Aircraft Information File

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Aircraft Information File Program

CAPR 70-1, *CAP Flight Management* requires that all CAP corporate aircraft have a standardized, complete, and up-to-date Aircraft Information File (AIF). This document establishes common standards for AIF construction, layout, and contents.

Deviations and Compliance

This standard identifies specific areas within the AIF where items can be added or omitted. No other alterations to this standard are authorized. Upon request, CAP and USAF inspectors will be provided with copies of the current AIF pages for an aircraft. Aircraft that do not have an AIF that is compliant with both CAPR 70-1 requirements, and this standard may be grounded by a competent authority.

Recommending Changes to this Standard

Recommendations for improvements to this standard and/or content are solicited from aircrew and aircraft maintenance professionals. Submit all recommendations for change via the chain of command to CAP/DO using CAPF 1-2, *Recommendation for Change of Publication*. Please ensure that you reference this standard and the appropriate document identification information from the footer (ex: AIF-G, Aircraft Flight Time Log, Glider dated 1 Oct 18), as applicable.

AIF Construction

AIF binders will be a white ½" to 3" clear view binder with overlay pockets (front and back covers) and two inner pockets (inside right and left covers). AIF dividers will be numbered with 10-tab indexes (Avery #11134, Avery #11135 or equivalent). NOTE: The 15-tab (Avery #11143) indexes may continue to be used until replaced. Clear plastic, page-sized sheet protectors (Avery #74203 or equivalent) should be used when indicated to retain document legibility. Units/Wings/Regions may elect to provide a pocket insert at the front/back of the AIF binder to hold the gas credit card, instructions, and pen/pencil. A zippered binder (Amazon ASIN B07D8RPWRG or equivalent) may also be used. After assembly is completed, the AIF front and back cover pages will be placed in document protectors at the front and rear of the binder.

AIF Content

The contents required to construct an AIF are published on gocivilairpatrol.com under Members>Publication Library>Forms and come from one of three sources as defined in CAPF 70-8 AIF Contents and CAPF 70-8G AIF-G. Printed CAP forms consist of a binder of PDF documents preceded by a Table of Contents (TOC). The TOC lists all the required and optional documents for the AIF. Within the TOC, each document name is followed by a symbol indicating the document source, († = SUPPLIED, ‡ = PUBLISHED, § = FURNISH LOCALLY, or ‽ = OPTIONAL). Documents annotated as SUPPLIED are included within the AIF Content file and are in a fillable format where this is appropriate. When a document is not required by a specific category of aircraft, it will be omitted from the TOC and from the AIF Content file. For example, the AIF-G Content file TOC does not show a VOR Test Record, and it is not included in the file since this document is not required for glider aircraft. The AIF Table of Contents (TOC) displays a version date for each supplied document and recent changes are highlighted.

Published Documents

Documents annotated as ‡ = PUBLISHED must be independently downloaded and printed for insertion into the AIF. Whenever a change effecting a nationally published document is announced via eServices news, the AIF must be updated with the latest version. A similar approach must be used for Region, Wing, and locally published documents.

AIF Layout

This section describes a uniform layout for all CAP AIFs. When a specified document is not required by a category of aircraft, this is noted, and the document can be omitted from the AIF. Within this standard, references to the SUPPLIED documents contained within the AIF Content file are in bold, underlined typeface (ex: **Table of Contents**).

Since use of the tabs is consistent across all AIF, this will result in some categories of aircraft having tabs that do not contain any documents. AIF documents must be current in comparison to the TOC version dates specified for SUPPLIED documents.

Front Cover

The **Major Inspections** document shall be placed in the binder's front overlay pocket and kept updated as appropriate. This form has fields that can be filled in manually or by computer, generated in the WMIRS maintenance module.

Inside Front Pocket

Two copies of the **Grounded Placard** are to be printed on red colored paper and placed back-to-back inside in a plastic sheet protector then placed in the inside pocket of the front cover.

Page 1

The **Table of Contents** (TOC) and **Administrative Preflight Checklist** (APC) are to be placed back-to-back in a plastic sheet protector and inserted in front of the index tabs as the first page of the binder. Each line of the TOC has a checkbox that can be used when constructing the binder. The APC has fields that can be filled in manually or by computer, allowing you to enter and store contact names & numbers prior to printing.

Tab 1 – Aircraft Flight Time Log

Multiple copies of the **Aircraft Flight Time Log** will be provided behind tab 1. This form has fields that can be filled in manually or by computer, allowing you to enter and save custom information for your Wing or Unit. The instruction page for the Aircraft Flight Time Log should be placed inside in a plastic sheet protector, behind the AFT Log sheets.

Tab 2 – Equipment, Inspection and Documentation

The **Equipment / Inspection / Document Requirements** is to be placed in a plastic sheet protector behind tab 2.

Tab 3 – VOR and Fire Extinguisher

In airplane AIFs, multiple copies of the **VOR Test Record** shall be place in a plastic sheet protector behind tab 3. This form has fields that can be filled in manually or by computer, allowing you to enter and save custom information for your Wing or Unit. Multiple copies of the **Fire Extinguisher Inspection** document will be placed back-to-back in the same sleeve. This document will face forward in balloon AIFs. Neither of these documents are required in glider AIFs.

Tab 4 – Aircraft-specific Equipment Instructions

Aircraft-specific equipment instructions shall be provided behind tab 4. This should include information specific to the actual equipment installed in the aircraft, but not included in the POH or other supplementary manuals already carried in the cockpit.

Tab 5 – Weight & Balance ForeFlight Statement

The Weight & Balance ForeFlight Statement Page shall be provided behind tab 5 in a plastic sheet protector. The current CAP Aircraft Weight & Balance is now found in the POH and in the ForeFlight Application.

Tab 6 – Pre-flight Risk Assessment Worksheet (RAW)

Multiple copies of CAPF 70-1, Preflight Risk Assessment Worksheet or 70-1G, Preflight Risk Assessment Worksheet – Glider (as applicable) are to be placed in a plastic sheet protector behind tab 6. Optionally, the instructions for completing the RAW can be extracted from the appropriate CAPS 73-series document and placed in a plastic sheet protector behind the blank RAW forms.

Tab 7 – Unit / Wing / Region Specific Items

- **Radio Channels**

    Information specific to local channelization of the aircraft's radio(s) should be provided behind tab 7 in plastic sheet protectors. The information should be marked *For Official Use Only*.

- **Local Maintenance Authorization Procedures**

    Unit/Wing/Region Maintenance Procedures shall be placed behind tab 7.

- **Local Guidance**

    Unit/Wing/Region guidance concerning flight and mission operations shall be placed behind tab 7. Procedures specific to a local airfield or operating area (e.g., practice areas, noise abatement/sensitive areas, etc.) shall be placed behind tab 7 in plastic sheet protectors.

Inside Back Pocket

Multiple copies of the current version of CAPF 70-9, Release (Non-CAP Members) shall be carried in the inside back pocket.

Back Cover

The **Loose / Removable Equipment List** document shall be placed in the binder's back overlay pocket and kept updated as appropriate. The PIC is responsible for all equipment listed as being with or installed in the aircraft.

Aircraft Cockpit

The latest version of the approved CAP Standardized Aircraft Checklists (NP and EP) shall be made available in the aircraft cockpit. These checklists are available in CAP's Operational Resource Management System (ORMS) in eServices for download and printing. The checklists shall be protected by sleeves or lamination to ensure durability and legibility.

The general layout of the AIF is illustrated using images of sample content on the following pages:

Front Cover and Inside Front Pocket

Page 1 (Front and Back)

Tab 1 – Aircraft Flight Time Log

Tab 2 – Equipment, Inspection and Documentation Requirements

EQUIPMENT / INSPECTION /
DOCUMENT REQUIREMENTS

AIRCRAFT MUST HAVE THE FOLLOWING DOCUMENTS ON BOARD (AS PER FAR 91.9, 91.203 & 23.1589) ["**ARROW**"]:

- A. CURRENT **A**IRWORTHINESS CERTIFICATE.
- B. CURRENT **R**EGISTRATION CERTIFICATE.
- C. CURRENT **R**ADIO STATION & OPERATORS LICENSE (for overseas flights ONLY).
- D. CURRENT **O**PERATING HANDBOOK (POH) OR AIRPLANE FLIGHT MANUAL (AFM).
- E. CURRENT **W**EIGHT AND BALANCE PAPERWORK.

FOR ALL FLIGHT CONDITIONS (**DAY / NIGHT VFR, IFR FLIGHT**), THE AIRCRAFT MUST HAVE THE REQUIRED WORKING INSTRUMENTS AND EQUIPMENT (AS PER FAR 91.205 and the KOEL as appropriate).

DISCREPANCIES found during the **preflight** should be annotated immediately in AMRAD and reported to the Aircraft Maintenance Officer and the Airworthiness of the aircraft verified **prior** to flight.

REQUIRED INSPECTIONS (AS PER FAR 43.17 & FAR 91.207):

- A. PITOT-STATIC, ALTIMETER AND TRANSPONDER SYSTEMS CHECKED AND CERTIFIED WITHIN PRECEDING 24 CALENDAR MONTHS.
- B. VOR EQUIPMENT OPERATIONALLY CHECKED WITHIN PRECEDING 30 DAYS AND FOUND WITHIN TOLERANCE (4° COMPARISON GROUND OR FLIGHT; 6° AIRBORNE VOR CHECK POINT) FOR IFR FLIGHT.
- C. EMERGENCY LOCATOR TRANSMITTER BATTERY MUST BE REPLACED WHEN IT IS EXPIRED.

INOPERATIVE EQUIPMENT IS TO BE PLACARDED

BY THE PIC, IN COORDIANTION WITH THE AIRCRAFT MAINTENANCE OFFICER!

CAPF 70-8   EQUIPMENT / INSPECTION / DOCUMENT REQUIREMENTS   01 DEC 21

Tab 3 – VOR and Fire Extinguisher

Tab 4 – Aircraft-specific Equipment Instructions

Tab 5 – Weight & Balance ForeFlight Statement

Tab 6 – Preflight Risk Assessment Worksheet (RAW)

Tab 7 – Unit / Wing / Region Specific Items (Examples)

Inside Back Pocket

RELEASE

Mission Number: ___   Mission Symbol: ___   Sortie Number: ___

PART I   **RELEASE** * (For Non-CAP Members)

KNOW ALL MEN BY THESE PRESENTS: WHEREBY I, ___ am about to take a flight or flights in certain Civil Air Patrol/United States of America instrumentality aircraft on or about ___ and whereas I am doing so entirely upon my own initiative, risk, and responsibility; now, therefore, in consideration of the permission extended to me by the Civil Air Patrol/United States of America through its officers and agents to take said flight or flights, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents, and employees acting official or otherwise, from any and all claims, demands, actions, or causes of action, on account of my death or on account of any injury to me or my property which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said flight or flights or continuances thereof, as well as all ground and flight operations incident thereto. I acknowledge that I may be safely transported in an unpressurized aircraft, seated upright, and utilizing aircraft seatbelts.

DATE ___   (SIGNATURE OF RELEASOR)

(SIGNATURE OF WITNESS)   (NAME OF PERSON TO BE NOTIFIED IN EMERGENCY)

SIGNATURE OF WITNESS   (ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY)

PART II   **RELEASE** * (For Parents of Minors)

KNOW ALL MEN BY THESE PRESENTS: WHEREBY my Child(ren), ___ (are) about to take a flight or flights in certain Civil Air Patrol/United States of America instrumentality aircraft on or about ___ and whereas, he she is doing so entirely upon his her own initiative, risk, and responsibility; and with full knowledge and approval; now, therefore, in consideration of the permission extended to my child(ren) by the Civil Air Patrol/United States of America through its officers and agents to take said flight or flights, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents, and employees acting official or otherwise, from any and all claims, demands, actions, or causes of action, on account of the death on on account of any injury to my child(ren) which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said flight or flights or continuances thereof, as well as all ground and flight operations incident thereto. I acknowledge that the passenger may be safely transported in an unpressurized aircraft, seated upright, and utilizing aircraft seatbelts.

DATE ___   (SIGNATURE OF PARENT/GUARDIAN) **

(SIGNATURE OF WITNESS)   (SIGNATURE OF PARENT/GUARDIAN) **

SIGNATURE OF WITNESS

* Complete appropriate part(s) of this form.
** All parents/guardians must sign.

CAPF 70-8, DRAFT   PREVIOUS EDITIONS WILL NOT BE USED   OPR/ROUTING: DO

Back Cover

CIVIL AIR PATROL — AIRCRAFT INFORMATION FILE

— LOOSE / REMOVABLE EQUIPMENT —

Loose equipment (if checked or a # of items is indicated below) is a part of this aircraft. Permanent removal of equipment requires approval of the assigned commander or aircraft maintenance officer. The PIC is responsible for assuring that all equipment is on board during the preflight inspection. Insert a new back cover sheet whenever the data is changed.

#	ITEM	WT (as req)	#	ITEM	WT (as req)
	BAGGAGE AREA "A" (if applicable)			BAGGAGE AREA "B" (if applicable)	
				BAGGAGE AREA "B" TOTAL WEIGHT:	
				BAGGAGE AREA "C" (if applicable)	
	BAGGAGE AREA "A" TOTAL WEIGHT:			BAGGAGE AREA "C" TOTAL WEIGHT:	

CAPF 70-8   LOOSE/REMOVABLE EQUIPMENT   01 DEC 21

CIVIL AIR PATROL — AIRCRAFT INFORMATION FILE

— LOOSE / REMOVABLE EQUIPMENT —

This is an EXAMPLE of potential items and distribution that may be found on or included in, the Loose / Removable Equipment page.

This list is not all inclusive and does not imply required items to be carried. The list below reads from top to bottom, left to right. The items are listed from the front of the aircraft to the back as stored in preparation for flight.

Refer to the appropriate CAP Regulations for required items.

#	ITEM	WT (as req)	#	ITEM	WT (as req)
	BAGGAGE AREA "A" (if applicable)			BAGGAGE AREA "B" (if applicable)	
1	FIRST AID KIT		1	CARGO NET	
1	SURVIVAL KIT		1	SLEEPING BAG(S)	
1	COWL PLUGS		1	SEAT CUSHION(S)	
1	FUEL STRAINER(S)		1	SUN SHIELD(S)	
1	PITOT TUBE COVER		1	LIFE VEST(S)	
1	CONTROL LOCK		1	BLANKET(S)	
1	WHEEL CHOCKS		1	ENGINE PRE-HEATER	
1	RADIO LOCK		1	HEATER EXTENSION CORD	
1	FUSELAGE COVER		1	GROUND POWER SUPPLY / APU	
1	ROPES / TIEDOWN KIT		1	STEP LADDER	
				BAGGAGE AREA "B" TOTAL WEIGHT:	
				BAGGAGE AREA "C" (if applicable)	
			2	HEADSET(S)	
			1	TOW BAR	
			1	CAMERA KIT	
	BAGGAGE AREA "A" TOTAL WEIGHT:			BAGGAGE AREA "C" TOTAL WEIGHT:	

CAPF 70-8   LOOSE/REMOVABLE EQUIPMENT (BACK)   01 DEC 21

Aircraft Cockpit

Civil Air Patrol
Cessna: C999 (NAVIII)
CVD: TBD   (G1000 & GFC700)

Preflight Cabin
1. AIF ... Review all & Inspect for Airworthiness.
2. Pitot Tube Cover ... Remove & Check Clear.
3. Documents ... ARROW in airplane
4. POH & Garmin G1000™ Cockpit Ref. Guide ... Accessible to Pilot.
5. Parking Brake ... Set.
6. Control/Avionics Lock ... Remove

WARNING
When the master switch is on, using an external power source, or manually rotating the propeller, treat the propeller as if the magnetos switch were on. Do not stand, nor allow anyone else to stand, within the arc of the propeller since a loose or broken wire, or a component malfunction could cause the engine to start.

7. MAGNETOS Switch ... Off.
8. Avionics Switch (BUS 1&2) ... Off.
9. MASTER Switch (ALT & BAT) ... Off.
10. Primary Fit Display ... Verify On.
11. FUEL QTY (L&R) ... Check.
12. LOW FUEL Annunciators ... Off.
13. OIL PRESS Annunciator ... Verify On.
14. LOW VAC Annunciator ... Verify On.
15. AVIONICS Switch (BUS 1) ... On.
16. Forward Avionics Fan ... Check On (Listen).
17. AVIONICS Switch (BUS 1) ... Off.
18. AVIONICS Switch (BUS 2) ... On.
19. Aft Avionics Fan ... Check On (Listen).
20. AVIONICS Switch (BUS 2) ... Off.
21. PITOT HEAT Switch ... On.
22. PITOT HEAT/Stall Warning ... Check
23. PITOT HEAT Switch ... Off.
24. Stall Warning System ... Check
25. LOW VOLTS Annunciator ... Check on.
26. Flap motor ... Check at 10°-20°.
27. Exterior lights ... Check then off.
28. MASTER Switch (ALT & BAT) ... Off.
29. Elevator & Rudder Trim ... Takeoff position.
30. FUEL SELECTOR Valve ... Off.
31. ALT STATIC AIR Valve ... Off (full open).
32. Fire Extinguisher ... Check (Verify green).

Preflight Empennage
1. Baggage Door ... Check (Secure).
2. Rudder Gust Lock ... Remove.
3. Tail Tie-Down ... Disconnect.
4. Tail Streamer ... Remove.
5. Control Surfaces ... Check.
6. Trim Tab ... Check for security.
7. Antennas ... Check.

Preflight Right Wing trailing edge
1. Flap ... Check Condition.
2. Aileron ... Check Movement.
3. Wingtip/Lights ... Check Condition.

Preflight Right Wing
1. Wing Tie Down ... Disconnect.
2. Fuel Tank Vent Opening ... Check.
3. Main Wheel Tire (42 PSI) ... Check
4. Brake ... Check Visually.
5. Chocks ... Remove & Stow.
6. Fuel Tank Sump Quick Drain Valves (5)

See Fuel Contamination Warning in the POH.

7. Fuel Quantity ... Check Visually
8. Fuel Filler Cap ... Secure and Vent Clear

Nose
9. Static Source Opening (Right) ... Check

See Fuel Contamination Warning in the POH.

1. Fuel Strainer Quick Drain Valves (3) ... Drain.
2. Engine Cooling Air Inlets ... Check.
3. Propeller & Spinner ... Check.
4. Air Filter ... Check.
5. Nosewheel Strut/Tire (49PSI) Check.
6. Tow Bar/Chocks ... Remove & Stow.
7. Engine Cooling Outlets ... Clear.
8. Engine Oil Dipstick ... Check oil level & secure (8 qt min, 9 qt for extended flights)
9. Static Source (Left) ... Check.

Preflight Left Wing Leading Edge
1. Fuel Tank Vent Opening ... Check.
2. Stall Warning Vane ... Check.
3. Land/Taxi light(s) ... Check condition.
4. Wingtip/Lights ... Check Condition.

Preflight Left Wing
1. Wing Tie-Down ... Disconnect.
2. Left Fuel Quantity ... Visually Check
3. Fuel Filler Cap ... Secure.
4. Fuel Tank Sump Quick Drain Valves (5) ... Drain.

See Fuel Contamination Warning in the POH.

5. Main Wheel Tire (42 PSI) ... Check
6. Brake ... Check Visually
7. Chocks ... Remove & Stow.

Preflight Left Wing Trailing Edge
1. Left Aileron ... Check Movement.
2. Left Flap ... Check Condition.
3. Baggage Door ... Re-check (Secure).

Before Starting Engine
1. Preflight Inspection ... Complete.

PASSENGER BRIEF
1. Seat Belts / Shoulder Harness
2. Personal Electronic Devices off
3. Air Vents / Comfort
4. Fire Extinguisher Location / Operation
5. Emergency Procedures & Exits

MISSION BRIEF
1. Mission Objective
2. Destination, WX, Route, Alt, ETE
3. NOTAMs
4. Crew Coordination & CRM
5. Sterile Cockpit Procedures
6. Cockpit Layout
7. Intercom & Radio Usage
8. Seats, Seatbelts, Doors
9. Emergency Action & Egress

1. Mission Objective ... Complete.
2. Sterile Cockpit ... Comply.
3. Seats / Belts / Shoulder Harness ... Adjust and lock, check inertial reels.
4. Brakes ... Test & Set.
5. Circuit Breakers ... Check In.
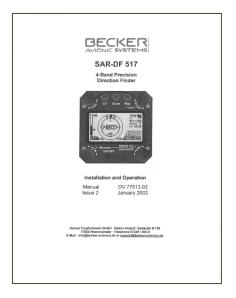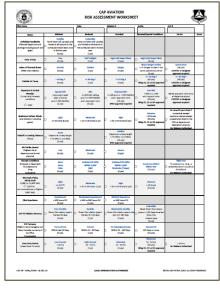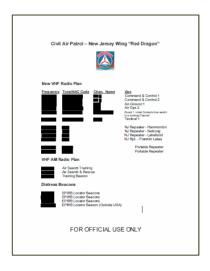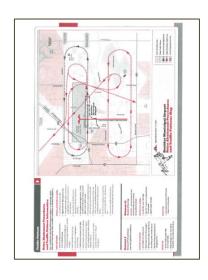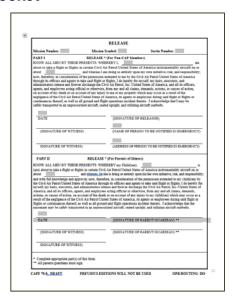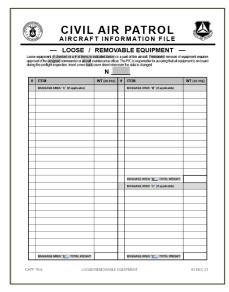6. Transponder ... TEST/Code Set/ALT.
Caution (See Complete Caution in POH The avionics switch (Bus 1 and 2) must be off during engine start to prevent possible damage to avionics.)
7. Electrical Equipment ... Off.
8. Avionics Switch (Bus 1&2) ... Off.
9. Cowl Flaps ... Open.
10. Fuel Selector Valve ... Both.

Starting Engine (Using Battery)
1. Throttle Control ... Open ¼ Inch.

2. Propeller Control ... High RPM.
3. Mixture Control ... Idle Cut Off
4. Stby Batt Switch ... Test and Arm
Hold for 15 seconds, verify that green test lamp does not go out, then ARM and verify that PFD comes on).
5. Engine Indicating System ... Check parameters. (verify no red X's through ENGINE page indicators).
6. Bus E Volts ... 24 volts min.
7. M Bus Volts ... Verify 15 volts or less.
8. Batt S Amps ... Discharge (neg).
9. Stby Batt Annunciator ... On.
10. Propeller Area ... Clear.
11. Master Switch (Alt and Bat) ... On.
12. Beacon Light Switch ... On as required
If engine is warm, omit priming procedure of steps 13, 14 and 15 below.
13. Fuel Pump Switch ... On
14. Mixture Control ... Advance to Full Rich, wait until fuel flow indication is stable, and then return to idle cut off position.
15. Fuel Pump Switch ... Off.
16. Magnetos Switch ... Start.
17. Mixture Control ... Advance to full rich when engine starts.
18. Oil Pressure ... Check
19. Amps (M Batt & Batt S) ... Check charge (positive).
20. Low Volts Annunciator ... Verify Off.
21. Nav Lights Switches ... On as req.
22. Avionics Switch (Bus 1&2) ... On.
23. Mission Master Switch ... On.
24. Check MFD for correct A/C type and Navigation database expiration dates, then press ENT.
25. Transponder ... TEST/Code Set/ALT.
26. Fuel Totalizer ... Reset.
27. ATIS / AWOS ... Copy.
28. G1000 Flight Plan ... Enter as Reqd.
29. Altimeters: PFD & Standby ... Set.

Taxi
1. Brakes ... Test
2. Heat / Vents / Defrost ... As Required.
3. Attitude Indicator ... Verify Proper Ops.
4. Turn Coordinator ... Verify Proper Ops.
5. HSI & Compass ... Verify Proper Ops.

EMERGENCY PROCEDURES
Cessna: C999 (NAVIII)
CVD: TBD   (G1000 & GFC700)

ENGINE FAILURES

ENGINE FAILURE DURING TAKEOFF ROLL
1. Throttle Control ... IDLE
2. Brakes ... APPLY
3. Wing Flaps ... RETRACT
4. Mixture Control ... IDLE CUTOFF
5. MAGNETOS Switch ... OFF
6. Stby Batt Switch ... OFF
7. Master Switch (Alt & Bat) ... OFF

ENGINE FAILURE IMMEDIATELY AFTER TAKEOFF
1. Airspeed ... 75 KIAS (Flaps Up) / 70 KIAS (Flaps down)
2. Mixture Control ... IDLE CUTOFF
3. FUEL SELECTOR valve ... OFF (PUSH DOWN AND ROTATE to OFF)
4. MAGNETOS Switch ... OFF (when landing is assured)
5. Wing Flaps ... AS REQUIRED (Full Flaps Recommended)
6. Stby Batt Switch ... OFF
7. Master Switch (Alt & Bat) ... OFF
8. Cabin Door ... UNLATCH
9. Land ... STRAIGHT AHEAD

ENGINE FAILURE DURING FLIGHT (Restart Procedures)
1. Airspeed ... 76 KIAS (best glide speed)
2. Fuel Selector Valve ... BOTH
3. Fuel Pump Switch ... ON
4. Mixture ... RICH
5. MAGNETOS Switch ... BOTH (or START if propeller is stopped)

Note
If propeller is windmilling, engine will restart automatically within a few seconds. If propeller has stopped (possible at low speeds), turn MAGNETOS switch to START, advance throttle slowly from idle, and lean the mixture from full rich, as required to obtain smooth operation.

6. Fuel Pump Switch ... OFF

FORCED LANDINGS

EMERGENCY LANDING WITHOUT ENGINE POWER
1. Pilot & Passenger Seat Back ... MOST UPRIGHT POSITION
2. Seats and Seat Belts ... SECURE
3. Airspeed ... 75 KIAS (Flaps UP) / 70 KIAS (Flaps 10° to Full)
4. Mixture Control ... IDLE CUTOFF
5. FUEL SELECTOR Valve ... OFF (Push Down and rotate OFF)
6. MAGNETO Switch ... OFF
7. Wing Flaps ... AS REQUIRED (Full Recommended)
8. Stby Batt Switch ... OFF
9. Master Switch (Alt & Bat) ... OFF
10. Doors ... UNLATCHED PRIOR TO TOUCHDOWN
11. Touchdown ... Slightly TAIL LOW
12. Brakes ... APPLY HEAVILY

PRECAUTIONARY LANDING WITH ENGINE POWER
1. Pilot & Passenger Seats ... MOST UPRIGHT POSITION
2. Seats and Seat Belts ... SECURE
3. Airspeed ... 75 KIAS
4. Wing Flaps ... 20°
5. Selected Field ... FLY OVER noting terrain and obstructions.
6. Wing Flaps FULL (on final approach)
7. Airspeed ... 70 KIAS

8. Stby Batt Switch ... OFF
9. Master Switch (Alt & Bat) ... OFF (when landing assured)
10. Doors ... UNLATCH PRIOR TO TOUCHDOWN
11. Touchdown ... Slightly TAIL LOW
12. Mixture Control ... IDLE CUTOFF
13. MAGNETOS Switch ... OFF
14. Brakes ... APPLY HEAVILY

DITCHING
1. Radio ... TRANSMIT MAYDAY on 121.5, give location and intentions and Squawk 7700
2. Heavy Objects (in baggage area) SECURE or JETTISON (if possible)
3. Pilot & Passenger Seat Backs ... MOST UPRIGHT POSITION
4. Seats and Seat Belts ... SECURE
5. Wing Flaps ... 20° to Full
6. Power ESTABLISH 300 FT/MIN DESCENT AT 85 KIAS.

Note
If no power is available, approach at 70 KIAS with flaps UP or at 65 KIAS with Flaps 10°.
7. Approach:
High winds, Heavy Seas ... INTO the WIND
Light winds, Heavy Swells ... PARALLEL to SWELLS
8. Cabin Doors ... UNLATCH
9. Touchdown ... Level Attitude At Established Rate-Of-Descent
10. Face ... CUSHION at touchdown with folded coat
11. ELT ... ACTIVATE
12. Airplane ... EVACUATE through cabin doors.

NOTE: If necessary, open window and flood cabin to equalize pressure so doors can be opened

13. Life Vests and Raft ... INFLATE When Clear Of Airplane

FIRES

During START On Ground
1. MAGNETO Switch ... START (continue cranking to start engine)
IF ENGINE STARTS
2. Power ... 1800 RPM for a few minutes
3. Engine ... SHUTDOWN Inspect for damage
IF ENGINE FAILS TO START ...
1. Throttle Control ... FULL OPEN
2. Mixture Control ... IDLE CUTOFF
3. Magnetos Switch ... START (continue cranking)
4. Fuel Selector Valve ... OFF
5. Fuel Pump Switch ... OFF
6. MAGNETOS Switch ... OFF
7. Stby Batt Switch ... OFF
8. MASTER Switch (Alt & Bat) ... OFF
9. Engine ... SECURE
10. Parking Brake ... RELEASE
11. Fire Extinguisher ... OBTAIN
12. Airplane ... EVACUATE
13. Fire ... EXTINGUISH using fire extinguisher, wool blanket, or dirt
14. Fire Damage ... INSPECT

Change Record

Issue Date	Change Summary
8 Jun 20	Corrected link to AIF Content files. Added option for zippered binder. Removed Archer from Tab 13.
25 Aug 20	Revised references to AIF Content files, which are now published as CAP forms. Revised AIF Cover image and corrected Change Record
01 Dec 21	Updated entire document to accommodate the AIF redesign