

Pre-Flight Planning	
IMSAFE	Check
Pilot Cert	Check
Govt. Photo ID (non-expired)	Check
Medical	Check
Required Inspections	Check
Weather	Obtain & Review
NOTAMs (airports & enroute)	Check
Fuel Requirements	Calculate
Runway Distances	Check
Takeoff & Landing Distances	Calculate
Weight & Balance	Calculate
Review V speeds & Limitations	Check
Familiar with aircraft systems	Check
iPad / Nav equipment	Update and Check

Cross Country Planning	
Pre-Flight Planning Checklist	Complete
Alternates	Check
Frequencies (ATIS, CTAF, ATC)	Note
Chart Supplements	Check
Airport Services	Check
Navigation Aids	Check
GPS Database	Check
Airspace	Check
Navlog / Route	Create
Flight Plan	File

Before Checkride	
Pre-Flight Planning Checklist	Complete
Cross Country Planning	Complete
IACRA Form	Complete
Knowledge Test Results	Check
Logbook	Check
Instructor Endorsements	Check
Evaluator's Fee	Check
View Limiting Device	Check
Charts	Current & Check
Flight Computer	Check
Plotter (if no iPad)	Check
Flight Plan Form	Complete
Flight Logs	Complete
Pencil & Paper	Check
Supplemental Materials	Check

Aircraft Documents	
Airworthiness Certificate	Check
Registration	Check
Operating Limitations	Check
Maintenance Records	Check
AD Records	Check

Flight Checklists
Confirm you have checklists:
NORMAL
Pre-Flight
Before Start
Starting Engine
Before Taxi
Runup
Before Takeoff
Normal Takeoff
Climb
Cruise
Descent (sometimes)
Before Landing
Normal Landing
Go-Around / Balked Landing
After Landing
Shutdown
Securing
EMERGENCY
In Flight Engine Failure
Engine Failure on Takeoff
Engine Failure after Takeoff
Engine Roughness
Forced Landing
Ditching
Engine Fire in Flight
Fire on Start
Electrical Fire
Emergency Descent
Electrical Failure
Spin Recovery
Icing

Approaching Airport (non-towered)

Descent	Plan
Weather	Obtain
CTAF	Set
Traffic Pattern Altitude	Obtain
Traffic Pattern Direction	Check
Select runway & pattern entry	Complete
Find airport environment	
Communicate	

If Night

Confirm lighting	
If pilot controlled with *	Check AF/D
Turn on lights	3, 5, 7 clicks
Before Landing Checklist	Complete

Approaching Airport (Tower)

Descent	Plan
ATIS	Obtain
Tower	Set
Ground	Set standby
Traffic Pattern Altitude	Obtain
Contact Tower (10nm out)	
Follow Instructions	
Find airport environment	
Before Landing Checklist	Complete

Before IFR Approach

Weather	Check
Approach	Select
ATC	Communicate
Approach	Brief
Navigation Aids	Set & Identify
Radios	Set for next
Follow procedure	

Flight Following

Approach or Center Frequency	Set
Get attention	
Reply with intentions (destination, altitude)	
Follow instructions (expect squawk)	
Notify of altitude changes	
Notify of route changes	
Advise when you have airport environment in sight	

Entering Class B

Flight Following Checklist	Complete
Request transition through class B	
Do NOT enter until hear "cleared into class Bravo"	
Follow assigned heading if any	
Follow assigned altitude if any	

Leaving Aircraft

Shutdown Checklist	Complete
Securing Checklist	Complete
Dispatch	Check-in
Debrief	Complete
Logbook	Complete

DIVERSION

Decide to divert	
Select Airport	
Find course	Calculate
Correct for wind	Calculate
Distance to airport	Calculate
Time to airport	Calculate
Fuel burn	Calculate
Distance to descend	Calculate
Use 3:1 rule	
Approaching Airport Checklist	Complete

Lost Procedures (5Cs)

CIRCLE
CONFESS
CLIMB
CONSERVE
COMMUNICATE
COMPLY

Dead Reckoning & Pilotage

Identify reference point
Backup reference point & confirm
Start stopwatch when passing points
Determine if flying faster or slower
Determine if drifting off course
Correct accordingly

Passenger Briefing

PIC	CONFIRM
Exits	
Seatbelts	
Emergency Equipment	
Evacuation	
No Smoking	
Exchange of Controls	

Takeoff Briefing

Runway to be used
Runway length
Takeoff distance
Where you will abort
IF problem during roll
IF engine fails after takeoff
Plan to depart airport