



Available for **free** on Icarus Toolbox:



VFR Flight Preparation Worksheet (NCO)

V1.5

Date of flight:

Departure:

Destination:

ETD:

ETA:

Pilot-in-command:

PIC 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 QFU..... Checked
- ☐ Taxiway(s) and parking stand to use Checked
- ☐ Windsock Location Checked
- ☐ Fuel Station Location Checked
- ☐ Ground Services & Logistics Checked
- ☐ Departure and arrival procedures Checked
- ☐ Radio Frequencies Checked
- ☐ Restricted/prohibited areas, Obstacles Checked



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 times Checked



Select Alternate Aerodrome(s)

- ☐ Alternate aerodrome..... Determined



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
	Forecast	Required		
Departure []	m	m	ft	Y / N
Departure ALTN []	m	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



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)

JETA-1: 1 L $\approx$ 0.80 kg (1.8 lb) | 1 US gal $\approx$ 3.03 kg (6.7 lb)



Weight and Balance



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



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			

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



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)

- ☐ Threats If any

- ☐ Mitigation measures Determined



File Flight Plan & Prepare OFP

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



Pilot & Aircraft Documentation

Pilot Documents

- ☐ Pilot licence
- ☐ Valid medical certificate
- ☐ Official ID card or passport
- ☐ Personal logbook (if requested)
- For the flight**
- ☐ VFR charts 1:500,000
- ☐ Airport charts (VACs)
- ☐ ATS Flight Plan (if filed)
- ☐ Interception Procedures & Signals
- ☐ Flight package (Wx, NOTAMS, ...)
- ☐ Other documents required by States concerned

Aircraft Documents

- ☐ Aircraft Flight Manual (AFM)
- ☐ Certificate of Registration (original)
- ☐ Noise Certificate (if applicable)
- ☐ Certificate of Airworthiness (original)
- ☐ Specific Approvals (SPA, if applicable)
- ☐ Aircraft Radio Licence (if applicable)
- ☐ Third-party Liability Insurance Certificate
- ☐ Journey Log / Technical Log
- ☐ MEL / CDL (if applicable)

Other items (optional)

- ☐ 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**.