

**BY ORDER OF THE
COMMANDER AIR FORCE
SPECIAL OPERATIONS
COMMAND (AFSOC)**

**AFSOI 11-2C-32BV3 CL-1
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Flying Operations

FLIGHT CREW CHECKLIST

C-32B FLIGHT CREW CHECKLIST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This checklist compliments C-32B Operations Procedures, and is applicable to all subordinate AFSOC flying units that operate the C-32B aircraft. This instruction is applicable to Air National Guard (ANG) units. This instruction is not applicable to Air Force Reserve Units. Additional notes and supplemental information may be added after review by HQ AFSOC/A3V. The contents of this publication are Tier 2 (T-2) level requirements. Refer to AFI 33-360, *Publications and Forms Management* for additional information. Refer recommended changes and questions about this publication to HQ AFSOC/A3V using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This checklist is printed on 8 1/2" by 11" bond paper then trimmed to a unique size 4 1/2" x 6 1/2" that will fit standard plastic aircrew checklist binders.

TABLE OF CONTENT

NORMAL PROCEDURES

FLIGHT BRIEFING GUIDE	N-3
C-32B ABBREVIATED AAR CHECKLIST	N-5
C-32B LOADMASTER ABBREVIATED CHECKLIST	N-9
C-32B AMSS ABBREVIATED CHECKLIST	N-23
CEA BRIEFING GUIDES	N-41
AIRSTAIRS OPERATION	N-47

EMERGENCY PROCEDURES

CABIN CREW EMERGENCY/ CRITICAL ACTIONS AND EGRESS CHART	E-24
EVACUATION COMMANDS AND PROCEDURES DITCHING	E-25
EVACUATION COMMANDS AND PROCEDURES CRASH LANDING	E-26
CRITICAL ACTION PROCEDURES	E-27
FIGURE E1. CREW GROUND EGRESS/DITCHING CHART	E-28
C-32B PLANNED CRASH LANDING/DITCHING	E-30
C-32B PLANNED CRASH LANDING ABBREVIATED CHECKLIST	E-31
C-32B PLANNED DITCHING ABBREVIATED CHECKLIST	E-36

FLIGHT BRIEFING GUIDE

1. ROLL CALL & TIME HACK

2. DESCRIPTION AND PURPOSE OF MISSION

- a. Type of training - upgrade, proficiency, evaluation, etc.
- b. Overall training objectives.
- c. Training requirements for individual crew members.

3. GO/NO-GO ITEMS

- a. DNIF status.
- b. Grounding Items.
- c. Crew duty time.
- d. Currency status.
- e. Remove jewelry.

4. MISSION REQUIREMENTS

- a. Aircraft number/call sign.
- b. Aircraft status, fuel load, station/departure time, mission duration.
- c. Personal equipment, FCIF/Readfile, publication currency and meals.
- d. Weather.
- e. AHAS/BASH.
- f. General mission profile, air work, airfields.
- g. Alternate, Bingo Fuel, min fuel needed for training.

5. IN-FLIGHT DUTIES

- a. Radio discipline, outside vigilance, TCAS
- b. Jumpseat duties.
- c. Sabotage and stowaway checks, anti-hijacking, aircraft security.

6. CREW COORDINATION

- a. Instructor and student responsibility.
- b. Simulated emergency procedures.
- c. Touch-and-go landing procedures.

7. AIR-TO-AIR REFUELING (as applicable)

- a. Tanker(s) Call sign/type.
- b. Track information, altitudes, type of rendezvous, ARCT/RZCT, & EMCOM level.
- d. Fuel onload
- e. Missed AR plan.
- f. Emergency procedures.

8. GROUND EMERGENCIES

- a. POB.
- b. Egress Signals vs. Evacuation Signals.
- c. Primary Exits.
- d. Rally Point.

9. RISK MANAGEMENT

- a. Operational Risk Assessment.

C-32B ABBREVIATED AAR CHECKLIST

NOTES:

This checklist complements AFI 11-2C-32B, Vol 3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B, Vol 3 for amplified procedures and procedures for submitting recommended changes.

	Page
Rendezvous Checklist	N-5
Pre-Contact Checklist.....	N-6
Contact Checklist	N-7
Post Air Refueling Checklist.....	N-8

RENDEZVOUS CHECKLIST (PRIOR TO IP)

NOTES:

PF calls for Rendezvous Checklist on the PA system to notify all crew members.

Cycle the slipway door prior to passing 10,000 feet MSL.

1. Radios**“SET” (P, CP, AMSS)**

NOTE:

The pilot in control of the aircraft will position his radio controls to receive only interphone and the primary aerial refueling frequency. A designated crew member will monitor guard frequencies. The aircraft commander will designate a crewmember to monitor the primary ATC frequency and be prepared to copy any clearances given to the Tanker for the receiver.

NOTE:

Monitor aerial refueling frequency 30 minutes prior to rendezvous control time.

2. Altimeters **“STATE SETTING” (P, CP)**
3. Fuel Onload **“CHECKED” (P, CP)**

NOTE:

PNF will confirm tank sequence for onloading and fuel distribution desired at completion of refueling.

4. A/A DME **“SET” (PNF)**

NOTE:

Set 15 minutes prior to control time.

5. Cabin Report..... **“SECURE” (LM/AMSS)**
6. Rendezvous Checklist **“COMPLETE” (PNF)**

PRE-CONTACT CHECKLIST (Prior to 1/2 NM)

1. AAR Master Power Switch **“ON” (PNF)**
2. Slipway Door..... **“OPEN” (PNF)**
3. ARR Valve **“OPEN” (PNF)**
4. Signal Amplifier Power Switch..... **“NORMAL” (PNF)**
5. Main and CWT Switches **“AS REQUIRED” (PNF)**
6. Slipway Lights..... **“AS REQUIRED” (PNF)**
7. Ready Light **“ON” (P, CP)**
8. Autopilot Disconnect Switches **“CHECKED” (P, CP)**
9. No Smoking and Seatbelt Switches..... **“ON” (PNF)**

- 10. Fuel Panel “SET” (PNF)
- 11. Maximum Continuous Thrust “SET” (PNF)
- 12. Engine Start Selectors “CONTINUOUS” (PNF)
- 13. Upper Beacon & White
Anti-Collision Light “OFF” (PNF)

NOTE:

Turn upper beacon off on IFR Control Panel and white anti-collision light off on the overhead panel.

- 14. Transponder/IFF/TCAS..... “STBY” (PNF)
- 15. Radar “OFF” (PNF)

NOTE:

Radar should be off by ½ NM.

- 16. Autopilot..... “OFF” (PNF)
- 17. A/T Arm Switch “OFF” (PNF)
- 18. Pre-contact Checklist “COMPLETE” (PNF)

CONTACT CHECKLIST**NOTE:**

Upon making contact, the following steps will be accomplished silently

- 1. Latched Light On (PNF)
- 2. Main/CWT IFR Valves As Required (PNF)

NOTE:

Fill wing tanks prior to filling center tank. Float valves will close automatically when full. If closing valves through the AAR Control Panel, close valves one at a time or a disconnect could occur.

3. Signal Amplifier Reset Switch..Reset As Required (PNF)

CAUTION:

Remain stabilized in the contact position until the boom operator or PNF visually confirms a disconnect has been accomplished.

POST AIR REFUELING CHECKLIST

1. Upper Beacon & White
Anti-Collision Light **“ON” (PNF)**
2. Slipway Lights..... **Dim (PNF)**
3. ARR Valve **“CLOSED” (PNF)**
4. Main and CWT Switches **“CLOSED” (PNF)**
5. Slipway Door..... **“CLOSED” (PNF)**
6. AAR Master Power Switch **“OFF” (PNF)**
7. Fuel Panel and Fuel Pumps **“SET” (PNF)**
8. Altimeters **“STATE SETTING” (P, CP)**
9. Autopilot..... **“AS REQUIRED” (PNF)**
10. A/T Arm Switch **“AS REQUIRED” (PNF)**
11. Transponder/IFF/TCAS..... **“AS REQUIRED” (PNF)**
12. Engine Start Selectors **“AUTO” (PNF)**
13. FMC Fuel Update..... **“COMPLETE” (PNF)**
14. Post AAR Checklist **“COMPLETE” (PNF)**

C-32B LOADMASTER ABBREVIATED CHECKLIST

NOTES:

This checklist complements AFI 11-2C-32B, Vol 3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B, Vol 3 for amplified procedures and procedures for submitting recommended changes.

Interior Inspection	N-10
Passenger Compartment.....	N-11
Exterior Inspection	N-15
Prior to Loading.....	N-15
After Loading	N-15
Before Starting Engines.....	N-16
After Engine Start.....	N-16
Before Takeoff	N-16
After Takeoff	N-17
Cruise.....	N-17
Descent and Approach.....	N-18
After Landing, Before Leaving Aircraft.....	N-18
Aircraft Power On	N-19
Transfer From External to APU Power	N-21
Heating and Cooling.....	N-21
Use of Air Conditioning Cart	N-22
Heating and Cooling (Shutdown).....	N-22
Aircraft Power Off	N-22

NOTES:

This preflight inspection will be accomplished prior to the aircraft standing alert and each home station departure. Those items identified by an asterisk (*) shall be inspected by the loadmaster after a crew change or a prolonged stop over (crew rest). Items on which maintenance has been performed shall be inspected at the discretion of the loadmaster.

The aircraft is considered preflighted for alert launches. The loadmaster (time permitting) may preflight the aircraft. As a minimum the forms will be checked to identify degraded/missing equipment.

INTERIOR INSPECTION

- *1. Aircraft Door Locking Kit...REMOVED AND STOWED

FLIGHT DECK

- *2. Aircraft Forms CHECKED
 *3. Aircraft Power ON

NOTE:

To apply power, refer to the Aircraft Power On Checklist.

- *4. Utility bus ties..... ON

NOTES:

Ensure utility bus power switches located on the pilot center overhead panel are "ON".

If power is applied to the aircraft the utility buses may need to be reset to initialize galley power.

5. No Smoking / Fasten Seat Belt Switches ON
 *6. Cargo Door Locks UNLOCKED
 *7. Crash Axe CHECKED
 *8. First Aid Kit..... CHECKED

NOTE:

Check that kit is sealed, secured, and inspection date

*9. PBE..... CHECKED

NOTE:

Check to ensure kit is sealed

*10. Halon Extinguisher..... CHECKED

NOTE:

Check pinned, pressure, secured, and inspection date

PASSENGER COMPARTMENT

*11. Lavatory..... CHECKED

*12. Flight deck door key..... CHECKED

NOTE:

Ensure keys are located in the ashtray adjacent to lavatory door

*13. Fwd Entry Door (Door 1L)..... CHECKED

NOTE:

If the door is open this step may be omitted but slide/raft pressure will be checked.

WARNING:

Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

14. Forward airstairs..... CHECKED

NOTE:

If airstairs are extended this step may be omitted although security must be checked.

15. Galley..... CHECKED

*16. Galley Service Door (Door 1R)..... CHECKED

- 17. Door 1R Flight Attendant Panel/Jumpseat..... CHECKED
- 18. Bin 2R..... CHECKED
- 19. UARSSI Panel.....SECURED
- *20. Bin 1L CHECKED
- *21. Bin 2L..... CHECKED

NOTES:

One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts.

One unit accessory kit, this kit has unit specific equipment.

- 22. Sidewall closet.....SECURED
- 23. Ceiling and Sidewall lights (Crew rest area)..... ON
- *24. DV Compartment doors (Fwd)..... OPEN and LATCHED
- 25. Door 2R Jumpseat CHECKED
- *26. Door 2R / 2L..... CHECKED

NOTE:

If door 2L is open this step may be omitted but slide/raft pressure will be checked.

WARNING:

Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

- 27. Compartment Appearance..... CHECKED
- *28. Bin 7R..... CHECKED

NOTE:

One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts (the Emergency Equipment attachment, located in the loadmaster trip kit, contains an inventory listing).

- 29. Ceiling and Sidewall lights (Fwd DV) ON

- *30. DV Compartment doors (Mid) OPEN and LATCHED
- 31. Ceiling and Sidewall lights (Aft DV)..... ON
- *32. DV Compartment doors (Aft) OPEN and LATCHED
- 33. Ceiling and Sidewall lights (Aft cabin)..... ON
- *34. Bin 12L..... CHECKED
- *35. Bin 15R..... CHECKED
- 36. Vacuum and accessory bag CHECKED
- 37. Mid Cabin Lavatories (3) CHECKED

NOTE:

If the lavatories are to be locked, check the fire detection/ suppression systems as a minimum.

- 38. Life raft overhead storage panel.....CHECKED (As Req)
- 39. Door 3R Jumpseat.....CHECKED
- *40. Door 3R / 3L.....CHECKED

WARNING:

Escape slides are always armed. Do not open door except in an emergency.

NOTES:

Door 3L / 3R are slides only.

Ensure additional supplies are onboard and stowed properly.

- 41. Compartment Appearance.....CHECKED
- 42. Bin 19R.....CHECKED
- *43. Life raft overhead storage panel.....CHECKED

NOTES:

One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts.

One unit accessory kit has unit specific equipment.

- *44. Bin 17L..... CHECKED
- 45. Door 4L Jumpseat CHECKED
- *46. Door 4L CHECKED
- 47. Galley CHECKED
- *48. Door 4R CHECKED
- 49. Entertainment System..... CHECKED
- 50. Tablet Setup.....AS REQUIRED

NOTE:

If mission dictates the use of a tablet, connect the tablet, and power cords at station to be utilized.

- 51. Seats and seatbeltsCHECKED

EXTERIOR INSPECTION

- *1. Fwd baggage compartment.....CHECKED
 - a. Baggage loading system.....CHECKED
 - b. Cargo secured, nets in place.....CHECKED
- *2. Aft Baggage Compartment.....CHECKED
 - a. Baggage loading system.....CHECKED
 - b. Cargo secured, nets in place.....CHECKED

PRIOR TO LOADING

- 1. Load Planning.....COMPLETED
- 2. Aircraft Sprayed..... AS REQUIRED
- 3. Airstairs.....AS REQUIRED

CAUTION:

Prior to lowering the airstairs, ensure the opening area is clear of all obstacles

- 4. Cargo Hold DoorsAS REQUIRED
- 5. Manifest..... CHECKED

NOTES:

Check the manifest against personnel and cargo for correct amount(s) and weight. Check any hazardous materials for compatibility

- 6. Special Loading EquipmentAS REQUIRED

AFTER LOADING

- 1. CargoCHECKED & SECURED
- 2. Baggage Compartments CLOSED & LOCKED
- 3. Passengers ON BOARD
- 4. Fuel Load..... CHECKED

NOTE:

Check individual tank gages for total fuel load

- 5. Weight and Balance..... COMPUTED
- 6. Manifest and Customs Forms..... ON BOARD
- 7. Baggage and Loose Items..... SECURED
- 8. Passengers Seated and Briefed AS REQUIRED
- 9. MEP Briefing COMPLETED AS REQUIRED
- 10. Stowaway Check COMPLETED

BEFORE STARTING ENGINES

- 1. Doors CLOSED
- 2. Escape slides..... ARMED

CAUTION:

Do not arm main doors until support equipment is removed from the aircraft.

- 3. Passengers BRIEFED
- 4. Passenger/crew count relayed to cockpit ... COMPLETE

AFTER ENGINE START

- 1. Headset AS REQUIRED

BEFORE TAKEOFF

- 1. Cabin and Galley SECURE
- 2. Passenger Seat Belts FASTENED
- 3. Cabin Lights AS REQUIRED

NOTE:

Cabin lights will be dimmed for all night takeoffs and landings.

- 4. Signal From the Cockpit “Crew Prepare for Departure”OBTAINED
- 5. Assume assigned seat and fasten seat belt.....FASTENED

AFTER TAKEOFF

- 1. Passengers BRIEFED

NOTE:

Brief passengers when movement within the cabin is permitted. Pass on information pertaining to the mission

- 2. GalleyAS REQUIRED

CRUISE

- 1. Passengers BRIEFED
- 2. Cabin discipline and safety.....AS REQUIRED

NOTE:

If passengers are allowed to move freely in the cabin at cruise altitude good judgment must be exercised allowing the crew access to emergency equipment. In all such conditions, a clear aisle from the front of the aircraft to the rear of the aircraft must be maintained at all times (unless mission requirements dictate otherwise).

- 3. Restraint..... CHECKED

NOTE:

Check security of cargo in the passenger compartment

- 4. Border clearance.....AS REQUIRED
- 5. Mission planningAS REQUIRED

DESCENT AND APPROACH

1. Restraint..... CHECKED

NOTE:

Ensure cargo in passenger compartment is secure

2. Passengers seated and briefed AS REQUIRED

NOTE:

Ensure all passengers are seated and the mission briefings are completed prior to landing

3. Loose equipment SECURED

NOTE:

Ensure all equipment is stowed prior to landing

4. Refuse COLLECTED AND STOWED

5. Cabin lights..... AS REQUIRED

NOTE:

Cabin lights will be dimmed for all night takeoff and landings.

6. Assume assigned seat and fasten seat belt..... FASTENED

NOTE:

If the cabin is not secure when the takeoff announcement is made, notify the pilot of status. With passengers onboard, the forward and aft flight attendant seats will be occupied by a backend crew member (CEA). The aft seat will be considered occupied when the AMSS is in their primary crew position. Without passengers, the loadmasters will be seated as close as possible to assigned exits.

AFTER LANDING, BEFORE LEAVING AIRCRAFT

1. Cabin lights..... AS REQUIRED

NOTE:

Cabin lights will remain dim until the aircraft has blocked in.

- 2. Border clearance.....AS REQUIRED
- 3. Escape slides..... DISARMED

WARNING:

Ensure all Escape Slides are DISARMED prior to opening doors.

- 4. AirstairsAS REQUIRED
- 5. Offload.....AS REQUIRED
- 6. Lavatories serviced.....AS REQUIRED
- 7. Equipment inventoried COMPLETED
- 8. Aircraft locked..... CHECKED

AIRCRAFT POWER ON**NOTE:**

The following procedures are accomplished to permit safe application of electrical power.

- 1. Aircraft forms CHECKED
- 2. Battery switch ON
- 3. Standby Power selector AUTO
 - a. MAIN BAT DISCH lightIlluminated
 - b. Standby bus OFF light..... Extinguished
- 4. FIRE/OVHT TEST ENG/APU/CARGO.....CHECKED

NOTE:

Press and Hold. APU and ENG Fire Warning Lights will illuminate and horn will sound.

- 5. SQUIB TEST.....CHECKED

NOTE:

P-61 panel, nine lights should illuminate green

6. Left VHF radio ON

NOTES:

Left radio is connected to Standby DC Bus

Ensure at least one radio is tuned to ground frequency for fire coverage.

7. Hydraulic Electric Pump switchesOFF

8. Position Lights switch ON

9. Landing Gear Lever..... DN

10. Alternate Flaps selector NORM

11. Flap handle and indicators match CONFIRMED

12. Electrical Power Establish

If external power is desired:

a. External Power AVAIL light.....Illuminated

b. External Power switch..... Push

If APU power is desired:

a. APU Generator switch..... ON

b. APU selector..... START, Release to ON

NOTE:

The APU starter duty cycle is a maximum of 3 consecutive starts or attempts within a 60-minute period.

13. Bus Tie switches.....AUTO

TRANSFER FROM EXTERNAL TO APU POWER***NOTE:***

After APU is started, before external power is removed

1. External Power switch..... Push
 - a. ON light Extinguished

HEATING AND COOLING**AFTER APU IS STARTED**

1. BLEED AIR panel..... Set
 - a. ENGINE bleed air switches..... ON
 - b. OFF lights..... Illuminated
2. APU bleed air switch..... ON
 - a. VALVE light Extinguished
3. ISOLATION switch ON
 - a. VALVE light Extinguished
4. Air conditioning panel..... Set
 - a. PACK CONTROL selectors..... AUTO
 - b. PACK OFF lights Extinguished
5. TRIM AIR switch..... ON
6. RECIRCULATION FAN switches ON
 - a. INOP lights Extinguished
7. FLIGHT DECK and CABIN temp controls..... AUTO
 - a. INOP lights Extinguished
 - b. Temperature..... ADJUSTED

NOTES:

Do not adjust pack temp to full cold due to the possibility of freezing the packs.

When the airplane is electrically powered for more than 20 minutes on the ground, equipment cooling must be provided as shown below.

94°F to 105°F (34°C to 40°C) One forward and aft entry door on opposite sides open, or at least one A/C pack or equivalent ground cooling operating.

106°F to 120°F (41°C to 49°C) At least one A/C pack or equivalent ground cooling operating.

More than 120°F (49°C) Two A/C packs or equivalent ground cooling operating.

USE OF AIR CONDITIONING CART**Before connecting ground air conditioning cart:**

1. PACK CONTROL selectors.....OFF

NOTE:

This allows cart to operate at maximum efficiency

After disconnecting ground air conditioning cart:

1. PACK CONTROL selectorsAUTO

HEATING AND COOLING (SHUTDOWN)

1. PACK CONTROL selectorsOFF

AIRCRAFT POWER OFF**NOTE:**

The following procedures are accomplished to permit removal of electrical power from the airplane.

1. External Power switch.....OFF

- 2. APU selector.....OFF
 - a. APU RUN lightExtinguished
- 3. Standby Power selectorAUTO
- 4. Battery switchOFF

C-32B ABBREVIATED AMSS CHECKLIST

Refer to AFSOCI 11-2C-32B, Vol 3 CL-2, *Airborne Mission Systems Specialist (AMSS) C4i Abbreviated Checklist.*

CABIN CREW EMERGENCY/CRITICAL ACTIONS AND CREW EGRESS CHARTS

NOTES:

This checklist complements AFI 11-2C-32B, Vol 3. Aircrews will use the applicable briefing guide when performing special operations. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B, Vol 3 for amplified procedures and procedures for submitting recommended changes.

	Page
Evacuation Commands and Procedures	
Ditching.....	E-25
Evacuation Commands and Procedures	
Crash Landing.....	E-26
Critical Action Procedures.....	E-27
Figure E1. Crew Ground Egress/Ditching Chart	E-28

EVACUATION COMMANDS AND PROCEDURES**DITCHING**

1. **“STAY IN YOUR SEATS, LIFEVEST UNDER YOUR SEATS, PUT THEM ON; DO NOT INFLATE” – DON LIFEVEST**
2. **“BEND OVER/HEADS DOWN” – TAKE PROTECTIVE POSITION**
3. **“RELEASE SEATBELTS, COME THIS WAY” – RELEASE YOUR SEATBELT, TURN ON EMERGENCY LIGHTS, ASSESS CONDITIONS, REDIRECT IF BLOCKED**
4. **“STOP, STAND BACK” – OPEN EXIT, ENSURE SLIDE INFLATES PROPERLY, TAKE PROTECTIVE POSITION**
5. **“INFLATE LIFEVEST AS YOU EXIT” – INFLATE LIFEVEST**

NOTE:

The sequence of the above emergency procedures may be altered depending on the nature of the emergency. Crew members must maintain situational awareness to adequately and successfully execute their duties.

**EVACUATION COMMANDS AND PROCEDURES
CRASH LANDING**

1. **“BEND OVER/HEADS DOWN”** – TAKE PROTECTIVE POSITION
2. **“RELEASE SEATBELTS, COME THIS WAY”** – RELEASE YOUR SEATBELT, TURN ON EMERGENCY LIGHTS, ASSESS CONDITIONS, REDIRECT IF BLOCKED
3. **“STOP, STAND BACK”** – OPEN EXIT, ENSURE SLIDE INFLATES PROPERLY, TAKE PROTECTIVE POSITION
4. **“YOU AND YOU, STAND AT THE BOTTOM AND PULL PEOPLE OFF.”** – ASSESS EVACUATION
5. **“JUMP, JUMP”** – EXIT AFTER LAST PASSENGER

NOTE:

The sequence of the above emergency procedures may be altered depending on the nature of the emergency. Crew members must maintain situational awareness to adequately and successfully execute their duties.

CRITICAL ACTION PROCEDURES**FIRE/SMOKE INSIDE IN-FLIGHT**

1. FIGHT FIRE – PROTECTIVE EQUIPMENT AS REQUIRED
2. NOTIFY CREW

FIRE/SMOKE INSIDE ON THE GROUND

1. FIGHT FIRE – PROTECTIVE EQUIPMENT AS REQUIRED
2. NOTIFY CREW
3. DEPLANE OR EVACUATE IF NECESSARY

FIRE OUTSIDE

1. NOTIFY CREW

RAPID DECOMPRESSION

1. OXYGEN – ON
2. SIT DOWN/HOLD ON
3. ASSIST PASSENGERS

APU FIRE

1. APU FIRE SWITCH – PULL, ROTATE AND HOLD

Figure E1. Crew Ground Egress/Ditching Chart.

CREW MEMBER	PROVIDES	GROUND EGRESS STATION	EGRESS EXIT ASSIGNED
A/C	Flashlight	A/C Seat	#4R/4R Slide
CP	Flashlight, First Aid Kit (cockpit), Crash Axe, Life Raft Accessory Kit	CP Seat	#1L/1L Slide
MEP	Flashlight, Life Raft Accessory Kit	Jump Seat	#2R/2R Slide
Primary LM	Flashlight, First Aid Kit (Bin 1L), Megaphone, Life Raft Accessory Kit, Unit Accessory Kit, ELT	1R Jump Seat	#1R/1R Slide
Secondary LM	Flashlight, First Aid Kit (Bin 7R), Life Raft Accessory Kit	w/AMSS 2R Jump Seat w/o AMSS 4L Jump Seat	#2L/2L Slide #4L/4L Slide
Primary AMSS	Flashlight, Life Raft Accessory Kit	Assigned AMSS seat	#4R/4R Slide
Secondary AMSS	Flashlight, First Aid Kit (Bin 17L), megaphone, Life Raft Accessory Kit, Unit Accessory Kit	4L Jumpseat	#4L/4L Slide

WARNINGS:

Fuselage doors are considered primary escape routes in an emergency landing. Cockpit windows, door exits 3L/3R are secondary routes for crash landing/ditching. In all cases, carefully assess the conditions.

If the evacuation signal is not given from the cockpit and the cabin crew needs to initiate the evacuation; the Alert button on the phone handset must be depressed, letting the cockpit know that an evacuation is taking place. When possible, notify the cockpit by the use of the interphone headset, telephone handset, or megaphone prior to initiating an evacuation. Turn on the emergency exit light switch at each evacuation station.

All additional crew members/able bodied helpers will receive a thorough briefing as to the duties to be performed if any, during an evacuation. If time permits, consideration should be given to obtain additional survival items (i.e., food, water, etc.)

Exits not covered in this chart due to crew size will be delegated to able-bodied helpers.

The PIC will sweep the cabin from the front to rear ensuring all passengers have evacuated and should then exit through the right aft entry door (4R) if possible.

If assigned exits are blocked and all passenger assistance has been rendered, leave the aircraft by any suitable exit.

The term “**EGRESS**” requires deployment/use of aircraft airstairs egressing to a predetermined rally point. The term “**EVACUATION**” requires immediate deployment and use of slide/raft, evacuating to a predetermined rally point. In either case, the PIC or designated representative will ensure all crew and passengers are accounted for.

NOTE:

Prior to the last able bodied crew member departing the aircraft, ensure all crew members are capable of egressing.

**C-32B PLANNED CRASH LANDING/DITCHING
ABBREVIATED CHECKLIST**

NOTES:

This checklist complements AFI 11-2C-32B, Vol 3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

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Page

C-32B Planned Crash Landing Abbreviated Checklist.....E-31

C-32B Planned Ditching Abbreviated ChecklistE-36

C-32B PLANNED CRASH LANDING

- 1. Cockpit Informs Primary Loadmaster BRIEFED
 - a. Nature of Emergency
 - b. Time Available
 - c. Special Instructions
 - d. Signal to remain seated
 - e. Bracing signal

NOTE:

Bracing Signals:

- 1,500' AGL: "Prepare for Landing"
- 250' AGL: "Brace for Impact"

- 2. Primary Loadmaster Informs All Crew members.....BRIEFED
- 3. Lights to Bright SET (LM)
- 4. Public Address AnnouncementBRIEFED (LM)

WARNING:

If public address is inoperative use a megaphone.

C-32B PLANNED CRASH LANDING BRIEFING (PA)

The Aircraft Commander has informed me that it may be necessary to evacuate the aircraft. The following information we will give you is to prepare you for a safe and orderly evacuation of the aircraft.

Please direct your attention to the aircrew members in the aisles.

Fasten your seatbelts (low and tight). Place your tray tables and seat backs to their upright position, and ensure all carry-on items are properly stored (under seat or in overhead bins).

PAUSE

There are two doors in the forward cabin, two doors in the mid cabin, two doors aft of the lavatories and two doors in the rear of the cabin. Please take a moment and determine the closest exit to you.

PAUSE

All main doors are equipped with an escape slide.

PAUSE

Just prior to touchdown, you will be instructed to “brace”.

To brace, sit back as far as you can in your seat.

Ensure your seatbelt is low and tight around your waist.

Bend as far forward as possible and grab your ankles or cross your wrists and place your forehead on the seatback of the seat in front of you.

PAUSE

You must stay in the brace position until the aircraft comes to a complete stop.

Once the aircraft comes to a complete stop, follow the instructions of the crew members. Release your seatbelts and move to the nearest available exit.

DO NOT take anything with you.

At the door, jump into the slide feet first in the sitting position.

At the bottom of the slide, quickly move away from the aircraft.

At this time, remove all sharp objects for collection by a crew member.

PAUSE

At this time, locate the briefing card that is in the seat pocket in front of you and familiarize yourself with exit locations and operating instructions. Crew members will be available to answer any questions.

NOTE:

BRIEFING COMPLETE / CONTINUE CHECKLIST

5. Ensure All Exits Armed/Exits Unobstructed..... (CEA)
6. Secure Cabin/Collect and Stow Loose Items ... CHECKED
 - a. Clear cabin of loose items.
 - b. Secure galleys/cabin dividers.
 - c. Lock lavatory doors.
 - d. Gather loose items from passengers.
 - e. Primary loadmaster collects items from cockpit.
7. Brief / Reseat Assistants..... COMPLETE (CEA)
 - a. Identify assistants/reposition near exit.
 - b. Show briefing card.
 - c. Brief the following requirements to assistants:
 1. When to begin assistance
 2. How to hold people back, arms-up position
 3. Exit aircraft, stand at the bottom, pull people off
 - d. Brief what to do if crew member is incapacitated:
 1. When to initiate evacuation
 2. Look for water/hazards outside of exit
 3. Operation of door

e. Have assistants demonstrate responsibilities (time permitting)

8. Passengers Evacuation Procedures..... CHECKED(CEA)

NOTE:

Each respective crew position should ask questions aloud on the following areas:

1. Show me your bracing position.
2. Where is your closest exit?
3. When will you evacuate?
4. Where will you go after exiting the aircraft?
5. Assign passengers to assist with disabled/injured.

9. Checklist..... COMPLETE (CEA)

NOTE:

All crew members will advise primary LM when checklist is complete. Primary loadmaster will advise cockpit when checklist is complete.

10. 1,500' AGL**“PREPARE FOR LANDING”** (PNF)

NOTE:

All crew members make compliance check and occupy assigned seat/jump seat.

11. 250' AGL**“BRACE FOR IMPACT”** (PNF)

- a. Primary crew members initiate evacuation commands.
- b. Primary crew members assume crash position at designated exit.
- c. All crew members remain seated until aircraft comes to a complete stop.

12. On the Ground:

If evacuation is required

.....**“EVACUATE, EVACUATE, EVACUATE”** (PNF)

If evacuation is not required

.....**“REMAIN SEATED, REMAIN SEATED”** (PNF)

NOTE:

When designated signal is given from cockpit evacuate the aircraft.

**C-32B PLANNED DITCHING
ABBREVIATED CHECKLIST**

NOTES:

This checklist complements AFI 11-2C-32B, Vol 3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B, Vol 3 for amplified procedures and procedures for submitting recommended changes.

The primary loadmaster assumes responsibility for the execution of this checklist. The primary loadmaster will delegate portions of this checklist to other CEAs to be run simultaneously, and then will be briefed upon completion. All crew members must maintain situational awareness to adequately and successfully execute their duties.

1. Cockpit Informs Primary Loadmaster BRIEFED
 - a. Nature of Emergency
 - b. Time Available
 - c. Special Instructions
 - d. Bracing signal

NOTE:

Bracing Signals:

1,500' AGL: "Prepare for Landing"

250' AGL: "Brace for Impact"

2. Lights to Bright SET (LM)
3. Primary Loadmaster Informs
All Crew members BRIEFED
4. Public Address AnnouncementBRIEFED (LM)

WARNING:

If public address is inoperative use a megaphone.

C-32B PLANNED DITCHING BRIEFING**(PA)**

The Aircraft Commander has informed me that it may be necessary to ditch the aircraft. The following information we will give you is to prepare you for a safe and orderly evacuation of the aircraft.

Please direct your attention to the aircrew members in the aisles.

Fasten your seatbelts (low and tight). Place your tray tables and seat backs to their upright position, and ensure all carry-on items are properly stored (under seat or in overhead bins).

Remove your life vest from underneath your seat.

PAUSE

Place the vest over your head and wrap the strap over your waist. Attach the buckle into the fitting and pull the loose end tight around your waist.

DO NOT inflate your vest at this time.

After exiting the aircraft, pull down on the red tabs to inflate the vest. If the vest does not inflate, it can be orally inflated using the tubes located at each shoulder.

PAUSE

DO NOT inflate the vest until after you have left the aircraft.

There are two doors in the forward cabin, two doors in the mid cabin and two doors in the aft cabin. Each door is equipped with a slide/life raft.

Please take a moment and determine the exit closest to you

PAUSE

Just prior to touchdown, you will be instructed to “brace”.

To brace, sit back as far as you can in your seat.

Ensure your seatbelt is low and tight around your waist.

Bend as far forward as possible and grab your ankles or cross your wrists and place your forehead on the seatback of the seat in front of you.

PAUSE

You must stay in the brace position until the aircraft comes to a complete stop.

Once the aircraft comes to a complete stop, follow the instructions of the crew members. Release your seatbelts and move to the nearest exit.

DO NOT take anything with you.

At this time, remove all sharp objects for collection by another crew member.

PAUSE

At this time locate the briefing card that is in the seat pocket in front of you and familiarize yourself with exit locations and operating instructions. Crew members will be available to answer any questions.

NOTE:**BRIEFING COMPLETE / CONTINUE CHECKLIST**

5. Ensure All Exits Armed/Exits Unobstructed..... (CEA)
6. Secure Cabin/Collect and Stow Loose Items ... CHECKED
 - a. Clear cabin of loose items.

- b. Secure galleys/cabin dividers.
 - c. Lock lavatory doors.
 - d. Gather loose items from passengers.
 - e. Primary loadmaster collects items from cockpit.
 - f. Obtain survival kits, reposition to evacuation exit and attach to O-ring on bustle.
7. Reseat/Brief Assistants..... COMPLETE (CEA)
- a. Identify assistants/reposition near exit.
 - b. Show briefing card.
 - c. Brief the following requirements to assistants:
 - 1. When to begin assistance
 - 2. How to hold people back, arms-up position
 - 3. Exit aircraft, move to the end of raft, instruct others
 - d. Brief what to do if crew member is incapacitated:
 - 1. When to initiate evacuation
 - 2. Look for water/hazards outside of exit
 - 3. Operation of door
 - e. Have assistants demonstrate responsibilities (time permitting)
8. Passengers Evacuation Procedures..... CHECKED (CEA)

NOTE:

Each respective crew position should ask questions aloud on the following areas:

- a. Show me your bracing position
- b. Where is your closest exit/ raft?
- c. When will you evacuate?
- d. Where will you go after exiting the aircraft?
- e. When will you inflate your vest?

Assign passengers to assist with disabled/injured.

9. Checklist..... COMPLETE (CEA)

NOTE:

All crew members will advise primary LM when checklist is complete. Primary loadmaster will advise cockpit when checklist is complete.

10. 1,500' AGL **"PREPARE FOR LANDING"** (PNF)

NOTE:

Primary loadmaster makes announcement. All crew members make compliance check and occupy assigned seat/jump seat.

11. 250' AGL **"BRACE FOR IMPACT"** (PNF)

- a. Primary crew members initiate evacuation commands.
- b. Primary crew members assume crash position at designated exit.
- c. All crew members remain seated until aircraft comes to a complete stop.

12. Command Evacuation

..... **"EVACUATE, EVACUATE, EVACUATE"** (PNF)

NOTE:

(Ditching Situation) Initiate evacuation as soon as aircraft comes to complete stop.

CEA BRIEFING GUIDES

NOTES:

This checklist complements AFI 11-2C-32B, Vol 3. Aircrews will use the applicable briefing guide when performing special operations. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B Vol 3 for amplified procedures and procedures for submitting recommended changes.

	Page
Passenger Briefings.....	N-42
MEP Briefing guide.....	N-46

PASSENGER BRIEFING

NOTE:

This briefing will be given and demonstrated anytime passengers are on board. The briefing may be given verbally (P.A.) or with the use of the aircraft video system.

DEPARTURE BRIEFING

1. “May I have your attention, please? Welcome aboard (Call Sign). The Flying time to (Destination) is (Duration).
2. “At this time please ensure all carryon baggage is stowed in an overhead bin or under the seat in front of you, take your seats, and ensure your seat belt is securely fastened, your tray table or table leaf is stowed, and your seatback is in the full upright position.”
3. “Our aircraft is pressurized, should the loss of pressure occur, oxygen masks will drop from a panel above you, pull the masks towards you to start the flow of oxygen. Place the mask over your nose and mouth and place the retainer band around your head; pull on the tabs to tighten. The bag will not inflate but oxygen will be flowing, breath normally. Ensure you put on your own mask before helping others.”
4. “Emergency exits are located throughout the aircraft. Please familiarize yourself with the exit nearest to you, remember the nearest exit maybe behind you.”
5. (OVERWATER ONLY) “Because our route takes us over water, a life vest is located under your seat. To use the life vest open the package and place the life vest over your head, connect the straps from around your back to the ring in front, tighten by pulling on the loose ends. Do not inflate the life vest until you have exited the aircraft.

To inflate pull on the two red handles, if the vest fails to inflate you can inflate it by using the manual inflation tubes. Your seat cushions can also be used as a flotation device.”

6. “Please do not put your feet on, or sit on the seat armrests. They are not stressed to hold any weight. As with all flights there is no smoking aboard this aircraft.”
7. “At this time please turn off all cell phones, personal laptop computers and other electronic devices. After takeoff you will be advised when it is acceptable to turn on your personal laptop computers.”
8. “Throughout the flight please comply with the instructions of the passenger advisory signs located forward and above your head. If there are any questions concerning the flight please do not hesitate to ask. Thank you.”

AFTER TAKEOFF BRIEFING

NOTE:

This portion of the brief will be given upon notification by the pilot or when the FASTEN SEAT BELT sign has been extinguished.

1. “May I have your attention, please? The pilot has turned off the FASTEN SEATBELT sign. At this time, movement within the cabin is permitted. However, while seated we recommend that your seat belt be loosely fastened. Thank you.”

FASTEN SEATBELT SIGN COMES ON DURING FLIGHT

1. “MAY I HAVE YOUR ATTENTION, PLEASE? The pilot has turned on the fasten seatbelt sign, at this time please take your seats and fasten your seatbelts until further advised. Thank you.”

IN-FLIGHT REFUELING BRIEFING

NOTE:

This briefing will be given when the rendezvous checklist is initiated.

1. “May I have your attention, please? We are about to commence aerial refueling operations. Please take your seats and fasten your seatbelt until further advised. During this time, it is normal to experience turbulence, as might be expected in rough weather. Thank you.”

NOTE:

When challenged during the rendezvous checklist the “CABIN SECURE” call will be given.

PRE-ARRIVAL BRIEFING

NOTE:

This briefing will be given in two parts. Acquire current local time, landing time, and weather from the AMSS or pilots prior to this brief. The first part will be given when the FASTEN SEATBELT sign illuminates for initial decent. Ensure all passengers are awake prior to giving this part of the briefing.

1. Part 1. “May I have your attention please? We have started our decent for landing at (*Destination*), we will be landing approximately (*Landing Time in local & Z*). The current temperature is (*Degrees*), and the weather is (*dry, raining, etc.*). At this time please ensure all carryon baggage that has been taken out during flight is stowed in an overhead bin or under the seat in front of you, take your seat, and fasten your seatbelt. Thank you.”

NOTE:

This portion of the brief will be given when the landing gear is lowered.

2. Part 2. “May I have your attention, please? We are preparing to land. Please ensure your seatbelt is securely fastened, your tray table or table leaf is stowed, and your seat back in the full upright position. Thank you.”

AFTER LANDING BRIEFING

NOTE:

This portion of the brief will be given once the aircraft is clear of the runway.

1. “Please remain seated until the aircraft has come to a complete stop and the pilot has turned off the FASTEN SEATBELT sign. Please be careful opening the overhead bins because items may have shifted during the landing. Thank you.”

EN ROUTE DEPARTURE BRIEFING

1. “May I have your attention, please? Welcome aboard the continuation flight of (Call Sign). The flying time to (Destination) is (Duration). At this time, please ensure all carryon baggage is stowed in an overhead bin or under the seat in front of you, take your seats; ensure your seatbelt is securely fastened, your tray table or table leaf is stowed, and your seatback is in the full upright position. Thank you.”

MEP BRIEFING GUIDE***NOTE:***

The PIC or his representative will brief all MEPs covering emergency procedures, emergency exits, and assistance required during emergency conditions. The extent of the briefing will be commensurate with the qualification of the MEP in that design aircraft.

1. Route of flight, ETE, altitude, enroute and destination weather, cargo, aircrew training and evaluation requirements.
2. Seat assignment (seat for planned crash landing and ditching, use of the seat belts, safety observer duties, use of oxygen system, mask, and interphone).
3. Emergency procedures.
 - a. Emergency signals.
 - b. Emergency exits.
 - c. Rapid decompression.
 - d. Location and use of emergency and survival equipment.
 - e. Assistance required during emergency conditions.
4. Crew rest.
5. airsickness and location of lavatories.
6. Aircraft cleanliness.

AIRSTAIRS OPERATION***NOTE:***

This checklist complements AFI 11-2C-32B, Vol 3. Carry this information in the USAF flight checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B, Vol 3 for amplified procedures and procedures for submitting recommended changes.

	Page
Deploying Airstairs.....	N-48
Retracting Airstairs.....	N-50
Airstairs Emergency Retract.....	N-51
Jettisoning Airstairs	N-53

DEPLOYING AIRSTAIRS

1. Curtain.....OPEN and SECURED
2. Power Cord.....CONNECTED
3. Power..... ON
4. Retract SwitchDEPRESS

NOTE:

Hold switch until movement stops

5. Jettison Block and Pin..... INSTALLED

NOTE:

Ensure Pin is safety wired in position

6. Pip Pins.....REMOVED and STOWED
7. Door 1LOPEN

NOTE:

Ensure gust lock engages

8. Latch PinsRELEASED
9. AirstairsDEPLOYED POSITION

NOTE:

Push airstairs fwd then outboard

10. Latch PinsDEPRESSED

NOTE:

Ensure pins seat in floor mounts

11. Pip Pins..... INSTALLED
12. Threshold step LOWERED
13. Ready Light ON

NOTE:

If ready light is not on, ensure the aft latch pin is fully seated.

CAUTION:

Make certain that no vehicles, personnel or any obstruction is in the way of the airstairs deployment to extend mode area.

14. EXTEND switch.....DEPRESS and HOLD

NOTES:

Hold the extend switch until the airstairs has been fully deployed and is resting on the ramp.

The hydraulic system powers the airstairs thru approximately 80% of rotation. At this point, the cutoff switch interrupts power to the hydraulic pump the airstairs extends by gravity.

15. LATCHED Light..... ILLUMINATED

CAUTION:

Latch position indicating light must be ON when the airstairs contacts ground; otherwise damage will result to mechanism.

NOTE:

In the event that the latches fail to engage (no latch position indicator light), stop airstairs prior to contacting the ground by releasing the EXTEND switch. Retract the airstairs approximately two feet off of the ground. Depress the EXTEND switch and watch for the position light. If the latches fail to engage again, stop motion of the airstairs by releasing the EXTEND switch. Manually engage the latches from the ground and extend the airstairs completely. Notify maintenance of failure.

16. EXTEND switch.....RELEASED

17. POWER switchOFF

RETRACTING AIRSTAIRS

1. POWER switch..... ON
2. READY light..... ON

NOTE:

Ensure the airstairs are clear of personnel and equipment prior to retracting.

3. RETRACT switch HOLD

NOTE:

Hold switch until movement stops

4. RETRACT switch RELEASE
5. POWER switch..... OFF
6. Threshold step RAISED
7. Pip Pins..... REMOVED and STOWED
8. Latch Pins RELEASED
9. Airstairs STOWED POSITION

NOTE:

Ensure that the power cable is kept clear as airstairs are moved.

10. Latch Pins DEPRESSED

NOTE:

Ensure pins seat in floor mounts

11. Door 1L CLOSED and ARMED
12. Pip Pins..... INSTALLED
13. Curtain SECURED

NOTE:

Latch pins engagement must be verified prior to taxi and takeoff.

CAUTION:

Do not leave airstairs extended for a long period of time (1 Hour) under snow, rain and icing conditions.

CAUTION:

Do not use chemical de-icing on the airstairs. Should there be a usage of de-icing agents, the airstairs shall be removed and shipped back to the manufacturer for reconditioning.

CAUTION:

The airstairs must not be operated continuously more than 5 cycles at a time, and after every 5 cycles it must be allowed to cool off at least 15 minutes, otherwise damage to the pump-motor may occur.

WARNING:

Observe weight limits on airstairs. Maximum weight limits are 250 pounds on every other step under a 1.5 G load.

AIRSTAIR EMERGENCY RETRACT

1. Hand PumpSECURED

NOTE:

Ensure both locks are fully engaged

2. Access plate..... REMOVED

NOTE:

Screwdriver is located under 1R FA seat)

3. Quick Disconnect Caps REMOVED

4. Quick Disconnect HosesCONNECTED

NOTE:

Take the hose that is connected to the OUT side of the pump and connect to the IN fitting on the airstairs. The hose that is connected to the IN side of the pump is connected to the OUT side of the airstairs.

5. Manual Override.....DEPRESSED and LOCKED

NOTE:

Turn manual override to the DN (manual down) position

6. Hand pump ACTUATE

NOTE:

Actuate pump until airstairs are fully retracted

7. Quick Disconnect Hoses DISCONNECTED

8. Quick Disconnect Caps INSTALLED

9. Access plate INSTALLED

NOTE:

Return screwdriver under 1R FA seat

10. Hand Pump REMOVED and STOWED

11. Threshold step RAISED

12. Pip Pins REMOVED and STOWED

13. Latch Pins RELEASED

14. Airstairs STOWED POSITION

NOTE:

Ensure that the power cable is kept clear as airstairs are moved.

15. Latch Pins DEPRESSED

NOTE:

Ensure pins seat in floor mounts

- 16. Door 1L CLOSED and ARMED
- 17. Pip Pins..... INSTALLED
- 18. Curtain.....SECURED

NOTE:

Latch pins engagement must be verified prior to taxi and/or takeoff.

JETTISONING AIRSTAIRS***NOTE:***

Jettisoned airstairs weighs approximately 412 lbs.

- 1. Ground personnel POSITIONED
- 2. E/E bay doorOPEN

NOTE:

A small ladder will need to be taken down to gain access to the outer E/E bay door for re-entry into the aircraft.

- 3. Strap.....CONNECTED

NOTE:

Ground Personnel connect strap to lower section of the airstairs

- 4. Power.....OFF
- 5. Circuit breakersPULLED

NOTE:

Pull three circuit breakers on P-6-1 panel

- 6. Cannon plug DISCONNECTED

NOTE:

Aft of door 1L

7. Jettison pin and blockPULLED

NOTE:

Due to confined space the block may not be able to be removed. It will fall clear as the airstairs are jettisoned. Ensure ground picks up the block to prevent FOD damage.

8. Pip Pins.....REMOVED and STOWED

9. Latch PinsRELEASED

10. Coordinate with ground.....ACCOMPLISHED

11. AirstairsPUSH OUT

NOTE:

As ground pulls, push airstairs out of the door and clear of the aircraft

CAUTION:

Ensure you are not holding onto or have loose clothing that can get caught on the airstairs as they are being jettisoned.

NOTE:

Ground person(s) must pull the airstairs clear of the landing gear and the engine.

12. Lower Carriage.....RETRACTED and STOWED

13. Door 1L CLOSE and ARMED

14. E/E bay doorCLOSED