



SMEACS MISSION CREW BRIEF

1	Situation and Preliminary Information
	Topography - Area to be worked / transited / identified.
	Key hazards - Obstacles, powerlines, terrain, sensitive or restricted areas
	Asset Locs - Other units, landing areas, RVs, Emergency services
	Meteorology - Forecasts / Obs done / Sun / Wind / Likely obscurations
	Notifications - SAR / Flt foll / Flt Plan / Own Org / Client's Org / Permits / PR
2	Mission - Task Description (Who, What, When, Why)
3	Execution - An outline of the activities of the mission
	Timings - Arrive at airfield, Start/Taxi/TakeOff, Endurance per refuel
	On station - Off station timings. Expected end of mission
	Routes / Altitudes and Area of Operation - describe using a map if avail
	Tasks - Pilot / Mission Comd / Crew / Gnd Spt / Other
	Scan & Duties - Arcs of responsibility / traffic, obstacles, nav, radios, tasks
	Spec Consids - FW / RW Perf IGE/OGE, Cargo, Sling Loads, LZs, Airfields
	Cargo & CG - Cargo weighed. Pilot to confirm CG
3b	Contingencies - Actions on unexpected events
	Emergencies - SOPs, Crew Duties, Indications, Checklists, NoComm signals
	Weather - Contingencies in flight / after flight for bad weather
	Risk Management Plan - Risks ID'd, Controls instigated, admin submitted
4	Administration and Logistics
	Mission Equipment - Checked / ready / secured / accessible
	Personal and Survival Equipment - Checked / secured / ready
	Accommodation and Transport - Checked and booked
	Dangerous Goods - Pilot notified, checked, paperwork done, loaded / carried
	Fuel / Oil - Location / type / refuellers and all eqpt ready for refuel
	Rations - B'fast-Lunch-Dinner / Drink breaks, locations, timings
	Briefings - Crew, Gnd Spt, Pax briefed, other required briefings
	Personnel - Qualified, current, physical / psych issues, IMSAFE checks
5	Command and Communications
	Mission Comd - Delineation of duties
	Acft Comd - Delineation of duties
	Company/Org - Requirements of sortie/task, POC details
	Comms - Freqs ID'd, checked, eqpt serv, back up comms, phone nos, ELT & PLB
6	Safety, Questions and Additional Points
	Final Questions or Safety Concerns?
	Debrief - location and time
	Pilot Specific Brief - hand over to pilot for his/her brief (if necessary/reqd)
	Pre-flight Insp and Fuel Check - Aircrew to Complete
	Final Walkaround - Aircrew to Complete, hatches & latches checked
	HLS Security - ID likely hazards. Caution onlookers. Assign security if reqd.

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Provided by IPAS as a Mission Crew SMEACS brief and a planning tool. Adjust as required for your type of mission. Use this only if appropriate for your organisation. Your organisation's SOPs take precedence over this brief and must be used if directed by your organisation.

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- The **'SITUATION'** provides context for the mission. If it hasn't changed, then say: 'NO CHANGE'
- Give a description of the area of operation and its terrain. Will this impact your mission?
- Identify any hazards through map or satpic reces, other briefings, NOTAMs, etc to brief your team
- Are there people or places that can help your mission? If so, what and where are they?
- While it is a pilot's responsibility for weather, if the MC knows it s/he can plan accordingly.
- Notify those who need to know about your flight, including flight following. Is a PR plan necessary?
- This is a concise statement of what the **MISSION** is. No more than two sentences.
- In the **'EXECUTION'** section that follows, the mission is described in more detail.
- Decide upon timings if necessary. This is important if the mission has different parts.
- Some tasks have defined 'start' and 'stop' time restrictions. Also brief the expected end time.
- Be specific about this information so that every team members knows what is expected.
- Each team member is allocated his/her tasks as per their role and training. Ensure they know them.
- Scanning for obstacles and other traffic assists greatly. Assign arcs of responsibility to the crew.
- This information will determine how the mission is carried out. Discuss as reqd with the pilot.
- Ensure the aircrew have all the information about cargo incl weight. CG will be calculated by pilot.
- Added to the **'EXECUTION'** section to ensure full coverage of essential items.
- Know what your responsibilities are in an emergency. The pilot will provide guidance/briefs.
- How will bad weather impact the flight? After the flight, will the aircraft need to be hanged?
- Ensure all Risk Management processes reqd by the org are carried out & paperwork submitted.
- The **'ADMIN and LOG'** section explains what organisation needs to be done for the mission.
- If any mission essential eqpt is needed, make sure it and spare power source is checked.
- Any personal or survival eqpt carried by the crew should be checked. Incl food/water.
- Has the accom been booked? What about transport? Double check ETAs and no of nights reqd.
- Any DG should be known about in advance and prepared for flight. Aircrew to prov guidance.
- Fuel to be booked at airfields, etc. If a refueller is assisting, where are the RVs? Is eqpt ready?
- Food during the sortie: how will it be provided; where and when? Other meals?
- Has everyone been briefed that needs to be briefed? Daily safety brief (as reqd)
- Is everyone fit and healthy with the appropriate recent experience? Carry out IMSAFE as reqd.
- The **'COMMAND & COMMUNICATION'** says who's in charge and how to contact stakeholders.
- The Mission Commander confirms he/she is coordinating the mission (but not the flying duties)
- The Aircraft Commander is confirmed as being responsible for the safe operation of the aircraft.
- Any special requirements of the organisation are reiterated. Any points of contact are briefed.
- Any special radio freqs or phone nos reqd? Brief them incl info on how to operate ELTs/PLBs.
- **SAFETY'** section allows for any final questions or clarifications to be made.
- Ask if anyone has any questions ONE AT A TIME. Encourage anyone to bring up any safety concerns.
- Nominate a time and place for a debrief of the day's activities. Record them for future lessons.
- Give the pilot the opportunity to give his/her brief and raise any points.
- The aircrew is responsible for inspecting the aircraft and checking fuel. Ensure time is avail for this.
- A final 'walkaround' of the aircraft before engine start is advisable to check doors, hatches and latches.
- It may be necessary to have someone provide security to ensure safety at the HLS.