



## **NATIONAL TRANSPORTATION SAFETY BOARD**

Office of Aviation Safety  
Washington, D.C. 20594

November 12, 2016

### **Attachment 4 - Spirit Airlines Takeoff Briefing**

# **OPERATIONAL FACTORS**

**OPS16IA004**



## Takeoff Briefing

This section expands on the task,

- (PF) TAKEOFF BRIEFING .....PERFORM specified in AOM 2.110 “Preflight.”

This section also includes the Additional Crew Member (ACM) Briefing.

### Philosophy

The purpose of the takeoff briefing is to exchange information on the planned course of action for both normal and abnormal situations during takeoff. For every takeoff, a comprehensive plan should be formulated.

### Location and Time

Whenever practical, as much of the takeoff briefing as possible should be completed at the gate. At some stations, it may not be possible to obtain ATC clearance until shortly before takeoff. At all stations, weather, clearance, or other information could change during the taxi. The Captain will update the takeoff briefing as necessary during taxi.

### Recommended Briefing

The Recommended Takeoff Briefing is presented beginning on the next page. Within each category, pertinent items should be considered and briefed if applicable. **If items do not apply, they do not need to be briefed.**

The takeoff briefing is not limited to only these items. For example, special passengers or armed individuals may need to be discussed.

The PF normally performs most of the takeoff briefing. However, in the V<sub>1</sub> Briefing there are three parts. They are performed in the following order:

- Captain
- First Officer
- Pilot Flying

### First and Subsequent Briefings

Prior to the first flight of a trip series, a complete takeoff briefing is recommended, and a complete V<sub>1</sub> Briefing is required.

For subsequent flights, the briefing may be reduced when continuing with the same crew. For example, most of the V<sub>1</sub> Briefing may be reduced to “as briefed.” However, any changes or items unique to the specific takeoff must be covered, especially including the clearance, SID, and engine failure procedure.

## Recommended Takeoff Briefing

### 1. Pilot Flying

- **CA or FO leg?** - Determine if Captain or First Officer will be PF.
  - Review special considerations for high minimums/"low time."

### 2. Aircraft

- **Aircraft model** - State for tailstrike awareness.
- **MEL/CDL** - DMLs; operating procedures; performance limitations.
- **OB/OEB** - Bulletins pertinent to the aircraft/flight.

### 3. Weather and Terrain

- **Weather** - Pertinent conditions; gusty wind; windshear; radar use.
- **NOTAMs**
- **Takeoff minimums/takeoff alternate.**
- **Icing** - Cold weather operations; deicing; use of anti-ice.
- **Terrain** - Use of TERR ON ND; obstacles; MSA.

### 4. Taxi Route and Runway Condition

- **Engine Strategy** - Single-Engine Taxi or Two-Engine Taxi, required warm-up time
- **Taxi route** - Include low visibility procedures; hot spots.
  - Refer to the Airport Data Page and the Jeppesen -6, -8, and -9 pages.
- **Surface conditions** - Taxiway and runway contamination.

### 5. Abnormal / Reject (V1 Briefing)

CAPTAIN	FIRST OFFICER
<b>Prior to V1:</b> <ul style="list-style-type: none"> <li>• It will be my decision to reject.</li> <li>• I will bring the aircraft to a stop, put the parking brake ON, and call for "Flight Attendant Stations."</li> <li>• Analyze the situation and call for ECAM actions and/or Emergency Evacuation Checklist, if required.</li> </ul>	<b>Prior to V1:</b> <ul style="list-style-type: none"> <li>• I will call your Reversers / Autobrakes or manual brakes.</li> <li>• Inform ATC we are stopping on the runway and, if required, request emergency equipment.</li> <li>• Turn the dome light on, then perform ECAM actions and/or Emergency Evacuation Checklist, if required.</li> </ul>

**Recommended Takeoff Briefing (continued)****5. Abnormal / Reject (V1 Briefing) (continued)****PILOT FLYING****After V1:**

We will continue.

- If we have an engine fire or failure:
  - The EO SID is \_\_\_\_ (Brief the EO SID, acceleration altitude, and activation of FMS SEC F-PLN, if appropriate.)
  - We will plan to land at \_\_\_\_ (Brief return or no return to origin airport considering weight, weather, landing minimums, and if there is a takeoff alternate.)
- If it is anything else, we will treat it as an in-flight emergency.
- If all is normal, we will continue with the assigned SID.

**6. SID and Clearance**

- **Clearance** - Brief if available and not previously discussed.
- **SID** - Use F-PLN page and PLAN mode to brief, as appropriate.
  - Include name, date, initial course or heading, constraints, altitude, and any pertinent notes.
- **Thrust reduction/acceleration altitude** - Brief if nonstandard.
- **Preselected climb speed** - Brief if selected on PERF page.
- **RAD NAV** - Pertinent NAVAID tuning.
- Any additional criteria or special considerations.

**Any questions?**