

# OUT-BRIEF

## ALL FLIGHTS

- ▶ Airfield – Open, Serviceable, Manned
- ▶ Fit to Fly
- ▶ In the GREEN
- ▶ Licence Valid & Within Flying Currency
- ▶ Sortie Logged on Flypro & EBS
- ▶ Authorisation Sheet Complete
- ▶ Weather Within Limits
- ▶ Flight Planning:
  - ▶ HOT POOP
  - ▶ Current Chart
  - ▶ NOTAMs
  - ▶ RAF Halton Flypast
- ▶ Aircraft:
  - ▶ 'A' Checked & Signed
  - ▶ Defects Log Checked Against MEL
  - ▶ Hours to Next Service Sufficient
  - ▶ Mass & Balance, Performance Calculated In Limits
  - ▶ Sortie Fuel + 1 Hour Reserve

### ▶ Electronics:

- ▶ Electronic Conspicuity
- ▶ Mobile Phone on Flight Mode
- ▶ Tablet Sufficiently Charged

### ▶ Ops Board:

- ▶ Taxi Pattern to/from R/W In-Use
- ▶ Bad Ground
- ▶ Noise Abatement Procedures
- ▶ Last Landing Time

### ▶ Loose Articles Minimised & Secured

### ▶ Mandatory Documents Carried

### ▶ Dressed to Survive

### ▶ TEM – What is Different About Today?

## PASSENGER ADDITIONAL REQTS

### ▶ Passenger's Details in Guest Flying Log

### ▶ Captain Checked:

- ▶ 3 T/O & Landings in Past 90 Days
- ▶ Loose Article & Camera Brief
- ▶ Aircraft Safety Brief
- ▶ Air Sickness Bags Carried

## LANDING AWAY – UK & OVERSEAS

- ▶ Contact Details & Return Date in Auth Sheet Remark Column
- ▶ Return Sortie in Authorisation Sheet – if Touring, itinerary left with Staff
- ▶ Destination:
  - ▶ PPR & Airfield Details Obtained
  - ▶ Airfield Diagram Checked & Carried
  - ▶ Destination Performance Calculations Complete
  - ▶ Fuel Uplift Available (if required)
- ▶ Plates Carried for En-Route Diversions
- ▶ Weather Suitable for Recovery to Halton
- ▶ Hi Viz Jackets carried – **TO BE WORN** if Flying Over the Sea
- ▶ HAC & Airfield Mgr Phone Numbers Carried for Call Prior to Return
- ▶ Suitable Payment Method Carried

## LANDING AWAY – OVERSEAS ADDITIONAL REQUIREMENTS

- ▶ Flight Plan:
  - ▶ Filed
  - ▶ Method of Opening and Closing Briefed
- ▶ Gen Dec Completed and Submitted
  - ▶ Customs Opening Hours & Procedures Checked
  - ▶ UK GAR Submitted for Return
- ▶ Intercept Procedures Refreshed and Carried
- ▶ Passport(s) Checked for Suitable Validity and Carried
- ▶ Personal Location Beacon(s) - **Carried on-Person**
- ▶ Ditching Procedures Refreshed & All Passengers Brfd
- ▶ **Hi VIZ & LIFE JACKETS WORN - DINGHY CARRIED** (if applicable to aircraft)

# IN-BRIEF

## ALL FLIGHTS

- ▶ Any Flight Safety Matters to Report?
- ▶ Authorisation Sheet Complete
- ▶ Aircraft:
  - ▶ Refuelled
  - ▶ Cleaned
  - ▶ Loose Article Check Completed
  - ▶ Flight Equipment Accounted For
  - ▶ Returned to Hangar (if applicable)
  - ▶ Aircraft Keys Returned to Board
- ▶ Defect Log Complete (Staff Informed & Keys Removed from Board if Aircraft U/S)
- ▶ Headsets Returned to Rack
- ▶ Payment Form Complete
- ▶ Electronic Conspicuity Unit Returned & Charging

## FLIGHTS WITH PASSENGERS

- ▶ Passenger's Possessions Accounted For

## LANDED AWAY – UK & OVERSEAS

- ▶ Authorisation Sheet Completed for OUTBOUND, INTERMEDIATE & RETURN Legs
- ▶ Landing Fee & Fuel Paid Prior to Return
- ▶ Hi Viz Jackets Returned
- ▶ Fuel Reclaim Form Completed (if required)

## LANDED AWAY – OVERSEAS ADDITIONAL REQUIREMENTS

- ▶ **FLIGHT PLAN CLOSED!**
- ▶ Life Jackets and PLB Returned
- ▶ GA Report & Customs Requirements Met

**LAST HAC SORTIE OF THE DAY** – Fuel Compound Secured, Fire Vehicle in Hangar,  
Hangar & Clubhouse Secured