



Iss/Rel #: 05  
 Effective Date: 10/24/17

## Appendix A - Drone Pre/Post-Flight Checklist

**SBA Site Number:** \_\_\_\_\_

**FAA Number:** \_\_\_\_\_

**Pilot Name:** \_\_\_\_\_  
**License Number/Exp. Date:** \_\_\_\_\_ / \_\_\_\_\_  
**Employer:** \_\_\_\_\_  
**Contact Phone Number:** \_\_\_\_\_  
**Customer:** \_\_\_\_\_  
**Customer Contact:** \_\_\_\_\_  
**Customer Phone:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Co Pilot/Spotter Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Contact Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Hospital Address:** \_\_\_\_\_

**UAS Manufacturer:** \_\_\_\_\_  
**UAS Model:** \_\_\_\_\_  
**UAS Serial:** \_\_\_\_\_  
**UAS FAA number:** \_\_\_\_\_

**Emergency Number:** \_\_\_\_\_  
**Police:** \_\_\_\_\_  
**Fire:** \_\_\_\_\_  
**Utility Company:** \_\_\_\_\_

**Weather Conditions:** \_\_\_\_\_  
**Upper Wind Speed:** \_\_\_\_\_  
**Was ATC Contacted:** \_\_\_\_\_  
**Airspace of Flight:** \_\_\_\_\_  
**Flight Start Time:** \_\_\_\_\_  
**Tower Type:** \_\_\_\_\_  
**Avetta ID#** \_\_\_\_\_  
**SBA NTP** \_\_\_\_\_  
**(Future)** \_\_\_\_\_

**Visibility:** \_\_\_\_\_  
**Wind Direction:** \_\_\_\_\_  
**ATC Contact name:** \_\_\_\_\_  
**UAS FAA number:** \_\_\_\_\_  
**Flight End Time:** \_\_\_\_\_  
**Max Flight Altitude:** \_\_\_\_\_  
**Structure Height:** \_\_\_\_\_  
**Avetta Status:** \_\_\_\_\_  
**Hrs. of Flight logged:** \_\_\_\_\_



#	Yes	No	N/A	Areas Inspected	Picture Req Y/N
				<b>Hazards</b>	
1				Has everyone in the flight area been notified to vacate the area?	Y
2				Are there power lines or other overhead hazards?	Y
3				Can a visible line of sight towards the UAV be maintained at all times.	Y
4				Will a Spotter be used in low visibility/obstructed flight	N
5				Ensure the telemetry connection is not obstructed.	N
6				Are there nearby properties and if so, have they been notified	N
7				First Aid Kit stocked, readily accessible and visible to anyone in the area	N
8				If flying in controlled airspace, have you notified airspace authority	N
9				Have any NOTAM's been issued in the area of flight?	N
10				Miles to closest Airport (<5miles)	N
11				Have all obstructions been documented (Trees, Guyed Wires, Migratory Birds, etc.)	Y
12				Is Fire Extinguisher Available on site	Y
13					
				<b>Equipment</b>	
14				Have you thoroughly inspected your equipment	Y
15				Are there any cracks in the blades, joints or structural members	N
16				Battery / Batteries are fully charged, properly seated and Secured	Y
17				Fail-safe equipment functioning o RTH (return to home) o Recovery chute o Firmware Airport Proximity Detection Functioning	N
18				Props are smooth and free of damage	Y
19				Prop adapters are tight / secure	N
20				Ensure no frequency conflicts with both video and transmitter / receiver	N
21				UAV / Drone is in a level location safe for takeoff	N
22				All transmitter controls move freely in all directions	N
23				All transmitter trims in neutral position	N
24				Has HOME location been set on the equipment (RTH)	N
25				Does UAV have GPS Lock	N
26				Are you Flying in GPS Mode	N

**QA-DOC-400-A**

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Failure to obtain Pre/Post flight approvals from SBA will jeopardize your future access to SBA towers



**Remarks:**

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**Actions:**

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**Flight  
Approvals**

**SBA Risk  
Management:**

**Date:**

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SBA Site Number: \_\_\_\_\_

Failure to obtain Pre/Post flight approvals from SBA will jeopardize your future access to SBA towers



#	Yes	No	N/A	Post Flight Checklist	Picture Req Y/N
27				Photographs of the all the current installed equipment	Y
28				Photograph a complete overview of the tower and compound from above	Y
29				On concealment towers a photo of each shroud connections	Y
30				On faux tree towers photograph missing branches and or any noticeable missing receiver bolts	Y
31				Take Line of sight photographs to verify that there are no antennas or equipment blocking the top beacon lights.	Y
32				Photograph Side Marker lighting	Y
33				Photograph the cable runs up the tower	Y
34				Safety Climb o Photos of any obstructions o Top connection	Y
35				Were there any crashes or damage done during the Flight (Photograph)	Y
36				Were all gates locked and compound secured (including shelters, panels, and cattle gates if opened)	Y
37				Have Photos been uploaded to SweepVault for Operations Review	N
38				Has Flight Log been entered into logbook	Y

Remarks:

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Actions:

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**Post Flight Approvals**

SBA Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_

SBA Site Number: \_\_\_\_\_