



NAME

Course ID:

## Passenger Manifest & Safety Briefing

**Instructions:** This form is to be completed for all NSW DPI flights by the Pilot in Command and left at point of departure. All passengers must be briefed prior to departure. Manifest must be updated by radio if passengers change. A copy must be available to the person performing flight following.

Aircraft Task		Planned Time of Departure	
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### Flight Details

From		To	
Aircraft Operator		Aircraft Type	
Aircraft Registration		VH -	

### Manifest

Role	Name	Weight (kg)	Contact #	Agency
1. Pilot				
2. Crew				
3. Passenger				
4. Passenger				
5. Passenger				
6. Equipment				

*The briefing should at least include:*

- Embarking/Disembarking procedures (safe access and egress from the aircraft)
- How to open doors, escape hatches
- How to operate internal communications system
- How to operate seat belts and the use of brace positions
- Location and operation of aircraft emergency equipment including fire extinguishers, Emergency Locator Beacon/s
- Location of first aid kit and survival equipment
- Emergency procedures and emergency exits
- Identification of restricted items
- No smoking, mobile telephone and electronic item use requirements
- Restricted activities during the flight
- Information contained on flight safety cards
- Flight details

*The following items of safety equipment must be demonstrated:*

- Operation of normal and emergency exits
- Operation of seat belts
- Wearing and operation of individual life jackets, if appropriate
- Location and operation of inflatable life rafts, if appropriate
- Donning and use of immersion/survival suits when these are required

### Reviewing Officer

Name		Date	
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**This form is a facsimile of a similar form used by certain government agencies. It is replicated here to assist with training. It is NOT to be used for tasks. It is the individual's responsibility to ensure that he/she uses the correct and current form as provided by his/her organisation.**

**Once completed, ensure your name and the course ID is entered at the top of the form.  
Submit this with any other training materials required.**