

## PREFLIGHT – INTERIOR

Windows/Air Vents ..... Clean/Set  
Tach/Hobbs ..... Noted  
Master Switch ..... Off  
Magnetos ..... Off  
Carb Heat ..... In  
All Electrical Switches ..... Off  
Instruments ..... Checked/Set  
Brake Pedals/Cylinders ..... Checked  
Documents ..... ARROW/IMP

- Airworthiness, Registration, Radio Station License, Operating Limitations (AFM), Weight & Balance, Placards, Deviation Card/\*Charts, Pilot License/Medical/Photo ID

Trim ..... Takeoff  
Fuel Selector Valve ..... Both  
Seat Belt & Harness ..... Connected  
Fuel Quantity Indicators ..... Check  
Headsets/EFB/Sentry ..... Set  
Portable Radio ..... Check  
Loose Items ..... Stowed/Removed  
ELT ..... Check  
Fire Extinguisher ..... Check  
Flaps ..... Full

**\*Baggage Area Max 120lbs (aft of rear seat)**

Overall Condition ..... Check

## PREFLIGHT – FUEL/PLUGS

### Fuel

Lt. Wing Tank ..... Drain/Checked  
Lt. Wing Fuel Qty ..... Visual Check  
Lt. Wing Fuel Cap ..... Secured  
Fuel Strainer ..... Drain/Checked  
Rt. Wing Fuel Qty ..... Visual Check  
Rt. Wing Fuel Cap ..... Secured  
Rt. Wing Tank ..... Drain/Checked  
Pitot Cover ..... Removed  
Intake Plugs ..... Removed

## PREFLIGHT – EXTERIOR

### Fuselage/Tail Section

Lt. Horiz. Stab ..... Condition  
Lt. Elevator ..... Hinges/Movement  
Rudder ..... Nav Lt.  
Rudder ..... Hinges/Control Cable  
Tailwheel ..... Inflation  
Tailwheel Bolt ..... Secure  
Tie Down ..... Removed  
Tailwheel Springs ..... Condition  
Rt. Trim Tab ..... Faired  
Rt. Elevator ..... Hinges/Movement  
Rt. Horizontal Stab ..... Condition  
Fuselage ..... Check  
Antennas ..... Check  
Beacon ..... Check

### Right Wing

Flap ..... Condition  
Aileron ..... Condition/Hinges  
Wing Tip ..... Nav Lt.  
Leading Edge ..... Condition  
Tie-Down ..... Removed  
Strut ..... Secure  
Cabin Air Inlet ..... Check

### Firewall Forward

Rt. Landing Gear ..... Condition  
Rt. Main Wheel ..... Inflation  
Chocks ..... Removed  
Rt. Brake ..... No Leaks  
Exhaust Stacks ..... Secure  
Lower Cowling ..... Condition  
Rt. Engine Compartment ..... Condition  
Prop ..... Nicks/Condition/Rotate  
Air Intakes/Filter ..... Check  
Lt. Engine Compartment ..... Check  
Oil (Normal: 5-6qts) ..... Min 4qts  
Static Source ..... Check  
Lt. Landing Gear ..... Condition  
Lt. Main Wheel ..... Inflation  
Chocks ..... Removed  
Lt. Brake ..... No Leaks

## Left Wing

Cabin Air Inlet.....Check  
Strut .....Secure  
Stall Horn .....Checked  
Taxi/Landing Lights.....Check  
Pitot Tube .....Check  
Leading Edge .....Condition  
Tie-Down .....Removed  
Wing Tip .....Nav. Lt.  
Aileron .....Condition/Hinges  
Flap .....Condition  
Flaps .....Up

## Night Flight

Ldg/Taxi/Nav/Beacon.....On/Check  
Fuses .....Checked/OnBoard

## PRIOR TO DEPARTURE

360 Degree Walkaround ..... COMPLETE

## Weight and Balance

|                            |                                    |
|----------------------------|------------------------------------|
| BEW/CG/Moment              | 1383/37.9/52446                    |
| Max T/O Weight/Useful Load | 2200/836.4                         |
| CG Limits                  | Max: 40.8-46.4<br>Empty: 36.4-46.4 |

## POSTFLIGHT

Master/Magnetos ..... Off  
Tach/Hobbs ..... Noted  
Air Inlets .....Both Closed  
Headsets .....Removed/ANR Off  
Keys .....Removed  
Baggage Area .....Checked  
EFB/Stratus .....Removed  
Portable Radio .....Removed  
Interior FOD .....Removed  
Seatbelts .....Crossed  
Tailwheel/Windows .....Clean  
Fuel/Oil Level .....Checked  
Tires .....Checked  
Walkaround .....Complete

## PASSENGER BRIEF

Prop Safety  
Seat & Belt Adjustments  
Trim/Fuel Selector Locations  
No Touch Controls & Instruments  
Intercom & Headset/ANR Operation  
Talking/Sterile Cockpit  
Radio Usage  
Traffic Scanning, Spotting, Notifying  
Door & Window Operation/Limitations  
Air Vent & Heat Locations  
Sick Sac Location/Use  
First Aid Kit/Survival Gear/Sunscreen  
Fire Extinguisher Location/Use (PASS)  
Emergency Evac plan  
No Smoking  
Restroom/Washroom (Use Now!)

# HANDPROPPING PROCEDURE

*This procedure requires two qualified individuals. This procedure should be thoroughly reviewed prior to attempting and must be accomplished via memory. Accomplish with extreme caution and only if no alternatives are available as improper execution could result in severe injury or death.*

HandProp Procedure.....Review  
 Prop Area Debris.....Remove  
 Firm Footing.....Establish  
 Shutdown Checklist.....Accomplish  
 Before Start Checklist.....Accomplish

## IF ENGINE STARTS

Handpropper.....Wingtip  
 ◦ Walk to Wingtip before proceeding aft toward the cockpit or removing chocks. Always remove chocks from behind, not the side.  
 Cockpit.....Brakes Applied  
 Cockpit.....Engine below 800rpm  
 Cockpit.....Area Clear  
 ◦ Confirm prop area remains clear with eyes outside until all individuals are completely clear of aircraft or onboard  
 Normal Start Checklist.....Accomplish

## IF ENGINE DOES NOT START

Cockpit.....Magnetto Off  
 Handpropper.....“SWITCH OFF, MAG OFF”  
 Cockpit.....“SWITCH OFF, MAG OFF”  
 Both.....Perform Table Actions  
 ◦ Except do not pull prop through 3 blades

| Person HandPropping  | Person in Cockpit   |
|--|---|
| “GAS ON, SWITCH OFF, THROTTLE CLOSED, MASTER OFF, BRAKES SET”  | Mixture Rich, Confirm Mags Off, Pull Throttle closed, Feet on brakes<br><br>“GAS ON, SWITCH OFF, THROTTLE CLOSED, BRAKES SET” |
| Pull Prop 3 Blades Position Prop for start   | Hold Brakes   |
| “SWITCH ON, BRAKES AND CONTACT”  | Confirm Feet on Brakes, Mags to Both, Master Switch On<br><br>“SWITCH ON, BRAKES AND CONTACT”                                 |
|  |   |
| Accomplish Hand Prop (Force blade downward rapidly, use palms only, do not grip prop, step backward when pushing downward. ATTEMPT ONCE then continue checklist) | Hold Brakes   |