

GROUND PROCEDURES

CABIN

1. Required Documents..... A.R.O.W.
2. Control Wheel Lock REMOVE
3. Ignition Switch OFF / KEY ON DASH
4. Master Switch ON
5. Fuel Quantity Indicators CHECK
6. Avionics Cooling Fan AUDIBLE
7. Flaps FULL DOWN
8. All Exterior Lights ON
9. Pitot Cover REMOVED
10. Pitot Heat ON
11. Check Operation of :
..... Nav/Strobe, Beacon, and Landing Light
12. Stall Warning CHECKED
13. Pitot Tube..... CLEAR / WARM
14. Exterior LightsAll OFF, BEACON ON
15. Pitot Heat OFF
16. Master Switch OFF
17. Fuel Shutoff Valve ON
18. Elevator Trim..... SET for takeoff

EMPENNAGE

1. Baggage Door CHECK
2. Rudder Gust Lock REMOVE
3. Tail Tie-Down DISCONNECT
4. Elevator CHECK
5. Rudder..... CHECK
6. Trim Tab CHECK
7. Airplane Antennas CHECK

RIGHT WING

1. Flap and Aileron CHECK
2. Wing Tip CHECK
3. Leading Edge CHECK
4. Wing Tie-Down REMOVE
5. Main Wheel Tire / Brake CHECK
6. Fuel Quick Drain Valves..... CHECK
7. Fuel Quantity CHECK VISUALLY
8. Fuel Filler Cap.... vent unobstructed SECURE

NOSE

1. Fuel Quick Drain Valves..... CHECK
2. Engine Oil/Filler Cap..... CHECK (4-6 qts)
3. Engine Cooling Air Inlets CLEAR
4. Propeller and Spinner CHECK
5. Carburetor Air Filter CHECK
6. Nose Wheel Strut and Tire CHECK
7. Left Static Source Opening CHECK

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LEFT WING

1. Fuel Quantity CHECK VISUALLY
2. Fuel Filler Cap vent unobstructed SECURE
3. Fuel Quick Drain Valves CHECK
4. Main Wheel Tire / Brake CHECK
5. Leading Edge CHECK
6. Pitot Tube Cover REMOVE
7. Fuel Tank Vent Opening CHECK
8. Stall Warning Opening CHECK
9. Wing Tie-Down REMOVE
10. Landing Light..... CHECK
11. Wing Tip CHECK
12. Aileron and Flap..... CHECK



GROUND PROCEDURES

BEFORE STARTING ENGINE

1. Preflight Inspection..... COMPLETE
2. Passenger Briefing COMPLETE
3. Seats/SeatBelts ADJUST, LOCK
4. Fuel Shutoff Valve..... ON
5. Radios, Electrical Equip OFF
6. Brakes TEST; SET/HOLD
7. Circuit Breakers..... CHECK IN

STARTING ENGINE (With Battery)

1. Beacon ON
 2. Carburetor Heat..... COLD
 3. Throttle OPEN 1/4"
 4. Mixture FULL RICH
- NOTE: if engine is warm, omit priming**
5. Prime..... As Req'd
 6. Propeller area CLEAR
 7. Master switch ON
 8. Ignition switch..... START
 9. Oil pressure..... CHECK
 10. Throttle 1000 RPM or LESS
 11. Nav, strobe lights ON, as REQ'd
 12. Intercom and Radios..... ON
 13. Transponder..... ALT
 14. Flaps..... RETRACT
 15. ATIS / Altimeter SET

RUNUP

1. Brakes SET or HOLD
2. Seat & Seat Belts..... CHECK SECURE
3. Doors & Windows..... CLOSED/LOCKED
4. Flight controls FREE and CORRECT
5. Flight Instruments..... CHECK & SET
(Heading & Altimeter)
6. Elevator Trim SET for takeoff
7. Fuel Quantity CHECK
8. Fuel Shutoff Valve..... ON
9. Mixture RICH
10. Throttle 1700 RPM
 - a. Magnetos CHECK BOTH (150/75)
 - b. Carburetor Heat CHECK then COLD
 - c. Engine instruments CHECK
 - d. Suction Gage..... CHECK (4.5 – 5.4)
 - e. Alternator CHECK
11. Throttle CHECK IDLE
12. Throttle 1000 RPM or LESS
13. Throttle friction lock ADJUST
14. Radios SET
15. Wing Flaps..... as REQ'D
16. Lights..... as REQ'D

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BEFORE TAKEOFF

1. Doors & Windows CLOSED/LOCKED
2. Fuel Quantity..... CHECK
3. Fuel Shutoff Valve ON
4. Elevator Trim SET for takeoff
5. Mixture..... RICH (LEAN max RPM > 3000')
6. Wing flaps..... as REQ'D
7. Lights as REQ'D

INFLIGHT CHECKS CONTINUED ON SECOND CARD

SECURING AIRPLANE

1. Parking Brake SET or HOLD
2. Throttle..... 1500 RPM
3. Mixture..... LEANED, 20 seconds
4. Avionics CHECK 121.5
5. Throttle..... REDUCE as REQ'd
6. Parking Brake RELEASED
7. All lights As Req'd
8. Throttle..... IDLE
9. Radios, Electrical Equip OFF
10. Exterior, Interior & Panel Lights OFF
11. Beacon Light ON
12. Magneto Ground..... CHECK
13. Mixture..... IDLE CUT OFF
14. Ignition Switch..... OFF
15. Aircraft Keys ON DASH
16. Master Switch..... OFF
17. Gust Lock INSTALLED
18. Pitot Cover..... INSTALLED
19. Wheel Chocks..... INSTALLED
20. Tie Downs INSTALLED
21. Tires and Aircraft..... INSPECTED
22. Shade/Canopy Cover INSTALLED

FIRE DURING START

1. Cranking CONTINUE
- If engine starts:**
2. Power 1,700 RPM for a few minutes
 3. Engine..... SHUTDOWN
- If engine fails to start:**
4. Cranking CONTINUE
 5. Master Switch..... OFF
 6. Ignition Switch..... OFF
 7. Fuel Shutoff Valve OFF
 8. Fire Extinguisher ACTIVATE
 9. Airplane EVACUATE

FLIGHT NORMAL PROCEDURES

NORMAL TAKEOFF

1. Doors & Windows.....CLOSED/LOCKED
2. Fuel Quantity.....CHECK
3. Fuel Shutoff Valve.....ON
4. Elevator Trim.....SET for takeoff
5. Lights.....as REQ'D
6. Wing Flaps.....0°
7. Carburetor heat.....COLD
8. Throttle.....FULL OPEN
9. Mixture.....RICH (LEAN max RPM > 3000')
10. Rotate.....**50 KTS**
11. Climb Speed.....**60 – 70 kts**, Vy = 68 KTS

SHORT FIELD TAKEOFF

1. Steps 1-5 of Normal Takeoff
2. Wing Flaps.....0° or 10°
3. Carburetor Heat.....COLD
4. Brakes.....APPLY
5. Throttle.....FULL OPEN
6. Mixture.....RICH (LEAN max RPM > 3000')
7. Brakes.....RELEASE
8. Elevator Control.....SLIGHTLY TAIL LOW
9. Climb Speed.....**60 KTS** until over obstacles

ENROUTE CLIMB

1. Airspeed.....**65-75 KTS**
2. Throttle.....FULL OPEN
3. Mixture.....RICH (LEAN max RPM > 3000')

CRUISE

1. Power.....As Req'd (75% max)
2. Elevator trim.....ADJUST
3. Mixture.....LEAN, as REQ'd
4. Heading Indicator.....SET

DESCENT

1. Power.....as REQ'd
2. Fuel Shutoff Valve.....ON
3. Mixture.....ENRICHEN, as REQ'd
4. Carburetor Heat.....ON, as Req'd
5. ATIS/Altimeter.....SET

BEFORE LANDING

1. Seats/SeatBelt.....UPRIGHT,ADJUST,LOCK
2. Fuel Shutoff Valve.....ON
3. Mixture.....RICH (or as REQ'd)
4. Carburetor Heat.....ON, as Req'd
5. Landing/Taxi Lights.....ON
6. Wing Flaps.....AS DESIRED

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NORMAL LANDING

1. Wing flaps.....as DESIRED (< 110/85 KTS)
2. Airspeed.....**60 - 70 KTS (flaps UP)**
3. Airspeed.....**55 - 60 KTS (flaps DOWN)**
4. Touchdown.....MAIN WHEELS FIRST
5. Landing Roll.....LOWER NOSE WHEEL
6. Braking.....MINIMUM REQUIRED

SHORT-FIELD LANDING

1. Airspeed.....60 - 70 KTS (flaps UP)
2. Wing Flaps.....FULL DOWN 30°
3. Airspeed.....**52 KTS**
4. Touchdown.....MAIN WHEELS FIRST
5. Brakes.....APPLY HEAVILY—don't lock brakes
6. Wing flaps.....RETRACT

BALKED LANDING

1. Throttle.....FULL OPEN
2. Carburetor Heat.....COLD
3. Wing Flaps.....RETRACT TO 20°
4. Climb speed.....**55 KTS**
5. Wing Flaps.....10° (until over obstacles)
6. Wing Flaps.....**RETRACT after 68 KTS**

AFTER LANDING

1. Wing Flaps.....UP
2. Carburetor Heat.....COLD
3. Taxi & Landing Light.....ON as REQ'd
4. Transponder.....ALT

V-SPEEDS

INFO

Vso	42	Oil (full/min)	7 / 4
Vs1	47	Fuel [use]	26[22.5]
Vr	50	Weight TO	1600#
Vx	56	Weight Lnd	1600#
Vy	68	Demo Xwind	13
Vg	60	App FL DN	50 – 60
Vfe	85	App FL UP	60 - 70
Va	88 - 97		
Vno	107		
Vne	141		

FLIGHT EMERGENCY PROCEDURES

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ENGINE FAILURE DURING FLIGHT

1. Airspeed.....**60 KTS**
2. Carburetor Heat.....ON
3. Landing area.....SELECT
4. Fuel Shutoff Valve.....ON
5. Mixture.....RICH
6. Ignition Switch.....BOTH or START
7. Primer.....IN and LOCKED
8. Transponder.....7700; Mayday call

ENGINE FIRE IN FLIGHT

1. Mixture.....IDLE CUT OFF
2. Fuel Shutoff Valve.....OFF
3. Master Switch.....OFF
4. Cabin Heat/Air.....OFF (except overhead vents)
5. Airspeed.....85 kts (to extinguish fire)
6. Forced Landing.....EXECUTE

EMERGENCY LANDING NO POWER

1. Passenger Seat Backs.....MOST UPRIGHT
2. Seats and Seat Belts.....SECURE
3. Airspeed.....65 KTS (flaps UP)
.....55 KTS (flaps DOWN)
4. Mixture.....IDLE CUT OFF
5. Fuel Shutoff Valve.....OFF
6. Ignition Switch.....OFF
7. Wing Flaps.....AS REQ'D (40° recommended)
8. Doors.....UNLATCH prior to touchdown
9. Master Switch.....OFF (landing assured)
10. Touchdown.....SLIGHTLY TAIL LOW
11. Brakes.....APPLY HEAVILY

DITCHING

1. Radio.....TRANSMIT MAYDAY (location)
2. Transponder.....SQUAWK 7700
3. ELT.....ACTIVATE
4. Heavy objects.....SECURE or JETTISON
5. Passenger Seat Backs.....MOST UPRIGHT
6. Seats and Seat Belts.....SECURE
7. Wing Flaps.....40°
8. Power.....300 fpm descent @ 55 KTS
9. Approach:
High winds, heavy seas.....INTO THE WIND
Light winds, heavy swells... PARALLEL TO SWELLS
10. Cabin doors.....UNLATCH
11. Touchdown.....LEVEL ATTITUDE
12. Face.....CUSHION at touchdown
13. Airplane.....Evacuate by door
(open window 1st)
14. Life Vests/Raft.....CLEAR of A/C INFLATE

ELECTRICAL FIRE IN FLIGHT

1. Master Switch.....OFF
2. Radios.....OFF
3. All Other Switches (except ignition).....OFF
4. Vents/Cabin Air/Heat.....CLOSED
5. Fire Extinguisher.....ACTIVATE

If fire is out & elec. power is necessary:

6. Master Switch.....ON
7. Circuit Breakers.....CHECK (Don't reset)
8. Radio/Electrical Switches.....ON (1 at time)
9. Vents/Cabin Air/Heat.....OPEN (if fire is out)

CABIN FIRE

1. Master Switch.....OFF
2. Vents/Cabin Air/Heat.....CLOSED(avoid draft)
3. Fire Extinguisher.....ACTIVATE

- If Fire is CONFIRMED OUT.....Ventilate Cabin
4. Vents/Cabin Air/Heat.....OPEN (if fire is out)
 5. Land the airplane as soon as possible

WING FIRE

1. Navigation Light Switch.....OFF
2. Pitot Heat Switch.....OFF
3. Strobe Light Switch.....OFF
4. Sideslip.....NOSE TO SIDE WITH FIRE

EXCESSIVE DISCHARGE

1. Alternator -- OFF
2. Nonessential Electrical Equip -- OFF
3. Flight -- TERMINATE as soon as practical.

VOLTAGE LIGHT ILLUMINATES

1. Master Switch.....OFF (both sides)
 2. Master Switch.....ON
 3. Over Voltage Light.....CHECK OFF
- If over-voltage light illuminates again*
4. Flight.....Land as soon as practical