RPAS Reference Guide

Developed By Quentin Stroud

DRONE QUICK REFERENCE GUIDE AND FLIGHT LOG

CERTIFICATION:	PILOT #:
REGISTRATION # :	TC #:

DRONE MODEL :	MAX WEIGHT :
RPAS MAX SPEED:	ENDURANCE:

RPAS Reference Guide

DRONE QUICK REFERENCE GUIDE AND FLIGHT LOG

Foreword

Thank you for your recent purchase or otherwise aquiring of my RPAS Pilot's Quick Reference Guide. A a background, my name is Quentin and I am a Cinematographer and Drone Pilot. I recently recieved my Advanced Pilots License in May of 2022 and have been flying drones since 2021. As you may tell I am not the most experienced or advanced however I have worked hard to ensure that the information further within this booklet is as accurate and informative as I can make it. Should you find any spelling mistakes, Errors or otherwise inaccurate information. Please notify me at your earliest convenience. Thank you!

ACKNOWLEDGEMENTS

I would like to take this section to give thanks to a few individuals whom without this booklet would not be possible.

My Parents: For fostering a work ethic, and supporting my aspirations.
My Brother: For inspiring my journey.
Canadian Drone Institute: For a wealth of information.
Heather A: For taking a chance.
Cameron A: For being a friend.
Mr Kissner: For a highschool program that shaped my life.
Catherine S: For the first kick in the ass.
Jordon K: For the second kick in the ass.

And

Which ever diety, spirit, or otherwise entity of luck whom has given me these opportunities and allowed me to succeed. There is Nothing worse than potential squandered.

Table Of Contents

Flight Operations:

Factors to consider and procedures to follow on Take Off

Pre-Flight

To prepare for take off ensure that you have all necessary equipment at hand relevant to the duration of your flight which includes the RPAS, Navigational data, safety equipment, communications equipment and required information such as your certification, users manual etc.

Take Off:

Once all required equipment is in place, work through your flight checklist inspecting for any abnormalities in the RPAS, the Controller, and any supplemental components such as props, batteries, external monitors, etc. Examine these components to ensure all are in proper working order and that there is no surface damage. Once you are satisfied with the level of inspection. Begin your flight checklist and prepare the area for take off. It is not necessary but recommended to use a take off and landing pad for easier visibility.

Using an Air Band Radio, tune in to the nearest Aerodromes Mandatory Frequency to keep aware of any manned aircraft in the area. Power on the RPAS and Controller and start the drone after ensuring all software is working properly. At this point you should look at the surrounding areas and set the RTH Altitude to ensure that the RPAS will not collide with any obstacles in the event of a Lost Link. It is recommended to calibrate the compass at the start of each flight day to ensure accuracy and prevent a Lost Link (See emergency document for more information)

Flight Inspection:

With the drone now prepared to fly, note the time and take off in a slow and controlled manner. Sit at a hover at about 4-5 ft off the ground so all areas of the drone are visible. With the drone in flight, inspect around the RPAS. Note any changes in the sound of props, the stability of the drone, wandering or drifting and watch for any unexpected issues. It is at this point you should set the home point provided it has not already been updated automatically via the menus.

Once the hover inspection is complete, it is recommended to do a test of the controls and functions of the RPAS while at ground level. Walk through all of the movements that the RPAS is capable of including any landing gear functions, payload functions, auxiliary lights and gimbal functions. This ensures that any issues arising during flight appear at a low recoverable altitude. Once satisfied, prepare the RPAS for the mission and begin your flight.

Flight Operations:

Factors to consider and procedures to follow on Take Off

Landing Procedures:

With your mission complete, begin returning to the landing zone. For the purposes of the Flight Review, it is required you land manually in the exact same spot you took off from. For most cases it is recommended you land in the direction of flight. Meaning that if you are flying towards a landing area. Be aware that the controls will be reversed and this may be confusing. After your RPAS is safely on the ground and powered off, begin the Post Flight Checklist.

Post Flight

After powering off the controller and drone and recording your flight time. Begin examining the RPAS for any obvious defects or damage. Remove the props and secure all of the equipment. Pack up your home point including pylons or landing pads and ensure no equipment is left behind.

Maintenance Logs:

Logs to keep in regards to any maintenance or other modifications to your RPAS

Maintenance:

With regards to your RPAS, Maintenance logs are required for any and all updates to your Drone and the Minister can requisition them at any time if required in response to a TSB related matter. These logs are mandatory for the following circumstances.

1.) Any repairs made to the RPAS by the operator or technician
2.) Any updates to the RPAS or Controller’s Firmware
3.) Other changes to weight or performance of the RPAS

Flip to pages 27/28 for Maintenence logs

Flight Operations:Medical Emergency

Factors to consider and legal requirements in the event of a Medical emergency

RPAS Drone Emergency Plan:

The following document is a guideline in regards to the various hazards and negative outcomes when flying RPA Systems and procedures to follow in response. This document is not final in its assessment as there are an infinite amount of issues that can arise as a result of flying. Always maintain due care and caution and DO NOT fly in a reckless manner that may endanger yourself, bystanders, crew members or the safety of aviation in any means. Always ensure proper documentation is kept at hand and the proper equipment has been implemented. These steps minimize the likelihood of an emergency event.

Medical Emergencies:

In the event of a medical emergency as a result of drone contact with a crew member, bystander or other individual. Cease all flight operations immediately and attend to the situation. If the emergency is severe. Ex. Cuts to extremities. Then move to the nearest hospital which in the opinion of Summit Creative should be located on your site survey. If the injuries are severe, and you are unable to move to a hospital. Call an ambulance and explain your situation in a calm and controlled manner. Even in a situation where you personally are at fault, safety of all individuals present is of primary importance. Blame is of no factor. After the emergency has been taken care of, contact the TSB and submit an occurrence report. (It is not required, but good practice to have a medical kit on hand).

IN THE EVENT OF AN EMERGENCY:

1.) Terminate all flight operations and safely land the RPAS

2.) Attend to the situation at hand and evaluate the injuries

3.) Go to the nearest hospital or call an ambulance

4.) Submit an occurrence report with the TSB

NOTE: You only need to report an occurrence to the TSB when your RPAS is met with any of the following criteria:

1.) A drone over 25Kg is involved in an accident

2.) A drone collides with any manned aircraft

3.) A drone collides with a person causing serious injury or death.

Flight Operations:Lost C2 Link

Factors to consider and requirements in the event of a Lost C2 Link

Lost Link Procedures: Hover

A lost link occurs when either the Drone Uplink or Controller Downlink have lost connection with each other and your drone has become unresponsive to controller inputs but is stationary in one spot with GPS. In this scenario, the drone is locked at a hover and is not responding to any inputs. Here are the following steps to take. If this is not working, maintain visual contact with the drone and note the remaining battery life and move to intercept the drone in a safe manner or let it auto land.

IN THE EVENT OF A LOST C2 - HOVER:

1.) Provide gentle inputs while safely walking closer to the RPAS

2.) Assess the drone height and battery life

3.) Initiate a Return To Home Operation via controller or menus

4.) Evaluate the auto landing zone for obstacles or obstructions

5.) Cycle the controller’s power and attempt a reconnect

6.) Respond to the autoland by intercepting or recovering the RPAS

Lost Link Procedures: Fly Away

A lost link can occur that involves the RPAS not responding to commands but also having the RPAS fly off in a random direction. If this occurs, keep visual contact as long as possible while attempting the previous steps. If this fails, contact the local NavCanada Organization in your area. The next step is to contact the local ATC Unit covering the area you are in. Relay the same information to them. Note down the last known heading, speed, and battery life of the RPAS. They will ask about your registration number,transport canada account number, and your confirmation number if you are in controlled airspace. It is imperative to keep yourself calm and collected while recounting that information. Attempt to safely follow the RPAS for recovery purposes.

IN THE EVENT OF A LOST C2 - FLY AWAY:

1.) Provide gentle inputs while safely walking closer to the RPAS

2.) Initiate a Return To Home Operation via controller or menus

3.) Cycle the controller’s power and attempt a reconnect

4.) Contact the relevant official organizations FIC/NavCanada

5.) Give the appropriate information about the altitude, heading, battery life, speed, along with identification such as name, registration number

Flight Documents: Site Survey

Factors to consider when creating a site survey

RPAS Site Survey:

The RPAS site survey is a document that exists as a requirement for an Advanced Certification Flight Exam, however the processes required for the Exam are also useful for flying in Controlled airspace when regulations are tight and there are multiple airports or aerodromes in the area. The foiliowing is a list of factors and things to consider in the event of flying in populated areas.

(I personally recommend doing this every time I fly in controlled airspace and further will always provide this site survey to a client when they require my services)

Information to Provide on a Site Survey:

At first glance the site survey is a document that appears highly detailed yet with little relevance to simply flying around a drone and taking photos of a wedding or your family. That being said, it is an important document in the context of a freelance or on staff RPAS Pilot. It's something of a safety net that I keep on my person in the case of an emergency. So, what sorts of information should you put on your Site Survey? The following check list is by no means extensive and ultimate. It is a good set of criteria to include.

Drone Information: Useful in case of identification or your drone if lost or for responding to a fly away.

- ☐ Drone Model and Type: *DJI Mavic(Quadcopter)*
- ☐ Drone Registratin Number: *Given by TC*
- ☐ Drone Serial Number: *Affixed on the drone*
- ☐ Drone Max Speed: *Found in users manual*
- ☐ Drone Max Descent Speed: *Found in users manual*
- ☐ Drone Endurance:
- ☐ Max Battery Life: *Found in users manual*
- ☐ Max Flight Radius*

Flight Documents: Site Survey

Factors to consider when creating a site survey

Airspace Information:

- ☐Airspace Class: Know what class you are in AND under (Nav Drone)
- ☐Airspace Contact Information: Emergency Contacts etc (Sky Vector)
- ☐Current FIR: Flight Information Region, identify services (Sky Vector)
- ☐Airport Ops: Informing Operator of drone flight in airspace (Sky Vector)
- ☐Mandatory Frequency: Monitoring Air Traffic (Sky Vector)
- ☐ATIS Frequency: Useful for flight services, and weather conditions (S.V)

Pilot Information: Useful to relay information to emergency services

- ☐Full Name
- ☐Transport Canada Account Number
- ☐Pilot Certificate Number
- ☐Pilot Address
- ☐Pilot Contact Information: Phone, Email etc
- ☐ATIS Frequency: Useful for flight services, and weather conditions (S.V)

Mission Information: Useful to relay information to emergency services

- ☐Location Address
- ☐Approx Perimeter
- ☐Approx Area
- ☐Distance from other Aerodromes
- ☐Max Mission Altitude
- ☐Mission Objective
- ☐Max Mission Duration

RPAS Site Survey:

For the purposes of a site survey it is also recommended to take screenshots of the site in which you plan to fly, this allows you to identify potential hazards, indicate areas where bystanders may gather or infrastructure hazards such as power lines or water towers.

It is also recommended to include a legend and an intended flight path.

Flight Checklist:

Factors To Review and Consider Prior to Mission Go/No-Go

Date:	Location:	PIC:
Airspace Class:	NOTAMs:	ATC/LAANC:
RPIC:	DRONE MODEL:	VO:

AIRCRAFT VISUAL INSPECTION:

- ☐ Props in good condition
- ☐ Aircraft clean & no loose parts
- ☐ Battery secured
- ☐ Aircraft battery fully charged
- ☐ RC battery fully charged
- ☐ SD card properly inserted

PRE-FLIGHT CHECK:

- ☐ Remove gimbal guard
- ☐ Attach and secure propellors
- ☐ Connect phone/tablet to RC
- ☐ Power up RC
- ☐ Power up RPAS
- ☐ Link established between RC/AC
- ☐ Calibrate IMU (if necessary)
- ☐ Calibrate compass (if necessary)
- ☐ GPS reception locked (10 sat.)
- ☐ Home point set
- ☐ Set appropriate RTH altitude
- ☐ Adequate free space on SD card

FLIGHT:

- ☐ Identify errors or malfunctions
- ☐ Aircraft responds to all inputs
- ☐ Fly mission and land safely

MISSION PLANNING:

- ☐ People
- ☐ Vehicles
- ☐ Power Lines / Poles
- ☐ Trees
- ☐ Cables
- ☐ Wildlife
- ☐ Clear / flat launch site

POST-FLIGHT CHECK:

- ☐ Landed RPAS on flat/stable ground
- ☐ Replace gimbal guard
- ☐ Remove propellers & pack secure
- ☐ Disconnect phone/tablet to RC
- ☐ Power Down RC
- ☐ Power Down aircraft
- ☐ Store equipment in proper cases
- ☐ Clear landing pads from area
- ☐ Store any equipment as required
- ☐ Remove and safely store SD Card

AIRCRAFT VISUAL INSPECTION

- ☐ Props in good condition
- ☐ Aircraft clean & no loose parts
- ☐ Battery secured
- ☐ Aircraft battery in good condition
- ☐ Camera/Gimbal in good condition

Mission Parameters:

Duration:_____

Area:_____

Emergency Contact:_____

Confirmation Number:_____

Mandatory Frequency:_____

Max Flight Altitude:_____

Drone Registration:_____

Objective_____

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- ☐ Replace gimbal guard
- ☐ Remove propellers & pack secure
- ☐ Disconnect phone/tablet to RC
- ☐ Power Down RC
- ☐ Power Down aircraft
- ☐ Store equipment in proper cases
- ☐ Clear landing pads from area
- ☐ Store any equipment as required
- ☐ Remove and safely store SD Card

AIRCRAFT VISUAL INSPECTION

- ☐ Props in good condition
- ☐ Aircraft clean & no loose parts
- ☐ Battery secured
- ☐ Aircraft battery in good condition
- ☐ Camera/Gimbal in good condition

Mission Parameters:

Duration:_____

Area:_____

Emergency Contact:_____

Confirmation Number:_____

Mandatory Frequency:_____

Max Flight Altitude:_____

Drone Registration:_____

Objective_____

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Flight Checklist:

Factors To Review and Consider Prior to Mission Go/No-Go

Date:	Location:	PIC:
Airspace Class:	NOTAMs:	ATC/LAANC:
RPIC:	DRONE MODEL:	VO:

AIRCRAFT VISUAL INSPECTION:

- ☐ Props in good condition
- ☐ Aircraft clean & no loose parts
- ☐ Battery secured
- ☐ Aircraft battery fully charged
- ☐ RC battery fully charged
- ☐ SD card properly inserted

PRE-FLIGHT CHECK:

- ☐ Remove gimbal guard
- ☐ Attach and secure propellors
- ☐ Connect phone/tablet to RC
- ☐ Power up RC
- ☐ Power up RPAS
- ☐ Link established between RC/AC
- ☐ Calibrate IMU (if necessary)
- ☐ Calibrate compass (if necessary)
- ☐ GPS reception locked (10 sat.)
- ☐ Home point set
- ☐ Set appropriate RTH altitude
- ☐ Adequate free space on SD card

FLIGHT:

- ☐ Identify errors or malfunctions
- ☐ Aircraft responds to all inputs
- ☐ Fly mission and land safely

MISSION PLANNING:

- ☐ People
- ☐ Vehicles
- ☐ Power Lines / Poles
- ☐ Trees
- ☐ Cables
- ☐ Wildlife
- ☐ Clear / flat launch site

POST-FLIGHT CHECK:

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Drone Registration:_____

Objective_____

_____

_____

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Flight Logs:

Log Flights and Mission Information

Date:	Location:	PIC:
Airspace Class:	NOTAMs:	ATC/LAANC:
RPIC:	DRONE MODEL:	VO:

Pilot In Command	Mission Duration	Drone Model	Take Off	Landing

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Pilot In Command	Mission Duration	Drone Model	Take Off	Landing

Maintenence Logs:

Log any maintenance done to the RPAS System

Drone	Description	Service Provider	Date

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