Table of Content

A. GENERAL  CHAPTER 19 - USE OF CHECKLISTS AND THE TIMING OF THEIR USE

19 USE OF CHECKLISTS AND THE TIMING OF THEIR USE

19.1 ACA’s Checklist Policy
19.2 Completing Checklist when the Aircraft is Moving
19.3 Checklist Interruptions
19.4 First Flight of the Day / Pre-Flight and Before Starting Engines Checklist
   19.4.1 Starting Engines Checklist
   19.4.2 Before Taxi Checklist
19.5 Hold Short Checklist
19.6 Final Checks before Takeoff
19.7 Other Normal Checklist during the Flight
19.8 Aeroplane Search Checklist Procedures


19. Use of Checklists and the Timing of Their Use

19.1 ACA’s Checklist Policy
ACA will only use the approved aircraft manufactures, Normal Procedures, Abnormal Procedures and Emergency Procedures checklist that is published in the approved AFM. ACA may develop and maintain our own aircraft checklists but they MUST be submitted for review and approved by CAAT before they are to be used. The checklist may be in an electronic format but must be approved by CAAT before being used. The Flight Crew shall use the approved checklists for each phase of flight. A Pilot Flying, PF, and a Pilot Monitoring, PM shall be designated by the most senior pilot of the flight or the flight sector. All checklists shall be read out loud so that they are audible to the other Flight Crew Member in the cockpit. All checklists shall be completed in the order stated on the appropriate checklist. The PF will call or ‘Challenge’ for the checklist’s task and the PM shall ‘Respond’ or repeat the appropriate checklist. The PM will verify each item on the checklist and call ‘Check’ once the item has been verified and then move on to the next item on the checklist. All checklists shall be stowed so that they are accessible to both pilots. The Pilot-in-Command and Senior Cabin Crew Member are responsible for and shall ensure that ALL ACA checklist policies and procedures are followed.

19.2 Completing Checklist when the Aircraft is Moving
It will be at the PICs discretion to complete some checklist when moving. One Flight Crew Member shall maintain a visual outlook for other taxing aircraft or vehicles. The Flight Crew WILL NOT complete a checklist while moving if the RVR or visibility is reported or estimated by the PIC to be less than 1000 m or 1.2 mile.

19.3 Checklist Interruptions
If the Flight or Cabin Crew is interrupted when completing a checklist, the Crew Member shall place their finger on the checklist at the point of interruption. The Crew Member will continue the checklist for the point of interruption. If the Crew Member has to abandon the checklist, the Crew Member shall start the checklist over from the beginning.

19.4 First Flight of the Day / Pre-Flight and Before Starting Engines Checklist(s)
All ACA Flight and Cabin Crew Members shall complete the entire Pre-flight and Before Starting Engines checklist(s) the first flight of the day. Dispatch shall schedule Flight and Cabin Crews allowing ample time to complete the checklist(s).

19.4.1 Starting Engines Checklist
All ACA Flight Crew Members shall complete the entire ‘Starting Engines’ checklist for all flights.
19.4.2 Before Taxi Checklist

All ACA Flight Crew Members shall complete the entire 'Before Taxi' checklist for all flights.

19.5 Hold Short Checklist

Before taxing onto the active runway, the PF and PM shall complete the following checks in addition to the approved checklist in the AFM:

- Radio aids are set and identified as appropriate;
- Noise abatement procedures;
- Wind direction and velocity;
- Visible weather in the area that may cause an alternate course of action after take-off.

19.6 Final Checks before Takeoff

The Flight Crew will ALWAYS make the following additional 'Before Takeoff' checks before entering the runway or when lined up on the runway before applying thrust for takeoff:

- Flaps are set;
- Airbrake;
- Trim is set;
- Speeds posted
- Engine instruments are normal;

19.7 Other Normal Checklist during the Flight

The following checklists shall be called for by the PF when workload permits so as to allow the PM ample time to complete altimeter setting, checking and the appropriate checklist prior to beginning the manoeuvre or procedure(s):

- Takeoff;
- After takeoff;
- Climb;
- RVSM airspace entry;
- Cruise;
- Decent;
- Approach;
- Missed approach / Go around / Balked landing;
- Alternate aerodrome;
- Landing;
After landing;
After landing and taxi to the ramp;
Engine shut down.

19.8 Aeroplane Search Checklist Procedures

Note: See Part A General Chapter 38 the Search Procedure Checklist for the specific aircraft search checklist.