

MEMO



TO: Coastal Drone Flight Reviewers
FROM: Kate Klassen
DATE: 2020-04-06
SUBJECT: Flight Reviews during COVID-19

MESSAGE:

In light of the implications of SARS CoV-2 and related COVID-19 illness, Coastal Drone has implemented the following procedures for the conduct of flight reviews across Canada.

Flight Reviewers have full discretion over, and support from Coastal management, on whether or not they will conduct reviews. Coastal recognizes there are many variables that play into this decision including personal exposure and symptoms, Provincial Health Organization guidelines and health considerations for the reviewers and their family.

Flight review candidates are encouraged to postpone reviews unless there is an urgent need. The following procedure is a stop-gap measure during these unprecedented times. More value will be delivered to the candidate during a fully in-person review. Please stay tuned to our social channels for updates in this regard.



For those conducting reviews, the following structure is recommended to limit in-person interaction.

- *Document Confirmation* will be conducted via email.

Candidates will be provided a list of documentation that they will need to forward to the Reviewer in advance of being admitted to the knowledge confirmation section of the review.

- *Knowledge Confirmation* will be conducted via video conference.

The reviewer and candidate must use a video conference application to ensure the candidate alone is responding to their knowledge confirmation questions.

- *Skill Confirmation* will be conducted in-person employing social distancing practices.

The reviewer and candidate will maintain 2m distancing or greater, depending on PHO guidelines.

Considerations for the conduct of flight reviews

- Candidates and reviewers should declare any symptoms to each other prior to the beginning of the review.
- Once admitted to the review (document confirmation stage) candidates who do not demonstrate meeting the requirements will be submitted onto the DMP as "not met" and may retest 24 hours later at a cost of 50% of the review fee.
- Documents to be provided via email
 - Copy of Citizenship and Photo ID
 - Copy of Exam Results
 - Copy of Pilot Certificate
 - Copy of Drone Registration
 - Photo of Registration marked on RPA
 - Candidate's (as completed as possible without being on site) Site Survey
 - Candidate's normal checklists
 - Candidate's emergency checklists

For clarification on any of the above, please contact info@coastaldrone.co