

# Site Assessment Check List

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When conducting training operations at non-established sites the following are to be included (where necessary) in the pre-flight risk assessment.

Information will be available on charts, at local authority offices and also may be gained from a site visit prior to the task.

- Airspace – Are you operating within controlled airspace and if so what provision has been made to allow flight. Consider local ATC units or NATs.
- Other aircraft operations – Are there local flying clubs / airfields in the area have they been notified of your activities. Consider a face to face meeting for de-confliction and information or file a NOTAM.
- Other hazards – Military ranges and live firing activities, High Intensity Radio Transmission Areas (HIRTA)
- Are there local by-laws that could prevent UAS activities – contact the local parish council or authority.
- Extraordinary restrictions should be considered. Are you flying near a prison or nuclear facility? If so you will need special authority and should contact the CAA in the first instance.
- Public access may be an issue and could create a hazard, how will you inform or restrict?
- Do you have the local land owner permission to operate?
- Have you considered alternate operating sites?

# On Site Survey Form and MATE Brief

All entries on this document are to be made in a legible manner  
 The comments, observations and final risk assessment are to be made in an honest and  
 objective manner ensuring risk mitigation remains above the needs of the task  
 Use this form as the basis of the MATE Brief

<b>Reference Number</b>		<b>Task date and time (local)</b>	
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## 1. Meteorology

<b>Meteorology Actual</b>		<b>Meteorology Forecasted</b>	
Wind speed at site		Wind speed forecast	
Visibility at site (m)		Lowest Visibility forecast	
Temperature		Max and min temp forecast	
Density altitude (if reqd)			
Other significant weather		Forecast significant weather	
		Forecast obtained from?	

## 2. Airspace – Any conflicts to be entered in table 5

<b>Item</b>	<b>Factors</b>	<b>Completed</b>	<b>Remarks</b>
Airspace	Type of airspace		
	Restricted areas including ranges		
	Local ATC permissions		
	HIRTA		
	NOTAMs		
	Local area avoids		
	Downwind airspace check – use map to demonstrate check completed		

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### 3. Technical

Item		Remarks
Batteries	Conditions and charge	
Serviceability	SUA condition, damage, rotors condition	
Ancillary equipment	Camera type Controller – battery charged IPAD etc battery charged	
Frequencies	Spectral Analyser	
GPS	Possible errors	
Communications	Other communication devices	

### 4. Exercise / Task

Details		Remarks
Type of task	Photo / survey / video / search / training	
Privacy	Routing, restrictions, signage, aim of task	
Restrictions	Other property, privacy, airspace, other	

### 5. Immediate Operating Area

Item	Factors	Completed	Remarks
Land owner	Permissions		
Bylaws	Any to affect – council informed		
Building owner	Distances, safety and risks		
People	Public access and control measures		
Obstructions	Mast, pylons, wires – marked?		

Livestock	Effect of noise, control		
Take-off area	Flat clearly marked, sanitized		
Landing area	As above		
Alternate landing	As above		
Spotter location	Visible and communications check		
500m markers	Known point / flag/ persons		
Downwind check	Other airspace, direction, risk? Map or electronic display		

## 6. Contact details

Item	Name	Number	Comms check?
Land owner			
Local police			
Local ATC			
Parish Council			
Other Council			
Range control			
AAIB			
CAA duty officer			

## 7. Risk Assessment (completed by the Remote Pilot)

Hazard	Score	Mitigation	Score
Final risk score			

I have assessed the risk associated with this task, examined the mitigation processes and <i>accept / do not*</i> accept to conduct the task	Name and signature of PiC	
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This document is to be maintained by the operator for a period of 12 months from the survey date. In the event of an incident or accident it may be required to be produced by the CAA, AAIB, Police or Insurance Company.

## Risk matrix

RISK RATING Likelihood x Severity	NEGLIGIBLE Negligible injury	SLIGHT Minor injury First aid reqd	MODERATE Injury leading to accident	HIGH Involves serious injury or death	VERY HIGH Multiple deaths
<b>HIGHLY UNLIKELY</b> A freak combination of factors is required for an incident / accident	LOW 1	LOW 2	LOW 3	LOW 4	MEDIUM 5
<b>UNLIKELY</b> A rare combination of factors is required for an incident / accident t	LOW 2	LOW 4	LOW 6	MEDIUM 8	MEDIUM 10
<b>POSSIBLE</b> Might happen if additional factors are present but otherwise unlikely	LOW 3	LOW 6	MEDIUM 9	MEDIUM 12	HIGH 15
<b>LIKELY</b> Not certain to happen but additional factors may result - incident / accident	LOW 4	MEDIUM 8	MEDIUM 12	HIGH 16	HIGH 20
<b>HIGHLY LIKELY</b> Almost inevitable that an incident / accident will result	MEDIUM 3	MEDIUM 10	HIGH 15	HIGH 20	HIGH 25

LOW RISK

**Score 1 -5** May be acceptable.

MEDIUM RISK

**Score 6 – 12** Only proceed after further consultation with safety team or those with specialist knowledge and then once armed with this information conduct risk assessment again

HIGH RISK

**Scores higher than 12** Task should not be conducted unless risk reduced