

# Operations Manual Title

[COMPANY LOGO]



[Insert Company Logo or illustration here]  
Template source: openai.com (DALL E 2)

Operational Scope	....
Applies to	....
Valid from	Date (DD Month YYYY, e.g. 01 January 2021)
Version / Revision	ISS 01 / REV 00

Operator Name	....
e-ID	....
Address	....
Distribution	Internal / External / Confidential

## **FOCA Disclaimer (to be removed before application)**

This document is a template to guide applicants in providing the necessary information related to applications for an operational authorization and get started with the application process. The proposed structure is not prescriptive, as there is not a “one size fits all” approach, therefore:

- 1. This Operations Manual is a template only and should be tailored to the desired operation.**
- 2. This Operations Manual is a template only and cannot be used as such for UAS operations!**

Please refer to FOCA-UAS-GM-OM for detailed guidance, instructions and examples.

*Note: Text in blue is sample text, to be replaced with actual applicant's adapted content.*

## Document Control

### Log of Revision (LoR)

LoR ISS 1 / REV 0 / dd.mm.20XX

Date	Issue	Revision	Highlight of Revision / Description of the change	Amended by	Signed by
dd.mm.yyyy	1	0	First Issue	Name of the person carrying out the amendment/ revision/ issue number	Signature of person carrying out the amendment/ revision/ issue number

### List of Effective Chapters (LoEC)

LoEC ISS 1 / REV 0 / dd.mm.20XX

LoR	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.3.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7	ISS 1 / REV 0 / dd.mm.20XX
LoEC	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.3.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1	ISS 1 / REV 0 / dd.mm.20XX
LoA	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.3.3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.1	ISS 1 / REV 0 / dd.mm.20XX
LoR	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.3.4	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.2	ISS 1 / REV 0 / dd.mm.20XX
ToC	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.3.5	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.3	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.4	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.4	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 2.5	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.5	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.6	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1.3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 3.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.7	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1.4	ISS 1 / REV 0 / dd.mm.20XX	Ch. 3.1.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.8	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1.4.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 3.1.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 7.1.9	ISS 1 / REV 0 / dd.mm.20XX
Ch. 1.4.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 3.2	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.4.3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 3.3	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.4.4	ISS 1 / REV 0 / dd.mm.20XX	Ch. 4	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.5	ISS 1 / REV 0 / dd.mm.20XX	Ch. 4.1	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.6	ISS 1 / REV 0 / dd.mm.20XX	Ch. 4.2	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.7	ISS 1 / REV 0 / dd.mm.20XX	Ch. 4.2.1	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.8	ISS 1 / REV 0 / dd.mm.20XX	Ch. 4.2.2	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.8.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 4.3	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.8.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.8.3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.1	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.8.4	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.2	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.9	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.3	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.9.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 1.9.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4.1	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4.2	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4.3	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4.4	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.1	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4.5	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.2	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.4.6	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 5.5	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.4	ISS 1 / REV 0 / dd.mm.20XX	Ch. 6	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.5	ISS 1 / REV 0 / dd.mm.20XX	Ch. 6.1	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.6	ISS 1 / REV 0 / dd.mm.20XX	Ch. 6.2	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.2.7	ISS 1 / REV 0 / dd.mm.20XX	Ch. 6.3	ISS 1 / REV 0 / dd.mm.20XX		
Ch. 2.3	ISS 1 / REV 0 / dd.mm.20XX	Ch. 6.4	ISS 1 / REV 0 / dd.mm.20XX		

## List of Abbreviations

LoA ISS 1 / REV 0 / dd.mm.20XX

Acronym	Term	Definition	Source
AGL	Above Ground Level		
AMSL	Above Mean Sea Level		
AO	Airspace Observer		
ARC	Air Risk Class		
ATC	Air Traffic Control		
BVLOS	Beyond Visual Line of Sight		
COTS	Commercial off-the-shelf		
DABS	Daily Airspace Bulletin Switzerland		
ESC	Electronic Speed Controller		
FTS	Flight Termination System		
GCS	Ground Control Station	Provides control inputs and display outputs to the pilot.	
HMI	Human Machine Interface	Interface between Human and Machine, in our case it includes displays and control inputs in the GCS	
HW	Hardware		
IMU	Inertial Measurement Unit		
LOS	Line-Of-Sight		
MTOM	Maximum Take-off Mass		
OM	Operation(s) Manual		
RC	Remote Control		
RP	Remote Pilot		
SMS	Safety Management System		
SOP	Standard Operating Procedures	Contain normal, contingency and emergency procedures	
UAS	Unmanned Aircraft System	Complete system including UA and its Ground Control Station	
VLOS	Visual Line of Sight		
VO	Visual Observer		
...			

## References

LoR ISS 1 / REV 0 / dd.mm.20XX

#	Title	Description	Issue / Revision Number
[1]			
[2]			

# Table of Contents (ToC)

ToC ISS 1 / REV 0 / dd.mm.20XX

- Document Control.....2**
  - Log of Revision (LoR).....2
  - List of Effective Chapters (LoEC) .....2
- List of Abbreviations .....1**
- References .....0**
- Table of Contents (ToC) .....1**
- 1 General Part (Part A) .....1**
  - 1.1 Introduction into the Operations Manual (OM) .....1
  - 1.2 Safety Statement.....1
  - 1.3 Security and Privacy Statement.....1
  - 1.4 Organisation and responsibilities.....1
    - 1.4.1 Structure / Organisation Chart.....1
    - 1.4.2 Training Responsibilities .....2
    - 1.4.3 Maintenance Responsibilities .....2
    - 1.4.4 Design Organisation (*if applicable*).....2
  - 1.5 Change Management.....2
  - 1.6 Documents Retention Periods.....2
  - 1.7 Document Distribution .....2
  - 1.8 Crew composition and qualifications requirements.....2
    - 1.8.1 Pilot / Flight Crew .....2
    - 1.8.2 Maintenance Personnel.....2
    - 1.8.3 Ground Staff.....3
    - 1.8.4 Training, Examination, and Supervision Personnel.....3
  - 1.9 Crew Health .....3
    - 1.9.1 Preventive Health Care .....3
    - 1.9.2 Flight Time Limitations .....3
- 2 Operational Procedures (Part B).....5**
  - 2.1 Normal Operating Strategy .....5
  - 2.2 Standard Operating Procedures.....5
    - 2.2.1 Mission Planning .....5
    - 2.2.2 General Briefing .....5
    - 2.2.3 Flight Preparation.....6
    - 2.2.4 Ground Procedures.....6
    - 2.2.5 Flight Procedures .....8

- 2.2.6 Use of external Services and Systems .....9
- 2.2.7 Debriefing.....9
- 2.3 Aircraft (UAS XYZ) type-specific procedures .....9
- 2.3.1 UAS XYZ General .....9
- 2.3.2 UAS XYZ Limitations.....9
- 2.3.3 UAS XYZ Normal Procedures .....10
- 2.3.4 UAS XYZ Abnormal Procedures.....10
- 2.3.5 UAS XYZ Emergency Procedures.....10
- 2.4 Emergency Response Plan .....10
- 2.5 Occurrence reporting Procedures.....11
- 2.5.1 Mandatory Reporting Procedure.....12
- 2.5.2 Voluntary Occurrence Reporting.....13
- 2.5.3 Internal Reporting.....13
- 3 Flight areas, Route Planning & Operating Limitations (Part C) .....14**
- 3.1 General operational conditions and limitations .....14
- 3.1.1 General Environmental Conditions .....14
- 3.1.2 General Technical Operational Limitations .....14
- 3.2 ConOps 1 / Flight Areas (Name of region) - Reference to application form part 1 .....14
- 3.3 ConOps 2 / Flight Areas (Name of region) - Reference to application form part 1 .....14
- 4 Training (Part D) .....15**
- 4.1 General .....15
- 4.2 Training Program(s) .....15
- 4.2.1 Initial Training and Qualification.....15
- 4.2.2 Recurrent and Refresher Training .....15
- 4.3 Training with flight simulation training devices (FSTDs).....15
- 5 Emergency Response Plan (Part E).....16**
- 5.1 Purpose of ERP .....16
- 5.2 Scope of ERP.....16
- 5.3 ERP Definitions .....16
- 5.4 ERP Procedures .....16
- 5.4.1 Emergency Situations .....16
- 5.4.2 Emergency Response Team .....16
- 5.4.3 Emergency Response Means .....16
- 5.4.4 Initial Emergency Response Guidelines and Procedures .....16
- 5.4.5 Initial Notification of an Emergency .....17
- 5.4.6 Occurrence Reporting .....17
- 5.5 Declaration and Signature .....17

- 6 Maintenance (Part M) .....18**
  - 6.1 General ..... 18
  - 6.2 Software Updates..... 18
  - 6.3 Maintenance UAS 1 ..... 18
  - 6.4 Maintenance UAS i..... 18
- 7 Technical Part UAS (Part T).....19**
  - 7.1 UAS Type ‘XYZ’ / Model’ABC’ ..... 19
    - 7.1.1 Airframe ..... 19
    - 7.1.2 Performance..... 19
    - 7.1.3 Avionics.....20
    - 7.1.4 Propulsion System .....20
    - 7.1.5 Fuel System (if applicable) .....20
    - 7.1.6 Electrical Power System.....21
    - 7.1.7 Safety Systems .....21
    - 7.1.8 Command Unit / Ground Control Station .....21
    - 7.1.9 Ground Support Equipment.....21
- Annexes.....22**
  - Simple Checklist Template A:.....22
  - Simple Checklist Template B:.....22
  - Challenge-Response Checklist Template A:.....22
  - Challenge-Response Checklist Template B:.....22
  - Mission Briefing Sheet – Template 1 .....23
  - Mission Briefing Sheet - Template 2.....23
  - Emergency Response Plan – Quick Reaction Sheet Template .....24

# 1 General Part (Part A)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 1.1 Introduction into the Operations Manual (OM)

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 1.2 Safety Statement

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 1.3 Security and Privacy Statement

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 1.4 Organisation and responsibilities

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

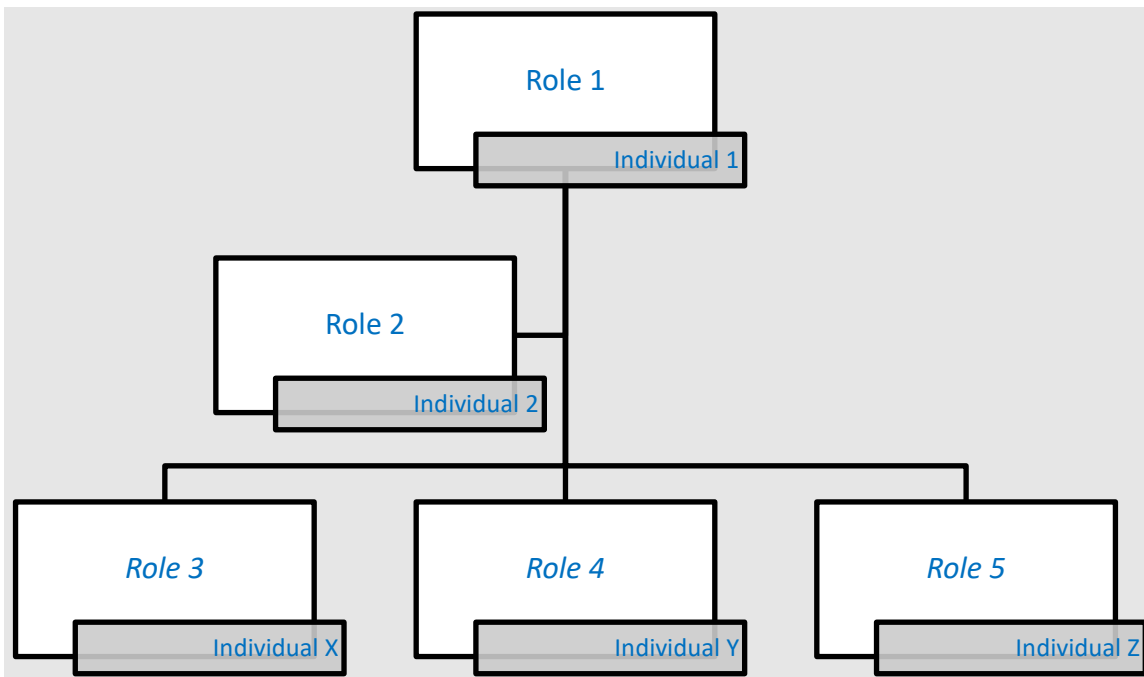
ISS 1 / REV 0 / dd.mm.20XX

...

### 1.4.1 Structure / Organisation Chart

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX



The duties of the individual responsible employees are described below.

Role	Individual responsible	Duties and Responsibilities
Role 1		Precise description of the duties and responsibilities
Role 2		Precise description of the duties and responsibilities
Role 3		Precise description of the duties and responsibilities
Role 4		Precise description of the duties and responsibilities



<i>Role 5</i>		<i>Precise description of the duties and responsibilities</i>
...		<i>Precise description of the duties and responsibilities</i>

**1.4.2 Training Responsibilities**

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

**1.4.3 Maintenance Responsibilities**

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

**1.4.4 Design Organisation (if applicable)**

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

**1.5 Change Management**

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

**1.6 Documents Retention Periods**

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

Document	Place of Storage	Minimum Storage Time	Responsibility
<b>Operations Manual, all revisions</b>	Top shelf of the main cabinet. Digital storage?	X years	Operations Manager

**1.7 Document Distribution**

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

**1.8 Crew composition and qualifications requirements**

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

**1.8.1 Pilot / Flight Crew**

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

Role	Training and Qualitification	Tasks, Duties and Responsibilities
Remote pilot, PIC (Pilot in Command):		
...		

**1.8.2 Maintenance Personnel**

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

Role	Training and Qualitification	Tasks, Duties and Responsibilities
Maintenance Manager		
Remote Pilot		
...		

### 1.8.3 Ground Staff

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

Role	Training and Qualitification	Tasks, Duties and Responsibilities
Assistant		
Payload Operator		
...		

### 1.8.4 Training, Examination, and Supervision Personnel

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

Role	Training and Qualitification	Tasks, Duties and Responsibilities
Training Manager		
Instructor		
...		

### 1.9 Crew Health

Ch. [Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

...

#### 1.9.1 Preventive Health Care

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

...

#### 1.9.2 Flight Time Limitations

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

### Definition of Terms

<b>Break</b>	«Break» means a period of time within a flight duty period, shorter than a rest period, counting as duty, and during which a crew member is free of all tasks.
<b>Duty</b>	«Duty» means any task that a crew member performs for the operator, including flight duty, administrative work, giving or receiving training, and checking, positioning, and some elements of standby.
<b>Duty Period</b>	«Duty Period» means a period, which starts when a crew member is required by an operator to report for or to commence duty and, which ends when that person is free of all duties, including post-flight duty.
<b>Flight Duty Period</b>	«Flight Duty Period (FDP)» means a period that commences when a crew member is required to report for duty, which includes a sector or a series of sectors, and finishes when the UAS finally comes to rest at the end of the last sector on which the crew member acts as an operating crew member.
<b>Flight Time (Block Time)</b>	«Flight Time» for UAS means the time between the moment the UAS is able to move under its own propulsion until the moment the UAS is deprived of the ability to move by itself.
<b>Flight Zone</b>	In terms of flight duty hours and rest periods, each flight zone is considered to be another flight zone if the UAS cannot be moved without assistance. The same applies to the ground station, should its relocation involve great effort.

<b>Rest Period</b>	«Rest Period» means a continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve.
<b>Working Time</b>	«Working Time» means any period during which employees are working at the employer's discretion and they are carrying out their activities or duties in accordance with national laws and/or practice.
...	...

**The following restrictions shall not be exceeded:**

<b>Flight time</b>	<i>X flight hours on any day; XX flight hours of flight time in any 28 consecutive days; XXX flight hours of flight time in any calendar year; and XXXX flight hours of flight time in any 12 consecutive calendar months.</i>
<b>Duty period/Flying duty Hours</b>	<i>XX duty hours on any day;  The maximum duty time / day is reduced by one hour with each new flight zone. Example for three different flight zones: The maximum flight duty time / day = 13h - 3x1h = 10h</i>
<b>Rest Period</b>	<i>The minimum rest period between two duty periods is always as long as the duty period before it, but not less than X hours.  In addition, each crew member shall have at least one full day off from duty or standby duty at least every X days.</i>
<b>Flight zone</b>	<i>There are no limitations restricting the number of flight zones for each operation.</i>
...	...

...

## 2 Operational Procedures (Part B)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 2.1 Normal Operating Strategy

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

Normal Operating Strategy / General Operations Characteristics	
UAS Fleet	...
Type of Operation	...
Overflown Areas	...
Level of human intervention	...
UAs Range Limit	...
UAs Limitations	...
Flight Height Limit	...
Airspace	...
Visibility	...
Safety Measures	...
Other General Limitations	...

### 2.2 Standard Operating Procedures

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 2.2.1 Mission Planning

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

Describe here your own means for planning and monitoring daily operations and create mission plans.

Part	Assessment Remark	Responsible	Tool
Operational environment	<ul style="list-style-type: none"> <li>Geographical area</li> <li>Limitations and conditions</li> <li>Scenario</li> <li>Altitude</li> </ul>		
Required Personnel	<ul style="list-style-type: none"> <li>Composition of the crew</li> <li>Qualification required</li> <li>Training needed</li> <li>Crew fitness</li> </ul>		
UAS Fleet	<ul style="list-style-type: none"> <li>UAS required</li> </ul>		
External System	<ul style="list-style-type: none"> <li>GNSS coverage</li> <li>Cellular Network</li> </ul>		

#### 2.2.2 General Briefing

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 2.2.3 Flight Preparation

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 2.2.3.1 Flight Planning

...

#### 2.2.3.2 Site assessment

Use following template for each site assessment:

Operating Site Planning Assessment	
<b>Area</b>	
Overflown terrain	...
Distance to uninvolved persons	...
Landing Zone	...
Overflown infrastructure	...
Obstacles/Obstructions	...
Public Access	...
Alternates	...
<b>Airspace</b>	
Class of airspace	...
proximity to other aerial activities	...
airspace restrictions	...
Airspace environment	...
<b>Environment</b>	
Weather	...
Hazards	...
<b>Authorisations</b>	
Geozones	...
Relevant local Regulations	...
Landowner permission	...

#### 2.2.3.3 Communications

...

#### 2.2.3.4 Notification / Coordination procedures

...

#### 2.2.3.5 Cordon Procedures

...

### 2.2.4 Ground Procedures

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

#### 2.2.4.1 Multi-Crew Coordination

Task	Pilot in Command	Visual Observer	Role 3
------	------------------	-----------------	--------

Task 1			
Task 2			
Task 3			
Etc..			

A: Accountable; R: Responsible; I: for Information, (C: Consulted)

#### 2.2.4.2 Communication Means

...

#### 2.2.4.3 Environmental Assessment

...

Weather Checklist		
Parameter	Method/Means	Tool/Ressources
<b>Wind and Gusts</b>	<input type="checkbox"/> Check if within the UA limitations defined for the operation type in the OM and by the manufacturer <input type="checkbox"/> The maximum gust must be recorded during at least one minute <input type="checkbox"/> Enter data or measurement into the Flight Report	<input type="checkbox"/> <i>Portable weather station</i> <input type="checkbox"/> <i>MeteoSwiss</i> <input type="checkbox"/> <i>METAR/TAF</i> <input type="checkbox"/> <i>Portable weather station</i>
<b>Temperature</b>	<input type="checkbox"/> Check if within the UA limitations defined for the operation type in the OM and by the manufacturer	
<b>Precipitations</b>	<input type="checkbox"/> Check if within the UA limitations defined for the operation type in the OM and by the manufacturer <input type="checkbox"/> anticipate the possibility of precipitations	
<b>Humidity</b>	<input type="checkbox"/> Check if within the UA limitations defined for the operation type in the OM and by the manufacturer	
<b>Pressure</b>	<input type="checkbox"/> Enter measurement into the Flight Report	
<b>Icing</b>	<input type="checkbox"/> Check if within the UA limitations defined for the operation type in the OM and by the manufacturer	
<b>Visibility</b>	<input type="checkbox"/> Check visually for rain, hail, thunderstorm, fog/mist/haze and clouds within the operational area or approaching <input type="checkbox"/> Assess and note down the local cloud coverage <input type="checkbox"/> Check according max. flight altitude of OM or UA	<input type="checkbox"/> Visual check <input type="checkbox"/> <i>METAR/TAF</i>
<b>KP Index</b>	<input type="checkbox"/> Enter Planetary K index into Flight Report	<input type="checkbox"/> <i>KP NOAA</i>

#### Resources Links:

- Meteoswiss: <https://www.meteoswiss.admin.ch/home/services-and-publications/beratung-und-service/flugwetter.html>
- METAR/TAF: <https://www.skybriefing.com/fr/services/weather-briefing>
- KP NOAA: <https://www.swpc.noaa.gov/products/planetary-k-index>
- ...

#### 2.2.4.4 Refueling

...

#### 2.2.4.5 Loading of Equipment/Payload

...

## 2.2.4.6 Record keeping instructions

...

## 2.2.5 Flight Procedures

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

...

Definitions of normal, contingency, and emergency procedure:

<b>Normal Procedures</b>	Set of instructions covering policies, procedures, and responsibilities set out by the applicant that supports operational personnel in flight operations of the UA safely and consistently.
<b>Abnormal Procedures</b>	
<b>Contingency Procedure</b>	Procedures designed to potentially prevent a significant future event (e.g. loss of control of the operation) that has an increased likelihood to occur due to the current abnormal state of the operation. These procedures should return the operation to a normal state and allow the return to using standard operating procedures, or allow the safe cessation of the flight.
<b>Emergency Procedure</b>	Procedures executed by the remote crew and may be supported by automated features of the UAS and are intended to mitigate the effect of failures that cause or lead to an emergency condition. They deal with affecting the UA to either return to a state where the operation is "in control" or to minimise hazards until the flight has ended.

### 2.2.5.1 Normal Procedures

### 2.2.5.2 Contingency Procedures

ID	Abnormal Situation	Criteria	Procedure
#C1	Incursion of people on the ground in the operating volume		<input type="checkbox"/> CALL OUT <input type="checkbox"/> KEEP DISTANCE <input type="checkbox"/> LAND SAFE
#C2	Incursion of aircraft in the operating volume	Another aircraft (of any type) is detected that is threatening to fly into the operational volume or has already flown into it	<b>Traffic De-confliction</b> <input type="checkbox"/> CALL OUT <input type="checkbox"/> LAND SAFE
#C3	Degradation of navigation function	e.g. GNSS loss	<input type="checkbox"/> LAND SAFE <input type="checkbox"/> MANUAL CONTROL
#C4	Degradation of communication function		
#C5	Degradation of surveillance function	Loss of electronic conspicuity	
#C6	Degradation of C2 link		
#C7	Loss of C2 link		<input type="checkbox"/> HOVER <input type="checkbox"/> Time Limit <input type="checkbox"/> RTH
#C8	Degradation of UA performance	<ul style="list-style-type: none"> <li>▪ Loss of a motor</li> <li>▪ Loss of a flight control function</li> </ul>	
#C9	Deviation from the pre-programmed flight path in automatic mode		<input type="checkbox"/> CALL OUT: WARNING <input type="checkbox"/> MANUAL CONTROL <input type="checkbox"/> LAND SAFE
#C10	Breaching the limit between the flight geography and the contingency volume	The UAS leave the flight geography laterally  If the UAS cannot be returned to the flight geography or if it is foreseeable that it will leave the contingency volume	<b>Lateral Breach</b> <input type="checkbox"/> RTH <input type="checkbox"/> EMER LAND <input type="checkbox"/> TERMINATE

#C11	Unexpected Behaviour	UAS not responding in yaw, pitch and roll	
#C12	Unexpected Adverse Weather Conditions	e.g. ice is encountered during an operation not approved for icing conditions	<input type="checkbox"/> EMER LAND ... <input type="checkbox"/> TERMINATE
#Cn	....		

Procedures #Ci must be listed in subsequent sections.

### 2.2.5.3 Emergency Procedures

ID	Emergency Situation	Criteria	Procedure
#E1	Loss of containment	Fly-away  Aircraft exiting the operational volume, breaching the limit between the contingency volume and the ground risk buffer, emergency procedures are triggered	<input type="checkbox"/> CALL OUT: FlyAway <input type="checkbox"/> TERMINATE <input type="checkbox"/> Trigger ERP
#E2	Complete loss of flight control		<input type="checkbox"/> CALL OUT: Loss of control <input type="checkbox"/> EMER LAND <input type="checkbox"/> TERMINATE
#E3	Complete loss of propulsion		<input type="checkbox"/> CALL OUT: Fall <input type="checkbox"/> Trigger ERP
#E4	Extreme abnormal environmental conditions		<input type="checkbox"/> EMER LAND <input type="checkbox"/> Trigger ERP
#E5	Conflict with an incoming aircraft	emergency procedures should be available to avoid a collision	<input type="checkbox"/> EMER LAND or <input type="checkbox"/> TERMINATE <input type="checkbox"/> Trigger ERP
#En	....		

Procedures #Ei must be listed and detailed in subsequent sub-sections.

### 2.2.6 Use of external Services and Systems

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 2.2.7 Debriefing

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 2.3 Aircraft (UAS XYZ) type-specific procedures

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 2.3.1 UAS XYZ General

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 2.3.2 UAS XYZ Limitations

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...



### 2.3.3 UAS XYZ Normal Procedures

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 2.3.3.1 Pre-flight Inspection

...

#### 2.3.3.2 Start

...

#### 2.3.3.3 Take Off

...

#### 2.3.3.4 In-flight

...

#### 2.3.3.5 Takeover of Manual Control

...

#### 2.3.3.6 Landing

...

#### 2.3.3.7 Post-flight Inspection

...

### 2.3.4 UAS XYZ Abnormal Procedures

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 2.3.4.1 Return-to-Home (RTH)

...

#### 2.3.4.2 Hover in position (HOVER)

...

#### 2.3.4.3 Safety Descent (DESCENT)

...

#### 2.3.4.4 Safety Landing (LAND SAFE)

...

### 2.3.5 UAS XYZ Emergency Procedures

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 2.3.5.1 Emergency Landing (EMER LAND)

...

#### 2.3.5.2 Flight Termination (TERMINATE)

...

## 2.4 Emergency Response Plan

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

Refer to section 5 Emergency Response Plan (Part E)

## 2.5 Occurrence reporting Procedures

Ch. [Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

<b>Mandatory Occurrence Reporting</b>	REFER TO 2.5.1 Mandatory Reporting Procedure
<p><b>UAS Mandatory Reporting for UAS in Switzerland</b></p> <p>UAS operators / pilots are obliged to report accidents and serious incidents via the REGA alarm center (tel. 1414, from abroad +41 333 333 333) to the aviation department of the Swiss Transportation Safety investigation Board (STSB).</p> <p>In addition, all UAS operators / pilots must generally report all safety-related incidents with serious or fatal injuries to persons or if manned aircraft are affected to the Federal Office of Civil Aviation (FOCA) or via the reporting system of the company concerned (<a href="http://www.aviationreporting.eu">www.aviationreporting.eu</a>) within 72 hours</p>	

<b>Reportable occurrences</b>	REFER TO 2.5.2 Voluntary Occurrence Reporting
<p><b>Air operations</b></p> <ul style="list-style-type: none"> <li>• Unintentional loss of control;</li> <li>• Loss of control authority over the aircraft;</li> <li>• Aircraft landed outside the designated area;</li> <li>• Aircraft operated beyond the limitations established in the relevant operating category or Operational Authorisation;</li> <li>• Aircraft operated without required licencing, registration, or Operational Authorisation;</li> <li>• Aircraft operated in an unairworthy or unflightworthy condition;</li> <li>• Unintended flight into BVLOS conditions, when the operation is not qualified for BVLOS, which has or could have endangered the aircraft, its occupants or any other person</li> </ul>	
<p><b>Technical occurrences</b></p> <ul style="list-style-type: none"> <li>• Abnormal severe vibration;</li> <li>• Any flight control not functioning correctly or disconnected;</li> <li>• Loss of command-and-control link (C2 link);</li> <li>• Battery failure/malfunction;</li> <li>• Powerplant failure;</li> <li>• A failure or substantial deterioration of the aircraft structure;</li> <li>• Aircraft structural failure (e.g., a loss of any part of the aircraft structure or installation in flight);</li> <li>• Errors in the configuration of the command unit;</li> <li>• Display failures;</li> <li>• Flight programming errors;</li> <li>• Navigation failures;</li> <li>• Failures or malfunctions of fail-safe mechanisms or safety features (e.g., FTS)</li> <li>• Loss of payload.</li> </ul>	
<p><b>Interaction with air navigation services, air traffic management or other airspace users</b></p> <ul style="list-style-type: none"> <li>• Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the aircraft, its occupants or any other person;</li> <li>• Airspace infringement;</li> <li>• A near collision in the air, a conflict with another aircraft requiring an emergency avoidance manoeuvre to avoid a collision;</li> <li>• Infringement of restricted/reserved airspace (Inc. Flight restriction zones [FRZ] around aerodromes).</li> </ul>	
<p><b>Crew Resource Management, Multi-Crew Coordination &amp; other human factors</b></p> <ul style="list-style-type: none"> <li>• Unsafe acts of operators: skill-based, decision, perceptual errors, routine violations;</li> </ul>	

<b>Reportable occurrences</b>	REFER TO 2.5.2 Voluntary Occurrence Reporting
<ul style="list-style-type: none"> <li>• Communication, coordination, planning, and teamwork issues (e.g., substandard briefing);</li> <li>▪ Unsafe supervision.</li> </ul>	
<b>External environment and meteorology</b> <ul style="list-style-type: none"> <li>• A collision on the ground or in the air, with terrain or obstacle (or vehicle);</li> <li>• A near collision, on the ground or in the air, with another aircraft, terrain or obstacle (or vehicle) requiring an emergency avoidance manoeuvre to avoid a collision;</li> <li>• Inadvertent flight within proximity of uninvolved persons (i.e., within the prescribed separation distances);</li> <li>• Wildlife strike including bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service;</li> <li>• Interference with the UAS by firearms, fireworks, flying kites, laser illumination, high powered lights lasers, other UAS or Remotely Piloted Aircraft Systems, model aircraft or by similar means;</li> <li>• A lightning strike resulting in damage to or loss of functions of the aircraft;</li> <li>• Icing which has or could have endangered the UA.</li> </ul>	
<b>Emergencies and other critical situations</b> <ul style="list-style-type: none"> <li>• Any occurrence leading to an emergency call;</li> <li>• Any occurrence where the safety of the aircraft, operator, other airspace users or members of the public is compromised or reduced to a level whereby potential for harm or damage is likely to occur;</li> <li>• Fire, explosion, smoke, toxic gases or toxic fumes involving the UAS; Incapacitation of the remote pilot or supervisor leading to inability to perform any duty.</li> </ul>	

### 2.5.1 Mandatory Reporting Procedure

Responsibility	Notification to	Dispatch time	Means/Address
<b>Remote Pilot (PIC)</b>  or any person directly involved in, or becoming aware of an accident or serious incident	Air Traffic Services (if relevant)	Immediately	Current frequency: <a href="#">Phone: xxxx</a>
	Swiss Air Rescue Service (REGA)		Phone: <b>1414</b> (REGA Alarm Center) (from abroad: +41 333 333 333)
	<a href="#">Head of Operations</a>		Initial notification: by best practicable means <ul style="list-style-type: none"> <li>• <a href="#">Phone:xxx</a></li> </ul> Written report: <ul style="list-style-type: none"> <li>• Reporting/Analysis Form</li> </ul> <a href="#">E-Mail:</a>
<b>Head of Operations</b>	FOCA	Within 72 Hours of becoming aware of the occurrence, unless exceptional circumstances prevent this	<b>Aviation Safety Reporting</b> <a href="http://www.aviationreporting.eu">http://www.aviationreporting.eu</a> <ul style="list-style-type: none"> <li>• To assigned Projet Authorizazion Manager (PAM) by the best practicable means;</li> <li>• Or <a href="mailto:rpas@bazl.admin.ch">rpas@bazl.admin.ch</a></li> </ul>
	<a href="#">Safety Manager</a>	<a href="#">As soon as practicable</a>	<a href="#">Reporting/Analysis Form</a>
<b>Safety Manager</b>	FOCA	<a href="#">Min. Month +1</a> <a href="#">Max Month +3</a>	<a href="#">Follow-up Report / Final Report on ECCAIRS</a>

## 2.5.2 Voluntary Occurrence Reporting

Responsibility	Notification to:	Dispatch time:	Means/Address
Remote Pilot	If an aviation authority is affected: <ul style="list-style-type: none"> <li>• Aerodrome Operator</li> <li>• Airport Authority</li> <li>• Skyguide ATS</li> </ul>	Immediately	<ul style="list-style-type: none"> <li>• Frequency</li> <li>• Aerodrome Manager</li> <li>• ...</li> </ul> Phone.
	Head of Operations	As soon as practicable	Initial notification: <ul style="list-style-type: none"> <li>• by best practicable means</li> <li>• <i>Phone:</i></li> </ul> Written report: <ul style="list-style-type: none"> <li>• Reporting/Analysis Form</li> <li>• <i>E-Mail:</i></li> </ul>
Head of Operations	FOCA	Within 72 Hours of becoming aware of the occurrence, unless exceptional circumstances prevent this	<ul style="list-style-type: none"> <li>• <b>Aviation Safety Reporting</b> [On-line] Available (20.05.2016) <a href="http://www.aviationreporting.eu">http://www.aviationreporting.eu</a></li> <li>• To assigned Project Authorization Manager (PAM) by the best practicable means</li> <li>• Or <a href="mailto:rpas@bazl.admin.ch">rpas@bazl.admin.ch</a></li> </ul>
	Safety Manager	As soon as practicable	Reporting/Analysis Form

## 2.5.3 Internal Reporting

Responsibility	Notification to:	Address:
Any employee/freelance of the organisation, instructors and students	Safety Manager / Head of Operations	<ul style="list-style-type: none"> <li>• Written report:</li> <li>• Reporting/Analysis Form</li> </ul> E-Mail: _____

### 3 Flight areas, Route Planning & Operating Limitations (Part C)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 3.1 General operational conditions and limitations

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

##### 3.1.1 General Environmental Conditions

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

##### 3.1.2 General Technical Operational Limitations

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 3.2 ConOps 1 / Flight Areas (Name of region) - Reference to application form part 1

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 3.3 ConOps 2 / Flight Areas (Name of region) - Reference to application form part 1

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 4 Training (Part D)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 4.1 General

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 4.2 Training Program(s)

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 4.2.1 Initial Training and Qualification

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 4.2.2 Recurrent and Refresher Training

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 4.3 Training with flight simulation training devices (FSTDs)

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

## 5 Emergency Response Plan (Part E)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 5.1 Purpose of ERP

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 5.2 Scope of ERP

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 5.3 ERP Definitions

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 5.4 ERP Procedures

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 5.4.1 Emergency Situations

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

#### 5.4.2 Emergency Response Team

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

Order	Role	First Name / Family name	Phone No 1	Phone No 2
1	ERP Manager	Muster Emergy	...	...
2	Resp. Flight Operations	Muster Opery	...	...
#	...	...	...	...

#### 5.4.3 Emergency Response Means

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

Equipment	Check if available
Fire Extinguisher	Check that located in the designated place; Check easy accessibility; Check pressure gauge reading or indicator in the operable range or position; Check expiry date/last inspection.
First Aid Kit	Check that correctly fitted and secured; Check the seal.
Torches	Check that correctly fitted and secured; Check functionality.
...	...

#### 5.4.4 Initial Emergency Response Guidelines and Procedures

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

Step	Task	Responsibility	Verify/Check	Tool / Source
------	------	----------------	--------------	---------------

#	Identify the level of emergency and gravity	ERP Manager	UAS/Crew Location. Get additional first-hand information	Communication Means
#	...	...	...	...
...	...	...	...	...

### 5.4.5 Initial Notification of an Emergency

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

Step	Who / Responsibility	Means Of Notification / Forms	Notification to / Address	Time Limit
1	ERP Manager	Phone	Rega; -Phone (within CH): 1414 -Phone (abroad.): +41 333 333 333	ASAP
#	...	...	...	...
#	...	...	...	...

### 5.4.6 Occurrence Reporting

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

...

### 5.5 Declaration and Signature

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

The undersigned declares, that all personnel concerned understand the content and meaning of the ERP and will perform all duties in full accordance with it.

Accountable Manager:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## 6 Maintenance (Part M)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

### 6.1 General

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

### 6.2 Software Updates

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

### 6.3 Maintenance UAS 1

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

### 6.4 Maintenance UAS i

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

## 7 Technical Part UAS (Part T)

Ch. Error! Use the Home tab to apply Titre 1 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

### 7.1 UAS Type 'XYZ' / Model'ABC'

Ch. Error! Use the Home tab to apply Titre 2 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

In this section, all technical relevant information of each specific UAS used are either referenced or described in detail.

- If the UASs is/are not manufactured by the operating company itself:
  - o list all references to applicable manufacturer's documentation below:

#	Title	Description	Issue / Revision Number
[1]			
[2]			

- o remove any unnecessary sub-section of Part T below.

- If the UASs is/are developed and manufactured by the operating company itself, please describe all necessary details based on proposed structure below and guidance from FOCA-UAS-GM-OM.

#### 7.1.1 Airframe

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

<b>Mass</b>	Empty Mass	
	Maximum Take-Off Mass (MTOM)	
	Payload Mass	
<b>Dimensions for Fixed-wing</b>	Wingspan	
	Fuselage Length	
	Fuselage Diameter	
<b>Dimensions for Rotorcraft / Multirotor</b>	Length of aircraft body	
	Width of aircraft body	
	Height of aircraft body	
	Propeller Dimensions	
	Propeller Configuration	
<b>Centre of Gravity (CG)</b>		

#### 7.1.2 Performance

Ch. Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.

ISS 1 / REV 0 / dd.mm.20XX

<b>Flight duration/endurance</b>	
<b>Maximum range</b>	
<b>Maximum operating height (service ceiling)</b>	
<b>Maximum airspeed</b>	
<b>Maximum cruising speed</b>	
<b>Minimum airspeed (manoeuvring/stall speed)</b>	

<b>Maximum flight load</b>	
<b>Maximum payload</b>	
<b>Effects of differing payloads on the flight envelope</b>	
<b>Available glide distances</b>	
<b>Kinetic Energy (if required for GRC assessment)</b>	
<b>Environmental/weather limitations</b>	
<b>Any other relevant information</b>	

### 7.1.3 Avionics

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

#### 7.1.3.1 Navigation

<b>Sensors</b>	Type	
	Quantity	
<b>Telemetry links</b>		
<b>Backup means of navigation</b>		
<b>Automatic navigation functions</b>		
<b>Geo-awareness functions</b>		
<b>Any other relevant information</b>		

#### 7.1.3.2 Auto flight functions

#### 7.1.3.3 Flight Control System

#### 7.1.3.4 Flight Control Surfaces

### 7.1.4 Propulsion System

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

<b>Engines</b>	Type	
	Quantity	
	Power output	
	Propeller type	
<b>Any other relevant information</b>		

### 7.1.5 Fuel System (if applicable)

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.]

ISS 1 / REV 0 / dd.mm.20XX

<b>Fuel Type</b>	
<b>Status indicators/alert messages</b>	
<b>Hazardous substances</b>	
<b>Any other relevant information</b>	

### 7.1.6 Electrical Power System

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.](#)

ISS 1 / REV 0 / dd.mm.20XX

<b>Batteries</b>	Quantity	
	Type	
	Arrangement	
<b>Generator</b>	Type	
	Specification	
<b>Electrical loads (if applicable)</b>		
<b>Electrical load shedding arrangements (if applicable)</b>		
<b>Alternate electrical power supplies</b>		
<b>Any other relevant information</b>		

### 7.1.7 Safety Systems

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.](#)

ISS 1 / REV 0 / dd.mm.20XX

#### 7.1.7.1 Terrain and obstacle avoidance

#### 7.1.7.2 Adverse weather avoidance

#### 7.1.7.3 Traffic deconfliction and collision avoidance

#### 7.1.7.4 Parachute Rescue System (PRS)

#### 7.1.7.5 Anti-collision Lights

#### 7.1.7.6 Flight Termination System (FTS)

### 7.1.8 Command Unit / Ground Control Station

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.](#)

ISS 1 / REV 0 / dd.mm.20XX

### 7.1.9 Ground Support Equipment

Ch. [Error! Use the Home tab to apply Titre 3 to the text that you want to appear here.](#)

ISS 1 / REV 0 / dd.mm.20XX

**Annexes**

**Simple Checklist Template A:**

<i>[Checklist Category]</i>		
‘Name’ Checklist		
1	Item 1 .....	ACTION 1
2	Item 2 .....	ACTION 2
3	Item 3 .....	ACTION 3
4	Item 4 .....	ACTION 4

**Simple Checklist Template B:**

The internal check to ensure the staff are adequately performing assigned tasks is as follows:

Items	Person in Charge	Action required	Verification
Checklist Item 1			✓
Checklist Item 2			✓
Checklist Item 3			...
...	...	...	...
Date and Signature:			

**Challenge-Response Checklist Template A:**

Challenge – <b>ROLE A</b>	ACTION	Response - <b>ROLE B</b>
Item 1	<input type="checkbox"/> ACTION 1.1 - <b>Role A</b>	

**Challenge-Response Checklist Template B:**

ROLE A	TO/FROM	ROLE B
Challenge Item 1 (e.g. Check airspace)	>>	Response Item 1 (e.g. Airspace clear)
Challenge Item 2	>>	Response Item 2
Response Item 3	<<	Challenge Item 3








## Mission Briefing Sheet – Template 1

Briefing : Overview		
ROLE A (e.g. Mission Responsible)	Mission	<input type="checkbox"/> Item A <input type="checkbox"/> Item B <input type="checkbox"/> ...
	Weather	<input type="checkbox"/> Item A <input type="checkbox"/> Item B ...
	Flight Plan	<input type="checkbox"/> Item A <input type="checkbox"/> Item B ...
Execution		
ROLE A (e.g. Mission Responsible)	Mission definition	<input type="checkbox"/> Item A <input type="checkbox"/> Item B ...
ROLE B (e.g. Remote Pilot)	Safety instructions	<input type="checkbox"/> Item A <input type="checkbox"/> Item B ...
...	...	...

## Mission Briefing Sheet - Template 2

#	Item	Briefing Content	Responsible
1	CREW	Roles definition and fit to operate	
2	UAS	Type, S/N, Limitations,...	
3	UAS CONDITION	Serviceable, Maintenance Actions, MEL	
4	EQUIPMENT	Payload, add-ons, ...	
5	MISSION	Normal procedures, Flight plan, ...	
6	CONTINGENCIES	Safe areas, Alternates, ...	
7	FLIGHT SAFETY	Intended operation the updated mitigation measures specific to the local airspace, terrain and population characteristics, expected weather conditions	
8	MISC	...	

### Emergency Response Plan – Quick Reaction Sheet Template

PRIORITY		ACTION ITEMS												
<b>1</b>	 <b>KEEP CALM</b> <i>but do not waste time</i>	<p><b><u>GET AN OVERVIEW</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Put on high visibility jackets</li> <li><input type="checkbox"/> Assess the situation                             <ul style="list-style-type: none"> <li>o What has happened?</li> <li>o Who is involved ?</li> <li>o Who is affected ?</li> </ul> </li> <li><input type="checkbox"/> Ensure own protection</li> </ul>												
<b>2</b>	 <b>THINK</b>	<p><b><u>CONSIDER POTENTIAL HAZARDS</u></b></p> <p>fuels, batteries, toxic substances, dangerous goods containers vegetation, wind, parachute ballistics, ,...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Danger for rescuers ?</li> <li><input type="checkbox"/> Fire hazard?</li> <li><input type="checkbox"/> Explosion hazard?</li> </ul>												
<b>3</b>	 <b>PROTECT</b>	<p><b><u>SECURE THE PERIMETER/ SAVE LIVES</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get to the scene of the accident ASAP</li> <li><input type="checkbox"/> Secure the scene of the accident</li> <li><input type="checkbox"/> Ensure own protection</li> <li><input type="checkbox"/> Clear people from the danger zone</li> <li><input type="checkbox"/> Keep a safe distance from the accident site</li> </ul>												
<b>4</b>	 <b>ALERT</b>  	<p><b><u>MAKE AN EMERGENCY CALL (if necessary)</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: red;">Paramedics</th> <th style="color: red;">Tel. 144</th> <th style="color: red;">REGA</th> <th style="color: red;">Tel. 1414</th> </tr> </thead> <tbody> <tr> <td>Police</td> <td>Tel. 117</td> <td>Fire Dept.</td> <td>Tel. 118</td> </tr> <tr> <td>European</td> <td>Tel. 112</td> <td>Poisoning</td> <td>Tel. 145</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where did it happen?</li> <li><input type="checkbox"/> Who is reporting?</li> <li><input type="checkbox"/> What has happened?</li> <li><input type="checkbox"/> When did it happen?</li> <li><input type="checkbox"/> How many people are injured?</li> <li><input type="checkbox"/> Any other hazards, dangerous goods?</li> <li><input type="checkbox"/> Potential hazards to rescue helicopter? (cables, obstacles, weather)</li> <li><input type="checkbox"/> My callback number:</li> <li><input type="checkbox"/> Wait for any questions!</li> </ul>	Paramedics	Tel. 144	REGA	Tel. 1414	Police	Tel. 117	Fire Dept.	Tel. 118	European	Tel. 112	Poisoning	Tel. 145
Paramedics	Tel. 144	REGA	Tel. 1414											
Police	Tel. 117	Fire Dept.	Tel. 118											
European	Tel. 112	Poisoning	Tel. 145											
<b>5</b>	  <b>HELP</b>  	<p><b>If necessary: EXTINGUISH FIRE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not put yourself in danger</li> <li><input type="checkbox"/> Fight fire (w/ fire extinguisher or fire blanket)</li> <li><input type="checkbox"/> Take particular care with rechargeable batteries! Explosion hazard!</li> <li><input type="checkbox"/> Brief the arriving fire service</li> </ul> <p><b>If necessary: PROVIDE FIRST AID</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check injured people for signs of life</li> <li><input type="checkbox"/> Stop any bleeding</li> <li><input type="checkbox"/> If person unconscious → <b>RECOVERY POSITION</b></li> <li><input type="checkbox"/> If person unconscious AND not breathing normally → <b>REANIMATE</b>                      C: CIRCULATION (perform CPR)                      A: AIRWAYS (clear for breathing)                      B: BREATHING                      D: DEFIBRILLATION</li> <li><input type="checkbox"/> Brief the rescue service</li> </ul>												

THEN		ACTION ITEMS
<b>1</b>	<b>SECURE THE ACCIDENT SITE</b>	<p><b><u>KEEP EVIDENCE</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Block</b> access to the site until the rescue team / investigators arrives</li> <li><input type="checkbox"/> <b>Do not alter</b> the state of the site</li> <li><input type="checkbox"/> <b>Do not move wreckage, objects or bodies</b> until STSB investigators arrive, except to save lives</li> </ul>
<b>2</b>	<b>REPORT THE ACCIDENT</b>	<p><b><u>IMMEDIATELY REPORT ACCIDENTS AND SERIOUS INCIDENTS</u></b></p> <p>In case of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> severe or fatal injury to persons</li> <li><input type="checkbox"/> collision with manned aircraft</li> </ul> <p>report immediately to the aviation department of the Swiss Transportation Safety Board (STSB) via the REGA alarm centre :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Tel. 1414</b></li> <li><input type="checkbox"/> from outside Switzerland: +41 333 333 333</li> </ul>
<b>3</b>	<b>INFORM THE COMPANY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Contact</b> company CEO / Safety Officer / Head of Operations / ...</li> <li><input type="checkbox"/> <b>No contact</b> with media</li> <li><input type="checkbox"/> <b>Follow</b> Occurrence Reporting process</li> </ul> <p><b>File</b> an OCR: report all safety-related incidents with serious or fatal injuries to persons or involving manned aircrafts within 72 hours to the FOCA through <a href="http://www.aviationreporting.eu">www.aviationreporting.eu</a></p>

EMERGENCY EQUIPMENT		
	Item	Number required      Location
<input type="checkbox"/>	<b>High-visibility jackets</b>	1/ppl, total:
<input type="checkbox"/>	<b>First-aid kit #N</b>	
<input type="checkbox"/>	<b>Fire extinguisher #N</b>	
<input type="checkbox"/>	...	
<input type="checkbox"/>		