

## Application for Unmanned Aircraft System Operations Manual Template

The following table provides an outline of the sort of areas and details that an operator should consider including in a UAS Operations Manual to provide all the information and instructions necessary to enable the operating staff to perform their duties safely and effectively. The template is not exhaustive and may be adjusted as necessary to suit the particular arrangements of an individual operator.

<b>Section</b>		
<b>Part A</b>		
	<b>Introduction</b>	
1	Contents	Brief list of OM contents
2	Introductory Statement including outline of operations	Include statement of compliance with any permission or exemptions and the requirements that operational instructions contained within the OM are to be adhered to by all personnel involved in the operation.
3	Definitions	Include any common acronyms if necessary
4	Document control and amendment process	To ensure the OM remains in date that different versions are not being used. Amendments should be sent to the CAD. Suggest including a version number and date on the cover of the OM
	<b>Organisation</b>	
5	Structure of Organisation and management lines	Organogram and brief description.
6	Nominated personnel	As appropriate e.g. Operations Manager, Technical Manager, Chief Pilot, Other pilots.
7	Responsibility and duties of support personnel in the operation of the UAS	Article 32 of the AN(HK)O 1995 may provide some useful text for this section as determined by the operator despite relevance to manned aircraft.
8	Responsibility and duties of support personnel in the operation of the UAS	Operator may use an assistant to help with the operation of the aircraft. Give brief description of this person's responsibilities and duties.
9	Brief technical description of the UAS and roles	Full technical description can be in technical manual or added as an Appendix.
10	Area of operation	Geographic scope etc. Likely operating areas – e.g. building sites, open countryside, roads etc.
11	Operating limitations and conditions	Minimum and maximum operating conditions of and CAD permissions and

		exemptions.
	<b>Operational Control</b>	
12	Supervision of UAS operations	A description of any system to supervise the operations of the operator.
13	Accident prevention and Flight Safety programme	Include any reporting requirements
14	Flight team composition	Make up of the flight team depending on type of operation, complexity, type of UAS
15	Operation of multiple types of UAS	Any limitations considered appropriate to the numbers and types of UAS that a pilot may operate if appropriate.
16	Qualification requirements	Details of any qualification, experience or training necessary for the pilot or support crew for the types of UAS and the roles employed by the operator.
17	Crew health	A statement and any guidance to ensure that the crew are appropriately fit before conducting any operations.
18	Logs and records	Requirements for logs and records of flights for the UAS and by the pilots
<b>Part B</b>		
	<b>Operating Procedures</b>	
<b>1</b>	<b>Flight planning/preparation</b>	
1.1	Determination of the intended tasks and feasibility	
1.2	Operation site location and assessment	<ul style="list-style-type: none"> <li>a) the type of airspace and specific provisions</li> <li>b) other aircraft operations in the operating sites</li> <li>c) hazards associated with industrial sites or such activities as live firing, gas high tension cables, high-intensity radio transmissions</li> <li>d) local by-laws such as countryside parks</li> <li>e) obstructions (wires, masts, buildings etc.)</li> <li>f) extraordinary restrictions such as segregated airspace around prisons etc.</li> <li>g) habitation and recreational activities</li> <li>h) public access</li> <li>i) permission from land/property owner</li> <li>j) likely operating site and alternative site</li> <li>k) weather conditions for the planned</li> </ul>

		event
1.3	Risk management	Identification of the hazards, risk assessment, mitigating procedures
1.4	Communications	Contact number of ATC
1.5	Pre-notification	Contact details should be obtained and notification of the intended operation should be provided prior to take-off.  It may be necessary to inform the local police of the intended operation to avoid interruption or concerns from the public.
1.6	Site permission	Land/property owner's permission required
1.7	Weather	Methods of obtaining weather forecasts. Consideration for UAS limitations.
1.8	Preparation and serviceability of equipment and UAS	Pre-use checks and maintenance
<b>2</b>	<b>On site procedures and Pre-flight checks</b>	
2.1	Site survey	Visual check of operating area and identification of hazards
2.2	Selection of operating area and alternate	Size, shape, surrounds, surface, slope. Landing zone for automatic home return should be identified and kept clear.
2.4	Cordon procedure	Adherence of separation criteria
2.5	Communications	Local and with other operators if appropriate
2.6	Weather checks	Limitations and operating considerations
2.7	Refueling	Or charging/changing batteries
2.8	Loading of equipment	Security
2.9	Preparation and correct assembly of the UAS	In accordance with the manufacturer's instructions.
2.10	Pre-flight checks of UAS and equipment	May be covered in other technical manuals.
<b>3</b>	<b>Flight procedures</b>	These procedures may be contained in the operator's manual or equivalent but should cover all necessary matters including safety.
3.1	Start	
3.2	Take-off	
3.3	In flight	
3.4	Landing	
3.5	Shutdown	
<b>4.</b>	<b>Emergency Procedures</b>	
4.1	Appropriate to the UAS and control system	Should consider all those events that might cause the flight of the UAS to fail or be terminated. Security or radio control links and provision for flight termination in the event of any critical system failure should be

		considered.
4.2	Fire	Risk and preventive measures should be considered relevant to the type of UAS power sources and fuel.
4.3	Accidents	Considerations, responses etc.
4.4	Loss of control data link	
<b>Part C</b>		
<b>Training</b>		
1	Details of operator training programme	Training and checking requirements for pilots and support crew as determined by the operator to cover initial, refresher and conversion syllabi.
<b>Part D</b>		
<b>Appendices</b>		
1	Copy of CAD Exemptions and Permissions	This will provide immediate reference to the conditions under which the operations are to be conducted when applicable
2	Other documents	As considered necessary