



**NOVEMBER  
SAFETY BRIEF**

**CHECKLIST**



# The Need for a checklist



# THE FIRST CHECKLIST

RESTRICTED

**APPROVED B-17F and G CHECKLIST**  
REVISED 3-1-44

PILOT'S DUTIES IN RED  
COPILOT'S DUTIES IN BLACK

<p><b>BEFORE STARTING</b></p> <ol style="list-style-type: none"><li>1. Pilot's Preflight—COMPLETE</li><li>2. Form 1A—CHECKED</li><li>3. Controls and Seats—CHECKED</li><li>4. Fuel Transfer Valves &amp; Switch—OFF</li><li>5. Intercoolers—Cold</li><li>6. Gyros—UNCAGED</li><li>7. Fuel Shut-off Switches—OPEN</li><li>8. Gear Switch—NEUTRAL</li><li>9. Cowl Flaps—Open Right— OPEN LEFT—Locked</li><li>10. Turbos—OFF</li><li>11. Idle cut-off—CHECKED</li><li>12. Throttles—CLOSED</li><li>13. High RPM—CHECKED</li><li>14. Autopilot—OFF</li><li>15. De-icers and Anti-icers, Wing and Prop—OFF</li><li>16. Cabin Heat—OFF</li><li>17. Generators—OFF</li></ol> <p><b>STARTING ENGINES</b></p> <ol style="list-style-type: none"><li>1. Fire Guard and Call Clear—LEFT Right</li><li>2. Master Switch—ON</li><li>3. Battery switches and inverters—ON &amp; CHECKED</li><li>4. Parking Brakes—Hydraulic Check—On— CHECKED</li><li>5. Booster Pumps—Pressure—ON &amp; CHECKED</li><li>6. Carburetor Filters—Open</li><li>7. Fuel Quantity—Gallons per tank</li><li>8. Start Engines: both magnetos on after one revolution</li><li>9. Flight Indicator &amp; Vacuum Pressures CHECKED</li><li>10. Radio—On</li><li>11. Check Instruments—CHECKED</li><li>12. Crew Report</li><li>13. Radio Call &amp; Altimeter—SET</li></ol>	<p><b>ENGINE RUN-UP</b></p> <ol style="list-style-type: none"><li>1. Brakes—Locked</li><li>2. Trim Tabs—SET</li><li>3. Exercise Turbos and Props</li><li>4. Check Generators—CHECKED &amp; OFF</li><li>5. Run up Engines</li></ol> <p><b>BEFORE TAKEOFF</b></p> <ol style="list-style-type: none"><li>1. Tailwheel—Locked</li><li>2. Gyro—Set</li><li>3. Generators—ON</li></ol> <p><b>AFTER TAKEOFF</b></p> <ol style="list-style-type: none"><li>1. Wheel—PILOT'S SIGNAL</li><li>2. Power Reduction</li><li>3. Cowl Flaps</li><li>4. Wheel Check—OK right—OK LEFT</li></ol> <p><b>BEFORE LANDING</b></p> <ol style="list-style-type: none"><li>1. Radio Call, Altimeter—SET</li><li>2. Crew Positions—OK</li><li>3. Autopilot—OFF</li><li>4. Booster Pumps—On</li><li>5. Mixture Controls—AUTO-RICH</li><li>6. Intercooler—Set</li><li>7. Carburetor Filters—Open</li><li>8. Wing De-icers—Off</li><li>9. Landing Gear<ol style="list-style-type: none"><li>a. Visual—Down Right—DOWN LEFT Tailwheel Down, Antenna in, Ball Turret Checked</li><li>b. Light—OK</li><li>c. Switch OFF—Neutral</li></ol></li><li>10. Hydraulic Pressure—OK Valve closed</li><li>11. RPM 2100—Set</li><li>12. Turbos—Set</li><li>13. Flaps <math>\frac{1}{2}</math>—<math>\frac{1}{2}</math> Down</li></ol> <p><b>FINAL APPROACH</b></p> <ol style="list-style-type: none"><li>14. Flaps—PILOT'S SIGNAL</li><li>15. RPM 2200—PILOT'S SIGNAL</li></ol>
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RESTRICTED

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# The First Checklist

- All of us know the famed B-17 used during WWII, which helped to win the war. You probably didn't know, however, that the B-17 was the first aircraft to get a checklist!
- This came about when, on the first B-17 flight, 3 men were seriously injured, and a few later died, when the aircraft stalled shortly after takeoff. After further investigation, it was found that the Captain had left the elevator lock on, and the aircraft was unresponsive to pitch control.
- At the time, in 1935, the aircraft was challenging a few other companies for large government contracts that could mean either the demise or the success of Boeing. Therefore, Boeing set out to find out what they could do.
- During a major think-tank session, it was determined that the pilots needed a checklist. It wasn't a knock to the pilots, or that the aircraft was too hard to fly, rather the aircraft was just too complex for a pilot's memory.
- **The first checklist was born!**

“The complexity of today's aircraft requires a systematic approach to operation. The pilot and crew in fact, are an integral part of an aircraft system. Like any other complex system, when a system component fails, the entire system may be subject to failure.”

**Normal Checklist**

**BEFORE START**

Read [F] Flight docs and Tail # ..... Checked [C]  
 No smoking, Seatbelt signs ..... AUTO [C]  
 Fuel control switches ..... Checked, 100% set [C,F]  
 Oxygen ..... IN (HPA), R set [C,F]  
 Flight instruments ..... planned, indicated [C]  
 Altimeters ..... Set [C]  
 Fuel quantity ..... Set [C]  
 Parking brake ..... RTO [C]  
 Autobrakes ..... AUTOMATIC [F]  
 N429MC Upper Deck, Emerg Door ..... Respond

**PUSHBACK/START**

Read [F] Demand pumps ..... #4 AUX, AUTO [C]  
 Beacon ..... BOTH [C]  
 Recall ..... Checked [C]  
 Trim ..... units, 0, 0 [C]  
 Transponder ..... Set, TCAS OFF [C]

**AFTER START**

Read [F] APU ..... OFF [C]  
 Nacelle anti-ice ..... AUTO (OFF) (ON) [F]  
 Aft cargo heat ..... ON [C]  
 Recall ..... Checked [C,F]  
 CDUs ..... Clear L [C], Clear R [F]  
 Ground equipment ..... Respond

**BEFORE TAKEOFF**

Read [PM] Flaps ..... planned, checked [PF]  
 Flight controls ..... Checked [C,F]  
 T/O departure review ..... Complete [PF]

**FINAL ITEMS**

Autothrottles ..... Armed [PM]  
 WXR or TERR ..... Selected [PM]  
 Transponder ..... TA/RA [PM]

**AFTER TAKEOFF**

Nacelle anti-ice ..... NORM  
 Packs ..... UP and OFF  
 Landing gear ..... UP  
 Flaps ..... UP

**DESCENT**

Crosschecked ALQUD [PM] ..... Checked  
 Recall ..... set (OFF)  
 Autobrakes ..... Wref, Minimums, preset (tas) ..... set  
 Landing data ..... IN (HPA), Selected  
 Altimeters ..... Complete  
 WXR or TERR ..... Complete  
 Approach briefing ..... Complete

**LANDING**

Speedbrake ..... ARMED  
 Landing gear ..... DOWN

**AFTER LANDING**

Landing gear ..... Checked SILENTLY [PM]  
 Flaps ..... As required  
 Nacelle anti-ice ..... OFF  
 Strobe lights ..... OFF  
 WXR and TERR ..... OFF  
 Flight directors ..... DOWN  
 Autothrottles ..... Set, TCAS OFF  
 Speedbrake ..... UP  
 Flaps ..... As required  
 Transponder ..... Respond  
 Autobrakes ..... CUTOFF [C]  
 APU ..... OFF [C]

**SHUTDOWN**

Read [F] Fuel control switches ..... AUTO (OFF) [F]  
 Fuel pumps ..... OFF (ON)  
 Nacelle anti-ice ..... STBY  
 Beacon ..... Released (Set)  
 Aft cargo heat ..... OFF  
 Transponder brake ..... ON  
 Parking brake ..... N/A (Pul)  
 Demand pumps ..... N/A (Pul)  
 IFS selectors (when satcom not needed) ..... N/A (Pul)  
 EFS ..... N/A (Pul)  
 Cockpit voice recorder/C/B ..... N/A (Pul)  
 N429MC Upper Deck, Emerg Door ..... Respond

**SECURING**

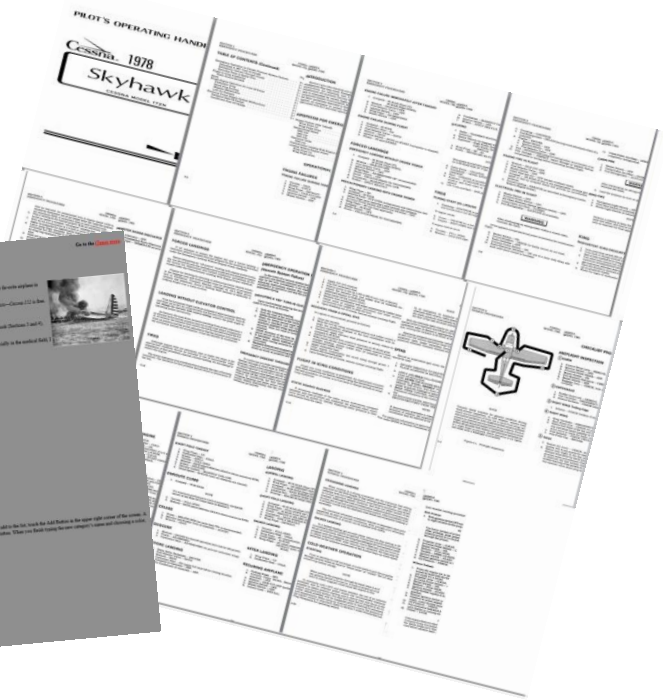
Read [F] Emergency lights ..... NORM  
 Packs ..... UP and OFF  
 APU and EXT power ..... NORM  
 Standby power ..... UP  
 Battery ..... NORM

1434807/RCF

**Rich's Checklist**

- Don't do stupid stuff
- Keep the wife happy
- Think before you do
- Smile
- Keep your wife happy
- Be safe

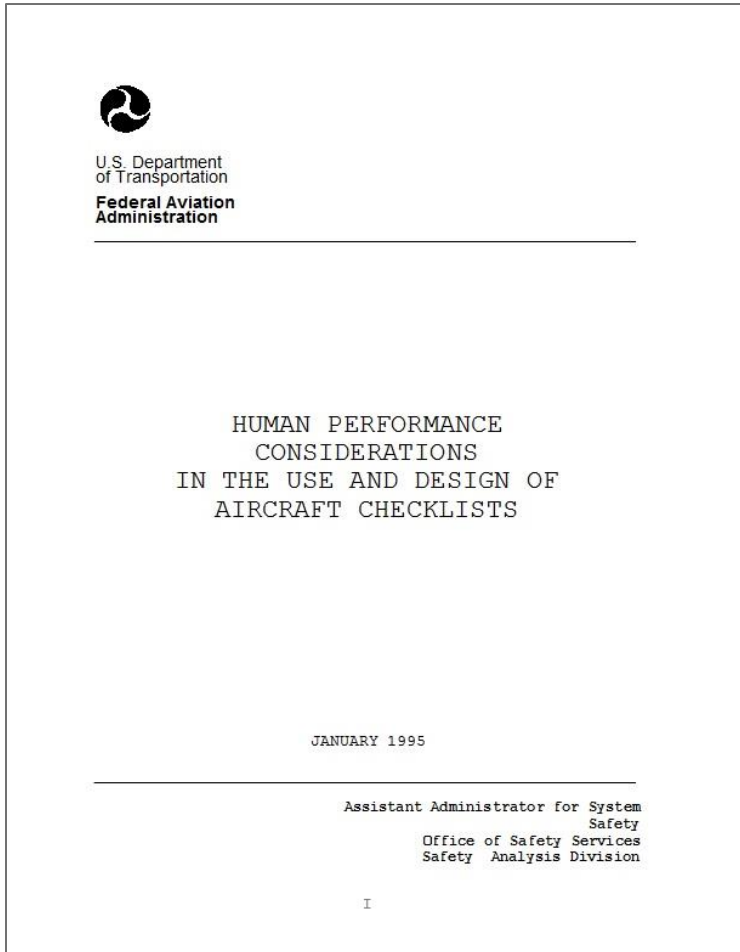
*Your own Checklist*



# Copy, Buy or Make Your Own Checklist

## Make your Own: Considerations

- Consolidate POH Checklist
- "Normal",
- "Non-normal", or "Abnormal",
- "Emergency"
- Immediate Action Items
- limited to action items or verification items
- Critical Items – Priority
- Format
- Font
- Read and Do Checklist
- Do and Read Checklist (Flows)
- Touch Verification
- Checklist mindset (Distractions and Interruptions)



# What can I do Better?

- Become Familiar with your checklist
- Have the CHECKLIST handy
- Keep it SIMPLE
- Be Familiar with the POH CHECKLIST (there are multiple check items – from cold starts to Emergencies)
- Keep the POH handy



# UP COMING SEMINARS

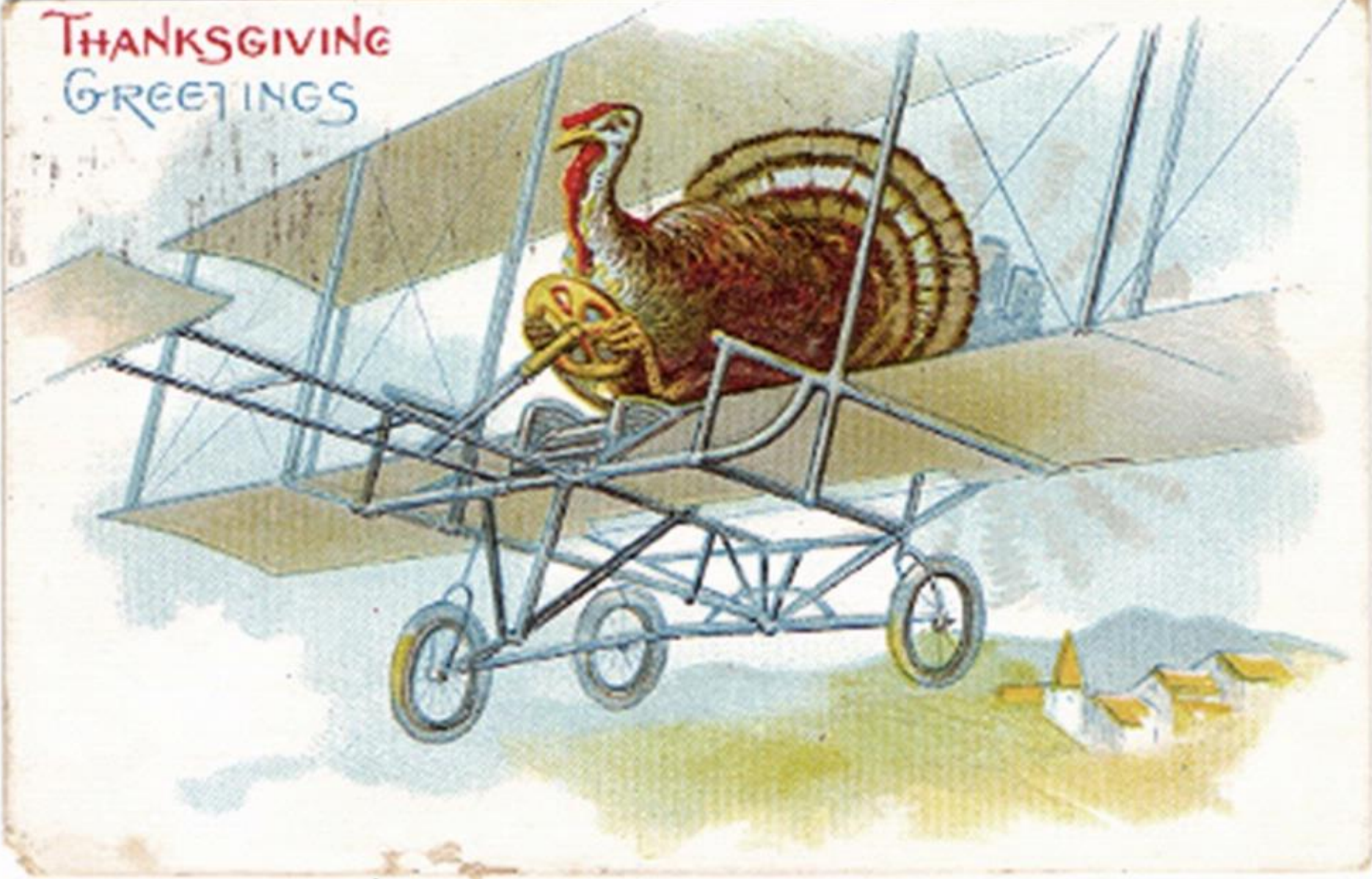
- **"Flight Planning, Scan Techniques and Flying Glass!"**  
Tuesday, November 12, 2013 at 7:00 PM  
Location:  
**Orlando Apopka Airport - X04 / Hangar 9**  
1321 Apopka Airport Road  
Hangar 9  
Apopka
- **Weather Challenge**  
Tuesday, November 12, 7:00 pm  
**Holiday Inn & Suites Ocala Conf. Center**  
3600 S.W. 38th Avenue , Ocala
- **"Desktop Software for Flight Prep/Practice "**  
Topic: Benefits of Simulation in General Aviation - 7-9pm.  
Thursday, November 14, 2013 at 7:00 PM  
**Orlando Executive Airport, Administration Bldg**  
365 Rickenbacker Dr.

She asked me to  
whisper the three  
words every little girl  
wants to hear when  
they grow up. So I told  
her, "I'm a pilot".



**FLY SAFE, and HAVE A HAPPY AND SAFE THANKSGIVING**

THANKSGIVING  
GREETINGS



Have Fun, Fly Safe