

## 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 Lights .....All 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 (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 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°
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