





























# Appendix C: Balloon Flight Checklist

Balloon Flight Checklist	
<b>Preflight</b>	
1.    	
2. Brief crew	
3.  ground	
<b>Inflation</b>	
1. Face  flap to 	
2. Secure upright to 	
3.  Docs - 2 ignitors - Drop line	
4. Attach burners & fuel lines	
5. Meter pilot valves off	
6. Turn tank valve 1/8,  for leaks	
7. Turn tank valve full & back 1/8	
8. Fuel pressure >90 psi	
9.  for leaks	
10. Shut tank valves OFF	
11. Connect  cables to basket, bottom 1st	
12.  	
13. Lay out 	
14. Brief crew @ opening	
15. Fan: FUEL – FACE – START	
16.  telltales	
17. Secure Top	
18.  interior fabric & lines	
19. Even inflation	
20. Turn  down	
21. Open liquid valve tank FULL & back ¼	
22. Ignite burner pilot	
23. Pop igniter & lift 	
24. Short blast inflation	
25. Stop  as  clears ground	
26. Short blast to = equilibrium	
<b>Pre-launch</b>	
27.  fuel gauges –  fuel pressure	
28.  Altimeter –  Radio	
29. Give final crew instructions	
<b>Prelanding</b>	
1.  Obstructions	
2. Brief 	
3. Face  travel	
4. Bend knees & ankles	
a. Hold basket handle in upright position, do not hold onto pilot or each other	
b. Stay in basket until relieved	
5. Ensure landing space	
6. Hold basket	
<b>Retrieval</b>	
1. Turn off TANKS, PILOTS, INSTRUMENTS, RADIO	
2. Vent propane to cool burners	
3. Remove top with crown line tension	
4. Sleeve balloon and pack	
5. Vent lines excess propane	
6. Disconnect lines, cable & burner	
7. Police field	

Student Balloon Flight Checklist	
<b>Preflight</b> <ol style="list-style-type: none"> <li>1. Weather briefings</li> <li>2. Documents</li> <li>3. Fuel check</li> <li>4. Crew briefing</li> <li>5. Passenger briefing</li> <li>6. Layout &amp; assembly</li> <li>7. Inspection</li> </ol>	<b>Descent/Approach</b> <ol style="list-style-type: none"> <li>1. Passenger briefing</li> <li>2. Obstacles—Clear</li> <li>3. High wind landing</li> <li>4. Water landing</li> </ol>
<b>Inflation</b> <ol style="list-style-type: none"> <li>1. Crew briefing</li> <li>2. Fan placement</li> <li>3. Equilibrium</li> <li>4. Board passengers</li> <li>5. Basket check</li> <li>6. Instrument check</li> <li>7. Fuel</li> </ol>	<b>Landing</b> <ol style="list-style-type: none"> <li>1. Monitor passengers</li> <li>2. Secure fuel</li> <li>3. Secure heater</li> <li>4. Deflation</li> </ol>
<b>Launch</b> <ol style="list-style-type: none"> <li>1. Final crew instructions</li> <li>2. Obstacles—Clear</li> <li>3. Traffic—Clear</li> </ol>	<b>Recovery</b> <ol style="list-style-type: none"> <li>1. Secure deflation system</li> <li>2. Secure envelope</li> <li>3. Secure heater</li> <li>4. Secure basket</li> <li>5. Pack-up</li> <li>6. Fuel check</li> </ol>
	<b>Postflight</b> <ol style="list-style-type: none"> <li>1. Fueling</li> <li>2. Report discrepancies</li> <li>3. Storage</li> </ol>