

03 AIR OPERATIONS MANUAL

Figure 3.1 - Components of an Air Operations Manual

Subject	Purpose	Considerations
Authority & Control of Flights	Establish who has authority to approve flight operations under what circumstances	Who can put in a request for drone operations? How are operations reviewed and approved? What authorities do the approver and the pilot-in-command have?
Regulatory Compliance Guidelines	Unequivocally state that all applicable rules and regulations must be followed	What federal, state, and local regulations affect your operations? What is the process for requesting regulatory waivers? What other regulatory guidelines (e.g. FCC) may apply?
Training Standards	Stipulate pilot training requirements by mission type and ensure only qualified pilots are flying	What training is required for each of your mission types? How often must training be renewed? Do training requirements differ between employee and contract pilots?
Flight & Mission Planning Procedures	Ensure consistently successful aerial data collection and safe flight outcomes	What are your data collection requirements? What is the type, location, and timing of the mission? How are you managing your equipment and pilots?
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Figure 3.1, continued - Components of an Air Operations Manual

Subject	Purpose	Considerations
Crew Resource Management	Reduce and mitigate errors related to human factors in in-field flight operations	What are your crew rest requirements? How do factors like weather or stress impact pilot scheduling? How are crew errors or infractions addressed?
Equipment Maintenance and Repair	Reduce safety hazards, downtime, and data quality issues due to malfunctioning equipment	Who will be responsible for drone maintenance and repair? What are your pre-and post- flight maintenance procedures? How will you track equipment usage over time?
Mishap Reporting	Determine policies and procedures for when accidents happen	What severity of accident warrants a report? Who needs to be informed when an accident happens? What information needs to be collected at the scene and by whom? Who will be responsible for filing a mishap report?
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