

Factual Report – Addendum 4
TransPacific Mission Briefing

OPERATIONAL FACTORS

CEN17MA183

1.1.3 – Mission Briefing

The mission briefing shall be conducted by the PIC and attended by all flight crew and cabin crew members, including relief crewmembers. The mission briefing is a general overview of all assigned flight legs, any layover periods and other factors pertinent to the mission. This can be conducted prior to the day of departure and may be conducted in person or over the phone.

The mission briefing may include other items, but as necessitated by the nature of the mission should include at least the following items:

1. Duty position assigned to each crewmember.
2. Aircraft (by registration number) and the status of that aircraft, making note of deferred items or repeat discrepancies.
3. Assigned flight legs include departure airport, destination airport, departure times, estimated arrival and flight times.
4. Planned routing for each flight leg, including pertinent navigation aids, en route weather, winds aloft, altitudes, turbulence, SIGMETS, etc.
5. Departure and arrival airport information including NOTAMS, runway lengths, instrument approach procedures, terrain, special considerations and taxi route from the runway of expected landing to the FBO.
6. Passenger information, including special passenger considerations and requests.
7. Crew layover accommodations including hotel, rental cars, surrounding area to the hotel, security concerns and other information pertinent to the layover period.

All crewmembers should be given the opportunity to participate in the information distributed during the briefing. All crew concerns should be addressed by the PIC prior to concluding the briefing, any discrepancy or concern that cannot be addressed during the meeting should be brought to the attention of the company.

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¹ Source: Trans-Pacific Jets SOP Manual, Section 1.1.3.