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| **Flight Operations Record Keeping Form** |
| PILOT DETAILS |
| Full Name: |  |
| Position/Title: |  |
| Business Unit/Department: |  |
| Capacity | Choose an item. |
| Remote Pilot Licence No: *(if applicable)* |  |
| **OPERATIONAL DETAILS** |
| RPA Details: | *Type:**Model:**Gross Weight:**ID: (Code to be obtained from Infrastructure & Operations)* |
| Operator: | La Trobe University |
| Excluded Category:  | [ ]  Sub 2kg drone for business use[ ]  Flying over own land[ ]  No |
| Flight Location *(State & Region):* |  |
| Nature/Purpose of Operation: |  |
| Height Flown: |  |
| Flight Time: |  |
| Time in Service:  |  |
| Combined Total Time RPA in-service: |  |
| Flight operation team:*(please specify all persons involved in the flight activity)* |  |
| MAINTENANCE |
| Maintenance performed: | Choose an item. |
| Proposed time of next maintenance:  |  |
| 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. |

*\*Note: If ‘No” please report the breach/incident to I&O and the Risk Management Office in accordance with the* [*Compliance Breach Management Policy*](https://policies.latrobe.edu.au/document/view.php?id=345)