



## Chapter 05: Flight School Operations

# 11. Pre-Flight Briefing and Checklist Execution

---

Conduct pre-flight briefings and checklist execution to ensure safe and effective flight training sessions with proper preparation and risk management.

## Purpose

---

Establish procedures for conducting thorough pre-flight briefings and systematic checklist execution to ensure students and instructors are properly prepared for flight training activities and understand safety procedures and training objectives.

## Roles and Responsibilities

---

### Flight Instructor:

- Conduct student assessments and training
- Review training objectives with students
- Coordinate aircraft scheduling for training
- Maintain communication with students on progress
- Ensure safety and regulatory compliance

### Chief Flight Instructor:

- Review student qualifications and training goals
- Assign appropriate flight instructors based on needs
- Conduct flight school orientation and safety briefings
- Approve training program selection and scheduling
- Ensure Part 61 compliance for all training operations

## Process Steps

---

### Pre-Flight Planning Phase

---

- **Review training objectives** - Confirm lesson goals and specific maneuvers or procedures to be practiced
- **Assess weather conditions** - Analyze current and forecast weather for flight safety and training

suitability

- **Plan flight route** - Determine training area, airports, and navigation requirements for planned activities
- **Review aircraft status** - Verify aircraft airworthiness, fuel status, and equipment availability

## Safety Briefing Phase

---

- **Conduct safety briefing** - Review emergency procedures, risk factors, and safety considerations for planned flight
- **Review emergency procedures** - Discuss engine failures, emergency landings, and other critical emergency responses
- **Assess risk factors** - Identify and discuss weather, terrain, traffic, and other operational risks
- **Establish communication procedures** - Review radio procedures, air traffic control coordination, and emergency communications

## Aircraft Inspection Phase

---

- **Execute pre-flight inspection** - Conduct systematic aircraft inspection using approved checklist procedures
- **Review aircraft systems** - Verify proper operation of engine, electrical, and flight control systems
- **Check fuel and oil** - Confirm adequate fuel quantity and oil levels for planned flight duration
- **Document inspection results** - Record any discrepancies and coordinate maintenance actions if required

## Final Preparation Phase

---

- **Complete cockpit preparation** - Configure aircraft systems, radios, and navigation equipment for departure
- **Review lesson plan** - Confirm training sequence and coordinate with air traffic control as needed
- **Conduct final safety check** - Verify all safety items completed and authorize flight training commencement
- **Brief passenger procedures** - Review safety procedures for any passengers accompanying training flight

## Process Mapping

---

Flowchart showing pre-flight preparation workflow from planning through final safety authorization

# Tools and Resources

---

## Briefing Materials:

- Weather information systems and forecasting resources
- Aeronautical charts and navigation publications
- Aircraft operating handbooks and checklists
- Emergency procedure reference cards and training materials

## Inspection Equipment:

- Aircraft-specific pre-flight inspection checklists
- Inspection tools and equipment (flashlight, fuel tester, etc.)
- Aircraft logbooks and maintenance records
- Communication equipment for coordination with maintenance and operations

## Planning Resources:

- Flight planning software and navigation tools
- Airport and airspace information resources
- Risk assessment and decision-making tools
- Training syllabus and lesson plan materials

# Success Metrics

---

- **Completion Time:** Pre-flight briefing and inspection completed within 45 minutes of scheduled departure.
- **Quality Standard:** 100% of required briefing items covered and documented for each training flight.
- **Safety Standard:** All safety-related discrepancies identified and resolved before flight authorization.
- **Client Satisfaction:** Students demonstrate understanding of briefing content and feel prepared for training flight.

# Common Issues and Solutions

---

- **Issue:** Rushed pre-flight briefings due to schedule pressures affecting thoroughness
- **Solution:** Allocate adequate time for briefings and emphasize safety priority over schedule adherence

**Issue:** Students unprepared for briefing content or lacking understanding of procedures

**Solution:** Provide pre-briefing study materials and require demonstration of knowledge before flight activities

**Issue:** Weather or aircraft conditions requiring flight cancellation after briefing completion

**Solution:** Maintain flexible scheduling and use cancelled flight time for additional ground instruction

## Safety Considerations

---

- **⚠ WARNING:** Never authorize flight training activities if weather conditions, aircraft status, or student preparedness present safety risks
- **⚡ CAUTION:** Ensure all pre-flight inspection items are completed thoroughly and any discrepancies are resolved before flight
- **ℹ NOTE:** Pre-flight briefings must be tailored to student experience level and specific training objectives
- **✅ BEST PRACTICE:** Use pre-flight briefings as teaching opportunities to reinforce safety culture and decision-making skills

## Regulatory References

---

- 14 CFR Part 91.103 - Preflight action requirements for all flights
- 14 CFR Part 61.87 - Solo flight requirements including pre-solo knowledge demonstration
- 14 CFR Part 91.7 - Civil aircraft airworthiness requirements
- FAA-H-8083-2 - Risk Management Handbook
- FAA-H-8083-25 - Pilot's Handbook of Aeronautical Knowledge