

PILOT/OPERATOR DAILY BRIEFING CHECKLIST
EVENT NAME/SITE HERE

Completed by _____

Date _____

Once completed, keep a copy of this checklist for one year. MAAC also encourages clubs to scan the completed form and send to their Zone Director. If an item is not pertinent, please tick the “no” box and record the reason or simply write “N/A” in comments.

Administrative			
ITEM	YES	NO	COMMENTS
Welcoming comments and introductions <ul style="list-style-type: none"> • Name of hosting Club and Event • Names and in person introductions of any/all responsible persons. <ul style="list-style-type: none"> ○ Event/Contest Director ○ Air Boss etc ○ Safety officers ○ Others <p>Please ensure all pilots understand who oversees the event or is in charge.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>IF the Event is operating under the MAAC Event SFOC</p> <ul style="list-style-type: none"> • Explain the Transport Canada RPAS pilot sign in sheet. • Provide the location of SFOC copies. • Provide Pilot reminder - CAR compliance is up to each member/pilot – remind them to ensure they met their requirements – the following must be readily available: <ul style="list-style-type: none"> ○ Gov issued photo ID. ○ RPA certificate of registration ○ Pilot certificate and recency docs ○ MAAC Safety assurance declarations for each RPA if required. <p>Clubs and event organizers shall not request or demand to see proof of any TC required Pilot/owner documentation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
ALL Pilots/Operators <ul style="list-style-type: none"> • Must be MAAC Members – Clubs/Event organizers may use online member validation tool if need be. • Explain Pilot/operator event Registration process. • Explain Pilot/operator briefing process (latecomers and if multiple day event). • Reminder – CAR compliance is up to each member/pilot – ensure they have been briefed on how to meet all Site requirements. If they are not sure – ASK for help. 	<input type="checkbox"/>	<input type="checkbox"/>	
Visiting Foreign Pilots <ul style="list-style-type: none"> • ALL must be MAAC Members – join online if need be. • Other RPAS process explained below 	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Housekeeping, guests, and spectators</p> <ul style="list-style-type: none"> • Parking • Limits for guests and spectators. • Washroom/rest facilities • First Aid provisions • Pets/children • Garbage • Weather events and monitoring (wind, approaching storms etc) • Any other issues necessary 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Event Schedule</p> <ul style="list-style-type: none"> • General schedule of the event • When open flying occurs etc • If multi-day, follow up or wind-up schedule. • Any awards or closing ceremonies 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Event Emergency provisions</p> <ul style="list-style-type: none"> • On site emergency tools (first aid/fire response) • Who is responsible to initiate response (Fire/Ambulance/Police) • Number to call in case of emergency (911 or #) • Address to use for First Responders. 	<input type="checkbox"/>	<input type="checkbox"/>	
Airspace Requirements/Permissions			
<p>Airspace type – describe airspace including owner.</p> <ul style="list-style-type: none"> • If Class G uncontrolled = no further action required. • If controlled/restricted airspace <ul style="list-style-type: none"> ○ Who/How to obtain permission from Airspace Authority. ○ ATC suspension/shut down protocols. <ul style="list-style-type: none"> • ED/CD or Air Boss? • Visual Observer call out – if they say stop flying, we stop flying. 	<input type="checkbox"/>	<input type="checkbox"/>	
Permitted/prohibited Modelling Categories			
<p>List the model categories allowed at the event.</p> <ul style="list-style-type: none"> • mRPAS and/or RPAS • Tethered/Control Line • Free Flight • Space • Surface (cars/trucks/boats) 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If an RPAS event, which of the following RPAS “ADD-ONS” are approved for this event. IF not approved, clearly state the limits and above/exceeding is not approved.</p> <ul style="list-style-type: none"> • RPAS Altitude (>400’) • RPAS Weight (>25KG, <35KG) • RPAS Weight and Altitude (>400’ and (>25KG, <35KG) • RPIC (RPAS Pilot in Command – see SOC) • Briefly explain what rules are applicable to the above 	<input type="checkbox"/>	<input type="checkbox"/>	

– or where to find them for the event			
RPAS/Model Technical Specifications/Restrictions			
Describe any CAR/MAAC/Club specs or restrictions on the type of RPAS/Model to be operated at this event? <ul style="list-style-type: none"> • Size weight propulsion limits/restrictions • Manufacturer declaration as required (controlled/restricted airspace) 	<input type="checkbox"/>	<input type="checkbox"/>	
RPAS Pilot/Operator Qualifications			
All modellers MUST be MAAC Members	<input type="checkbox"/>	<input type="checkbox"/>	
This site requires RPAS Basic/Advanced/RPIC rules (explain as required)	<input type="checkbox"/>	<input type="checkbox"/>	
Describe any Club/Event/SOC specific pilot qualifications (wings, club check-outs etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Explain Direct supervision/instruction of students for site	<input type="checkbox"/>	<input type="checkbox"/>	
Explain Guests/non-MAAC hands on demonstration flights (buddy-box etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Foreign pilots <ul style="list-style-type: none"> • MAAC membership • Transport Canada Basic RPAS is the minimum (RPIC is site specific in the SOC) – TRUST is not recognized by TC/MAAC • Registration marking requirements – cover any AMA markings – replace with MAAC # and 930433 Clubs and event organizers shall not request or demand to see proof of any TC required Pilot/owner documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
Crew Qualifications and Procedures			
Visual Observer rules for the site/event <ul style="list-style-type: none"> • Qualifications • Training/briefing • Position and any aids. • Responsibilities • Authority and PILOT MANDATORY responses 	<input type="checkbox"/>	<input type="checkbox"/>	
AIR BOSS rules for the site/event <ul style="list-style-type: none"> • Introductions as required. • Responsibilities • Authority and pilot MANDATORY responses 	<input type="checkbox"/>	<input type="checkbox"/>	
Spotters/helpers/mechanics <ul style="list-style-type: none"> • When to use • Pilots' responsibility to provide training/briefing. • Responsibilities • Go no-go zones 	<input type="checkbox"/>	<input type="checkbox"/>	
Adjacent Aerodrome Procedures (Within 3NM)			
List and describe procedures for all Aerodromes within 3NM of the event? <ul style="list-style-type: none"> • Describe any additional event rules concerning these 	<input type="checkbox"/>	<input type="checkbox"/>	

aerodromes.			
Provide any local full scale flight path information not included in the site survey or readily apparent.	<input type="checkbox"/>	<input type="checkbox"/>	
If this event is on an aerodrome:	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Describe any additional event rules concerning this aerodrome. (anything not in club rules) 			
Normal RPAS/Model Operating Procedures			
RPAS WILCO Site Survey location/provision	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Event NOTAM briefing – daily and by who. Weather minima determination and briefing for event. Local obstructions/restrictions briefing for event 			
If night flying is allowed during the event:	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> How/where “night” is defined. Are there additional procedures for night flying? 			
Formation flying:	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> List any additional procedures for formation flying. List any limits on number of airborne models 			
Fail-Safe settings on Transmitters	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> If in controlled/restricted airspace fail safe must be functional – remind pilots of settings. Range checks and other checks reminder 			
Pits, set up and start up areas.	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Describe all rules for set up, the pits and start up areas 			
Flight line – Flying area – NO FLY Zones – other local concerns	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Describe the flight line/flying area set up. Clearly discuss any no-fly zones 			
Model operation rules - Describe the club/event rules.	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> taxi out, take off, hand launching, bungees, circuits, flight priority, mixed types of models, call outs, recovery of downed models, taxi in and shutdown and any other flying rules 			
Emergency RPAS/Model Operating Procedures			
Procedures for lost link or fly away models.	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Who is responsible for reporting to Airspace Operator? Any phone numbers to call 			
Incident and Accident prevention	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> NO test flying at events. If model is “questionable” – do not fly! If airborne and control is in doubt (any reason) intentionally put model down away from people. 			
Procedures to follow in case of a reportable incident/accident.	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> What you need to report to whom 			

<ul style="list-style-type: none"> • Serious accidents – <ul style="list-style-type: none"> ○ First response – fire and first aid ○ Who calls emergency services? ○ Flying cessation ○ Witness statement collection/ photos/ prohibition on statements. • COMPLETE Transport Canada or Transportation Safety Board Occurrence Reports as required 			
<p>Damage/field repairs.</p> <ul style="list-style-type: none"> • Reminder – if RPAS are operating under the MAAC Safety Assurance Declaration (controlled airspace, above 400', 25kg+) field repairs require special procedures. • Otherwise use good judgement – no maiden flights at advertised events. 	<input type="checkbox"/>	<input type="checkbox"/>	
Non-RPAS Normal operating procedures			
<p>Are there any procedures for Non-RPAS models and explain as need be?</p> <ul style="list-style-type: none"> • Tethered/Control Line • Free Flight • Space • Surface 	<input type="checkbox"/>	<input type="checkbox"/>	
Diagrams/Maps			
<p>Explain where the following are located as required.</p> <ul style="list-style-type: none"> • Site Set up diagram. • Site Flying Area • Airspace Map • Adjacent aerodrome map • CFS entries as required. • Any other diagrams/maps • TC traffic pattern map 	<input type="checkbox"/>	<input type="checkbox"/>	
POST EVENT FOLLOW UP			
<ul style="list-style-type: none"> • Event Organizers • Ensure any TC SFOC forms or requirements are submitted properly and on time. • Seek any feedback from participants. • Forward any relevant feedback to MAAC. 	<input type="checkbox"/>	<input type="checkbox"/>	