

## GROUND PROCEDURES

### CABIN

1. Required Documents..... A.R.O.W.
2. Control Wheel Lock ..... REMOVE
3. Ignition Switch ..... OFF / KEY ON DASH
4. Avionics Master Switch ..... OFF
5. Master Switch ..... ON
6. Fuel Quantity Indicators ..... CHECK
7. Avionics Master Switch ..... ON
8. Avionics Cooling Fan ..... AUDIBLE
9. Avionics Master Switch ..... OFF
10. Flaps ..... FULL DOWN
11. All Exterior Lights ..... ON
12. Pitot Cover ..... REMOVED
13. Pitot Heat ..... ON
14. Check Operation of :  
..... Nav/Strobe, Beacon, and Landing Light
15. Stall Warning ..... CHECKED
16. Pitot Tube..... CLEAR / WARM
17. Exterior Lights ..... All OFF, BEACON ON
18. Pitot Heat ..... OFF
19. Master Switch ..... OFF
20. Fuel Selector ..... BOTH
21. 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 (5-8 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 selector valve ..... BOTH
5. Av. Pwr Switch, Elect. 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 1/8"
4. Mixture ..... FULL RICH

#### NOTE: if engine is warm, omit priming

5. Prime..... As REQ'D (2-6 strokes)
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. Avionics power switch & radios ..... ON
13. Transponder..... ALT
14. Flaps ..... RETRACT
15. GPS..... Initial fuel; Runway diagram
16. ATIS / Altimeter ..... SET
17. Taxi Lights ..... ON as REQ'd

### RUNUP

1. Parking 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. Fuel Quantity ..... CHECK
7. Fuel Selector Valve..... BOTH
8. Mixture ..... RICH
9. Throttle ..... 1700 RPM
  - a. Magnetos ..... CHECK BOTH (150/50)
  - b. Carburetor Heat ..... CHECK then COLD
  - c. Engine instruments ..... CHECK
  - d. Suction Gage..... CHECK
  - e. Ammeter ..... CHECK
10. Throttle ..... CHECK IDLE
11. Throttle ..... 1000 RPM or LESS
12. Throttle friction lock ..... ADJUST
13. Elevator Trim ..... SET for takeoff
14. Radios, Avionics, GPS, Nav ..... 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 Selector Valve ..... BOTH
4. Elevator Trim ..... SET for takeoff
5. Mixture..... RICH (LEAN max RPM > 3000')
6. Wing flaps..... as REQ'D
7. At runway ..... Lights as REQ'd
8. GPS Zoom ..... SET

### 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. Power ..... IDLE
9. Avionics Power Switch, Elect. 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. Master Switch..... OFF
16. Fuel Selector..... RIGHT TANK
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. Throttle..... FULL OPEN
  5. Mixture..... IDLE CUT OFF
  6. Cranking ..... CONTINUE
  7. Fuel Selector..... OFF
  8. Master Switch..... OFF
  9. Ignition Switch..... OFF
  10. Fire Extinguisher ..... ACTIVATE
  11. Airplane ..... EVACUATE

## FLIGHT NORMAL PROCEDURES

### NORMAL TAKEOFF

1. Doors & Windows..... **CLOSED/LOCKED**
2. Fuel Quantity..... **CHECK**
3. Fuel Selector Valve ..... **BOTH**
4. Elevator Trim..... **SET for takeoff**
5. Mixture..... **RICH (LEAN max RPM > 3000')**
6. Wing Flaps..... **0° - 10°**
7. Carburetor heat..... **COLD**
8. Throttle ..... **FULL OPEN**
9. Mixture..... **RICH (LEAN max RPM > 3000')**
10. Rotate..... **55 KTS**
11. Climb Speed ..... (Vy = 76 KTS) **70 - 80 KTS**
12. Wing Flaps..... **RETRACT**

### SHORT FIELD TAKEOFF

1. Steps 1-5 of Normal Takeoff
2. Wing Flaps ..... **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 ..... **56 KTS** until over obstacles
10. Wing Flaps..... **RETRACT after 65 KTS**

### ENROUTE CLIMB

1. Airspeed ..... **70 - 85 KTS**
2. Throttle ..... **FULL OPEN**
3. Mixture..... **RICH (LEAN max RPM > 3000')**

### CRUISE

1. Power..... **2100-2700 RPM (75% max)**
2. Elevator trim ..... **ADJUST**
3. Mixture..... **LEAN, as REQ'd**

### DESCENT

1. Power ..... **as REQ'd**
2. Mixture..... **ENRICHEN, as REQ'd**
3. Carburetor Heat ..... **ON, as Req'd**
4. ATIS/Altimeter..... **SET**
5. Fuel selector valve..... **BOTH**

### BEFORE LANDING

1. Seats/SeatBelt ..... **UPRIGHT,ADJUST,LOCK**
2. Fuel Selector Valve ..... **BOTH**
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..... **65 - 75 KTS (flaps UP)**
3. Airspeed..... **60 - 70 KTS (flaps DOWN)**
4. Touchdown ..... **MAIN WHEELS FIRST**
5. Landing Roll ..... **LOWER NOSE WHEEL**
6. Braking..... **MINIMUM REQUIRED**

### SHORT-FIELD LANDING

1. Airspeed..... **65 - 75 KTS (flaps UP)**
2. Wing Flaps ..... **FULL DOWN 30°**
3. Airspeed..... **61 KTS**
4. Throttle ..... **CLOSED after obstacles**
5. Touchdown ..... **MAIN WHEELS FIRST**
6. Brakes..... **APPLY HEAVILY--don't lock brakes**
7. 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 60 KTS**

### AFTER LANDING

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

### \*\* STOP & GO / FULL STOP TAXI BACK \*\*

1. Doors & Windows..... **CLOSED/LOCKED**
2. Fuel Selector Valve ..... **BOTH**
3. Elevator Trim ..... **set for TAKEOFF**
4. Wing flaps ..... **0°, as REQ'd**
5. Mixture ..... **RICH**
6. Carburetor Heat..... **COLD**
7. At runway-All lights..... **ON**

### V-SPEEDS

### INFO

Vso	33	Oil (full/min)	8 / 5
Vs1	44	Fuel [use]	40
Vr	55	Weight TO	2400#
Vx	60	Weight Lnd	2400#
Vy	76	Demo Xwind	15
Vg	65	App FL DN	60 - 70
Vfe	110, 85	App FL UP	65 - 75
Va	99 - 82		
Vno	127		
Vne	158		

## FLIGHT EMERGENCY PROCEDURES

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### ENGINE FAILURE DURING FLIGHT

1. Airspeed..... **65 KTS**
2. Carburetor Heat..... **ON**
3. Landing area ..... **SELECT**
4. Fuel Selector Valve..... **BOTH**
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 Selector ..... **OFF**
3. Master Switch ..... **OFF**
4. Cabin Heat/Air ..... **OFF (except overhead vents)**
5. Airspeed..... **100 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)**  
**60 KTS (flaps DOWN)**
4. Mixture ..... **IDLE CUT OFF**
5. Fuel Selector ..... **OFF**
6. Ignition Switch ..... **OFF**
7. Wing Flaps..... **AS REQ'D (30° recommended)**
8. Doors..... **UNLATCH prior to touchdown**
9. Master Switch ..... **OFF (landing assured)**
10. Touchdown ..... **SLIGHTLY TAIL LOW**
11. Brakes ..... **APPLY HEAVILY**

### ELECTRICAL FIRE IN FLIGHT

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

If Fire is CONFIRMED OUT ..... **Ventilate Cabin**  
6. Vents/Cabin Air/Heat..... **OPEN (if Fire is out)**

If fire is out & elec. power is necessary:

7. Master Switch ..... **ON**
8. Circuit Breakers..... **CHECK (Don't reset)**
9. Radio Switches..... **OFF**
10. Avionics Master Switch..... **ON**
11. Radio/Electrical Switches..... **ON (1 at time)**

### 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 ..... **20°-30°**
8. Power ..... **300 fpm descent @ 55 KTS**  
**Without power ..... 70 KTS flaps up OR**  
**..... 65 KTS flaps 10°**
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**

### CABIN FIRE

1. Master Switch..... **OFF**
  2. Vents/Cabin Air/Heat .... **CLOSED (avoids 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. Sideslip ..... **NOSE TO SIDE WITH FIRE**

### EXCESSIVE DISCHARGE

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