

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 Paper 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