



Partnership for Safety Plan Final 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 40 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 a draft final report to the Federal Aviation Administration (FAA) within thirty (30) calendar days prior to the termination date of the agreement. If the due date is on a weekend or holiday, the report is due the next business day. The FAA reviews the draft final report within fifteen (15) calendar days of receipt and provides comments. The participant must submit the final version of the report by the termination date of the agreement.

Instructions for Writing the Final Report

The final report sets forth the participant's findings and conclusions of the PSP. The participant should utilize the following outline when writing the final report:

1. Executive Summary
2. Project Scope(s): Provide a brief description of each PSP project scope.
3. Accomplishments/Successes: Discuss specific achievements and successes made during the program.
4. Unexpected/Unintended Outcomes: Positive or negative, discuss any unexpected or unintended outcomes from operations conducted during the program, including impact to the environment.
5. PSP Benefits: Discuss the benefits of the PSP that accrued to the American public, the participant, and the FAA.
6. PSP Contributions to Unmanned Aircraft System (UAS) Integration: Provide specific examples of contributions that may be used in the development of new regulations, standards and orders.
7. Community Engagement: Summarize the participant's community engagement strategic plan and initiatives, including:
 - a. 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 approach used to engage communities and address feedback (e.g., public meetings, focus groups, social media or traditional media, educational materials, questionnaires); and
 - d. Results and feedback (e.g., stakeholder perceptions, number of inquiries received, nature of feedback, method of inquiries [email, letter, blog, social media]). Include any mitigations that the participant addressed resulting from the feedback.

8. Economic and Societal Benefits: Discuss the economic and/or societal benefits of the project, including:
 - a. Economic benefits:
 - i. Anticipated quantitative economic benefits (e.g., reduced unit cost using UAS versus traditional methods, reduced insurance costs, reduced health and safety costs)
 - ii. Anticipated qualitative economic benefits (e.g., improved competitiveness, expanded business opportunities, job or Gross Domestic Product [GDP] growth)
 - b. Societal benefits
 - i. Anticipated quantitative societal benefits (e.g., reduced environmental impacts, access to goods/services, emergency response time, reduced service time, reduced costs)
 - ii. Anticipated qualitative societal benefits (e.g., reduced congestion, improved public safety)
 - iii. Identify whether UAS is enabling an entirely new economic activity that was not possible before UAS.
 - c. Methods used for data collection and analysis (e.g., approach to compare unit cost of traditional inspection vs. inspection by UAS)
 - d. Data to substantiate benefits (e.g., unit cost [fuel, labor, capital costs, etc.], population accessible to delivery, improved service times, stakeholder feedback)
 - e. Economic projections that the participant has forecast as the project operations become scalable

Instructions for Submitting the PSP Final Report

1. Complete the cover page attached to these instructions.
2. Attach the final 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:

Report Date:

Collaborating Party:

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