Aviation Cabin Crew Onboarding Checklist

Onboarding & Training

CREW MEMBER NAME	EMPLOYEE ID	START DATE	TRAINING MANAGER
		____ / ____ / _____	

HR & DOCUMENTATION

- [ ] Contract signed
- [ ] Right to work verified
- [ ] Passport and visa status confirmed
- [ ] Medical fitness certificate on file
- [ ] CRB / background check cleared
- [ ] Payroll and tax forms completed
- [ ] Emergency contact collected
- [ ] Crew ID card issued

UNIFORM & PRESENTATION

- [ ] Uniform fitted and issued
- [ ] Grooming standards briefed
- [ ] Wings / badge issued on completion
- [ ] Cabin bag allowance explained

SAFETY & EMERGENCY TRAINING

- [ ] Aircraft type familiarisation
- [ ] Door operation (arming / disarming)
- [ ] Slide / raft deployment and use
- [ ] Fire and smoke — extinguisher types
- [ ] Evacuation commands and procedures
- [ ] First aid and CPR / AED
- [ ] Water survival and life jacket
- [ ] Oxygen system — crew and passenger
- [ ] Decompression procedures
- [ ] Dangerous goods awareness

SERVICE STANDARDS & CRM

- [ ] Cabin service sequence (pre/in/post flight)
- [ ] Meal and beverage service technique
- [ ] Special meals and allergen handling
- [ ] Duty-free sales procedure
- [ ] Crew resource management (CRM)
- [ ] Unruly passenger management
- [ ] Security awareness and threat response
- [ ] PA announcement delivery

SUPERNUMERARY / LINE CHECK

Supernumerary flights completed _____

Line check passed ☐ Yes ☐ Not yet

Areas for development

Crew member signature _____

Training manager signature _____

Fleet manager sign-off _____

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