Drones Operation Checklist

Remember, before any drone operations you must:

**Step 1**
Check with URAF about:
- The type of drone (or RPA) that will be used; or
- Requirements for any Contractors* operating drones on University campuses*

University operations must be approved by the University’s Chief Remote Pilot. Do not purchase or use your drone or engage a Contractor* to conduct a drone operation until you have discussed with URAF personnel. University owned drones must be listed on the RPA Operator’s Certificate (OC) (this may take additional time if CASA testing is required). Once completed, go to Step 2.

**Step 2**
Ensure that all pilots who will operate your drone are licenced by CASA

Do not use your drone until you have:
- Complete RPA training as required and been issued a licence by CASA, and
- Undertaken the University’s pilot induction program administered by the URAF, or
- Contract* a licenced RPA pilot to conduct the operation

Once complete, go to Step 3*

**Step 3**
Confirm that University pilots and drones are noted on the University’s Insurance Policy by contacting the Insurance Office

Once confirmed, go to Step 4

**Step 4**
Conduct a risk assessment for all aspects of your proposed operation

Refer to the University’s RPA Operations Manual – available from URAF - for details

Once completed, go to Step 5

**Step 5**
Ensure your operation is within approved operating conditions
All operations which meet operating conditions set out in the University’s OC must be formally approved by the Chief Remote Pilot, so contact the URAF before going to Step 6

Specialist operations require CASA approval. Contact the URAF for assistance with the CASA approval process.

Specialist operations must also be notified to the Insurance Office. Operations by Contractors* must be notified to the Insurance Office and documents confirmed

Once your operation is approved by the URAF, go to Step 6

**Step 6**
Complete your operation safely then - plan future operations – Return to Step 1

Report any flight incidents to the Chief Remote Pilot as soon as possible – CASA may need to be advised. Contact the Insurance Office if any injury to people or damage to property. WHS team may also need to be advised. Review operational risk assessment for improvements before returning to Step 1

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1. A Remotely Piloted Aircraft (RPA) is the term used in the Civil Aviation Safety Regulations 1998 (CASR) to describe a drone.
2. The University’s Operator’s Certificate is a formal approval from the Civil Aviation Safety Authority (CASA) to conduct commercial RPA operations – it defines the scope of all operations and the conditions under which they can be conducted.
3. Under regulations (CASR Part 101) all drone operations conducted by any University personnel can only be conducted by licenced pilots using approved drones. Unapproved drone operations are not covered by the University’s insurance policy.