

Pre Flight

POWER OFF CHECKS

DC Power	Normal
Radar	OFF
Batteries	ON/Lights OFF
Volts and amps	CHECK
Emergency Battery VLTS	CHECKED
#2 P BK Light	NOT FLASHING
Pilot Window	AS REQUIRED
Parking Brake	SET/LIGHT STEADY
Speed Bugs	SET
Fuel	CHECKED SET TO REAR
Fuel Counters	ZEROED
Gross weight Count	SET
Radios	OFF
Batteries	OFF
Circuit Breakers	IN
Generators	ON
Inverters	AS REQ
Engine Comptrs	ON
STRT Selectors	GROUND START
XFER Pumps	OFF
L and R Intercom	OFF
Boost Pumps	OFF
L and R Crossfeed	CLOSED
Pitot Heats	OFF
Windshield Heat	OFF
HP Bleed Switches and PRV	AUTO
Isolation Valve	OPEN
Cabin and Crew Bleed Air	AUTO
Bag Air	ON
Ani Ice Switches	OFF
Windshield Wipers	OFF
Aircraft Lighting	OFF
Floor Heat	Both OFF
Static Selector	Normal
Compass Switches	SLAVED
Brake Selector	NO 1 ON
Hydraulic Standby Pump	OFF
Temperature Controllers	AUTO/12 O'CLOCK
T/R Emergency Stow Switch	GAURDED
Emergency Fuel Transfer Switch	OFF GUARDED
Altitude Controller	SET
Pressurization Selector	AUTO/GUARDED
Manual Pressurization Knob	GREEN INDEX

Cockpit Flow

Fire Pull Handles	3 IN
Pitot Static Selector	Normal
Oxygen Mask Interphone	CHECKED
Oxygen Mask/ System	TESTED/RESET
Nose Lever	OPEN
ELT/Flap Override (if equipped)	GUARDED
Emer Slat Switch	GUARDED
Slat/Flap Handle	CLEAN
Airbrake	IN
Mach Trim	OFF
Yaw Damper	OFF
Auto Pilot	OFF

POWER ON

Batteries	APU START
Bus Tie	ON CHECKED
Bus C& D	TIED/light on
Nav Lights	TIED
EMER Batteries	ON
Master Warning Panel	Tested
Fire Warning	TESTED
Landing Gear Panel	TESTED
No 2 Boost Pump	ON
APU	MASTER, GEN, START
BAT's 1&2	CHARGING
Inverters	ON/Checked
EFIS, Radio master	ON
IRS's	ALIGN/NAV
FMS's	ON
Fasten belts/No Smoking, EMER Lights	ON
Standby Horizon	UNCAGED
Battery Temp Monitor	TEST
TO Config/ ENG 2	TESTED
EFIS Display Reversion	AS REQUIRED
APU Bleed stable 2 mins	AS DESIRED
*Hydraulic SBY Pump	ON/AUTO CHECKED
*Stall 2	TESTED
*Airbrake	CYCLED IN/LIGHTS OUT
*Hydraulic STBY Pump	OFF
*Audible Warnings	TESTED
*Trims (5)	CHECK
Comm and Nav Frequencies	8 SET
FMS	FUEL, FLT PLAN....SET
EFIS	OFF
Park Brake	SET/ LIGHT ON

COCKPIT SET UP

Clearance

Altitude select	received
Transponder	set
• FMS setup	
○ Vector/ Direct	
○ Departure procedure	
○ First turn altitude.	
○ Course/ Vector to first fix	
○ Deviations for Weather	
○ Route	
○ Arrival	
○ Approach	
• FD mode	set

Brief

- TOLD
 - V speeds
 - Power
 - AC Configuration
 - Runway
 - wind/ weather condition
 - Ice configuration and plan
 - AC weight/ Max wt
 - Departure, Routing, Arrival, Approach
 - Level off altitude Alternate plan
 - Eng Failure Alternate Departure Procedure

Amenities:

- Lav Service
- Ice
- Coffee pots
- Snacks

June 15 2025

Haven iPad APPS

ForeFlight

- FF Create Flight
- FF Weight bal
- FF W&B to flight files
- FF Runway analysis
- Told to flight files
- FF share flight with copilot

Jet insight

- JI pre
- W&B Data
- Pax & Crew itineraries to FF flight
- Fratt

After Landing

FMS pic

Jet insight

- post
- Times
- Fuel
- Duty off
- Group and submit flight log

Quality Assurance Checklist

A Aircraft -MELS- Green aircraft

W WEATHER/ Departure Arrival

A Airport -NOTAMS- Depart Route Arrival

R ROUTE FMS both checked

E EVERYTHING else, coffee pots , catering,
maintenance, write ups, manuals