

UNMANNED AERIAL SYSTEMS FLIGHT REQUEST



This form is to be completed by all Unmanned Aerial System (UAS) operators who are requesting to fly a UAS (e.g. drone) on/over PoCF premises. Once complete this form should be lodged with PoCF.

Name of Company Operating the UAS		
Name of Company Commissioning the UAS Flight (PoCF Facility User)		
Date & Time of Proposed Flight / Duration of Flight		
Reason for Flight		
Details of Flight Path		
Details of Proposed Take off/Landing Area		
Details of all facilities/vessels/structures which may be captured by data acquisition devices (e.g. cameras)		
Contact Details	Contact Name	Contact Number
UAS Operator		
UAS Commander		
Responsible Person (Client/Facility User in overall control of project and work area)		
Site Supervisor (Client/Facility User on site controlling project and work area)		
Emergency Contact - 24 hour		

Conditions of Flight

- A risk assessment along with a safe operating procedure must be undertaken – provide copy with this request.
- Public liability and if necessary employee liability insurance must be held – provide copy with this request.
- Operators Civil Aviation Authority (CAA) registration certificate or written confirmation thereof must be held - provide copy with this request
- PoCF document ID 311-02 Use of Unmanned Aerial Systems must be complied with.
- All personnel undertaking the works must be trained, competent and authorised to operate the UAS.
- All plant and equipment must conform with and be maintained in accordance with Provision of work equipment regulations 1998.
- All persons accessing the Invergordon Service Base/Saltburn Pier must have attended the site induction and where applicable have been issued with an access pass.
- UAS operator and associated personnel will be under the responsibility of the Facility User (their Client) in control of the project/work area
- High visibility clothing, hard hat and safety boots must be worn as a minimum on site along with any relevant personal protective equipment required for the work activity.

Client/Facility User Acknowledgement		Operator Acknowledgement	
I confirm that the above named UAS Operator has requested to operate a UAS as per the flight path detailed above and accept responsibility them whilst operating within PoCF premises.		I declare that all the above conditions shall be complied with and any changes or variations shall be informed to the POCF Facilities Office as soon as practical	
Approver Name:		Operator Name:	
Company:	Position:	Company:	Position:
Signature:	Date:	Signature:	Date:

Note:- UAS flights must not proceed until the PoCF General Manager/Delegate has responded in writing with confirmation.