

ForeFlight

CHECKLIST

Guide

ForeFlight

Copyright © 2026 Jeppesen ForeFlight, Inc. All rights reserved.

Unauthorized reproduction, modification, or commercial distribution of this manual or any revisions is strictly prohibited.

ForeFlight® and Jeppesen® are registered trademarks of Jeppesen ForeFlight. Use of these marks requires permission, except as permitted by applicable law.

CONTENTS

INTRODUCTION 5
- 1.1 Layout 6
- 1.2 In-Checklist Buttons 7
- 1.3 Checklist Structure 8
  - 1.3.1 Groups 8
  - 1.3.2 Subgroups 9
  - 1.3.3 Lists 10
  - 1.3.4 List Items 11

GETTING STARTED 12
- 2.1 Resources Needed 13
- 2.2 Included Checklist Templates 14
  - 2.2.1 Aircraft 14
  - 2.2.2 Other 14
  - 2.2.3 Basic Template 14

CREATING A CHECKLIST 16
- 3.1 Creating A Checklist From A Prebuilt Template 17
- 3.2 Creating A Checklist From A Basic Template 20

CUSTOMIZING A TEMPLATE 22
- 4.1 Working With Checklists 23
  - 4.1.1 Editing A Checklist 23
  - 4.1.2 Moving A Checklist (Sort Order) 24
  - 4.1.3 Duplicating A Checklist 25
  - 4.1.4 Deleting A Checklist 26
- 4.2 Working With Subgroups 29
  - 4.2.1 Editing A Subgroup Title 29
  - 4.2.2 Adding A Subgroup 30
  - 4.2.3 Moving A Subgroup (Sort Order) 31
  - 4.2.4 Deleting A Subgroup 32
- 4.3 Working With Lists 35
  - 4.3.1 Editing List Details 35
  - 4.3.2 Creating A New List 36
  - 4.3.3 Moving A List Within A Group 37
  - 4.3.4 Duplicating A List 39

4.3.5 Deleting A List 40
4.4 Working With List Items: Details And Check Items 44
4.4.1 Editing Detail Items 44
4.4.2 Editing Check Items 45
4.4.3 Adding Detail Items 46
4.4.4 Adding Check Items 47
4.4.5 Moving Detail Items And Check Items (Sort Order) 48
4.4.6 Deleting Detail Items And Check Items 49

USING CHECKLISTS 52
5.1 Selecting A Checklist 53
5.2 Interacting With Checklist Items 54
5.2.1 Checking Off Items 54
5.2.2 Skipping Items 54
5.2.3 Resetting Items 55
5.2.4 Checklist Progress 55
5.3 Speaking Through Checklists 57
5.3.1 Setting Speaking Checklist Options 57
5.3.2 Volume Settings 57
5.3.3 Setting Speaking Speed 57
5.3.4 Pausing 58
5.3.5 Stopping 58
5.4 Resetting Checklists 59
5.4.1 Resetting Individual Checklists 59
5.4.2 Resetting Entire Checklists 59

SHARING CHECKLISTS 60
6.1 Share Via AirDrop 61
6.2 Share With A Mail App 62

CHECKLIST TEMPLATES 63

CHANGE HISTORY 68

INTRODUCTION

This guide provides an overview of the Checklist feature in ForeFlight Mobile. The Checklist feature enables the completion of checklists through a series of taps and facilitates quick access to Abnormal and Emergency checklists. The Checklist feature is included in all ForeFlight subscriptions.

> **NOTE:** The Checklist feature is not available in ForeFlight Web.

Pre-built checklist templates are available for various fixed-wing and rotorcraft models and are based on pilot operating handbooks. Templates can be customized to meet specific aircraft requirements.

For a list of aircraft with available templates, see Checklist Templates.

Checklists are not required to be aircraft-specific. Any checklist type can be added to the Checklist feature, including non-aircraft examples such as EFB Preflight, I.M.S.A.F.E., and Passenger Brief checklists.

Synchronization of checklists occurs across the account, enabling creation and editing on one device with availability on all devices linked to the account.

1.1 Layout

The Checklist feature is organized into a two-panel layout:

- **Left Panel**: Primarily used for selection and navigation. Progression through each checklist is displayed adjacent to the respective list. Resetting an entire checklist is possible from this panel. Additional functions include options for creating new checklists, sharing checklists, and editing names, subgroups, and lists.
- **Right Panel**: Displays individual check items. Confirmation of checked or skipped items is recorded in this panel, and edits to check items are performed here.

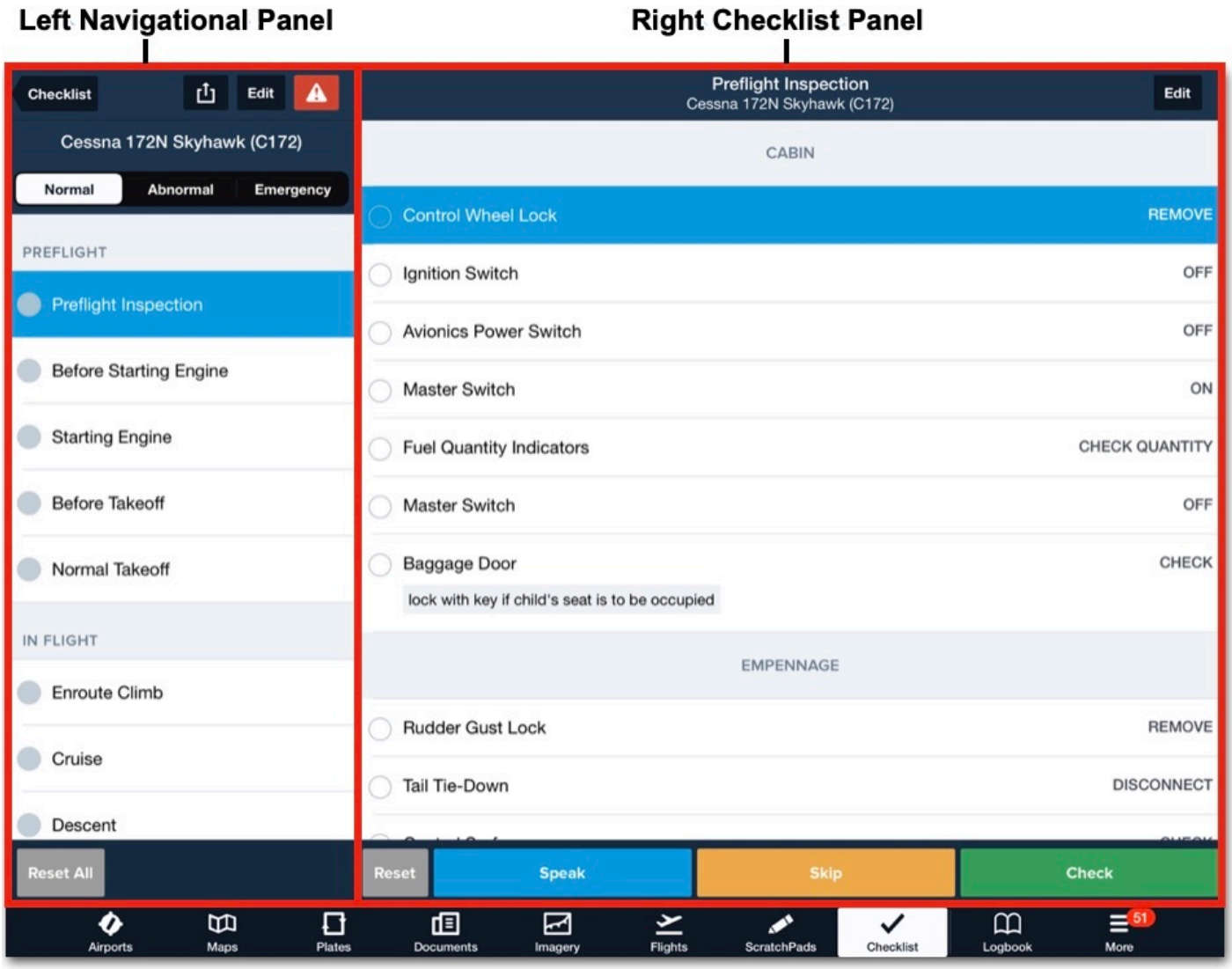


Figure 1-1. 2-Panel Checklist View

1.2 In-Checklist Buttons

The in-Checklists view consists of the following buttons:

- **Back** button: Restores the view to the checklist list.
- **Send-To** button: Enables sharing of a checklist with others.
- **Edit** button (Left panel): Facilitates editing of Lists and Subgroups.
- **Emergency Checklists** button: Activates the Emergency Checklists group.
- **Edit** button (Right Panel): Allows editing of items in the checklist list.

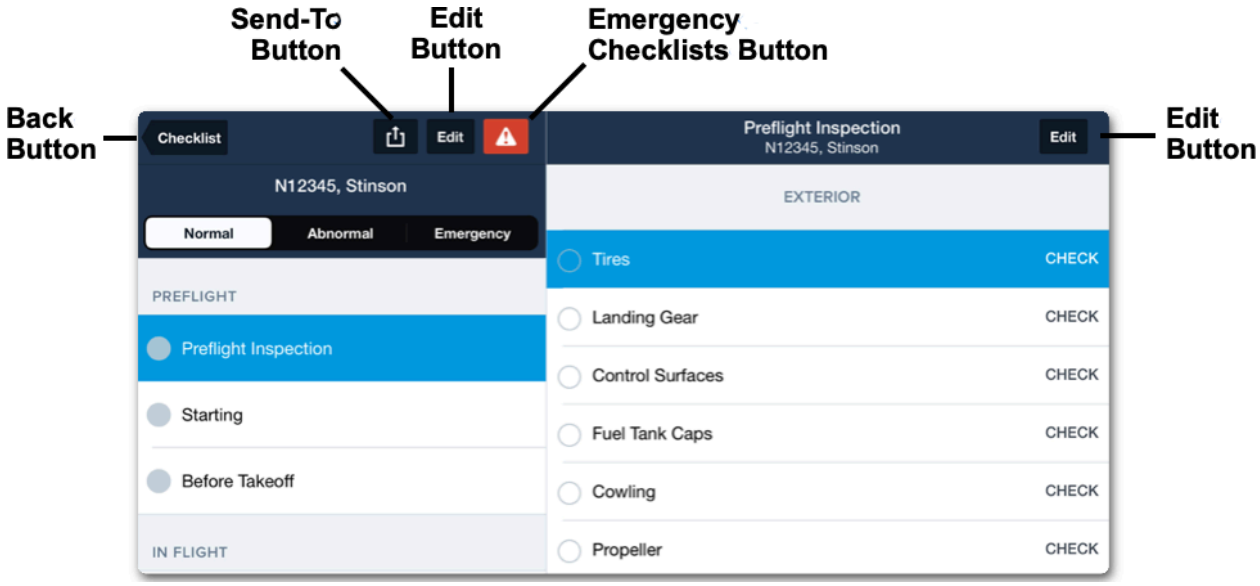


Figure 1-2. In-Checklist Buttons

1.3 Checklist Structure

Checklists consist of the following organizational elements:

- Groups
- Subgroups
- Lists
- Detail Items
- Check Items.

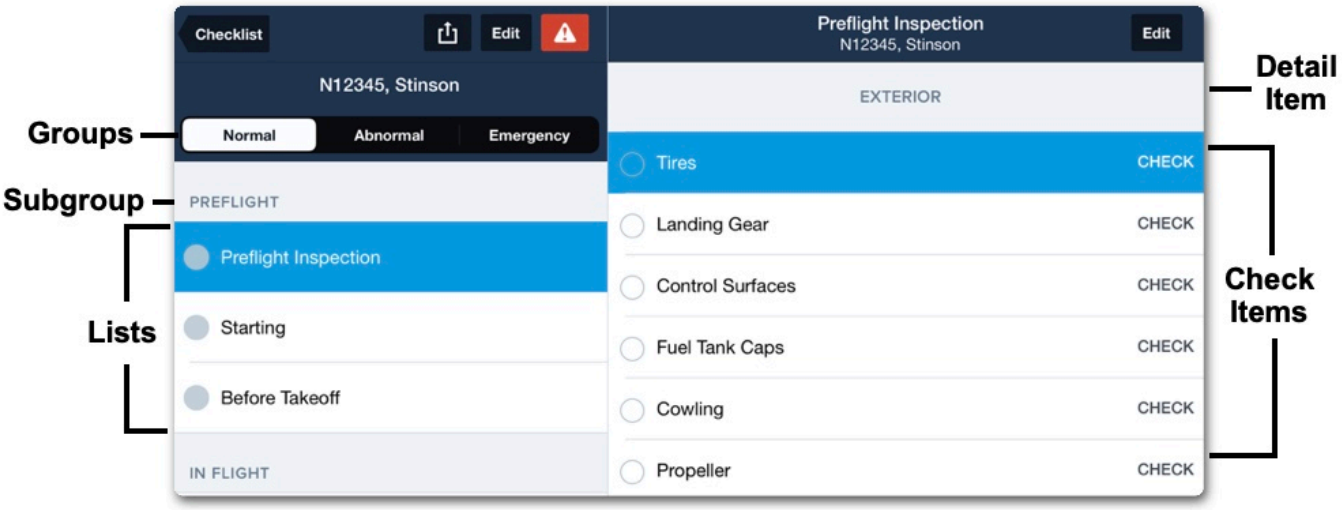


Figure 1-3. Checklist Structure

1.3.1 Groups

Checklists can be divided into Groups, displayed near the top of the left panel. Groups are categorized as:

- Normal
- Abnormal
- Emergency.

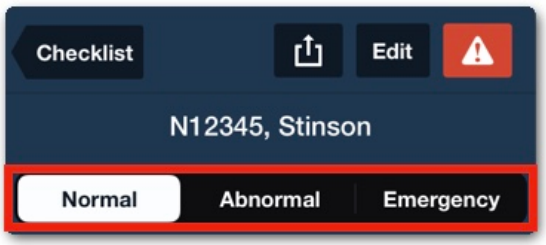


Figure 1-4. Checklist Groups

Normal - Contains checklists for routine operations, including:

- Preflight
- Takeoff
- Enroute
- Landing
- Post Flight.

Abnormal - Includes non-normal, non-emergency checklists, such as:

- High Oil Pressure
- Low Voltage
- Alternator Failure.

Emergency - Encompasses checklists for emergencies, such as:

- Engine Failure
- Emergency Descent
- Electrical Fire.

1.3.2 Subgroups

Subgroups reside under each group and appear in the left panel with a section header appearance, distinguished by a light gray background. Subgroups provide a convenient method for organizing checklists into topical categories, such as preflight, starting, or before takeoff.

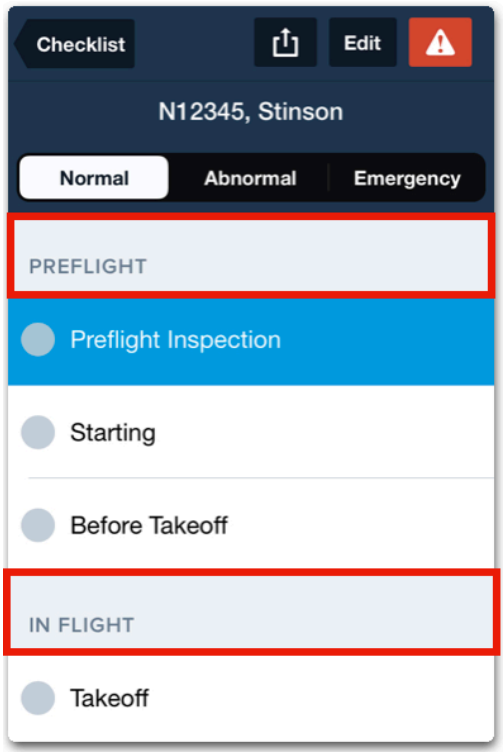


Figure 1-5. Subgroups Within the Normal Group

1.3.3 Lists

Lists further divide subgroups into manageable segments and are positioned under their respective subgroups in the left panel.

A Preflight subgroup might include lists such as:

- Preflight Inspection
- Starting
- Before Takeoff.

An In-Flight subgroup might feature lists organized by flight phase, such as:

- Climb
- Cruise
- Descent
- Landing.

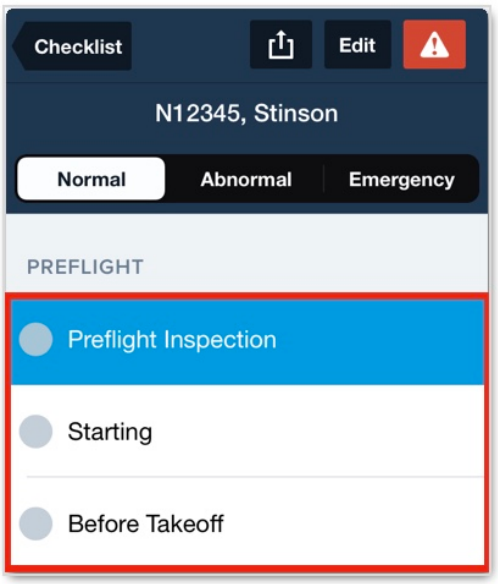


Figure 1-6. List Within a Subgroup

1.3.4 List Items

List Items represent the individual detail items or check items within a specific checklist, displayed in the right panel.

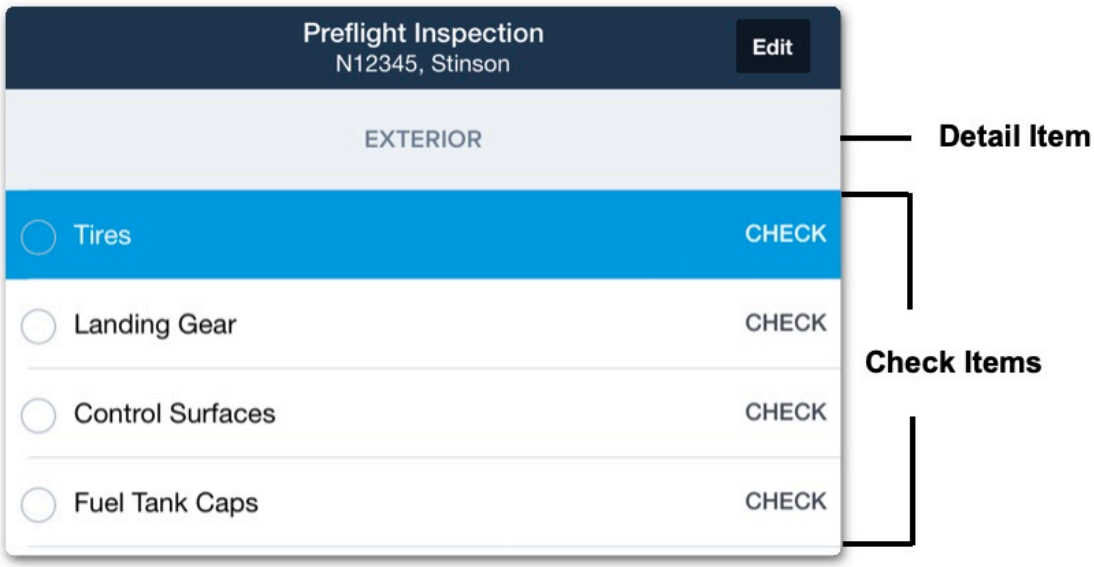


Figure 1-7. List Items (Detail and Check Items) Within a List

GETTING STARTED

The Checklist feature operates using templates. For accuracy, each template must be validated against the aircraft Pilot's Operating Handbook (POH).

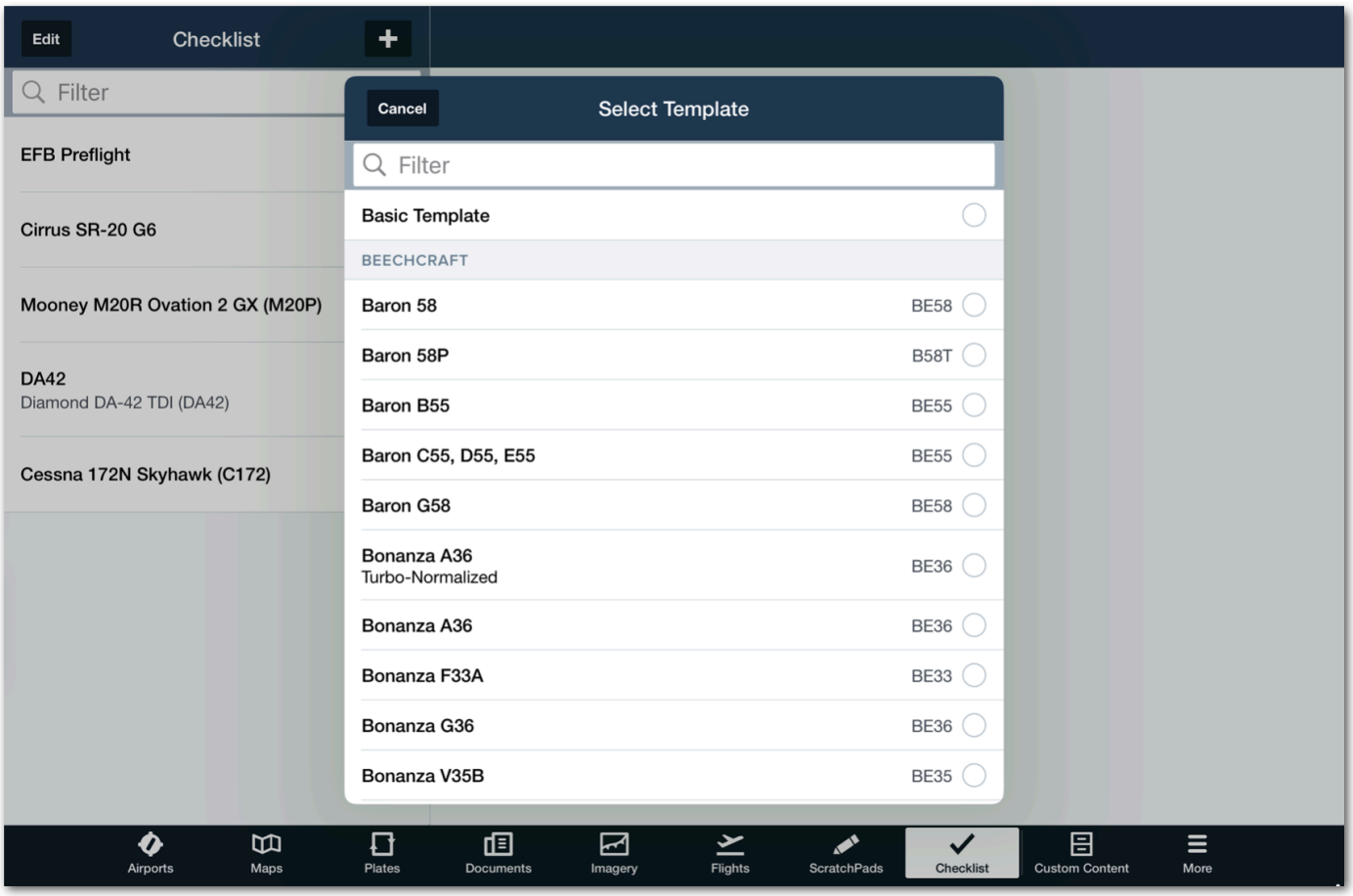


Figure 2-1. Templates Menu

2.1 Resources Needed

The POH or Aircraft Flight Manual (AFM) is required, whether utilizing a pre-built template or creating a checklist from scratch. These documents serve as the basis for generating each checklist item. When a pre-built checklist is selected, the POH or AFM is used to confirm accuracy for the specific aircraft.

> **IMPORTANT:** After a checklist is created from a pre-built template, verification against the aircraft's AFM or POH is essential before use. This ensures all entries align with the aircraft's make, model, and installed equipment.

2.2 Included Checklist Templates

ForeFlight Mobile provides pre-built templates for various aircraft, including fixed-wing and rotorcraft models, as well as non-aircraft-specific checklists relevant to aviation operations.

2.2.1 Aircraft

ForeFlight Mobile offers over 75 aircraft checklist templates from 11 distinct manufacturers. A comprehensive list of aircraft models with available pre-built templates is accessible on the ForeFlight Checklist Templates webpage.

> **NOTE:** If a pre-built checklist is unavailable for a specific aircraft, modification of an existing template or creation of a new one from the Basic Template is required.

2.2.2 Other

ForeFlight includes three non-aircraft-specific checklists:

- **EFB Preflight:** Ensures a device with ForeFlight Mobile installed is prepared for flight. Items include confirmation of device charge, downloaded latest charts, and packed required accessories.
- **I.M.S.A.F.E.:** Assesses pilot readiness for flight. Items include checks for **I**llness, **M**edication, **S**tress, **A**lcohol, **F**atigue, and **E**motion.
- **Passenger Brief:** Provides reminders for briefing passengers on information necessary for a safe flight.

2.2.3 Basic Template

ForeFlight supplies a Basic Template to facilitate checklist creation from scratch. This template includes one example of each organizational level:

- Group
- Subgroup
- List
- Line Items (featuring Challenge, Response, and an optional note).

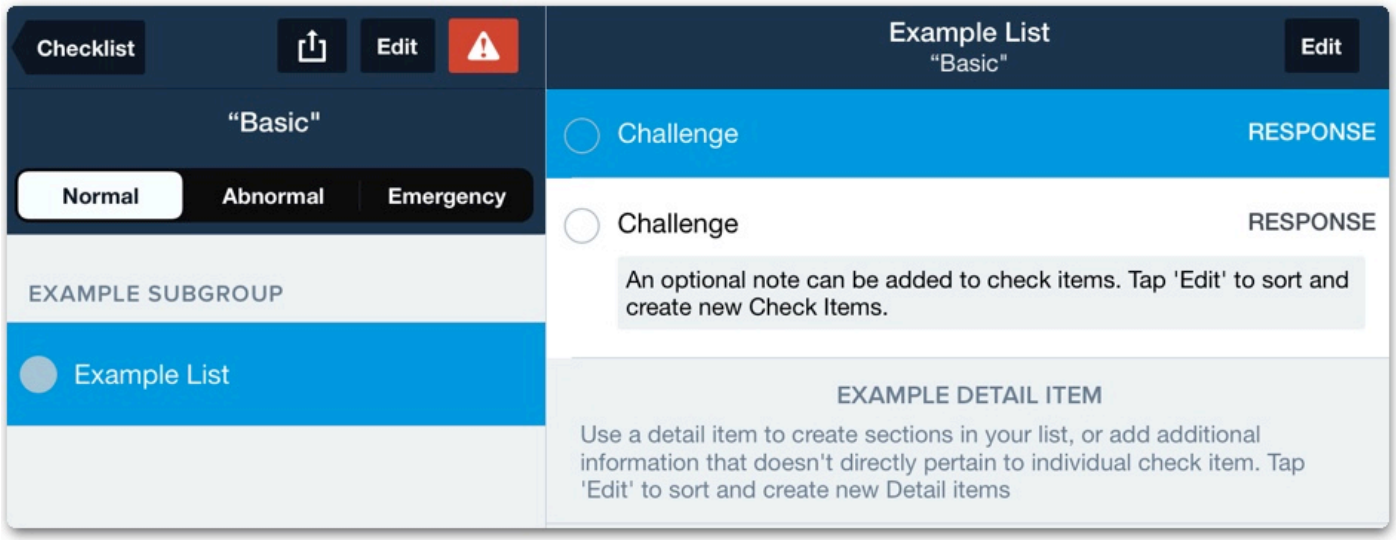


Figure 2-2. Blank Basic Template

CREATING A CHECKLIST

Each checklist originates from a prebuilt aircraft template or the Basic Template. Prebuilt templates are available for specific aircraft models. If a matching template exists, it should be utilized. Otherwise, the Basic Template is the foundation for creating a checklist from scratch.

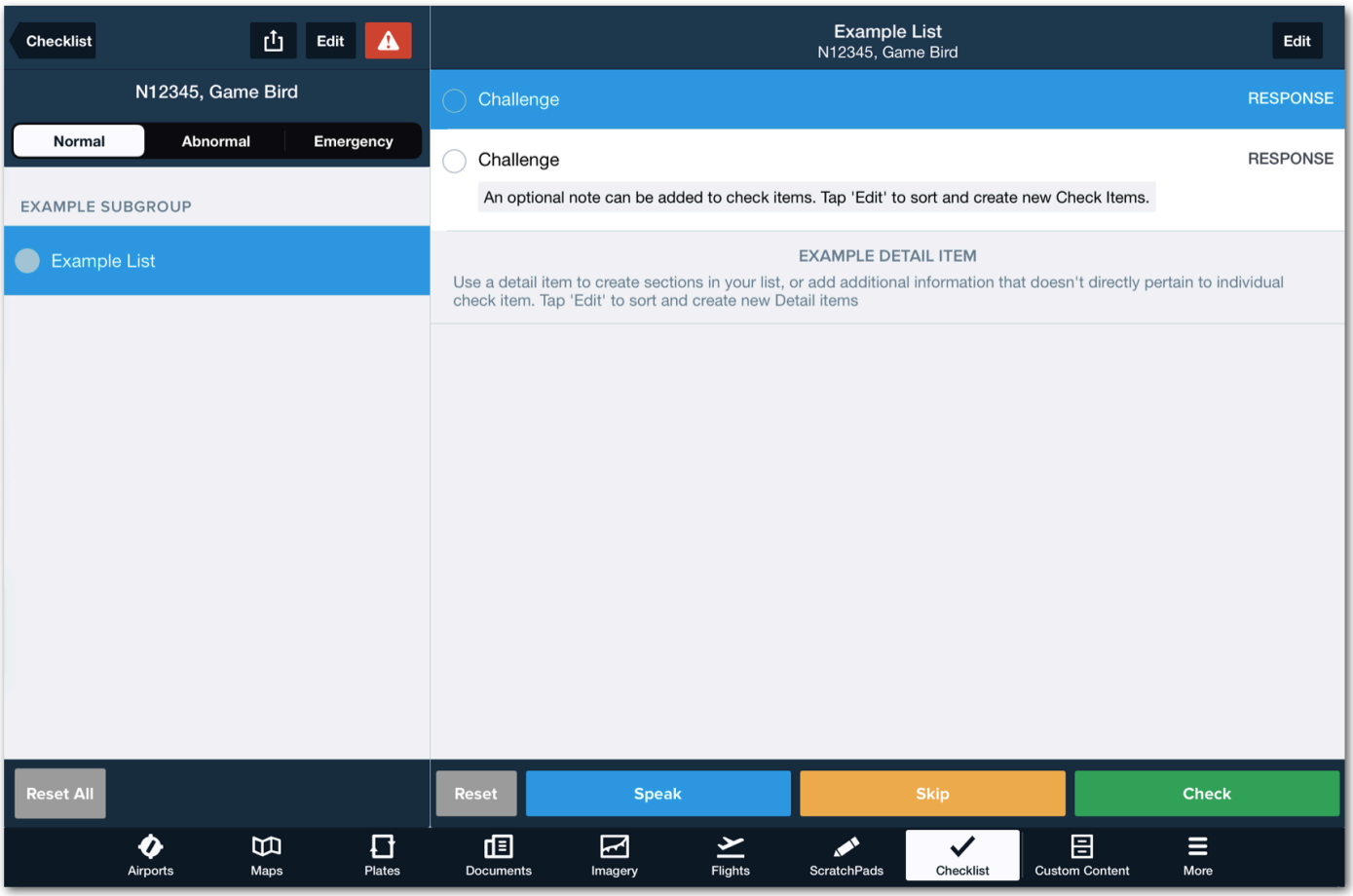
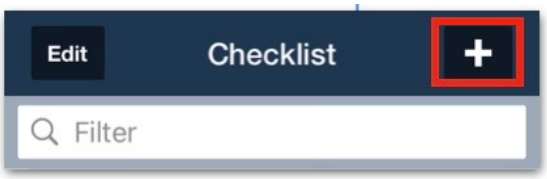


Figure 3-1. Empty Basic Template

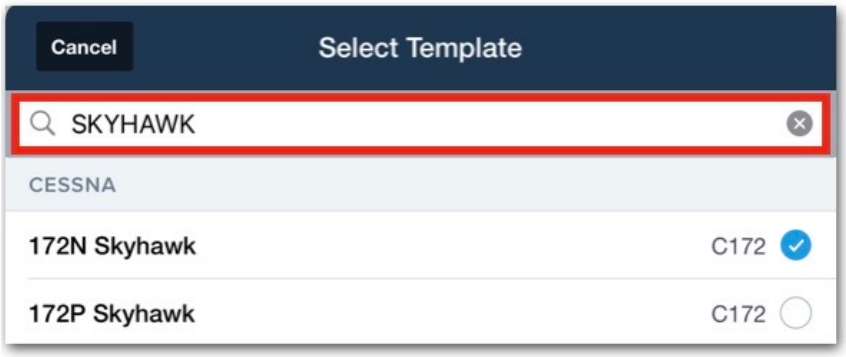
3.1 Creating a Checklist from a Prebuilt Template

To initiate a checklist from a prebuilt template, perform the following steps:

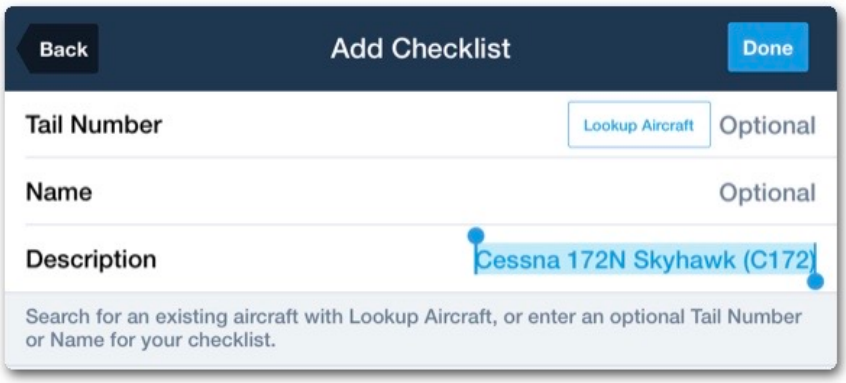
1. Tap **+** at the top of the left hand panel.



2. Enter a manufacturer name, model number, or model name into the Filter search bar. If no matching or similar model appears, proceed to Creating a Checklist from a Basic Template.



3. Input aircraft details as needed. The editable **Description** field is automatically populated when an aircraft template is selected.



> **NOTE:** The **Lookup Aircraft** button enables copying the tail number from an aircraft profile associated with the account.

4. Tap **Done**. The checklist is loaded and displayed at the bottom of the left-hand panel.

When a tail number and name are included, the first line presents the tail number followed by the name in bold. The second line displays the description. If no tail number or name is provided, the description appears alone in bold.

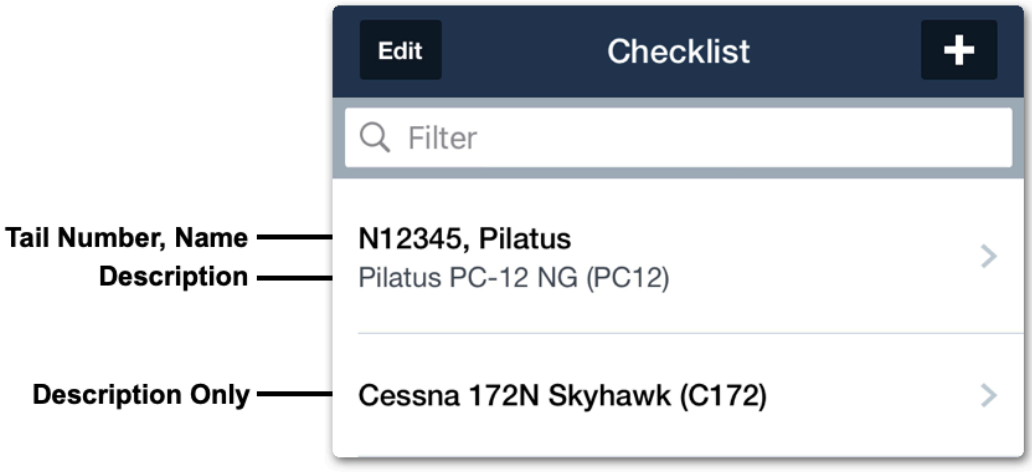


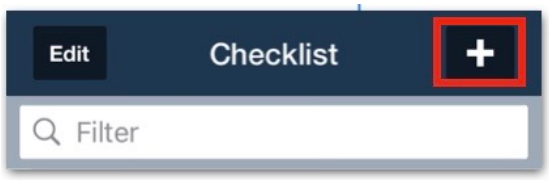
Figure 3-2. Added Checklists

> **IMPORTANT:** After generating a checklist from a prebuilt template, verification of all entries against the aircraft POH is required prior to use.

3.2 Creating a checklist from a Basic Template

To initiate a checklist from the Basic Template, perform the following:

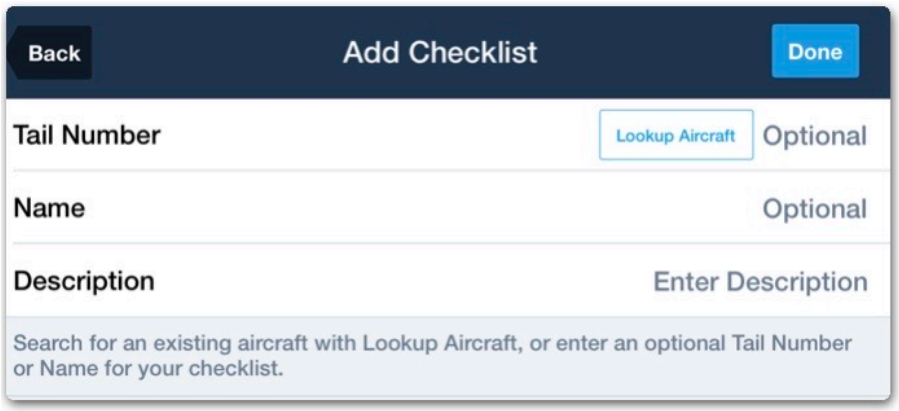
1. Tap **+** at the top of the left hand panel.



2. Select **Basic Template** from the top of the Select Template pop-up.



3. Enter the aircraft details as desired. The checklist appears as a blank entry if no information is provided.



> **NOTE:** The **Lookup Aircraft** button enables copying the tail number from an aircraft profile associated with the account.

4 Tap **Done**. The checklist is loaded and displayed at the bottom of the left-hand panel.

When a tail number and name are included, the first line presents the tail number followed by the name in bold. The second line displays the description. If no tail number or name is provided, the description appears alone in bold.

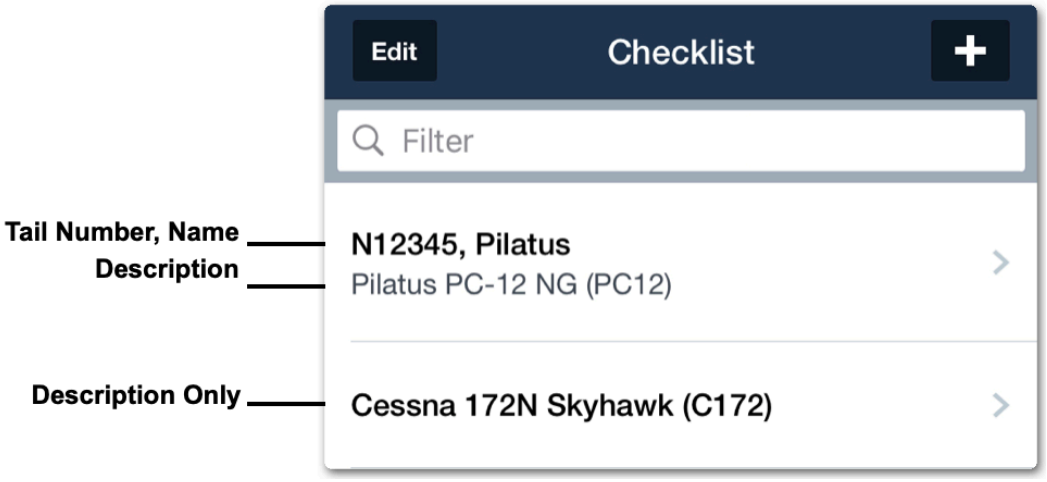


Figure 3-3. Added Checklists

CUSTOMIZING A TEMPLATE

Prebuilt and blank templates can be customized by adding, removing, moving, copying, or editing elements within a level, such as:

- Checklist
- Subgroup
- List
- Detail Item
- Check Item

Groups cannot be moved, deleted, or added. The Abnormal and Emergency Groups are empty in the Basic Template but can be populated.

> **IMPORTANT:** To ensure changes synchronize with the ForeFlight Cloud, verify that the device is connected to the Internet. The checklist should be open on only one device. Tap the **Done** button before opening the checklist on another device.

> **NOTE:** For ForeFlight Military Flight Bag subscriptions, ensure the Military ForeFlight Account allows Data Sync and that Synchronize User Data is enabled on all devices.

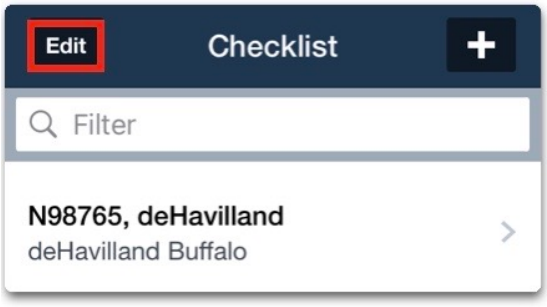
4.1 Working With Checklists

Checklist title information, such as the Tail Number, Name, and Description, can be edited. The position of a checklist in a list can be reordered. Additionally, an entire checklist can be duplicated or deleted.

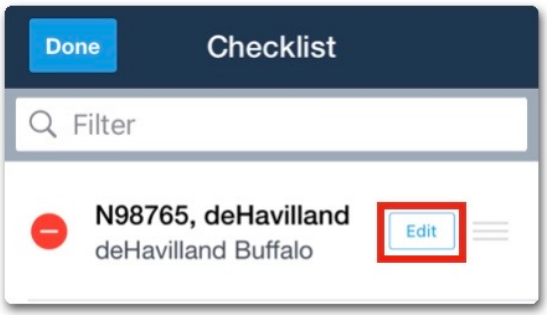
4.1.1 Editing a Checklist

To edit checklist top-level details:

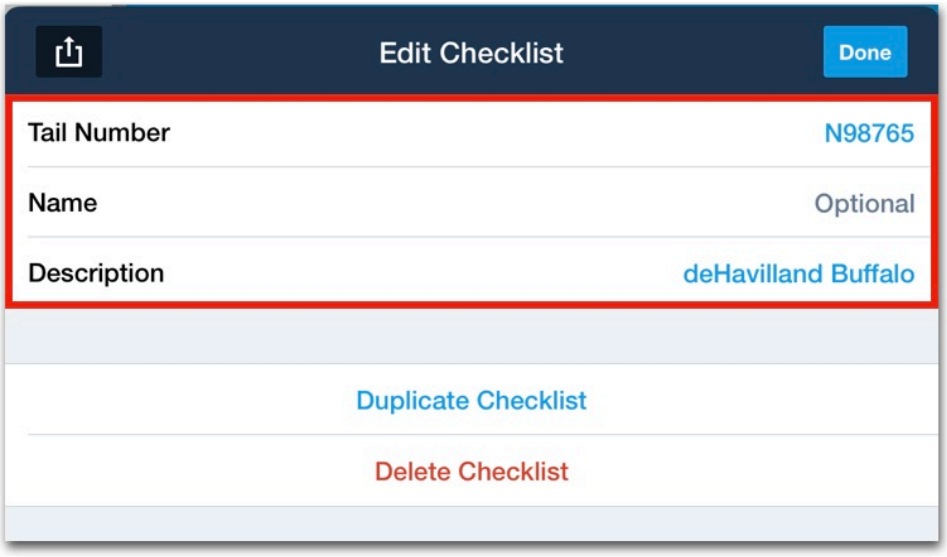
1. Tap the **Edit** button in the upper-left.



2. Tap the **Edit** button next to the checklist to edit. The Edit Checklist pop-up will appear.



3. Edit the Tail Number, Name, or Description as needed.



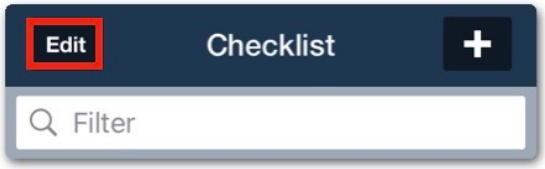
4. Tap **Done** in the Edit Checklist pop-up.

5. Tap **Done** in the upper-left corner of the left panel.

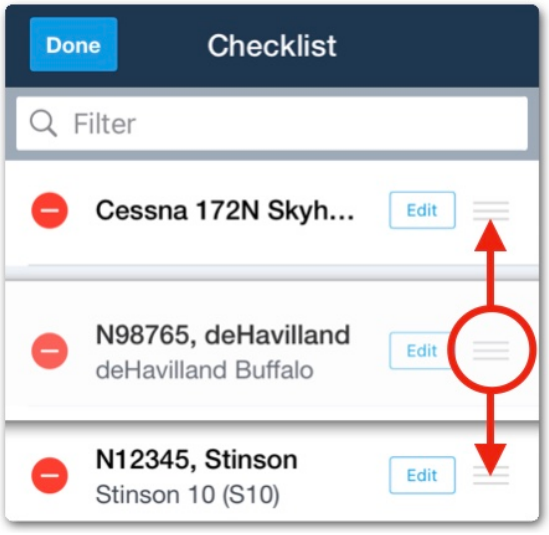
4.1.2 Moving a Checklist (Sort Order)

To reorder checklists:

1. Tap the **Edit** button in the upper-left corner of the left panel.



2. Tap and hold the three lines on the right side of the checklist row to move the position.

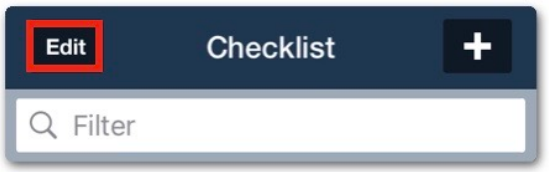


3. Tap **Done**.

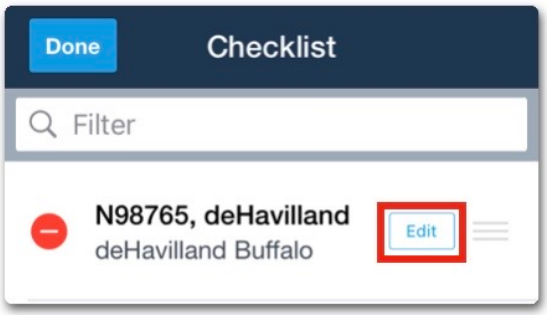
4.1.3 Duplicating a Checklist

To duplicate a checklist:

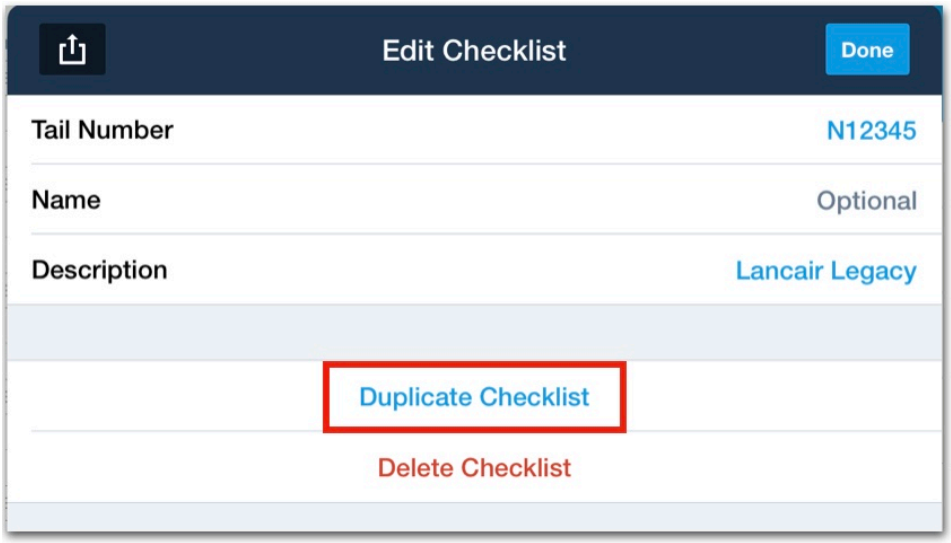
1. Tap the **Edit** button at the top of the left panel.



2. Tap the **Edit** button next to the checklist to be duplicated. The Edit Checklist pop-up will appear.



3. Tap the **Duplicate Checklist** button. A copy of the checklist will appear above the original, marked with a "(#)" indicating the number of times the checklist has been duplicated. This number may be hidden if the title is long.



4.1.4 Deleting a Checklist

Checklists may be deleted using one of three methods.

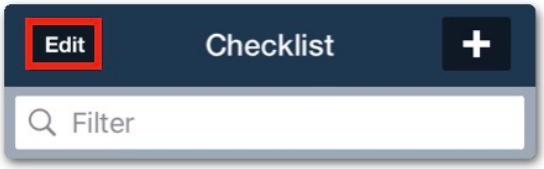
- Deleting a Checklist Using the Red Circle
- Deleting a Checklist in Edit Mode
- Deleting a Checklist by Swiping.

CAUTION: Deleting a checklist removes all content within it, and the action cannot be undone.

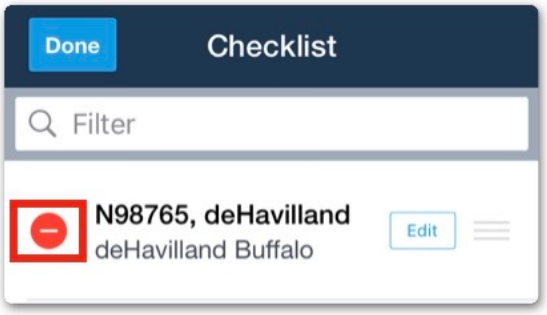
4.1.4.1 Deleting a Checklist Using the Red Circle

To delete a checklist using the red circle:

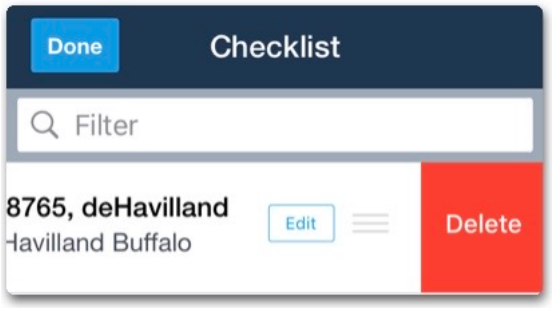
1. Tap the **Edit** button in the upper-left corner of the left panel.



2. Tap the ⊖ next to the checklist. A red **Delete** slide-over button will appear.



3. Tap the **Delete** button. A confirmation message will appear.



4. Tap **Delete** to confirm.

5. Tap **Done** in the upper-left corner of the left panel.

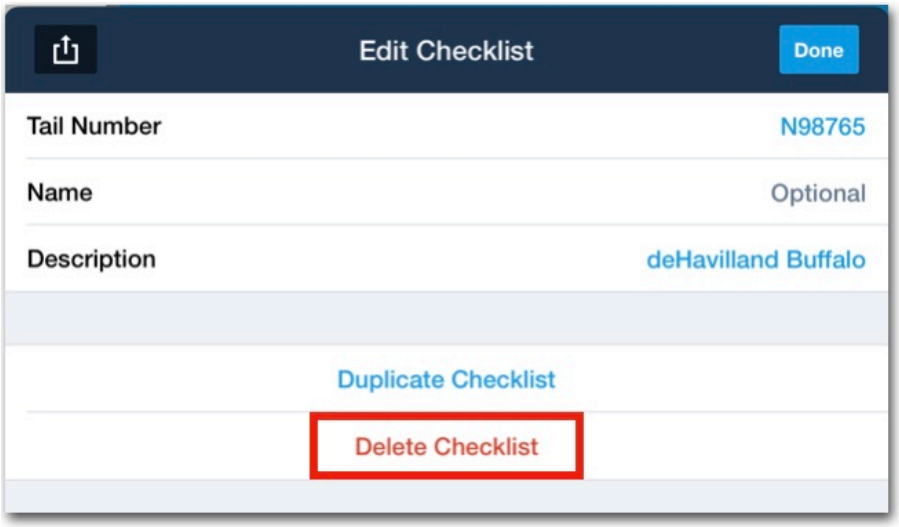
4.1.4.2 Deleting a Checklist in Edit Mode

To delete a checklist using edit mode:

1. Tap the **Edit** button in the upper left corner of the left panel.

2. Tap the **Edit** button next to a checklist. A popup window will appear.

3. Tap the **Delete Checklist** button. A message will appear for confirmation.



4. Tap **Delete** to confirm.

5. Tap **Done** in the upper-left corner of the left panel.

4.1.4.3 Deleting a Checklist by Swiping

To delete a checklist by swiping:

1. Swipe from right to left across the checklist to remove. A delete button will appear.

2. Tap the **Delete** button. A confirmation message will appear.

3. Tap **Delete** to confirm.

4.2 Working With Subgroups

Subgroup titles can be edited, and subgroups can be added, removed, or reordered.

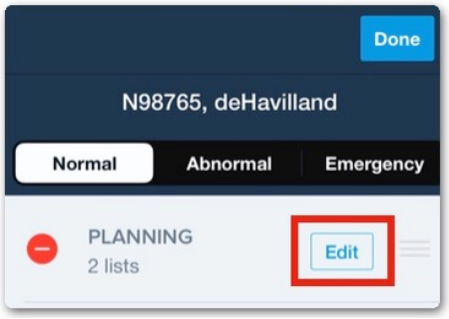
4.2.1 Editing a Subgroup Title

To edit a subgroup title:

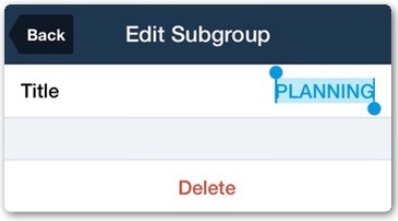
1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Lists or Subgroups.
3. Tap the **Edit Subgroups** button.



4. Tap the **Edit** button next to a subgroup. The Edit Subgroup slide-over will appear in the left panel.



5. Tap the title to edit.

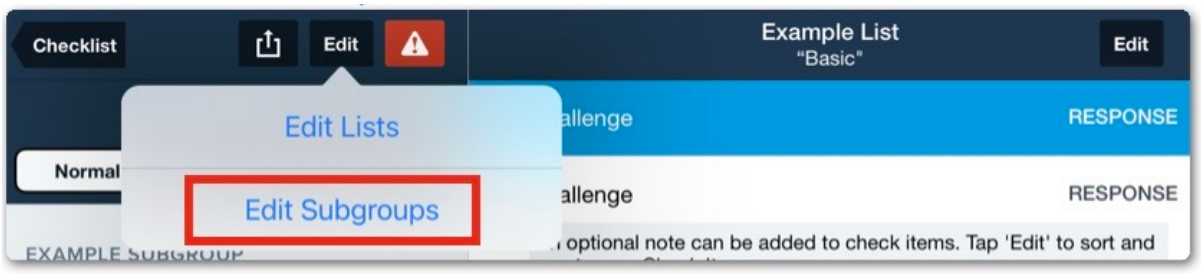


6. Tap the **Back** button to return to the list of Subgroups.
7. Tap the **Done** button above the Groups.

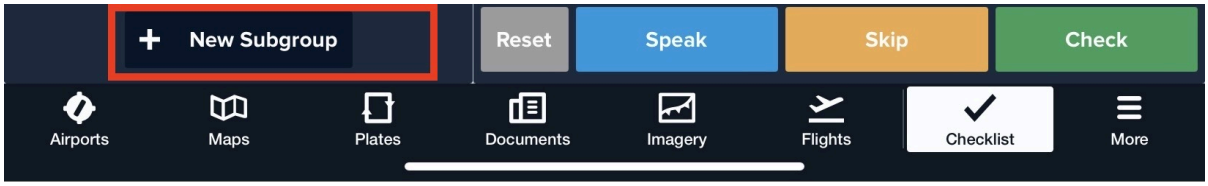
4.2.2 Adding a Subgroup

To add a subgroup to a checklist:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel.
3. Tap **Edit Subgroups**.



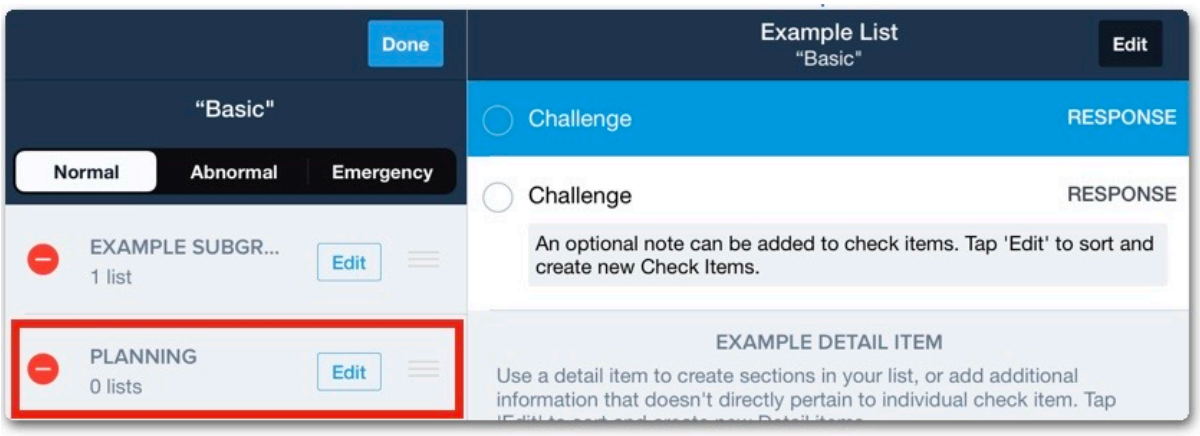
4. Tap **+ New Subgroup** at the bottom of the left-hand panel.



5. Enter the name of the new subgroup in the New Subgroup pop-up.



6. Tap **Done**. The new subgroup will appear below previous subgroups in the Group tab and show "0 lists" until lists are added.



7. Tap **Done** in the upper right corner of the left panel.

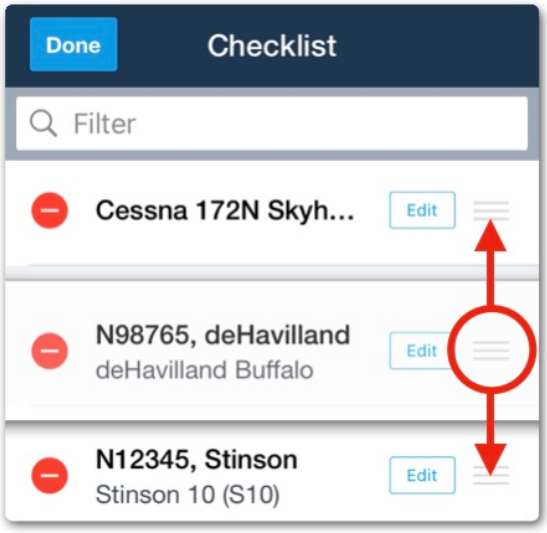
4.2.3 Moving a Subgroup (Sort Order)

To reorder subgroups within a group:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Lists or Subgroups.
3. Tap the **Edit Subgroups** button.



4. Tap and hold the three lines to the right of a subgroup to move it up or down.



5. Tap **Done** in the upper right corner of the left panel.

4.2.4 Deleting a Subgroup

To delete a subgroup, use one of two methods:

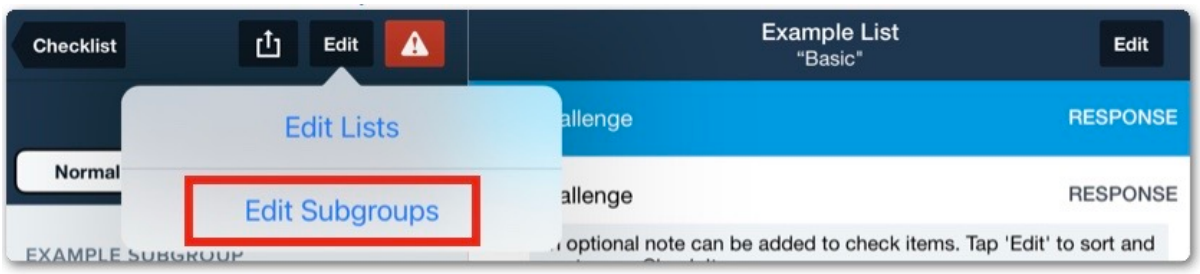
> **CAUTION:** Deleting a subgroup removes all content within it. Once deleted, a subgroup cannot be recovered.

4.2.4.1 Deleting a Subgroup Using the Red Circle

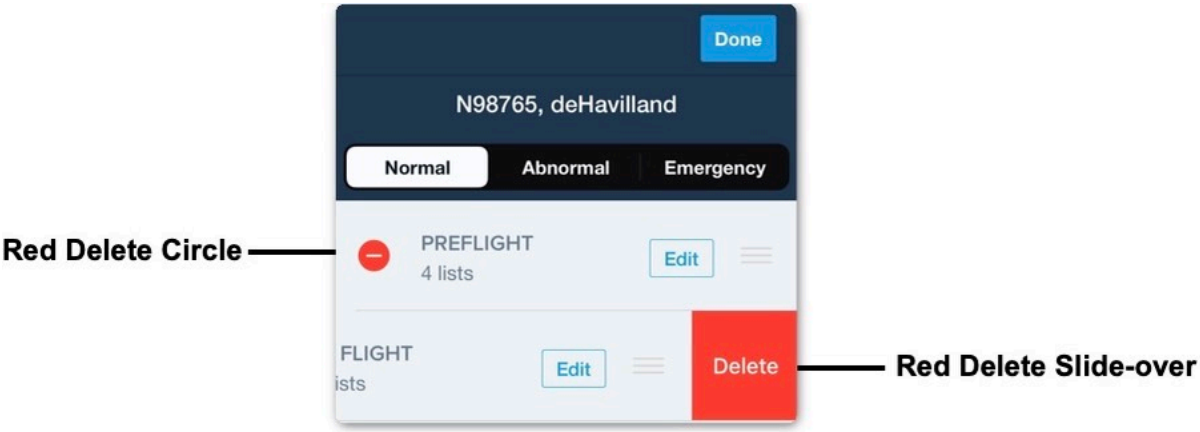
To delete a subgroup using the red circle:

1. Select a checklist.
2. Tap the **Edit** button in the upper-left corner of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.

3. Tap the **Edit Subgroups** button. A ⊖ will appear next to the subgroups.



4. Tap the ⊖. A red **Delete** slide-over button will appear.



5. Tap the red **Delete** button. A confirmation message will appear.

6. Tap **Delete** to confirm.

7. Tap **Done** in the upper right corner of the left panel.

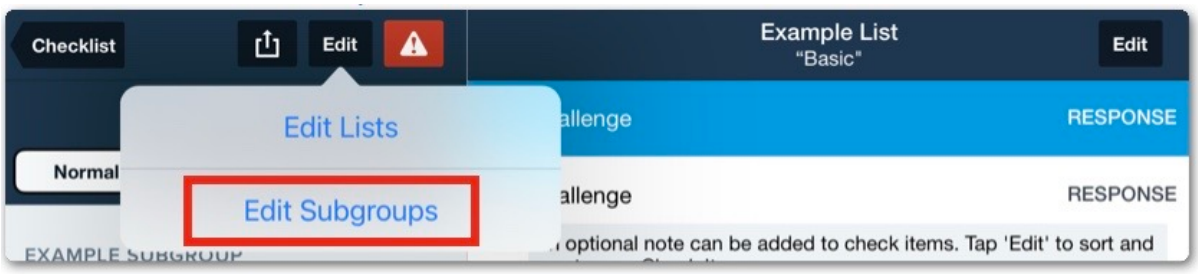
4.2.4.2 Deleting a Subgroup in Edit Mode

To delete a subgroup using edit mode:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.

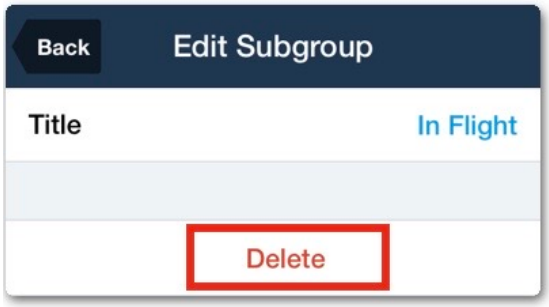
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Lists or Subgroups.

3. Tap the **Edit Subgroups**.



4. Tap the **Edit** button next to the subgroup to delete. The Edit Subgroup slide-over appears.

5. Tap **Delete** to confirm.



6. Tap **Done** in the upper right corner of the left panel.

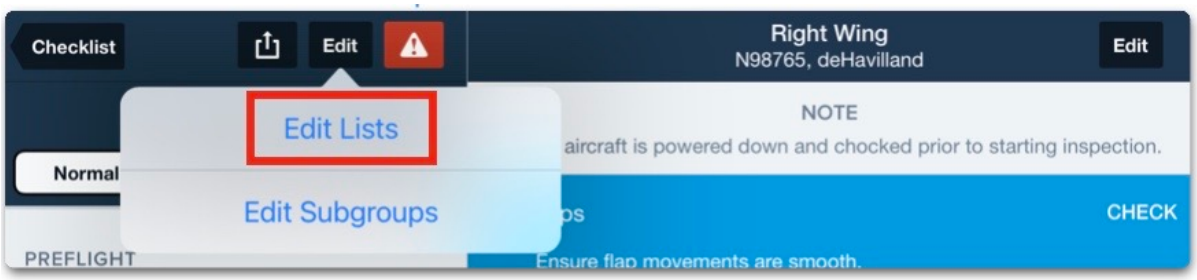
4.3 Working With Lists

Lists can be edited, moved, added, removed, and copied. Additionally, the group and subgroup a list belongs to can be changed.

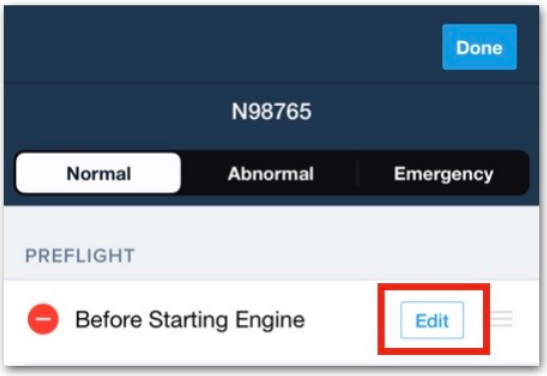
4.3.1 Editing List Details

To change a list's title, group, or subgroup:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.
3. Tap the **Edit Lists** button.



4. Tap the **Edit** button next to a list item. The Edit List window will appear.



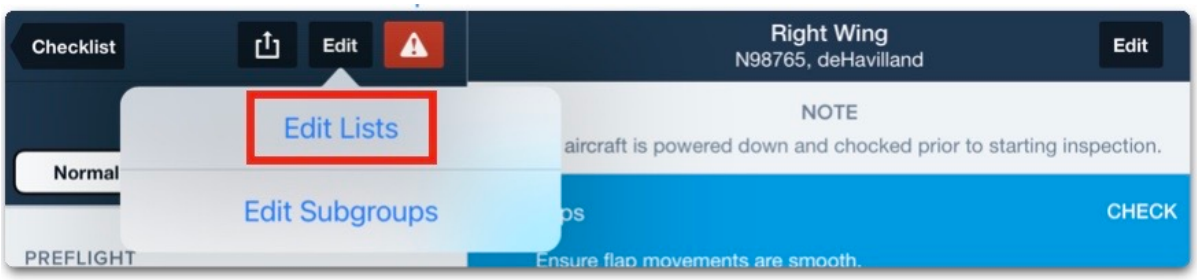
5. Tap the **Title** row to change the list title.
6. Tap the **Group** row to move the list to a different Group (Normal, Abnormal, or Emergency).

7. To move the list to a different subgroup, tap on the desired subgroup. A white checkmark in a blue circle will indicate the selected subgroup.
8. Tap the **Back** button when done.
9. Tap **Done** in the upper right corner of the left panel.

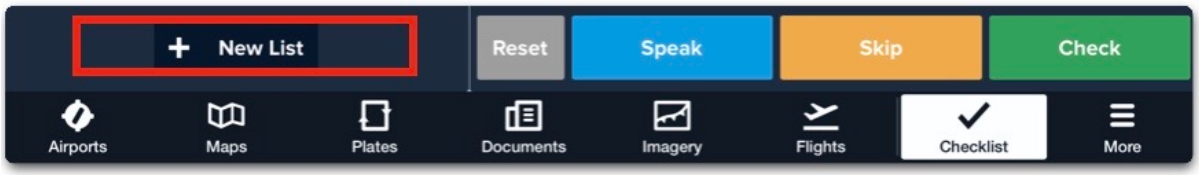
4.3.2 Creating a New List

To add a list to a subgroup within a checklist:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.
3. Tap **Edit Lists**.



4. Tap **+ New List** at the bottom of the left panel. The New List pop-up will appear.



5. Enter the name for the new list.

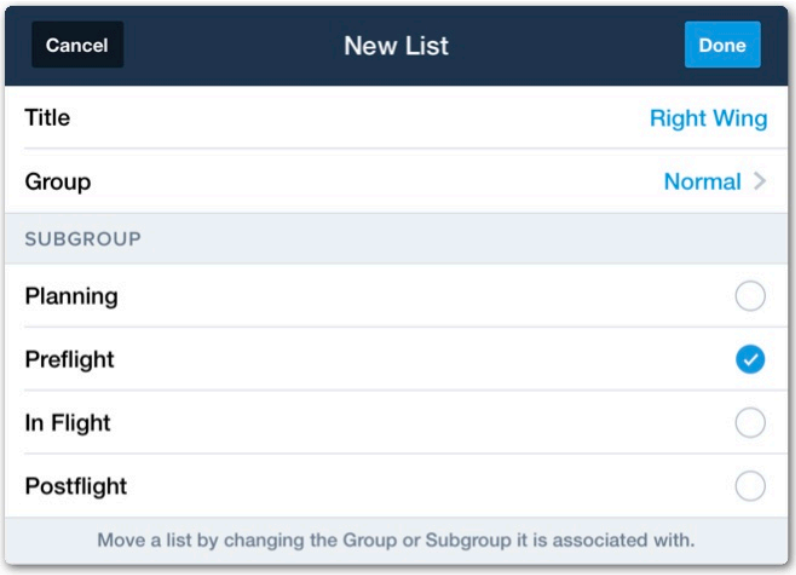


Figure 4-1. New List Pop-up

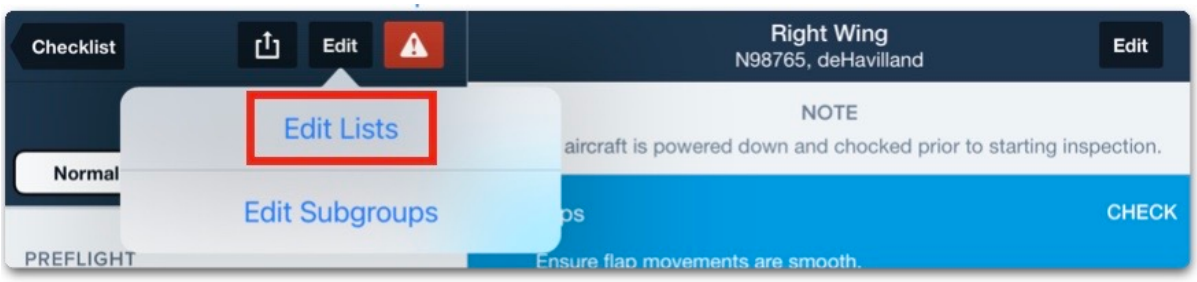
6. Tap the **Group** row to change the group where the list should appear (Normal, Abnormal, or Emergency).
7. Tap the desired subgroup where the list should appear. A white checkmark in a blue circle will indicate the selected subgroup.
8. Tap **Done** in the upper-right corner of the window. The new list will appear under the selected subgroup and below any previous entries.
9. Tap **Done** in the upper-right corner of the left panel when finished.

4.3.3 Moving a List Within a Group

To move a list:

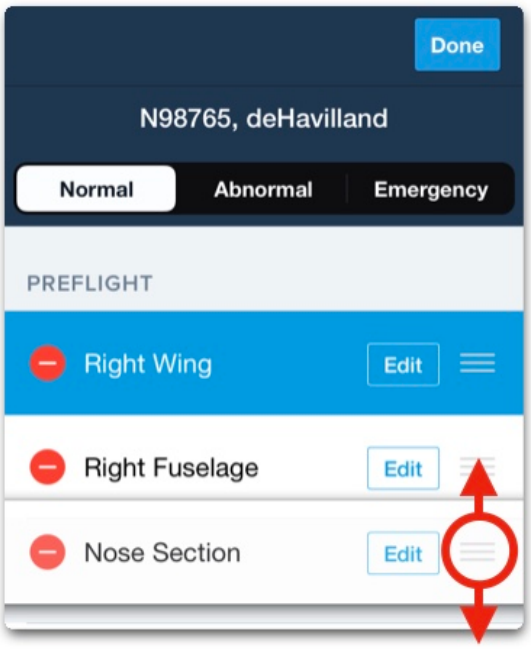
1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Lists or Subgroups.

3. Tap the **Edit Lists** button.



4. Tap and hold the three lines to the right of a list to move its position up or down.

5. To move the list to a different subgroup, tap the **Edit** button next to the list. The Edit List slide-over will appear.



6. Move the list to a different subgroup by tapping on that subgroup. A white checkmark in a blue circle will indicate the selected subgroup.

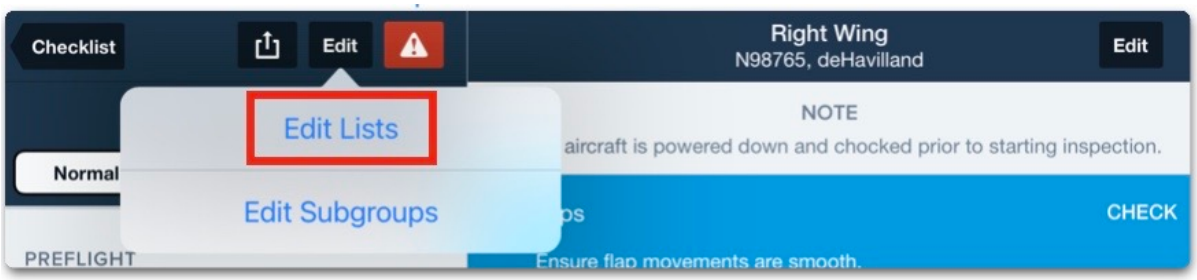
7. Tap the **Back** button.

8. Tap **Done** in the upper-right corner of the left panel when finished.

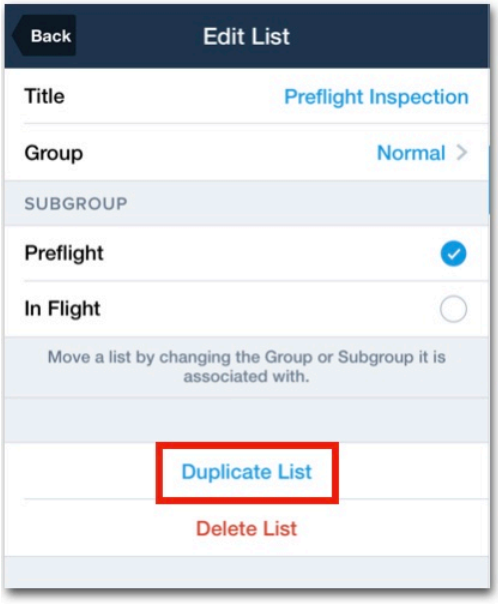
4.3.4 Duplicating a List

To duplicate a list:

1. Select the checklist containing the list to duplicate. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.
3. Tap the **Edit Lists** button.



4. Tap the **Edit** button next to the list to duplicate. The Edit List slide-over will appear.
5. Tap the **Duplicate List** button. A copy of the list will appear below the original, marked with the word "Copy."



6. Tap **Done** in the upper-right corner of the left panel when finished.

4.3.5 Deleting a List

To delete a list, use one of three methods:

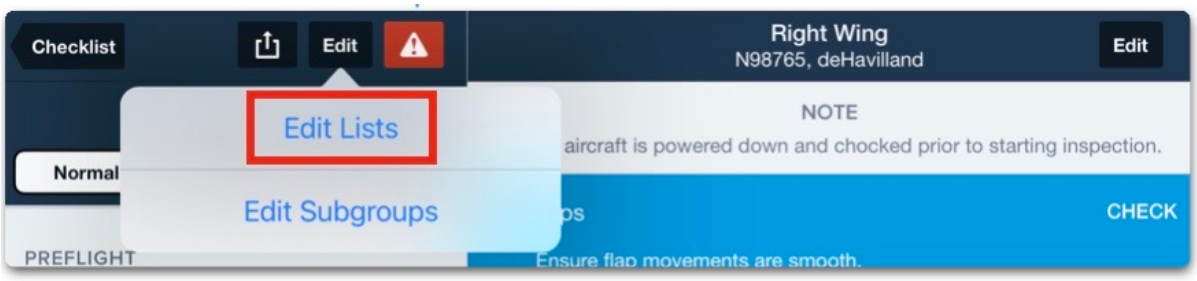
- Deleting a List Using the Red Circle
- Deleting a List in Edit Mode
- Deleting a List by Swiping.

> **CAUTION:** Deleting a list removes all content within it, and the action cannot be undone.

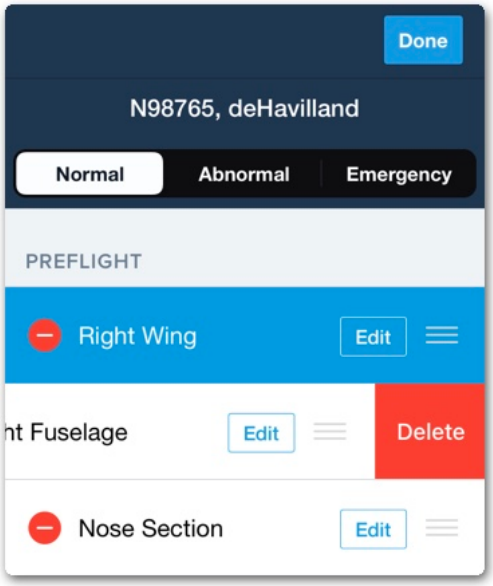
4.3.5.1 Deleting a List Using the Red Circle

To delete a list using the red circle:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button in the upper-left corner of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.
3. Tap the **Edit Lists** button. The lists will appear with a ⛔ next to them.



4. Tap the ⊖. A red **Delete** slide-over button will appear.



5. Tap the **Delete** button. A confirmation message will appear.

6. Tap **Delete** to confirm.

7. Tap **Done** in the upper-right corner of the left panel when finished.

4.3.5.2 Deleting a List in Edit Mode

To delete a list using edit mode:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.

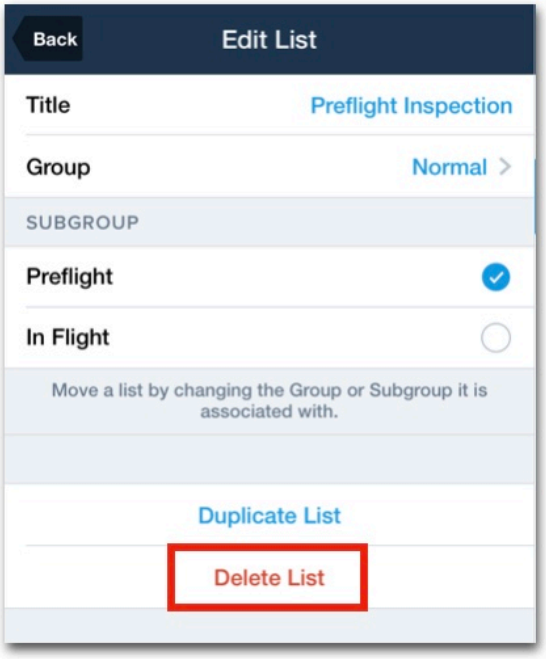
2. Tap the **Edit** button in the upper-left corner of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.

3. Tap the **Edit Lists** button.



4. Tap the **Edit** button next to the list to delete. The Edit List slide-over will appear.

5. Tap the **Delete List** button. A confirmation message will appear.



6. Tap **Delete** to confirm the deletion.

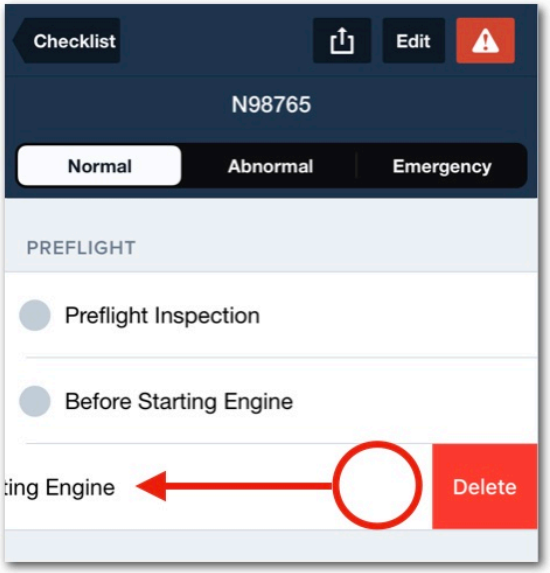
7. Tap **Done** in the upper-right corner of the left panel when finished.

4.3.5.3 Deleting a List by Swiping

To delete a list by swiping:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.

2. Swipe from right to left across the list to reveal a delete button.



3. Tap the **Delete** button. A confirmation message will appear.

4. Tap **Delete** to confirm.

4.4 Working With List Items: Details and Check Items

There are two types of List items: Detail items and Check items.

- **Detail Items** break a list into sections (e.g., Cabin, Empennage) or provide important notes between challenges. These items appear in dark gray on a light gray background.
- **Check Items** consist of a challenge and response format.

4.4.1 Editing Detail Items

To edit a Detail Item:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Scroll through the Groups, Subgroups, and Lists in the left panel until the desired item appears in the right panel.
3. Tap the **Edit** button in the upper-right corner of the right panel.
4. Tap the **Edit** button next to a Detail Item. The Edit Detail Item slide-over will appear.



5. Edit the title in the title row or the description in the text box.
6. Tap the **Back** button to return to the list of items.
7. Tap **Done** when all edits are complete.

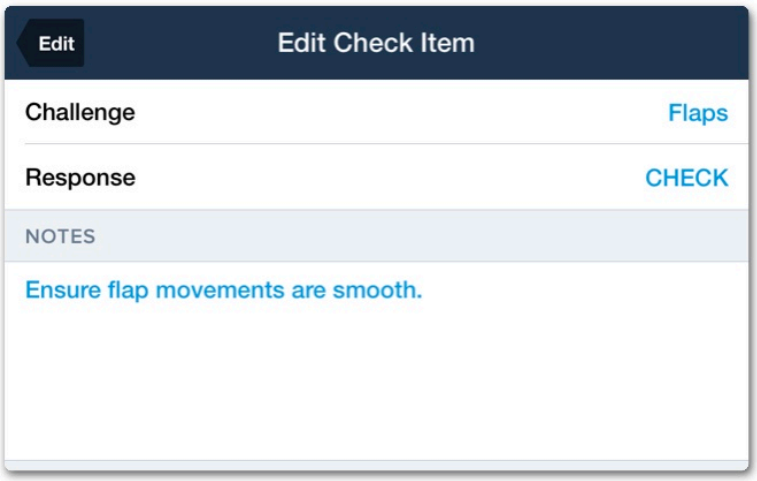
4.4.2 Editing Check Items

To edit a Check Item:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Scroll through the Groups, Subgroups, and Lists in the left panel until the desired item appears in the right panel.
3. Tap the **Edit** button in the upper-right corner of the right panel.
4. Tap the **Edit** button next to a Check Item. The Edit Check Item slide-over will appear.



5. Edit the challenge text in the Challenge row or edit the response text in the Response row.

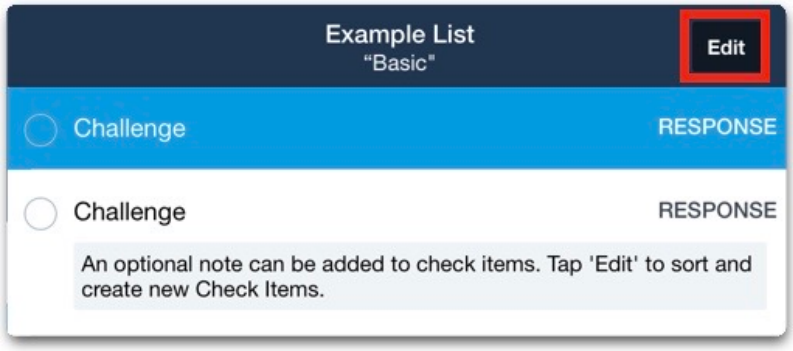


6. Add or modify optional notes in the NOTES box.
7. Tap the **Back** button to return to the list of items.
8. Tap **Done** when all edits are complete.

4.4.3 Adding Detail Items

To add a Detail item:

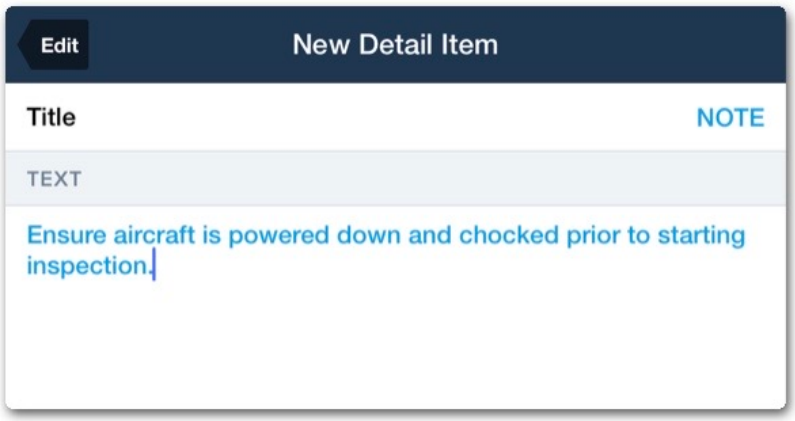
1. Tap the **Edit** button at the top of the right panel.



2. Tap **+ New Detail** Item at the bottom of the right panel. The New Detail Item slide-over will appear.



3. Enter the desired Title and Text for the new item.



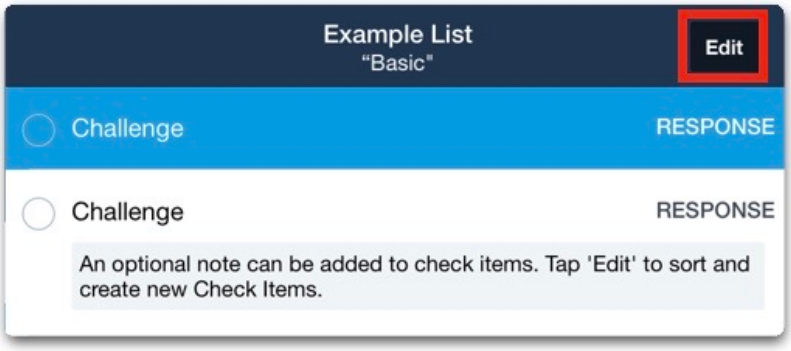
4. Tap the **Edit** button in the upper-left corner of the right panel when finished. The completed Detail Item will appear.

5. Tap **Done** in the upper-right corner when finished.

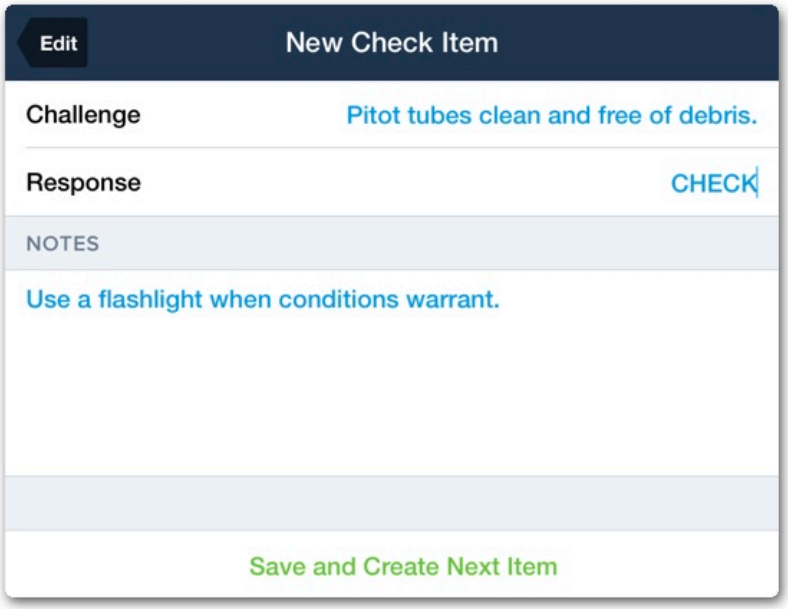
4.4.4 Adding Check Items

To add a Check Item:

1. Tap the **Edit** button at the top of the right panel.



2. Tap **+ New Check** Item at the bottom of the right panel. The New Check Item slide-over will appear.
3. Enter the Challenge and Response for the Check Item.
4. Add optional notes if required.

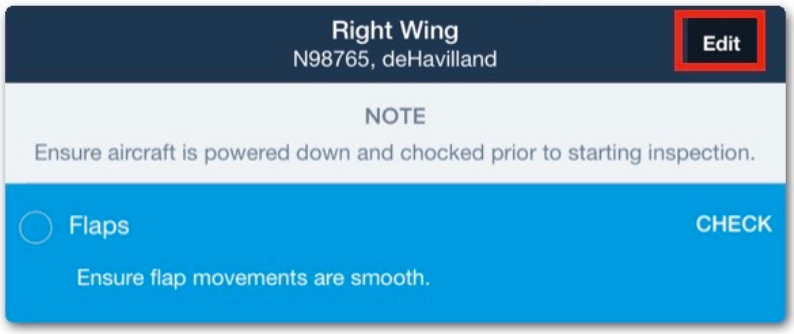


5. Tap **Save and Create Next Item** if additional Check items are needed.
6. Tap the **Edit** button in the upper-left corner of the right panel when finished.
7. Tap the **Done** button in the upper-right corner when finished.

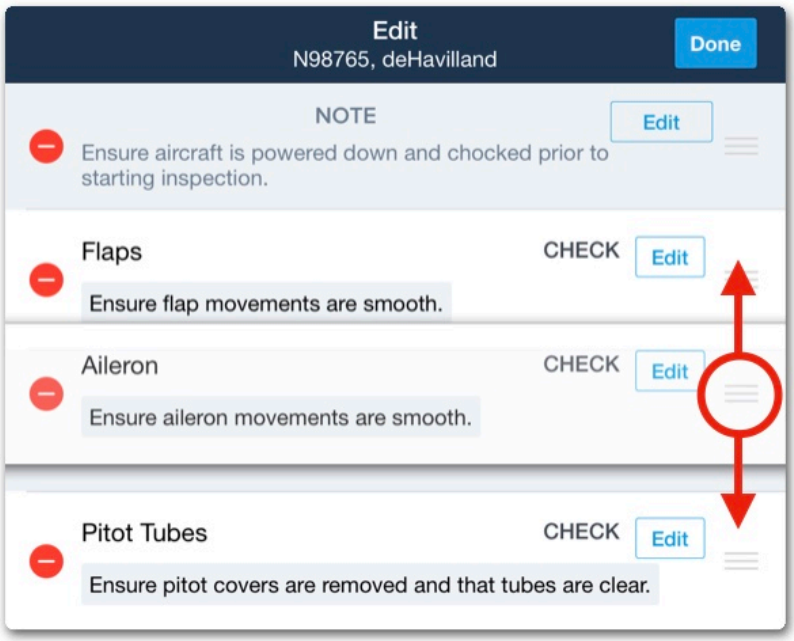
4.4.5 Moving Detail Items and Check Items (Sort Order)

To reorder Detail items or Check items within a list:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Navigate to the Group, Subgroup, and List where the item is located.
3. Tap the **Edit** button at the top of the right panel.



4. Tap and hold the three lines to the right of the item to move it up or down.
5. Tap **Done**.



4.4.6 Deleting Detail Items and Check Items

To delete Detail items or Check items, use one of two methods:

- Use the red circle
- Use Edit mode
- By Swiping.

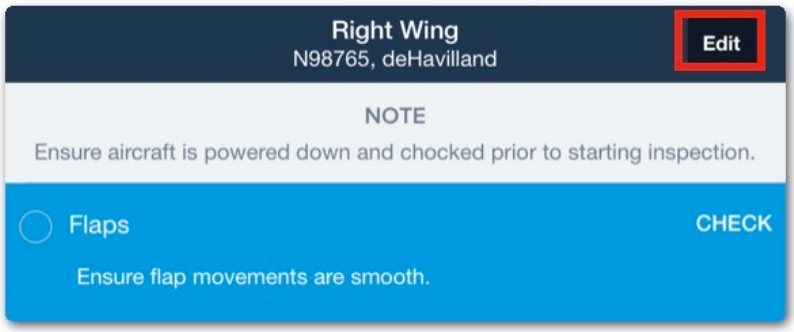
CAUTION: Deleting a Detail Item or Check Item removes all content within it, and the action cannot be undone.

NOTE: Deleting a Detail item only removes the Detail item itself. Check items listed under the Detail Item must be deleted individually.

4.4.6.1 Deleting a Detail or Check Item Using the Red Circle

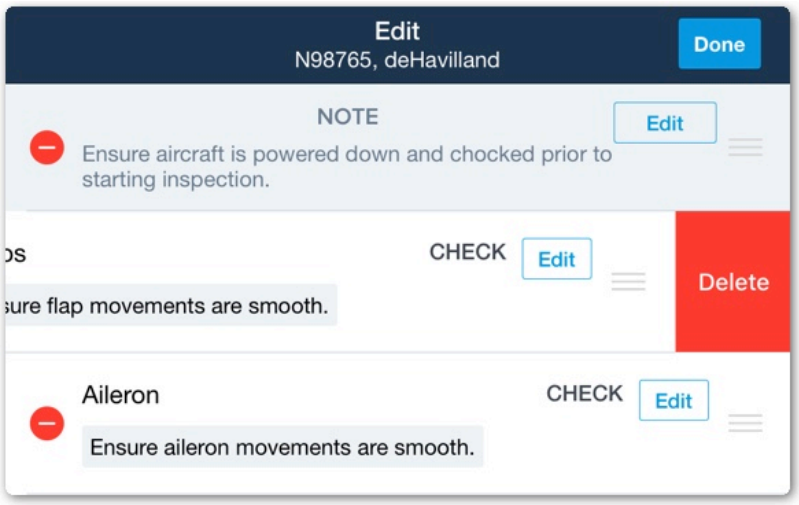
To delete a Detail or Check Item using the red circle:

1. Select the checklist, subgroup, and list where the item to delete is located.
2. Tap the **Edit** button in the upper-right corner of the right panel. A ⛔ will appear next to the items.



3. Tap the ⛔. A red **Delete** slide-over button will appear.

4. Tap the red **Delete** button. A confirmation message will appear.



5. Tap **Delete**

6. Tap **Done**.

4.4.6.2 Deleting a Detail or Check Item in Edit Mode

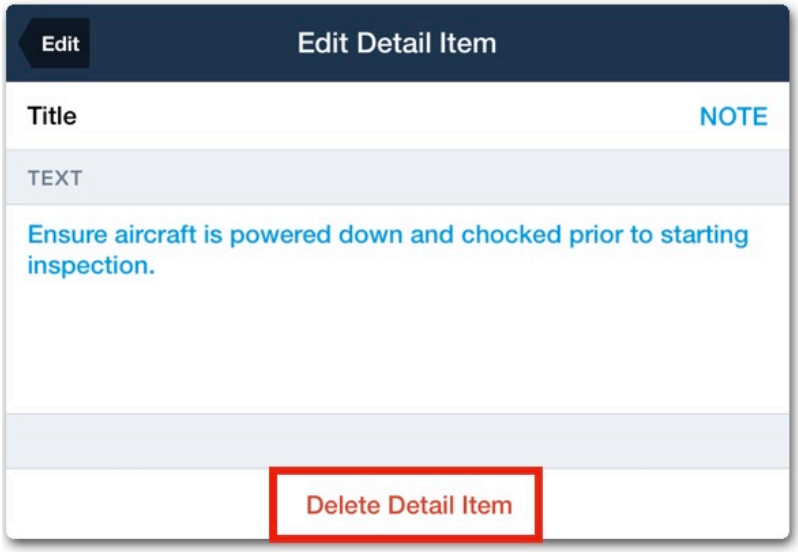
To delete a Detail or Check Item using edit mode:

1. Select the checklist, subgroup, and list where the item to delete is located.

2. Tap the **Edit** button next to the item to delete.



3. Tap the **Delete [Detail or Check] Item** button. A confirmation message will appear.



4. Tap **Delete** to confirm the deletion.
5. Tap **Done**.

4.4.6.3 Deleting a Detail or Check Item by Swiping

To delete a Detail or Check Item by swiping:

1. Select the checklist, subgroup, and list where the item to delete is located.
2. Swipe from right to left across the item to delete.
3. Tap **Delete** to delete the checklist. A confirmation message will appear.
4. Tap **Delete** to confirm.
5. Tap **Done**.

USING CHECKLISTS

After a checklist is set up and aligned with the POH or AFM, it can be used. Tap on a checklist and select an item to begin. The checklist tool can either read items aloud or each entry can be tapped to acknowledge.

The app preserves progress and position in the checklist (up to 24 hours), even if navigation occurs to another part of the app, such as the Maps view, or if the app is sent to the background. Upon returning to the checklist, the last active location will be restored.

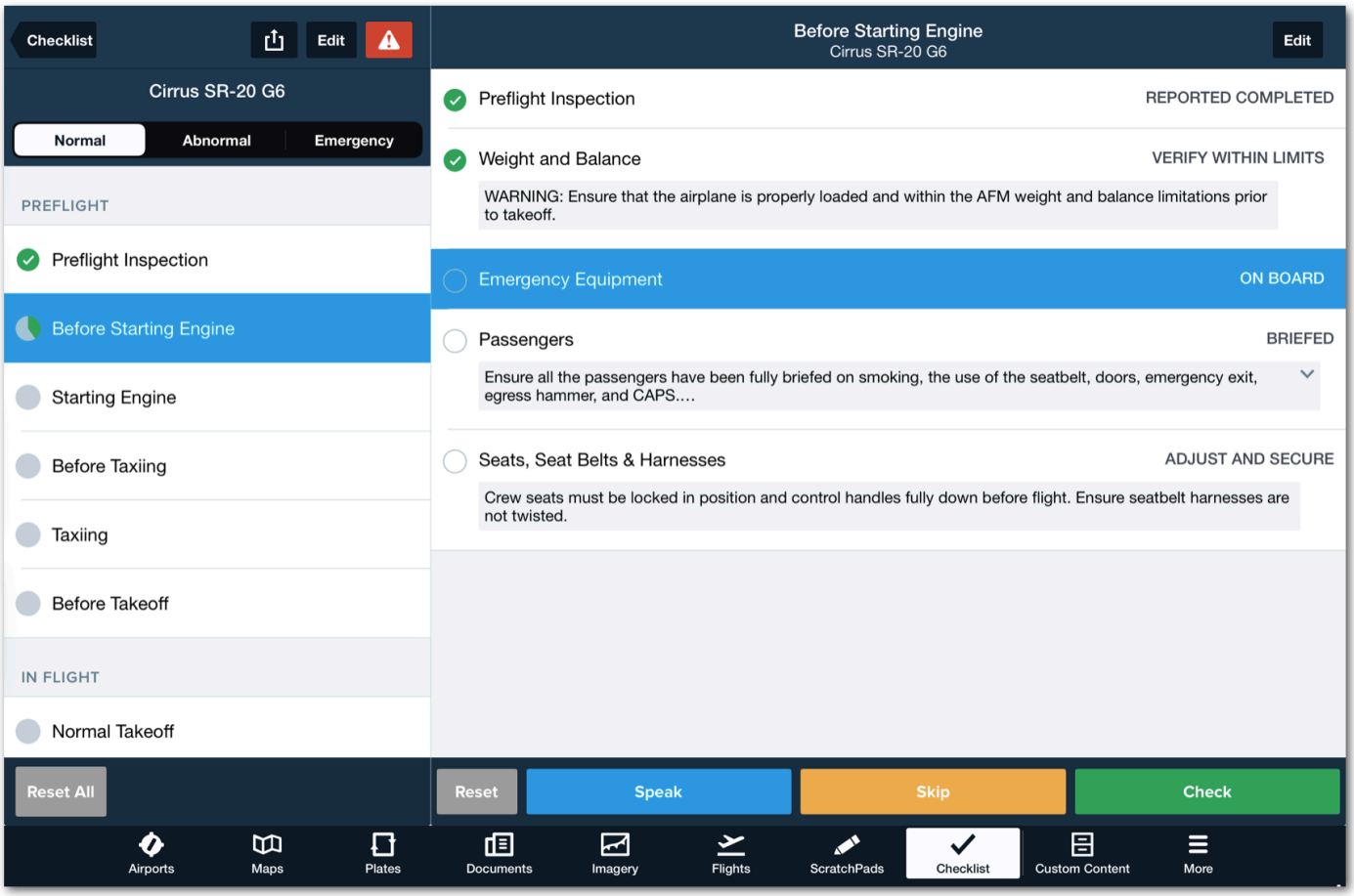
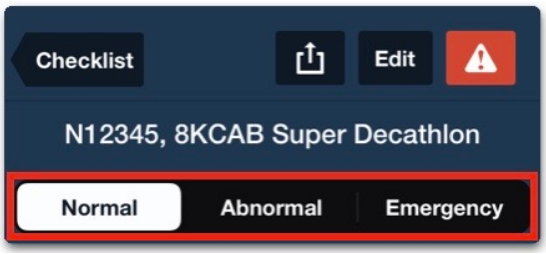


Figure 5-1. Checklist View

5.1 Selecting a Checklist

To select a checklist:

1. Tap **More → Checklist**.
2. Scroll through the available checklists in the left-hand panel and tap on the desired checklist.
3. Tap on the desired group (**Normal**, **Abnormal**, **Emergency**).
4. Tap on the desired list.



For quick access to emergency lists, tap the red **Emergency** button.

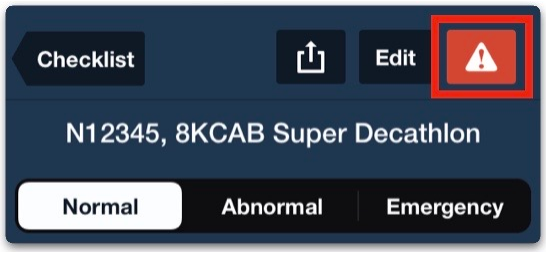


Figure 5-2. Emergency Button

5.2 Interacting with Checklist Items

When check items are visible, a quick-action bar appears at the bottom of the right panel, offering options to check, skip, speak, or reset the checklist.

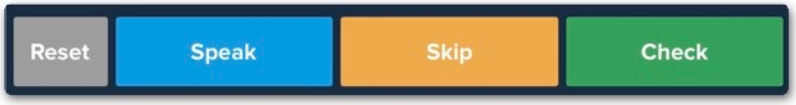


Figure 5-3. Checklist Quick Action Bar

5.2.1 Checking Off Items

Tap the **Check** button on the quick-action bar to acknowledge items, or tap directly on an item to check it. A green circle with a check mark appears to the left of the checked item.



Figure 5-4. Check Off Items

5.2.2 Skipping Items

Tap the **Skip** button on the quick-action bar to skip items. A yellow circle will appear to the left of the skipped item.

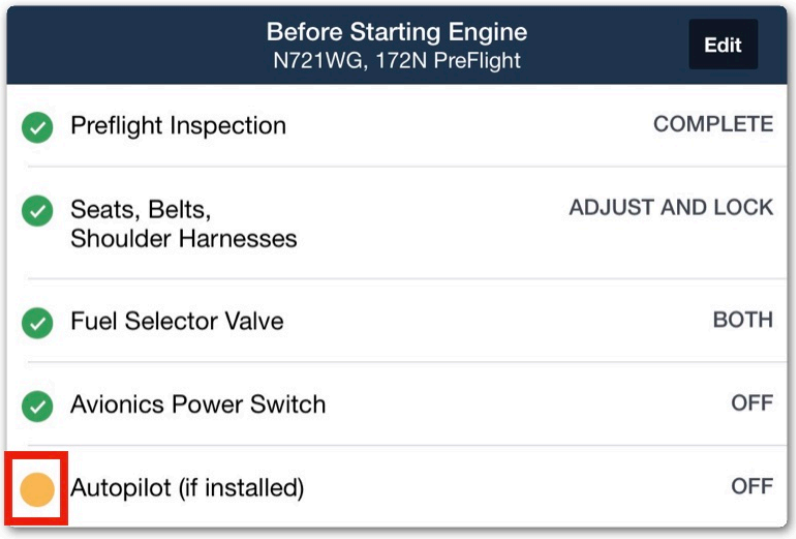


Figure 5-5. Skip Items

> **IMPORTANT:** Checklists can show as complete even with skipped items.

5.2.3 Resetting Items

As items are checked or skipped, the selection indicator progresses. To reset or clear a checked or skipped item, tap the item itself.

To reset the entire list, tap the **Reset** button on the quick-action bar. A confirmation pop-up will appear. Tap **Reset [Checklist Name]** to proceed.

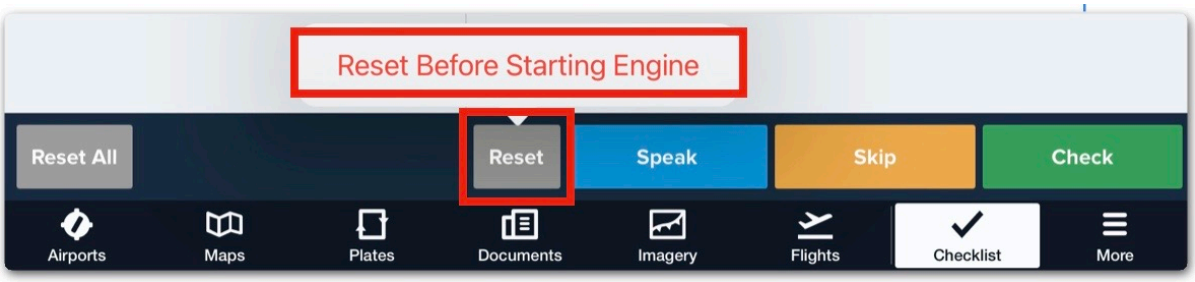


Figure 5-6. Resetting Items

5.2.4 Checklist Progress

The progress of a checklist is shown by a green circle that fills in as more items are completed. When a list is completed, it is marked with a check.

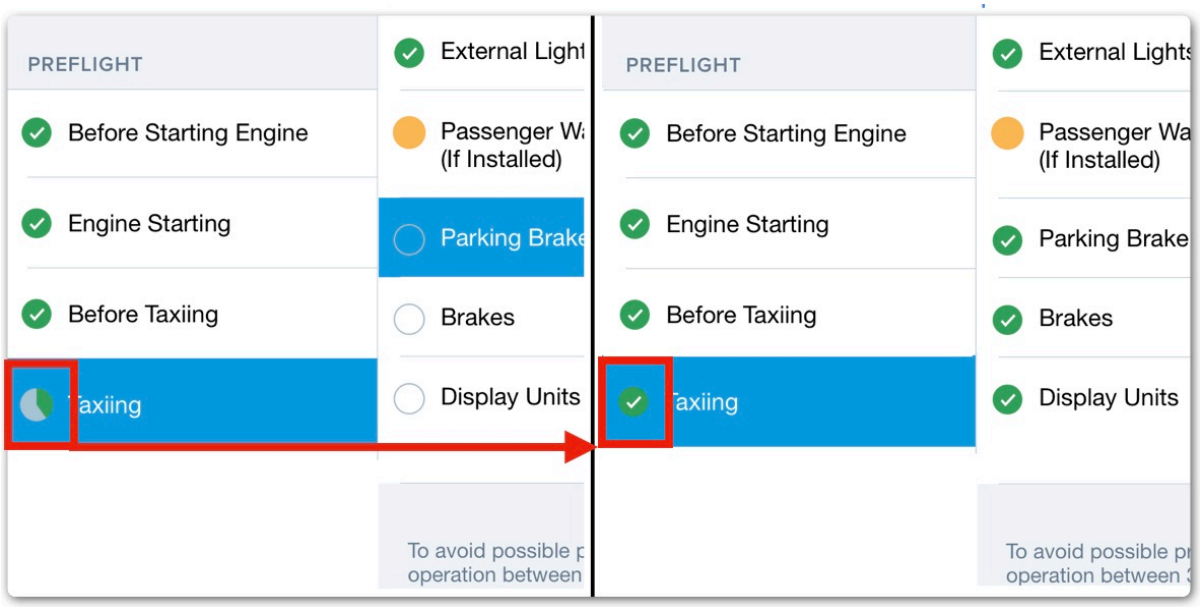


Figure 5-7. Checklist Progress

WARNING: Checklists can show as complete even with skipped items.

Once all items in a list are checked or skipped, a **Next** button appears, allowing movement to the next list. The **Next** button does not appear in Abnormal or Emergency checklists.

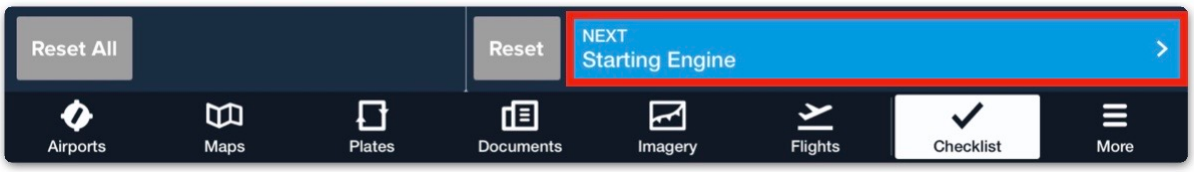


Figure 5-8. Next Checklist

5.3 Speaking through Checklists

To have a checklist read aloud, tap the **Speak** button in the quick-action bar. A Speak panel will appear above the tabs at the bottom of the app.



Figure 5-9. Checklist Speak Panel

5.3.1 Setting Speaking Checklist Options

Two speaking styles are available:

- **Challenge Only** - Reads only the item to check.
- **Challenge and Response** - Reads the item to check along with its expected condition.

To select the preferred option:

1. Tap **More → Settings**.
2. Scroll to the CHECKLIST section.
3. Tap **Speak**.
4. Choose **Challenge Only** or **Challenge & Response**.
5. Tap **Settings → Close**.

5.3.2 Volume Settings

Use the **Volume Up** and **Volume Down** buttons on the device to adjust the voice volume.

5.3.3 Setting Speaking Speed

To adjust the delay between checklist items, tap the **Faster** or **Slower** buttons in the Speak panel.

5.3.4 Pausing

Tap the **Pause** button in the Speak panel to temporarily stop the readback. The button will change to **Resume**, which can be tapped to continue.

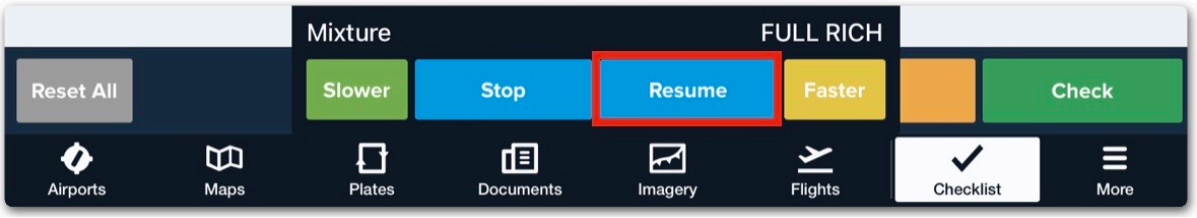


Figure 5-10. Checklist Paused, Resume Ready

5.3.5 Stopping

Once the current list is completed, the app will announce, "Checklist complete," and exit Speak mode. Tap the **Next** button to proceed to the next list. To restart Speak mode, tap the **Speak** button.

To stop the read back at any time, tap the **Stop** button to exit Speak mode.

5.4 Resetting Checklists

Individual checklists or entire checklists can be reset.

5.4.1 Resetting Individual Checklists

To reset the current checklist:

1. Tap the **Reset All** button in the bottom-left panel. A confirmation pop-up will appear.
2. Tap **Reset All [Checklist name] Lists** to confirm.

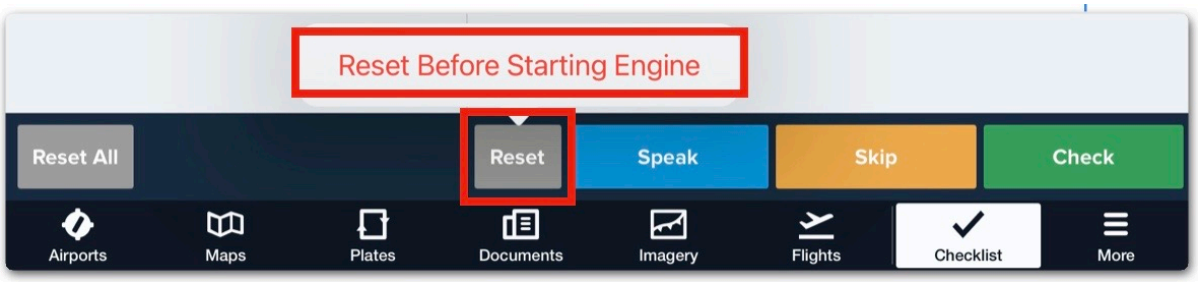


Figure 5-11. Reset Checklist

5.4.2 Resetting Entire Checklists

To clear all lists (including Abnormal and Emergency) within the current checklist:

1. Tap the **Reset All** button in the bottom-left panel. A confirmation pop-up will appear.
2. Tap **Reset All [Checklist name] Lists** to confirm.

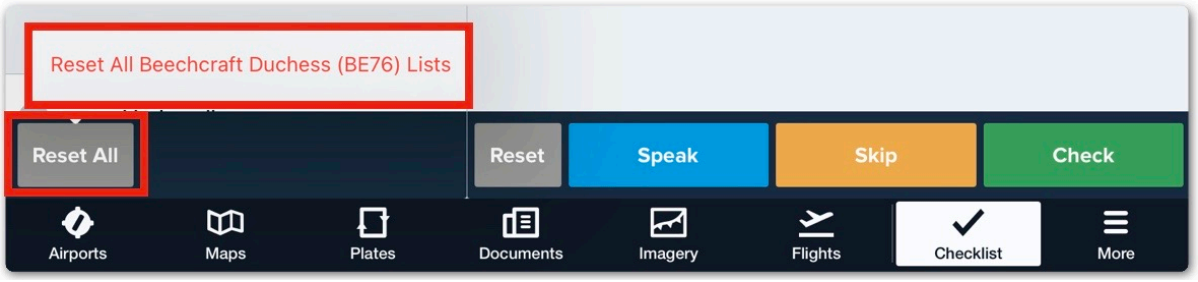


Figure 5-12. Reset All Checklists

SHARING CHECKLISTS

Checklists can be shared with other ForeFlight Mobile users via:

- AirDrop
- Email (Mail app).

6.1 Share via AirDrop

To share a checklist with nearby Apple devices using AirDrop:

1. Go to the **Checklist** view.
2. Select the checklist to share.
3. Select the **Send To** button in the left panel.
4. Tap AirDrop.
5. Tap the device to which the checklist will be sent.
6. Once the file is sent, tap **Done**.

Checklists received via AirDrop on a device with ForeFlight Mobile will automatically be imported and appear at the bottom of the Checklists view.

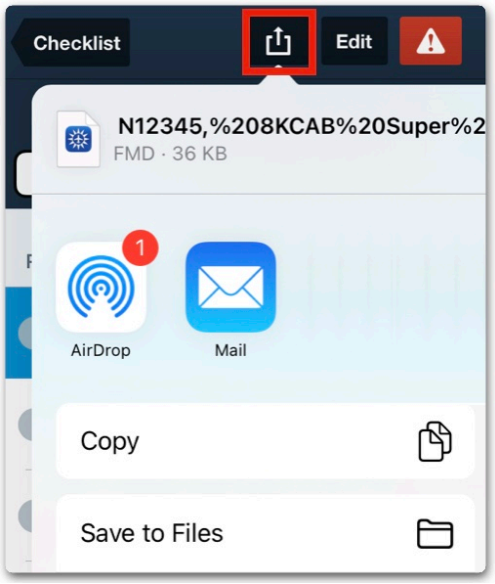


Figure 6-1. Share Button

6.2 Share with a Mail App

To share a checklist with another ForeFlight Mobile user via email:

1. Go to the **Checklist** view.
2. Select the checklist to share.
3. Select the **Send To**button in the left panel.
4. Tap on the **Mail**app.
5. Enter the recipient's email address in the **To:** field.
6. Tap the **Send** button.

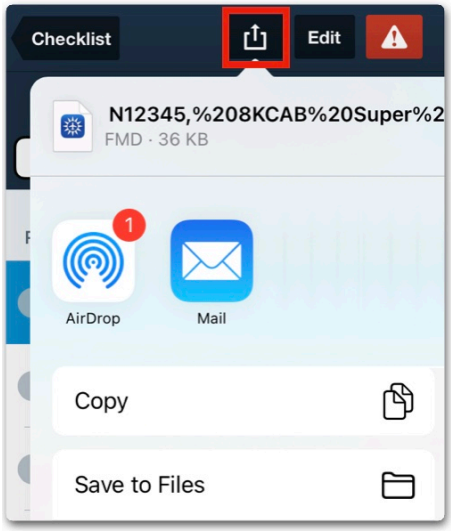


Figure 6-2. Share Button

7. Once the recipient receives the email, open the **Mail** app.
8. Tap on the attached **FMD file**.
9. Tap the **Send To**
10. Select ForeFlight.

The shared checklist will automatically be imported into ForeFlight Mobile and appear at the bottom of the Checklists view.

CHECKLIST TEMPLATES

ForeFlight Checklist includes pre-built checklist templates for supported aircraft models. The following tables identify the aircraft models and corresponding International Civil Aviation Organization (ICAO) type codes available as checklist templates.

Table 7-1. Cessna Checklist Templates

Aircraft	ICAO Type Code
140	C140
150	C150
152	C152
162 Skycatcher	C162
172N Skyhawk	C172
172P Skyhawk	C172
172RG Cutlass	C72R
172S Skyhawk	C172
172S Skyhawk G1000	C172
177RG Cardinal	C77R
180K	C180
182Q Skylane	C182
182R Skylane	C182
182S Skylane	C182
182T G1000	C182
185 Skywagon	C185
208B Grand Caravan EX G1000	C208
210M Centurion	C210
310R	C310
340	C340

Aircraft	ICAO Type Code
421C Golden Eagle	C421
510 Citation Mustang	C510
A188B Ag Truck	C188
R182 Skylane RG	C82R
T206H Stationair TC G1000	C206

Table 7-2. Beechcraft Checklist Templates

Aircraft	ICAO Type Code
Baron 58	BE58
Baron 58P	B58T
Baron B55	BE55
Baron C55, D55, E55	BE55
Baron G58	BE58
Bonanza A36 Turbo-Normalized	BE36
Bonanza A36	BE36
Bonanza F33A	BE33
Bonanza G36	BE36
Bonanza V35B	BE35
Debonair C33A	BE33
Duchess	BE76
King Air 200	BE20
King Air C90GTx	BE9L
King Air E90	BE9L
Travel Air D95A	BE95

Table 7-3. Cirrus Checklist Templates

Aircraft	ICAO Type Code
SR-22 G1	SR22
SR-22 G2	SR22
SR-22 G3 Perspective	SR22
SR22 G5	SR22
SR20 G1/G2	SR20

Table 7-4. Diamond Checklist Templates

Aircraft	ICAO Type Code
DA-20	DA20
DA-40	DA40
DA-42 TDI	DA42

Table 7-5. Grumman American Checklist Templates

Aircraft	ICAO Type Code
AA-5	AA5

Table 7-6. Mooney Checklist Templates

Aircraft	ICAO Type Code
M20C Mark 21	M20P
M20F Executive	M20P
M20R Ovation 2 GX	M20P

Table 7-7. Pilatus Checklist Templates

Aircraft	ICAO Type Code
PC-12 NG	PC12

Table 7-8. Piper Checklist Templates

Aircraft	ICAO Type Code
PA-20 Pacer	PA20
PA-22-160 Tri-Pacer	PA22
PA-23-250 Aztec E	PA23
PA-24-250 Comanche	PA24
PA-28-161 Warrior II	P28A
PA-28-181 Archer II	P28A
PA-28-181 Archer III	P28A
PA-28-236 Dakota	P28B
PA-28R-201 Arrow	P28R
PA-30 Twin Comanche	PA30
PA-31T2 Cheyenne IIXL	PAY2
PA-32-300 Cherokee Six	PA32
PA-32RT-300 Lance II	P32T
PA-34-200T Seneca II	PA34
PA-38-112 Tomahawk	PA38
PA-44-180 Seminole	PA44
PA-44-180 Seminole G1000	PA44
PA-46-310P Malibu	PA46

Table 7-9. Robinson Checklist Templates

Aircraft	ICAO Type Code
R22	R22
R44 II	R44

Table 7-10. Socata Checklist Templates

Aircraft	ICAO Type Code
TBM 900	TBM9

Table 7-11. Stinson Checklist Templates

Aircraft	ICAO Type Code
10	S10

CHANGE HISTORY

Version	Date	Change Summary
18.6.2	August 2026	• Added Checklist Templates chapter.
18.1.1	February 2026	• Adjusted page numbering to match PDF viewer numbering.
18.1	February 2026	• New Style
17.11	December 2025	• Updated logos and copyright
17.1	March 2025	• Minor review and update
14.2	April 2022	• Original release

This page intentionally left blank.



ForeFlight

Jeppesen ForeFlight, Inc.
55 Inverness Drive East, Englewood, CO 80112
www.foreflight.com