Aircraft Checklists

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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CAP Standardized Aircraft Checklist Program

To enhance aircrew standardization, as well as interoperability during responses to large-scale emergency service events and exercises, CAP has established a program for standardizing aircraft checklists at the national level. Although CAPR 70-1 still permits use of a manufacturer's checklist in lieu of an NHQ-approved checklist, it is important to note that those checklists may not include STC required changes. In addition, manufacturer checklists will not include CAP-unique requirements. The PIC remains responsible for compliance with both STC and CAP requirements when using a manufacturer's checklist. Checklists created by third-party vendors are not "manufacturer's checklists" and are not approved for use.

The CAP Standardized Aircraft Checklist Program consists of six major processes: Aircraft Configuration Assignment, Checklist Design, Development, Change, Approval, and Access. Each of these processes is described in the following sections.

Aircraft Configuration Assignment

CAP has identified common configurations within its fleet based on make, model, engine, instrumentation, navigation system, autopilot and other unique avionics. Using this approach, approximately 70 aircraft configuration groups have been established. A standardized normal procedures (NP) and emergency procedures (EP) checklist is developed and assigned to each of these configuration groups. Each checklist is named to reflect the configuration, type of checklist, and checklist version date (ex: C172P_Airplains_GPS_NP_01-Jan-20.) Using CAP's Operational Resource Management System (ORMS) within eServices, checklists are assigned to each aircraft based on their membership in a specific configuration group. (See Figure 1.)

Model	STC	Engine	Instrument	Nav	Ignition	Autopilot	FLIR	Other	NP Checklist	EP Checklist	593	Aircraft		
172N	AirPlains	O360-A4M	Analog	--					C172N_AirPlains_Analog_No-GPS__NP_1-Sep-16	C172N_AirPlains_Analog_No-GPS_EP_1-Dec-15	2	N8410E	N706DE	
			Analog	GPS					C172N_AirPlains_GPS_NP_1-Sep-16	C172N_AirPlains_GPS_EP_1-Dec-15	9	N1472F	N229NY	
			Aspen	GPS					C172N_AirPlains_Aspen_GPS_NP_1-Sep-16	C172N_AirPlains_Aspen_GPS_EP_1-Dec-15	2	N236NY	N6296F	
172P	AirPlains	O360-A4M	Analog	--					C172P_AirPlains_Analog_No-GPS_NP_1-Sep-16	C172P_AirPlains_Analog_No-GPS_EP_1-Dec-15	3		N9540L	N9381
			Analog	GPS					C172P_AirPlains_GPS_NP_1-Sep-16	C172P_AirPlains_GPS_EP_1-Dec-15	75	N9678A	N98352	N99467
			Analog	GPS				Spidertrack	C172P_Spidertrack_AirPlains_GPS_NP_1-Sep-16	C172P_Spidertrack_AirPlains_GPS_EP_1-Sep-16	1	N98776		
			Aspen	GPS					C172P_AirPlains_Aspen_GPS_NP_1-Sep-16	C172P_AirPlains_Aspen_GPS_EP_1-Dec-15	7	N98323	N99100	N99941
			G500	GTN650					C172P_AirPlains_G500_GTN650_NP_1-Sep-16	C172P_AirPlains_G500_GTN650_EP_1-Dec-15	4	N97163	N9433L	N9411L
			G500	GTN650	EIS				C172P_Spidertrack_AirPlains_G500_GTN650_EIS_NP_1-Sep-16	C172P_Spidertrack_AirPlains_G500_GTN650_EIS_EP_1-Sep-16	1	N97947		
172Q		O360-A4M	Analog	GPS					C172Q_GPS_NP_1-Dec-15	C172Q_GPS_EP_1-Dec-15	1	N96227		
172R	AirPlains	IO360-L2A	Analog	GPS		KAP140			C172R_AirPlains_GPS_Non-Garmin_KAP140_NP_1-Dec-15	C172R_AirPlains_GPS_Non-Garmin_KAP140_EP_1-Dec-15	12	N978CP	N979CP	N981CP
			Analog	G400-G750		KAP140			C172R_AirPlains_G400-thru-G750_KAP140_NP_1-Dec-15	C172R_AirPlains_G400-thru-G750_KAP140_EP_1-Dec-15	6	N980CP	N990CP	N991CP
172S		Standard	Analog	GPS		KAP140			C172S_GPS_Non-Garmin_KAP140_NP_1-Dec-15	C172S_GPS_Non-Garmin_KAP140_EP_1-Dec-15	14	N905CP	N906CP	N910CP
			Analog	GTN625					C172S_GPS_Non-G1000_NP_1-Dec-15	C172S_GPS_Non-G1000_EP_1-Dec-15	2	N909CP	N922CP	
			Analog	G400-G750		KAP140			C172S_G400-thru-G750_KAP140_NP_1-Dec-15	C172S_G400-thru-G750_KAP140_EP_1-Dec-15	11	N901CP	N926CP	N427CP
			G1000	G1000		GFC700			C172S_G1000_GFC700_NP_1-Dec-15	C172S_G1000_GFC700_EP_1-Dec-15	30	N305CP	N676CP	N681CP
			G1000	G1000		GFC700		AOA	C172S_G1000_GFC700_AOA_NP_DRAFT	C172S_G1000_GFC700_AOA_EP_DRAFT	10	N998CP	N586CP	N133CP
182P		Standard	Analog	GPS					C182P_GPS_NP_1-Dec-15	C182P_GPS_EP_1-Dec-15	1	N4728K		
182Q		Standard	Analog	GPS					C182Q_GPS_NP_1-Dec-15	C182Q_GPS_EP_1-Dec-15	15	N96761	N97099	N1658A
			Analog		EIS				C182Q_GPS_EIS_NP_1-Dec-15	C182Q_GPS_EIS_EP_1-Dec-15	1	N759SP		
		O-470U	Analog	GPS					C182Q_GW3100LBS_GPS_NP_1-Dec-15	C182Q_GW3100LBS_GPS_EP_1-Dec-15	1	N4603N		
	SP		Analog					MX-15	C182Q_SP_N-EP_1-Dec-15	C182Q_SP_N-EP_1-Dec-15	2	4974N	N97018	
182R		Standard	Analog	--					C182R_Analog_No-GPS_NP_1-Dec-15	C182R_Analog_No-GPS_EP_1-Dec-15	3	N9386X	N9322X	N9514X
			Analog	GPS					C182R_GPS_NP_1-Dec-15	C182R_GPS_EP_1-Dec-15	75	N1432E	N3331SP	N6155E
			Aspen	GPS					C182R_Aspen_GPS_NP_1-Dec-15	C182R_Aspen_GPS_EP_1-Dec-15	1	N4812C		
T182R		Standard	Analog	GPS					CT182R_Analog_GPS_NP_1-Dec-15	CT182R_Analog_GPS_EP_1-Dec-155	2	N5513N	N9908H	
182T		Standard	Analog	--					C182T_Analog_No-GPS_NP_1-Sep-16	C182T_Analog_No-GPS_EP_1-Sep-16	1	N836CP		
			G1000	G1000		GFC700	Ultra 8500		C182T_FLIR_G1000_GFC700_NP_1-Sep-16	C182T_FLIR_G1000_GFC700_EP_1-Dec-15	1	N294CP		
			G1000	G1000		GFC700	TASE400		C182T_TASE400_G1000_GFC700_NP_1-Sep-16	C182T_TASE400_G1000_GFC700_EP_20-Jun-16	1	N930CP		
			G1000	G1000		GFC700			C182T_G1000_GFC700_NP_1-Sep-16	C182T_G1000_GFC700_EP_1-Dec-15	130	N941CP	N288CP	N590CP
			G1000	G1000		GFC700		Spidertrack	C182T_Spidertrack_G1000_GFC700_NP_1-Sep-16	C182T_Spidertrack_G1000_GFC700_EP_1-Sep-16	2	N397CA	N933CP	
			G1000	G1000		KAP140			C182T_G1000_KAP140_NP_1-Sep-16	C182T_G1000_KAP140_EP_1-Dec-15	66	N352CP	N705CP	N709CP
			G1000	G1000		KAP140		Spidertrack	C182T_Spidertrack_G1000_KAP140_NP_1-Sep-16	C182T_Spidertrack_G1000_KAP140_EP_1-Sep-16	1	N158CP		
			G1000	G1000	EIS	KAP140			C182T_G1000_KAP140_EIS_NP_1-Sep-16	C182T_G1000_KAP140_EIS_EP_1-Dec-15	1	N775CP		
			Analog	GPS					C182T_GPS_Non-G1000_NP_1-Sep-16	C182T_GPS_Non-G1000_EP_1-Sep-16	19	N826CP	N818CP	N834CP
			Analog	GPS				Spidertrack	C182T_Spidertrack_GPS_Non-G1000_NP_1-Sep-16	C182T_Spidertrack_GPS_Non-G1000_EP_1-Sep-16	1	N832CP		
T182T		Standard	G1000	G1000		GFC700			CT182T_G1000_GFC700_NP_1-Dec-15	CT182T_G1000_GFC700_EP_1-Dec-15	14	N285CP	N538CP	N652CP
			G1000	G1000		KAP140			CT182T_G1000_KAP140_NP_1-Dec-15	CT182T_G1000_KAP140_EP_1-Dec-15	1	N753CP		

Figure 1 - CAP Aircraft Configuration Groupings (example)

Design

CAP has designed a standard checklist format which condenses each NP and EP down to a single page. Due to their relatively simplicity, glider procedures are contained in a single document. Attachments 1 through 3 contain sample documents showing the design of CAP standardized aircraft checklists.

Beyond using the template, content guidance for CAP standardized checklists is relatively simple. First, AFM/POH content must be included and the order of steps must remain the same. If an STC has modified AFM/POH content, then those changes should be integrated into the CAP checklist. Warnings, Cautions, Notes from the AFM/POH must be called-out, but may be limited to a reference to save space. CAP-unique content is then added to each checklist in accordance with CAP/DOV guidance.

Finally, each checklist must include the following note:

> *This checklist is a guide to coordinate Pilot Operating Handbook and STC data applicable to this particular aircraft only. The applicable Pilot Operating Handbook and STC installations remain the official documentation for this aircraft. The pilot in command is responsible for complying with all items in the Pilot Operating Handbook and applicable STCs.*

Development

CAP/DOV manages the standardized aircraft checklist program and provides templates for use when developing new checklists; however, CAP/DOV does not develop the actual checklists. Because development of CAP checklists requires access to current technical data, including the serialized AFM/POH, applicable STCs and in some cases, the aircraft logbook, this task must be performed by volunteers with access to those items. New checklists must be created in Microsoft Word format using the template provided by CAP/DOV, then submitted by the Wing Maintenance Officer to CAP/DOV for review and approval.

Change

As new aircraft are received, older aircraft are modified, and policies change, there will be a need to make changes to this program. The following sections describe how to request changes to the various elements of the program.

Changing Assignment to an Aircraft Configuration Group

As CAP aircraft undergo modifications, the checklist assigned in ORMS may no longer be appropriate. In some cases, modifications may result in the need to create a new aircraft configuration group. These requests can be made directly to CAP/DOV by emailing dov@capnhq.gov. Please include the aircraft tail number, year of manufacture, make, model, and avionics information (instrument type, nav, autopilot, and other mission systems) in the email. CAP/DOV can change an aircraft's assignment to another configuration group or can provide template and source documents to support creation of a new configuration group/checklist if required.

Changing Existing Checklists

Changes to existing checklists may be required due to changes in technical data or to correct existing errors. If you determine that a checklist requires changes, please email dov@capnhq.gov to request a copy of the source file (Microsoft Word) for editing. Please identify the checklist that you believe needs revision by the filename used in ORMS, an aircraft that represents that configuration (tail number, year of manufacture, make, model, and avionics information) and the reason why you believe the change is required. This will assist CAP/DOV in determining if other action is required or already in progress. Using the source file provided by CAP/DOV, create a revised checklist in Microsoft Word format. Revised checklists must be submitted by the Wing Maintenance Officer to CAP/DOV in Microsoft Word format. The email should include the revised checklist as an attachment and the body of the email should include the tail number, year of manufacture, make, model, and avionics information (instrument type, nav, autopilot, and other mission systems) of the aircraft. The approval process moves fastest when the checklist is presented in full compliance with the AFM/POH and in proper standardized CAP aircraft checklist format. Checklists change requests that are not compliant will be returned for correction.

Changes to existing checklists may also be required due to changes in CAP-unique guidance (ex: inclusion of Flight ID verification as part of previously inserted Transponder checks). In these circumstances, CAP/DOV is the technical authority for the change; therefore, CAP/DOV will make these changes without request from the field.

Changing Checklist Design

CAP arrived at its current checklist design after careful consideration of several options. Although it is certainly possible to improve upon this design, any request to do so must justify the cost of changing the system versus the benefits to be gained. As a reference point – approximately a dozen people spent more than two years developing, reviewing, and editing the 120+ documents that comprise the current system. Requests for design changes should be routed via the chain-of-command using CAPF 1-2.

Approval

Once the checklists have been reviewed and approved for technical content and adherence to standards, CAP/DOV uploads the checklist to the Operational Resource Management System (ORMS) using the ORMS Aircraft Checklist administration screen (see Figures 2 and 3).

Figure 2 - ORMS Aircraft Checklist Administration

Figure 3 - ORMS Add New Checklist Dialog Box

Publication Notifications

Region and Wing DOVs and Aircraft Maintenance Officers are notified on changes to aircraft checklists via email. When there are safety implications, aircrew are notified via the WMIRS Critical Read item. In addition, an announcement is posted on eServices News.

Obtaining an Aircraft Checklist for Use

Aircrew can obtain the assigned CAP standardized checklist for any CAP aircraft by going to ORMS within eServices and, under Aircraft, selecting Search Checklists. Enter the organization, Tail No, and/or Model and click on the Search button to search the ORMS Checklist database (see Figure 4).

Figure 4 - ORMS Search Checklists Screen

Aircraft meeting the entered search criteria will be presented on a results page. Click the View NP or View EP Document links for the aircraft of interest, then respond to the dialog box to download a PDF version of the checklist (See Figure 5). In the case of gliders, both links will provide the combined NP/EP checklists (See Attachment 3).
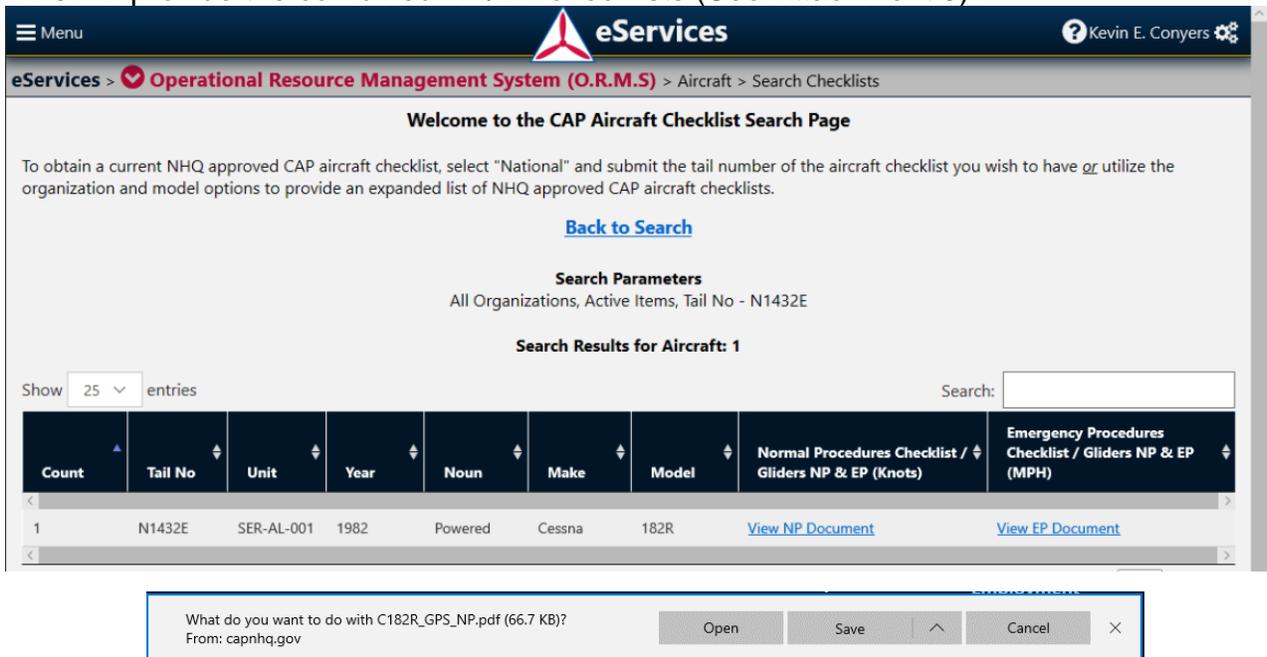
Figure 5 - Aircraft Checklist Download

Civil Air Patrol

Cessna: C999 (NAVIII)

CVD: TBD (G1000 & GFC700)

Preflight Cabin

1. AIF...Review all & Inspect for Airworthiness.
2. Pitot Tube Cover...Remove & Check Clear.
3. Documents...........AROW in airplane
4. POH & Garmin G1000™ Cockpit
   Ref. Guide........Accessible to Pilot.
5. Parking Brake........................Set.
6. Control/Avionics Lock........Remove

WARNING

When the master switch is on, using an external power source, or manually rotating the propeller, treat the propeller as if the magnetos switch were on. Do not stand, nor allow anyone else to stand, within the arc of the propeller since a loose or broken wire, or a component malfunction could cause the engine to start.

7. MAGNETOS Switch..................Off.
8. Avionics Switch (BUS 1&2)......Off.
9. MASTER Switch (ALT & BAT)..On.
10. Primary Flt Display......Verify On.
11. FUEL QTY (L&R)...............Check.
12. LOW FUEL Annunciators......Off.
13. OIL PRESS Annunciator...Verify On.
14. LOW VAC Annunciator...Verify On.
15. AVIONICS Switch (BUS 1)......On.
16. Forward Avionics Fan..Check On (Listen).
17. AVIONICS Switch (BUS 1)......Off.
18. AVIONICS Switch (BUS 2)......On.
19. Aft Avionics Fan....Check On (Listen).
20. AVIONICS Switch (BUS 2)......Off.
21. PITOT HEAT Switch...............On.
22. PITOT HEAT/Stall Warning...Check.
23. PITOT HEAT Switch............Off.
24. Stall Warning System..........Check.
25. LOW VOLTS Annunciator...Check On.
26. Flap motor.......Check at 10°-20°.
27. Exterior lights.......Check then off.
28. MASTER Switch (ALT & BAT)....Off.
29. Elevator & Rudder Trim...Takeoff position.
30. FUEL SELECTOR Valve......Both.
31. ALT STATIC AIR Valve....Off (Push In).
32. Fire Extinguisher.......Check (Verify green).

Preflight Empennage

1. Baggage Door..........Check (Secure).
2. Rudder Gust Lock...........Remove.
3. Tail Tie-Down............Disconnect.
4. Tail Streamer...............Remove.
5. Control Surfaces..............Check.
6. Trim Tab.........Check for security.
7. Antennas...................Check.

Preflight Right Wing trailing edge

1. Flap.............Check Condition.
2. Aileron........Check Movement.
3. Wingtip/Lights ...Check Condition.

Preflight Right Wing

1. Wing Tie Down............Disconnect.
2. Fuel Tank Vent Opening........Check.
3. Main Wheel Tire (42 PSI)....Check.
4. Brake............Check Visually.
5. Chocks.........Remove & Stow.
6. Fuel Tank Sump Quick Drain Valves (5)

See Fuel Contamination Warning in the POH.

7. Fuel Quantity ....Check Visually
8. Fuel Filler Cap...Secure and Vent Clear

Nose

1. Static Source Opening (Right).....Check

See Fuel Contamination Warning in the POH.

2. Fuel Strainer Quick Drain Valves (3)...Drain.
3. Engine Cooling Air Inlets......Check.
4. Propeller & Spinner ....Check.
5. Air Filter ....Check.
6. Nosewheel Strut/Tire (49 PSI) Check.
7. Tow Bar/Chocks...Remove & Stow.
8. Engine Cooling Outlets ......Clear.
9. Engine Oil Dipstick...Check oil level & secure (4 qt min., 9 qt for extended flights).
10. Static Source (Left)............Check.

Preflight Left Wing Leading Edge

1. Fuel Tank Vent Opening ......Check.
2. Stall Warning Vane..........Check.
3. Land/Taxi light(s)...Check condition.
4. Wingtip/Lights......Check Condition.

Preflight Left Wing

1. Wing Tie-down..........Disconnect.
2. Left Fuel Quantity ...Visually Check.
3. Fuel Filler Cap................Secure.
4. Fuel Tank Sump Quick Drain Valves (5)
   ....Drain.

See Fuel Contamination Warning in the POH.

5. Main Wheel Tire (42 PSI)....Check.
6. Brake..........Check Visually.
7. Chocks.......Remove & Stow.

Preflight Left Wing Trailing Edge

1. Left Aileron......Check Movement.
2. Left Flap......Check Condition.
3. Baggage Door..Re-check (Secure).

Before Starting Engine

1. Preflight Inspection..........Complete.

PASSENGER BRIEF
1. Seat Belts / Shoulder Harness
2. Personal Electronic Devices off
3. Air Vents / Comfort
4. Fire Extinguisher Location / Operation
5. Emergency Procedures & Exits

MISSION BRIEF
1. Mission Objective
2. Destination, WX, Route, Alt, ETE
3. NOTAMS
4. Crew Coordination & CRM
5. Sterile Cockpit Procedures
6. Cockpit Layout
7. Intercom & Radio Usage
8. Seats, Seatbelts, Doors
9. Emergency Action & Equipment

2. Passenger Brief........Complete.
3. Sterile Cockpit............Comply.
4. Seats / Belts / Shoulder Harness
   Adjust and lock, check inertial reels.
5. Brakes.................Test & Set.
6. Circuit Breakers.........Check In.
7. Electrical Equipment............Off.

   Caution (See Complete Caution in POH) The avionics switch (Bus 1 and 2) must be off during engine start to prevent possible damage to avionics.

8. Avionics Switch (Bus 1&2)......Off.
9. Cowl Flaps..................Open.
10. Fuel Selector Valve..........Both.

Starting Engine (Using Battery)

1. Throttle Control ....Open ¼ Inch.
2. Propeller Control.........High RPM.
3. Mixture Control...........Idle Cut Off.
4. Stby Batt Switch.......Test and Arm
   Hold for 10 seconds, verify that green test lamp does not go out, then ARM and verify that PFD comes on).
5. Engine Indicating System... Check.
   parameters, (verify no red X's through ENGINE page indicators).
6. Bus E Volts...........24 volts min.
7. M Bus Volts... Verify 1.5 volts or less.
8. Batt S Amps ......Discharge (neg).
9. Stby Batt Annunciator ....On.
10. Propeller Area ....Clear.
11. Master Switch (Alt and Bat)......On.
12. Beacon Light Switch.. On as required
    Note

If engine is warm, omit priming procedure of steps 13, 14 and 15 below.

13. Fuel Pump Switch..............On.
14. Mixture Control...Advance to Full Rich,
    wait until fuel flow indication is stable, and then return to idle cut off position.
15. Fuel Pump Switch..............Off.
16. Magnetos Switch.............Start.
17. Mixture Control......Advance to full
    rich when engine starts.
18. Oil Pressure ....Check.
19. Amps (M Batt & Batt S).... Check.
    charge (positive).
20. Low Volts Annunciator .. Verify Off.
21. Nav Lights Switches...... On as req.
22. Avionics Switch (Bus1&2)......On.
23. Mission Master Switch.........On.
24. Transponder... TEST/Code Set/ALT.
25. Check MFD for correct A/C type
    and Navigation database expiration dates, then press ENT.
26. Fuel Totalizer............Reset.
27. ATIS / AWOS ....Copy.
28. G1000 Flight Plan.. Enter as Req'd.
29. Altimeters: PFD & Standby....Set.

Taxi

1. Brakes......................Test.
2. Heat / Vents / Defrost ..As Required.
3. Attitude Indicator. Verify Proper Ops.
4. Turn Coordinator. Verify Proper Ops.
5. HSI & Compass.... Verify Proper Ops.

EMERGENCY PROCEDURES

Cessna: C999 (NAVIII)
CVD: TBD   (G1000 & GFC700)

ENGINE FAILURES

ENGINE FAILURE DURING TAKEOFF ROLL
1. Throttle Control .... IDLE
2. Brakes .... APPLY
3. Wing Flaps .... RETRACT
4. Mixture Control...IDLE CUTOFF
5. MAGNETOS Switch .... OFF
6. Stby Batt Switch .... OFF
7. Master Switch (Alt. & Bat)... OFF

ENGINE FAILURE IMMEDIATELY AFTER TAKEOFF
1. Airspeed....75 KIAS (Flaps Up)
   ......70 KIAS (Flaps down)
2. Mixture Control...IDLE CUTOFF
3. FUEL SELECTOR valve... OFF
   (PUSH DOWN and ROTATE to OFF)
4. MAGNETOS Switch .... OFF
5. Wing Flaps ...... AS REQUIRED
   (Full Flaps Recommended)
6. Stby Batt Switch .... OFF
7. Master Switch (Alt. & Bat)... OFF
8. Cabin Door .... UNLATCH
9. Land.......STRAIGHT AHEAD

ENGINE FAILURE DURING FLIGHT (Restart Procedures)
1. Airspeed.............76 KIAS
   ....(best glide speed)
2. Fuel Selector Valve ......BOTH
3. Fuel Pump Switch .... ON
4. Mixture .... RICH
5. MAGNETOS Switch .... BOTH
   (or START if propeller is stopped)

Note
If propeller is windmilling, engine will restart automatically within a few seconds. If propeller has stopped (possible at low speeds), turn MAGNETOS switch to START, advance throttle slowly from idle, and lean the mixture from full rich, as required to obtain smooth operation.
6. Fuel Pump Switch........... OFF

FORCED LANDINGS

EMERGENCY LANDING WITHOUT ENGINE POWER
1. Pilot & Passenger Seat Back...
   ... MOST UPRIGHT POSITION
2. Seats and Seat Belts SECURE
3. Airspeed....75 KIAS (Flaps UP)
   70 KIAS (Flaps 10º to Full)
4. Mixture Control..IDLE CUTOFF
5. FUEL SELECTOR Valve ..OFF
   (Push Down and rotate OFF)
6. MAGNETO Switch .... OFF
7. Wing Flaps ...... AS REQUIRED
   (Full Recommended)
8. Stby Batt Switch........... OFF
9. Master Switch (Alt. & Bat).. OFF
   (when landing is assured)
10. Doors .... UNLATCHED
    PRIOR TO TOUCHDOWN
11. Touchdown..Slightly TAIL LOW
12. Brakes ...... APPLY HEAVILY

PRECAUTIONARY LANDING WITH ENGINE POWER
1. Pilot & Passenger Seats ......
   MOST UPRIGHT POSITION
2. Seats and Seat Belts ...SECURE
3. Airspeed................... 75 KIAS
4. Wing Flaps .... 20º.
5. Selected Field........ FLY OVER
   noting terrain and obstructions.
6. Wing FlapsFULL (on final approach)
7. Airspeed.................70 KIAS

8. Stby Batt Switch .... OFF
9. Master Switch (Alt & Bat).. OFF
   (when landing assured)
10. Doors......... UNLATCH
    PRIOR TO TOUCHDOWN
11. Touchdown..Slightly TAIL LOW
12. Mixture Control. IDLE CUTOFF
13. MAGNETOS Switch .... OFF
14. Brakes .... APPLY HEAVILY

DITCHING
1. Radio...... TRANSMIT MAYDAY
   on 121.5, give location and
   intentions and Squawk 7700
2. Heavy Objects (in baggage area)
   SECURE or JETTISON (if possible)
3. Pilot & Passenger Seat Backs.
   MOST UPRIGHT POSITION
4. Seats and Seat Belts ..SECURE
5. Wing Flaps ....20º to Full
6. Power. ESTABLISH 300 FT/MIN
   DESCENT AT 65 KIAS

Note
If no power is available, approach at 70 KIAS with flaps UP or at 65 KIAS with Flaps 10º.
7. Approach:
   High winds, Heavy Seas ......
   INTO the WIND
   Light winds, Heavy Swells......
   PARALLEL to SWELLS
8. Cabin Doors .... UNLATCH
9. Touchdown .....Level Attitude At
   Established Rate-Of-Descent
10. Face.............. CUSHION
    at touchdown with folded coat
11. ELT.............. ACTIVATE
12. Airplane .... EVACUATE
    through cabin doors.

NOTE: If necessary, open window and flood cabin to equalize pressure so doors can be opened
13. Life Vests and Raft...INFLATE
    When Clear Of Airplane

FIRES

During START On Ground
1. MAGNETO Switch...... START
   (continue cranking to start engine)
IF ENGINE STARTS
2. Power...1800 RPM for a few minutes
3. Engine .... SHUTDOWN
   Inspect for damage
IF ENGINE FAILS TO START.....
1. Throttle Control..FULL OPEN
2. Mixture Control IDLE CUTOFF
3. Magnetos Switch ...... START
   (continue cranking)
4. Fuel Selector Valve.......OFF
   PUSH DOWN & ROTATE to OFF
5. Fuel Pump Switch........... OFF
6. MAGNETOS Switch .... OFF
7. Stby Batt Switch .... OFF
8. MASTER Switch (Alt & Bat)... OFF
9. Engine............ SECURE
10. Parking Brake....... RELEASE
11. Fire Extinguisher ....OBTAIN
12. Airplane .... EVACUATE
13. Fire ....EXTINGUISH using fire
    extinguisher, wool blanket, or dirt
14. Fire Damage ....INSPECT

Notes

CAP Glider Program

Glider Quick Reference

Model	L23	
V_s	36	knots
Min sink	42	knots
Max L/D	49	knots
V_A	81	knots
V_{NE}	124	knots
Max tow	81	knots

"I'M SAFE"	Landing Out "SLOW"
Illness	Slope
Medication	Length
Stress	Obstacles
Alcohol	Wind
Fatigue	Wires
Eating	

Notice

This checklist is a guide to coordinate Pilot Operating Handbook and STC data applicable to this particular aircraft only. The applicable Pilot Operating Handbook and STC installations remain the official documentation for this aircraft. The pilot in command is responsible for complying with all items in the Pilot Operating Handbook and applicable STCs.

Emergency Procedures

Emergency Procedures (EPs) - Review

Low altitude EPs (less than 200') - Land on the right half of the runway.

Towline Breaks / Inadvertent Release – Maintain glider control, release towline, and land at most suitable location.

Tow Plane Loses Power– Maintain glider control, release towline, and land at most suitable location.

Towline Fails to Disconnect – Maintain high tow position and notify tow pilot to release the towline over the airport.

Tow Winch Fails to Disconnect – notify the winch operator to cut the line.

Lost Radio Comm. (Airborne) – Use aerotow visual signals as required.

Frosted Windows – Open vents and side window.

Reference: FAA Glider Flying Handbook

Emergency Procedures

Pre-Takeoff Checklist (CVD: 1 Dec 15)

Flight Controls — Check All (verify proper deflection with an assistant)

Takeoff Checklist

Altimeter/Avionics—Set & On
Belts—Secure & EPs Reviewed
Ballast—As required
Controls—Checked & Trim Set
*Canopy—Closed & Locked
*Cable—Connected
Dive Brakes—Closed &locked
Direction of Wind—Establish
Radio—On & Checked
Clear—Personnel & Obstacles Away

*HOT WX/OPS, PIC OPTION TO COMPLETE GREEN ITEMS LAST

Landing Checklist

Undercarriage—Down & Locked
Speed—Calculate & Establish
Trim—Set
Airbrakes—Checked
Look—Wind, Aircraft, Personnel
Land - After touchdown, brakes & drag

Change Record

Issue Date	Change Summary
25 Aug 20	Expanded discussion of development, clarified submission guidance, added notification means, and made editorial corrections.