

SAMPLE	NORMAL CHECKLIST	
VERSION 1.2		DA40-D

PASSENGER BRIEF AIDE-MEMOIRE
Health & Safety of Passengers / Pilot in Command / Associated Risks Legal responsibility / Weather / Passenger Comfort / Turbulence / Non-Commercial Weight & Balance / Bulky Baggage / Dangerous Goods / Sick bags / In flight / Airside Onboard / Emergency Procedures & Equipment / Emergency Briefing

DEPARTURE BRIEF AIDE-MEMOIRE
Threats / MEL / AIS / Sig Wx / Dep Alternate / Runway / Flap / Trans Alt / Terrain Take-off Performance / SSA / MSA / SID / Radio Aids (STBY) / NAV UNITS / HDG SEL INIT ALT / Speeds / Emergencies / Review

PRE-FLIGHT PLANNING	
LICENSE, RATING, MEDICAL _____	VALID/CHECKED _____
OPERATIONAL TRAINING & QUALIFICATIONS _____	AS REQUIRED _____
CURRENCY _____	CURRENT/CHECKED _____
WELLBEING _____	IM SAFE _____
AIRCRAFT DOCS _____	ONBOARD/CHECKED _____
WEIGHT & BALANCE _____	COMPLETED _____
RANGE & FUEL CALC _____	COMPLETED _____
A/C PERFORMANCE _____	COMPLETED _____
FAMILIRISATION _____	LATEST DOCS _____
DESTINATION _____	IFR SUITABLE _____
ROUTE _____	PLANNED/VALID _____
WEATHER PLANNING & NOTAMS _____	CHECKED _____
IN-FLIGHT REFERENCE MATERIAL _____	ONBOARD _____
ALTERNATES _____	PLANNED/IFR SUITABLE _____
CUSTOMS & IMMIGRATION/PUBLIC HEALTH _____	PLANNED/ACCEPTED _____
FLIGHT PLAN (IFPS/CFMU) _____	PLANNED/VALID/ACK _____
IFPS/ATC _____	ACK/SLOT AVAIL _____
HANDLING/SLOTS _____	AS REQUIRED _____
AIP & IAP CHARTS _____	ONBOARD _____
PLOG _____	COMPLTED _____

BEFORE START	
COCKPIT PREP _____	COMPLETED _____
BARO REF _____	SET (CROSSCHECK) _____
PARKING BRAKE _____	SET _____
AVIONICS MASTER _____	OFF _____
PFD/MFD _____	OFF _____
ELECTRIC MASTER _____	ON _____
ANNUNCIATOR PANEL _____	CHECK _____
ENGINE INSTRUMENTS _____	CHECK _____
ACKNOWLEDGE BUTTON _____	PRESS _____
WATER LEVEL (CAUTION LIGHT) _____	OFF _____
ALTERNATE AIR/ALTERNATE STATIC _____	CLOSED _____
----- START CLEARANCE -----	
AVIONIC MASTER _____	ON _____
ATC (COMM 2) _____	OBTAIN/AFD INFO _____
ATC (COMM 1) _____	CHECK/ATC CLEAR _____
ATC CLEARANCE _____	NOTE _____
<i>If EGSG (Stapleford) – Refer (Engine START)</i>	

TIME CRITICAL PATH	
ARRIVAL AT AIRFIELD _____	EOBT -01H 30M _____
PASSENGERS BRIEFED _____	EOBT -01H 25M _____
WALK OUT TIME _____	EOBT -01H 15M _____
----- ALLOW EXTRA TIME FOR AIRPORT SECURITY/BORDER CHECKS -----	
WALK AROUND _____	EOBT -00H 55M _____
OTHER/ADMIN/REFUEL _____	EOBT -00H 30M _____
DOORS CLOSE _____	EOBT -00H 15M _____

ENGINE START	
STROBE LIGHT _____	ON _____
AVIONICS MASTER _____	OFF _____
POWER LEVER _____	IDLE _____
BEFORE START _____	CHECK (AREA CLEAR) _____
ENGINE MASTER _____	ON (GLOW Indication) _____
START _____	GLOW INDICATION (EXTINGUISHED) _____
PROP (STARTER) _____	(RELEASE) 500RPM _____
<i>Max 10 seconds, cool for 20sec. MAX 6 Attempts, after cool for 30 min</i>	
OIL PRESSURE _____	CHECK GREEN _____
<i>Within 3 seconds, if red – engine master OFF.</i>	
<i>If engine cold, oil pressure could be as high as 6.5 bar for max 20 sec.</i>	
WARM UP _____	IDLE (2 MINUTES) _____

PRELIMINARY/EXTERNAL PRE-FLIGHT	
COVER _____	REMOVED/STORED _____
CANOPY & WINDOWS _____	CLEANED _____
PITOT PROBE/STALL WARNER _____	REMOVE/CHECK _____
AIRCRAFT SURFACES _____	NO ICE/FROST _____
TIE DOWNS _____	REMOVED/STORED _____
----- CABIN CHECKS -----	
ELECTRIC MASTER _____	OFF _____
ECU AUTO/EMER FUEL VALVE _____	AUTO/NORMAL _____
ELECTRICAL MASTER _____	ON _____
PITOT HEAT, LIGHTS _____	ON/SERVICEABLE _____
ELECTRICAL MASTER _____	OFF _____
FIRE EXTINGUISHER & FIRST AID KIT _____	SECURE/IN DATE _____
GUST LOCK _____	REMOVE/STORED _____
----- EXTERNAL CHECKS -----	
VISUAL INSPECTION (PER AFM) _____	COMPLETED _____
ENGINE OIL/GEARBOX OIL _____	CHECKED _____
FUEL LEVEL _____	AS REQUIRED/VERIFIED _____
AIRCRAFT AIRWORTHY (A CHECK) _____	COMPLETED _____

AFTER START	
AVIONICS MASTER _____	ON _____
PFD/MFD _____	ON _____
FLAPS _____	CHECK (INDICTAOR & VISUAL CHECK) _____
TRANSPONDER _____	INITIALISE/STBY/ALT (AS REQD) _____
FLOOD LIGHT _____	TEST FUNC/ON _____
ELECTRICAL EQUIP _____	(AS REQUIRED) _____
PITOT HEAT _____	(TEST FUNCTION) ON _____
EXTERNAL LIGHTS _____	(AS REQUIRED) ON _____
IDLE RPM _____	(CHECK) 890 +/- 20 RPM _____
<i>If EGSG (Stapleford) – Refer above as comm check/ATC release</i>	

COCKPIT PREPERATION	
PASSENGERS BRIEFED _____	AIDE-MEMOIRE/COMPLETED _____
PRE-FLIGHT ITEMS _____	AS ABOVE/COMPLETED _____
CANOPY/REAR DOOR _____	AS REQUIRED/REAR LATCHED _____
EFB (iPAD/ADSB/SAT WXR) _____	AS REQUIRED/SECURED _____
FLIGHT CONTROLS _____	CHECKED/FULL & FREE _____
TRIM WHEEL _____	FULL & FREE/SET TO _____
IFR INSTRUMENTS & INTEGRITY _____	CHECKED/INTEGRITY/NORMAL _____
MOBILE PHONES _____	FLIGHT MODE _____
OXYGEN SYSTEM _____	CHECKED/AVAIL _____
SAFETY HARNESSSES _____	ON/SECURE _____

BEFORE TAXI	
PFD/MFD (NAV DATA) _____	CHECKED/ACCEPT _____
NAV/FMS 1 _____	DATABASE VALIDITY/CHECKS _____
NAV/FMS 2 _____	DATABASE VALIDITY/CHECKS _____
FLIGHT PLAN _____	INPUT/CHECK/STORE _____
<i>Set fuel level & burn, GPS status (system)</i>	
<i>RAIM check (utilities) & test functions as required</i>	
----- QNH SET (CROSSCHECK) -----	
ENGINE IDLE _____	2 MINUTES _____
ENGINE WARM UP _____	1400 RPM/AS REQUIRED _____
ASI/AI _____	CHECK (PFD/MFD/STBY) _____
ALT _____	CHECK (Set AD Elev) (PFD/MFD/STBY/Auto) _____
COMPASS/HIS _____	CHECK AGREE _____
TURN COORD _____	CHECK ON/NO FAIL FLAG _____
NAV 1 _____	S.I. D'd/CHECKS _____
NAV 2 _____	S.I. D'd/CHECKS _____
ADF _____	S.I.D'd/SET (PFD) _____
TRANSPONDER _____	SET SQUAWK _____
ANNUNCIATOR PANEL _____	CHECK _____
ENGINE INSTRUMENTS _____	CHECK _____
ACKNOWLEDGE BUTTON _____	PRESS _____
DEPARTURE BRIEF _____	COMPLETE _____

Please refer to DA40-D-AFM	This is a training checklist & NOT to Supersede the Aircraft Manufactures AFM provided and required aircraft specific checks.
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TAKE OFF BRIEF AIDE-MEMOIRE
Current Weather / Minima / Malfunctions / Defects below VR / Engine Failure Diversion to Dep Alternate / Visual Circuit to land / ATC Clearance Obtained Runway Verbalise (Outside) / SID Verbalise Cleared SID / Check Gross Flight Path Check Stop Altitude / Level / Review

APPROACH BRIEF AIDE-MEMOIRE
Threats / AIS / Weather / QNH / Trans Lvl / Req'd Nav Acc / MSA / SSA / STAR / Minima / Flap / Airfield Elevation / Go Around / Runway / Landing Performance / Airfield / Radio Aids (STBY) Alternate / Fuel Capability / Review

TAXI
TAXI LIGHT _____ ON/AS REQD BRAKES _____ RELEASE/TEST FLIGHT INSTRUMENTS/AVIONICS _____ CHECK/DURING TURNS -----TAXI TIME (Record)-----

APPROACH
APPROACH BRIEF _____ (APPR/RWY) CONFIRMED NAV STATUS _____ (VLOC/GPS/RAIM Sts) CHECK/CONFIRMED MINIMA _____ BARO SET (CROSSCHECK) APPROACH PHASE _____ ACTIVE/SET ----- QNH SET ----- BARO REF _____ SET DESCENT ICING CHECK _____ EVERY 1000FT ALTERNATE AIR _____ AS REQUIRED CABIN _____ SECURE/BRIEFED FUEL _____ SUFFICIENT TO DIVERT

BEFORE TAKE-OFF
ENGINE INSTURMENTS _____ CHECKED/GREEN RANGE CIRCUIT BREAKERS _____ CHECKED/PRESSED IN TRIM _____ SET T/O FLIGHT CONTROLS _____ CHECKED/FULL & FREE POWER CHECK _____ CHECK (AREA CLEAR) POWER LEVER _____ MAX (10 SECONDS) OIL PRESSURE _____ CHECK (GREEN RANGE) <i>RPM; Stabilised 2240 to 2300 rpm & LOAD 90 to 100%</i> POWER LEVER _____ IDLE ECU TEST _____ PRESS & HOLD <i>Caution lights blinking, ECU backup unsafe light blinking & prop cycling</i> ECU BACKUP UNSAFE BLINKING _____ (IFR ALLOWED) ECU TEST _____ RELEASE ECU SWAP _____ ECU B (No Change) ECU SWAP _____ (AUTO) FLAPS _____ SET T/O (VISUAL CHECK) MFD _____ CONFIRM REVERSIONARY/AI ERECT TEMP <3° _____ ALT AIR ON (IF VIS MOISTURE) FUEL _____ TANKS BALANCED TRANSPONDER _____ ALT/SQUAWK CORRECT -----QNH SET (CROSSCHECK)----- CANOPY _____ CLOSED/LATCHED SINGLE ENGINE TAKE-OFF BRIEF _____ COMPLETE PITOT HEAT _____ ON LANDING LIGHT _____ ON -----ENTERING RUNWAY----- APPROACH SECTOR/RUNWAY _____ CLEAR/IDENTIFIED COMPASS/HSI _____ RWY HDG/CHECK AGREE WXR RADAR/VISUAL WXR _____ CHECKED

LANDING
CABIN _____ SECURED BRAKES _____ OFF LANDING LIGHT _____ ON AUTOPILOT _____ DISENGAGE <i>Minimum speed for autopilot operation SPEED 70 KIAS / Minimum altitude for autopilot operation: 200ft AGL</i>

AFTER LANDING
FLAPS _____ UP PITOT HEAT _____ OFF ALTERNATE AIR _____ CLOSED LANDING LIGHT/TAXI LIGHT _____ AS REQUIRED TRANSPONDER _____ AS REQ/STBY ----- LANDING TIME (Record) -----

PARKING
PARKING BRAKE _____ ON ----- PARKING TIME (Record) ----- TRANSPONDER _____ 2000/STBY POWER LEVER _____ IDLE COOLDOWN (2 MIN) _____ SET TIMER AVIONICS MASTER _____ OFF PFD/MFD _____ SHUTDOWN <i>Do not touch PFD/MFD - Wait for "Shutdown in progress" to disappear</i> ELECTRICAL CONSUMERS _____ OFF ENGINE MASTER _____ OFF ELECTRICAL MASTER _____ OFF INTERIOR LIGHT _____ CHECKED OFF START KEY _____ REMOVED

AFTER TAKE OFF / CLIMB CHECK
FLAPS _____ UP ENGINE _____ T's & P's GREEN LANDING LIGHT _____ OFF MSA _____ MFD REVERSIONARY (OFF) -----STD SET----- STBY ALT _____ QNH (LOCAL) EVERY 1000ft _____ ICING CHECK VMC _____ ALTN AIR (OFF) OXYGEN _____ AS REQUIRED

SECURING THE AIRCRAFT
AIRCRAFT _____ CHOCKED/TIE DOWNS PITOT PROBE/STALL WARNER _____ FIT COVERS GUST LOCK _____ FIT SECURE INTERIOR LIGHT _____ CHECKED OFF DOCUMENTS & BAGGAGE _____ PERSONAL OBTAINED OXYGEN SYSTEM _____ OFF CANOPY/REAR DOOR _____ CLOSED/LATCHED/LOCKED AIRCRAFT COVER _____ AS REQUIRED

CRUISE
AUTOPILOT _____ SET GPSS (ROLL STEERING) _____ AS REQUIRED AUTOPILOT _____ MONITOR FUEL _____ TRANSFER/LOG <i>Maximum fuel unbalance - Long range tank: 9 USG / FUEL TRANSFER - 1USG PER MIN</i> RADIO _____ CHECK/VERIFY ENGINE _____ MONITOR DIRECTION (HSI/COMPASS) _____ AGREE NAVIGATION _____ ACCURACY/MONITOR ALTITUDE _____ VERIFY WEATHER _____ MONITOR/CHECK STBY ALT _____ QNH (LOCAL/ENR ALTERNATE) UPDATE _____ PASSENGERS/PLOG

POST-FLIGHT REVIEW AIDE-MEMOIRE
What happened and why / Was the outcome positive or not / How do we repeat or avoid / Impact on Safety / Were SOP's followed / What are the learning points / Further action require

SPEEDS	
Airspeed for Rotation - Vr / FLAPS T.O	850kg - 49KT 1000kg - 55KT 1150kg - 59KT
Airspeed for take-off climb - Vy	850kg - 54KT 1000kg - 60KT 1150kg - 66KT
Airspeed for cruise climb	850kg - 60KT 1000kg - 68KT 1150kg - 73KT
Airspeed for normal landing / FLAP LDG	850kg - 58KT 1000kg - 63KT 1150kg - 71KT
Min airspeed during G/A / FLAP T.O	850kg - 54KT 1000kg - 60KT 1150kg - 66KT