Airborne Images
Standard Operating Procedures

Tom Stout
www.airborne-images.net
317-987-7387
tom@airborne-images.net

1. Purpose

This Standard Operating Procedures (SOP) document provides guidance for the safe and professional operation of unmanned aircraft systems (UAS) by Airborne Images. It ensures compliance with FAA Part 107 regulations, industry best practices, and internal policies.

2. Scope

These procedures apply to all drone operations performed by Airborne Images personnel, including pre-flight, in-flight, and post-flight activities, incident response, and equipment maintenance.

3. Responsibilities

The Remote Pilot in Command (RPIC) is responsible for all aspects of the flight. Visual Observers (VOs), crew, and safety personnel support operations as assigned. All team members must adhere to these procedures.

4. Equipment & Aircraft

Primary Aircraft: DJI Mavic 3 Pro

- Inspect before and after each flight.

- Maintain battery health and logs.

- Apply firmware updates as released.

- Store aircraft and accessories in a clean, dry, secure environment.

5. Flight Preparation

- Check Airspace Hub for airspace restrictions.

- Confirm weather conditions are within limits.

- Conduct pre-flight site survey and hazard assessment.

- Review flight objectives and emergency procedures.

- Complete and sign off on a pre-flight checklist.

6. In-Flight Operations

- Maintain Visual Line of Sight (VLOS) at all times.

- Operate at or below 400 feet AGL unless authorized.

- Avoid flying over people or moving vehicles.

- Ensure communication with the VO and production team, if used.

- Cease operations if environmental or safety risks arise.

7. Post-Flight Procedures
- Complete post-flight checklist.

- Document flight log: time, location, purpose, any anomalies.

- Recharge and store batteries according to specifications.

- Inspect the aircraft for any signs of wear or damage.

8. Incident Reporting Policy
All incidents, including near-misses, equipment malfunctions, injuries, property damage, or loss of control, must be documented using the Drone Incident Report Form.

Steps:

1. Secure the scene and ensure safety.

2. Notify relevant parties (crew, emergency responders if needed).

3. Complete the Drone Incident Report Form within 24 hours.

4. Submit to the RPIC and designated safety officer.

5. FAA reporting must follow Part 107.9 rules for reportable events.

6. All incidents will be reviewed internally for corrective action.

9. Training & Certification
- RPICs must hold an FAA Part 107 Remote Pilot Certificate.

- Visual Observers must complete internal safety orientation.

- Annual training is required for all operational staff.

- Currency and competency checks will be documented and retained.

10. SOP Review & Amendment

This SOP document will be reviewed annually and updated to reflect regulatory changes, safety improvements, or organizational changes. All revisions must be approved by the Director of Operations.

Airborne Images – Pre-Flight Checklist

Pilot Name: _____   Date: _____

Location: _____   Time: _____

☐ Weather checked and within limits

☐ NOTAMs/airspace reviewed (B4UFLY/LAANC)

☐ Batteries fully charged and inspected

☐ Aircraft (DJI Mavic 3 Pro) inspected for physical damage

☐ Propellers checked and secured

☐ Compass and IMU calibrated (if needed)

☐ Firmware up-to-date

☐ GPS signal lock and Home Point set

☐ Memory card inserted and has sufficient space

☐ Pre-flight briefing completed with team/VO

☐ Emergency procedures reviewed

Airborne Images – Post-Flight Checklist

Pilot Name: _____   Date: _____

☐ Flight log completed

☐ Battery levels recorded and stored properly

☐ Aircraft inspected for damage or wear

☐ Propellers removed if necessary

☐ Payload and accessories checked and stored

☐ Memory card removed and data backed up

☐ Any anomalies or incidents noted

☐ Equipment cleaned and packed

Airborne Images – Flight Log

Pilot Name: _____   Date: _____

Location: _____

Aircraft ID: _____   Battery #: _____

Takeoff Time: _____   Landing Time: _____

Flight Duration: _____ minutes

Mission Description: _____

_____

Anomalies/Notes: _____

_____

Airborne Images – Drone Incident Report Form

Report Date: _____

Reported By: _____

Contact Info: _____

Role: _____

Event Date: _____ Time: _____

Location of Event: _____

Type of Event: _____

Detailed Description: _____

_____

_____

Injuries: ☐ Yes ☐ No   If yes, explain: _____

Damage: ☐ Yes ☐ No   Estimated Cost: _____

Damage Description: _____

_____

Drone Model: _____ Registration #: _____

Controller: _____ Payload: _____

Battery Info: _____ Firmware Version: _____

Weather Conditions: _____

Wind: _____ Temp: _____ Lighting: _____

Witnesses: ☐ Yes ☐ No   Details: _____

Emergency Response Involved? ☐ Yes ☐ No

Agency/Responder: _____

Actions Taken at Scene: _____

FAA Report Filed? ☐ Yes ☐ No   Reference #: _____

Cause (if known): _____

Notes: _____

Signature: _____ Date: _____