See Below.
First flight of the day Checklist:

- Ensure the aircraft is free of visible defects.  
  Pilot Name: ____________________________
- Complete aircraft assembly per Manufacturer’s Manual.  
  Date: ____________________________
- Ensure fasteners and parts are secure.  
  Time of Flight: ____________________________
- Ensure batteries are fully charged.  
  Location: ____________________________
- Check mission planning documents; ensure paperwork is complete and up-to-date.

Pre-Flight Checklist:

- Identify the flight crew members including the operator and the visual observer/s (if any) and ensure each member awareness of their mission role and responsibility.
- Establish and brief personnel on area of operation, launch/recovery zones, mission plan.
- Establish and brief personnel on contingency plans, failsafe point, and flight termination procedures.
- Ensure area is clear of non-participating spectators and hazards.
- Check that wind and weather are within acceptable operational limits.
- Power on system and check link.
- Complete Manufacturer’s Manual preflight checklist.

Launch Checklist:

- Position sUAS at launch point and establish personnel at designated locations.
- Verify personnel are prepared; verify cleared surrounding area and airspace.
- Ensure all communication links are established and in a reliable working condition
- Initiate launch sequence per Manufacturer’s Manual.
- Perform control maneuvers to ensure sUAS functionality and performance.

Landing Checklist:

- Line up UAS for landing.
- Execute safe recovery sequence per Manufacturer’s Manual and site-specific approach/recovery pattern.

Shut Down / Secure Checklist:

- Unplug and remove UAS battery/batteries.
- Store batteries in a safe manner.
- Disassemble aircraft for transport or prepare for next flight.
- Complete post-flight documentation.
References:

Click here to enter Policy references, if any.

History:

added Time of Flight and Location, annual review: 06/04/19;
new form: 11/07/17
Reviewed: 6/4/2019