CHECKLIST

BASKET		Position basket according to wind direction, allow vehicle space
UPRIGHT		Position instruments
		Check with bleed valve that all cylinders are full, no smoking
		Leak test / burner test (shout “burning”)
		Attach quick release to vehicle
		Cylinders positioned right way around and securely strapped
		Check fire extinguishers and lighters
		Fan on left side (OFF- switch towards pilot)
		Crew briefing (see notes below)
		Passenger briefing (see notes below)
		Instruments on and set - Radio Check
BASKET		Attach envelope & Rip line
TIPPED		Karabiners locked?
		Crew to stretch out envelope by the load tapes
		Stretch Quick Release between vehicle and basket (slight slack)
		Fan on low, set parachute, check lines, etc inside
INFLATION		Crown line crew prepared and clear around basket?
		Only inflate on one burner and only one pilot light lit
PRE T-OFF		ALL pilot lights and connected tanks ON
		Karabiners locked?
		Check maps
		Pull parachute
CREW BRIEFING		
ALL CREW		Never allow your feet to leave the ground when in contact with the balloon equipment
CROWN		Wear gloves
		Hold end of rope
		Don’t wrap the rope around body or wrists
		Refuse help from any bystanders or other crew
		Slack rope until my signal - Then pull until “line in” is called
MOUTH		Wear gloves and long sleeves
		Feet off wires
		If in danger – move away
		When balloon comes upright, put your weight on basket immediately
		Will instruct you to move away before hot inflation
FAN(S)		Wear gloves
		No Scarves or loose clothing
		Hold fan at the top
		Point to the centre of the mouth
		Turn off the fan on my signal
		Wheel the fan back to the side of the vehicle
		Don’t move the fan when the engine is running
PASSENGER BRIEFING		
		Don’t walk in between vehicle and basket – also for onlookers, etc
		Point out foot-holes, demonstrate
		Landing positions, demonstrate
		Don’t hold onto basket rim/burner supports/tank straps/hoses etc
		Items stowed away for landing
		No smoking & Mobiles OFF
		After landing - Don’t get out of the basket until I give you permission