**Deakin University Flight Risk Assessment and Authorization Form**

Last Update: 3 May 2018

Owner: Health, Wellbeing and Safety (HR)

**Instructions: Please complete all sections of the form and submit to the Chief Remote Pilot for review and authorization.**

**General**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Client** | **Day** | **Pilot in Command** |
|  |  |  |  |

**RPAS**

|  |  |  |  |
| --- | --- | --- | --- |
| **RPAS Type** | **RPAS Name** | **Payload** | **Flying Weight** |
|  |  |  |  |

**Aviation Maps and Information**

|  |  |
| --- | --- |
| **Nearest Registered Aerodrome** |  |
| **CTAF Frequency** |  |
| **Is the flight window < 3Nm from Aerodrome?** |  |
| **Is the flight window in Restricted or Prohibited Airspace?** |  |
| **Additional Notes** | |
|  | |

**Aviation Forecast**

|  |  |
| --- | --- |
| **Best Weather Source** |  |
| **AWIS/AWIB Information** |  |
| **Weather Forecast** | |
|  | |

**Site Assessment**

|  |
| --- |
| **Description** |
|  |

**Flight Operation**

|  |
| --- |
| **Description** |
|  |

**Additional Notes and Requirements Imposed by the Chief Remote Pilot**

**(Chief Remote Pilot to Complete)**

|  |
| --- |
| **Weather Restrictions** |
|  |
| **Operational Restrictions** |
|  |

**Authorisation**

|  |  |
| --- | --- |
| **Flight Approved?** |  |
| **Approval Number** |  |
| **Chief Remote Pilot Signature** |  |
| **Date** |  |

**Deakin University Flight Authorization Form**

|  |  |  |
| --- | --- | --- |
| **Task:** | | |
| Date | Location | RPAS System |
|  |  |  |
| **Task Description:** | | |
|  | | |
| **Remote Pilot** | **2nd Remote Pilot (if possible)** | **Observer / Crew** |
|  |  |  |

|  |  |
| --- | --- |
| **Operation details:** | |
|  | |
| **Local Area Frequencies** |  |
| **Notes (special operational procedures, permissions, etc.)** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **Emergency Contact Numbers** | | |
| Emergency Services:  000 | Hospital: | CASA Immediately Reportable Matter: 1800 011 034 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Flight Authorisation Number:** | |  | |
| Chief Remote Pilot: |  | Date |  |
| Remote Pilot in Command: |  | Date |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company | |  | | | Date |  | |
| Task  Filming | | Location – specific details required | | | Check the following and address as needed | | |
|  | | |
| ✓Sketch, map or photo of area (if necessary) | | | | | Maps and charts available and checked | |  |
| Weather, within limits for RPA and operation | |  |
| Airspace classification and requirements | |  |
| NOTAMs | |  |
| Possibility of public moving into area | |  |
| Footpath/right of way | |  |
| Landing area including alternate | |  |
| Ability to maintain 30M of public | |  |
| Obstructions (buildings, trees)  (‘Return to Home’ height setting) | |  |
| Possible interference (Powerlines/antennas) | |  |
| Ability to maintain visual line of sight | |  |
| Remote Pilot’s ability matches location/task | |  |
| Permission of any landowners | |  |
| Privacy | |  |
| Local restrictions/by laws | |  |
| Signage placement | |  |
| Jobs specific threat and error management | |  |
|  | |  |
| Remote Pilot |  | | Signature |  |  | |  |
| Crew |  | | | |  | |  |
| Comments: | | | | | | | |

**Deakin University Hazard Assessment Form**

**Deakin University Risk Control Worksheet**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk No/ ID | Strategic Theme (e.g. operational, legal, financial, resource etc.) | The Risk What can happen and How it can happen | The Consequence | Existing Controls Description and Adequacy (only controls that are currently in place) | Risk Rating | | | Additional Risk Treatment Strategies (to be implemented to reduce the risk rating to an acceptable level) | Risk Rating after controls | | |
|
| L (a) | C (b) | R (a+b) | L (a) | C (b) | R (a+b) |
| 01 |  |  |  |  |  |  |  |  |  |  |  |
| 02 |  |  |  |  |  |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |  |  |  |  |  |
| 04 |  |  |  |  |  |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |  |  |  |  |  |