Last Update: 3 May 2018

Owner: Health, Wellbeing and Safety (HR)

To be completed by the Deakin Work Supervisor to document that responsibilities have been fulfilled. This checklist along with required documents must be submitted to the Deakin Work Supervisor prior to operation.

|  |  |  |
| --- | --- | --- |
| **1** | **Deakin Work Supervisor:** |  |
| **2** | **Date(s) of flight(s):** |  |
| **3** | **Location of operation:** |  |
| **4a** | **Company holding governing ReOC:** |  |
| **4b** | **Chief Controller Name:** |  |
| **5a** | **RPA Operator organisation:** |  |
| **5b** | **RPA Operator name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Check when complete** | **Item detail** | **Requirement** |
| **1** |  | Operator’s company holds or is covered by an RPA Operator’s Certificate (check [CASA register](http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_100959)). | **ReOC Number: \_\_\_\_\_\_\_\_\_\_\_**  **Obtain copy of certificate** |
| **2** |  | RPA operator holds a Remote Pilot Licence. | **Obtain copy of certificate** |
| **3** |  | Operator holds current public liability insurance of $10 million. | **Obtain copy of certificate** |
| **4** |  | Site selection:  Line of sight can be maintained at all times  30m clearance zone will be maintained  Flight path is not over populous area  Nearest airfield is more than 6km away. | **Site meets CASA flight requirements** |
| **5** |  | Permission has been granted by land-owner or manager, if required. | **Obtain written permission** |
| **6** |  | Operator will complete a risk assessment for the planned flight. | **Obtain copy of assessment** |
| **7** |  | Operator will provide a safety briefing that clearly defines the roles and responsibilities of all involved. | **Activity will be stated on risk assessment** |
| **8** |  | Operator has obtained approvals for constrained flight operations, where required.1 | **Obtain a copy of approval document** |

1 Constrained flights do not meet site selection rules and require area approval from CASA

(See: [Operations that require permissions, area approvals or approval](https://www.casa.gov.au/aircraft/standard-page/commercial-unmanned-flight-gaining-your-remotely-piloted-aircraft-pilot))