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