Flight Operations Record Keeping Template

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| Flight Operation No.: |       |
| Location *(State & Region)*: | Choose an item. |
| RPA Classification:*(e.g. Very Small RPA > 100g > 2kg)* |       |
| Operator: | La Trobe University |
| **PILOT DETAILS** |
| Full Name: |       |
| Position / Title: |       |
| Capacity: | Choose an item. |
| Business Unit/Department: |       |
| Remote Pilot Licence No.:*(if applicable)* |  |
| RPA Pilot Experience: |       |
| Flight operation team:*(please specify all persons involved in the flight activity)* |       |
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| Flight Time: |       |
| Time in Service: |       |
| Maintenance performed: | Choose an item. |
| Details of any defects and abnormalities that affected operations and corrective actions taken |       |
| Details of incidents or accidents and corrective actions taken: |       |
| Was the operation managed in strict compliance with the CASA Standard Operating Conditions?\* | Choose an item. |
| **OTHER USEFUL INFORMATION** |
|       |

\**Note: If ‘No’, please report the breach/incident to I&O and the Risk Management Office in accordance with the Breach and Incident Management Policy*