

From: [REDACTED]
To: [REDACTED]
Subject: CEN23LA350 (N288AE, Bell 206L-3) - Risk Assessment Question
Date: Friday, March 8, 2024 17:59:05
Attachments: [AV0062 Crew Briefing Procedure.pdf](#)

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Thx, Michael.

We don't address this on the Risk Analysis form, but rather on the daily Crew Briefing form (attached).

Sincerely,
Tony Bonham
VP of Aviation
Air Evac Lifeteam
C: [REDACTED]

AIR EVAC EMS, INC.
POLICIES AND PROCEDURES

Policy Number: AV-0062

Title: Crew Briefing Procedure

Submitting Dept: Aviation

Effective Date: 12-1-05

Revision Date: 12-2-05; 12-31-08; 12-1-09; 10-25-10; 12-1-11; 11-20-13; 2-18-14; 3-1-16; 9-21-16; 8-8-18; 10-18-18; 2-20-19; 12-15-21; 5-12-22
Revision Number: 14

Review Date: 8-28-06; 11-1-07; 12-31-08; 12-1-09; 10-25-10; 12-1-10; 12-1-11; 12-1-12; 11-20-13; 2-18-14; 3-1-15; 3-1-16; 9-21-16; 12-1-17; 8-8-18; 10-18-18; 2-20-19; 12-15-21; 5-12-22; 12-15-22

Disclosure Level: ☒ Post to Policy Library ☐ Restricted for Viewing

I. Purpose

To establish a standard set of guidelines for information dissemination at shift change and ensure that equipment and personnel concerns are communicated appropriately.

II. Policy

- A. Pilot and crew will meet at the beginning of each shift to discuss weather, aircraft, equipment status and any scheduled events for the day such as training, inventories, PR's, inspections, etc.
- B. Medical crew and pilots are required to inform the on-coming crew of any and all operating deficiencies, lost equipment or areas requiring attention on the aircraft.
- C. The Pilot will confirm both Medical Personnel have received and been trained by Air Evac for the Aircraft Orientation and Safety Training. If one or both Medical Personnel have not received the Air Evac training, the Pilot will conduct the Briefing of Medical Personnel outlined on the Aircraft Passenger Brief Card prior to each HAA Operation per FAR 135.621. The Pilot will also confirm if the Medical Personnel have been qualified by Air Evac in the use of NVGs. If one or both Medical Personnel have not been qualified by Air Evac, the Pilot will review and brief NVG Operations.
- D. Pilots will be responsible for documenting issues addressed in the briefing on the Crew Briefing Form (page 3 of this policy or an electronic version posted on the SharePoint Aviation web site. Whichever form is used, must be printed and physically signed by the pilot, nurse and medic on duty.

III. Procedure

- A. As a guiding principle, it is a priority that a briefing takes place as soon as practical immediately following any change in crew member. When the crews change, the briefing should take place immediately following the pilots' completion of all pre-flight planning, within 15 minutes after the change. In the case of staggered shift change, there should be sufficient information on the existing briefing sheet for the pilot to be comfortable with the status of all personnel and equipment. Face to face updates will be accomplished at the earliest possible moment.
- B. In the event of a flight at shift change, the crew will receive an abbreviated verbal brief from the pilot and then complete the full briefing once the flight is completed and the crew is back at their base.
- C. In the event of a deficiency regarding medical equipment, Field Resource Specialist should be informed by the crew who has first identified the problem.
- D. The completed Crew Briefing Form is to be filed in the Base Daily Briefing Binder and it is each Flight Team Member's responsibility to familiarize themselves with these briefings. The Crew Briefing Form will be maintained in the Base Daily Briefing Binder for 60 days.
- E. Any problems identified during this briefing should be immediately brought to the attention of the Field Management or Base Pilot Supervisor or higher as needed.

CREW BRIEFING FORM
See Policy & Procedure #AV-0062

Date: _____ **Base #:** _____ **Location:** _____

A.M. Briefing / Time: _____

P.M. Briefing / Time: _____

Weather Concerns		
Aircraft Records		
NVG Operations		
Crew Currency	Moon rise	Moon set
Light discipline	Moon illum	
WX/cond	WX/ID	
Obs/Traffic ID	NVG/CRM	
Pilot NVG serial #		Insp date
Crew NVG serial #		Insp date
Equipment Status		
Operating Deficiencies		
Lost Equipment		
Patient Concerns/Issues		
Crewmembers Fit For Duty Per Policy		
Pilot	Nurse	Medic
Miscellaneous Business		
Medical Personnel Training		
Both Medical Personnel AEL trained?		If No
Then must complete the Medical Personnel Briefing on the Aircraft Passenger Brief Card.		
Required prior to each HAA operation.		
Review NVG Operations		

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Aircraft Records		
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Review NVG Operations		

Pilot, Nurse, and Paramedic must sign off below

Pilot: _____
Nurse: _____
Paramedic: _____

Pilot: _____
Nurse: _____
Paramedic: _____

Completed Briefing Form is to be kept in the Base Daily Briefing Binder in date order for 60 days