

Briefing and de-briefing policies and procedures

It is essential that all flights are accompanied by a thorough briefing and de-briefing to ensure the service user and all involved parties gain the maximum amount from the flight. Each briefing should contain relevant information about the following flight including:

- Captain's name
- Route (including what can be seen)
- Aircraft familiarization
- Maneuvers (choice should be given)
- Handing over control (If applicable)
- What to do if you feel ill
- Emergency procedures (including brace position)
- Headsets (to ensure the service users are comfortable with their use)
- Any other relevant information

Each de-briefing should contain of the following information:

- An overview of the previous flight
- A discussion about what has been experienced and learnt
- Any additional relevant information
- Answer any questions
- Additional information about how to fly in the future

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By Shane Touhey (Chairman of the governing committee)

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