

# **[SAMPLE] PASSENGER BRIEFING PACKAGE**

**BRIEFING AND FLIGHT RULES**

**INTRODUCTION**  
**TO THE**  
**PASSENGER BRIEFING PACKAGE**

Soon, you will be welcomed aboard my private airplane, for what I hope will be a rewarding trip. You will find that it is very different from flying as a passenger on an ordinary commercial airplane. I hope that you discover, in our brief trip, the joy of flying that I have found in my flying experiences.

Before we depart, however, I want to provide you with some critical information to help you understand what flying in a private airplane involves. I also want to make sure we both understand the rules for our flight and the conditions under which I am agreeing to take you with me. For that reason, I am giving you this *Passenger Briefing Package* to review and sign.

This Passenger Briefing Package talks about what you can expect when flying with me, items I want to tell you for our safety and comfort, and the flight rules I expect you to follow when you are in the plane with me. It also mentions some of the risks you may face. It also includes a "Fact Sheet" presenting information about the aircraft, pilot and references to available information resources.

I ask you to read the Passenger Briefing Package carefully so that you are informed about the experience of flying on a private airplane with me. I hope this material demonstrates my commitment to safety, comfort and fairness. I believe you ultimately will feel more comfortable flying with me after you are informed fully about what it involves. And I truly look forward to our time in the skies together.

- [Pilot's Name] -

## PASSENGER BRIEFING AND FLIGHT RULES

### **Preflight Briefing:**

*To ensure your in-flight comfort and safety, please carefully review this Passenger Briefing.* Ask the pilot to explain anything that is unclear. He will review this document with you before the flight, as well as any unique risks of the intended flight.

**Safety is your pilot's primary concern! Nevertheless, you should be aware that accidents can occur and result in personal injury (mental or physical), property damage or death.**

***IF YOU ARE UNWILLING TO ASSUME THE RISK OF FLYING IN A PRIVATE PLANE, PLEASE DON'T!***

**Insurance:** The pilot maintains an aviation liability insurance policy for a maximum of one million dollars (\$1,000,000.00) per incident (for death or injury to passengers and others). There is no guarantee that recovery is possible from the pilot's insurance policy. If you find this coverage inadequate or the uncertainty of recovery unacceptable, you must obtain a separate insurance policy or decline to fly.

### ***Before you Arrive at the Airport:***

- ✓ **Weight and Balance-** Please be prepared to provide to me your fully clothed weight and the packed weight of each piece of luggage you desire to bring. Keep luggage weight and size to a minimum. Soft bags (such as duffel bags) are preferred for flexible loading.
- ✓ **Clothing-** Bring clothing appropriate for the route. Also, weather may vary considerably following departure. Wear light shoes or sneakers (pack hiking boots and weather gear if a mountain flight). Sunglasses and hat/visor are advisable. Avoid polyester clothing for fire safety.
- ✓ **Liquids-** Restrict consumption of liquids prior to and during the flight (especially diuretics such as coffee, tea, and alcohol). There is no toilet on the plane! The pilot will try to accommodate requests to land for your personal comfort but the timeliness of stops cannot be guaranteed.
- ✓ **Medications-** Bring essential personal medications (if any) and essential toiletries in the event that we must unexpectedly remain overnight at an unplanned destination.
- ✓ **Cosmetics and Oily Substances-** Use sparingly to prevent flash burns should we consume pure oxygen.

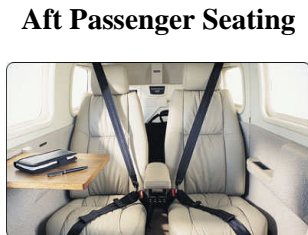
**Expectations Regarding the Flight:** Please understand that there are neither guarantees that we will reach the intended destination nor that we will return to the departure airport. Weather, mechanical considerations, instructions from air traffic controllers, and the pilot's exclusive independent judgment, among other factors, will control flight operations. Please set your expectations accordingly.

**When You Arrive at the Airport:** Exercise great caution when near airplanes. Stay away from propellers. Engines and propellers may start unexpectedly, there may be more than one plane within the immediate area, and taxiing airplanes may not become visible until it is too late! Stay close to the pilot and very alert as you cross the tarmac. Do not touch any airplanes or other vehicles.

**Entering the Plane:** Never stand on the flaps or wings, except as directed. Always hold available handgrips. Enter the plane slowly and attentively.

## **Fact Sheet: About the Aircraft, Pilot, and More...**

**The Airplane:** We will be flying in a 2003 SaratogaTC manufactured by The New Piper Aircraft, Inc. The Saratoga is a six-seat, high-performance, single-engine, retractable-gear aircraft. This 300 HP turbocharged (for improved performance) aircraft is equipped with advanced navigation, traffic, terrain, engine and weather avionics. The pilot makes reasonable efforts to complete all FAA mandatory and factory-recommended inspections and maintenance, including voluntary 50 and 100 hour (and frequent informal additional inspections). The aircraft is hangared, secured, and kept clean. No other pilots have access or use of the aircraft. The SaratogaTC is further described at: < <http://newpiper.com/fleet/saratogaIItc/index.asp> >.



**The Pilot:** The pilot holds a Private Pilot, Single-Engine Land and Single-Engine Seaplane Certificate with an Instrument Rating. Information about the private pilot certificate is available at: < <http://www.thaviation.com/Ppreg.html/> > and about the instrument rating at: < <http://www.gg-pilot.com/instrumentrating.htm> >.

He has 1,000+ hours of flight time as pilot in command and 500+ hours in type. He also holds complex, high-performance, and tail-wheel endorsements, a mountain checkout, and voluntary Flight Review and Instrument Proficiency Checks every six months, or as dictated by safety considerations. He has also participated in extensive emergency maneuver training (EMT) and aerobic training, and is training for a commercial certificate. The pilot has no record of aviation-related accidents, deviations, certificate suspensions, revocations or disciplinary actions. The pilot's health is excellent.

**Flight Safety:** Flight safety and risk information is available at: the AOPA Air Safety Foundation: < <http://www.aopa.org/asf> >, the Aircraft Owners and Pilots Association: < <http://www.aopa.org> >, GA Serving America: < [http://www.gaservingamerica.org/Is\\_it\\_Safe.htm](http://www.gaservingamerica.org/Is_it_Safe.htm) >, Be A Pilot Program: < <http://beapilot.com/brochure/safety.html> >, and the National Transportation Safety Board: < <http://www.nts.gov> >.

**Weather:** Since weather is a major flight safety factor and may impact our travel and recreation plans, you can stay apprised of weather conditions using any of the following resources: < <http://aviationweather.gov/> >, < <http://www.noaa.gov/> >, and < <http://www.weatherchannel.com> >.

**Airports and Destinations:** Airport information is available at: < <http://www.airnav.com/airports/> >, and fun and interesting "aviation-savvy" destinations and their noteworthy events and festivities are presented at: < <http://www.aviatorsguide.com/> >.

**Want to Learn to Fly?:** If so, the following resources are among the best to get you started – and may be enriching to review prior to our planned flight: < [http://www.nafinet.org/directory/flight\\_lookup.html](http://www.nafinet.org/directory/flight_lookup.html) >; < <http://www.aopa.org/learntofly/> >, and < <http://www.beapilot.com> >.

## **On-Board Briefing:**

***Seat Belts and Shoulder Straps:*** All passengers must wear seat belts and shoulder straps during taxiing, take-off, and landing. For your safety, please keep them securely fastened at all times. To release the belts/straps, push the red button on the buckle.

***Children:*** Older children must occupy a seat and use seat belts and shoulder straps (no seat sharing); younger children/infants require an approved child restraint system (it should say, "THIS RESTRAINT IS CERTIFIED FOR USE IN MOTOR VEHICLES AND AIRCRAFT"). Please bring one for your younger child to the airport. Also, infants generally experience discomfort upon rapid changes in altitude. Nonetheless, quick changes in altitude may be unavoidable.

***Exiting the Plane:*** Front Door (right side of front cabin): There is one side door latch - move it to the up position. Rear Door (left side of aft cabin): There are two door latches, one top center and the other bottom front -- first swing open the top latch, then pull on the bottom latch. Please ask to practice opening the doors before our departure.

***No Smoking or Drinking of Alcoholic Beverages:*** These activities are prohibited at all times, including in the vicinity of the plane.

***Hazardous Materials:*** Do not board flammable substances or aerosols, such as lighters, lighter fluid, propane, or flammable gasses, strike-anywhere matches, mace, tear gas, hair spray, or dry ice.

***Medications, Drugs and Medical Condition:*** If you are taking medications that may impair your judgment or affect normal health, if you have any medical or related conditions/predispositions (including, e.g., anemia, acrophobia, claustrophobia, epilepsy or nervous disorders), or if you wear a hearing aid, please notify the pilot before the flight.

***Illicit Substances:*** The use or transportation of illicit substances is strictly prohibited.

***Your Health:*** If you become ill or feel any discomfort for any reason, please inform the pilot immediately. Subject to safety requirements and the instructions given to us by air traffic controllers, he will terminate the flight upon your request.

***Air Sickness & Ear Comfort:*** Airsickness bags are located in your seat pocket. Locate them when you board, and please have one ready! Separately, for your comfort, clear your ears when descending (by swallowing or chewing) – the airplane is not pressurized.

***Hypoxia (state of oxygen deficiency):*** Considered the most lethal of all physiological factors, with symptoms that include dizziness, headache, visual impairment, euphoria, drowsiness, and numbness, hypoxia is preventable by the use of the aircraft's oxygen system or flight at lower altitude. Please notify the pilot immediately if you experience or even think you may have any such symptoms.

***Other Physiological Effects:*** There are many physiological effects of flight that you may experience, including: disorientation (when banking or due to G forces), illusions (particularly when in the clouds), "red out" when looking thru the propeller into the sun (about one out of seven passengers may experience it – manifestations range from seeing everything in the color red, to (in extreme cases) seizures).

***Weather:*** If the weather deteriorates or other safety considerations require it, we may need to scrub or terminate the flight prematurely. Don't be too disappointed – You'll get a rain check! ☺

***Talking:*** Please restrict conversation during taxiing, take-off, and landing. It is good practice for the pilot to keep a "sterile cockpit" (passenger silence) during these critical flight operations. The pilot needs to listen for instructions from airport control towers and control facilities and must remain particularly alert. One exception: because passengers are an important safety resource, please point out (visually) to the pilot all nearby airborne aircraft when you see them.

***Co-pilot's Controls:*** If you sit in the co-pilot's seat (right front seat), please do not touch or obstruct the full extension of the yoke (the steering wheel), and other controls. The pilot will demonstrate the full-extension of the yoke so that you can become comfortable with the needed clearances.

**Lights and Noises:** There are many flashing lights, aural alarms and the like that are part of normal flight operation, particularly during departure and arrival. Please anticipate them and do not be startled.

**Environmental:** The plane is both air conditioned and heated. There are airflow controls near each seat – on the floor and ceiling. Please locate them and ensure that you can operate them before departure.

**Headsets and Intercom:** You will be given a headset upon boarding to protect your hearing from engine noise and to provide an intercom between the plane's occupants. The knobs on your headset control the volume. Keep the microphone very close to your mouth when speaking (otherwise it won't work). If you are occupying the co-pilot's seat, you may adjust a co-pilot/passenger volume/squelch control. If you like, the pilot can segregate passengers from aviation communications to permit you to talk privately.

**Portable Electronic Devices:** Please turn off all portable electronic devices including cell phones, personal digital assistants (PDAs), pagers, other wireless devices, and gameboys during the flight.

**Emergency Operations:** Similar to airline practices, preparation for emergency procedures in general aviation is essential for flight safety. Prior to flight, the pilot will explain various instruments, equipment and procedures used in an emergency, including the transceiver, autopilot, the location and use of the Emergency Locator Transmitter (ELT), the location of first aid and survival equipment, and forced landing procedures.

**Fire Extinguisher:** A fire extinguisher is located behind the copilot seat. Unlatch, remove pin, aim at fire, and squeeze trigger (in a series of short burst) if it is necessary for you to use the fire extinguisher.

**Any Other Questions or Concerns:** Please do not hesitate to ask the pilot!

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### **NOTICE**

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### **EDITS, ERRATA, COMMENTS**

The SAMPLE PASSENGER BRIEFING is a living document, intended to be updated periodically to reflect changes in aviation practices and the aviation environment. Please send your suggestions, edits, errata, questions and comments to: < [michael@secureav.com](mailto:michael@secureav.com) >.

### **ACKNOWLEDGMENTS**

The SAMPLE PASSENGER BRIEFING has had the benefit of extensive editorial comment and suggestions by a diverse body of the GA community and beyond. See < <http://www.secureav.com> >.

Dated: March 7, 2005

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