



Remotely Piloted Aircraft Systems Company Operations Manual

Cinematic Aerospace, Inc.
v1.1

November 9th, 2016

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Section 1 – Introduction and Organizational Management

1.1 VERSIONING

A current and complete copy of this manual will be kept at Company Headquarters (as defined in Section 1.2.3) and will be accessible at each ground control station during flight operations. The Operations Manager is responsible for issuing revisions of this Manual.

TABLE 1.1: Manual Revisions (this manual)

Revision	Subject	Date	Initials
Manual Original Issue		Sept. 27 th , 2016	CTT
v1.1	Revisions according to Wyvern EXACT Category 1 Assessment Remedial Action Plan	Nov. 9 th , 2016	CTT

TABLE 1.2: Company Manual Versions

Manual Name	Location of Master	Latest Version #	Date
RPAS Company Operations Manual	Company HQ	v1.1	Nov. 9 th , 2016
Motion Picture and Television Operations Manual	Company HQ	v2016.JUL.19	Jul. 19 th , 2016

1.2 ORGANIZATION, MANAGEMENT, STRUCTURE

1.2.1 – Organizational Overview

Cinematic Aerospace as referenced throughout this manual refers to Cinematic Aerospace, Inc. of Farmingdale, New York, a NYS S-Corporation formed in January of 2016. Cinematic Aerospace is a provider of aerial cinematography services primarily

through utilizing Remotely Piloted Aerial Systems, specifically Small Unmanned Aircraft Systems. Cinematic Aerospace is dedicated to a completely professional, safe, and efficient operation and as such has appointed the following persons to the listed senior management roles:

- Director of Operations **Christian Tucci**
- Chief Pilot **David Windmiller**

Certain aspects of Cinematic Aerospace's Organizational Management Systems are outlined in this section. Other aspects are built upon the content and policies that exist throughout the entire manual. When analyzing the Organizational Management System and the company's goals and beliefs, one should take into account the procedures and attitudes that exist in all company documents, especially this general operations manual.

1.2.2 – Senior Management Responsibilities

The senior management of Cinematic Aerospace plays the key role in the success of the company and the safety of all operations. Without proper senior leadership, none of the provisions of this manual would be possible to accurately maintain. The senior management staff must also adhere to certain standards to ensure the continued success and safety of the operation, including but not limited to:

1. Demonstrating their commitment to the development and implementation of the management systems designed for the flight operations and its support functions as well as continually improving each system's effectiveness by:
 - a. Complying with rules and regulatory requirements
 - b. Meeting customer expectations
 - c. Establishing company policies
 - d. Conducting audits and reviews of policies
2. Communicating responsibilities and authorities to the appropriate associates in the organization to ensure that all personnel have a thorough understanding of their duties and responsibilities.
3. Ensuring all personnel are properly trained for their duties and responsibilities.
4. Providing an easy and effective forum for other personnel to report and discuss concerns, especially those regarding safety by encouraging an "open door" policy.
5. Planning to revise procedures, practices, and documents accordingly to maintain a high level of safety and efficiency.

Section 4 – Normal Flight Procedures

4.1 GENERAL PROCEDURES

1. For the purposes of this Manual, a normal flight operation is any flight that is not conducted for training or maintenance purposes.
2. Normal flight operations are limited to speeds at or below the amount specified in the Regulatory Framework, Grant of Exemption, or Waiver pertaining to the operation. In no case shall the UA be operated at an airspeed greater than the maximum UA operating airspeed recommended by the Manufacturer's Manual.
3. The PIC is prohibited from beginning a flight (considering wind and forecast weather conditions) unless there is enough available power for the UA to conduct the intended operation and to operate with sufficient reserve power as recommended by the manufacturer.
4. Under no circumstances is the PIC permitted to operate the UA down to a power level that causes an automatic return-to-home or automatic landing feature to activate. These features are fail-safes and are only to be relied upon in an emergency. An exception to this is maintenance flights conducted in accordance with Section 5.2 of this Manual.
5. The UAS may not be flown at an altitude that exceeds the maximum operating altitude AGL in the applicable Regulatory Framework, Grant of Exemption, or Waiver for the flight operation.

4.2 OPERATIONS PLAN PROCEDURE

4.2.1 – Operations Plan Requirements

Before any normal flight operation, the PIC or Operations Manager must create an operations plan. This plan can be created by hand or electronically through an approved UAS Flight Planning System, and at a minimum must contain the following information:

1. Aircraft to be used, including N-number (or other registration number) and type designation.
2. Proposed date(s) and time(s) of the operation.