

## Pilot Check List for passengers handling

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### 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.)

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### 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.)

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### 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)

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### Passenger Briefing: inside the aircraft

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