

PAA – Standard Briefing / Callout Procedures Manual

Standard Briefing / Callouts for ALL Operations: (VFR and IFR)

All Pinnacle Aviation Academy, (PAA) students are **REQUIRED** to conduct the “**VERBALIZED** specific identified callout activity noted in this manual during specified phase of flight. Some of the callouts should be committed to memory while others can be written down and reviewed when needed. Once a Student completes a “Callout” for a specific checklist item, they are **REQUIRED** to pull out the appropriate checklist and verify the procedure has been performed correctly after reviewing the checklist.

The Passenger Briefing is an important briefing that the Pilot In Command, (PIC) needs to provide to a passenger(s) no matter if the passenger is a pilot or not. A Passenger briefing per FAR’s 91.516 spells out that the PIC must orally briefed all passengers on the following topics.

- (1) Smoking: Smoking is prohibited on all aircraft operated by PAA.
- (2) Use of safety belts and shoulder harnesses: Each passenger shall be briefed on when, where, and how to use their seatbelt For the safety of all passengers, PAA recommends that the seatbelt and shoulder harness remain on from engine startup to engine shutdown.
- (3) Location and means for opening the passenger entry door and emergency exits: Each passenger(s) should be briefed on where and how to operate an entry door(s) and any exits from the aircraft.
- (4) Location of survival equipment: Each passenger shall be briefed on where and what, if any survival equipment exists in the aircraft. Whether or not survival gear is carried in the aircraft will depend on the mission of the flight.
- (5) Ditching procedures and the use of flotation equipment: FAR 91.105 deals with flights over water and the required equipment. PAA has life preservers for pilots in the briefing room which pilots can barrow for flight over water.
- (6) The normal and emergency use of oxygen equipment installed on the aircraft. PAA does not have any oxygen equipment installed in any aircraft in the fleet. If oxygen is required for a flight, the PIC will need to secure their own oxygen bottle and provide a demonstration to their passenger(s) on the use of this equipment.

PAA uses the mnemonic, SAFETY as a passenger briefing for the training environment for students. However, if a student were to conduct operations during training and/or after training at PAA, items 4, 5, and/or 6 noted above may need to be needed for compliance with the regulation.

Students may CREATE and READ from a standardized form the “Passengers Briefing” prior to starting the engine.

Passenger Briefing - “S – A – F - E - T – Y”	
VERBALIZE Activity:	Activity:
Smoking Seatbelts / Shoulder Harnesses Required per FAR	Smoking is prohibited on any PAA aircraft. Show how to operate. <ul style="list-style-type: none"> • Required for Taxi, Takeoff & landing. • I prefer you to wear at all times.
Air Vents	Show where they are and how they operate.
Fire Extinguisher	Show where it is and how to operate.
Exits - Required per FAR	Show where they are and how to operate.
Talk Traffic	Sterile Cockpit If you see traffic, comely tell me where it is by referencing their direct using a clock. <ul style="list-style-type: none"> • nose 12 o’clock; • right wing 3 o’clock; • left wing 9 o’clock; • tail as 6 o’clock.
You	<ul style="list-style-type: none"> • Any questions. • Tell me if you need anything, not feeling well.

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PAA students may CREATE and READ from a standardized form the “Departure Briefing” as part of the “runup” from the Normal Checklist.

Departure Briefing Checklist	
Activity:	Verbalize Activity:
Active Runway	“Departing from Runway: _____” “Runway length is: _____ feet” ”TPA: _____ feet” (Traffic Pattern Altitude)
Wind	“Wind is XXX degrees @ ____ knots” “No Crosswind” “Crosswind: (left / right)”
Departure VFR	“Straight Out” “Alpha North / South” “Right / Left Downwind / Crosswind”
Departure IFR – Clearance is as follows:	“Read just the departure portion”

Students should MEMORIZE and VERBALIZE this procedure during takeoff.

Normal Takeoff Callouts	
Activity:	Verbalize Callout Activity:
Full Throttle	“Power Set”
Engine Instruments	“Engine Instruments Green”
Airspeed - @ 40 KIAS	“Airspeed Alive”
V _r @ XX KIAS	“Rotate”
Abort Takeoff – Any Abnormality	“Aborting Takeoff”
Positive Rate of Climb	“Positive Rate”
Accelerate to V _y	“XX KIAS” (just say airspeed not KIAS)
Passing 2000’ AGL (say altitude)	“Climb Checklist”

Students should MEMORIZE “Callout Activity” and VERBALIZE each item during the takeoff segment.

Short Field Takeoff Callouts	
Activity:	VERBALIZE Callout Activity:
Full Throttle	“Power Set”
Engine Instruments	“Engine Instruments Green”
Airspeed - greater than 40 KIAS	“Airspeed Alive”
V _r @ XX KIAS	“Rotate”
Positive Rate of Climb	“Positive Rate”
V _x Climb Airspeed	“ XX KIAS” (just say airspeed not KIAS)
Clear 50’ Obstacle	“Clear Obstacle”
XX KIAS or Greater	“Retracting Flaps”
Accelerate to V _y	“XX KIAS” (just say airspeed not KIAS)
Passing 2000’ AGL (say altitude)	“Climb Checklist”

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Students should MEMORIZE the “Callout Activity” and VERBALIZE each item during the takeoff segment.

Soft Field Takeoff Callouts	
Activity:	VERBALIZE Callout Activity:
Full Throttle	“Power Set”
Engine Instruments	“Engine Instruments Green”
Airspeed - greater than 40 KIAS	“Airspeed Alive”
V _r ASAP	“Airborne”
Pitch to remain in Ground Effect	“Ground Effect”
Accelerate in Ground Effect to V _x or V _y per instructors pre takeoff instructions.	“XX KIAS” (just say airspeed not KIAS)
Climb at V _x or V _y per instructors per takeoff instructions.	“XX KIAS” (just say V _x airspeed not KIAS if instructors instructions had an obstacle, otherwise V _y .)
If climb is at V _x , once obstacle is cleared then climb at V _y .	“XX KIAS” (just say V _y airspeed not KIAS when transitioning from V _x to V _y airspeed.)
XX KIAS or Greater retract flaps	“XX KIAS Retracting Flaps”
Passing 2000’ AGL (say altitude)	“Climb Checklist”

PRE-MANEUVER FLOW BRIEFING CHECKLIST:

Students shall select from one of two “Pre-Maneuver Briefings” mnemonics that will be used when conducting any of these flight maneuvers. (slow flight, power on & off stalls, steep turns, any of the private ground reference maneuvers and any commercial maneuvers. We encourage the student to experiment with both mnemonics before selecting a specific method. Once a student has settled on a method, that monotonous should MEMORIZE the mnemonic and VERBALIZED the activity before conducting each flight maneuver. To avoid confusion on which method will be used during any stage checks and end of course examination, the student will need to advise the check instructor prior to conducting the flight on which method they will be using.

“A-CHAPR” – Pre-Maneuver Briefing Checklist	
Activity:	VERBALIZE Activity:
“A”	AIRCRAFT <ul style="list-style-type: none"> • Engine Instrument • Mixture • Heading Indicator
“C”	CLEARING TURNS (2-90* or a 180* turn)
“H”	HEADING / REFERENCE POINT
“A”	ALTITUDES <ul style="list-style-type: none"> • Min. 3,000 ft AGL - except ground ref. • Emergency Field
“P”	CONFIGURATION of Aircraft <u>152</u> <ul style="list-style-type: none"> • Throttle: 2200 RPM (approx. 85KIAS) <u>172R / S / SP</u> <ul style="list-style-type: none"> • Throttle: 2100 RPM (approx. 100KIAS) <u>Seminole / PA 44</u> Boost Pumps: ON Throttle: 19” PM (approx. 100KIAS) PROPS: 2500 PRM <ul style="list-style-type: none"> • Cowl Flaps: As needed for cooling
“R”	RADIO CALL – 122.75

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“IPCCC” – Pre-Maneuver Briefing Checklist	
Activity:	VERBALIZE Activity:
“I”	INSTRUMENTS
“P”	POSITION <ul style="list-style-type: none"> • Min. 3,000 ft AGL - except ground ref. • Emergency field
“C”	CLEARING TURNS (2-90* or a 180* turn)
“C”	CALL – 122.75
“C”	CONFIGURATION of Aircraft <u>152</u> <ul style="list-style-type: none"> • Throttle: 2200 RPM (approx. 85KIAS) <u>172R / S / SP</u> <ul style="list-style-type: none"> • Throttle: 2100 RPM (approx. 100KIAS) <u>Seminole / PA 44</u> Boost Pumps: ON Throttle: 19” PM (approx. 100KIAS) PROPS: 2500 PRM Cowl Flaps: As needed for cooling

Students should MEMORIZE the “Callout Activity” and VERBALIZE each item during the takeoff segment.

Deviation Checklist	
VERBALIZE Callout Activity:	Activity:
“Circle” / “Go Direct” / 180* Turn	Do depending on Situation
“Heading”	Determine MH to Diversion Point
“Distance”	Determine NM Distance to Diversion Point
“ETA”	Determine ETA to Diversion Point
“Fuel Consumption”	Determine Fuel Consumption to Diversion Point
“Altitude”	Stay VFR / Hemispherical rule
“Communicate”	Advise ATC and FSS of your Diversion Point

Students should MEMORIZE this mnemonic and VERBALIZE it when this procedure is needed.

Lost Procedures Checklist: - “7C’s”	
VERBALIZE Callout Activity:	Activity:
“Circle”	Do it UNTIL all elements below are completed.
“Climb”	Do it if possible and stay VFR – better view
“Conserve”	Do it by reducing RPM & Leaning Mixture
“Check”	VOR’s / GPS / Prominent Land Features
“Communicate”	If unable to ascertain location, contact ATC or FSS
“Confess”	Advise ATC or FSS of your situation and approximate location
“Comply”	Do what ATC or FSS asks you to do.

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Students should MEMORIZE this mnemonic and VERBALIZE it when this procedure is needed. Once this mnemonic is completed, a FOLLOW-UP review should be made with the “Emergency Checklist”.

Engine Failure During Flight – (restart procedure) “GG-GASS” Callout	
VERBALIZE Callout Activity:	Activity:
“GLIDE”	Airspeed - Establish MAX Glide and trim
“GRASS”	Select best field & turn to it
“GAS”	Address all items Related – Fuel Shutoff, Fuel Selector, Mixture, Fuel Pump
“AIR”	Carb. Heat / Alt Air – ON if applicable
“SPARK”	Check Magnetos – both / R / L Use Starter for Stopped Prop
“SPEAK”	7700, COMS, ELT

Students should MEMORIZE this mnemonic VERBALIZE it when this procedure is needed. Once this mnemonic is completed, a FOLLOW-UP review should be made with the “Normal Operation Checklist”.

Balked Landing / Go-Around / Missed Approach “5C’s: 152, 172R & S” “6C’s: 182” “7C’s: Seminole	
VERBALIZE Callout Activity:	Activity:
“CRAM”	Full Throttle
“CLIMB”	PITCH to Vx or Vy as required Verify positive rate of climb
“CLEAN”	Retract Flaps @ 10* increments If applicable – Retract Landing Gear
“CARE” – only for 182 & Seminole	If applicable – MP – 25” Props 2500 RPM
“COURSE”	Heading / ATC instruction
“COOL” – only for 182 & Seminole	Open Cowl Flaps
“COMMUNICATE”	Advise - Tower / ATC / CTAF “Go-Around”

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Students should MEMORIZE this mnemonic VERBALIZE it when this procedure is needed. Once this mnemonic is completed, a FOLLOW-UP review should be made with the “Normal Operation Checklist”.

Landing Checklist	
“GUMPLES“: 152, 172R & S	
“C-GUMPLES: 182	
“BC-GUMPLE: Seminole	
VERBALIZE Callout Activity:	Activity:
“B” – only for Seminole	BOOST PUMP
“C” – only for 182 & Seminole	COWL FLAPS
“G”	GAS
“U”	UNDERCARGAGE DOWN
“M”	MIXTURE
“P”	POWER (throttles) 152 / 172R / S / SP PROPS (only for 182 & Seminole)
“L”	LANDING LIGHT
“E”	ENGINE INSTRUMENTS
“S”	SEATBELTS / SHOULDER HARNESS

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Standard CALLOUTS for IFR Operations:

Students will need to MEMORIZE and VERBALIZE the 6T’s mnemonic anytime the aircraft is entering a hold, performing a procedure turn-in-lieu of a hold and when passing over the Final Approach Fix, (FAF) inbound on any approach.

Entering Holding, Procedure Turn-In-Lieu of a Hold / Over the FAF – “Callouts 6T’s”	
VERBALIZE Callout Activity:	Activity:
“Turn”	To what Heading?
“Time”	Clock / DME
“Twist”	OBS / HSI
“Track”	Desired Heading / Course
“Throttle”	Adjust as needed for Altitude / Airspeed
“Talk”	Advise ATC on Entering Hold / ATC request.

Students are able to select from one of two “Approach Briefings” mnemonics when conducting an instrument approach into a airport. We encourage the student to experiment with both mnemonics before selecting a specific method. Once a student has settled on a method, that monotonous should be committed to MEMORY and VERBALIZES the callout activity when conducting their approach briefing. To avoid confusion on which method will be used during a stage check(s) and the end of course examination, the student will need to advise the check instructor prior to conducting the flight on which method they will be using.

“ABCD” - Approach Briefing Checklist	
Activity:	VERBALIZE Callout Activity:
“A”	ATIS / ASOS / AWOS
“B”	BRIEFING STRIP: <ul style="list-style-type: none"> • Approach Name • Current Plate • COMMUNICATION: COM - 1 Primary & Stdbby freq. COM – 2 Primary & Stdbby freq. • NAVIGATION: NAV – 1 Primary - ID’d, CDI & Stdbby freq. NAV – 1 Primary - ID’d, CDI & Stdbby freq. GPS – App. Loaded – point reviewed • Procedure Turn - Altitude • Glideslope intercept - Altitude • FAF – Altitude • Missed Approach Procedures • How Fast? (Airspeed & Descent Rate) • How Low? (DA / MDA) • How Long? (Distance / Time) • Which Way? (Initial Dir. - Missed App.) • Runway Lighting System
“C”	CHECKLIST - Approach & Landing
“D”	DIRECTIONAL GYRO - Set

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“AIRBAG” – Approach Briefing Checklist;	
Activity:	VERBALIZE Callout Activity:
“A”	ATIS / ASOS / AWOS <ul style="list-style-type: none"> • Altimeter – Set • Heading Ind. – Set Approach Type & Runway
“I”	INSTALL - WAAS / GPS Approach <ul style="list-style-type: none"> • Review point on approach • RAIM Check
“R”	RADIOS – COM & NAV <ul style="list-style-type: none"> • COMMUNICATION: COM - 1 Primary & Stdbby freq. COM – 2 Primary & Stdbby freq. • NAVIGATION: NAV – 1 Primary - ID’d, CDI & Stdbby freq. NAV – 1 Primary - ID’d, CDI & Stdbby freq.
“B”	BRIEFING STRIP: <ul style="list-style-type: none"> • Approach Name • Current Plate • Procedure Turn - Altitude • Glideslope intercept - Altitude • FAF – Altitude • How Fast? (Airspeed & Descent Rate) • How Low? (DA / MDA) • How Long? (Distance / Time) • Which Way? (Initial Dir. - Missed App.) • Runway Lighting System
“A”	APPROACH & LANDING CHECKLIST
“G”	GO MISSED <ul style="list-style-type: none"> • Heading • Altitude • Fix

For each type of instrument approach, there are specific positions and/or conditions where VERBAL callouts need to be performed. For the most part, the callouts for each approach are similar, but there are some differences when using WAAS and GPS approaches verses an ILS, Localizer and VOR approaches. Students should MEMORIZE and VERBALIZE the “Callout Activity” as the position and/or condition is encountered as the approach progresses.

Precision Approach – ILS Approach Callouts:	
Activity:	VERBALIZE Callout Activity:
Intercept Localizer	“Localizer Alive”
Intercept Glide Slope	“Glide Slope Alive”
FAF	say “Name & Altitude”
1000 feet above DA	“XX for XX” (ex.1500 for 500)
500 feet above DA	“XX for XX” (ex.1000 for 500)
100 feet above DA	“100 Above”

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At DA / DH	“Minimums” (decision) Landing / Circling / Missed Approach
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Standard CALLOUTS for IFR Operations - continued

Students should MEMORIZE and VERBALIZE the “Callout Activity” as the position and/or condition is encountered as the approach progresses.

Vertical Guidance Approach – WAAS Approach Callouts:	
Activity:	VERBALIZE Callout Activity:
Intercept Lateral Guidance	“Lateral Guidance Alive”
Switch from TERM to APP Mode	“Approach Mode”
Intercept Glide Slope	“Glide Slope Alive”
FAF	say “Name & Altitude”
1000 feet above DA	“XX for XX” (ex.1500 for 500)
500 feet above DA	“XX for XX” (ex.1500 for 500)
100 feet above DA	“100 Above”
At DA / DH	“Minimums” (decision) Landing / Circling / Missed Approach

Students should MEMORIZE and VERBALIZE the “Callout Activity” as the position and/or condition is encountered as the approach progresses.

Non-Precision Approach – LOC, VOR, LDA, SDF Approach Callouts:	
Activity:	VERBALIZE Callout Activity:
Intercept Localizer	“Localizer Alive”
FAF	say “Name & Altitude”
1000 feet above MDA	“XX for XX” (ex.1500 for 500)
500 feet above MDA	“XX for XX” (ex.1000 for 500)
100 feet above MDA	“100 Above”
At MDA	“Minimums” (decision) Landing / Circling / Missed Approach

Students should MEMORIZE and VERBALIZE the “Callout Activity” as the position and/or condition is encountered as the approach progresses.

Non-Precision Approach – GPS Approach Callouts:	
Activity:	VERBALIZE Callout Activity:
Intercept Lateral Guidance	“Lateral Guidance Alive”
Switch from TERM to APP Mode	“Approach Mode”
FAF	say “Name & Altitude”
1000 feet above MDA	“XX for XX” (ex.1500 for 500)
500 feet above MDA	“XX for XX” (ex.1500 for 500)
100 feet above MDA	“100 Above”
At MDA	“Minimums” Decision Landing / Circling / Missed Approach