



SkyFuns

Pilot Checklist

Updated: May 1st, 2026

Passenger Handling & Safety

1. Before Passenger Arrival

- Required aircraft documents are onboard and accessible (as per NCO.GEN.135)
- Aircraft is prepared for passenger carriage (clean, secured, no loose items)
- Seats, seatbelts, and headsets (if applicable) are functional

2. Passenger Reception

- Verify passenger identity matches the exact booking
- Assess passenger fitness to fly (no visible intoxication or illness)
- Ensure passengers understand this is a non-commercial, private flight

3. Safety Briefing (Mandatory)

Pilot must clearly brief passengers on:

- Use of seatbelts and when they must be fastened
- Entry, exit, and emergency evacuation procedures
- Remaining calm in case of emergency
- No smoking policy
- Use of electronic devices and headsets
- Importance of not distracting the pilot during critical phases of flight

4. Securing the Cabin

- All passengers must be seated and seatbelts fastened before engine start unless instructed by the pilot
- Loose items must be properly secured unless instructed by the pilot
- Doors and windows properly closed and locked unless instructed by the pilot

5. During the Flight

- Maintain safe communication with passengers
- Monitor passenger condition (comfort, stress, sickness)
- Enforce safe behavior at all times
- Apply “sterile cockpit” during take-off, landing, and critical phases

6. Managing Abnormal Situations

- Provide clear, calm instructions to passengers if needed
- Prioritize aircraft control at all times
- Prepare passengers in advance if an abnormal or emergency situation arises

7. After Landing

- Ensure passengers remain seated until safe to disembark
- Supervise safe exit from the aircraft
- Check that no items are left behind

- Final Pilot Responsibility -

The pilot in command is responsible for ensuring that all passengers are properly informed, secured, and managed throughout the flight, and that all necessary documents and safety information are available onboard in accordance with applicable PART-NCO