



ICARUS
TOOLBOX

Available for free on Icarus' Toolbox:



VFR Flight Preparation Worksheet (NCO)

V1.5

Date of flight:	
Departure:	
Destination:	
ETD:	
ETA:	
Pilot-in-command:	
PLC Signature:	



Disclaimer

For informational purposes only. Always comply with applicable regulations and, in case of doubt, consult a qualified instructor. This document is provided solely for informational and educational use. It is not intended to replace the official procedures, training syllabi, checklists, or safety guidance issued by your airline, aeroclub, flight school, or civil aviation authority. This document is a synthesis of **your own pre-flight research**. It is designed as a memory aid, helping you remember essential items during flight preparation. Never underestimate the **risks of routine**, conditions change, and memory can fail. That is precisely why this tool exists: **to help you stay safe**. To use this guide, refer to the *User Guide for the VFR Flight Preparation Worksheet* provided by Icarus Toolbox.



Review VAC Charts

- ☐ Airfield Access & Requirements.....Checked
- ☐ Runway data (for Performance Calculation) See the Performance section
- ☐ Preferred QFUChecked
- ☐ Taxiway(s) and parking stand to useChecked
- ☐ Windsock Location.....Checked
- ☐ Fuel Station Location.....Checked
- ☐ Ground Services & LogisticsChecked
- ☐ Departure and arrival procedures.....Checked
- ☐ Radio FrequenciesChecked
- ☐ Restricted/prohibited areas, ObstaclesChecked



Route & Airspace Overview

- ☐ Route Clearly drawn on the chart
- ☐ TMZ, RMZ, and airspace classes.....Checked
- ☐ P/R/D areas and other activities: Type of activity, activation status, entry conditions
-
- ☐ En-route radio frequencies Recorded in nav log
- ☐ Minimum Overflight Altitude..... Recorded in nav log
- ☐ Daylight sunrise/sunset timesChecked



Select Alternate Aerodrome(s)

- ☐ Alternate aerodrome.....Determined



File Flight Plan & Prepare OFF

- ☐ Flight Plan (FPL) Filed (when applicable)



Pilot & Aircraft Documentation

- | Pilot Documents | | Aircraft Documents | |
|---|--|--------------------|--|
| ☐ Pilot licence | ☐ Aircraft Flight Manual (AFM) | | |
| ☐ Valid medical certificate | ☐ Certificate of Registration (original) | | |
| ☐ Official ID card or passport | ☐ Noise Certificate (if applicable) | | |
| ☐ Personal logbook (if requested) | ☐ Certificate of Airworthiness (original) | | |
| For the flight | | | |
| ☐ VFR charts 1:500,000 | ☐ Specific Approvals (SPA, if applicable) | | |
| ☐ Airport charts (VACs) | ☐ Aircraft Radio Licence (if applicable) | | |
| ☐ ATS Flight Plan (if filed) | ☐ Third-party Liability Insurance Certificate | | |
| ☐ Interception Procedures & Signals | ☐ Journey Log / Technical Log | | |
| ☐ Flight package (Wx, NOTAMs, ...) | ☐ MEL / CDL (if applicable) | | |
| Other items (optional) | | | |
| ☐ Other documents required by States concerned | ☐ Pen and paper, kneeboard, sunglasses, cap, snacks, cereal bars, bottle of water, sick bag, pocket money | | |



Pilot's Fitness to Fly – I'M SAFE

- ☐ **I**llness Am I free from any illness?
- ☐ **M**edication Am I taking any medication that could affect flight?
- ☐ **S**tress Am I under psychological pressure or stress?
- ☐ **A**lcohol Have I consumed alcohol within the last 8 hours / am I sober?
- ☐ **F**atigue Am I well-rested and alert?
- ☐ **E**ating/**E**motion Have I eaten and hydrated properly, am I emotionally stable?

Pilot Recency Before Carrying Passengers

- ☐ Recent experience on same type/class Checked



Final Go/No-Go Decision

☐ **GO**

☐ **NO GO**

No meeting, family event, or dinner with friends is worth taking **unnecessary risks**. If in doubt, eliminate the risk and **postpone the flight** or **choose another means of transport**.



Gather Weather Information

- ☐ SIGWX, Wind/Temp, METAR, SPECI, TAF, SIGMET Checked
- ☐ Webcams Checked (if required)

This table may assist you in making a **decision**:

Aerodrome	Visibility		Forecast Ceiling	Ceiling ≥ mini height + 1,000 ft
	Forecast	Required		
Departure	m	m	ft	Y / N
Departure ALTN		m	ft	Y / N
Destination	m	m	ft	Y / N
Dest. ALTN	m	m	ft	Y / N
En-route ALTN 1	m	m	ft	Y / N
En-route ALTN 2	m	m	ft	Y / N

- ☐ Any hazardous weather elements strong winds, gusts, mist, fog, icing, CBs...



Check Aeronautical Information (NOTAM, SUP AIP)

- ☐ Report here the relevant NOTAMs and AIP SUPs



Complete Navigation Log

- ☐ Navigation Log Completed



Fuel Planning

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Breakdown of Required Fuel	Time (min)	Quantity (L, US gal, lb, kg...)
Taxi fuel		
Trip fuel		
Contingency fuel		
Alternate fuel (if needed)		
Final reserve fuel (10/30/45)		
Extra fuel		
Discretionary fuel		Mass (kg or lb)
TOTAL REQUIRED		

*AVGAS 100LL: 1 L $\approx$ 0.72 kg (1.6 lb) | 1 US gal $\approx$ 2.72 kg (6.0 lb)
JET A-1: 1 L $\approx$ 0.80 kg (1.8 lb) | 1 US gal $\approx$ 3.03 kg (6.7 lb)*



Weight and Balance

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Performance Reference Mass (kg or lb)
Take-off Weight (TOW)
Trip fuel
Landing Weight (TOW + Trip)

- ☐ Take-off & Landing Mass..... Within limits (MTOW/MLW)
- ☐ Centre of Gravity Within approved envelope



Performance Calculations

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Distances	Calculated vs. Declared	Surface Paved/Grass	RWY DRY/WET
Take-Off Distance	m TODA m		
Accelerate-Stop Distance	m ASDA m		
Landing Distance	m LDA m		
LD with flap failure	m m		

Allowable Extra Load Margin (in case of Last-Minute Changes)

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Allowable Extra Load Margin (kg or lb)
Maximum Allowable Take-Off Weight (MATOW)
Take-off Weight (TOW)
Allowable extra load

MATOW=min(MTOW,PLTOW)



Aircraft Technical Status (Tech Log / MEL / etc.)

- ☐ Engine potential..... Checked
- ☐ MEL compliance..... Checked
- ☐ Technical log..... Checked



Safety Review (Briefings, Risk Factors)

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Threats..... If any

☐

Mitigation measures..... Determined