

FLIGHT INSTRUCTOR BRIEFING GUIDE

FOR USE BEFORE EVERY FLIGHT LESSON

Grounded in FAA Best Practices, Human Factors, and Professional Aviation Culture

SECTION 1: SET THE ENVIRONMENT

- ☐ Plan on briefing—every flight. It's part of being a professional.
- ☐ Brief in a quiet, focused environment—minimize distractions. Phones/devices off.
- ☐ Ensure student participation—don't brief at them, brief with them.

SECTION 2: PERSONAL READINESS

- ☐ I'M SAFE Check: Illness, Medication, Stress, Alcohol, Fatigue, Emotion
- ☐ Student physically/mentally ready? Instructor ready?
- ☐ Recency, Currencies
- ☐ Materials ready (headset, charts/tablet, syllabus, kneeboard, flashlight, etc.)
- ☐ Dressed for weather
- ☐ Review logbooks, certificates, medical, endorsements (if needed)

SECTION 3: CLEARLY DEFINED OBJECTIVES (CDO)

- ☐ What are we working on today? (Specific maneuvers/procedures)
- ☐ What are our Objectives for this Flight (at least three specific and measurable)
- ☐ Confirm how performance will be evaluated (ACS standards, scenario outcomes)
- ☐ Identify any special focus areas (trends for student or prep for upcoming check ride)

SECTION 4: FLIGHT PLANNING: WEATHER, NOTAMS, FUEL, PERFORMANCE CALCULATIONS

- ☐ METAR / TAF / PIREPS
- ☐ Winds Aloft
- ☐ AIRMET / SIGMET / Convective Outlook
- ☐ Sunrise / Sunset
- ☐ WX Hazards
 - ☐ Thunderstorms, Icing, Frost, Low Visibility, Temperature, Density Altitude
- ☐ NOTAMS / TFRs
- ☐ Fuel Planning
- ☐ Weight and Balance
- ☐ Takeoff and Landing Data Performance
- ☐ Communication Plan / Frequencies

SECTION 5: THREAT & ERROR MANAGEMENT / RISK MITIGATION

- ☐ Identify Areas of Vulnerability (AOV)
 - ☐ weather
 - ☐ airspace
 - ☐ aircraft quirks/equipment or maintenance issues
 - ☐ pilot experience
 - ☐ difficulty of profile
 - ☐ human factors
- ☐ Physiological Issues
- ☐ Discuss Mitigation Strategy for any AOV identified
- ☐ GO / NO-GO Decision?

SECTION 6: PROCEDURES & MANEUVERS BRIEFING

Ground Ops:

- ☐ Preflight
- ☐ Aircraft Documents
- ☐ Maintenance items or Inoperative Equipment
- ☐ Passenger Briefing
- ☐ Engine start
- ☐ Instrument Setup / Checks
- ☐ Departure airport layout / hotspots / planned taxi route

Enroute & Maneuvers:

- ☐ Airspace
- ☐ Nav aids
- ☐ Communication Plan, Frequencies
- ☐ Flight Plan / Checkpoints
- ☐ Ops Checks
- ☐ Training area boundaries
- ☐ Area / Enroute Weather
- ☐ Training Profile

Night Considerations:

- ☐ Lighting systems - airfield
- ☐ Airplane lighting equipment
- ☐ Personal equipment
- ☐ Night Visual Illusions

Takeoff & Departure:

- ☐ Normal vs. short/soft field procedures
- ☐ Takeoff and Landing Data / V-speeds
- ☐ Obstacles
- ☐ Noise Abatement
- ☐ Rejected takeoff criteria
- ☐ Engine failure on takeoff: plan + callouts
- ☐ "Impossible turn" altitude briefed
- ☐ Instrument Departure

Descent & Landing:

- ☐ Pattern entry plan, CTAF/tower ops
- ☐ Traffic avoidance/clearing
- ☐ Wind considerations
- ☐ Instrument Approach
- ☐ Engine start
- ☐ Final approach/landing/ configurations
- ☐ Runway configuration/ considerations
- ☐ Missed approach/go-around plan
- ☐ Taxi Plan after landing

SECTION 7: EMERGENCY PROCEDURES

- ☐ *Emergency of The Day: Instructor Pick System Malfunction for Scenario-Based Training*
- ☐ Engine failure
- ☐ Diversion airfields
- ☐ Stall/spin recovery review
- ☐ Lost comms
- ☐ VFR lost procedures
- ☐ Midair collision avoidance strategies
- ☐ Spatial Disorientation
- ☐ Physiological

INSTRUCTIONAL TOPIC INTEGRATION (CUSTOMIZE PER LESSON):

Reference FAA ACS for Knowledge / Risk Management / Skill Requirements

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| ☐ Flight Planning | ☐ Slow Flight |
| ☐ Preflight | ☐ Stalls |
| ☐ X/C Ops | ☐ Basic Instrument Maneuvers |
| ☐ Normal and Crosswind Takeoff | ☐ Instrument Procedures |
| ☐ Short Field Takeoff and Climb | ☐ IMC limitations |
| ☐ Soft Field Takeoff and Climb | ☐ Instrument scan techniques |
| ☐ Normal and Crosswind Landing | ☐ Intercepting / tracking courses |
| ☐ Go Around / Rejected Landing | ☐ Holding entry and procedures |
| ☐ Aborted Takeoff | ☐ Instrument Arrival |
| ☐ Steep Turns | ☐ Instrument Approach Procedures |
| ☐ Ground Reference Maneuvers | ☐ Multi-Engine Operations |
| ☐ Commercial Maneuvers | ☐ Single Engine Procedures / Demonstrations |
| ☐ Eights on Pylons, Chandelles, Lazy Eights | ☐ Emergency Procedures |
| ☐ Navigation | |