**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.

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| **Section** |  |  |
| **Part A** |  |  |
|  | **Introduction** |  |
| 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 |
|  | **Organisation** |  |
| 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 |

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|  |  | exemptions. |
|  | **Operational Control** |  |
| 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 ontype 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 |
| **Part B** |  |  |
|  | **Operating Procedures** |  |
| **1** | **Flight planning/preparation** |  |
| 1.1 | Determination of the intended tasks and feasibility |  |
| 1.2 | Operation site location and assessment | 1. the type of airspace and specific provisions 2. other aircraft operations in the operating sites 3. hazards associated with industrial sites or such activities as live firing, gas high tension cables, high- intensity radio transmissions 4. local by-laws such as countryside parks 5. obstructions (wires, masts, buildings etc.) 6. extraordinary restrictions such as segregated airspace around prisons etc. 7. habitation and recreational activities 8. public access 9. permission from land/property owner 10. likely operating site and alternative site 11. weather conditions for the planned |

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|  |  | 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 |
| **2** | **On site procedures and Pre- flight checks** |  |
| 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. |
| **3** | **Flight procedures** | 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 |  |
| **4.** | **Emergency Procedures** |  |
| 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 |

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|  |  | 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 |  |
| **Part C** |  |  |
|  | **Training** |  |
| 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. |
| **Part D** |  |  |
|  | **Appendices** |  |
| 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 |