**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 |  |
| TaskFilming | 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 RiskWhat can happen and How it can happen | The Consequence | Existing ControlsDescription 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 |  |  |  |  |  |  |  |  |  |  |  |