

SAFE OPERATING PROCEDURES for Aerial Filming

1. All Aerial Coordinators and/or Pilot in Command will possess a current Transport Canada SFOC. Additionally, a copy of the Transport Canada required SFOC, Flight Plan and Operations Manual will be available to co-production participants prior to all aerial operations via our website www.GreatDroneVideos.ca
2. The Pilot in Command is at all times the final authority over his UAV and should be in command of his flight operations and/or related activities. The Pilot in Command and/or Aerial Coordinator should have the authority to abort any flight operation in the interest of safety. Abort signals are specified ahead of time.
3. Communications: The Aerial Coordinator and/or the Pilot in Command will coordinate with the designated team and implement a plan for communications between the participants in the air and on the ground.
 - a. The plan will incorporate the following
 - b. NO UAV OPERATIONS WITH IN A HIGH DENSITY WIFI (2.4GHZ) AREA
 - c. Designated ground contact personnel
 - d. All radios, VHF or FM
 - e. Assignment of discreet frequencies (channels)
 - f. Visual signals (flags, specified hand signals, light or flare) should be used to halt filming in the event of lost communications or inability to utilize mobile phones/radios
 - g. Abort signals, audible and visual to halt filming in the event of unforeseen circumstances or safety hazards
4. At the start of each day's video shooting the Aerial Coordinator and/or Pilot in Command and the designated production representative will conduct a BRIEFING/SAFETY MEETING for the production staff and those persons necessary for filming, including emergency, safety and security personnel.

All BRIEFINGS / SAFETY MEETINGS should include the following:

 - a. Pertinent items and the special provisions of the Aerial Coordinator and/or Pilot in Command, Operations Manual and accompanying SFOC, along with any additional provisions issued by the local Flight Standards District Office
 - b. A thorough review by all crew and area authorities involved
 - c. Safeguards to personnel and equipment
 - d. Communications
 - e. Emergency procedures
 - f. Location of boundaries
5. A preplanned video shooting sequence will not be changed in any way without the authorization of the Aerial Coordinator and/or Pilot in Command. No changes should be made once the UAV(s) is/are airborne.
6. The Aerial Coordinator and/or Pilot in Command should designate one person as the Ground safety contact with no other responsibilities. The Spotter may be designated as the ground safety contact around the UAV, if qualified.
7. If there is a question as to safety of any aerial filming sequence involving low, over the camera shots, a Briefing/Safety Meeting should be held between the Aerial Coordinator and/or Pilot in Command and concerned persons as to whether the use of a locked-off camera is necessary.
8. An exclusion zone will be established with physical barriers to provide a secondary safe landing zone, and will be staffed by at least one competent person, equipped with communications linked to either the PIC or Spotter.

9. Remain at least 100 feet away from the UAV unless directed by the Aerial Coordinator and/or Pilot in Command or ground safety contact. Under no circumstances should you approach the UAV without permission from the ground safety contact or the Pilot in Command.
10. Prior to your approach of the UAV you should:
 - a. Make acknowledged eye contact with the pilot;
 - b. Proceed to the UAV only after the pilot has acknowledged your presence and waves you forward;
 - c. Walk, looking at UAV forward at all times
11. Always have eyes on the UAV when within 100ft of operations.
12. Never walk through or under the Flight Path of the UAV, whether it is running or not.
13. Carry all equipment parallel to the ground when within 100 feet of a UAV. Do not vertically extend any equipment, (i.e. cameras, lights, or sound boom) into rotor blades, whether it is running or not.
14. Necessary Crew and Persons Authorized for Flight operations closer than 100 feet of persons will include only those persons consenting to be in close proximity to the aircraft and who are directly involved and necessary for filming. The Aerial Coordinator and/or Pilot in Command and the designated production and security personnel will maintain an area perimeter to insure that no unauthorized persons are allowed within 100 feet of the flight operations.
15. Personal Protective Equipment should be utilized as required.
16. Never under any circumstance throw anything such as grip tape, clothing, paper, etc. around the UAV, whether it is running or not.
17. The Take-off/Landing 'Staging' area should be cleared of debris and, where necessary, wet down. Ensure all equipment is tied down or stored away from the area.
18. Do not wear any loose clothing that may blow off, such as hats, when operating near a running UAV. Protect your eyes, as well as your equipment, when UAV is landing or taking off.
19. Rotor blades and fuselage can be easily damaged while on the ground. Never push, handle, or lay any objects of any kind on an aircraft without the pilot's permission.
20. If a foreign object falls into or against an aircraft, report it immediately to the pilot or aerial coordinator.
21. Never allow participants, cast or crew to approach or distract the flight crew while engines are running or rotors are turning, unless authorized by the Pilot in Command, or there is an immediate unseen danger.
22. When working on location or when utilizing Department of Defense aircraft, local agencies, regional police, fire, park department regulations, or military guidelines may vary from this bulletin. The more stringent guidelines will always be in effect. Additional permits may be required for landing or flight operations.
23. The co-production participants must notify all participants, cast and crew members and the front of the studio call sheet should contain a statement to the effect that: "A UAV / DRONE is being used and will be flown in close proximity to crew and equipment."

- a. Anyone objecting will notify the Operations Manager prior to any filming.
- b. A COPY OF THIS BULLETIN TO BE ATTACHED TO THE CALL SHEET ON DAYS THE AIRCRAFT IS BEING UTILIZED
- c. UAV flying accuracy may be adversely affected by changing natural conditions such as wind, air density, humidity, and time of day. Manmade conditions such as weight, weight distribution, center of gravity and/or the discharge of pyrotechnics in close proximity disturbing airflow around the rotors, can also affect the ability of the UAV to fly. Special precautions should be taken to ensure safety when working in any extreme temperatures or terrain, e.g., trees, mountains and deserts.

Today is an opportunity to FLY RIGHT tomorrow... work safe.