



Partnership for Safety Plan Quarterly Report

Public Burden Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 21XX-XXXX. Public reporting for this collection of information is estimated to be approximately 80 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. All responses to this collection of information are required to obtain or retain a benefit (49 U.S.C. § 106(l) and (m)). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Partnership for Safety Plan (PSP) Reporting Requirements

Each participant in the PSP submits quarterly reports to the Federal Aviation Administration (FAA) within fifteen (15) calendar days after the end of the calendar quarter as shown in Appendix B of the Memorandum of Understanding.

Instructions for Writing the Quarterly Report

The quarterly report sets forth the activities of the participant during the reporting period. The participant should utilize the following outline when writing the quarterly report:

1. Executive Summary: Summarize the quarterly activity of the participant.
2. Accomplishments/Successes: Discuss specific achievements made during the quarter.
3. Project Overview(s): Provide an overview of each project within the quarter: a description of the flight operations, how the operations were conducted, and why the operations were conducted. Include relevant flight statistics that are helpful to understanding the scope of each project, such as number of flights and hours.
4. Lessons Learned: Knowledge or understanding distilled from operations conducted that will influence future operations to reduce or eliminate potential failures and mishaps, or reinforce a positive result.
5. Unexpected/Unintended Outcomes: Positive or negative, discuss any unexpected or unintended outcomes from operations conducted during the quarter, including impact to the environment.
6. Issues and Challenges: Identify those areas that impede the company's performance. Of special interest is identification of areas that the Unmanned Aircraft System (UAS) PSP Program Office could assist in resolving.
7. Next Six Month Milestone Objectives: List the project(s) milestones planned for the next six months.

8. Community Engagement: Provide a summary of the community engagement strategic planning and initiatives. Discuss each engagement initiative during the quarter including:
 - a. Engagement's objectives and goals (e.g., educate the community on planned operations, gather input on concerns and sensitivities, change perceptions);
 - b. Stakeholders (e.g., customers, general public in local communities, law enforcement);
 - c. Method and approaches used to engage communities and address feedback (e.g., public meetings, focus groups, social media or traditional media, educational materials, questionnaires);
 - d. Mitigation strategies (e.g., revisions made to planned activities resulting from the community feedback); and
 - e. Results, including feedback (e.g., stakeholder perceptions, number of inquiries received, nature of feedback, method of inquiries [email, letter, blog, social media]).
9. Economic and Societal Benefits: Discuss the economic and/or societal benefits of the project, including:
 - a. (For new use cases not yet reviewed with FAA): Anticipated or actual quantitative societal benefits (e.g., reduced environmental impacts, access to goods/services, emergency response time, reduced service time, reduced costs); and anticipated qualitative societal benefits (e.g., reduced congestion, improved public safety). Identify whether UAS is enabling an entirely new economic activity that was not possible before UAS.
 - b. Describe your efforts in assisting FAA develop use case-specific economic models.

Instructions for Submitting the PSP Quarterly Report

1. Complete the cover page attached to these instructions.
2. Attach the quarterly report to the cover page.
3. Upload the report package to the designated, secure folder on the [Aeronautical Data Exchange \(ADX\)](#).



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Partnership for Safety Plan (PSP) Number:

Effective Date:

Expiration Date:

FAA Project Manager:

FAA Project Manager Routing Symbol: AUS-410

FAA Project Manager Phone Number:

Quarterly Report Period Ending:

Report Date:

Collaborating Party:

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