

Zeitlin COZY MKIV Annual Condition Inspection Checklist

ITEM	PROCEDURE / ACTION	OUTCOME
Paperwork		
	<i>Look at paperwork</i>	
Paperwork Envelope	Check condition	
Paperwork	Check all in order	
Review W&B / Equipment list	Check and update if necessary	
Search for AD's/Service letters	Comply if deemed necessary	

ITEM	PROCEDURE / ACTION	OUTCOME
Canard Area		
	<i>Remove Canard – Disconnect Trim System(s) and Remove Bolts</i>	
Static Ports	Check clear all three holes each side	
Elevator Torque Tube Attach Bolts	Check for rust/corrosion/torque – lubricate if necessary	
Elevator Inner Hinges	Check for corrosion – lubricate if necessary	
Elevator Middle Hinges	Check for corrosion – lubricate if necessary	
Elevator Outer Hinges	Check for corrosion – lubricate if necessary	
Elevator Hinge Pin Set Screws	Check for rust / corrosion / torque – lubricate if necessary	
Elevator(s) Top Surface	Check for delamination / paint condition	
Elevator(s) Bottom Surface	Check for delamination / paint condition	
Canard Top Surface	Check for delamination / paint condition	
Canard Bottom Surface	Check for delamination / paint condition	
Canard Torque Tube Weather Seals	Check condition	
Elevator Torque Tubes	Check condition	
Elevator Torque Tube Offsets	Check condition / welds	
Elevator Trim Belcrank	Check condition / welds	
Elevator Inner Counterweights	Check condition	
Elevator Outer Counterweights	Check condition	
Marker Beacon Antenna Cable	Check condition	
Canard Lift Tabs / F22 Bushings	Check condition	
Alignment Pins / Sockets	Check condition	
Lift Tab Bolts	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Nose Area	<i>Remove Front / Rear Nose Doors – Screws and ¼ Turn Fasteners</i>	
Front Nose Door	Check condition	
Landing/Taxi Light Lenses	Check condition – clean / polish	
Landing/Taxi Lights	Check operation / condition / alignment / bolt torque	
Front Ballast Weight	Check attachment points	
Pitot Tube	Check condition	
Rear Nose Door	Check condition / ¼ turn fasteners	
Brake Reservoirs	Check condition / bolt torque / fluid level	
Brake Master Cylinders	Check condition / fittings	
Brake Lines	Check condition / fittings / routing	
Parking Brake Valve/Actuator	Check condition / fittings	
Battery Charge Port	Check condition / wire connections	
Nose Battery Cables	Check condition	
Rear Ballast Weights – Right and Left	Check attachment points	
Nose Gear Cover	Check attachment / weather seal	
Nose Gear Mechanism	Check condition / operation – lubricate / grease if necessary	
Transponder Antenna	Check attachment / cable	
GPS Antenna	Check attachment / cable	
Nose Area Wiring	Check condition / tie-wraps	
Rudder Pedals	Check condition – lubricate if necessary	
Rudder Pedal Brake Actuators	Check condition	
Rudder Cables	Check condition	
Nose Gear Strut	Check condition	
Nose Gear Upper Bearings - NG6A	Check condition	
Nose Gear Mechanism Spring	Check condition	
Upper Nose Gear Bolts/Bearings	Check condition / bolt torque – lubricate bearings if necessary	
Nose Gear Lower Casting	Check condition / bolt torque – grease wheel bearings if necessary	
Nose Gear Wheel/Tire	Check condition – inflate to 65 to 70 psi	
Nose Gear Rotation	Check condition / rotation force level – set to 4 lb.	
Nose Gear Wheel Well / Windows	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Top Fuselage / Front of Instrument Panel	<i>Remove Fuselage Top and Instrument Panel Cover</i>	
Vacuum Regulator	Check condition	
Vacuum Filter	Check condition / Clean Filter if necessary	
Vacuum Lines / Vacuum Instruments	Check condition / hose clamps	
All Side Wiring	Check condition / tie wraps	
Pitch Trim Motor / Extension Screw	Check condition / clean and lubricate per manual	
Manual Pitch Trim	Check condition	
Switch Wiring	Check condition	
Instrument Wiring	Check condition	
Top Fuselage Drain Line	Check condition	
Floor Water Drain Holes	Check condition / Clear through	
Heat Duct	Check condition	
Air Vents	Check condition / Clean	
Instrument Screws	Check condition / torque	
Compass	Check condition - swing if necessary	
VSI	Check condition / Adjust "0" position	
Hobbs Air Pressure Switch	Check condition	
Elevator Pushrods	Check condition / Play	
Pitot / Static lines	Check condition / hose clamps	
Fuselage Top Hinges	Check condition / lubricate if necessary	
Fuselage Top Screws	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Fuselage Bottom	<i>Remove Landing Gear Cover, Extend Landing Brake, Remove Wheel Pants</i>	
Landing Gear Strut Attach Points	Check condition	
Wheels / Brakes	Check condition	
Tires	Check condition - inflate to 55 to 60 psi	
Axle Bolts / Nuts	Check condition	
Brake Lines	Check condition	
Brake Line Manifold	Check condition	
External Temperature Probe	Check condition	
Heat Shields / Insulation	Check condition	
Wheel Pants	Check condition	
Landing Brake Surfaces	Check condition	
Landing Brake Mechanism	Check condition – lubricate inside and out if necessary	
NACA Scoop	Check condition	
Landing Gear Cover	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Cockpit	<i>Remove Upholstery, Seats, Landing Brake Cover, Rear Headrest Cover, Armrests, Center Console Cover (Front and Rear)</i>	
Fuse / Ground Busses	Check condition	
Front Cockpit Wiring / Conduits	Check condition / tie wraps	
ELT	Check condition / battery date – test	
Retractable Step	Check condition – lubricate if necessary	
Altitude Encoder	Check condition	
Roll Trim	Check condition – lubricate if necessary	
Right and Left Sticks	Check condition – lubricate if necessary	
Pilot PTT wiring	Check condition	
Copilot PTT wiring	Check condition	
Front Cockpit Torque Tubes / Bearings	Check condition	
Throttle / Mixture / Carb Heat Quadrant	Check condition – adjust/lubricate if necessary	
Front Cockpit Seatbelts	Check condition	
Hobbs Meter	Check condition / wiring	
Fire Extinguisher	Check condition / date	
Canopy Gas Spring / Lock	Check condition	
Canopy Latch Mechanism	Check condition - adjust if necessary	
Canopy Hinges / Screws	Check condition	
Fuel Valve	Check condition	
Heat Cable Actuator	Check condition - lubricate if necessary	
Landing Brake Mechanism and Relay	Check condition - lubricate if necessary	
Fuel Lines	Check condition	
Rear Cockpit Torque Tubes / Bearings	Check condition	
Ballast Storage Area	Check condition	
Spare Parts / Tools Compartment	Check condition	
Rear Cockpit Seatbelts	Check condition	
Rear Cockpit Wiring / Conduits	Check condition	
Center Actuator Cables	Check condition	
Cabin Heat Valve	Check condition	
Firewall Through Holes	Check condition	
Landing Gear Attach Bolts	Check condition	
Rear Ground Buss	Check condition	
Strobe Power Supply	Check condition	
Wiring / Antennae	Check condition	
Regulator	Check condition	
Battery	Check condition /	
	clean contacts if necessary	
Master Solenoid	Check condition	
Brake Lines / Manifold	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Left Strake / Wing / Winglet	<i>Remove Bolt Covers, Fuel Sender Cover, Wing Heat Shield, Aileron Hinge screws, Top Cowling</i>	
Tie Down Anchor	Check condition	
Wing Top Surface	Check condition – delamination tap	
Gas Cap / Grounding Strap	Check condition	
Wing Bottom Surface	Check condition – delamination tap	
Aileron Top Surface	Check condition – delamination tap	
Aileron Bottom Surface	Check condition – delamination tap	
Three Vortilons	Check condition	
Wing Bolts	Check condition – lubricate if necessary	
Winglet Outer Surface	Check condition – delamination tap	
Winglet Inner Surface	Check condition – delamination tap	
Rudder Outer Surface	Check condition – delamination tap	
Rudder Inner Surface	Check condition – delamination tap	
Rudder Belhorn	Check condition	
Rudder Spring	Check condition – lubricate if necessary	
Rudder Hinges	Check condition	
Rudder Cable Exit	Check condition	
Aileron Hinges	Check condition	
Aileron Pushrods	Check condition	
Aileron Belcrank	Check condition – lubricate if necessary	
Aileron Torque Tube / U-joint	Check condition – lubricate if necessary	
Aileron Bushing	Check condition	
Nav./Strobe Light	Check condition	
Rudder Cable Entrance	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Right Strake / Wing / Winglet	<i>Remove Bolt Covers, Fuel Sender Cover, Wing Heat Shield, Aileron Hinge screws, Top Cowling</i>	
Tie Down Anchor	Check condition	
Wing Top Surface	Check condition – delamination tap	
Gas Cap / Grounding Strap	Check condition	
Wing Bottom Surface	Check condition – delamination tap	
Aileron Top Surface	Check condition – delamination tap	
Aileron Bottom Surface	Check condition – delamination tap	
Three Vortilons	Check condition	
Wing Bolts	Check condition – lubricate if necessary	
Winglet Outer Surface	Check condition – delamination tap	
Winglet Inner Surface	Check condition – delamination tap	
Rudder Outer Surface	Check condition – delamination tap	
Rudder Inner Surface	Check condition – delamination tap	
Rudder Belhorn	Check condition	
Rudder Spring	Check condition – lubricate if necessary	
Rudder Hinges	Check condition	
Rudder Cable Exit	Check condition	
Aileron Hinges	Check condition	
Aileron Pushrods	Check condition	
Aileron Belcrank	Check condition – lubricate if necessary	
Aileron Torque Tube / U-joint	Check condition – lubricate if necessary	
Aileron Bushing	Check condition	
Nav./Strobe Light	Check condition	
Rudder Cable Entrance	Check condition	

ITEM	PROCEDURE / ACTION	OUTCOME
Engine Compartment		
<i>Remove Upper and Lower Cowling, Spinner</i>		
Engine Mount	Check condition	
Engine Mount Bolts	Check torque	
Dynafoal Mounts / Bolts	Check condition - tighten if necessary	
Firewall Through Holes	Check condition	
Engine Case Bolts	Check torque	
Alternator / Starter Wires	Check condition	
Magneto/E.I. Wires	Check condition	
CHT / EHT Probes / Wires	Check condition	
Starter Solenoid	Check condition	
Fuel Lines	Check condition	
Gascolator	Check condition – drain and clean	
Fuel Filter	Check condition – drain and clean	
Fuel Pump(s)	Check condition	
Primer Lines / Fittings / Manifold	Check condition – check fittings torque	
Ellison Throttle Body	Check condition	
Oil Cooler	Check condition	
Oil Filter	Check condition	
Oil Pump Intake Screen	Check condition - clean if necessary	
Oil Pressure Sender / Wires	Check condition	
Oil Temperature Sender / Wires	Check condition	
Oil Quick Drain	Check for leaks	
Oil Level	Check level	
Crankcase Vent Line	Check condition	
Exhaust System	Check condition	
Heat Muff / SCAT Tubing	Check condition	
Throttle Actuator Cable	Check condition – lubricate if necessary	
Mixture Actuator Cable	Check condition – lubricate if necessary	
Carb Heat Actuator Cable	Check condition – lubricate if necessary	
Air Box / Flapper Valve	Check condition	
Air Filter	Check condition	
Vacuum Pump	Check condition	
Vacuum Lines	Check condition	
Baffles	Check condition	
Spark Plugs	Remove - Check condition	
Engine Compression	Check	1 -
		2 -
		3 -
		4 -
Alternator / Belt	Check condition / tension	
Extension Bolts	Check condition	
Prop Bolts	Check condition - torque - re-safety wire	
Propeller	Check condition – fill nicks w/JB Weld	
Propeller Tracking	Check track within $\pm 1/16$ "	
Spinner	Check condition – alignment marks	
Aileron Torque Tubes / bushings	Check condition – lubricate if necessary	
Aileron Pushrods	Check condition	
Rudder Cable	Check condition	
Rudder Pulleys	Check condition – lubricate if necessary	