CREW BRIEFING

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TAKEOFF BRIEFING

♧ **Consider Threats for the Following Items (Expected runways)**

■ **Multi – MTOW Placard (if applicable)**

■ **Aircraft technical status (MEL/CDL/OMB(OEB)/FCB) considerations (if required)**

■ **Weather and Wind Considerations**

- ATIS review
- Adverse Weather Risks (if required)
  - Takeoff minimums
  - Takeoff alternate airport
  - Low visibility taxi/takeoff procedures
  - Wind shear & gusty wind considerations
  - Cold weather procedures

■ **NOTAMs**

- ATIS Advisories
- Flight Plan Messages (if required)
- Chart Change Notice (if required)
  - Closed/Restricted Runways/Taxiways
  - Unserviceable Navaids
  - Others

■ **Taxi Considerations (Captain)**

- Review Airport Diagram Chart (Limitation/Information,AMM)
- Gate/Pushback procedures (if required)
- Taxi route, Hot spots, Taxiway Intersection (easy to miss), planned runway entrance point
- Taxiway restrictions (A/C size, External vigilance, weight etc. if required)
- Specific Lighting System such as RWSL(Runway Status Light System), Stop Bar Light, etc. (if required)
- Assign the tasks properly for taxiing
  - The captain shall stop the aircraft without delay when the first officer callouts “STOP” to prevent runway incursion or entering wrong taxiway.

■ **Takeoff Considerations**

- Departure runway length and surface conditions
- Takeoff thrust
- Flaps
- Rotation technique

■ **SID**

- Airway Manual SID chart number and effective date
- Transition altitude/height
- Terrain considerations (Climb gradient if required)
- Takeoff & departure profile or departure procedure
  - Initial altitude or restrictions
- RNP Value for RNAV Departure
- Navigation radio setup, as needed
  - Departure or Engine Out Route
- Automation Mode
  - Lateral/Vertical mode, Autopilot engagement plan
- Noise Abatement Procedure

■ **Airway Joining**

- Airway and Route Designator (Including ATS Route)
- The first Route Segment's Waypoints Name, Course, etc.
- Special Information such as Reporting requirements, Limitations etc. (if required)

■ **Abnormal (Non-normal) Procedures and Abort (Reject) Considerations**

- The Captain may brief crew duties and non-normal procedure management.
- Reject takeoff plan based on aircraft performance, weather considerations, and runway conditions.(Captain)
- Engine Failure after V1(including Bird Strike)
  - Engine Out Departure Procedure (if required)
- Transfer of aircraft control
- Return & fuel dump (if applicable)

■ **A-File & Special Considerations (if required)**

■ **Standard Callout & Crew Actions**

♔ **Any Advice from you will be welcomed and respected**

***Note**: If the runway or SID is changed, or if weather conditions change significantly after completing the Takeoff Briefing, the necessary items shall be briefed once more. Flight crews will check aircraft performance in the Airport Analysis/EFB.*

The end of section

LANDING BRIEFING

♧ **Consider Threats for the Following Items (Expected runways)**

■ **Aircraft Technical Status (MEL/CDL/OMB(OEB)/FCB) Considerations (if required)**

■ **NOTAMs**

- ATIS Advisories
- Flight Plan Messages (If required)
- Chart Change Notice (If required)
  - Closed/Restricted Runways/Taxiways
  - Unserviceable Navaids
  - Others

■ **Weather and Wind Considerations**

- ATIS Review
- Adverse Weather Risks (if required)
  - Alternate airport consideration
  - Windshear & gusty wind considerations (Windshear avoidance/escape procedure)
  - Cold Weather procedures (Temperature Correction)
- Minimum fuel required for the Alternate Airport (if required)
- Runway Surface Conditions
- Landing Performance and Auto Brakes Mode
- Landing Configuration and Target Airspeed (Considering Wind Additive)
- Crosswind Landing Method (if required)

Note : *For normal landings, the choice of Landing flap should take into consideration the conditions of Landing Weight, Runway and Weather, etc. Comply with procedure prescribed if there is any particular procedure in POM/FCOM.*

■ **Arrival Chart**

- Arrival name and effective date
- Transition Level
- Expected Holding Fix, Holding Speed
- Confirm the lateral routing / vertical profile
- Clearance Limit (with or without STAR clearance)

■ **Approach Chart**

- Approach Name, Runway, Effective Date
- Primary Navaid Frequency, Final Approach Course
- Crossing Altitude at OM(or Equivalent Fix) or FAF
- DA(H) or MDA(H)/MAP
- Touchdown Zone Elevation (TDZE)
- MSA
- Plan View, Profile View
- Required Visibility
- Missed Approach
  - Emphasize specific procedures if required (Altitude, Headings, Speed, Aircraft Configurations, etc.)
- Navigation radio setup (if required),
  - Approach or Missed Approach
- Automation Mode
  - Lateral/Vertical Mode, Autopilot disengagement plan or Autoland

Note : Consider autoland limitations(wind, configuration, etc. if required)

■ **Terrain Considerations**

■ **Airport Diagram Chart**

- Airport Chart Number and Effective Date
- Pertinent Runway Information (Length, Width, Lighting, etc)
- Approach Lighting System (at night or if visibility is less than 3 miles)

■ **Taxi Considerations(Captain)**

- Review Airport Diagram Chart (Limitation/Information, AMM)
- Planned Runway Exit Point, Taxi Route, Hot Spots, Taxiway Intersection (easy to miss), etc.
- Taxiway restrictions (A/C size, External vigilance, weight, etc. if required)
- Specific Lighting System such as RWSL(Runway Status Light System), Stop Bar Light, etc. (if required)
- Assign the tasks properly for taxiing
  - The captain shall stop the aircraft without delay when the first officer callouts “STOP” to prevent runway incursion or entering wrong taxiway.
- Parking Spot / Gate
- Docking Guidance System

■ **A-File and Special Considerations**

- Unique Airport Advisory Approach Information (if required)
- Unique Noise Abatement Approach Procedures (if required)
- Unique Engine out Missed Approach Procedures (if required)
- Any other known threats and Crew Intentions (if required)

■ **Consider Go-Around & Avoidance Procedure**

- Review Go-Around procedure
  - PF shall execute go-around without delay when PM callouts “go-around” below stabilized criteria.
- Review Avoidance procedure
  - Unstabilized conditions, GPWS, TCAS, Windshear, Bounced Landing, Long Flare, Bird Strike, etc.

■ **Standard Callouts and Crew Actions**

♔ **Any Advice from you will be welcomed and respected**

♔ **The captain(or PF) shall accept the first officer(or PM)’s advice. (STOP callout, Confirmation of ATC instruction, Go-Around below stabilized criteria.)**

The end of section

Check Items when Changing the Runway(SID)

- Weather (Wind, Temperature, etc.)
- Runway and SID Chart
- MCP(FCU) Setting (Altitude, Heading, Altimeter, etc.)
- FMS Entries (Runway, SID, Flap, T/O Speeds & Thrust, etc.)
- Takeoff Performance (EFB)
- Trim Setting
- Flap Setting
- Briefing (Review Taxi routes, SID, including EODP, etc)

The end of section

Takeoff Following a Rejected Takeoff

Before attempting a subsequent takeoff, the flight crew must be satisfied with the condition of the aircraft and must satisfy the safety concerns of the passengers.

- Even when the malfunction is minor, take time to thoroughly evaluate the problem.
- Consider brake cooling time.
- Contact OCC/dispatcher as soon as practicable using the company radio frequency.
- Advise the passengers that a thorough check has been completed, the aircraft is safe for flight, and the flight is ready for takeoff. Briefly explain why no maintenance action was required.
- When the freighter takeoff is rejected at high energy (EICAS Brake Temperature is at or higher than Amber), return to ramp to check the loading status of cargo.

The end of section

Cockpit Jump(observer/occupant) Seat Occupant Briefing

The captain will ensure that each cockpit Jump(observer/occupant) seat occupant is familiar with the following items.

- Evacuation Route/Exit
- Oxygen Mask Location and Operation
- Seat Belt and Shoulder Harness Operation and Requirements
- Radio Headset Operation
- Sterile Cockpit Understanding
- Traffic Watch Requirements
- Safety Crew Briefing

  Safety Crew shall Monitor and Advise on :
  - Proper positioning of Aircraft System SW
  - ATC Communication
  - Taxi Clearance and Taxi Route
  - Normal Checklist
  - Go Around advice on Unstabilized situation
  - Other request of PIC

The end of section

Crew Change Briefing

Prior to changing duty stations, the flight crew going off duty will brief the other flight crew, as required, regarding any pertinent items such as:

- Weather information of en-route and en-route alternate airport
- En-route aircraft position , next waypoint and ATC area
- ATC clearance including altitude and step climbs, routing, clearance limits and refile status
- Active communication (HF/VHF/CPDLC) including HF/VHF frequencies.
- Headset, Audio control panel and volume status
- Any changes in flight plan (Fuel, Time)
- Autopilot/guidance modes selected
- Aircraft system status
- Special report from the cabin
- NOTOC

Note : The flight crew to take over flight duty shall reconfirm essential items for PM/PF duty and compare flight plan with FMS data for the remaining route.

The end of section

CAT II/III Landing Briefing

Following items should be added in general Landing Briefing for CAT II/III approach.

■ **Flight Crew**

- Verify crew qualifications are current

■ **Aircraft**

- Review airplane recency
- Verify aircraft systems serviceability and check the applicable required equipment list
- Familiarization with autopilot malfunction warnings

■ **Airport**

- Check that the runway is in the list of approved CAT II/III airport
- Approach Ban
- Obtain RVR and braking action for the runway
- Verify status of airport facilities i.e. ILS, approach and runway lighting
- Review low visibility taxi procedures (SMGCS)

■ **Review and Actions**

- For CAT II/III approach, set radio altimeter bugs at DH. But do not set radio altimeter bugs when using AH.
- Check seat positions for correct eye level reference
- Review individual crew duties
- Review CAT II/III Callouts
- Adjust cockpit lighting
- Use of landing lights is not normally recommended
- Downgrading conditions and procedure

■ **ATC**

- Review additional ATC call
- Request ATC for CAT II/III approach, unless LVP (CAT II/III) are reported active by ATIS (or ATC)

■ **Other**

- Notice to Purser for prohibiting portable electronic device usage by passengers

The end of section

RNAV(RNP) Approach Landing Briefing (A350 only)

If Flight Crews expect to conduct RNAV(RNP) Approach, Flight Crews should brief the following items in addition to Normal Landing Briefing procedures

- Flight Crew
  - Verify crew qualifications are current
- Aircraft
  - Check the applicable required equipment list
  - Use of automation equipment(A/P and F/D)
  - Check Approach Minima if Final Approach Speed exceeds authorized maximum speed of Radius to Fix legs, if applicable.
- Airport
  - Check the obstacle in the vicinity of the airport(if applicable)
- Review and Actions
  - Check the required RNP Value
  - FMC/chart crosscheck (Verify waypoint names and sequence, speed restrictions, crossing altitudes, and glide path)
  - Re-select LNAV immediately (or Verify LNAV re-engaged) if go-around is executed.
  - Missed approach requirements(refer to FCOM)

The end of section