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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**