

## Read a Checklist

Pilots use checklists to make sure that all of the airplane's switches, buttons, knobs, and other controls are configured properly for each phase of flight. Many pilots use checklists as "do" lists—they read an item, then do it, read the next item, and so on. An alternative (used by virtually all airline crews) is configuring the airplane using a memorized pattern, or "flow," and then referencing the checklist to ensure nothing was missed.

You can help with either system. When your pilot calls for a specific checklist—"Before Takeoff checklist"—read the name of the checklist, then read each item in sequence, waiting for the pilot's response:

Pilot: "Before Takeoff Checklist, please"

You: "Before Takeoff Checklist. Parking Brake?"

Pilot: "Set."

You: "Seat Backs?"

Pilot: "Secure."

... and so on.

When you reach the end of a checklist you say, "Before Takeoff Checklist complete."

If this was a do-list, the pilot would perform each action as you read it off. If it was a true checklist, the pilot would simply verify each item was done (or do it with a slightly abashed look on his or her face). Running checklists is a great way to get more familiar with the airplane. In time, you can even verify that the pilot's response to each item is accurate.

During a busy time like the approach to land-

*Your aircraft and pilot may use a digital checklist that's integrated into an app or the aircraft systems. Most let you check off each item as it is completed, which is great if you leave and come back to a checklist. Sometimes it's easier for a pilot to run digital checklists solo rather than with help.*

### CHECKLISTS: STEP-BY-STEP

- When the pilot calls for a checklist, read the checklist name, and then the first item.
- Verify the accuracy of the pilot's response and then continue to the next item.
- When you reach the end of a checklist, say "[Checklist Name] Complete."

CheckMate®		
RUN-UP	TAKEOFF	
Brakes – Set	Full Throttle	Thro
Fuel – Proper Tank	2575 RPM (Max)	Mix
Trim – Takeoff	Manifold Pressure	Carb
Flight Controls	Oil Pressure	Fuel
Instruments	Rotate * 52 (60)	ATIS
Annunc. Panel	Vy – 87 (100)	Alti
Mixture – Best Power	Flaps – Up	Inst
Primer – In & Lock		H.I.
2000 RPM		
Mags (R&L) – Test	CLIMB	PA

ing, a pilot will sometimes respond to checklist items based on recollection, or out of habit, instead of actually checking. If you notice a discrepancy, point it out. If you say, "Landing Gear?" and the pilot responds "Down and Locked," but you see they are still up, state the fact: "The gear handle is still up."

Keep track of your place in a checklist by using your finger. If the checklist gets interrupted (say, by a call from air traffic control), continue where you left off. If you lose your place, play it safe and start over.

After a few flights, you'll know when each checklist should be called for. If it seems like your pilot forgot, offer a reminder.

Checklists are organized by phase of flight (typically something like: Preflight Inspection, Before Takeoff, Climb, ... Before Landing, After Landing, and Securing Aircraft.) There are also "Non-normal" and "Emergency" checklists for critical actions when things go wrong (page 59).

GROUP Normal Procedures	
CHECKLIST Before Starting Engine	
<input checked="" type="checkbox"/> 1. Preflight Inspection. . . . .	COMPLETED
WARNING: Ensure that the airplane is properly loaded and within the AFM's weight and balance limitations prior to takeoff.	
<input checked="" type="checkbox"/> 2. Weight and Balance. . . . .	Verify within limits
<input checked="" type="checkbox"/> 3. Emergency Equipment. . . . .	ON BOARD
<input type="checkbox"/> 4. Passengers. . . . .	BRIEFED
<input type="checkbox"/> 5. Seats, Seat Belts, and Harnesses. . . . .	ADJUST and SECURE