Pre-Flight UAS Checklist

It is suggested that all documentation required in hard copy is stored in a binder with an outward-facing title.

HSU Requirements

__ The UAS committee has reviewed and approved the proposed flights per the Humboldt State University Policy on the Use of Unmanned Aircraft Systems (UAS).

__ All participants have completed HSU pre-operation UAS training.

__ Pilot training has been completed to the standards defined in the Pilot Operating Handbook (POH) and a flight log of pilot’s flight time, takeoffs and landings is up to date in accordance with COA FLIGHT STANDARDS SPECIAL PROVISIONS.

FAA Requirements

(A, General):

__ Hard copy of Certificate of Waiver or Authorization (2015-WSA-230-COA, effective 04/09/2016 through 04/08/2018) and all operating documents are on hand and available to pilot.

__ Hard copy of HSU Approval Letter is on hand and available to pilot.

(B, Airworthiness):

__ It is the pilot’s responsibility to document that the aircraft is airworthy and any changes in hardware and/or software to aircraft or ground control station have been documented with the UAS Integration Office.

__ It is the pilot’s responsibility to document any changes, including payloads, to the unmanned aircraft and/or ground control station logbook. Changes to payload include any changes that result in a weight and balance change, electrical loads, or flight dynamics.

__ It is the pilot’s responsibility to confirm that the ground control station is operating within unlicensed ISM frequencies.

(C, Safety of Flight):

__ Aircraft is registered.

(D, Reporting Requirements):

__ The most recent UAS monthly report has been submitted to FAA (mailto:9-AJV-115-UASOrganization@faa.gov), by Office of Research, per guidelines in document “HSU UAS reporting requirements.”
(E, Notice to Airmen, NOTAM):

__ Pilot is aware that a NOTAM must be issued not more than 72 hours but not less than 24 hours prior to operation as per COA 2015-WSA-230-COA.

24-48 Hour Pre-Flight UAS Checklist:

__ Pilot will e-mail copy of NOTAM to Dean of Research or designee.

48 Hour Post-Flight UAS Checklist:

__ Pilot will complete each Post-Flight UAS Report and submit to Office of Research, which will use the reports to prepare the UAS monthly report to the FAA. **Every flight must be reported in a timely manner. Please contact the Office of Research at 826-5165 if you cannot complete the report within 48 hours.**

__ The Post-Flight UAS Report will open the first of the month and close the end of the month. The Office of Research will submit the monthly report by the 7th of the following month.