



## Outdoor RPAS Personal Flying Site Survey Checklist

The following is a list of items an individual member must complete prior to operating an RPAS **Outdoors** from a Personal Flying Site. Individual members may need to liaise with their Zone Director or National Office for guidance on some portions of this list.

Use the “not applicable (N/A)” box only for those items indicated as being optional.



If the answer to any question is NO, you should not operate an RPAS until resolved.

<b>General Site Information</b> – Members are not required to submit this form to any other party, but should keep a copy for proof of site survey compliance			
<b>Member Name MAAC#</b>			
<b>Zone and Zone Director Name</b>			
<b>Date</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are you a MAAC member in good standing?	<input type="checkbox"/>	<input type="checkbox"/>	/
2. Will you ensure anyone who operates a RPAS at your Personal Flying Site is also a MAAC member in good standing, and has been deemed a competent pilot or if not, is under your direct supervision per MAAC Safety Code?	<input type="checkbox"/>	<input type="checkbox"/>	/
3. Do you have a process to report all incidents or accidents between any RPAS that use your personal flying site and other aircraft or persons on the ground that are not members of MAAC?	<input type="checkbox"/>	<input type="checkbox"/>	/
4. Did you list your approximate total number of RPAS intended to be airworthy in any year on your MAAC membership form?	<input type="checkbox"/>	<input type="checkbox"/>	/
5. Do you have landowner permission to operate RPAS at your personal flying site?	<input type="checkbox"/>	<input type="checkbox"/>	/
6. Have you checked for any local by-laws or regulations that may prohibit RPAS operation, or certain types of propulsion systems at your location (I.e. fire bans, combustion engine bans, noise limits etc.) and are you complying with those restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	/

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	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7. Did you determine the coordinates for the pilot station(s)?	<input type="checkbox"/>	<input type="checkbox"/>	/
8. Did you determine the maximum expected flying area dimensions for the type of RPAS to be flown? (width, length, and altitude)	<input type="checkbox"/>	<input type="checkbox"/>	/
9. Did you assess your flying area for being in controlled or restricted airspace, either laterally or vertically?  Use RPAS Wilco or contact MAAC for assistance.	<input type="checkbox"/>	<input type="checkbox"/>	/
10. Answer ONLY If any portion of the proposed flying area is within controlled (class C, D or E) or restricted airspace laterally or vertically); have you obtained airspace permission per the requirements stated in the Exemption terms?  <b>NOTE – the creation of new personal flying sites in controlled airspace after June 01, 2019 is not permitted until further notice.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes, do you know how to contact the controlling agency and vice versa?	<input type="checkbox"/>	<input type="checkbox"/>	/
11. Answer ONLY If your entire flying area is in uncontrolled airspace (class G), have you surveyed for any adjacent aerodromes or water drome’s as listed in the Canada Flight or Water Supplement, located within 3 nautical miles?  Use RPAS Wilco or contact MAAC for assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) If there are aerodromes or water dromes within 3nm, have you established procedures to ensure all RPAS operated from your personal flying site will not conflict with or pose a hazard to other full-scale aircraft in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Answer ONLY if your Personal Flying Site is co-located at any type of facility used by full scale aircraft, did you take reasonable steps to ensure aviation safety as outlined in “MAP01-T-5 – Flying from full scale Aerodromes”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you agree to conduct an annual survey of the flying area to ensure continued conformance for safety items (no flying within 30m of uninvolved bystanders, vehicles or especially new buildings)?	<input type="checkbox"/>	<input type="checkbox"/>	/

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	<b>YES</b>	<b>NO</b>	<b>N/A</b>
14. Did you survey for any other RPAS Club or personal flying site if you are not using 2.4Ghz exclusively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Answer ONLY if there are any clubs or Personal Flying Sites within 4 km of you and 2.4 Ghz is not in use exclusively, did you create a frequency sharing agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you established a “flight line” for all intended runway configurations?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Answer ONLY if any of the MAAC published setback distances for a Sanctioned MAAC Flying site have not been met - have you taken other mitigations to provide an equivalent level of safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. If you intend to allow other MAAC members to access your personal Flying Site, have you developed any type of safety “site rules” to communicate all the above with any visitors?	<input type="checkbox"/>	<input type="checkbox"/>	

**NOTE:** Hard copies of this document may become outdated through revision, cancellation or replacement with another document. To ensure that you have the latest version approved by the Board of Directors, always check the MAAC web site under Resources – Documents – MAAC Safety Code.