

# PILOT CHECKLIST

- Have you ensured that a list of the emergency and survival equipment carried on board (see NCO.GEN.130 of Regulation EU No. 965/2012) is available for immediate communication to rescue and co-ordination centres?
- Have you checked that the relevant documentation for the aircraft is current?
- Did you provide a passenger briefing prior to the flight?
- Did you complete a weight and balance /performance calculation?
- Is your first aid kit accessible and up to date?

## 1. Just after the passenger booking

- Contact the passenger by phone/chat to acquaint each other
- Explain to the passengers the risks of cancellation of the flight due to the weather or any other cancellation reason.
- Give some advice to the passenger in terms of logistics (sunglasses, transportation to the airfield, weight of passengers, maximum luggage, etc...)

## 2. The Day before the flight

- Make a weather briefing with the passengers / cancellation if needed
- Make sure the passenger will be on time to the airfield
- Repeat advice to the passenger in terms of logistics (sunglasses, transportation to the airfield, weight of passengers, maximum luggage, etc...)

## 3. Before Engine start

- Take time to explain on the map the route you are planning to do
- Explain to the passenger what he should or not do (below an example of passenger briefing)

## 4. Passenger Briefing: inside the aircraft

- Installation, seat belt, seat position, locking and unlocking of the doors

- Ruder, Yoke are unobstructed (Explain to the passenger that he shouldn't touch it and he should make sure it is always unobstructed)
- Explain to the passengers that he should not speak when you are using the radio
- Explain how to proceed in an emergency landing
- How to proceed in case of stress or sickness, that he should not hesitate to tell it to the pilot (Pilot should handover an air sickness bag).
- Instruct the passenger on how to participate in the safety of the flight (you can tell passengers how they can help you)

*This code of conduct is made in partnership between*

