



Passenger Briefing Checklist

Preflight Briefing

- Provide passengers with your organization's handouts such as welcome cards and forms to be signed
- Give an update on the weather forecast and expected flight conditions, including any changes to ETE
- Explain ramp safety, including dangers of spinning propellers, and escort your passengers to and from the aircraft
- Brief passengers on safe aircraft boarding and exiting procedures, including appropriate handholds and stepping areas
- Explain the need for a sterile cockpit, especially during takeoff and landing
- Let your passengers know you'll mute the intercom from time to time for uninterrupted ATC communication
- Explain how the engine sound may change during climb, cruise, and descent, and that gear retraction/extension might make a brief noise

Cabin Briefing

- Make sure your passengers know how to adjust and lock their seats (especially important for right front seat passengers)
- Explain the use of seatbelts:
 - Brief passengers on how to fasten/unfasten seatbelts and, if installed, shoulder harnesses
 - Notify passengers that seatbelts, and if installed, shoulder harnesses, must be fastened before taxi, takeoff, and landing; make sure they're secured, and explain that it is advisable to keep seatbelts latched during the flight
 - Secure toddler car seats with seatbelts that do NOT have integrated airbags
- Ask whether your passengers have any questions

Sick Sacks and Emergency Procedures

- Tell your passengers to let you know if they feel ill during the flight; often a change in altitude (avoiding turbulence) and cool/fresh air can help, otherwise you might adjust your flight to land as soon as practicable
- Show the location of sick sacks, emergency exits and windows, and emergency equipment such as fire extinguishers, crash axes, and survival gear
- Make sure your passengers know how to open and close the doors
- Brief passengers on specific exit procedures in the event a rapid evacuation of the aircraft is necessary
- For parachute equipped aircraft, explain to your passengers and assistant how to deploy the chute in case of an emergency

NOTE: Your volunteer organization may provide a briefing card during orientation