



UNMANNED AIRCRAFT CHECKLIST

Agency: _____

CoA Number: _____

NOTAM Request Worksheet:

* Notice to Airmen filed with aviation authority

- 1. Effective Date _____
- 2. Time Start _____
- 3. Time End _____
- 4. Area (size of ring in nautical miles) _____
- 5. Radial from airport _____
- 6. Distance from airport _____
- 7. Altitude _____
 - a. Plain Language Definition
 - i. Area (nm) _____
 - ii. Direction from airport _____
 - iii. Distance from airport _____
 - iv. Altitude _____

Initial Flight Planning - 24 hours in advance of flight

- Identify obstructions in flight area using online imagery or site visit
- Calculate geofence radius for area and record in flight log
- Record geographic information in flight log
- Obtain permissions from property owners
- Weather forecast OK
- Check NOTAMS and TFRs (temporary flight restrictions)



UNMANNED AIRCRAFT CHECKLIST

72-24 hours in advance of flight

- Inspect aircraft
- inventory equipment and pack field cases
- Create a flight data folder on field computer
- Check for updated flight control software or firmware
- Empty camera SD card
- Lay out missions and save to flight data folder

Day of flight – before leaving office

- Power up laptop and update Windows
- Charge UA batteries and record mAH in battery log
- Charge camera batteries

Day of flight – at flight area

- Re-check weather, NOTAMs and TFRs (temporary flight restrictions)
- Put on PPE
- Check B4UFLY
- Brief personnel in flight area
- Perform visual check for obstructions
- Fill out flight log with initial information

Pre-flight

- Power up hotspot
- Power up laptop
- Power up cellphone and camera app
- Check laptop battery capacity and connect charger if necessary
- Load mission from flight folder
- Adjust flight mission if necessary
- Power up transmitter
- Verify adequate battery charge transmitter
- Verify flight mode and stick positions
- Check battery voltage and cell balance

UNMANNED AIRCRAFT CHECKLIST

- Install battery in aircraft
- Position aircraft at takeoff point
- Power up aircraft
- Connect Telemetry
- Download flight plan to flight controller
- Check Geofence

Telemetry checks

- Firmware up to date
- Voltage and current

IMU checks

- Compass calibration if needed
- Compass heading
- Artificial horizon
- Altitude zero
- GPS > 8 Satellites
- Home Position

Camera checks

- Remote cable connected
- Safety strap connected
- Power up camera
- Remove camera lens cap
- Connect phone app to camera
- Verify camera mode
- Verify battery level
- Close camera app

Pre-launch

- Clear the flight area of unnecessary and unauthorized personnel
- Record time in log
- Flight mode to stabilize
- Pre-arm aircraft – press red button
- Check control surfaces
- Visually verify that no other aircraft are nearby

UNMANNED AIRCRAFT CHECKLIST

Post flight

- Disconnect flight battery
- Power down transmitter
- Check for excessive motor or ESC temperatures
- Disconnect telemetry
- Record time in log
- Place battery in discharged battery location
- Record battery number in log
- Power down camera
- Install camera lens cap
- Move images from camera to flight folder
- Copy telemetry logs to flight log folder
- Complete flight log comments

Emergency Procedures

Lost Link

1. Line of sight - verify
2. Remote power - verify on
3. Landing area - remain clear
4. Notification

Lost Communication

1. Line of sight - verify
2. Remote power - verify on
3. Landing area - remain clear
5. Notification

Lost Sight

1. Notify PIC - last observed position
2. Contact reacquired - mission continues, if not #3
3. Mission - execute return to home (RTH)

UNMANNED AIRCRAFT CHECKLIST

Cold Weather Operations (below 59°F)

1. Make sure batteries are fully charged before each flight.
2. Warm batteries to 80°F or more before flight.
3. Hover the aircraft for around a minute to allow the battery to warm up.
4. Turn on “**Show Voltage on Main Screen**” on the “**Aircraft Battery**” page of the DJI Go app. **Do not continue flying if battery voltage drops below 3.2 volts.**

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Appendix

Aircraft Status Indicators

-  Slowly: Safe to fly, GPS working
-  X2 Continuously: Vision Positioning system working, no GPS
-  Slowly: P-ATTI or ATTI Mode
-  Quickly: Not connected to the Remote Controller
-  Slowly: Low Battery Level Warning
-  Quickly: Critical Low Battery Level Warning
-  Solid: Critical error
-   Blinking Alternately: Compass calibration required

Remote Controller Status LED

-  Remote Controller is functioning normally, but is not connected to the aircraft.
-  Remote Controller is functioning normally and is connected to the aircraft.
-  B-B-B... Aircraft Low Battery Level Warning or Remote Controller error.
-  B-B... Remote Controller has been idle for 5 minutes.

Camera Controls

- Adjust the camera parameters using the Camera Settings Dial on the Remote Controller or through the DJI Pilot app. Press the Shutter Button or Video Recording Button to capture photos or record videos.
- Adjust the gimbal's tilt using the Gimbal Dial.
- Download photos and videos from the Micro-SD card to your mobile device through the DJI Pilot app. You can also use a SD-card reader to export files to your computer.

Feet	Meters	Feet	Meters	Feet	Meters
20	6.09	50	15.24	80	24.38
21	6.40	51	15.54	81	24.68
22	6.70	52	15.84	82	24.99
23	7.01	53	16.15	83	25.29
24	7.31	54	16.45	84	25.60
25	7.62	55	16.76	85	25.90
26	7.92	56	17.06	86	26.21
27	8.22	57	17.37	87	26.51
28	8.53	58	17.67	88	26.82
29	8.83	59	17.98	89	27.12
30	9.14	60	18.28	90	27.43
31	9.44	61	18.59	91	27.73
32	9.75	62	18.89	92	28.04
33	10.05	63	19.20	93	28.34
34	10.36	64	19.50	94	28.65
35	10.66	65	19.81	95	28.95
36	10.97	66	20.11	96	29.26
37	11.27	67	20.42	97	29.56
38	11.58	68	20.72	98	29.87
39	11.88	69	21.03	99	30.17
40	12.19	70	21.33	100	30.4
41	12.49	71	21.64	200	60.9
42	12.80	72	21.94	300	91.4
43	13.10	73	22.25	400	121.9
44	13.41	74	22.55	500	152.4
45	13.71	75	22.86	600	182.8
46	14.02	76	23.16	700	213.3
47	14.32	77	23.46	800	243.8
48	14.63	78	23.77	900	274.3
49	14.93	79	24.07	1000	304.8