

Method Statement

Purpose

This method Statement is to cover the methodologies of a project by drone conducted within Icarus Media. Ltd company. All projects conducted are all planned and conducted within accordance of *Civil Aviation authority (CAA)*, National Highways and the other third parties that may be involved depending on the location & employer.

Scope of Work

The purpose of the use of drones is to observe an entire from an aerial advantage from the most unobstructed view possible within the confines of what geographically and lawfully possible. The drone will be used to gather aerial images &/or videos, this can be used for promotional, survey or other uses depending upon the clients wishes. This is done with careful planning before each job to ensure health & safety compliance and minimal disturbance on sight.

Step-By-Step Process

Every project is prepped with research of the local area to ensure we are undisruptive and legally compliant by firstly checking for local *Flight Restriction Zones (FRZ)* to ensure we are not within the airspace of nearby Airports, Hospitals, Sky Diving Sights etc., if however the survey location is within the FRZ we make contact with the involved parties to gain required permissions to work within their area and reduce any risk, if in the rare situation that permission cannot be obtained safely then the drone flight cannot proceed. Once the location has been reviewed, we proceed to find an optimal location for us to take off & work from which will often require landowner permission which we then proceed to obtain.

We also create a full Pre & On-site *Risk Assessment Method* document (**RAM's**) to ensure we have acknowledged the onsite hazards such as tree's, pylons, buildings and more that bare considering when piloting a drone, we also note the location of roads and people to ensure we do not fly near them within accordance of CAA regulation. We also set up a *Notice to airmen (NOTAMS)* to make other air users aware of our presence on the day(s) of the survey. A record is also made of the local Hospital and Police station in case of communication with them is required.

Every drone flight is conducted by 2 commercial qualified CAA pilots. At the start of the survey the pre-arranged area is coned off to prevent uninvolved citizens from walking across the take-off/landing work area. We set up a take off & landing pad area of the ground, if the project will contain lots of flying we set up a charging station for drone batteries that'll need to be recharged throughout the operation, the charging station will either use a silent electric power bank for quiet or built-up areas or optimally a petrol generator.

We will only take off when the area is free of uninvolved people and the space is clear and will take off directly upwards until clear and at safe distance, during the flight we maintain full Visual line of sight (**VLOS**) whilst monitoring the drones battery, once it has reached 35-40% we will begin to return it the landing sight, ensuring that the area is clear and for a

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safe landing. After changing the batteries we will repeat this process until project completion.

No video recording commences until drones are at their required survey position and never en-route, this is to ensure that people are not recorded mistakenly en-route.

Upon project completion all drones are to land and along side all involved equipment is to be packed away and the area restored to how we found it.

Safety Measures

All UAS operations carried out by Icarus Media LTD are carried out safely and conducted in accordance with the requirements of their Operations Manual in compliance with ANO UAS Implementing **Regulation (EU) 2019/947 as retained (and amended in UK domestic law) under European Union (Withdrawal) Act 2018**. (CAP 1789A V 7.0) and the applicable CAA Authorisation.

Health & Safety

All staff on location come equipped with the following Health & Safety Equipment

- High Visibility Jackets
- Hard Hat Helmets
- Steel Toe Boots
- Body Cam
- High Visibility Cones

If further equipment is required for certain locations (I,e yellow instead of orange high vis when working near prisons) then this will be arranged before hand between Icarus Media. Ltd staff & relevant parties.

Record Keeping

After project completion we document all the relevant information on our management platform, including the job details, location, contact information, NOTAM's report on the day, weather, completed checklists, risk assessments, flight log records & other operational notes into a comprehensive report for our own recording and use.

All media files are first stored and kept within Icarus Media. Ltd office computer before we begin the post-production process. This often involves photo or video editing to deliver the brief of the client (promotional video, detailed photos, long durational survey footage etc.). If the client just wants the video/photo media unedited then we skip this post-production process. Once the post-production process is finished or skipped we then send to the client their media via A WeTransfer Link or link to our own NAS drive storage server. All media content is then stored on an offline external hard drive or Solid-State Drive.