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| **PASSENGER BRIEF** |
| PIC Duty |
| Positive Exchange of Controls |
| Emergency Procedures |
| Fire Extinguisher/ELT Op. |
| Seatbelts/Door Operation |
| Safe Propeller Practice |
| Scanning for Traffic |
| Sterile Cockpit |
| Any Questions |

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| **START** | |
| Seats | Locked |
| Seat & Shoulder Belts | Fasten |
| Doors & Windows | Secure |
| Brakes | Set |
| Fuel Selector | Both |
| Mixture | Rich |
| Carb Heat | Off |
| Prime | 2 – 6 |
| Primer In & Locked | Check |
| Throttle Open | 1/4” |
| Battery/Alt. Switch | On |
| Beacon | On |
| Prop Area | CLEAR! |
| Ignition | Start |
| Oil Pressure Green | Verify |
| Throttle @ 1000 RPM | Set |
| Flaps | Up |
| Mixture (Max Lean) Lean for Taxi | |
| Engine Instruments | Check |
| Avionics Master | On |

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| **PRE-TAXI** | |
| Transponder 1200 | Check |
| AWOS/ASOS/ATIS | Obtain |
| Altimeter | Set |
| Artificial Horizon | Set |
| Directional Gyro | Set |
| GPS | Set |
| Radio Frequencies | Set |
| Radio Check | Call |

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| **TAXI** | |
| Taxi Lights | On |
| Parking Brake | Off |
| Brakes | Check |
| Turn Coordinator/Ball, Directional Gyro, Compass, Attitude Ind. | Check |

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| **BEFORE TAKEOFF (Run-up)** | |
| Brakes | Set |
| Flight Instruments | Check |
| Engine Instruments | Check |
| Flight Controls | Check |
| Mixture | Rich |
| Throttle 1700 RPM | Set |
| Suction 4.5 – 5.4” Hg | Check |
| Carb Ht 50 – 100 Drop | Check |
| Magnetos 125 max chg | Check |
| Ammeter 0 or Positive | Check |
| Throttle Friction Lock | Set |
| Lights & Strobes | On |
| Transponder | Check |
| Seat Belts | Check |

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| **HOLD SHORT LINE** | |
| Flaps @ 10 deg | Set |
| Elevator Trim Takeoff | Set |
| Nav/Landing Lights | Check |
| Transponder | ALT |
| Doors &Windows | Closed |
| Console Flow Check | Perform |
| Departure Brief | Perform |
| Pattern | Check |
| Radio | Call |
| Parking Brake | Off |

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| **TAKEOFF** | |
| Compass & DG Verify | Check |
| Throttle | Full |
| Engine Instruments | Check |
| Rotation Speed (KIAS) | 55 |

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| **CLIMB** | |
| Below 500 ft AGL | |
| Flaps | 10 deg |
| Airspeed (KIAS) | 63 |
| Above 500 ft AGL | |
| Flaps | Up |
| Airspeed (KIAS) | 73 |
| Trim | Adjust |
| Cruise Climb (KIAS) | 75 - 85 |

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| **CRUISE** | |
| Flaps | Up |
| Power (as desired) | Cruise |
| Mixture (Best Power)) | Adjust |
| Landing Lights | Off |
| Fuel Level | Monitor |
| Engine Instruments | Monitor |
| Heading | Monitor |
| Directional Gyro | Monitor |

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| **BEFORE LANDING** | |
| Destination WX | Obtain |
| Arrival Information | Brief |
| 10 Mile Radio Call | Twr/CTAF |
| Fuel Selector | Both |
| Mixture | Full Rich |
| Primer | Locked |
| Landing Lights | On |
| Traffic Pattern Altitude | 3 Miles |
| Carb Heat (<1800RPM) | On |
| Flaps (In Pattern) | As req’d |
| Airspeed (KIAS) | |
| Initial Pattern | 85 |
| Base | 75 |
| Final | 65 |

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| **AFTER LANDING** | |
| Flaps | Up |
| Elevator Trim | Takeoff |
| Transponder | STBY |
| Mixture (Max Lean) | Lean for Taxi |
| Carb Heat | Off |
| Lights (Strobe/Ldg) | Off |

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| **SHUTDOWN** | |
| Avionics Master | Off |
| Lights (except beacon) | Off |
| Throttle | Idle |
| Mixture | Cutoff |
| Battery/Alt Switch | Off |
| Magnetos | Off |
| Control Lock | Insert |
| Hobbs & Tach Time | Record |
| Chocks/Tiedowns | Secure |
| Flight Plan | Close |

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| **ENGINE EMERGENCIES** | | |
| **ENGINE FAILURE DURING TAKEOFF ROLL** | |  |
| Throttle | Idle |
| Brakes | Apply |
| Flaps | Retract |
| Mixture | Cutoff |
| Ignition Switch | Off |
| Master Switch | Off |
| **ENGINE FAILURE IMMEDIATELY AFTER TAKEOFF** | |  |
| Airspeed (KIAS) | 65 |  |
| Flaps Up (KIAS) | 70 |
| Flaps Down (KIAS) | 65 |
| ELT | Activate |
| Emergency Call | 121.5 |
| Mixture | Cutoff |
| Fuel Selector | Off |
| Master Switch | Off |  |
| Doors | Unlatched |  |
| **ENGINE FAILURE IN FLIGHT** | |  |
| Best Glide (KIAS) | 65 |  |
| Em. Landing Spot | Proceed |  |
| Fuel Selector | Both |  |
| Mixture | Rich |  |
| Carb Heat | On |  |
| Throttle | Adjust |  |
| Primer | Locked |  |
| Ignition Switch | Cycle |  |
| ***IF ENGINE DOES NOT START*** | |  |
| Transponder | 7700 |  |
| ELT | Activate |  |
| Emergency Call | 121.5 |  |
| Fuel Selector | Off |  |
| Mixture | Cutoff |  |
| Ignition | Off |  |
| Seatbelts/Harnesses | Fastened |  |
| Doors | Unlatched |  |

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| **FIRE EMERGENCIES** | | |
| **ENGINE FIRE ON GROUND** | |  |
| Cranking | Continue |
| If Engine Starts | |
| Power (RPM) | 1700 |
| Engine | Shutdown |
| If Engine Does Not Start | |
| Throttle | Full Open |
| Mixture | Cutoff |
| Cranking | Continue |
| Engine | Secure |
| Master Switch | Off |
| Ignition Switch | Off |
| Fuel Selector | Off |
| Extinguish Fire | As Req’d |
| **ENGINE FIRE IN FLIGHT** | |
| Mixture | Cutoff |
| Fuel Selector | Off |
| Master Switch | Off |  |
| Cabin Heat & Air | Off |  |
| Airspeed (Min.) | 100 KIAS |  |
| Forced Landing | Execute |  |
| **ELECTRICAL FIRE IN FLIGHT** | |  |
| Master Switch | Off |  |
| Vents/Cabin Air/Ht | Closed |  |
| Fire Extinguisher | Activate |  |
| Avionics Power | Off |  |
| Switches & Radio | Off |  |
| Master Switch | On |  |
| Circuit Breakers | Check |  |
| Avionics Power | On |  |
| Radio/Electrical | On (one at a time) |  |
| Vents/Cabin Air/Ht | Open |  |



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| **PREFLIGHT** | |
| **CABIN** | |
| Check Aircraft Maintenance | |
| Parking Brake | Off |
| Control Lock | Remove |
| Certs, POH, Wt & Bal | Check |
| Avionics | Off |
| ELT Check | Off |
| Battery Switch | On |
| Fuel Level Indicators | Check |
| Lights (Pos/Ldg/Strobe) | Check |
| Flaps | Down |
| All Switches | Off |
| **LEFT WING** | |
| Fuel Sump | Strain |
| Flap | Check |
| Aileron | Check |
| Wing Tip | Check |
| Leading Edge | Check |
| Fuel Vent | Clear |
| Pitot Tube | Clear |
| Fuel Tank Quantity | Measure |
| Tire, Brake & Line | Check |
| **EMPENAGE** | |
| Vertical Stabilizer | Check |
| Horizontal Stabilizer | Check |
| Elevator | Check |
| Trim Tab | Check |
| Rudder | Check |
| Beacon/Position Lights | Check |
| Baggage Door | Locked |
| **RIGHT WING** | |
| Fuel Sump | Strain |
| Flap | Check |
| Aileron | Check |
| Wing Tip | Check |
| Leading Edge | Check |
| Fuel Tank Quantity | Measure |
| Tire, Brake & Line | Check |
| **NOSE** | |
| Static Port | Clear |
| Cowling & Windshield | Check |
| Engine Intake Air Filter | Clear |
| Prop and Spinner | Check |
| Alternator Belt | Check |
| Nose Gear & Tire | Check |
| Taxi/Landing Light | Check |
| Engine Compartment | Clear |
| Oil Level 6 Qts Min | Check |
| Fuel Strainer | Pull |