



# International Pilot Services, Inc. International Checklist

**Flt Support Agency:** \_\_\_\_\_ **Crew:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Itinerary:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

AIRCRAFT DOCUMENTATION		
Item	Completed	Notes
Airworthiness Certificate		On aircraft
Registration		On aircraft
Noise Certificate		AFM / QRH/ OEM copies on aircraft
Dimensions (metric) Weights (metric)		AFM
Insurance: Domestic International (Mexico) Military		Certificate copies on aircraft
		Check country restrictions
		Check additional requirements
Radio Station Licenses 8.33 Compliance >136.0		Check aircraft
Letters of Auth/Ops Spec		
MNPS/RVSM/RNP-10		On aircraft
BRNAV/RNP 5 P-RNAV		AFM On aircraft
MEL Authorization EFB Authorization		On aircraft On aircraft
U.S. CUSTOMS OVRFLT EXEMPTION		On aircraft
A/C Flt Manual & Supps		On aircraft
Weight and Balance		On aircraft
Maintenance Records		On aircraft
Import Papers-Free Circulation within Europe		For EU pax in EU or > 180 days/yr

PERSONAL DOCUMENTS		
Item	Checked	Notes
<b>Crew &amp; Pax Passports</b>		<b>Check dates</b>
Visas (if required)		<b>VIP Services KHOU: 1.800.856.8472</b>
Immunizations		<b><a href="http://www.medair.com">www.medair.com</a> or 1.602.452.4300</b>
Passport Photos		<b>Carry 6 (photo in civilian attire)</b>
Crew ID's		<b>IBAC or Flight Support Companies</b>
<b>Pilots</b>		
Appropriate Licenses		<b>Flag State license or Validation</b>
Current Physical		<b>Per Flag State &amp; position reqs</b>
Radio Licenses		<b>Essential for international ops.</b>

CREW DUTY and ROUTE QUALIFICATION		
Item	Checked	Notes
<b>Adequate Crew Rest</b> >14 duty/10 flight ?	RON or Augment?	<b>IPS: 1.561.626.7388 or</b> <b><a href="http://www.intl-pilot.com">www.intl-pilot.com</a></b>
Ops in circadian low ?	Augment?	<b><a href="http://www.alertsol.com">www.alertsol.com</a> or 1.408.253.1019</b>
# Zones Crossed ?	Augment?	<b><a href="http://www.alertsol.com">www.alertsol.com</a> or 1.408.253.1019</b>
<b>Crew Qualification:</b>		
Language Required?	Augment?	<b><a href="http://www.intl-pilot.com">www.intl-pilot.com</a> or 1.561.626.7388</b>
Regional Experience?	Augment?	<b><a href="http://www.intl-pilot.com">www.intl-pilot.com</a> or 1.561.626.7388</b>

REGIONAL RESEARCH		
Item	Checked	Notes
State Department		<b><a href="http://www.travel.state.gov/travel_warnings">www.travel.state.gov</a> <b>/travel_warnings</b></b>
NBAA Intl Feedback		<b><a href="http://www.nbaa.org/intl">www.nbaa.org/intl</a></b>
Flt Support Agency		
Security Agency		<b><a href="http://www.airsecurity.com">www.airsecurity.com</a></b>
Current Events <i>Many significant events many not break through the US news threshold. <b>Look</b> for information.</i>		<b><a href="http://www.bbc.co.uk/news/world/">www.bbc.co.uk/news/world/</a></b> <b><a href="http://www.CNN.com/news/(region)">www.CNN.com/news/(region)</a></b> <b><a href="http://www.sky.com/news/world">www.sky.com/news/world</a></b>

Tel: +1.561.626.7388  
 Fax: +1.561.622.1512  
[www.intl-pilot.com](http://www.intl-pilot.com)

PERMITS		
Item	Completed	Notes
Over-flight		Received for all countries required?
Landing		Received for all countries required?
Advanced Notice		Received for all countries required?
Facilities Licenses		Military fields
Log		
Flight Authorization Letter		Received for any ports required?
Customs Landing Rights		Received for any ports required?

HOTEL INFORMATION		
Item	Completed	Notes
Name		
Location		
Confirmation Numbers		
Rates Local and U.S		
Cancellation Policy		

FORMS AND DOCUMENTS		
Item	Completed	Notes
Computer Flight Plans		Specified with FSC
ICAO Flight Plan Forms		Onboard aircraft
Journey Log Forms		
Itinerary Forms		
Permits Log		Entry Requirements (Jepps)
Airport Worksheets		Jetbans, Slots, Wt limits, ICAO diffs
Country Worksheets		ATC, Emerg, ICAO diffs (Jepps)
International Checklist		<a href="http://www.intl-pilot.com">www.intl-pilot.com</a>

HANDLER INFORMATION		
Location		
Names		
Telephone Numbers		
Transportation		
Arranged		
Company		
Telephone Number		

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CUSTOMS AND IMMIGRATION		
Customs Form 178 Private A/C Entry Report		<a href="https://forms.customs.gov/customsrf/getformharness.asp?formName=cf-178-form.xft">https://forms.customs.gov/customsrf/getformharness.asp?formName=cf-178-form.xft</a>
General Declarations Inbound Outbound		<a href="https://forms.customs.gov/customsrf/getformharness.asp?formName=cf-7507-form.xft">https://forms.customs.gov/customsrf/getformharness.asp?formName=cf-7507-form.xft</a>
Passenger Manifests Inbound Outbound		
Embarkation Cards		
Disembarkation Cards		
U.S. Customs Declaration Form (#6059B)		
U.S. Immigration arr./dept. record (I-94)		
Agriculture		
Disinfectant & Bug spray		<b>Size &amp; type safe &amp; accepted by Port</b>
Money		

PUBLICATIONS		
Item	Completed	Notes
Jeppesen		<a href="http://www.jeppesen.com">www.jeppesen.com</a>
En-route Charts		<a href="http://www.jeppesen.com">www.jeppesen.com</a>
Approach Plates		<a href="http://www.jeppesen.com">www.jeppesen.com</a>
Plotting Charts		<a href="http://www.jeppesen.com">www.jeppesen.com</a>
NAT Track Message		<b>Received with flight plan</b>
Company International Operations Manual		<b>Aboard aircraft</b>
North Atlantic MNPS Operations Manual		<b>Aboard aircraft</b>
International Flight Operations Manual		<b>Aboard aircraft</b>
NBAA Customs Guide		<b>Aboard aircraft</b>
Nav Data Base Updates		<b>Aboard aircraft</b>
Manufacturer Worldwide Locations		<b>Aboard aircraft</b>

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ITINERARY		
Item	Completed	Notes
Crew Copies		
Passenger Copies		

WEATHER INFORMATION		
Item	Completed	Notes
Departure TAF METAR		
En-route Upper Level Significant Weather Charts Tropopause Prognostic Chart		
Wind and Temperature Prognostic Charts		
Destination, Alternate, and Diversion Airports TAF METAR		

NOTICES TO AIRMAN		
Item	Completed	Notes
Departure		
En-route		
Destination		
Alternate Airports		
Diversion Airports		

FINANCIAL INSTRUMENTS		
Item	Completed	Notes
Credit Cards		
Fuel Cards		
Carnets or Ltrs of Credit		
Cash (sm denominations)		

Counterfeit pen		<a href="http://www.officedepot.com">www.officedepot.com</a> Dri-Mark® Counterfeit Money Detector Pen
Travelers checks		

FOOD		
Item	Completed	Notes
Commissary Stores		
Catering		

AGREEMENTS		
Items	Completed	Notes
ARINC Direct Data Ctr		
Global Data Center		
SITA		
Stockholm – Berna Radio		

SURVIVAL/SERCH AND RESCUE		
Item	Completed	Notes
Life Rafts		
Life Jackets		
406 ELT Reg & EPIRB		
Survival Kit		
Medical Kit		
AED / Battery / Training		

SECURITY		
Item	Completed	Notes
Alarms		
Locks		
Evidence Tape		

GENERAL		
Item	Completed	Notes
Sat or Cell Phones		GSM sim cards?
Phone Cards/Access #s		Prepays may not be recharged from outside of US.
Skype VOI Account		<a href="http://www.skype.com">www.skype.com</a>