DR CITY

AIRCRAFT FLIGHT LOGS & RECORDS

COMMERCIAL AERIAL DRONE
RPAS OPERATOR
TP15263

Latest Revision 02-05-2025

Government of Canada Gouvernement du Canada

To Drone Enthusiasts and Professionals,

Flying a drone isn't just about takeoff and landing–it comes with responsibilities. Logging your flights isn't optional; it's a requirement by Transport Canada to ensure compliance with aviation safety standards. Keeping proper records helps track aircraft performance, ensures accountability and supports regulatory compliance.
This manual has been carefully designed to align with TP15263 regulations, which set the knowledge requirements for RPAS (Remotely Piloted Aircraft Systems) pilots operating within Visual Line of Sight (VLOS). You can review the full details here:
https://tc.canada.ca/en/aviation/publications/knowledge-requirements-pilots-remotely-piloted-aircraft-systems-250-g-including-25-kg-operating-within-visual-line-sight-vlos-tp-15263

At DROCITY, we are a self-declared registered RPAS Flight School, committed to equipping drone pilots with the right knowledge and training.
For an official list of Transport Canada-approved flight schools, visit:
https://tc.canada.ca/en/aviation/drone-safety/drone-pilot-licensing/find-drone-flight-school

Yours Truly
DROCITY

Flight Logs

Accurate documentation of flights, incidents, aircraft records, and maintenance is a key responsibility of the pilot/owner. This booklet is designed to track and log flights until it is complete, at which point a new log may be started.

Regulations on Aircraft Maintenance and Records

Transport Canada mandates that pilots keep detailed records of flights and aircraft maintenance. This includes documenting updates, recalls, and software revisions. Additionally, this manual must be kept with you during operations and be available for inspection on-site.

Emergency Contingency Plan

In the event of a fly-away, crash, near-miss with another aircraft, or hard landing, the following procedures must be followed. To ensure swift notification to Transport Canada, the pilot should be familiar with the project location in decimal degrees.

○ Fly-away Procedures

A fly-away happens when the pilot loses control of the RPAS, causing the RPA to leave the project area either vertically or horizontally. The procedures for regaining control will vary depending on the specific RPAS.

○ Procedure to activate 'RTH' (Return to Home)

1. Press the "RTH – Return to Home" button on the controller to attempt commanding the drone to return to the site.
2. If the home button is ineffective, the pilot will try to regain manual control of the drone and fly it back to the site.

If successful, the pilot will immediately land the RPA and cease all operations until the issue is resolved.

If the pilot is unable to regain control, emergency procedures will be activated as follows:

○ Fly-away noted Information

1. Provide the estimated battery life, direction of flight, potential range, and any affected aerodromes. Include the RPA model, weight, range, and color.
2. Contact the nearest local controlled aerodrome using the Canadian Flight Supplement.

○ Crash Procedures & Analysis

In the event of an RPA crash, follow these steps:

1. Turn off the controller and deactivate the RPAS to prevent further damage or injury.
2. Check for any injuries and, if present, follow standard first aid procedures.
   a. Ensure the area is secure and safe.
   b. Call emergency services (911) and provide medical aid if necessary.
3. Evaluate whether the RPA has caused any damage to vehicles, buildings, powerlines, or infrastructure. Ensure there is no ongoing risk of further damage or danger.
4. Once it is safe to do so, document the following:
   a. Time of the incident.
   b. Weather conditions.
   c. Events leading up to the crash.
   d. Photos of any damage.
5. Record the incident in the incident tracker and attach all relevant documentation to the incident report, including:
   a. Pilot's record of the incident.

b. OHS report.
c. Photos of the damage (if applicable).

RPAS Maintenance

The type of maintenance required for an RPAS depends on the model and the manufacturer's recommendations. The pilot and/or owner of the RPAS should follow these guidelines:

1. Never open the body of the RPAS or perform any maintenance not specified in the RPAS's user manual.
2. Adhere to the manufacturer's recommended maintenance schedules and storage guidelines.
3. Inspect the RPA before and after each flight for any visible signs of damage, paying particular attention to the rotors.
4. Immediately replace any damaged rotors and dispose of them properly.
5. Regularly perform firmware upgrades. Ensure that:
   a. The craft is fully updated before operational flights.
   b. The controller and batteries are updated simultaneously.
   c. After any updates, conduct a test flight to confirm that the update was successful and there are no conflicts between the RPA, batteries, and controller.

Incident Reporting

Incident reporting is crucial for maintaining a safe and legally compliant RPAS program. It not only helps ensure legal compliance but also provides a system to track issues that could impact the performance and reliability of a specific RPAS. Reporting incidents also helps the Flight Operations Center (FOC) identify potential training gaps and offers a method to address them. Furthermore, federal law mandates that a pilot must cease operations following any of the incidents listed below until the cause is determined, and corrective actions are taken to prevent recurrence:

1. Any injury to a person that requires medical attention.
2. Unintended contact between the unmanned aircraft and individuals, animals, vehicles, vessels, buildings, or structures.
3. Unexpected damage to the airframe, control station, payload, or command and control links that negatively affects the RPAS's performance or flight characteristics.
4. Instances where the unmanned aircraft strays beyond its designated lateral boundaries or altitude limits.
5. Any collision with or loss of separation from another aircraft.
6. If the unmanned aircraft becomes uncontrollable, experiences a fly-away, or goes missing.
7. Any incident not covered in items (a) to (f) that requires a Canadian Aviation Daily Occurrence Report.

If there is any interference from individuals that threatens the safety of the flight (whether through direct interference with the crew or the aircraft), the crew will notify the FOC and suspend operations until the issue is resolved.
Internal incidents are reported via an online form, which immediately alerts the FOC. If the incident results in damage to property or injury to the public, the involved RPA will be grounded until the internal investigation is concluded and, if necessary, approval is obtained from the FOC. The responsibility for submitting incident reports to the FOC lies with the Special Flight Operations Certificate (SFOC) Pilot in command.

FLIGHT ACTIVITY LOG REPORT

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OWNER_____ **REG#**_____ **PILOT**_____

AIRCRAFT_____ **OM**_____ **PROJECT**_____

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