

Application for Small Unmanned Aircraft Operating Permission – Operations Manual Template

The following table provides an outline of the sort of areas and details that an operator should consider including in a SUA Operations Manual to provide all the information and instructions necessary to enable the operating staff to perform their duties safely and effectively. The template is not exhaustive and may be adjusted as necessary to suit the particular arrangements of an individual operator.

Section	Subject	Comment
Part A		
1	Introduction	
	Contents	<i>Brief list of the OM contents.</i>
1.1	Introductory Statement including outline of operations	<i>Include statement of compliance with any permission and the requirement that operational instructions contained within the manual are to be adhered to by all personnel involved in the operation.</i>
1.2	Definitions	<i>Include any common acronyms if necessary.</i>
1.3	Document control and amendment process	<i>To ensure OM remains in date and that different versions are not being used. Amendments should be sent to the CAA. Suggest including a Version number and date on the cover of the OM.</i>
2	Organisation	
2.1	Structure of organisation and management lines	<i>Organogram and brief description.</i>
2.2	Nominated personnel	<i>As appropriate, e.g. Operations Manager, Technical Manager, Chief Pilot, Other Pilots(?).</i>
2.3	Responsibility and duties of the Person in Charge of the SUA	<i>Articles 73 and 78 of the AN(OT)O 2013 may provide some useful text for this section as determined by the operator (despite relevance to manned aircraft in the case of Articles 78).</i>
2.4	Responsibility and duties of support personnel in the operation of the SUA	<i>Operators may use an assistant to help with the operation of the aircraft. Give a brief description of this person's responsibilities and duties.</i>
2.5	Brief technical description of SUAs and roles	<i>Full technical description can be in technical manuals or added as an Appendix.</i>
2.6	Area of operation	<i>Geographic scope etc. Likely operating areas - e.g. building sites, open countryside, roads etc.</i>
2.7	Operating limitations and conditions	<i>Minimum and maximum operating conditions in compliance with the AN(OT)O and conditions of any CAACI permission.</i>
3	Operational Control	
3.1	Supervision of SUA operations	<i>A description of any system to supervise the operations of the operator.</i>

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SJ Ball



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