Drone Flight Checklist and Log

What this form is for: This form is to be completed by everyone who pilots a drone on College business.

Instructions: Complete this form for every drone flight conducted on College business.

Retention: This form is to be stored by the drone pilot or by the administration of the drone pilot's College department for 24 months.

DRONE FLIGHT LOG	
date (YYYY/MM/DD)	
pilot	
crew members	
start time (24-hour clock)	
end time (24-hour clock)	
flight duration (X h X m)	
flight log file number	
pilot's signature attesting to the veracity and completeness of this form	

DRONE FLIGHT CHECKLIST		
AUTHORIZATIONS	**PILOT'S INITIALS (OR WRITE "N/A")**	
CLC member		
Occ. Health and Safety	*if flying inside a College building*	
landowners		
advanced drone pilot cert.	*if flying within 100 feet (30 metres) but not less than 16.4 feet (5 metres) of a bystander; within three nautical miles (5.6 kilometres) of an airport or one nautical mile (1.9 kilometres) of a heliport; or in controlled airspace*	
special flight ops. cert.	*if flying above maximum height [CAR 901.25]*	
airport or heliport procedure	*if flying within three nautical miles (5.6 kilometres) of an airport or one nautical mile (1.9 kilometres) of a heliport*	
NAV CANADA	*if flying in controlled airspace* RPAS Flight Authorization Request Number: _____	

Related policy: Flying a Drone Standard Operating Procedure   Form last updated: January 17, 2020

EQUIPMENT	PILOT'S INITIALS (OR WRITE "N/A")	
drone	The drone complies with SOP s 1, is serviceable, has been maintained in accordance with the manufacturer's instructions, and has enough fuel or energy to safely complete the flight.	
other equipment	All equipment to be used with the drone is installed, serviceable, fully charged, and updated. Possible equipment: laptop, two-way radios, cell phones, GPS, cords, chargers, batteries, spare parts, fire extinguisher, first aid kit, safety vests.	
documents	Documents listed in SOP s 4 are immediately available to the pilot and crew.	
PILOT AND CREW	**PILOT'S INITIALS (OR WRITE "N/A")**	
fitness	The pilot and crew are fit according to SOP s 5.	
crew instructions	All crew members have been instructed as to: • flight path, duration, take-off / landing sites, site survey details • their duties (recorded next to their names above) • how to communicate with each other during the operation • the location and use of emergency equipment • the normal operating procedures and emergency procedures • NOTAMs from NAV CANADA, if applicable	
SITE SURVEY [CAR 901.27, 901.33]	**PILOT'S INITIALS (OR WRITE "N/A")**	
site address, legal land description or GPS coordinates		
site map	An aerial view of the site is attached.	
site survey	The following have been determined: • the boundaries of the area of operation • the type of airspace and the applicable regulatory requirements • the altitudes and routes to be used on the approach to and departure from the area of operation • the proximity of manned aircraft operations • the proximity of aerodromes, airports and helicopters • the location and height of obstacles, including wires, masts, buildings, cell phone towers and wind turbines • the predominant weather and environmental conditions for the area of operation • the horizontal distances from persons not involved in the operation • the maximum distance from the pilot that the drone can travel without endangering aviation safety or the safety of any person	
site suitability	The site is suitable for the intended operation. There is no likelihood of collision with another aircraft, person or obstacle. Weather conditions such as precipitation, temperature, and wind speed are appropriate.	

PHONE NUMBERS		
local air traffic control	NAV CANADA area control centre	NAV CANADA flight info region

REQUIRED NOTES
Record the details of any mandatory action, maintenance action, modification, repair, incident or accident in accordance with CAR ss 901.48 and 901.49 here.

NOTES