Crew briefing

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| **Flight information** | |
| Fight code: |  |
| Date of flight: |  |
| Prepared by: |  |

**Glossary**

ASL = above surface level

RP = remote pilot

TOLZ = take-off and landing zone

# Before briefing

* Place outer cordon if required
* Place cones at TOLZ plus landing pad if required
* Identify location for first aid and fire equipment
* Identify crew positions as required

# Normal operation

* Recap mission purpose and parameters
* Issue equipment as required:
  + PPE
  + Radios
* Set out crew role during normal operations
  + Airspace incursion
  + Ground incursion
  + Other hazard
  + Recap RP’s responsibility for safety and final decisions
* Operational area
  + Point out primary and secondary TOLZ
  + Point out location of first aid and fire equipment
  + Allocate crew positions as required
* Take-off procedures
  + Crew in position
  + Public at safe distance
  + Ground area and airspace are clear
  + Retreat 5m to the rear of the RPA
  + RP calls *Clear*
  + Designated crew member replies *Clear*
  + RP calls *Aircraft taking off*
  + Following take-off, RP will perform basic flight checks at 5m ASL.
* Landing procedures
  + Ensure minimum safe distance for uninvolved people
  + Landing zone free from foreign objects
  + Retreat 5m
  + RP calls *Clear*
  + Designated crew member replies *Clear*
  + RP lands the RPA
  + RP disarms and powers down the RPA
  + RP calls *Aircraft safe*

# Emergency procedures

* Point out location of printed emergency procedures
* Recap main crew responsibilities
  + Protect the public
  + Maintain situational awareness
  + Keep RP informed
  + Assume control of RPA if required
  + Assume responsibility for reporting incidents if required
* RP incapacitation
  + Pick up controller
  + Confirm launch area clear
  + Monitor video display (if still functioning)
  + Initiate Return to Home procedure OR land the RPA if trained to do so
  + Administer first aid to pilot as appropriate
  + Call emergency services if required
* Loss of control
  + Identify a landmark on the horizon to assist with identifying direction of flight, from launch area or mark location
  + Monitor video display (if still functioning)
  + Provide pilot with appropriate updates on status
  + Take a bearing of the direction of flight
  + Inform local ATC if required
  + Inform emergency services if required
* Ground/airspace incursions
  + Prioritise identification of the location of the incursion
  + Keep pilot informed
  + Confirm launch/landing area clear