



NATIONAL TRANSPORTATION SAFETY BOARD

Office of Aviation Safety
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Attachment 8 – British Airways Normal Checklist Operation

OPERATIONAL FACTORS

DCA15FA185

Checklist Instructions
Normal Checklists

Chapter CI
Section 1

Introduction

This introduction gives guidelines for use of the printed version of the Normal Checklist (NC) as well as the Electronic Checklist (ECL).

The NC is organized by phase of flight.

The NC is used to verify that critical items have been done.

Normal Checklist Operation

Normal checklists are used after doing all respective procedural items.

The following table shows which pilot calls for the checklist and which pilot reads the checklist. Both pilots visually verify that each item is in the needed configuration or that the step is done. The far right column shows which pilot gives the response.

Checklist	Call	Read	Verify	Respond
ELEC POWER UP	None	P2	P2	REFERENCE
PREFLIGHT	P1	P2	Both	P1
BEFORE START	P1	P2	Both	P1
BEFORE TAXI	P1	P2	Both	P1
BEFORE TAKEOFF	PF	PM	Both	PF
AFTER TAKEOFF	PF	PM	Both	PF
DESCENT	PF	PM	Both	PF
APPROACH	PF	PM	Both	PF
LANDING	PF	PM	Both	PF
AFTER LANDING	NONE	PM	PM	NONE
SHUTDOWN	P1	P2	Both	P1
SECURE	NONE	P2	P2	REFERENCE

If the airplane configuration does not agree with the needed configuration:

- stop the checklist
- complete the respective procedure steps
- continue the checklist

If it becomes apparent that an entire procedure was not done:

- stop the checklist
- complete the entire procedure
- do the checklist from the start

Try to do checklists before or after high work load times. The crew may need to stop a checklist for a short time to do other tasks. If the interruption is short, continue the checklist with the next step. If a pilot is not sure where the checklist was stopped, do the checklist from the start. If the checklist is stopped for a long time, also do the checklist from the start.

After completion of each checklist, the pilot reading the checklist calls,
 "_____ CHECKLIST COMPLETE."