

Flight Staff Cadet Shutdown Checklist

DATE: _____

SENIOR FSC: _____

CARAVAN UNLOADING

- All equipment unloaded as per list in Caravan, Keys in HQ key cabinet
- Bin emptied into HQ bins, Caravan swept out
- All radios removed from Caravan are switched off and on charge
- Gas turned off

HANGAR CHECKS

- Assist with returning A/C to Hangar
- Assist with marshalling the Caravan back into the Hangar
- Ensure Caravan is chocked and the brake is off

AIRFIELD SHUTDOWN

- Assist in retrieving cones and return them to Hangar

MOTOR TRANSPORT

- Check vehicles are empty and clean
- Return MT radios to HQ, ensure they are turned off and put them on charge
- Complete MT paperwork
- (SAT ONLY) Park MT, lock all doors and return keys to HQ key cabinet
- (SUN ONLY) Assist in marshalling MT into Hangar and ensure keys are returned to key cabinet

PERSONNEL

- Ensure cadets pay cadet messing fee's before leaving
- Ensure GS cadets receive details of their flights to complete F3822/ROS
- Ensure coveralls and relevant student guides are collected and returned

HEADQUARTER CHECKS

- Ensure all radios are turned off and on charge
- Daily stats entered into database from F2965's, printed, faxed and filed
- All bins throughout HQ emptied into outside bins, then 722 SQN bins
- Accommodation block emptied, cleaned and locked

CHECK WITH SENIOR FSC BEFORE DEPARTING SQUADRON

Flight Staff Cadet Start-up Checklist

DATE: _____

SENIOR FSC: _____

HEADQUARTER CHECKS

- All rooms unlocked and blinds/windows open as reqd
- Staff and cadet briefing rooms tidy, GIC brief set up and ready to go
- Turn computer on and print out new RED DEAD list

PERSONNEL

- Any new GS cadets given welcome brief
- All GS and GIC (visiting cadets) signed in and shown accommodation
- GS white board updated from Student Records by a senior FSC
- GS cadets taken to Junior Ranks Mess for Breakfast

MOTOR TRANSPORT

- Daily Inspection (oil, water, electrics) checked and signed for
- Walk around completed and signed for

HANGAR CHECKS

- Clean or supervise cleaning of canopies
- Assist with A/C and caravan removal
- Fire equipment out
- Ensure all relevant hangar doors are closed

CARAVAN LOADING

- Parachutes checked, signed for and loaded
- Ground radio in each vehicle, caravan and HQ
- NOTAMs, royal flight information and weather gathered from 22 SQN
- All equipment loaded as per list in caravan and the keys returned to key cabinet
- Duty Instructor folder and all folders loaded onto caravan after morning briefing

AIRFIELD SET UP

- Assist in carrying out Airfield inspection
- Assist in placing cones in the relevant places

CHECK WITH SENIOR FSC BEFORE DEPARTING SQUADRON