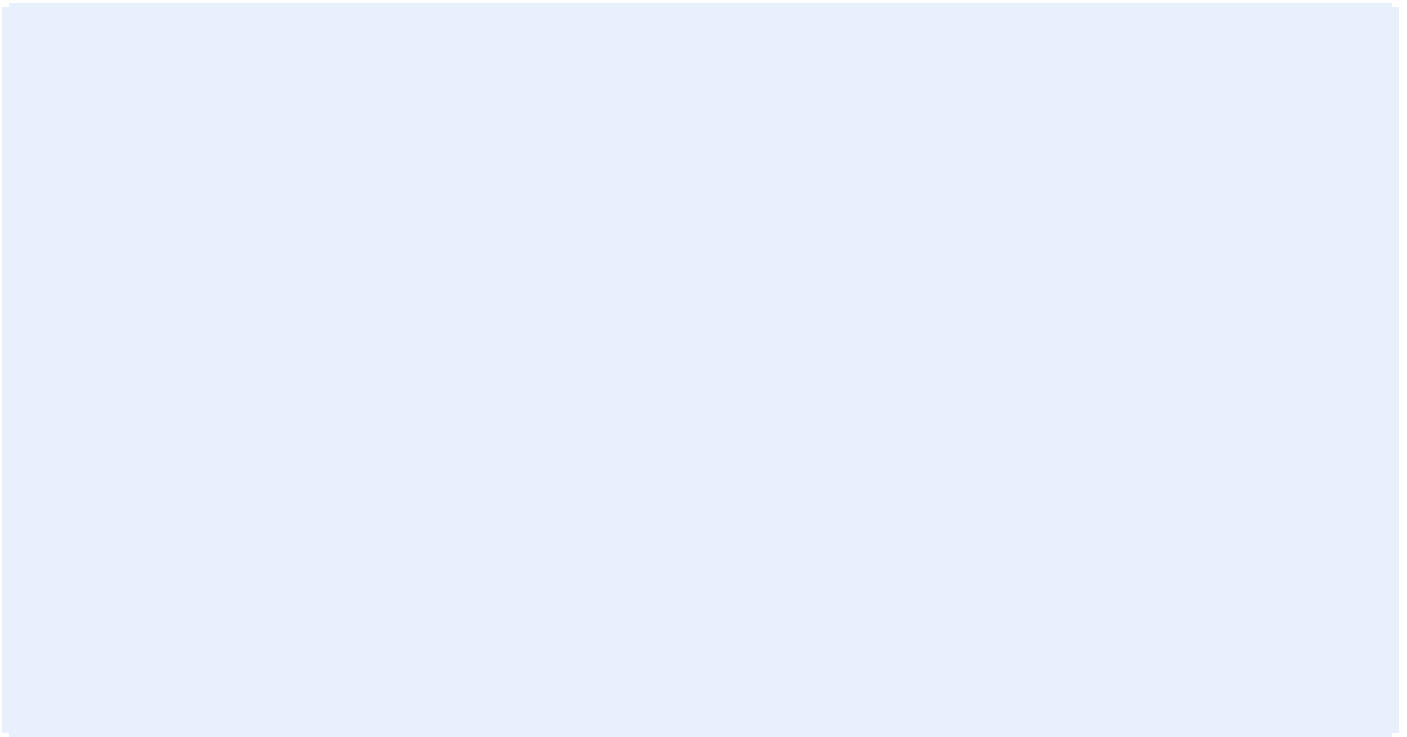
Applicable NOTAMS:

AIPS and AICS

The PIC checked AIPs and AICs: If any applicable, see below:

Applicable AIPs and AICs:

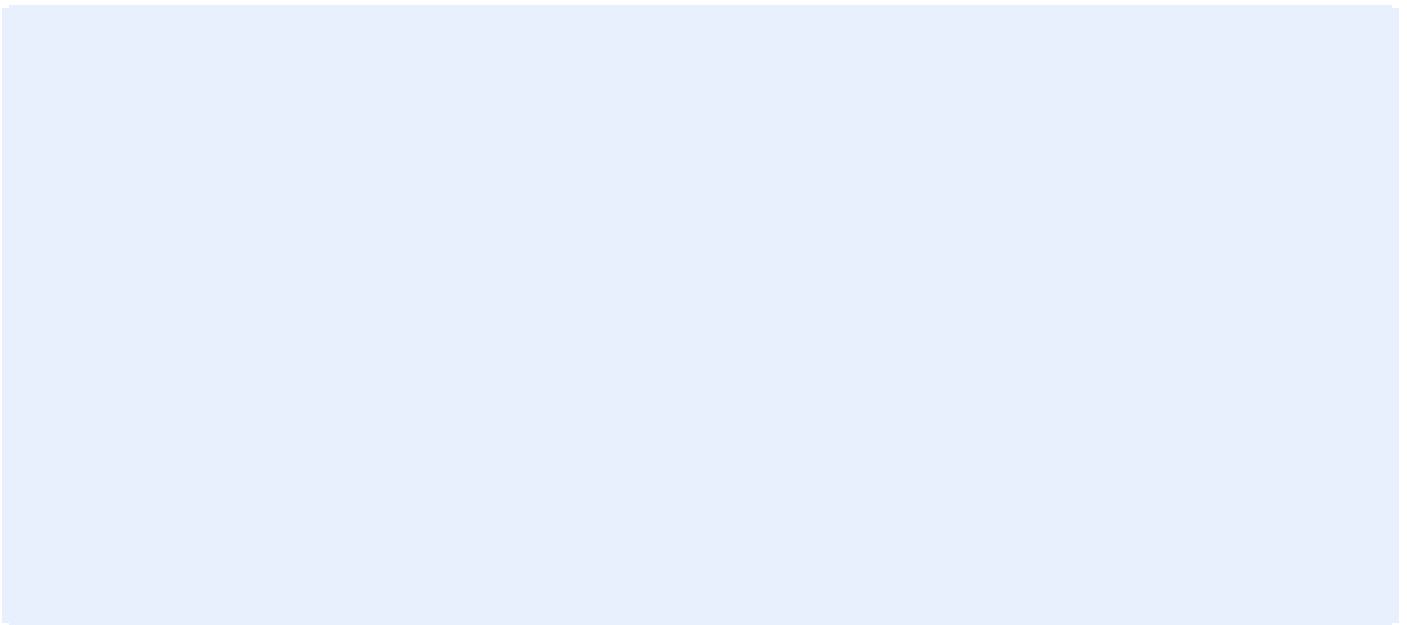
Weather



Observations:

Identify whether the wind speed and/or direction may be affected by topography or by obstacles in the operational volume

KP index



Observations:

Operational volume

Define:

Operational volume

Contingency volume

Ground risk buffer

Are the above suitable for the operation?

Observations:

Implement the necessary measures to comply with the applicable limitations for the operation:

Operational volume

Contingency volume

Ground risk buffer

Identify any obstacles that could hinder the intended operation

Risk assessment

Probability	5. Frequent	5A	5B	5C	5D	5E
	4. Occasional	4A	4B	4C	4D	4E
	3. Remote	3A	3B	3C	3D	3E
	2. Improbable	2A	2B	2C	2D	2E
	1. Extremely improbable	1A	1B	1C	1D	1E
		A. Catastrophic	B. Hazardous	C. Major	D. Minor	E. Negligible

Severity

LOW	Acceptable. No further mitigation required
MEDIUM	Acceptable based on risk mitigation. Take reasonable steps to mitigate the risk
EXTREME	Unacceptable under the existing circumstances. Take immediate action to mitigate the risk

Probability of occurrence

Definition	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely, but possible to occur (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

Severity of occurrence

Definition	Meaning	Value
Catastrophic	<ul style="list-style-type: none"> ➤ Equipment destroyed ➤ Multiple deaths 	A
Hazardous	<ul style="list-style-type: none"> ➤ A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely ➤ Serious injury ➤ Major equipment damage 	B
Major	<ul style="list-style-type: none"> ➤ A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency ➤ Serious incident ➤ Injury to persons 	C
Minor	<ul style="list-style-type: none"> ➤ Nuisance ➤ Operating limitations ➤ Use of emergency procedures ➤ Minor incident 	D
Negligible	<ul style="list-style-type: none"> ➤ Little consequences 	E

No Mitigations Necessary			Minor Mitigations necessary				Serious Mitigations necessary		
1E 1D 1C 1B 2E 2D 3E			1A 2C 2B 2A 3D 3C 3B 4E 4D 4C 5E 5D				3A 4B 4A 5C 5B 5A		

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
1							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
2							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
3							

Notes:

No Mitigations Necessary			Minor Mitigations necessary				Serious Mitigations necessary		
1E 1D 1C 1B 2E 2D 3E			1A 2C 2B 2A 3D 3C 3B 4E 4D 4C 5E 5D				3A 4B 4A 5C 5B 5A		

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
4							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
5							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
6							

Notes:

No Mitigations Necessary			Minor Mitigations necessary				Serious Mitigations necessary		
1E 1D 1C 1B 2E 2D 3E			1A 2C 2B 2A 3D 3C 3B 4E 4D 4C 5E 5D				3A 4B 4A 5C 5B 5A		

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
7							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
8							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
9							

Notes:

No Mitigations Necessary			Minor Mitigations necessary				Serious Mitigations necessary		
1E 1D 1C 1B 2E 2D 3E			1A 2C 2B 2A 3D 3C 3B 4E 4D 4C 5E 5D				3A 4B 4A 5C 5B 5A		

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
10							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
11							

Notes:

On Site

No.	Hazard	Risk	Probability	Severity	Mitigation	New Probability	New Severity
12							

Notes: