

**GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
AIR SAFETY DIRECTORATE
CABIN SAFETY DIVISION
(AS/CABIN SAFETY/CIRCULAR/2010)
CABIN SAFETY CIRCULAR NO. 4 OF 2010**

Dated 17th September, 2010

Subject: Preflight Briefing for Cabin Crew

Introduction

The work of the cabin crew is unique in the aviation industry. Cabin crew members are required onboard an aircraft for the purpose of performing duties in the interests of the safety of passengers and this is their primary function.

However, the routine duties of cabin crew do not draw on the entirety of the safety training that they have received. These crewmembers are required always to be alert and ready to use a few actions/ procedures in an emergency situation, which can happen any time, though extremely rare. With time and non usage of acquired knowledge certain deficiencies/ mistakes may creep in which can have disastrous results for the individual and for the travelling public in the unforeseen event of an emergency.

In order to overcome this unique situation and to always ensure that the crew is ready to undertake the flight, it is required that all cabin crew participate in a preflight briefing –

1. Before the commencement of their flight duties every day.
2. During a change of aircraft during a series of flights for the day.
3. During a change in the crew composition (replacement of crew).

This briefing is to be conducted within the duty time allocated to the cabin crew as per Section 7 Series J Part I.

It is seen that preflight briefings of cabin crew frequently are considered a mandatory ordeal to be dispensed with as soon as possible – which negates the value and intent of the requirement.

The pre-flight briefing assures readiness for any emergency that might arise during a particular flight. It is, in essence, a pre-planning that saves valuable time during an emergency period when the actions of all the crew must harmonize to assure success.

Basic to that success is correct knowledge, current information and proper briefing. It is not sufficient to merely know the location of emergency equipment or how to use it. Just as, or more, important is to know the proper sequence of actions to be taken to meet the requirements of that particular situation.

Training must include appropriate instruction for the CCIC (cabin crew in charge) on how to conduct effective preflight briefings. This has been addressed in Civil Aviation Requirements Section 7 Series M Part I, Issue II, on Cabin Crew Training, which requires safety training for senior cabin crew members to include the preflight briefing of the cabin crew.

Conduct of Preflight Briefing

It is directed that preflight briefings consist of a structured discussion of scenarios appropriate to the flight to be operated with every cabin crew demonstrating competence.

1. CCIC is responsible to conduct the preflight briefing prior to each originating flight to ensure that crew are knowledgeable on Safety and Emergency Procedures.
2. The briefing shall be conducted in an area where there are no external disturbances/interruptions.
3. All the crew operating a particular flight shall mandatorily be a part of the briefing.
4. Alternate procedures/ guidelines shall be laid down by the in flight administration for the conduct of the briefing in the event of any irregularity like for e.g. late reporting of a crew for the flight.
5. During the briefing following documents (available in the briefing area) shall be referred:
 - SEP Manual
 - Any new circulars issued
 - LOPA of the aircraft to be operated
6. During the briefing following documents/items shall be checked:
 - SEP card
 - QRH
 - Any safety item issued by the company to the cabin crew for the performance of their in flight duties.
7. As a minimum the CCIC should focus on the following depending upon the availability of time:
 - Allocation of cabin crew positions and related safety and emergencies duties/responsibilities
 - Planned/Unplanned Emergency depending upon the terrain of the flight
 - Inflight Emergency
 - Safety Equipments
 - Medical Emergency
 - First Aid
 - Opening/Closing and Arming/Disarming of Emergency Exits during Normal and Abnormal situations (important if cabin crew rated on more than one type of aircraft)
 - Handling of Dangerous Goods
 - Coordination with the flight deck during normal, abnormal and emergency situations.
 - Policy for Sterile Cockpit

This circular is binding and is issued for the compliance of proviso of CAR Section 7 Series M Part 1, issue II.

Sd/-
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Joint Director General

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