

APPLICATION FOR SMALL UNMANNED AIRCRAFT OPERATING PERMISSION
OPERATIONS MANUAL TEMPLATE

The following table provides an outline of the sort of areas and details that an operator should consider including in a SUA 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.

Section	Subject	Comment
Part A	Introduction	
1	Contents	<i>Brief list of the OM contents.</i>
2	Introductory Statement including outline of operations	<i>Include statement of compliance with any Permission and the requirement that operational instructions contained within the manual are to be adhered to by all personnel involved in the operation.</i>
3	Definitions	<i>Include any common acronyms if necessary.</i>
4	Document control and amendment process	<i>To ensure OM remains in date and that different version are not being used. Amendments should be sent to CAACI. Suggest including a Version number.</i>
	Organisation	
5	Structure of organisation and management lines	<i>Organogram and brief description.</i>
6	Nominated personnel	<i>As appropriate, e.g. Operations Manager, Technical Manager, Chief Pilot, Other Pilots(?).</i>

Section	Subject	Comment
7	Responsibility and duties of the Person in Charge of the SUA	<i>Articles 3(1) 4, 8(1)(b), 68(1), 73, 127, 128 and 177 of the AN(OT)O 2013 may provide some useful text for this section as determined by the operator .</i>
8	Responsibility and duties of support personnel in the operation of the SUA	<i>Operators may use an assistant to help with the operation of the aircraft. Give a brief description of this person's responsibilities and duties.</i>
9	Brief technical description of SUAs and roles	<i>Full technical description can be in technical manuals or added as an Appendix.</i>
10	Area of operation	<i>Geographic scope etc. Likely operating areas - e.g. building sites, open countryside, roads etc.</i>
11	Operating limitations and conditions	<i>Minimum and maximum operating conditions in compliance with the AN (OT) O and conditions of any CAACI Permission.</i>
	Operational Control	
12	Supervision of SUA operations	<i>A description of any system to supervise the operations of the operator.</i>
13	Accident prevention and Flight Safety programme	<i>Include any reporting requirements .</i>
14	Flight team composition	<i>Make-up of the flight team depending on type of operation, complexity, type of aircraft etc.</i>
15	Operation of multiple types of SUA	<i>Any limitations considered appropriate to the numbers and types of SUA that a pilot may operate if appropriate.</i>
16	Qualification requirements	<i>Details of any qualifications, experience or training necessary for the pilot or support crew for the types of SUA and the roles employed by the operator.</i>
17	Crew health	<i>A statement and any guidance to ensure that the 'crew' are appropriately fit before conducting any operations.</i>
18	Logs and records	<i>Requirements for logs and records of flights for the SUA and by the pilots.</i>

Section	Subject	Comment
Part B	Operating procedures	
1	Flight planning / preparation	
1.1	Determination of the intended tasks and feasibility	
1.2	Operating site location and assessment	<p>a) <i>the type of airspace and specific provisions (e.g. Controlled Airspace)</i></p> <p>b) <i>other aircraft operations (local aerodromes or operating sites)</i></p> <p>c) <i>hazards associated with industrial sites or such activities as live firing, gas venting, high-intensity radio transmissions etc.</i></p> <p>d) <i>local byelaws</i></p> <p>e) <i>obstructions (wires, masts, buildings etc.)</i></p> <p>f) <i>extraordinary restrictions such as segregated airspace around prisons, nuclear establishments etc. (suitable permission may be needed)</i></p> <p>g) <i>habitation and recreational activities</i></p> <p>h) <i>public access</i></p> <p>i) <i>permission from landowner</i></p> <p>j) <i>likely operating site and alternative sites</i></p> <p>k) <i>weather conditions for the planned event</i></p> <p><i>using available information from at least aeronautical charts, AIP, digital imagery (Google Earth/Maps etc.), Ordnance Survey maps etc.</i></p>
1.3	Risk management	<i>Identification of the hazards, risk assessment, mitigating procedures.</i>
1.4	Communications Procedures	<i>Contact numbers for other local aircraft operations.</i>

Section	Subject	Comment
1.5	Pre-notification	<i>If the flight is to be performed within an Aerodrome Traffic Zone, or near to any aerodrome or aircraft operating site, then their contact details should be obtained and notification of the intended operation should be provided prior to take-off.</i> <i>It may be necessary to inform the local police of the intended operation to avoid interruption or concerns from the public.</i>
1.6	Site permission	<i>Reference to document confirming land owner's permission.</i>
1.7	Weather	<i>Methods of obtaining weather forecasts. Consideration of SUA limitations.</i>
1.8	Preparation and serviceability of equipment and SUA	<i>Pre-use checks and maintenance.</i>
2	On site procedures and Pre-flight checks	
2.1	Site survey	<i>Visual check of operating area and identification of hazards.</i>
2.2	Selection of operating area and alternate	<i>Size, shape, surrounds, surface, slope. Landing zone for an automatic 'home' return should be identified and kept clear.</i>
2.3	Crew briefing	<i>To cover the task, responsibilities, duties, emergencies etc.</i>
2.4	Cordon procedure	<i>Adherence of separation criteria.</i>
2.5	Communications	<i>Local and with adjacent air operations if appropriate.</i>
2.6	Weather checks	<i>Limitations and operating considerations.</i>
2.7	Refuelling	<i>Or changing / charging of batteries.</i>
2.8	Loading of equipment	<i>Security.</i>

Section	Subject	Comment
2.9	Preparation and correct assembly of the SUA	<i>In accordance with the manufacturer's instructions.</i>
2.10	Pre-flight checks on SUA and equipment	<i>May be covered in other technical manuals.</i>
3	Flight procedures	<i>These procedures may be contained in the 'operators manual' or equivalent but should cover all necessary matters including safety.</i>
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 SUA and control system	<i>Should consider all those events that might cause the flight of the SUA to fail or be terminated.</i>
4.2	Fire	<i>Risk and preventative measures should be considered relevant to the type of SUA power sources and fuel.</i>
4.3	Accidents	<i>Considerations, responses etc.</i>

Section	Subject	Comment
Part C	Training	
1	Details of the operator training programme	<i>Training and checking requirements for pilots and support crew as determined by the operator to cover initial, refresher and conversion syllabi.</i>
Part D	Appendices	
1	Copy of CAACI Permission	<i>This will provide immediate reference to the conditions under which the operations are to be conducted when applicable.</i>
2	Other documents	<i>As considered necessary, Insurance Certificate etc</i>