

## **Pre-Flight UAS Checklist**

It is suggested that all documentation required in hard copy is stored in a binder with an outward-facing title.

### **HSU Requirements**

\_\_\_ The UAS committee has reviewed and approved the proposed flights per the Humboldt State University Policy on the Use of Unmanned Aircraft Systems (UAS).

\_\_\_ All participants have completed HSU pre-operation UAS training.

\_\_\_ Pilot training has been completed to the standards defined in the Pilot Operating Handbook (POH) and a flight log of pilot's flight time, takeoffs and landings is up to date in accordance with COA FLIGHT STANDARDS SPECIAL PROVISIONS.

### **FAA Requirements**

#### **(A, General):**

\_\_\_ Hard copy of Certificate of Waiver or Authorization (2015-WSA-230-COA, effective 04/09/2016 through 04/08/2018) and all operating documents are on hand and available to pilot.

\_\_\_ Hard copy of HSU Approval Letter is on hand and available to pilot.

#### **(B, Airworthiness):**

\_\_\_ It is the pilot's responsibility to document that the aircraft is airworthy and any changes in hardware and/or software to aircraft or ground control station have been documented with the UAS Integration Office.

\_\_\_ It is the pilot's responsibility to document any changes, including payloads, to the unmanned aircraft and/or ground control station logbook. Changes to payload include any changes that result in a weight and balance change, electrical loads, or flight dynamics.

\_\_\_ It is the pilot's responsibility to confirm that the ground control station is operating within unlicensed ISM frequencies.

#### **(C, Safety of Flight):**

\_\_\_ Aircraft is registered.

#### **(D, Reporting Requirements):**

\_\_\_ The most recent UAS monthly report has been submitted to FAA (<mailto:9-AJV-115-UASOrganization@faa.gov>), by Office of Research, per guidelines in document "HSU UAS reporting requirements."

**(E, Notice to Airmen, NOTAM):**

\_\_\_ Pilot is aware that a NOTAM must be issued not more than 72 hours but not less than 24 hours prior to operation as per COA 2015-WSA-230-COA.

**24-48 Hour Pre-Flight UAS Checklist:**

\_\_\_ Pilot will e-mail copy of NOTAM to Dean of Research or designee.

**48 Hour Post-Flight UAS Checklist:**

\_\_\_ Pilot will complete each Post-Flight UAS Report and submit to Office of Research, which will use the reports to prepare the UAS monthly report to the FAA. **Every flight must be reported in a timely manner. Please contact the Office of Research at 826-5165 if you cannot complete the report within 48 hours.**

\_\_\_ The Post-Flight UAS Report will open the first of the month and close the end of the month. The Office of Research will submit the monthly report by the 7<sup>th</sup> of the following month.