

ZEITLIN COZY MKIV PRE-FLIGHT CHECKLIST

Cockpit

- | | | |
|----------------------------|---|--|
| Aircraft Cover | - | REMOVE / STOW |
| Cockpit Access Lock | - | UNLOCKED, KEY OUT |
| Canopy | - | OPEN |
| Fuel Tank Drains | - | CHECK – NO WATER |
| Ignition Switch | - | OFF / KEY OUT |
| Master Switch | - | ON (check battery and warning system) |
| Nose Gear | - | EXTEND 2/3 |
| Landing Brake | - | EXTEND |
| Pitch Trim | - | CHECK OPERATION |
| Master Switch | - | OFF |
| Stick | - | FREE & CLEAR |
| Rudder Pedals | - | CLEAR / ADJUSTED |
| Ballast Areas | - | ADJUST AS REQ. |
| Aileron Manual Trim | - | CHECK OPERATION |

Canard Nose Section

- | | | |
|----------------------------|---|------------------------|
| Elevator | - | HINGES, WEIGHTS |
| Elevator | - | FREE |
| Static Ports | - | CLEAR |
| Pitot Tube | - | CLEAR |
| Nose Bumper | - | INTACT |
| Land. Light Windows | - | CHECK CLARITY |

Right Fuselage and Wing

- Canopy Hinges** - CHECK
- Fuel Quantity** - MIN. 10 GALLONS
- Fuel Cap** - SECURE
- Wing and Winglet** - CHECK CONDITION
- Tie Down** - REMOVE
- Rudder Gust Lock** - REMOVE
- Rudder** - FREE, CHECK HINGES,
DRAIN HOLE
- Rudder Return Spring** - SECURE, WORKING
- Aileron Gust Lock** - REMOVE
- Aileron** - FREE, CHECK HINGES
- Fuel Tank Vents** - CLEAR

Aft Fuselage and Engine

- Exhaust Pipe Covers** - REMOVE / STOW
- Main Gear Strut** - SECURE
- Wheel Pants / Tires** - GOOD CONDITION
- Brakes** - ADEQUATE PADS
- NACA Scoop** - CLEAR, CLEAN
- Cowling** - FASTENERS SECURE
- Propeller** - CONDITION
- Propeller Bellevilles** - COMPRESSION
- Spinner** - REMOVE / CHECK
- Exhaust Pipes** - CHECK
- Engine Area** - CHECK
- Alternator Belt** - CHECK TENSION
- Oil Level** - CHECK > 5 QT., DOOR
SECURE

Left Fuselage and Wing

- Fuel Tank Vents** - CLEAR
- Aileron Gust Lock** - REMOVE
- Aileron** - FREE, CHECK HINGES
- Rudder Gust Lock** - REMOVE
- Rudder Spring** - SECURE, WORKING
- Rudder** - FREE, CHECK HINGES, DRAIN HOLE
- Tie Down** - REMOVE
- Wing and Winglet** - CHECK CONDITION
- Fuel Cap** - SECURE
- Fuel Quantity** - MIN. 10 GALLONS

Nose Gear and Landing Brake

- Nose Strut / Pivot** - CONDITION / PLAY
- Shimmy Damper** - ~ 2 - 4 LB. TO ROTATE
- Wheel Well Area** - CHECK FOD / CLEAR
- Nose Tire** - CHECK INFLATION
- Nose Wheel** - NO FREE PLAY
- Nose Gear Doors** - CHECK HINGE / SPRING
- Landing Brake** - HINGES / ACTUATOR OK

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ZEITLIN COZY MKIV FLIGHT CHECKLISTS

Engine Start

Preflight	-	COMPLETE
Cell Phone(s)	-	OFF
Fuel Caps	-	SECURED
Step	-	RETRACT
Fuel Selector	-	FULLEST TANK
Brakes	-	ON
Avionics / Radio(s)	-	OFF
Batt. Master	-	ON
Throttle	-	¼" OPEN
Mixture	-	FULL RICH (Cold Only)
Fuel Pump	-	ON – 4 seconds (Cold Only)
Mixture	-	IDLE CUT OFF / AS REQ.
Propeller	-	CLEAR
Ignition Switch	-	START
Mixture	-	FULL RICH (After start)
Idle	-	850 - 1200 RPM
Oil Pressure	-	GREEN (50 – 90 psi)
Alternator Master	-	ON / POSITIVE CHARGE
Mixture	-	LEAN AS REQUIRED

Before Taxi

Seat / Shoulder Belt	-	ON / LOCKED
Radio	-	ON / SET
Transponder	-	ON
Strobe	-	ON
ANR Headsets	-	ON
Nav. / Taxi Lights	-	ON (Night ops.)
Brakes	-	LEFT / RIGHT

EMERGENCY CHECKLISTS – PAGE 14

Flight Instruments (& IFR Check)

- VSI** - **0 FPM**
- Turn Coordinator** - **LEVEL**
- Airspeed Indicator** - **0 KIAS**
- Altimeter** - **BAROMETER SET**
- EFIS** - **CHECK**
- Autopilot Switch** - **OFF (For Takeoff)**
- VOR/LOC/GS** - **ON / NEEDLE / OFF**
- GPS** - **ON / LOCATION LOCK**
- Clock** - **CORRECT TIME**
- APRS Light** - **STEADY GREEN**

Before Runup

- Fuel Selector** - **FULLEST TANK**
- Controls** - **FREE / CORRECT**
- Trim** - **TAKEOFF**
- Landing Brake** - **UP**

Engine Runup

- Fuel Pump** - **ON**
- Mixture** - **LEAN AS REQUIRED**
- Throttle** - **1900 - 2000 RPM**
- LightSpeed E.I. (Left)** - **10 – 20 RPM DROP**
- LightSpeed E.I. (Right)** - **10 – 20 RPM DROP**
- EI Backup Battery** - **EI SWITCH ON / MASTER OFF / ON / EI SWITCH OFF**
- Engine Instruments** - **ALL GREEN / YELLOW**
- Mixture** - **LEAN AS REQUIRED**

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Takeoff

- Canopy** - **LOCKED AND CHECKED**
- Mixture** - **FULL RICH** (or max power)
- Throttle** - **FULL OPEN**
- Elevator** - **LIFT NOSE 70 - 80 KIAS**
- Rotate** - **75 - 85 KIAS** (per DA)

Climb

- Climb** - **$V_y=90$ KIAS** ($V_x=80$ kts)
- Nose Gear** - **UP** (when climb stabilized)
- Cruise Climb** - **100 - 120 KIAS**
(for cooling / vis.)
- Fuel Pump** - **OFF** (above 1K ft. AGL)
- Mixture** - **LEAN FOR 400° F CHT**
MAX. IN CLIMB
(above 3K ft DA)

Cruise

- Mixture** - **LEAN FOR DESIRED RPM**
IN CRUISE (above 3K ft DA)
- Flight Plan** - **OPEN** (122.2 as req.)
- Pitch / Roll Trim** - **AS REQUIRED**
- Taxi Lights** - **OFF** (night ops.)
- Autopilot Switch** - **ON** (as required)
- Fuel Selector** - **CHANGE TANKS** (on hour)

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Descent / Landing

- Autopilot Switch** - OFF
- Fuel** - FULLEST TANK
- Mixture** - FULL RICH (or best power)
- Fuel Pump** - ON (entering pattern)
- Landing Lights** - ON (night operations)
- Nose Gear** - DOWN (downwind)
- Landing Brake** - DOWN (below 100 kts on final - if required)

After Landing / Engine Shut Down

- Fuel Pump** - OFF
- Landing Brake** - UP
- All Lights** - OFF
- VFR Flight Plan** - CLOSE (122.2 as req.)
- Radio / Avionics** - OFF
- Electric Equipment** - OFF
- Mixture** - IDLE CUTOFF
- Ignition Switch** - OFF / KEY OUT
- Fuel Selector** - OFF
- ANR Headset(s)** - OFF
- Nose Gear** - ½ DOWN
- Master Switch** - OFF

IFR - ENROUTE CHECKLIST

- | | |
|------------------------------|-----------------------------|
| 1. Lean Mixture | 5. During Visible Moisture: |
| 2. Remember VOR COP | • Check Canopy Icing |
| 3. Periodically check OAT | • Check Structural Icing |
| 4. Reset Barometric Pressure | |

**IFR COMPULSORY REPORTS:
RADAR and NON-RADAR**

Changing assigned altitudes	-	<i>"83 Mike Zulu, leaving 7,000, climbing 10,000."</i>
Changing altitudes – VFR on Top	-	<i>"83 Mike Zulu, VFR on top, climbing 10,000."</i>
Unable to climb/descend 500'/min	-	<i>"83 Mike Zulu, maximum climb rate 400'/minute."</i>
Missed Approach	-	<i>"83 Mike Zulu, missed approach, request clearance to Omaha."</i>
TAS variation of 5% or 10 kts, whichever is greater	-	<i>"83 Mike Zulu, advises TAS decrease to 150 kts."</i>
Place + time + altitude when reaching holding fix or point to which cleared	-	<i>"83 Mike Zulu, Fargo Intersection at :05, 10,000, holding west."</i>
Leaving any assigned holding fix or point	-	<i>"83 Mike Zulu, leaving Fargo Intersection."</i>
Loss of NAV/COMM and state impacts to operations	-	<i>"83 Mike Zulu, ILS receiver inoperative. Request Localizer approach."</i>
Unforeseen weather conditions, or any information related to safety of flight	-	<i>"83 Mike Zulu, moderate turbulence, 10,000 ft."</i>

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IFR STANDARD POSITION REPORT: NON-RADAR	
ID	- "COZY 83 Mike Zulu,"
Position	- "Shreveport"
Time	- ":15"
Altitude	- "11,000"
(IFR or VFR for report to FSS only)	- "IFR" or "VFR on Top"
ETA over next reporting fix	- "Quitman at :40"
Succeeding reporting points	- "Scurry next."
Pertinent Remarks	- (Infrequently used)

IFR ADDITIONAL REPORTS: NON-RADAR	
Leaving FAF or OM inbound on final approach	- "83 Mike Zulu, outer marker inbound, leaving 2,000."
Revised ETA more than 3 minutes	- "83 Mike Zulu, revising Scurry for :55."

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IFR - APPROACH CHECKLIST
<u>TIME - TURN - TWIST - THROTTLE - TALK</u>
<ol style="list-style-type: none">1. Verify proper procedure2. Listen to ATIS or AWOS3. Determine Wind Direction; Make Runway Decision4. Examine Visibility Criteria5. "Can I make this approach? Should I try this approach?"
EQUIPMENT SET-UP
<ol style="list-style-type: none">1. Tune in COM Frequencies2. Tune in NAV Stations3. Twist in bearings4. ID NAV stations5. Set Marker Panel to Headphones; Do Panel Test6. Set DG to compass7. Reset Altimeter Pressure
PROCEDURE REVIEW
<ol style="list-style-type: none">1. Verify proper procedure (again)2. Review route & transition3. Review stepdowns & minimums4. Review Missed Approach5. Twist in Missed Approach bearing6. Review Notes and Constraints7. Review Airport Diagram<ul style="list-style-type: none">• Approach angle• Lighting System• Airport elevation
<u>REMEMBER THE LANDING CHECKLIST!!!</u>

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IFR LOST COMM. PROCEDURES

If VFR Conditions:

1. Squawk 1200
2. Continue flight under VFR
3. Land when practical

If IMC Conditions:

1. Squawk 7600 (Lost Com)
2. Fly highest altitude for each route segment being flown:
 - Altitude last assigned
 - MEA
 - Altitude advised to expect
3. Fly Route in this order:
 - Route assigned in last clearance
 - If being radar vectored:
 - Direct to fix, route, or airway from vector clearance
 - Direct to route specified in radar vector clearance.
 - Route advised to expect in further clearance
 - Route filed in flight plan

Leaving Holding Fix/Clearance Limit:

- a) If an EFC time has been received:
 - leave holding fix/clearance limit at EFC time, thence
 - proceed to, and hold at published hold pattern for IAP, or
 - proceed to, and hold at IAF if no hold pattern depicted (pilot's choice of IAF)
 - leave at Flight Plan ETA
- b) If no EFC received:
 - proceed to, and hold at published hold pattern for IAP, or
 - proceed to, and hold at IAF if no hold pattern depicted (pilot's choice of IAF)
 - leave at Flight Plan ETA

Descent for Approach:

- a) Begin descent from enroute altitude at the flight plan ETA or ETA amended by ATC.
- b) If hold necessary at radio fix used for approach, hold and descend to initial altitude in accordance with pattern depicted on chart.
- c) If no hold pattern depicted, hold and descend in a hold pattern on side of final course on which procedure turn is depicted.

Selection of Approach:

- a) Use what ATC advised to expect
- b) If no advise, use any approach pilot chooses.

Engine Failure

Trim	-	BEST GLIDE: 80 - 90 kts
GPS	-	NEAREST AIRPORT
Mixture	-	FULL RICH
All Lights	-	OFF
Avionics	-	OFF
Electrical Equipment	-	OFF
Master Switch	-	ON
Fuel Selector	-	FULLEST TANK
Fuel Pump	-	ON
Ignition	-	BOTH
Attempt Re-Start	-	STARTER ON
IF NO RESTART:		
Fuel Selector	-	OFF
Ignition	-	OFF
Electrical Equipment	-	ON (as req.)
Transponder	-	7700 (Emergency)
Radio	-	ON – Set to 121.5 or ATC

Engine Fire In Flight

Mixture	-	IDLE CUTOFF
Fuel Selector	-	OFF
Master Switch	-	OFF
Fuel Pump	-	OFF
Cabin Heat Valve	-	CLOSED
Airspeed	-	100 KIAS (or as necessary to extinguish fire)
Forced Landing	-	EXECUTE
Transponder	-	7700 (Emergency)
Radio	-	ON – Set to 121.5 or ATC

Cabin Fire In Flight

Master Switch	-	OFF
Cabin Heat Valve	-	CLOSED
Cabin Air Vents	-	CLOSED
Fire Extinguisher	-	ACTIVATE
Cabin Air Vents	-	OPEN
Landing	-	ASAP
Transponder	-	7700 (Emergency)
Radio	-	ON – Set to 121.5 or ATC

Electrical Fire In Flight

Master Switch	-	OFF
All Electrical Items	-	OFF
Cabin Heat Valve	-	CLOSED
Cabin Air Vents	-	CLOSED
Fire Extinguisher	-	ACTIVATE (if req.)
Cabin Air Vents	-	OPEN (If Fire Out)

If fire is out and electrical power is necessary for continued flight:

Master Switch	-	ON
All Electrical Items	-	ON - ONE AT A TIME WITH DELAY UNTIL ISSUE LOCALIZED
Landing	-	AS REQ.

Emergency Squawks / Frequencies

Transponder	-	7500 (Hijack)
Transponder	-	7600 (Lost Com)
Transponder	-	7700 (Emergency)
Radio	-	ON – Set to 121.5 or ATC