



Annex B BMFA Pilots Briefing template

The main body of the briefing should cover the following points:

- Introduction - introduce yourself and your team, set the scene for the day, refer to the purpose of the event, thank your pilots.
- General housekeeping – cover locations of toilets, catering arrangements, parking and vehicle considerations.
- Expected weather conditions – obtain the most up to date weather information, brief on the expected and how it will affect the operation (e.g. on-crowd wind as opposed to off-crowd wind).
- Pitting practices and taxiing procedures – outline how you require the pits to be laid out (this will already have been partly set as pilots arrive) where particular aircraft should park (turbines) start up areas and practices for accessing runway.
- Site layout, including boundaries, the pits, start areas, pilots' boxes, and runway in use.
- Separation distances / safety lines – use physical references on the site, distances mean very little without a marker (a large scale map of the location can be very useful).
- No fly areas – outline no fly areas, again use physical references (and map), also refer to procedures that will be used for repeated incursions into no fly areas.
- Flight patterns – cover the safety aspects and also the display considerations.
- Special features (such as pyrotechnics or toffee drop)
- Start finish times
- Stand down times (if any)
- Full size manned aircraft participation – cover notice times and additional matters such as full size aircraft landing after their display.
- FOD warnings and considerations – the usual request for a tidy pits and flight area and a request for a FOD sweep at the end of the display (particularly important if the display is located on a full size airfield).
- Contingencies – cover contingencies for adverse weather conditions, how you will aim to deal with an abbreviated flight programme (if required) and what you expect from the pilots.
- Emergency procedures.
- Take questions.
- Thank your pilots again.