

# Best Practices Pilot & Crew Checklist



This checklist was originally developed for world championship flying and included as part of the U.S. team Best Practices series. This copy has been substantially modified for domestic use. PLEASE NOTE & UNDERSTAND: Checklists need to be updated for each individual's circumstances and that errors and omissions in this checklist are the responsibility of the user.

## **Sailplane, General:**

- All systems working?
- GPS flight recorder
- Parachute (note repack date)
- Seat cushion
- Oxygen system & cannula
- Oxygen tank in test
- Main pin
- Land-out kit & tie downs
- Emergency locating transmitter (ELT) – Off (Check battery date)
- Canopy and wing covers

## **Sailplane Documents:**

- Airworthiness certificate
- Current weight & balance
- Current equipment list
- Certificate of registration
- Aircraft flight manual
- Proof of insurance, glider
- Aircraft logbook (annual date)
- Parachute repack date

## **Sailplane Spares:**

- Spare gear struts
- Main wheel -tire & tube
- Tail wheel
- Wing tip skids
- Fuses - !
- Gear doors - hinges & springs
- Cockpit screws
- Extra wing tape!*

## **Trailer, General:**

- Tires checked for air and wear
- Bearing grease check (COBRA have sealed bearings)
- Spare tire, check pressure
- Jack & lug wrench
- Lug key for rims if installed
- Trailer plug diagram
- Trailer ball and hitch (check size and confirm if renting)

- Locks for trailer hitch & trailer tongue
- Glider inspect and secure including cockpit
- Glider spares stowed and secure for sea shipment
- Tail dolly secure
- Wing stand(s) in trailer and secure
- Wing wheel in trailer and secure
- Tow out bar in trailer and secure
- Wheel chocks
- Trailer tiedowns (rope, takes and sledge hammer)
- All doors locked (extra key location)
- Lights functioning (spare lamps)
- Trailer electrical plug
- Electrical wire, tape and connectors for splicing
- Rain gear and mud shoes are handy to have in trailer front
- Garbage bags

**Trailer Documents:**

- Proof of ownership, trailer
- Proof of insurance, trailer
- Registration, trailer
- Manual for trailer

**Car Spares:**

- Tail and brake lamps
- Engine belts
- Fuses - !
- Hidden key for car & trailer

**Handy Car Extras:**

- Tow chain or rope
- Flash light
- Road flares
- First aid kit
- Fire extinguisher
- Tow rope (50 feet)
- Folding shovel
- Sledge hammer
- Locking gas cap
- Antenna & radio and microphone

**Car Documents:**

- Manual for car
- Proof of ownership (pink slip)
- Drivers licence
- Proof of insurance, car
- Registration, car

**Accessory Equipment:**

- GPS - handheld crew unit
- Spare ground radio
- Handheld radio
- Laptop computer
- Cell phone
- Portable printer (someone on the team should have one)
- Flight analysis software
- Ohm meter for trailer plug trouble shooting
- All GPS cables

**Batteries Charged & Loaded:**

- Glider batteries (2)
- Handheld radio
- GPS - handheld (crew)
- Cellular phone
- Laptop computer
- Battery chargers & cords for all above
- Wall plug adaptors & power strips

**Water Ballast Kit:**

- Water ballast fittings
- Tank/bag
- Hose
- Fittings
- Water meter
- Tail tank filler

**Accessories & Spares:**

- Water bottles & drinking tube
- Sun screen, lip balm, hand cream
- Sun umbrella
- Flight line bag
- Folding chairs
- Neck towel
- Warm jacket
- Rain gear
- Granola bars
- In flight drinking system
- Extra drinking bag and tube
- RELIEF BAGS (1 GALLON ZIP-LOCK)
- Tool box
- Electrical box
- Spares box
- 12 Volt tire pump
- Cooler, drinks, lunch
- Binoculars
- Glider tie down ropes, stakes and some way to put'em in
- Water ballast tank & paraphernalia
- Extra drinking water

Weak link  
Flight timer for crew  
Glider land-out emergency kit

**Cleaning:**

Gap seal tape & razor blades  
Canopy cleaner & cloth  
Cleaning liquid (fantastic)  
Cleaning towels, sponge, bucket

**Flight Case:**

Sunglasses & hat  
Reading glasses  
Flight maps & road maps (two each)  
Drafting compass  
Plotter (km, st mi. nt mi)  
Paper clips, binder type  
Magnifying glass  
Landing cards  
Copy of rules & contest kit  
Map marking pens, solvent, towel  
Flight knee pad  
Crew note pads  
Map of airport, start, finish  
Grease pencil, pens & magic marker  
Manual glide calculator  
Round flight speed calculator

**Documents:**

Phone credit card  
Cash, change & reading book

**Map & GPS Preparation:**

*Printed official turnpoint and landing site list*  
GPS loaded (pilot and crew)  
Site turnpoint & landing files on laptop  
Pilot & Site set up in CAI PC software  
Current map (SEC or WAC)  
Official list of site waypoints marked on map  
Coordinate map marking with team codes for waypoints  
Road maps for crew

## **Documents & Paperwork Summary**

### **Personal:**

- Drivers license (expiration)
- Credit cards (expiration)
- Travelers checks & cash
- Telephone credit card

### **Contest:**

- Valid FAI sporting licence (expiration)
- FAA pilots licence \*\*
- Photo ID (Drivers Lic)
- SSA membership card (expiration) \*\*
- Pilots log book (check biannual date)
- Proof or highest FAI badge \*\*
- Aircraft insurance \*\*
- Parachute repack date

### **Sailplane:**

- Airworthiness certificate\*\*
- Certificate of registration\*\*
- Flight manual\*\*
- Current weight and balance\*\*
- Current equipment list\*\*
- Proof of glider insurance\*\*
- Aircraft log book (valid annual)

### **FAA Ramp Check Documents:**

- Valid pilots licence
- Airworthiness certificate
- Aircraft registration
- Weight & balance
- Current equipment list
- Flight manual
- Parachute repack date
- Current sectional dates

### **Car & Trailer:**

- Proof of auto ownership (pink slip)
- Registration, car (expiration)
- Proof of insurance, car (expiration)
- Manual, car
- Proof of trailer ownership
- Registration, trailer (expiration)
- Proof of insurance, trailer (expiration)

\*\* Must have for US contests

**Land-out kit (Glider):**

- European weak link
- Tiedown kit, sailplane
- Water bottle with extra water
- Sunscreen lotion
- Hand lotion
- Lip balm
- Insect repellent
- Snake bite kit
- Multi plier tool
- First aid kit
- Book to read
- Flashlight
- Snacks - granola Bars
- Compass
- Flares / signal mirror
- Signal light, flashing
- Kite
- Space blanket
- Candles
- Lighter
- Toilet paper
- Warm jacket

**Crew Checklist****General:**

- Radio frequencies – Start, task, finish
- Pilot's cell phone number
- Retrieve phone numbers
- Lost communications numbers
- US team frequency
- Location of spare keys
- Cash
- Credit card
- Telephone credit card

**Flight Line Bag:**

- Snacks, lunch
- Drinks
- Sun umbrella
- Handheld radio
- Cleaning towels & tape
- Canopy cleaning stuff

**Before Departing Airfield:**

Inspect trailer hitch hookup  
Make electrical hookup  
Fasten safety cable and chain  
TRAILER PARKING BREAK - OFF!  
Stowed in trailer:  
    Tail dolly  
    Wing wheel  
    Tow bar  
    Wing stands  
    Wheel chocks  
    Tie downs  
Internal fittings secure  
Lights checked  
FRONT & REAR DOOR LOCKED  
REAR TRAILER JACKS RETRACTED !!!  
Fuel level of car  
Locate maps  
Turn on radio  
Check GPS and enter pilot LAT/LON  
Turn on cell phone

WALK AROUND INSPECTION!!

Check in with retrieve before departing airfield!!!

Leave your cell phone number with retrieve

***RADIO FREQUENCIES AT CONTEST***

On tow: \_\_\_\_\_

Opening of start gate: \_\_\_\_\_

Start gate: \_\_\_\_\_

Finish gate: \_\_\_\_\_

Traffic Pattern: \_\_\_\_\_

Airport: \_\_\_\_\_

ELT Frequency: 121.50

Other frequencies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***TELEPHONE NUMBERS***

Pilot: \_\_\_\_\_

Crew: \_\_\_\_\_

Retrieval: \_\_\_\_\_

Hotel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_