

# PNL's UAV Flight Work Plan and Check List

## 1 OFFSITE MISSION PREP

### Verify all documentation

- Flight plan/mission scope in hand
- FAA Part 107 license
- Insurance policy

### Verify site permissions

- Site access
- Airspace clearance

### Verify safe operations

- Identify potential hazards
- Check weather conditions

### Prep equipment

- Inspect drone condition
- Inspect controller condition
- Inspect ground control points
- Inspect screen condition
- Inspect screen shade condition
- Screen cooling pad operational
- Radio transmitters operational
- All batteries fully charged
- SD cards are formatted

### Optional

- Conduct desktop simulation of flight plan/mission

## 2 ONSITE PRE-FLIGHT

### Perform equipment checks

- Inspect components for visible damage (replace any damaged components with backups)
- Check status LEDs

### Perform software checks

- Calibrate compass
- Calibrate GPS

### Perform flight checks

- Conduct hover test (pitch, roll, yaw)

### Conduct site walk-through

- Check for people and property
- Check for hazards and obstructions
- Check lines of sight
- Set up ground control points

## 3 IN-FLIGHT

### Adhere to rules and restrictions

- Never lose line of sight
- Keep aircraft away from people and property
- Fly below 400 ft
- Never fly within 5 miles of an airport without authorization
- Never fly near emergency response efforts
- Never fly near other aircraft
- Never fly over groups of people
- Never fly under the influence

More restrictions are listed at <https://faa.gov/go/uastfr>

### Maintain operational awareness

- Be aware of excessive equipment operating temperatures
- Be aware of battery status
- Be aware of changing weather conditions

## 4 POST-FLIGHT

### Power down

- Power off drone and controller
- Disconnect drone battery
- Power off screen and cooling pad
- Inspect components for visible damage
- Remove storage cards

### Pack up

- Neatly pack up for next mission
- Collect all ground control points

### Transfer files

- Transfer/upload digital content for archival and secure client sharing

### Reporting

- If required, generate a mission report with photos and descriptions