Last Update: 3 May 2018

Owner: Health, Wellbeing and Safety (HR)

To be completed by the Operator to document details of the flight and that responsibilities have been fulfilled. This checklist along with any required documents must be submitted to the Deakin Project Supervisor prior to RPA operation.

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| **Operation details** |
| **1. Project Title:**  |
| **2. Project Supervisor:**  |
| **3. Brief Overview of RPA operations (max. 4 lines):**  |
| **4. RPA Operational Team & roles** (RPA Operator, Ground Crew, etc.):  |
| **5. Date range of operations:**  |
| **6. RPA total weight (incl. payload):**  |
| **7. Operation is classified as Excluded because**: * Micro RPA (less than 100g) *under SOC*
* Very Small RPA (100 Kg to 2 kg) *under SOC*
* Small RPA (less than 25 kg) on your own private land *under SOC*
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| **Site selection and flight conditions** |
| **8. Location of operations** (Include a map with RPA flight area marked)**:**  |
| **9. Permission has been granted by land-owner or manager** | **Y/N/NA** |
| **10. Site selection and flight conditions meet CASA flight requirements (dot points below)** | **Y/N** |
| * A 30m separation zone will be maintained from vehicles, boats, buildings and people not directly involved in the flight operation at all times
* Operation will be conducted in weather that is appropriate to the operator’s experience and training *(Consider- temperature, wind direction, wind strength, impact on battery life (cold battery, flying into wind), aircraft wind limit, Fire ban)*
* Natural obstructions and infrastructure do not present a hazard *(Consider buildings, trees, towers, etc.)*
* Visual line of sight (VLOS) can be maintained at all times *(Note: First Person Viewing (FPV) is not classed as VLOS, and use of goggles is illegal as you are not able to see the airframe)*
* Flight path is not over populous area *(Consider risk to people and property in the event of a crash, or any object falling from the aircraft during flight)*
* Suitable take-off and landing areas (including alternate landing area) are clear of obstructions
* Operation does not take place in any Restricted or Prohibited Airspace
* Nearest airfield is far enough to meet the requirements of AC 101-01
* You do not operate within a 5.5km (3NM) of a controlled aerodrome – one with an operating control tower.
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| **11. Operator must be sufficiently trained to fly the RPA for the planned flight, and under foreseeable conditions - provide details of experience & training below** | **Y/N** |
| * Approx. no. of hours operating this or similar RPA =
* Provide any detail of operations during varied conditions (e.g. strong winds), emergencies or system malfunction
* When was most recent operation of a similar RPA?
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| **12. A safety briefing will be provided by the Operator that clearly defines the roles and responsibilities of all involved**  | **Y** |
| **13. Operation will not breach Deakin Privacy Policy**  | **Y** |
| **14. Operation will not cause significant environmental impact**  | **Y** |
| **15. Are there any other foreseeable hazards that will be encountered during the operation? What controls will be in place to minimise risk?** (Add dot points with details and any control measures in place) |
| **15. What are the emergency response plans in place?*** Nearest hospital-
* Trained first aid officers-
* First aid kit on hand-
* Other-
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