Instrument Approach Briefing Checklist

Set up

- Weather information –obtained (ATIS/ASOS/AWOS)
- Altimeter – set to current barometric pressure
- Heading indicator – set and showing correct heading
- Navaids – set and identify (including setting up the GPS if available)

Brief

- Approach header
  - Airport identifier, city and procedure name
  - Effective date, if applicable
- Navaids to be used
- Approach courses
- Minimum Safe Altitude (MSA)
- Approach segment altitudes
- Touchdown Zone elevation
- Landing distance available
- Position and height of highest obstacles
- How to recognize missed approach point (timing/DME/GPS/RNAV/intersection/etc…)
- Required minimums (MDA/DA and visibility required)
- Missed approach procedure
- Approach chart notes
- Any special considerations (runway conditions/NOTAMS/Inoperative equipment/etc…)

Workload management tips

- Your first priority: FLY THE AIRCRAFT!!! Don't let things get out of control.
- If you need more time to prepare, then get more time!
  - Fly slower
  - Ask for delaying vectors
  - Ask for a 360 degrees turn
  - Ask for a holding pattern
- Plan as far ahead as possible
  - Pre-flight planning
  - Ask the controller which approach to anticipate or tell him which one you would want to use
  - Continuously ask yourself: what's the next thing I need to do?

The following is an alternative acronym to the previous checklist. It was sent to me by a friend and is commonly used by many instructors to help simplify and systemize the approach briefing. Note that it does not cover everything, but gives you a useful structure to work from:

A MICE ATM

A – ATIS

M – Marker Beacons. Turn on and test them if it's an ILS approach

I – Identify. Set Radios + NAVAID frequencies & Identify NAVAID

C – Course. Set final or next approach course

E – Entry type. Full or straight-in approach? Course reversal? (direct\tear drop\parallel).

Radar Vectors?

A – Altitudes – Current, FAF, DA\MDA

T – Time – FAF to MAP (if depicted)

M – Missed Approach procedure – briefed.