BRIEFING GUIDE

Briefings always follow the logic of the real flight, even if it is a departure or arrival briefing. Below we are giving a detailed description of what and in which order should be briefed, not to miss out any important information.

A good briefing is essential to have a successful and safe approach!

During an approach there is NO place for a question mark in the cockpit, and in a multi-national and multi-crew cockpit environment it is even more important for the safety of the flight.

For the above reasons, our goal here is to teach you how to be more professional and efficient on the briefings, thus more SAFE in flight!

Departure Briefing:

Always follow this order, not to miss out anything, and to enable the PM to follow the briefing and realize the missing parts easily:

Environment, start up and push back, taxi route, take off type, instrument x-check, FMGC check, emergency briefing.

In more details:

Environment:

1. AIRCRAFT STATUS, any MEL or DIR items, failures, capability.
2. NOTAMS of the airport, taxiway closures, restrictions… (ATIS)
3. WEATHER of the departure airport (ATIS)

Start-up and Push-back:

1. Start-up on stand without push-back
2. Start and push, start during or after push, facing to, short or long push…

Taxi route:

1. Expected taxi route
2. Hot-spots, apron, speed…

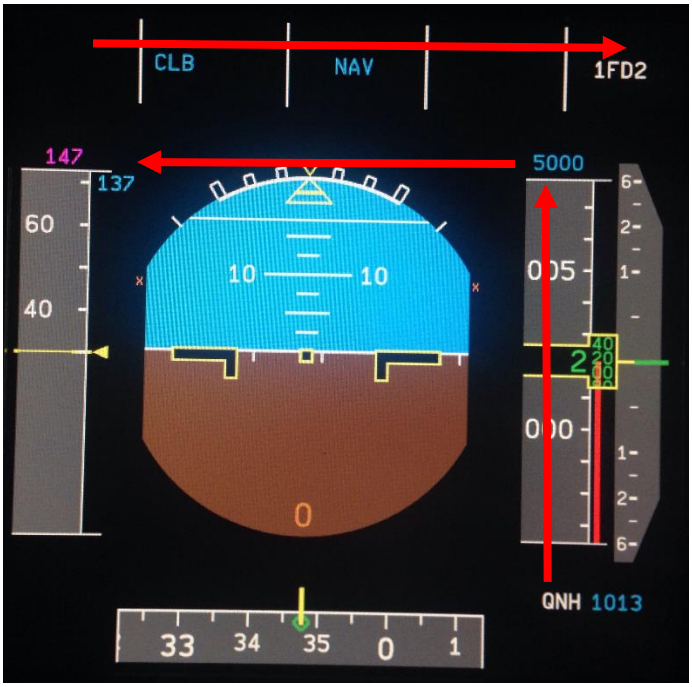
Take Off type:

1. STANDARD: flaps 1, no anti-ice, dry rwy.
2. NON STANDARD: flaps 2-3, anti-ice on, wet or contaminated rwy, TOGA THR…

Instrument x-check:

The recommended x-checking looks like this:

"Climb, Nav blue, one FD two, QNH 1013, reading 210 feet, 5000 blue, speeds 137, 147"



Pilot Monitoring will silently follow on his PFD and when finished will announce: "CHECKED".

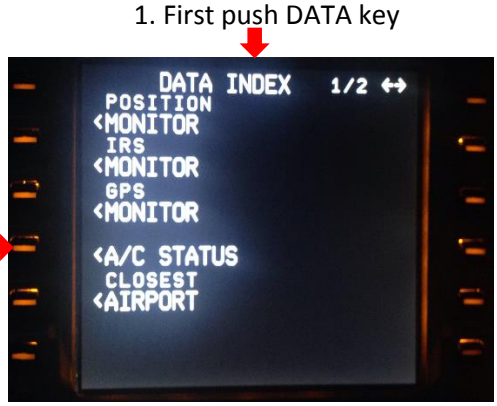
FMGC check:

Follow the below order of the pages for the briefing:

1. DATA page:

Check database validity.

1. First push DATA key



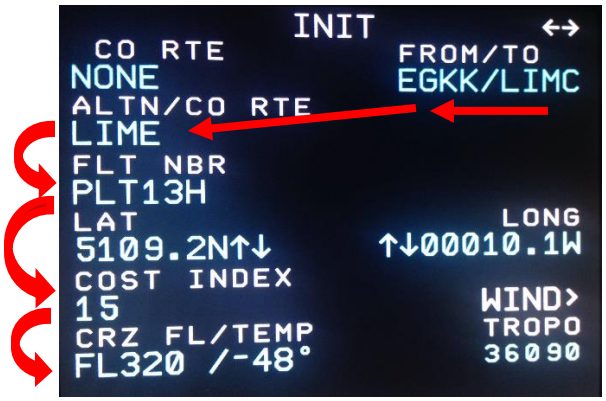
2. Push 4L key

3. Check validity here

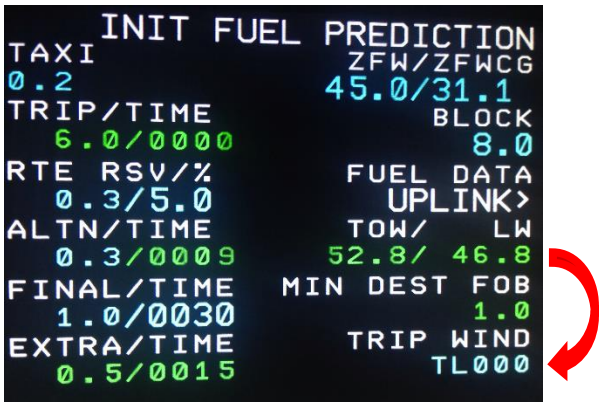
..

2. INIT page:

INIT A page:



INIT B page:



We say like this:

"From Milano to Gatwick, alternate Bergamo, Pilots 13 Hotel, Cost Index 15, Cruise level 320 set. INIT B, Take Off and Landing Weight are below the maximum, Trip wind zero inserted."

3. PERF page:

We say like this: "Runway 08R, Flaps One, Flex 55, Speeds: 137, 145, 147."

4. PROG page:

We say like this:

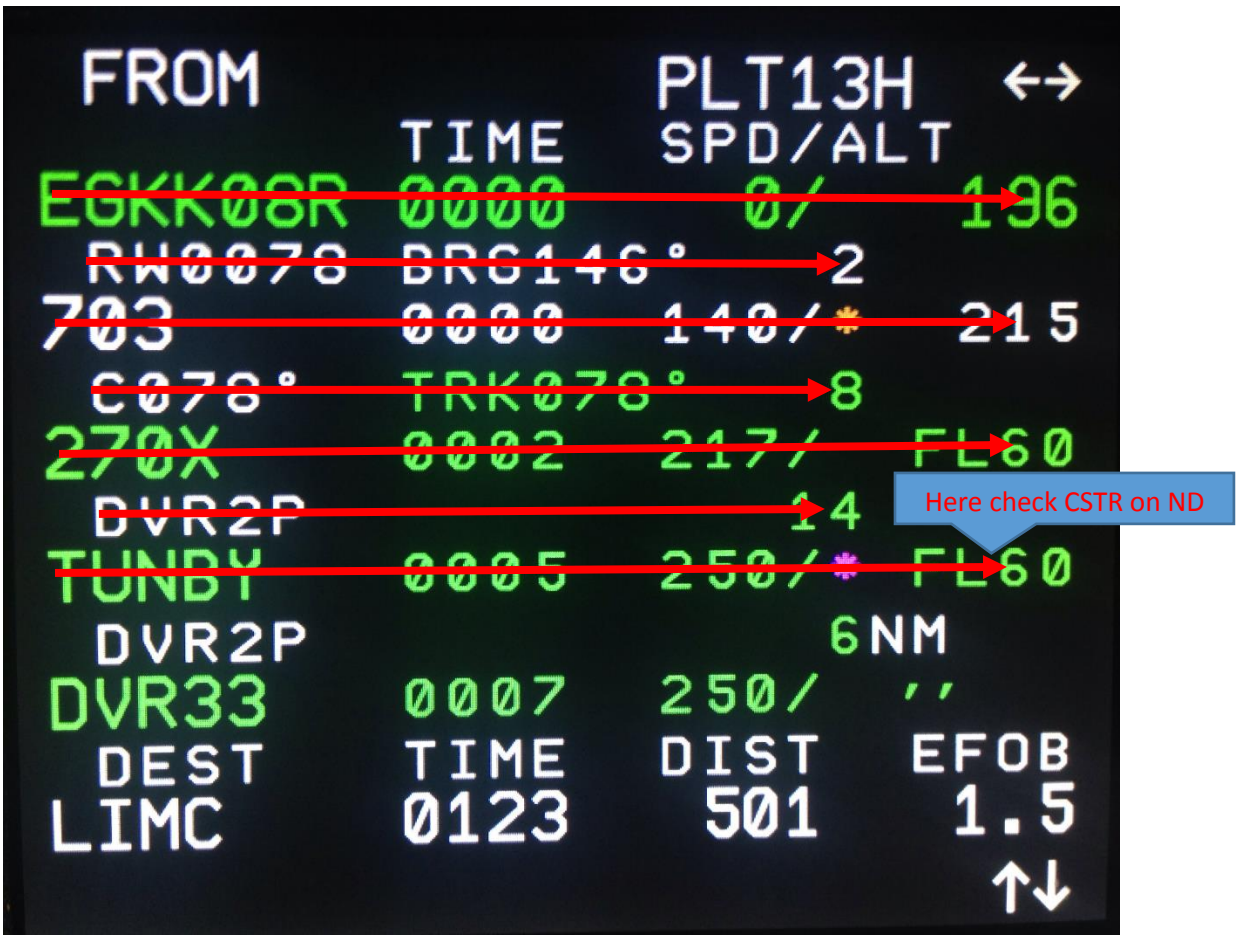
"GPS Primary, High Accuracy."

5. F-PLAN page:

The flight plan page should be read as a “book”, which has a capital letter line and a small letter line, one after the other. Every time when we meet a constraint, we should have a look on the ND on which we can read the value of the constraint. The ND should be in PLAN mode, CSTR (constraints) selected on it and range in 10 NM, for easier use. (The PM will follow the chart, for comparison!)

Using the scroll up arrow, we can check each point one by one.

Follow the red arrow below for briefing the F-PLN page:

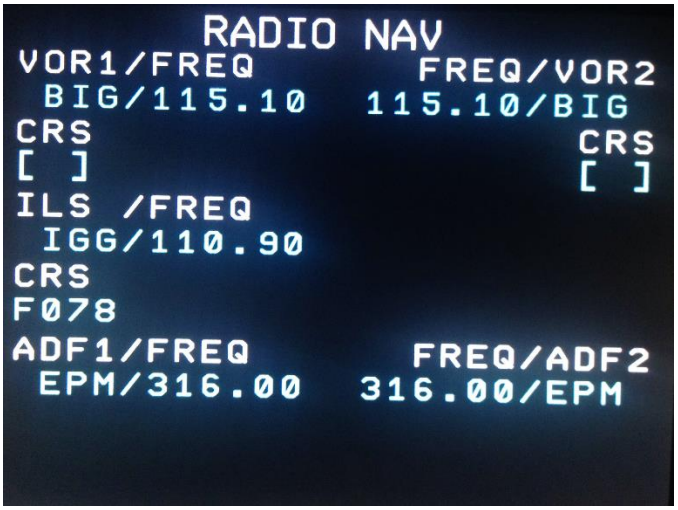


6. RAD NAV page:

This page should be left auto-tuned if possible, allowing the FMGC to search for fixes automatically, for position updating. Should you need any fix to see on the ND, make it hard-tuned.

For the briefing we mention the hard-tuned stations, and we say that the rest is auto-tuned.

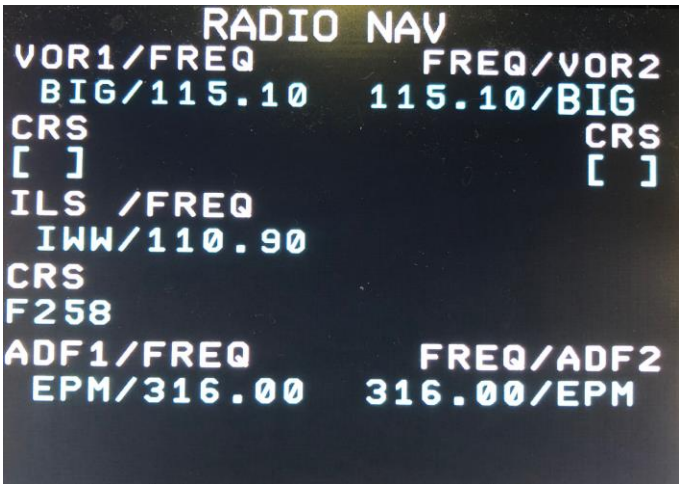
See below example:



This is how the Auto Tuned RADNAV page looks like.

We say:

"RADNAV is Auto Tuned"



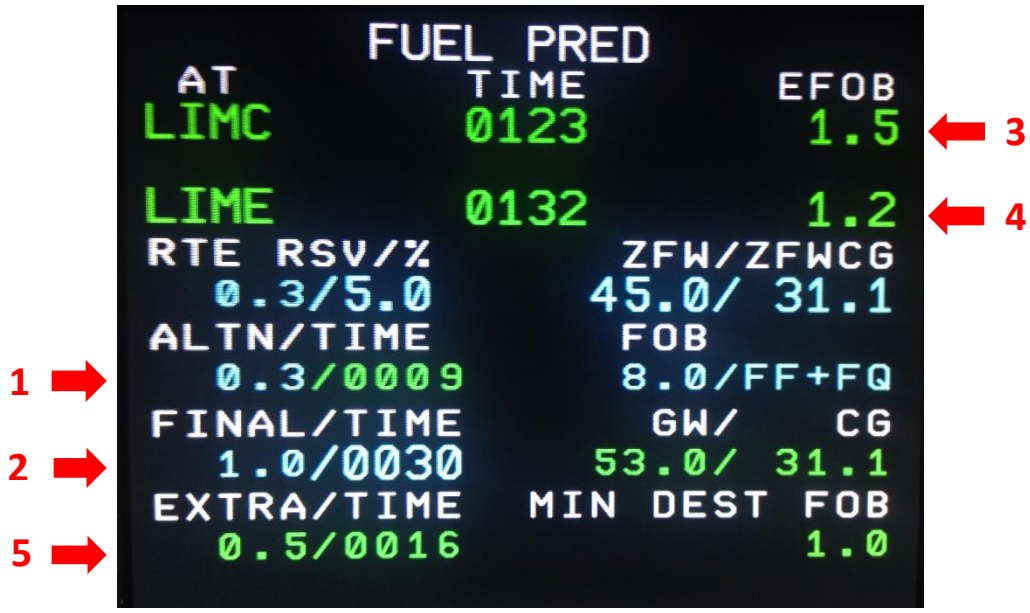
On this RADNAV page the BIG VOR is Hard Tuned on the VOR2 set.

We say:

"BIG VOR on Nbr 2 set is Hard Tuned, the rest is Auto Tuned"

7. FUEL PRED page:

We say: “ALTN and FINAL fuel set, estimated fuel at DEST is 1.5, at ALTN 1.2, EXTRA TIME is 16 minutes.”



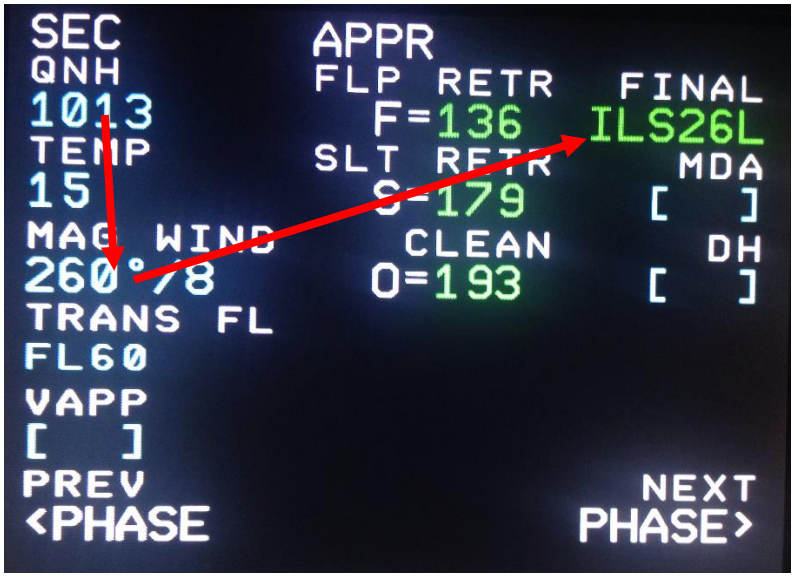
8. SEC F-PLN page:

The Secondary flight plan should be set up for the Engine Failure Procedure (EFP) and the landing runway for the departure airport with performance and weather inserted, for a possible quick turn back.

The content should be briefed in the above order, according to the red arrows below:

We say:

"Runway 26L, WILLO holding and Landing Runway 26L with ILS approach is set."



"Present Weather is inserted, ILS 26 L set."

EMERGENCY BRIEFING:

This part is always the last one to brief, because we must remember it the best. It contains the Rejected T/O and the Engine Failure after V1 actions and elements.

See below:

(CM2) In case of serious malfunction before V1, you will call **"STOP".** If you call **"STOP"**, your items are: (CM1) Thrust lever idle, max reverse, max braking. When we come to complete stop I apply parking brake and announce **"ATTENTION CREW! AT STATIONS!"** twice. Then I will call **"ECAM ACTIONS or PAPER CHECKLIST".** Your items are:

(CM2) I monitor and call **"REVERSE GREEN** (or **NO REVERSE...**) **/DECEL".** Below 70 kts and before aircraft comes to a full stop, I will inform ATC: **"PILOTS _____ STOPPING".** After park brake set and cabin crew advised by you, I perform ECAM ACTIONS or PAPER CHECKLIST on your request.

In case of **"GO"** or any malfunction after V1: nothing will be done below 400 ft, except: silence the warning and gear up at positive climb*****. At 400 ft and aircraft is under my control I will call: **"I HAVE CONTROL, I HAVE COMMUNICATION, CONFIRM FAILURE"**,** and after the failure is confirmed: **"ECAM ACTIONS".**

Engine out routing is... . At acceleration altitude and engine secured*******, whichever is later: **"STOP ECAM", "PUSH TO LEVEL OFF",** clean up the aircraft on schedule. Once the aircraft is clean, reaching green dot speed: **"ALTITUDE PULL, THRUST MCT"** and we climb to ..... feet . MSA is ---- feet.

-Any questions, suggestions?

*CM1 removes hands from thrust levers at V1. PF must not place hands on thrust levers until 400 except for selection of TOGA thrust. Selection of TOGA thrust must be communicated to PM.

** Confirmation of failure to be assessed by PM with reference to ECAM and local warnings (overhead panel, pedestal etc.) Checking the remaining engine`s parameters is also essential.

After PM has checked all the indications, should announce: **"ENGINE 1(2) FAILURE CONFIRMED WITH ….. (flameout/damage/fire), REMAINING ENGINE PARAMETERS ARE OK (or status of it)."**

***PM must announce as soon as **"ENGINE SECURED".**

-Engine secured means:

▪ ENGINE FAILURE WITHOUT DAMAGE: T/L IDLE, ENG MASTER OFF.

▪ ENGINE FAILURE WITH DAMAGE: T/L IDLE, ENG MASTER OFF, FIRE P/B PUSHED, 1 AGENT DISCHARGED.

▪ ENGINE FIRE: T/L IDLE, ENG MASTER OFF, FIRE P/B PUSHED, AGENT 1 (AND 2) DISCHARGED AS REQUIRED.

Arrival Briefing:

Always follow this order, not to miss out anything, and to enable the PM to follow the briefing and realize the missing parts easily:

Environment, FMGC Briefing, Approach and Landing type, Stopping the A/C, Vacating.

In more details:

Environment:

1. AIRCRAFT STATUS, any MEL or DIR items, failures, capability.
2. NOTAMS of the airport, taxiway closures, restrictions… (ATIS)
3. WEATHER of the departure airport (ATIS)

FMGC Briefing:

Follow the ***"HAT"*** pattern on the keys for the arrival briefing:

1. F-PLN page:

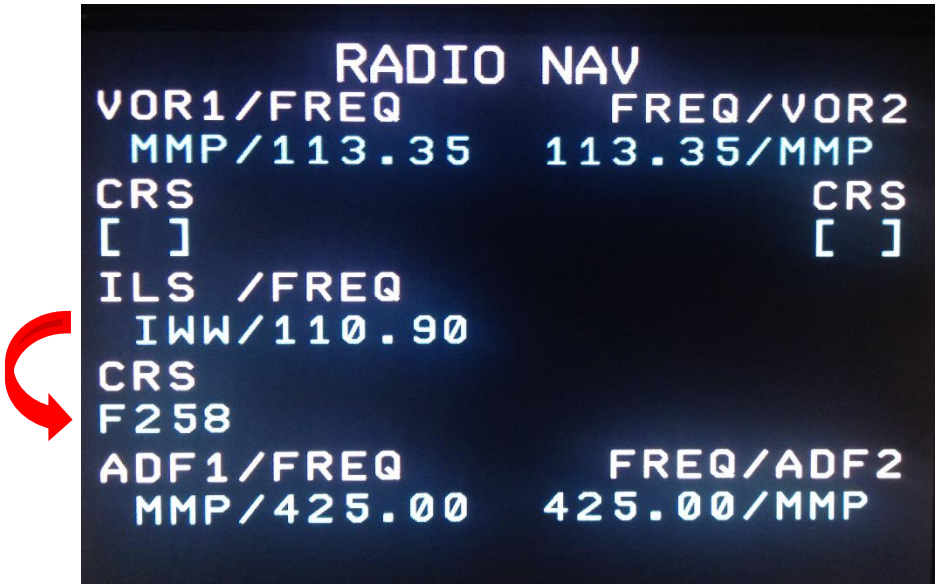
The method of briefing the flight plan page is the same as in the Take-Off Briefing.

2. RAD NAV page:

This page should be left auto-tuned if possible, allowing the FMGC to search for fixes automatically, for position updating. Should you need any fix to see on the ND, make it hard-tuned.

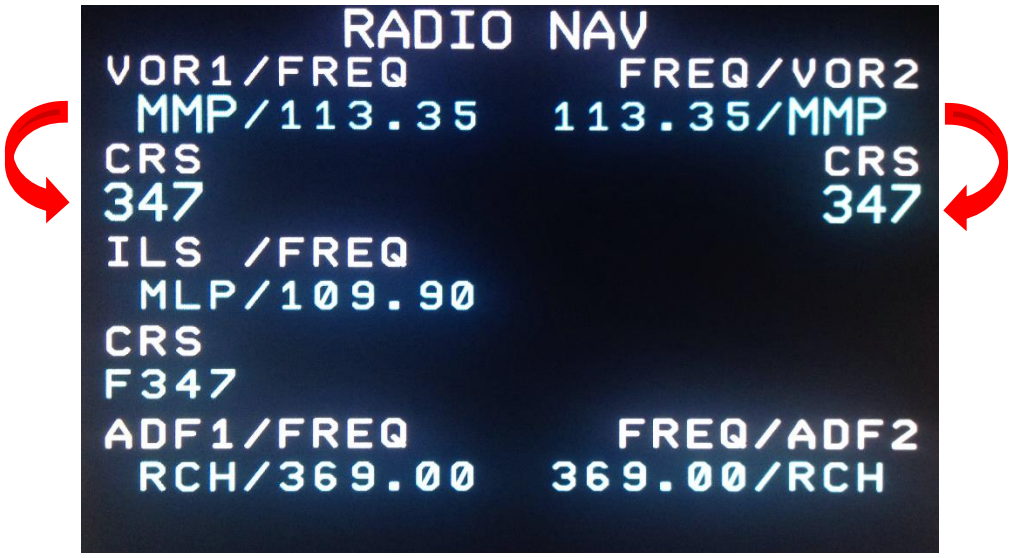
-ILS approach: Check the ILS identifier, frequency and final course.

We say: "ILS IWW, Frequency is 110,9, Final Course is 258"



-VOR approach: Hard-tune VOR on both side, as well as the final course.

We say: "VOR 1 and 2 Hard Tuned to MMP, Final Course 347 is set on both sides."



3. PROG page:

Check GPS primary and the HIGH ACCUR if they are shown.

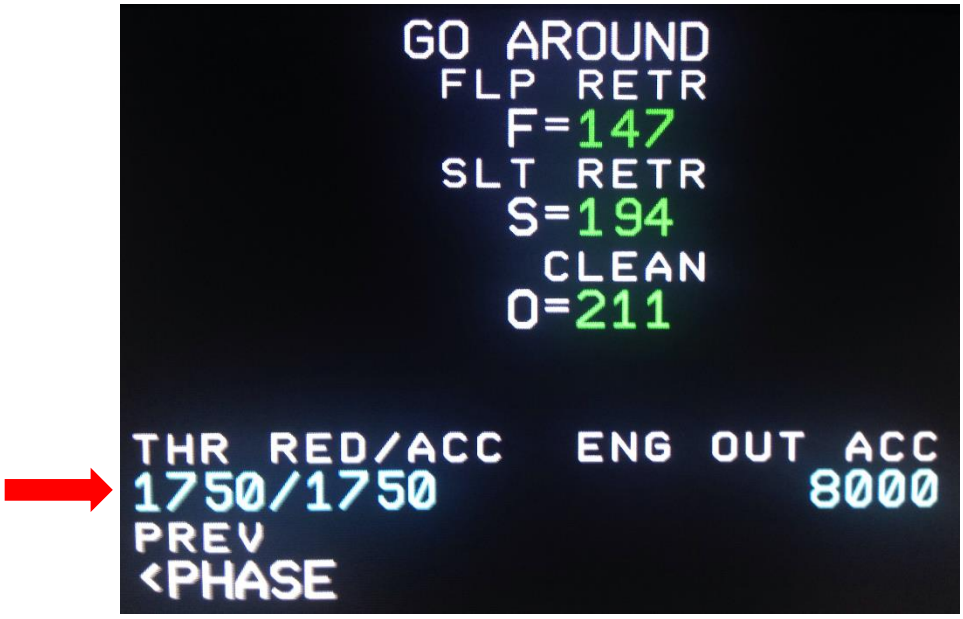
We say: "GPS Primary and High Accuracy"

4. PERF page:

-APPR page: Brief the QNH, TEMP, WIND, LDG RWY, MINIMUM and LDG FLAPS.

We say: "QNH 1013, Temperature 15, Wind 340/5, VOR DME RWY 35R, MDA 1180 feet, Flaps FULL"

-GO AROUND page: Fill in the THR RED/ACC.



We say: "Thrust Reduction and Acceleration is 1750, 1750"

5. FUEL PRED page:

The same as for Take-Off briefing.

6. SEC F-PLN page:

It can be used in case of multiple choice of approach or runway, to set it up for the second choice until we are not sure which one we will have finally. In this case we will have to make a throughout briefing on it.

In case we know definitely which approach and landing runway will be used, we don`t need to put anything in the Secondary Flight Plan, and we can only say that: "Secondary is just COPY ACTIVE".

Approach and Landing Type:

1. Raw Data approach,
2. Autopilot use or not, where to disengage it,
3. Flight Director approach Manually flown,
4. VOR approach: Selected/Selected, Managed/Selected, Fully Managed,
5. Manual landing or Auto-land.

Stopping the A/C:

1. Autobrake: Low or Medium
2. Reverse: Idle or Full
3. Runway condition, wind.

Vacating:

1. Expected taxiway to vacate,
2. Direction: Left or Right