DRONE OPERATIONS MANUAL

Revising an operations manual

A worked revision record and remote pilot briefing

In this fictional case, Atelier Carto changes the worksheet used for its mapping surveys. The records below show how the team documented the move from revision 1.2 to revision 1.3.

Extract from the revision register

Document affected	Operations manual AC-01, section 4.2. Annex B, survey preparation worksheet.
Revision and effective date	Revision 1.3 takes effect on 12 November 2026 and supersedes revision 1.2 dated 3 September 2026.
Reason for the change	While reviewing mission file CARTO-07, the team found two copies of Annex B. They could not establish which version had been used at the briefing.
What changed	The worksheet now shows its revision and the mission file reference. The document controller archives the superseded copy and shares the new link.
Approval record	The internal register points to the signed master AC-01-R13 dated 10 November 2026. The reference is fictional.

Extract from the 12 November briefing

For mission file CARTO-08, the remote pilot and the document controller opened Annex B, revision 1.3, together. A paper copy of revision 1.2 was still in the mission folder. They removed it and logged the current worksheet reference in briefing record BR-08.

Use this in your own organisation

The next page lets you record a change of your own. Review your full manual, responsibilities and applicable procedures before putting a revision into effect.

FILLABLE WORKSHEET

Your revision record

Complete the fields in your PDF reader or print this page.

Use one record per change. Identify the document it relates to, then file it alongside the supporting evidence.

Operator and manual reference

Include the operator’s name, document reference and section.

Revisions and effective date

Identify the superseded and new revisions and the effective date.

Reason and change made

Describe what prompted the change and what has been updated.

Approval and distribution

Record the approved master reference, date and recipients.

Briefing and follow-up

Note the people involved, date, revision reviewed and any outstanding action.

Official reference

For European standard scenarios, Appendix 5 to the Annex to Implementing Regulation (EU) 2019/947 sets out the minimum manual content and the approval signature. This worksheet covers revision tracking only.

Read Regulation (EU) 2019/947 on EUR-Lex

MyDroneDoc article on the manual for STS-01 and STS-02