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| **Complete Prior to Mission Operations**  **Mission Pre-planning (at least 7 days prior)**   |  |  | | --- | --- | |  | 1. Evaluate Mission Requirements | |  | 2. Check Airspace Access | |  | 3. Check land access | |  | 4. Obtain necessary permits | |  | 5. File LAANC Manual Authorization (if necessary) | |  | **6. Develop Mission Plan and Risk Analysis** | |  | **7. Prepare Field Safety Plan and Checklist** | |  | **8. \*File UC Drones Flight Request** |   **Mission Preparation (at 24 hours prior)**   |  |  |  |  | | --- | --- | --- | --- | | **\*Review Mission Plan** | New | Revised | No Change | | **\*Review Risk Analysis** |  | | | | Weather Report |  | | | | **\*Field Safety Checklist** |  | | | | **\*sUAS Checklist** |  | | | | **\*Payload Checklist** |  | | | | Simulated Flight Time |  | | | | Batteries Charged | |  |  | | --- | --- | | Battery # | Voltage | |  |  | |  |  | |  |  | |  |  | |  |  | | | |   *File LAANC Airspace Authorization (if necessary)*  **Mission Pre-Departure**   |  |  | | --- | --- | |  | 1. Review Airspace | |  | 2. \***Brief Mission Operations with Crew** | |  | 2a. Mission Goals | |  | 2b. Flight Plan | |  | 2c. Site Evaluation | |  | 2d. Crew Responsibilities | |  | 2e. Go/No-Go Conditions | |  | 3. Review sUAS Status | |  | 4. Review Payload/SD Card Status | |  | 5. Print Mission Critical Documentation | |  | 6. Print Weather Report | |  | **7. \*Conduct Mission Travel Checklist** | | **Complete During Mission Operations**  **On-Site Setup**   |  |  | | --- | --- | |  | **1. \*Brief Flight Plan with Crew** | |  | 1a. Flight Plan | |  | 1b. Crew Responsibilities | |  | 1c. Communication Plan | |  | 1d. Contingency Plans | |  | 1e. Air Traffic Conditions | |  | 1f. Abort Conditions | |  | 2. Area is clear and secure | |  | 2a. Validate takeoff/landing sites and ensure they are free of obstacles and marked for safety | |  | 2b. Identify emergency landing sites, and ensure they are free of obstacles and marked for safety | |  | 2c. Ensure Area is clear of nonparticipating persons | |  | 3. Review Weather Conditions | |  | 3a. Wind speed within operational limits | |  | 3b. Weather conditions within operational limits | |  | **4. \*SUAS/Payload Set-up Checklist** |   **\*Pre-Flight Checklist**   |  |  | | --- | --- | |  | All sUAS systems Operational | |  | All crew in position and ready | |  | Surrounding area and airspace clear |   *Clear for Launch*  **\*Landing Checklist**   |  |  | | --- | --- | |  | SUAS in position | |  | Landing Location is free of obstacles | |  | All crew in position and ready |   *Initiate Landing Sequence*  **Post-Flight Checklist**   |  |  | | --- | --- | |  | **\*Document Flight Results** | |  | Remove battery/fuel | |  | **\*sUAS Post-Flight Inspection** | |  | **\*Payload Data Checklist** | |
| **Post Mission Procedures**   |  |  | | --- | --- | |  | **\*SUAS/Payload Cleanup Checklist** | |  | **\*Review all mission documentation and fill in any missing items** | |  | Secure mission data | |  | **\*Conduct Mission Cleanup Checklist** | |  | **\*Document all necessary maintenance** | |  | **File UC Drone Post-Flight Report** | | |

**\* refers to external documentation**