T-44C Flight Briefing Guide
(Rev. Mar 2018)

Personal Risk Assessment: (To be conducted first) The following list is a guide to help determine if there are any external factors affecting each crewmember. Any factor should be discussed, and a decision made by the crew to either continue the mission or cancel for ORM.

Are any of the following factors affecting you today?

	Y/N
Work Stress	
Alcohol	
Eating Habits	
Medication	
Marital Issues	
Family Issues	
Fatigue	
Crew Rest Quality	
Currency	
Progress Concerns	
Any Misc Factors	

Preflight Briefing

A. COMMUNICATIONS
1. Radio Procedures and Identification
2. Frequencies
3. CRM

B. WEATHER/NOTAMS/BASH
1. Local Observation
2. Enroute and Destination Forecast
3. Alternate Forecast

C. FLIGHT PLANNING
1. Departure
2. Mission/Fuel Planning
3. Recovery

D. EMERGENCIES
1. Aborting Takeoff
2. Divert Fields
3. Radio Failure
4. Downed Pilot
5. System Failures
6. Spin/Windshear/Forced Landing/Ditch
7. Emergency Egress

E. OBSERVER DUTIES
1. Scan for Traffic
2. Confirm Gear Down and Locked
3. Monitor Radios
4. Count Landings
5. Passenger Briefing

F. STANDARDIZATION BOARD MINUTES/READ AND INITIAL

G. DEBRIEF
1. Student Performance Review
2. CRM/Threat and Error Management Review
3. Life Stressors
4. Outstanding Questions/Concerns
5. Weekend Plans

H. OPERATIONAL RISK MANAGEMENT WORKSHEET (see reverse)

This ORM guide is a tool for highlighting factors which may be detrimental to safe mission accomplishment. It is not intended to replace common sense and sound judgment. Consideration should be given to modifying the flight profile if any factor or combination of factors presents an unsafe scenario. When applying the ORM process in a time critical manner, it is helpful to remember the five steps and the four principles of ORM.

Four Principles:

1. Accept risk when benefits outweigh the cost.
2. Accept no unnecessary risks.
3. Anticipate and manage risk by planning.
4. Make risk decisions at the right level.

Five Steps:

1. Identify Hazards.
2. Assess Hazards.
3. Make Risk Decisions.
4. Implement Controls.
5. Supervise (watch for changes).

Risk Matrix

Risk Assessment Code

1 = Critical
2 = Serious
3 = Moderate
4 = Minor
5 = Negligible

SEVERITY	Probability of Occurrence A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

Training Time Out (TTO) Policy

1. All aircraft flight-training events are considered "High Risk" events IAW CNETINST 1500.20 Series.

2. "Only Verbal TTO signals will be used for aircraft flight events" IAW CNATRAINST 1500.4 (series).

3. In any training situation when a student or an instructor expresses concern for personal safety, or a need exists to clarify procedures or requirements, the student or instructor shall call for a "Training Time Out." This does not necessarily mean the event must be terminated. The situation shall be examined and additional explanation and/or instruction will be provided. If the TTO concerns are corrected, the training evolution may continue. When the student refuses to continue after additional instruction is provided and the safety concern has been resolved, or when excessive use of TTO occurs, the event will be terminated and the student will be removed from training. "TTO requests and the action taken by the instructor shall be documented on the ATF."

Threat and Error Management

Review the following Operational Risk Factors. Determine if any will result in a negative impact to the mission. Identify which factors may be changed and apply controls to reduce the negative impact.

Scheduling Factors:	Y/N
Showtime <0630 or >1730	
Mission Duration >4.0 Hrs	
Scheduled Duty Day >10 Hrs	
>2 Students on the flight	
Passengers on Board	
Multiple Events Scheduled	
Night	

Mission Factors:	
C4101-4202/I44XX/F4XXX/N4XXX	
Extra Training Event	
Checkride/IPC/FPC	
Airspace Saturation	
BASH Severe	
TFRs	
IUT Event	
IP/IP Event	

Form/Low Level/Tac Form Factors:	
2 or 3 Ship	
Route Conflicts	

Weather Factors:	
WX at or near Mins	
Icing/Turbulence/Thunderstorms	
Crosswind >10 kts	
Wind Gusts >20 kts	
Temp <32^{O}F or Heat Index >98^{O}F	

Aircraft Factors:	
Partially mission capable	
Late issue	
Outstanding MAF's