



# NORMAL PROCEDURES

**B767**

rev 0.2

## ELECTRICAL POWER UP

Battery switch ..... ON

Standby Power selector ..... AUTO

Bus Tie Switches ..... AUTO

If external power is desired:

If External Power AVAIL light is illuminated:

External Power switch ..... Push

If APU power is desired:

APU Generator switch ..... ON

APU selector ..... START, then ON

POSITION LIGHTS ..... ON

## PRELIMINARY PREFLIGHT

IRS mode selectors ..... OFF, then NAV

FLIGHT DECK ACCESS SYSTEM switch ..... Guard closed

## CDU PREFLIGHT

Initial Data ..... Set

Enter the present position on the SET IRS POS line. Use the most accurate latitude and longitude.

RTE page:

Enter the route.

Enter the FLIGHT NUMBER.

Activate and execute the route.

DEPARTURES page:

Select the runway and departure routing.

Execute the runway and departure routing.

Performance Data ..... Set

PERF INIT page:

Enter the ZFW.

TAKEOFF REF page:



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Enter the CG.

Verify that a trim value is shown.

Enter the takeoff V speeds.

## PREFLIGHT

YAW DAMPER switches ..... ON

ELECTRONIC ENGINE CONTROL switches ..... NORM

HYDRAULIC panel .....Set

Left and Right ENGINE PRIMARY pump switches – ON

Center 1 and Center 2 ELECTRIC PRIMARY pump switches – Off

DEMAND pump selectors – OFF

Electrical panel ..... Set

UTILITY BUS switches – ON

GENERATOR CONTROL switches – ON

EMERGENCY LIGHTS ..... Guard closed

Engine control panel ..... Set

Engine ignition selector – 1 or 2

Engine start selectors – AUTO

CARGO HEAT switches ..... ON

WINDOW HEAT switches ..... ON

PASSENGER SIGNS panel ..... Set

NO SMOKING selector – AUTO or ON

SEATBELTS selector – AUTO or ON

CABIN ALTITUDE CONTROL panel ..... Set

AUTO RATE control – Index

LANDING ALTITUDE selector – Destination airport elevation

**MODE SELECTOR – AUTO 1 or AUTO 2**

Air conditioning panel ..... Set

CABIN compartment temperature controls – AUTO

TRIM AIR switch – ON



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RECIRCULATION FAN switches – ON

PACK CONTROL selectors – AUTO.

BLEED AIR panel ..... Set

LEFT, CENTER and RIGHT ISOLATION switches – On

ENGINE bleed air switches – ON

APU bleed air switch – ON

FLIGHT DIRECTOR switch..... ON

VOR/DME switch ..... AUTO

Flight instruments ..... Check

Set the altimeter.

Verify that the flight instrument indications are correct.

Verify that the flight mode annunciations are correct:

- autothrottle mode is blank
- roll mode is TO
- pitch mode is TO
- AFDS status is FD

Mode control panel ..... Set

FLIGHT DIRECTOR switch – ON

AUTOTHROTTLE ARM switch – ARM

BANK LIMIT selector – As needed

Autopilot DISENGAGE bar – UP

AUTOBRAKES selector ..... RTO

Do the PREFLIGHT CHECKLIST.

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## PREFLIGHT

**Oxygen** - - - - - Tested, 100%

**Flight instruments**- - - - - Heading\_\_\_, Altimeter\_\_\_

**Parking brake** - - - - - Set

**Fuel control switches** - - - - - CUTOFF



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## BEFORE START

CDU display ..... Set

Normally the PF selects the TAKEOFF REF page.

Normally the PM selects the LEGS page.

MCP ..... Set

IAS/MACH selector – Set V2

Arm LNAV as needed.

Initial heading – Set

Initial altitude – Set

Exterior doors ..... closed

Start clearance ..... Obtain

Obtain a clearance to pressurize the hydraulic systems.

Obtain a clearance to start the engines.

HYDRAULIC panel ..... Set F/O

**WARNING: If the tow bar is connected, do not pressurize the hydraulic systems until the nose gear steering is locked out. Unwanted tow bar movement can occur.**

Note: Pressurize the right system first to prevent fluid transfer between systems.

Right ELECTRIC DEMAND pump selector – AUTO

Center 1 and Center 2 ELECTRIC PRIMARY pump switches – ON

Left ELECTRIC DEMAND pump selector – AUTO

Center AIR DEMAND pump selector – AUTO

Fuel panel ..... Set

LEFT and RIGHT FUEL PUMP switches – ON

If there is fuel in the center tank:

CENTER FUEL PUMP switches – ON

RED ANTI-COLLISION light switch ..... ON

RECALL switch ..... Push

Trim ..... Set



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Stabilizer trim – \_\_\_ UNITS

Set the trim for takeoff.

Verify that the trim is in the greenband.

Aileron trim – 0 units

Rudder trim – 0 units

Do the BEFORE START checklist.

## BEFORE START

Flight deck door - - - - - Closed and locked  
 Passenger signs - - - - - \_\_\_  
 Windows - - - - - Locked  
 MCP - - - - - V2\_\_\_, HDG\_\_\_, ALT\_\_\_  
 Takeoff speeds - - - - - V1\_\_\_, VR\_\_\_, V2\_\_\_  
 CDU preflight - - - - - Completed  
 Trim - - - - - \_\_\_ Units, 0, 0  
 Taxi and takeoff briefing - - - - - Completed  
 Red anti collision light - - - - - ON

## PUSHBACK OR TOWING

Transponder..... ATC (but not TCAS)

The Engine Start procedure may be done during pushback or towing.

## ENGINE START

Select the secondary engine indications.

PACK CONTROL selectors..... OFF

CANCEL switch..... Push

Start sequence ..... Announce

Call “START \_\_\_ ENGINE”

Engine start selector..... GND

Verify that the oil pressure increases.

When N2 is at 20%, or (if 20% N2 is not possible), at maximum motoring and a minimum of 15% N2:

FUEL CONTROL switch ..... RUN



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Verify that the EGT increases and stays below the EGT limit.

After the engine is stabilized at idle, start the other engine.

## **BEFORE TAXI**

APU selector ..... OFF

ENGINE ANTI-ICE switches ..... As needed

PACK selectors ..... AUTO

LEFT and RIGHT ISOLATION switches ..... Off

Select the status display.

Verify that the ground equipment is clear.

Flap lever ..... Set takeoff flaps

Flight controls ..... Check

Transponder ..... ATC (but not TCAS)

Recall ..... Check

Do the BEFORE TAXI checklist.

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### **BEFORE TAXI**

**Anti-ice** - ..... -

**L and R Isolation switches** - ..... -Off

**Recall** - ..... - Checked

**Autobrake** - ..... - RTO

**Flight controls** - ..... - Checked

**Ground equipment** - ..... - Clear

## **BEFORE TAKEOFF**

Notify the cabin crew to prepare for takeoff.

Set the weather radar display as needed.

Do the BEFORE TAKEOFF checklist.

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### **BEFORE TAKEOFF**

**Flaps** - ..... -



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## TAKEOFF

When entering the departure runway:

WHITE ANTI-COLLISION..... ON

Other lights .....as needed

TCAS ..... TARA

When cleared for takeoff:

LEFT and RIGHT WING LANDING..... ON.

Advance the thrust levers to approximately 70% N1.

80 – V1 – ROTATE – POSITIVE RATE

GEAR lever..... UP

At 400 RA:

Roll mode.....Select or verify

At trust reduction height:

VNAV switch. .... Push

Engage the autopilot after a roll mode and VNAV are engaged.

Set the flap lever as directed.

After flap retraction is complete:

GEAR lever .....OFF

Do the AFTER TAKEOFF checklist.

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### AFTER TAKEOFF

Landing gear ----- UP and OFF

Flaps ----- UP



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Takeoff Flaps	At Speed (knots)	Select Flaps
20 or 15	VREF 30 + 20	5
	"F" VREF 30 + 40	1
	"F" VREF 30 + 60	UP
5	"F" VREF 30 + 40	1
	"F" VREF 30 + 60	UP

"F" = Minimum flap retraction speed for next flap setting on speed tape display (as installed)

## CLIMB AND CRUISE

Complete the After Takeoff Checklist before starting the Climb and Cruise Procedure.

At or above 10,000 feet MSL:

LANDING light switches ..... OFF.

Set the passenger signs as needed.

## DESCENT

Start before descend from cruise FL. Complete before 10,000 MSL.

Pressurization..... VERIFY SET TO LDG ALT

RECALL.....CHECK

VREF on the APPROACH REF page ..... VERIFY

SPEED BUGS..... SET

Set the bugs at VREF, VREF 30 + 40, and VREF 30 + 80.

RADIO/BARO minimums ..... SET

Navigation radios and course for the approach ..... SET

AUTOBRAKE..... SET

Do the approach briefing.

Do the DESCENT checklist.





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## DESCENT

Pressurization ----- LDG ALT \_\_\_  
 Recall----- Checked  
 Autobrake ----- \_\_\_  
 Landing data ----- VREF \_\_\_, Minimums \_\_\_  
 Approach briefing ----- Completed

## APPROACH

Start at transition level. Complete before IAF or start of VECTORS or start of VISUAL APP.

PASSENGER SIGNS ..... SET

At 10,000 MSL:

WING LDG LTS ..... ON

At TL:

ALTIMETERS.....SET/CROSSCHECK

ARRIVAL AND APPROACS ..... UPDATE AS RQRD

Do the APPROACH checklist.

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## APPROACH

Altimeters -----



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## LANDING - ILS

Cabin crew ..... NOTIFY  
 FLAPS ..... SET according to schedule

### Flap Extension Schedule

Current Flap Position	At "Display" or Speed (knots)	Select Flaps	Command Speed for Selected Flaps
UP	"Ref Bug" VREF30 + 80	1	VREF30 + 60
1	VREF30 + 60	5	"Ref Bug" VREF30 + 40
5	"Ref Bug" VREF30 + 40	20	VREF30 + 20
20	VREF30 + 20	25 or 30	(VREF25 or VREF30) + wind additives

On LOC intercept heading:

ILS ..... TUNED and IDENTIFIED  
 LOC and G/S pointers..... SHOWN  
 APP mode ..... ARM

On G/S alive:

GEAR..... DOWN  
 FLAPS ..... 20  
 SPEEDBRAKE..... ARM

On G/S capture:

FLAPS ..... SET for landing  
 Missed Approach Altitude ..... SET

Do the LANDING checklist

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**LANDING**

Speedbrake ..... ARMED  
 Landing gear ..... Down  
 Flaps ..... —



**GO AROUND / MISSED APP**

GA switch ..... Push

FLAPS ..... 20

POSITIVE RATE:

    Gear lever..... UP

CLIMB THRUST ..... SET

Set the flap lever as directed.

FLCH or VNAV ..... Activate

After flap retraction is complete:

    GEAR lever ..... OFF

Do the AFTER TAKEOFF checklist.

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**AFTER TAKEOFF**

**Landing gear - - - - - UP and OFF**

**Flaps - - - - - UP**

**LANDING ROLL**

SPEEDBRAKES ..... UP

Before turning off the runway, disconnect the autopilot.

**AFTER LANDING**

Start the After Landing Procedure when clear of the active runway.

SPEEDBRAKE lever ..... DOWN

APU selector ..... START, then ON

WHITE ANTI-COLLISION light switch ..... OFF

LANDING and TAXI light switches.....as needed



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AUTOBRAKE selector ..... OFF  
Flap lever ..... UP  
Transponder ..... ATC (but not TCAS)

## SHUTDOWN

Parking brake ..... Set  
Electrical power ..... Set F/O

If APU power is needed:

Verify that the APU RUN light is illuminated.

If external power is needed:

Verify that the EXTERNAL POWER AVAIL light is illuminated.

EXTERNAL POWER switch ..... Push

ENGINE ANTI-ICE switches ..... Off

FUEL CONTROL switches ..... CUTOFF

SEATBELTS selector ..... OFF

HYDRAULIC panel ..... Set

Note: Depressurize the right system last to prevent fluid transfer between systems.

Center AIR DEMAND pump selector ..... OFF

Left ELECTRIC DEMAND pump selector ..... OFF

Center 1 and Center 2 ELECTRIC PRIMARY pump switches ..... Off

Right ELECTRIC DEMAND pump selector ..... OFF

FUEL PUMP switches ..... Off

RED ANTI-COLLISION light switch ..... Off

LEFT and RIGHT ISOLATION switches ..... On

FLIGHT DIRECTOR switches ..... OFF

After wheel chocks are in place:

Parking brake ..... Release

APU selector ..... As needed

Flight deck door ..... Unlock F/O



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Do the SHUTDOWN checklist.

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## SHUTDOWN

Hydraulic panel - ..... Set  
Fuel pumps - ..... Off  
Flaps - ..... UP  
Parking brake - .....  
Fuel control switches - ..... CUTOFF  
Weather radar - ..... Off

<b>SECURE</b>
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IRS mode selectors ..... OFF  
EMERGENCY LIGHTS switch ..... OFF  
WINDOW HEAT switches ..... OFF  
CARGO HEAT switches ..... OFF  
PACK CONTROL selectors ..... OFF

Do the SECURE checklist.

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## SECURE

IRSs - ..... OFF  
Emergency lights - ..... OFF  
Window heat - ..... Off  
Packs - ..... OFF