



Pre-Trip Review Checklist

This checklist is designed for you to increase the success of your trip – our shared purpose. Please contact your team if you would like to review, or call (713) 944-1440.

Verified by: _____ Verified on: _____ Registration: _____

Type A/C: _____ FAR 135 or 91: _____ Call Sign: _____

Leg Number	1	2	3	4
ICAOs				
Airport/City Name				
ETD (Date/ LCL or Z Time)				
ETA (Date/ LCL or Z Time)				
Airport				
Name of FBO				
Handling Information Received				
Airport Curfew Verified				
Parking/PPR Confirmed				
Airport NOTAMS/Restrictions Reviewed				
Handling Confirmed				
Fueling Release Received				
Handling/Fuel Credit Confirmed				
Crew Trans Confirmed				
Pax Trans Confirmed				
Catering Confirmed				
Airport Slots/AROs Confirmed				
Special Events Verified				
Security Assessments Completed				
Hotel Confirmed (Early/Late Arrival if Applicable)				
Number of Rooms				
Hotel Rewards Numbers Forwarded				
Permits				
Landing Permit Confirmed				
Overflight Permit(s) Confirmed				
Mexico Customs Stop Required				
Mexico Permit Authorization Letter				
Aircraft Documents Provided				
Any Countries to Avoid				
Sponsor Information Provided				
Sanctioned Country Verified				
Notes:				

Pre-Trip Review Checklist, *continued*

Leg Number	1	2	3	4
ICAOs				
Airport/City Name				
ETD (Date/LCL or Z Time)				
ETA (Date/LCL or Z Time)				
Crew/Pax & Customs				
*** Part 135 Only				
*** 60/65 Rule Applied				
*** MCL Verified (U.S.)				
*** Departure Customs Confirmed (U.S.)				
Arrival Customs Confirmed/AOE				
Holiday/Weekend Customs Affected				
Departure eAPIS Confirmed (U.S.)				
Arrival eAPIS Confirmed (U.S.)				
Updated Crew/Pax Info Received by UV (i.e. Address)				
Updated Crew/Pax Info Received by Handler				
CANPASS Confirmed (if Required)				
TSA Waiver Required (U.S.)				
Parental Letter Required				
Border O/F Exemption Required (U.S.)				
Arr/Dep Pax Country Docs Verified				
Arr/Dep Crew Country Docs Verified				
Aircraft Customs Decal Checked				
Crew/Pax Have Required Visas (If applicable)				
Misc.				
Aircraft Range Verified				
Cabotage Requirements				
Crew Documents Verified				
Aircraft Docs Verified				
Special Svc. Requirements (Tow Bar, etc.)				
Provided My Flight Plan Data				
Aircraft Equipment Data Provided				
Weather Affected Areas				
Crew Change Requirements (Hotels, Transport, etc.)				
Language Barriers				
Security Contact Info Received				
Vaccinations				
Notes:				