



sUAS Flight Management Checklists

(Version January 16, 2018)

These sUAS Flight Management Checklists, along with the sUAS Safety and Operational Standards, and the Guidelines for the Operation of Unmanned Aircraft Systems at Southeast Missouri State University aim to make sure that use of unmanned aircraft systems (drones) at Southeast Missouri State University is legal and safe. The operator shall complete this form prior to the sUAS operation and retain a copy of the completed form with their flight log and any other associated records.

Flight Operator: _____ **Date Checklist Completed:** _____

Date of Operations: _____

Locations of Operation: _____

Planning Checklist			
Outside Use	Inside Use		Resource and Notes
<input type="checkbox"/>	<input type="checkbox"/>	Familiarize self with Southeast Missouri State University Safety and Operational Standards and applicable FAA operational conditions.	
<input type="checkbox"/>		Register sUAS with FAA.	https://registermyuas.faa.gov/
<input type="checkbox"/>		Mark aircraft with registration number.	
<input type="checkbox"/>	<input type="checkbox"/>	Request and receive approval to use sUAS on campus via the University's Permission to Fly Form. A copy of the approved Permission to fly Form will need to be kept on site with the operator during the sUAS operation.	www.semo.edu/dronescompliance
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, complete any signed contracts/agreements pertaining to sUAS operation with invitees. Submit copy of finalized agreement.	cmartin@semo.edu

Planning Checklist			
Outside Use	Inside Use		Resource and Notes
<input type="checkbox"/>		Obtain weather and visibility conditions report within the hour prior to the flight.	http://www.weather.gov/
<input type="checkbox"/>		Record visibility information in the space to the right. Verify minimum visibility of 3 miles	
<input type="checkbox"/>		Confirm that no Temporary Flight Restrictions (TFRs) have been issued for your location.	https://www.faa.gov/uas/where_to_fly/airspace_restrictions/ https://uas-faa.opendata.arcgis.com/
<input type="checkbox"/>	<input type="checkbox"/>	Inform all non-participating people in the immediate flight field that is reserved for sUAS operations and that they must stay clear of the area. (Do not fly if people remain in the way.)	
<input type="checkbox"/>	<input type="checkbox"/>	Display signage at indoor entry points “No Entry – Unmanned Aircraft Operations”. Wear safety vest to enhance visibility of the operation outdoors.	
<input type="checkbox"/>	<input type="checkbox"/>	Notify if the flight plan is cancelled or substantively modified.	cmartin@semo.edu
<input type="checkbox"/>	<input type="checkbox"/>	Review all pertinent sUAS operational manuals and safety guidelines. (Materials can be accessed online) ¹	
<input type="checkbox"/>		Contact airport personnel if proposed flight location is within 5 miles of airport.	Cape Girardeau ATC: 573-334-3843 Kennett Airport: 573-888-1339 Malden Airport: 573-776-4406 Sikeston Airport: 573-471-2037

Emergency Checklist			
Outside Use	Inside Use		Resource and Notes
<input type="checkbox"/>	<input type="checkbox"/>	In the event of an accident that requires immediate assistance or other emergencies, call the Department of Public Safety.	DPS: 573-651-2215
<input type="checkbox"/>	<input type="checkbox"/>	Report any crash, injury or property damage incident to the Department of Public Safety and Facilities Management immediately.	DPS: 573-651-2215 Facilities Mgmt: 573-651-2214

¹ DJI Phantom 4 Documents & Manuals: <https://www.dji.com/phantom-4/info#downloads>

DJI Phantom 2 Documents & Manuals: <http://www.dji.com/phantom-2/info#downloads>

DJI Matrice 600 Documents & Manuals: <https://www.dji.com/matrice600/info#downloads>

DJI Inspire 2: Documents & Manuals: <https://www.dji.com/inspire-2/info#downloads>