



NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

CL-O-AWS061

RPA Operator's Certificate (ROC) Review Checklist EVALUATION OF DEMO FLIGHT CHECKLIST

General Information:

1. Name of Applicant	
2. Address of Applicant	
3. Date of Inspection	9. Place of Inspection
4. Registration Marks	10. C of A Category
5. RPA Constructor	11. Date of Construction
6. Type of RPA/UAS	12. Constructors Serial No.
7. Total Airframe Hours	13. Hrs. Since last C of A Renewal
8. RPA/UAS Engine Manufacturer	14. Engine Designation

Instructions for Use:

1. Check 'S' column if you reviewed the record, procedure or event and it is 'satisfactory'.
2. Check 'U' column if you reviewed the record, procedure or event and it is 'Unsatisfactory'.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

DEMO FLIGHT PREPARATION	
ITEM	DESCRIPTION
Location:	
Planned Flight Date:	
Date of Deliveries:	
Final Objectives:	
Details of the Flight planning:	
Imagery requirements:	
Machine	

ORGANISATIONAL COVID-19 RPAS/UAV OPERATIONAL PROCEDURES		
Compliance Requirements	S	US
Organisational Procedure		
Crew / Staff Certification		
Others		
Observation / Remarks		
EVALUATION OF CREWS LICENCE	Valid	Not Valid
UAV Pilot Licence		
PPL / CPL Licence		
Instrument Rating		
Medical Licence		
Crew Resource Management		
Pilot – in – Command: Signature / Date		
Observer Name: Signature / Date		

S/N	The following functions must be demonstrated during demonstration flights:				
ITEM	Description /Task	Check			
		S	U	NS	NA
Feasibility of Project	In compliance with operations manual				
	Sufficient resources				
	Technically possible				
	Flight hours/Servicing of helicopter				
Validity of Permissions	Informed ATC				
	Valid permission for Aerial work				
	Check for military CTR & Restrictions				
	Valid Permission from NCAA				
24 hrs. notice	24hrs. notification NCAA, Province and City Council				
	Land Owners Permission				
	Valid Insurance				
	Valid Third Party Liability Insurance				
NOTAM	Check for local NOTAM's that affect the project				
	NOTAM is issued				
Online Site Check	Google Earth				
	Google Street-view				
	Bing Maps Oblique				
Risk Assessment	Risk Assessment Matrix				
Preparation	Download Project Map				
	Creation of Way-Points				
Weather	Weather Check Max (24hrs prior to flight)				
	Check Skyvector.com				
Communication	Two way radios required				
	Client Phone number				
	Local numbers (police, ATC etc.)				
Safety	Safety clothing Required:				

MOBILISATION CHECKLIST – SHADOW BOARD					
ITEM	Action/check	Checked			
		S	U	NS	NA
Airframe	Check Condition & Airworthiness				
(Spare) Propellers	Check Condition & quantity				
Gimbal	Check Condition & functionally				
Flight Battery packs	Charge & Check Condition				
Flight Battery charger	Check & Check condition				
Flight Battery markers	Check				
Pilot, payload Controllers and Charger	Check functionality and voltage				
iPad and charger	Check Functionality and voltage				
X5 Camera	Check Functionality and Voltage				
Camera Memory Cards	Check & Format				
Lens wipes & tissues	Check				
Inspire Documentation	Check				
Signs, Safety Tape 4 Pylons	Check				
Safety Clothing & Sunglasses	Check				
Crew Identification	Check				
First Aid Kit & Fire Extinguisher	Check				
Wind Meter	Check Condition & Functionality				
Checklists, Manuals & Logs	Check				
Spare landing gear	Check Condition & quantity				
Spare motors and arms	Check Condition & quantity				
Air Navigation Map	Check				
Toolbox	Check Condition				
Notepad & Pens	Check				
USB stick Tab – PC	Check				
External Disk for Back-up	Check				
Card reader	Check				
Lipo Battery Charger	Check Condition & Functionality				
Battery Charger Leads	Check				
Are there other projects during this project? Communicate with PM	Check				

ON SITE SURVEY							
Item	Check	Finding	Check				
			S	U	NS	NA	
NOTAM	Check for other NOTAM in project area						
Weather	Measure wind and check if there is a risk of precipitation						
Obstructions	Masts, wires, Buildings, Train Lines, Trees, Roads, Industrial Hazards, other						
People	Cordon required						
Livestock	Animals, Livestock or wild life						
Surface	Type of surface						
Air Traffic	Permission from ATC						
Take-off/Landing	Area identified and marked						

RISK ASSESSMENT								
Hazard	Likelihood	Severity	Risk	Mitigation	S	U	NS	NA
Battery Failure								
Loss of Control								
Appearance of other airspace user								

CREW BRIEFING CHECKLIST					
Item	Action / Check	Check			
		S	U	NS	NA
Zones	Clearly indicate the project area, take-off and landing zone, emergency area and holding area.				
Position	Inform each crew member as to where to be positioned at the start of the flight				
Responsibilities	Inform each crew member as to their responsibilities. <ul style="list-style-type: none"> Monitoring of Airspace Monitoring Ground Safety Monitoring Ground Station 				
Emergency	Inform each crew member as to their responsibility in the event of an Emergency. Cover at least the following : <ul style="list-style-type: none"> Battery or Engine failure Loss of Control Airspace infringement Pilot Incapacitation 				

DEMO FLIGHT COMMUNICATION	
Person /Organization	Phone Number

Applicant Contact:	
Local Police	
Local Hospital / Clinic	
ATC	

Flight Details

	Flight 1	Flight 2	Flight 3	Flight 4	Flight 5
Start Time					
End Time					
Flight Time					
Battery Set					

FACILITY / BASE INSPECTION

Documentation and Records		S	US
	<p>Does the operator ensure that the following records are kept for the required periods?</p> <ol style="list-style-type: none"> 1. Records to demonstrate that the RPAS has continuously been maintained in an airworthy condition and all components are serviceable. 2. Records to demonstrate compliance with the operator procedures on remote flight crew rostering and fatigue risk management. 3. The RPAS Technical Logs 4. Technical Library / e-Library 5. Records of risk assessment performed for any new or amended standard operating procedure if any. 6. Evidence of implementation of the mitigation measures stemming from the risk assessment 7. Records to demonstrate the verification of the validity of remote pilot licenses, medical certificates, ratings and any associated qualifications as required by the type of RPAS operated. 		

IN & POST FLIGHT CHECKLIST					
ITEMS	ACTION/CHECK	FLIGHT			
		1	2	3	4
In Flight	During flight stay in audible contact of observers, check battery levels once every 0.5minute,scan airspace and keep visual contact with aircraft				
Landing	The aircraft is approaching the landing zone in a descending flight and will be landed.				
Post Flight	Walk to aircraft and call out "All safe"				
Post Flight Checklist	Start the post flight checklist on the iPad tablet				
Battery marking	Confirm battery marking or adjust				
Battery	Place battery in crate and let it cool down				
QC	Download imagery & check quality				
Log	Enter flight details in UAV Logbook				
Battery number	Record battery number in Flight -log				
Battery number	Record battery number in Flight -log				
Communication	Inform ATC as to end of the project				
Demobilisation	Place all equipment in the car/van and scan the area for trash or forgotten equipment				

OFFICIAL USE ONLY

Inspector or comment:

Inspector's Name _____

Inspector's Name (OJT) _____

Date: ____ / ____ / ____

Date ____ / ____ / ____