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July 2025

CASR Flight Operations Sample Exposition / Operations Manual

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Glossary

Acronyms, abbreviations and definitions

1. Sample Aviation- specific acronyms, abbreviations and definitions

For the meaning of terms used in this document, refer to the CASR Part 1 Dictionary at the end of Volume 5 of CASR, or the CASA-produced Consolidated Dictionary. Operator-specific terms are defined here.

| Acronym and abbreviation | Description |
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Reference material

1. {Sample Aviation}-specific Reference material

| Document type | Title |
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Revision history

Amendments to this exposition are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this exposition, a summary of the changes is recorded in the Details column.

1. Revision history

| Version number | Date | Parts and sections | Details |
| --- | --- | --- | --- |
|  |  |  |  |
| {2.0} | {insert date change is made to each section or page} | {e.g. Section 1.6.3} | {Summary of changes made}. |
| 1.0 | {insert date} | All | Initial issue |

Distribution list

Sample text

A copy of this exposition is retained in the {insert office location}. If requested, this exposition is made available to CASA for inspection.

Electronic or printed sections and full copies of this exposition are distributed as follows:

Table: Distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Copy No. | Exposition holder | Electronic copy | Hard copy |
| 1 | {insert name, position, organisation} | All / section |  |
| 2 |  |  |  |
| 3 |  |  |  |

{Sample Aviation} makes this exposition available to all relevant persons including staff.

Persons printing this exposition should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

# POLICY AND PROCEDURES

## General – Organisation

### CEO statement

**Sample text 1**

I, {insert CEO’s full name}, the Chief Executive Officer, have the authority to ensure that all activities required by the operation are financed and provided to the standard required, and that all necessary resources are available to enable compliance with this exposition.

In support of the ongoing commitment to safety by {Sample Aviation}, I will establish and promote policies for the safety management of {Sample Aviation} and its employees in accordance with this exposition. This exposition is approved by CASA and must be complied with to ensure all authorised activities are conducted safely and to the standards required by the civil aviation legislation.

{This exposition defines the procedures upon which the air operator’s certificate (AOC) of {Sample Aviation} as an air transport operator is based. I will ensure that all {Sample Aviation} activities are conducted in accordance with this exposition, and with the conditions of the air operator’s certificate (AOC).}

The procedures in this exposition do not override the necessity of complying with any new or amended regulations as published from time to time; where these new or amended regulations conflict with these procedures, {Sample Aviation} procedures will be adjusted using our management of change process.

If reasonably directed by CASA to include or revise information, procedures or instructions in this exposition, or require changes to key personnel, I will ensure changes are made in accordance with any such direction.

Signed:

Name:

Position: Chief Executive Officer, {Sample Aviation}

Date:

Sample text 2

Replace paragraph 3 above with this paragraph:

This exposition defines the procedures upon which the air operator’s certificate (AOC) and aerial work certificate of {Sample Aviation}, as an air transport and aerial work operator, is based. I will ensure that all {Sample Aviation} activities are conducted in accordance with this exposition, and with the conditions of the air transport operator’s certificate (AOC) and aerial work certificate.

Sample text 3

Replace paragraph 3 above with this paragraph:

This document defines the procedures upon which the aerial work certificate of {Sample Aviation} as an aerial work operator is based. I will ensure that all {Sample Aviation} activities are conducted in accordance with this exposition, and with the conditions of the aerial work certificate.

### Operator information

Sample text

#### Organisation details

1. Organisation details

| Description | Details |
| --- | --- |
| Name of company |  |
| Trading name |  |
| Registered office address (per ACN) |  |
| ARN |  |
| ABN |  |
| Operational headquarters address |  |
| phone |  |
| fax |  |
| email |  |
| Main operating base address |  |
| phone |  |
| Additional operational facilities addresses |  |

Key personnel

1. Key personnel details

| Position | Name | Phone | Email |
| --- | --- | --- | --- |
| Chief executive officer (CEO) (substantive) |  |  |  |
| Chief executive officer (CEO) (alternate) |  |  |  |
| Head of flying operations (HOFO) (substantive) |  |  |  |
| Head of flying operations (HOFO) (alternate) |  |  |  |
| Head of Operations  (HOO) (substantive) |  |  |  |
| Head of Operations (HOO) (alternate) |  |  |  |
| Head of training and checking (HOTC) (substantive) |  |  |  |
| Head of training and checking (HOTC) (alternate) |  |  |  |
| Safety manager (SM) |  |  |  |

Third-party service providers

1. Third-party service providers

| Service | Contact name | Phone | Email |
| --- | --- | --- | --- |
| Aircraft maintenance |  |  |  |
| Aviation fuel services |  |  |  |

#### Organisational structure

Sample text 1

{Sample Aviation} is managed by the Chief Executive Officer (CEO), overseen by {a board of directors / senior management / owners}, with administrative staff reporting directly to the CEO. The CEO is responsible for ensuring the organisational structure is suitable to effectively manage {Sample Aviation}’s activities.

The Head of Flight Operations (HOFO) manages and ensures the safety of flight operations.

The Head of Training and Checking (HOTC) manages and ensures the safety of the training and checking activities of flight crew.

The Safety Manager (SM) manages the safety management system.

The CEO, HOFO, HOTC and SM are key personnel.

Pilots, other crew members and ground crew are employed on a full-time, part-time or casual basis depending on demand and the level of activity. Maintenance is subcontracted to the maintenance organisation detailed in the third-party service providers table above.

Sample text 2

{Sample Aviation} is managed by the Chief Executive Officer (CEO), overseen by a board of directors, with administrative staff reporting directly to the CEO. The CEO is responsible for ensuring the organisational structure is suitable to effectively manage {Sample Aviation}’s activities.

The Head of Operations (HOO) manages and ensures the safety of flight operations.

The CEO and HOO are key personnel.

Pilots, task specialists and ground crew are employed on a full-time, part-time or casual basis depending on demand and the level of activity. Maintenance is subcontracted to the maintenance organisation detailed in the third-party service providers table above.

#### Organisational diagram

Sample diagram 1

**Chief Executive Officer (CEO)**

**Directors**

**Head of Flying Operations HOFO)**

**Pilots**

**Administration**

**Safety Manager (SM)**

**Head of Training and Checking (HOTC)**

**Operational Staff**

**Other crew members**

1. Organisational structure

Sample diagram 2

**Chief Executive Officer (CEO)**

**Directors**

**Head of Operations (HOFO)**

**Pilots**

**Administration**

**Operational Staff**

**Task Specialists**

1. Organisational structure

#### Internal reporting structure and communication

Sample text

The following reporting and communication lines apply within {Sample Aviation}:

* the CEO reports to the Directors and communicates with the HOFO, HOTC, SM and administrative staff
* the HOFO reports to the CEO
* the SM reports to the CEO
* the HOTC reports to the HOFO
* pilots, task specialists and other operational staff report to the HOFO
* administrative staff report to the CEO.

#### Authorised activities

Sample text 1

{Sample Aviation} conducts passenger transport operations and cargo transport operations within Australia (domestic), and operations are undertaken in accordance with the procedures in this exposition.

Sample text 2

{Sample Aviation} conducts aerial work task specialist operations {and fireground personnel carriage operations} within Australia (domestic), and operations are undertaken in accordance with the procedures in this exposition.

### Providing personnel with this document

Sample text

This exposition is available to all staff through the company online portal. New staff will be provided with access to the portal prior to commencing duties.

{Sample Aviation} personnel must ensure, prior to departing on a flight, that they will have access to the sections of the exposition that relate to their duties and responsibilities during that flight. If electronic access cannot be assured, a printed copy will be carried for use during that flight only.

### Compliance with this document by personnel

Sample text

{Sample Aviation} requires all personnel to understand and comply with the requirements of the exposition.

If a requirement is not understood, or it is not possible to comply with the requirement, clarification from the HOFO or CEO must be sought prior to undertaking a duty or responsibility.

Any ongoing issues or concerns that prevent personnel meeting the requirements should be addressed to the CEO in writing.

## Safety policy

Sample text 1

{Sample Aviation} is not required to have a Safety Management System.

Sample text 2

{Sample Aviation} has a Safety Management System which is found in Volume 5 of this exposition.

Sample text 3

{Sample Aviation} has elected to defer the requirement for a formal Safety Management System in accordance with CASA EX73/24 and will comply with the conditions of the deferral instrument using the following procedures:

All personnel are required to seek and identify safety risks arising from our operations. Typical hazards which may pose safety risks may occur in any area of operations and include, but are not limited to:

* aircraft operational matters on the ground and in flight
* organisational matters such as rostering, communication, documentation
* external factors such as environment, ATS, aerodromes
* human factors such as fatigue, training, experience
* any other matter that the reporter considers relevant to the operation.

Personnel are required to bring any safety risks identified to the attention of the HOFO or CEO by:

* completing the Risk Assessment Form (Form A17) and forwarding it to the HOFO or CEO, or
* phoning, texting, emailing or writing directly to the HOFO or CEO.

The CEO and HOFO will:

* ensure the risk is added to the Risk Register (Form A18)
* review the risk and develop corrective safety controls if required
* action safety controls and if required, action the change management process and exposition continuous improvement process
* publish the risk and the proposed control measures in a notice to personnel as soon as possible.

### Safety policy statement

Sample text

Safety is the first priority of {Sample Aviation} in all its activities. We are committed to developing and implementing strategies to ensure all our aviation activities uphold the highest level of safety performance. We also strive to provide safe and secure working conditions for our personnel, and to foster positive safety attitudes.

The Directors, the CEO, and management are committed to developing a safety culture in all our activities to aim for an accident-free workplace. We regularly review our safety goals, performance and this safety statement, and maintain an updated safety policy.

{Sample Aviation} seeks to develop a culture of open reporting of all safety hazards, and to support effective communication throughout the organisation. To help {Sample Aviation} continuously improve its safety performance, personnel are encouraged to report each event or factor they think could affect safety directly to the CEO or HOFO.

Our policy is to apply just-culture principles to any report which identifies a new safety issue and to deal with the issue in a timely manner.

The chief executive officer is responsible for ensuring there are processes in place for identifying and addressing deficiencies in the operations. The chief executive officer is also responsible for establishing and regularly reviewing the safety performance indicators and targets.

{Insert CEO signature}

### Flight data analysis program

Sample text 1

{Sample Aviation} is not required to have a flight data analysis program.

Sample text 2

{Sample Aviation} has a flight data analysis program to regularly record and analyse the operational flight data of individual and aggregated operations for the purpose of improving the safety of flight operations. The types of data recorded and the method of recording the data is set out below. {Sample Aviation} will ensure that the identity of the person who is the source of the data is protected appropriately.

{Insert process}

## Key personnel

### List of key personnel

Sample text

{Sample Aviation} has the following key personnel:

Table: Key personnel

| Position | Key person | Authorised alternate |
| --- | --- | --- |
| Chief executive officer (CEO) |  |  |
| Head of flying operations (HOFO) |  |  |
| Head of operations (HOO) |  |  |
| Head of training and checking (HOTC) |  |  |
| Safety manager (SM) |  |  |

### Key personnel positions must be filled

Sample text 1

{Sample Aviation} will ensure operations are not conducted unless each key personnel position is filled by the substantive person or the authorised alternate.

Sample text 2

{Sample Aviation} will ensure key personnel positions are filled within {X} days.

### Appointment of key personnel

Sample text

The {board of directors / senior management / owners}, appoints the CEO. All other key personnel appointments are made by the CEO. Prior to any key personnel appointment, the CEO will review the nominee’s application to ensure the minimum experience and qualification criteria are met. All appointments will follow the procedures set out in section [Management of change](#_Management_of_change).

Where the person is to be appointed to the key personnel position of CEO, the {board of directors / senior management / owners}, appoints the CEO of {Sample Aviation} or a person nominated by them must review the nominee’s application to ensure the minimum experience and qualification criteria are met.

{Sample Aviation}’s key personnel, and authorised alternates, must be familiar with the responsibilities of their position prior to carrying out their duties. Another key person, or a person nominated by the CEO with suitable knowledge and experience, will conduct familiarisation training in accordance with Form A11 -Key Personnel Familiarisation Training Record, which will be retained in the person’s training file.

Authorised alternate persons will be included in ongoing management communications to ensure they remain familiar with current matters.

### Procedures for when key personnel cannot carry out their responsibilities

Sample text 1

Temporary absence (less than 35 days)

In {Sample Aviation} a key person can continue to carry out their responsibilities if they are not physically present (absent) provided:

* their duties are being carried out by suitably trained personnel or adequately managed systems
* they can effectively supervise and oversight the performance of these assigned duties
* they can continue to have knowledge of pertinent operational matters as necessary for their role.

For a temporary absence, the CEO (or other key person) will notify personnel of the temporary arrangement and monitor the effectiveness of the organisational structure and performance of assigned duties.

Key personnel permanent absence (more than 35 days or position vacancy) – authorised alternate available

During any planned or unplanned absence of a key person that continues for longer than 35 days, the authorised alternate will be appointed to assume the responsibilities of the position.

The CEO (or other key person) will notify CASA of the appointment of an authorised alternate to a key person position:

* prior to commencement if the appointment if the absence is planned
* within 3 days of becoming aware of the matter.

Key personnel permanent absence (more than 35 days or position vacancy) – no authorised alternate available

During any planned or unplanned absence of a key person that continues for longer than 35 days, the CEO (or other key person) will appoint an appropriate person and arrange for them to be authorised by CASA. Operations will need to cease if a key personnel position is not filled by an authorised person.

The CEO (or other key person) will notify CASA of the permanent absence of a person in a key person position:

* prior to commencement if the absence if the absence is planned
* within 24 hours of becoming aware of the matter.

Appointing a new authorised alternate

The CEO (or other key person) will:

* action the significant change process outlined in section [Management of change](#_Management_of_change).
* notify CASA of the appointment of a person in a key person position and apply for their approval
* when approval is granted update the Key personnel register and Exposition and notify all personnel.

Sample text 2

Temporary absence (less than 35 days)

In {Sample Aviation} a key person can continue to carry out their responsibilities if they are not physically present (absent) at the operating base provided:

* their duties are being carried out by suitably trained personnel or adequately managed systems
* they can effectively supervise and oversight the performance of these duties
* they can continue to have knowledge of pertinent operational matters as necessary for their role.

For a temporary absence, the CEO (or other key person) will notify personnel of the temporary arrangement and monitor the effectiveness of the organisational structure and performance of duties assigned to another person.

Key personnel absence (more than 35 days)

During any planned or unplanned absence of a key person that continues for longer than 35 days, the authorised alternate will be appointed to assume the responsibilities of the position.

The CEO (or other key person) will notify CASA of the appointment of an authorised alternate to a key person position:

* prior to commencement if the appointment is planned
* within 3 days of becoming aware of the matter.

If an authorised alternate person is not available, the CEO will:

* notify CASA within 24 hours of becoming aware of the matter
* action the significant change process outlined in section [Management of change](#_Management_of_change)
* arrange for a qualified person to be appointed and authorised to fill the position within the period mentioned in section [Key personnel position](#_Key_personnel_positions) must be filled
* update the key personnel register.

### Chief executive officer (CEO)

#### Responsibilities

Sample text 1

The CEO is responsible for discharging the following duties:

* reviewing the planned air transport operations, including:
  + consulting with the HOFO to determine the number and qualifications of staff required to complete the anticipated activities safely and effectively
  + on at least a yearly basis or prior to major changes in operations, reviewing the suitability of the management and resourcing structure
  + ensuring that adequate finances and resources can be provided to conduct the anticipated operations.
* ensuring that the HOFO:
  + carries out appropriate corrective action on all deficiencies identified during audits
  + monitors standards and reports on compliance with the exposition and aviation legislation.
* carrying out the continuous improvement process in conjunction with the HOFO
* reviewing the exposition and applying, as required, the management of change procedures described in section [Management of change](#_Management_of_change).
* at least yearly, or more regularly as required, reviewing key personnel performance by:
  + checking that their conduct is IAW the exposition and civil aviation legislation and entering the outcome of this assessment on the person’s file
  + taking appropriate action where unsatisfactory performance is identified.
* maintaining an up-to-date register of key personnel and senior operational staff
* liaising with the SM and reviewing the operation of the SMS to ensure proper implementation and ongoing management
* reviewing reports provided by the SM on incidents, accidents, and trending information
* reviewing audit reports including reports on safety performance indicators and targets that are provided by the SM and monitoring the management of the SMS
* periodically, and at least annually, chairing and minuting outcomes of a meeting between the HOFO, HOTC and SM to review the adequacy of the management structure, infrastructure and personnel resourcing
* ensuring that an organisational structure is maintained where the SM is independent and not subject to undue influence (guidelines and policy are detailed in the SMS)
* ensuring that the requirements of section [Aircraft airworthiness](#_Aircraft_airworthiness) are carried out.

Sample text 2

The CEO is responsible for discharging the following duties:

* reviewing the planned aerial work operations, including:
  + consulting with the HOO to determine the number and qualifications of staff required to complete the anticipated activities safely and effectively
  + on at least a yearly basis or prior to major changes in operations, reviewing the suitability of the management and resourcing structure
  + ensuring that adequate finance and resources can be provided to conduct the anticipated operations.
* ensuring that the HOO:
  + carries out appropriate corrective action on all deficiencies identified during audits
  + monitors standards and reports on compliance with the operations exposition and aviation legislation.
* carrying out the continuous improvement process in conjunction with the HOO
* reviewing the operations exposition and applying, as required, the management of change procedures described in section [Management of change](#_Management_of_change).
* at least yearly, or more regularly as required, reviewing key personnel performance by:
  + checking that their conduct is IAW the operations exposition and civil aviation legislation and entering the outcome of this assessment on the person’s file
  + taking appropriate action where unsatisfactory performance is identified.
* periodically, and at least annually, chairing and recording a meeting with the HOO to review the adequacy of the management structure, infrastructure and personnel resourcing, and
* maintaining an up-to-date register of key personnel and senior operational staff.
* ensuring that the requirements of section [Aircraft airworthiness](#_Aircraft_airworthiness) are carried out.

### Head of flying operations (HOFO)

Sample text

#### Responsibilities

The HOFO is responsible for discharging the following duties:

* verifying that all crew have received the latest version of the exposition
* maintaining the reference library and access to publications, information and data in accordance with section [1.6 Reference library](#_Reference_library)
* carrying out the continuous improvement process in conjunction with the CEO
* actioning the management of change process in accordance with section [1.8 Management of change](#_Management_of_change) when changes are required
* reviewing compliance by:
  + conducting internal audits
  + reviewing audit findings and advise the CEO as required
  + taking any necessary corrective action to rectify deficiencies as soon as possible.
* ensuring that crew are supervised as required
* ensuring that pilots and crew are suitably qualified and have appropriate experience and skills to enable them to satisfactorily fulfil the duties of their position
* ensuring the proper allocation of aircraft and personnel to operational tasks
* reviewing scheduling and rostering of crew to ensure rostering and fatigue management in accordance with {Sample Aviation}’s fatigue processes
* managing the Drug and alcohol management plan (DAMP)
* ensuring up-to-date records of the qualifications of crew are maintained in accordance with section [Record keeping and management](#_Record_keeping_and)
* maintaining their own flying qualifications
* ensuring scheduled aircraft maintenance is conducted in accordance with approved maintenance procedures
* ensuring the training and checking of operational safety critical personnel is conducted in accordance with the exposition
* liaising, when requested by the SM, to provide technical assistance in relation to the SM’s duties
* liaising regularly with the SM to review the Fatigue Management System and to ensure that reports in relation to fatigue management matters are satisfactorily resolved.
* (aerial work only) ensuring all personnel understand the safety policy
* (aerial work only) managing the Dangerous Goods manual

### Head of training and checking (HOTC)

Sample text 1

{Sample Aviation} is not required to have a Head of training and checking.

Sample text 2

#### Responsibilities

The HOTC is responsible for discharging the following duties:

1. Actively managing the conduct of training and checking by:
   1. Identifying suitable training and checking pilot candidates and applying the RPL process to determine their training needs.
   2. Developing and implementing training programs for the training of training and checking pilots.
   3. Developing and implementing suitable recurrent checking programs to ensure the ongoing competency of training and checking pilots.
   4. Assigning suitable training and checking personnel to training and checking flights.
   5. Managing the record-keeping associated with training and checking pilots including nominations in the exposition.
   6. Applying the RPL process (when appropriate) to new pilot candidates to determine their training and checking needs.
   7. Developing, documenting and implementing individual pilot candidate training and checking programs and amending them in line with progress.
   8. Determining the specific training and checking program for any pilot who will operate multiple types.
   9. Training and approving training and checking pilots as required.
   10. Design, document and implement remedial training programs for any pilot who fails to achieve competency.
   11. Maintain effective communication with operations to ensure flight crew meet all {sample aviation} training and checking requirements prior to being rostered for a flight.
   12. Manage any arrangement with a Part 142 operator in accordance with the process in section 4.3.9.
2. not less than annually, reviewing compliance with legislation relating to qualifications, training or checking of flight crew by:
   1. conducting internal audits in accordance with the process at HOTC Audit Process and record the results on Form A21
   2. reviewing audit findings and report to the results to the HOFO
   3. taking any necessary corrective action to rectify deficiencies as soon as possible.
3. not less than annually, reviewing compliance with the exposition in the conduct of training or checking of flight crew by:
   1. conducting internal audits in accordance the process at HOTC Audit Process and record the results on Form A21
   2. conducting audits of any Part 142 operator who carries out training or checking
   3. reviewing audit findings and advise the HOFO as required
   4. taking any necessary corrective action to rectify deficiencies as soon as possible.
4. ensuring that any person employed by a Part 142 operator who carries out training or checking for {Sample Aviation} is authorised under Part 61 to conduct the activity by:
   1. reviewing the person’s authorisations prior to the activity
   2. recording the details on Form A21.
5. ensuring that any contracted Part 142 operator who carries out training or checking for {Sample Aviation} is aware of any change to the exposition that relates to training and checking activities by:
   1. ensuring that the Part 142 operator is included in the exposition change distribution list

### Safety manager (SM)

Sample text 1

{Sample Aviation} is not required to have a Safety manager (SM).

Sample text 2

{Sample Aviation} has elected to defer the requirement for a formal SMS and an SM in accordance with CASA EX73/24.

The CEO and HOFO will act as the persons responsible for safety management by acting in accordance with the processes mentioned in the Safety Policy and the SMS Implementation Plan.

Sample text 3

SM Qualifications and experience

{Insert any requirements you have in addition to those in the regulations}

SM Responsibilities

The SM is responsible for managing the {Sample Aviation} safety management system (SMS). The SM will:

* manage the operation of the SMS including managing corrective, remedial and preventative action in relation to the system
* regularly report to the CEO on the effectiveness of the SMS
* manage the maintenance and continuous improvement of the SMS
* manage the maintenance and continuous improvement of the fatigue risk management system (FRMS).

## Administration of this document

Sample text

This exposition is distributed to the personnel and entities in accordance with the distribution list at the beginning of this document.

### Continuous improvement of this document

Sample text

The CEO, HOFO, HOTC and SM will meet at least annually to review the accuracy of operational information and data, and the effectiveness of the processes and procedures described in the exposition.

Each review will consider the adequacy of policies, processes and procedures in terms of compliance with applicable civil aviation legislation and the objectives of {Sample Aviation} through the analysis of available data, including:

* the Continuous Improvement Register
* information from Hazard and Incident Report Forms
* internal audit results.

More frequent reviews may be required to keep pace with changes in the scope of operations, amendments to the civil aviation legislation, or CASA directions relating to the exposition. Outcomes are to be recorded in the Continuous Improvement Register (Form A03) and retained in accordance with section [Record keeping and management](#_Record_keeping_and).

### Monitoring compliance with this document

Sample text

Within three months of completing the exposition continuous improvement review, the HOFO conducts a systematic comparison of documented procedures against observations of the procedures in practice. Verification activities are to include:

* operational surveillance
* cross-checking of records
* interviews with personnel.

A complete review of all documented procedures is required over a five-year period.

Any identified discrepancies are to be investigated further and remedial action taken.

For each review cycle, the HOFO will record:

* the procedures sampled
* observations of sampled procedures in practice
* findings of non-compliance and root causes
* remedial action to secure immediate compliance
* proposed amendments to the exposition to rectify deficiencies.

The HOFO will provide a final report to the CEO detailing the state of compliance with the exposition within 60 days of commencing this periodic review using Audit of Compliance (Form A01).

### Amendments

Sample text

Request for amendment

Personnel are to inform the CEO or HOFO of any error, misinformation or superseded data noted in this exposition.

Personnel are also encouraged to submit suggestions for changes to procedures and content of this exposition to the CEO or HOFO for assessment and inclusion in the Continuous Improvement Register (Form A03) via email using the Suggestion for Continuous Improvement (Form A02).

Amendment procedure

Amendments to the exposition are made by the CEO and HOFO using the management of change process.

The CEO or HOFO will populate the List of Effective Pages (LEP) and use document ‘change bars’ to identify new text or amended sections of the exposition and enter the amendment details in the [Amendment Record](#_top) section of the Glossary.

Issuing of amendments

When the exposition is amended, it is to be uploaded by the CEO or HOFO to the company electronic records system and a notification will be emailed to all staff, summarising changes including background, the reasons for change, and the implications for staff.

The CEO or HOFO is to update the physical reference library.

On receipt of the amended version, all document holders must reply by email to confirm they have read and understood the amendments.

Sample text 1 – for operators using the Revision History contained in this sample

For non-significant changes, {Sample Aviation} will submit the relevant CASA form for notification of non-significant changes on {operator to insert proposed schedule}. The non-significant changes will be identified via the Revision History at the front of this exposition.

Sample text 2 – for operators not using the Revision History contained in this sample

For non-significant changes, {Sample Aviation} will submit the relevant CASA form for notification of non-significant changes on {operator to insert proposed schedule}. The non-significant changes will be identified in a separate summary document that identifies the location within the exposition of the change and contains a description of the change.

## Record keeping and management

### Control of records

Sample text

The majority of {Sample Aviation} records are electronic and stored on our server. Paper records are stored securely at our headquarters and archived electronically. Records fall into three broad categories:

* personnel records
* flight-related records
* administrative records.

The CEO is responsible for managing administrative records and the HOFO is responsible for managing personnel and flight-related records.

### Personnel training and checking records

Sample text

{Sample Aviation} records are kept in accordance with the following:

1. Personnel training and checking record

| Type of record | Electronic | Paper | Retention period |
| --- | --- | --- | --- |
| Training and checking – flight crew |  |  | 5 years |
| Training and checking – cabin crew |  |  | 5 years |
| Training and checking – air crew |  |  | 5 years |
| Training and checking – medical transport specialist |  |  |  |
| Training and checking – ground support duties |  |  | 1 year |
| Flight crew licence and medical (copy) |  |  | Period during which flight crew member is exercising privileges for {Sample Aviation}. |

Note: The retention time is the period after the person ceases to be a member of {Sample Aviation} personnel that the record is kept.

Making records

The Personnel Training and Checking Record (Form A15) is to be completed within 21 days after an employee carries out any training, checking or qualification activity (refer also to volume 4 Training and Checking). Records include specific information related to the activity undertaken, as well as the qualification / certificate or flying experience achieved.

Records are created and retained for the following:

* any training event
* any check, flight test, flight review or assessment of competency
* attainment of any qualification or certificate as mentioned in this exposition
* attainment of any flying experience that is required for the conduct of activities
* human factors principles or non-technical skills training
* SMS training / education.

Availability of records

All current and archived records are available for review on request.

Personnel may review their own training and checking records at any time using secure access to the server.

Requests from other operators for a copy of training and checking records may be made to {Sample Aviation}. In this case, the HOFO will arrange for the requested documents to be supplied within seven days provided that the employee has provided written approval for their release.

### Copies of flight crew licences and medical certificates

Sample text

At the first available opportunity after being revalidated by a designated aviation medical examiner (DAME) and again after receiving their medical certificate from CASA, pilots must give a copy of the revalidated / final medical certificate to the HOFO.

Pilots must also give a copy of their flight crew licence to the HOFO whenever an updated copy is obtained.

The HOFO will add each medical certificate / licence to the pilot’s personnel file to ensure a copy of the flight crew licence and medical certificate of each flight crew member (FCM) is retained while the FCM is exercising the privileges of their licence for {Sample Aviation}.

### Other records

Sample text

Administrative records

1. Administrative records

| Type of record | Electronic | Paper | Retention period |
| --- | --- | --- | --- |
| DAMP |  |  | 5 years |
| Personnel (admin) |  |  | {X} years |
| Accident and incident reports |  |  | {X} years |
| Continuous improvement |  |  | {X} years |
| Internal audit |  |  | {X} years |
| General administrative correspondence |  |  | {X} years |

Flight-related documents

1. Flight-related documents

| Type of record | Electronic | Paper | Retention period |
| --- | --- | --- | --- |
| Flight-related documents (refer to paragraph below) |  |  | 3 months after relevant flight |
| Crew flight and duty rosters and actual flight and duty records (refer to sub-section on rosters below) |  |  | 5 years from date record was made |
| Aircraft fuel consumption records (refer to sub-section on fuel consumption below) |  |  | 6 months from date record was made |
| Maintenance and airworthiness records |  |  | 1 year from date record was made |
| DAMP and Fatigue records |  |  | 5 years from date record was made |
| Pre-flight fireground personnel carriage verification form and, if needed, training record |  |  | 3 months after relevant flight |

At the conclusion of each air transport flight, pilots are required to email a copy of the following operational documents to {records@sampleaviation.com}:

* operational flight plan
* weather forecasts
* aeronautical information
* weight and balance document(s)
* passenger list
* any notice of action, taken in an emergency by the pilot flying the aircraft, that involves a contravention of the civil aviation legislation.

These documents are retained by {Sample Aviation} for at least three months after the relevant flight.

Crew rosters and flight & duty records

Crew rosters are published by the HOFO fortnightly. Actual flight and duty times are recorded weekly by crew using an electronic copy of CAO 48.1 Flight Crew Member Flight and Duty Record (Form A19) on the company portal and are automatically stored. Crew rosters and actual flight and duty times for each crew member are retained for five years from the date made.

Fuel consumption

Fuel consumption data collected in accordance with the fuel procedures in section [2.8 Fuel Policy](#_Fuel_policy) is to be retained by the HOFO for ongoing monitoring.

Maintenance and airworthiness records

The following records relating to maintenance and airworthiness are retained for at least one year after the date each record is made:

* maintenance records or equivalents
* maintenance records issued in accordance with a law of a foreign country
* certificate of release to service or equivalents
* record of information made in a flight technical log for an aircraft
* a copy of the design of a modification or repair that is unique to the aircraft.

Any variation of the retention periods for the above-mentioned records are in accordance with regulation 42.260 of CASR.

Drug and Alcohol Management Plan (DAMP) and Fatigue records

All DAMP records produced by {Sample Aviation}, will be retained for five years after the date at which they would have been required to be notified to CASA (1 March and 1 September) and must be destroyed by the HOFO within 6 months of the expiry of this five-year period.

### Disposal of records

Sample text

Records are retained until the minimum retention period, specified in the tables in section [1.5.4](#_Disposal_of_records) of this document, has passed. All records may be archived when not in active use.

Disposal of archived records is only permitted following the expiration of the minimum retention period. Disposal of records means shredding paper records and permanently deleting electronic records.

Unlike other records which may be disposed of after the relevant period, DAMP records relating to AOD testing, or related sections thereof, are destroyed within the six months following the required retention period.

### Requests by CASA for records

Sample text

A request from CASA to surrender documents is handled by our CEO. The CEO is responsible for:

* filing the request in the administration file titled {insert the file name and location}
* actioning the request within the timeframe specified in the request
* making a copy of the response and CASA receipt and attaching it to the same file
* liaising with the HOFO for provision of any operational or safety-related documentation.

## Reference library

### Composition of reference library

Sample text

The reference library consists of:

* electronic access via company or private devices to the following documents:
  + Civil Aviation Legislation - CASA website
  + Federal Register of Legislation - via Federal Register of Legislation website
  + Aeronautical Information Publications (AIP) - via Airservices website
* electronic access via {insert company or private} devices to the following systems and documents:
  + flight planning software
  + flight and duty time software
  + booking and scheduling software
  + all operational forms
  + exposition.
* paper manuals / secure electronic copies (stored on our server) of:
  + {insert aircraft type e.g. BE58} AFM and supplements
  + operating manuals of all navigation systems.

Except for the exposition, the documents in the library are for reference purposes only. Relevant sections may be copied or printed as required, then considered uncontrolled.

The reference library includes the following document templates which may be printed and filled in:

1. Reference library documents

| Document name | Electronic | Paper |
| --- | --- | --- |
| Take-off and landing data cards |  |  |
| Aircraft technical and journey logs |  |  |
| Passenger manifest forms |  |  |
| Aircraft load and performance sheets |  |  |

### Access to reference library

Sample text

Printing or saving templates and relevant sections of the exposition / manuals including AFM, POH, load sheets and regulations for operational purposes or study is permitted. However, they are to be considered uncontrolled when printed or saved. It remains the responsibility of personnel to ensure only the latest authorised versions of operational documents are used.

### Amendment and maintenance of reference library

Sample text

The HOFO must review each operator-specific document in the reference library in accordance with that document’s review cycle, and ensure it is updated it as required.

## Resources

### Aircraft resources

Sample text

{Sample Aviation} operates the following aircraft:

1. Aircraft register

| Type | Model | Registration |
| --- | --- | --- |
| Piper PA-31 | Navajo | VH- |
| Cessna 210 | 210N | VH- |

## Management of change

### Change overview

Sample text

All changes to operations, policies, or procedures are made under the direction of the CEO in accordance with this section.

When actioning a proposed change, the management of change process flow in the figure below is to be followed.

Management of change process flow

1. Management of change process

{Or insert your figure showing management of change process flow}

Approval and administration

The CEO is the Change Approver for all change proposals. This approval must be given prior to the implementation of any change proposal.

The HOFO is responsible for administrating the change process.

If the change is either the CEO or the HOFO, a remaining substantive key person will administer and approve the change.

Identify need for change

Change can be initiated for many reasons, including:

* new regulatory requirements
* audit report findings
* safety report findings
* continuous improvement process
* new business opportunities
* new or different kinds of aircraft
* change of key personnel.

Where a change is suggested, the CEO and HOFO are to verify if this is a change that {Sample Aviation} wishes to action.

As part of considering the change, the CEO and HOFO will assess the risks of the proposed change including at least:

* impact on safety
* resource requirements
* compliance considerations
* urgency of change
* implementation implications and strategy.

### Change process

Sample text

CEO, HOO and any relevant personnel will discuss any proposed changes. A decision will be made on whether there is a need identified to implement the change. The CEO will record a short summary of the change proposal in the company records.

Evaluation phase:

* Is the item an editorial matter, such as a spelling, format, incorrect word or number, where it is determined that there is no safety impact that would affect the current organisation risk treatments (i.e. does not require a formal assessment of risk)?
  + If ‘YES’ – subject to the approval of the CEO the change may proceed without consideration of risks. Proceed to non-significant changesection below.
  + If ‘NO’ – associated risks need to be assessed as per the next section.
    - Evaluation of the change may include internal and external stakeholders if considered appropriate.
    - The evaluation should consider all the respective factors, including (but not limited to):
* number of affected stakeholders
* complexity of the proposal
* training requirements
* documentation changes required to support the change.
  + The CEO will record outcomes and actions resulting from the review of risks.

Assess the risk:

* The CEO will review the documented risk level as part of their decision on whether to proceed with the change proposal.
* After considering all treatments and mitigations, the CEO will determine whether the change will likely maintain or improve or is not likely to maintain or improve aviation safety.

Determine whether the change is significant or non-significant:

* The CEO and HOO will consider the change proposal against the regulatory requirements of significant change:
  + For the definition of significant change, refer to regulation 119.020 or 138.012 of CASR as appropriate.
* The determination will include a review of whether the change proposal has a positive or negative affect on aviation safety.
* The change proposal must be classified as either:
  + Non-significant (section 1.8.2.4 below)

or

* + Significant (section 1.8.2.5 below).

Non-significant change:

* A non-significant change does not require CASA approval prior to implementation.

Note: A non-significant change that involves a change of company name, contact details or address, must be notified to CASA prior to implementation.

* The CEO will implement the change.
* A revised distribution of the exposition accompanied by an explanation of the changes must be provided to all staff members and to CASA (with application form) as per the distribution process in this document.

Significant change:

* A significant change requires CASA approval prior to implementation.
* Prior to submitting an application to CASA:
  + CEO to prepare a draft copy of the amended exposition including a summary of changes.
  + CEO will review all draft documentation to confirm that all risk actions/treatments have been actioned in preparation for the change.
  + prepare and dispatch a written application to CASA for approval of the change, including details of the change and a draft copy of the amended exposition. The CEO will facilitate liaison with CASA in relation to the approval process for the amended exposition.

Once approval for the change has been received from CASA, the CEO will implement the change. A revised exposition accompanied by an explanation of the changes must be provided to all staff members and to CASA as per the distribution process in this document.

Significant change involving key personnel:

* A change of key personnel is a significant change.
* In certain circumstances, the immediate implementation of a change in key personnel will be required for the company to continue operations. Where this is required, the CEO will review regulation 119.090 or 138.062 (as applicable) of CASR to confirm that the circumstances meet the requirements of the regulation. If it is confirmed that the change is permitted under those regulations, the CEO may implement the change prior to receiving CASA approval. The new key person may continue in the role until notification is received from CASA regarding the outcome of the application for approval of the significant change.

Note: In implementing any change, all other requirements of {Sample Aviation}’s operations manual must be complied with.

* In exercising the provisions of an immediate change in key person, an application to CASA for approval must be made:
  + within 7 days of the new appointment if the new appointee is named in the exposition as a standby person previously approved by CASA.

or

* + For Part 138 operations only: within 3 days of the new appointment if the new appointee is NOT named in the exposition as a standby person.

Note: For Part 119 operations, CASA approval is required prior to implementing a change that appoints a new key person who is not approved by CASA for the position and named in the exposition.

* Where the change of key personnel appoints someone new to the position of CEO, the directors of the company or a person nominated by them must make the application to CASA on behalf of {Sample Aviation}.
* Except for the key person situation outlined above, a significant change requires CASA approval prior to implementation.

Note: In implementing any key personnel change, the induction and training requirements for the key person must be completed prior to the key person commencing duties of the position.

* Once approval for the change has been received from CASA, the CEO will implement the change. A revised exposition accompanied by an explanation of the changes must be provided to all staff members and to CASA as per the distribution process in this document.

Evaluation of the change / continuous improvement process:

* All changes must be monitored by the CEO during implementation and upon completion of the change to ensure that there are no issues outside the scope of those identified in the evaluation of change and consideration of risk processes. The monitoring process must ensure that any identified risk treatment plans have been actioned along with the change implementation.
* The CEO will apply corrective action if required.

Recording changes:

* The CEO will keep a record of the details of each change including the date that the change was implemented in the exposition using the Continuous Improvement Register (Form A03). These records will be kept in accordance with the company policy on retention of documents.

## Operational personnel

### Personnel to be fit for duty

Sample text

All {Sample Aviation} personnel are prohibited from performing any safety-sensitive aviation activities (SSAAs) when unfit to perform that activity. Without limiting the definition, a person is taken to be, or is taken to be likely to be, unfit to perform a duty if:

* they are fatigued to the extent that their ability to safely perform the duty is reduced or likely to be reduced, or
* their ability to safely perform the duty is impaired, or likely to be impaired, because they have consumed, used or absorbed a psychoactive substance (including alcohol), or they have an illness or injury.

Any concerns regarding unfitness for duty due to drugs or alcohol will be managed in accordance with the volume DAMP), while Fatigue is managed in accordance with our Fatigue Management Plan.

### Types of operational personnel

Sample text

To safely and efficiently manage {Sample Aviation}'s activities, in addition to the key personnel positions, the following operational roles and designations exist:

* flight crew
* task specialist
* training pilot
* ground customer service
* baggage officers.

### Flight crew

#### Composition and number

Sample text

All {Sample Aviation} aircraft are certificated for single pilot operations, and all operations are conducted as single pilot operations.

{Or insert process}

#### Assignment of pilot in command

Sample text

Upon commencement of employment, pilots should complete the Pilot Personal Details and Training Record (Form A09) which is to be stored in the employee’s file.

All flight crew are assigned to duty by the HOFO. The flight crew roster assigns one flight crew member as pilot in command of the aircraft.

During training or checking flights the training and checking pilot or flight examiner is assigned as pilot in command.

#### Knowledge of route and aerodromes

{Insert requirements}

#### Relief of pilot in command

Reserved.

#### Assignment of flight crew to aircraft of different types

Sample text

To reduce the inherent risks associated with the pilot in command operating different types of aircraft either infrequently or during one tour of duty, the following requirements apply to the scheduling of the pilot in command:

* The pilot in command must hold a valid crew member general emergency procedures proficiency check for each type of aircraft to be piloted.
* If conducting flights in more than one type during an FDP (tour of duty) the pilot in command will be allocated an additional {X} minutes between flights to allow for sufficient time to review the AFM and checklists for the new type.
* When infrequently assigned to pilot a type of aircraft for an air transport operation, the pilot in command must be allocated sufficient time to satisfy regulation 61.385 of CASR – general competency requirement.

#### Flight crew qualifications and experience

Sample text

All pilots must hold a commercial pilot licence or air transport pilot licence issued by CASA in the aircraft category with the following ratings and endorsements:

* single-engine aeroplane class rating or relevant type rating
* single-engine helicopter class rating or relevant type rating
* relevant design feature endorsement/s - retractable undercarriage, gas turbine, manual propeller pitch control
* low-level rating aeroplane endorsement (aerial work)
* low-level rating helicopter endorsement (aerial work)
* relevant operational endorsement – sling, winch, aerial application, mustering.

To conduct air transport operations under the IFR, pilots must have a minimum of {X} hours total aeronautical experience, including 15 hours as pilot in command or PICUS under the IFR at night.

Prior to operation as pilot in command of a multi-engine aircraft, the pilot must have 10 hours as pilot in command or PICUS on that aircraft type.

Prior to operation in aerial work operations, the pilot in command must have {X} hours aeronautical experience.

All pilots must have successfully completed command training.

#### Pilot in command responsibilities

Sample text

The pilot in command is responsible for the safe operation of the aircraft, the operational control of the flight (see section [2.1.2](#_Operational_control)) and has final authority over the aircraft and the discipline of the persons on board. The pilot in command must:

* ensure:
  + the safety of persons on the aircraft
  + the safety of cargo on the aircraft, and
  + the safe operation of the aircraft during the flight.
* conduct operations in accordance with the aircraft flight manual instructions and any conditions specified in the aircraft’s certificate of airworthiness or special flight permit
* conduct operations in accordance with this exposition
* ensure that aircraft flight times are correctly entered into maintenance documents at the completion of each day’s flying
* ensure accurate completion of their flight and duty time records
* maintain their pilot qualifications under Part 61 and advise the HOFO if they cease to be authorised to conduct operations.

#### Co-pilot responsibilities

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}

#### Cruise relief pilot responsibilities

Reserved.

#### Flight engineer responsibilities

Reserved.

#### Flight crew training and competence

Sample text

A flight crew member must only be assigned to, and undertake, a duty if the flight crew member is authorised to perform the activity under Part 61 of CASR, including completion of required flight review.

The pilot in command must only operate the aeroplane in the non-command pilot’s seat, including to conduct training or checking duties, if the pilot in command holds a valid proficiency check for operating the aircraft in the non-command pilot’s seat.

#### Flight crew recent experience requirements

Sample text 1

A flight crew member must only undertake a duty if they meet the Part 61 recent experience requirements for that operation.

In addition, air transport operations pilots must meet the following requirements in an aeroplane of the kind that will be flown:

* within 90 days before the flight, the pilot must have completed one of the following:
  + performed at least three take-offs (followed by climbs to at least 500 ft AGL) and at least three landings while controlling the aircraft by day and night as applicable
  + completed a {Sample Aviation} proficiency check
  + passed a flight test for the grant of a pilot licence or rating in an aircraft of that kind.

Sample text 2

A flight crew member must have been assessed as competent at performing the specific aerial work duty.

#### Flight crew medical certificates

Flight crew must ensure they hold a current class 1 medical certificate or a medical exemption (under regulation 61.040 of CASR from holding a class 1 medical certificate) for the exercise of the privileges of their licence prior to commencing any duty.

### Senior base pilot

Sample text

This is not applicable, {Sample Aviation} does not have Senior base pilots.

{Or insert responsibilities}

### Air crew members

Sample text

This is not applicable, {Sample Aviation} does not have air crew.

{Or insert responsibilities}

### Task specialists

Sample text 1

This is not applicable to {Sample Aviation}'s operations.

Sample text 2

Task specialists must successfully complete training and be assessed as competent prior to being assigned to, and carrying out, any duty; refer to the Task Specialist Training Course (Form A14).

Duty statements for task specialists are provided to staff upon commencing the role and are available on the online portal.

{Or insert process}

### Medical transport specialists

Sample text

This is not applicable, {Sample Aviation} does not have a medical transport specialist.

{Or insert procedures}

### Other operational safety-critical personnel

Sample text 1

This is not applicable to {Sample Aviation}'s operations.

Sample text 2

Ground support personnel

{Sample Aviation} uses the following ground support personnel to support flight operations:

* ground customer service
* baggage officers.

Ground support personnel must successfully complete training and be assessed as competent prior to being assigned to, and carrying out, any duty. Training for ground support personnel is outlined in volume 4 Training and Checking.

Duty statements for ground support personnel are provided to staff upon commencing the role and are available on the online portal.

### Engineering and maintenance staff

Sample text

This is not applicable, {Sample Aviation} does not have engineering and maintenance staff.

{Or insert procedures}

### Cosmic radiation

Reserved.

## Management of alcohol and other drugs

Sample text

No member of {Sample Aviation}‘s personnel is permitted to perform a safety-sensitive aviation activity (SSAA) when under the influence of alcohol and other drugs (AOD), including prescription and over-the-counter medication, that may affect their safe performance of the SSAA.

{Sample Aviation} has adopted the CASA Micro-business DAMP (the DAMP), which is included in this exposition volume Drug and alcohol management plan. All personnel must comply with the DAMP.

By adopting the CASA Micro-business DAMP exemption, {Sample Aviation} has committed to adhering to all the requirements outlined therein, including mandatory completion of the CASA AOD eLearning by all staff who perform SSAA.

# AIRCRAFT OPERATIONS

## Operational policy and procedures

### Documents to be carried on flights

Sample text

The following documents and manuals must be carried in the aircraft during all flights.

If the document is marked as electronic, but an electronic device is not available, a physical copy must be carried. Where electronic documents are stored on a ‘cloud’ or remote storage device, ensure that a copy of the current electronic document is stored on the applicable device so that it is accessible while the device is in flight mode.

1. Documents to be carried on flights

| Document | Carriage method | Notes |
| --- | --- | --- |
| Flight crew licence | Electronic or physical | Pilot preference |
| Flight crew medical certificate | Electronic or physical | Pilot preference |
| ASIC | Physical only |  |
| Aircraft flight manual instructions | Physical only |  |
| Aircraft Checklists (Form A04) | Physical must be carried | Electronic version available |
| Aircraft Journey Log (Form A05) | Physical only |  |
| Maintenance Release (or equivalent) | Physical only |  |
| Authorised aeronautical information | EFB |  |
| Exposition | EFB |  |
| Aeronautical charts | Physical back-up must be carried | EFB application is primary |
| Flight notification | Electronic or physical | When required to be submitted |
| Weight and balance documents | EFB or physical | When required to be completed |
| Authorised weather forecast | EFB or physical | When required to be obtained |

### Operational control

Sample text

Operational control, for a flight of a company aircraft, means control over the initiation, continuation, diversion or ending of the flight in the interests of the safety of the aircraft and the regularity and efficiency of the flight.

Operational control of {Sample Aviation} flights is exercised solely by the pilot in command (see subsection [1.9.3.7](#_Pilot_in_command)).

### Portable electronic devices (PEDs)

Sample text

The pilot in command may permit the use of portable electronic devices (PEDs) only when the pilot in command has determined that the operation of the device will not affect the safety of the aircraft.

In determining if the use of PEDs is permitted, the pilot in command must consider:

* aircraft manufacturer or OEM instructions or limitations related to PED use
* potential interference with aircraft electronic equipment
* physical risk from an unsecured device during turbulence, take-off and landing
* distraction risk
* nature of device and risk of battery fire.

Prior to use of a PED by a passenger, the passenger must have been briefed in accordance with section [Carriage of passengers and cargo](#_Carriage_of_passengers).

If, after permitting the use of a PED, the pilot in command considers the use of the device has or may have an impact on the safety of the flight, the pilot in command must immediately direct the person using the device to cease using it.

### Operation of portable electronic devices by crew members

Sample text

{Sample Aviation} electronic flight bags (EFBs) may be used as operationally required in all phases of flight as outlined in this manual. The pilot in command must ensure EFBs are only used such that their use will not cause a distraction from performing their duties.

The use of other PEDs (such as mobile phones) is not permitted by flight crew while the aircraft is moving.

Airside considerations in relation to EFBs and PEDs

The use of EFBs / PEDs by passengers and crew when transiting to and from the aircraft is prohibited.

EFBs and PEDs are not to be used during fuelling operations within 15 metres of the aircraft or fuelling equipment.

### Electronic flight bag – administration

****Sample text 1****

This is not applicable, {Sample Aviation} does not use electronic flight bags.

Sample text 2

Hardware type & functionality level

The {insert model} {the device} is the hardware platform approved for {Sample Aviation}.

This device is using {insert software name – CASR Part 173 approved software provider} and the data (maps, charts or aeronautical databases) are approved for air navigation purposes. Flight planning functions within {insert software name – Part 173 approved software provider} are not capable of alteration of the approved database.

Control of {Sample Aviation} flight planning data within {insert software name – Part 173 approved software provider} is held by the HOFO.

Weight and balance software is not used.

The device used by {Sample Aviation} has GPS functionality but can only be used for situational awareness and must not be used as a primary means of navigation.

EFB hardware management

All {Sample Aviation} crew members are issued with an EFB, including charging cable, kneeboard and protective cover. Damaged or inoperative equipment must be reported to the HOFO for replacement.

EFB software application management and update procedures

Crew members are required to update EFB software on the ground when prompted by the application or notified by email and must verify that the latest version of all applications (as listed on the portal) is available prior to flight. Updates must not be performed whilst aircraft is moving.

Crew members must only use the EFB for {Sample Aviation} operations and only approved applications are to be installed on the device.

EFB user training

Crew members must have successfully completed EFB training and competency assessment prior to operational use.

The EFB training program includes administration, normal operations and emergency procedures in accordance with the Electronic Fight Bag (EFB) Training and Competency Check (Form A06).

EFB administrator

The HOFO is {Sample Aviation}’s EFB administrator and is responsible for managing the administration of {Sample Aviation} hardware and software. The EFB administrator will ensure:

* spare devices and other hardware are available
* the current software update status is available on the portal
* devices are repaired by approved repairers and are validated prior to return into service.

Prior to a new EFB Administrator commencing in the role, they will complete training in accordance with the Electronic Flight Bag (EFB) Training and Competency Check (Form A06).

EFB redundancy

Total and partial failures of the EFB, loss of data and corrupt / erroneous outputs have been assessed as operational risks for {Sample Aviation}.

If a second device is carried on the aircraft, including by a second crew member, this second device may be used as a backup.

Alternatively, crew members are to revert to paper documentation. A paper copy of aeronautical charts is carried on all {Sample Aviation} flights.

### Electronic flight bag – operational use

****Sample text****

This is not applicable, {Sample Aviation} does not use electronic flight bags.

Sample text

Procedures for the use of EFBs in flight

The {Sample Aviation} EFB provides in flight access to relevant documents and to navigation software. The device has GPS functionality but can only be used for situational awareness and must not be used as a primary means of navigation. The relevant paper aeronautical charts for the route must be carried by the crew member.

The principles of Aviate, Navigate and Communicate need to be considered by all crew members when using an EFB to ensure that the position of the aircraft on ground and in air is never in doubt.

If a suspected partial or total EFB failure is detected crew members must revert to a backup EFB, or paper procedures.

Non-flight related applications must not be used during flight.

Securing the EFB

The EFB device must be secured during the following phases of flight:

* during take-off and landing
* when the aircraft is flying at a height less than 1000 feet above the terrain
* in turbulent conditions.

The device is considered secured when fitted to the supplied kneeboard attachment which is securely attached to the pilot, or when otherwise securely stowed.

Charging the EFB

Charging of the EFB is conducted using aircraft power via the 12V socket. Only the issued charging cable is to be used. The crew member must ensure that cabling doesn’t interfere with the control systems of the aircraft.

### Availability of checklists

Sample text

All {Sample Aviation} aircraft have checklists for normal, abnormal, and emergency operations. Checklists for each aircraft type are detailed in the Aircraft Checklists (Form A04), and a copy is on board each aircraft.

The HOFO is responsible for ensuring checklist content is up-to-date and in accordance with AFM instructions. Updates will occur as part of exposition continuous improvement procedures and anytime the AFM is updated.

The pilot in command will ensure checklists are on board prior for departure in accordance with subsection [Documents to be carried on flights](#_Documents_to_be).

The pilot in command must operate the aircraft in accordance with all the requirements and limitations set out in the aircraft flight manual instructions, which include the flight manual, checklists, and markings and placards relating to the aircraft.

### Authority and responsibilities of the pilot in command

Sample text

The pilot in command will be designated as such by annotation in the crew roster.

The pilot in command has final authority over the aircraft while they are in command and for the maintenance of discipline by all persons on board.

The primary responsibility of the pilot in command is to ensure the safety of the:

* passengers
* crew
* cargo
* aircraft.

### Actions and directions by operator or pilot in command

Sample text

The pilot in command may limit or prohibit a person on the aircraft from doing any activity which the pilot in command considers to be unsafe.

In the first instance, the pilot in command should direct the person to stop the unsafe activity and if the person accepts the direction, normal operations may be continued. A report should be given to the HOFO as soon as possible about the matter via phone or email.

If the person does not accept the direction and the safety of the flight remains in jeopardy, the pilot in command may, using reasonable means:

* remove a person or a thing from the aircraft before the flight begins, or
* restrain a person for the duration of the flight or part of the flight, or
* seize a thing on the aircraft for the flight or part of the flight, or
* place a person on the aircraft in custody, or
* detain a person or a thing, until the person or thing can be released into the control of an appropriate authority.

Where it is difficult, or impossible, for the pilot in command to restrain a person, the pilot in command may enlist the assistance of other crew members or passengers to try and calm or restrain the person causing the safety issue.

If it becomes necessary, the pilot in command must declare a PAN or MAYDAY call and land as soon as possible at the nearest available suitable aerodrome to ensure the safety of the aircraft.

A full incident report and an Immediately Reportable Matter report must be made after completion of the flight.

### Crew members – power of arrest

Sample text

See guide.

### Crew meals during flight

Sample text

See guide.

### Carriage of CASA officers

Sample text

Authorised CASA officers may be carried in {Sample Aviation} aircraft for the purposes of checking crew members or observation of flight tasks. When carried, the authorised CASA officer is a crew member and is part of the crew of the aircraft. All such flights require the authorisation of the HOFO.

It is the policy that a {Sample Aviation} pilot must always be the nominated pilot in command unless the CASA authorised officer is conducting a proficiency check or rating issue on our personnel.

### Taxiing of aircraft

Reserved.

### Minimum heights

**Sample text**

When it is operationally necessary to conduct aerial work operations lower than 500 ft AGL outside a populous area, or in close proximity to other objects, a risk assessment (and public notice if required) must be completed IAW section [Risk assessments](#_Risk_assessments).

### Aircraft not to be operated in manner that creates a hazard

Sample text

Aerial work operations will be conducted in accordance with {Sample Aviation} risk management procedures in Section [2.9](#_Risk_assessments). If during an operation the pilot in command, or any crew member, believes there is the potential developing to create a hazard to the above, the pilot in command will pause the operation, climb to a higher level (if low level) and reassess the in-flight risk assessment to determine whether the operation can be safely continued, safely continued following modification, or if it should be terminated.

### Simulation of emergency or abnormal situations

****Sample text****

The simulation of emergency or abnormal situations during passenger transport operations is prohibited. Training in emergency and abnormal procedures must only be conducted on non-passenger carrying training flights in accordance with volume 4 Training and checking procedures.

### Procedures for reporting and recording defects etc

Sample text

The pilot will record on the flight record, and inform the HOFO as soon as possible, any abnormal instrument indication, flight conditions, aircraft behaviour, operating limit exceedance or defect that occurs on a flight.

### Procedures for reporting and recording incidents

Sample text

The pilot will record on the flight record and inform the HOFO as soon as possible of any incident that did or could have endangered the safe operation of the aircraft.

In addition to reporting to the HOFO, the pilot will report details of any incident through {Sample Aviation}’s reporting system. Refer to volume 5 Safety Management System for further guidance on reporting, including determination of reporting requirements to the ATSB under the Transport Safety Investigation Act of routine reportable matters, and immediately reportable matters.

## Crew members

### Seating for flight crew

Sample text

At all times when the aircraft engine is running, the pilot in command must occupy a pilot seat with seat belt securely fastened.

### Seating for other crew members

Sample text 1

Seat belts must be worn at all times from boarding the aircraft until deplaning at the end of the flight.

The pilot in command may direct, provided the aircraft is not below 1000 ft AGL or in turbulence, that a seat belt may be removed for safety, health or other operational reasons if the pilot in command considers it safe to do so.

Other than in an emergency, air transport, aerial work passengers or other crew members must not change seating positions if the aircraft is in its normal internal seating configuration.

No in-flight movement of crew members is permitted without first communicating with the pilot in command using the pre briefed method.

Sample text 2

Seat belts must be worn at all times from boarding the aircraft until deplaning at the end of the flight.

The pilot in command may direct, provided the aircraft is not below 1000 ft AGL or in turbulence, that a seat belt may be removed for safety, health or other operational reasons if the pilot in command considers it safe to do so.

Other than in an emergency, aerial work passengers or other crew members must not change seating positions if the aircraft is in its normal internal seating configuration.

In aerial work operations, if the aircraft interior has been configured to allow operational movement of crew members or aerial work passengers in flight, the pilot in command must, during the pre-flight briefing, outline the circumstances in which this movement will be permitted.

No in-flight movement of crew members or aerial work passengers is permitted without first communicating with the pilot in command using the pre briefed method.

For operations with safety harnesses see section [Safety harnesses](#_Safety_harnesses).

### Persons not to be carried in certain parts of aircraft

Sample text

Subject to section [2.2.1 Seating for flight crew](#_Seating_for_flight), persons must not be carried in places other than in certified crew and passenger seats within the aircraft.

### Safety harnesses

Sample text 1

This is not applicable, {Sample Aviation} does not use or require safety harnesses.

Sample text 2

Safety harnesses may only be used in aerial work operations.

Before a crew member performs a duty requiring the crew member to wear a safety harness with restraint strap, the pilot in command must ensure:

* the crew member has completed training and assessment described in volume Training and checking
* the equipment is serviceable and suitable for the proposed operation.

Before flight, the crew member and pilot in command must ensure:

* the harness is capable of correct fitting by the wearer
* the strap:
  + can be secured to an approved aircraft hard point
  + is adjusted to prevent the wearer from exiting the aircraft.

During transfer to or from a harness in flight, the crew member must remain secured before releasing the seat belt or harness.

During flight when a crew member is wearing a harness, the pilot in command must not manoeuvre the aircraft in a manner likely to cause the crew member to lose balance unless the crew member has been briefed on the manoeuvre.

A crew member wearing a harness must advise the pilot in command before moving location within the aircraft in accordance with subsection [Seating for other crew members](#_Seating_for_other).

### Crew members to be fit for duty

Sample text

In accordance with section [1.9 Operational personnel](#_Operational_personnel), a crew member assigned for duty must not perform a safety-related duty for a flight if they are, or believe they will be, unfit to perform the duty including:

* having consumed alcohol within 8 hours of commencing the duty
* having produced, or would likely produce, an alcohol test result exceeding the permitted level of alcohol.

{Sample Aviation} has a ‘no blame’ policy for reporting of inability to accept assignment to a duty for a flight and crew members should feel no reason to refuse an assigned duty if unwell or for any safety related reason.

Any crew member who believes they cannot accept assignment for a duty must advise the HOFO as soon as possible, so a new crew member can be assigned to the flight as necessary.

The HOFO must ensure that a crew member is not assigned to a safety related duty on board an aircraft if the crew member is believed to be unfit for duty.

### Smoking not permitted

Sample text

Smoking of any substance, including tobacco and electronic cigarettes is not permitted on aircraft.

‘No Smoking’ placards are fitted to each aircraft in full view of crew or passenger seating areas.

## Carriage of passengers and cargo

### Type of passengers (aerial work operations only)

Sample text 1

This is not applicable to {Sample Aviation}.

Sample text 2

During aerial work operations, only aerial work passengers may be carried.

An aerial work passenger is a person whose presence on the aircraft is for any of the following purposes:

* to travel on initial positioning and return positioning flights for the purpose of providing ground support during a subsequent or completed authorised aerial work operation (noting a positioning flight cannot be conducted for a fireground personnel carriage operation), or
* to identify or observe an operating area that is part of an authorised aerial work operation, or
* to travel from a fire helibase to a fireground, or from one part of a fireground to another part of the fireground, and from the fireground back to the fire helibase.

### Briefing of passengers

Sample text 1

This is not applicable to {Sample Aviation}.

Sample text 2

Before boarding the aircraft, the pilot in command will brief each passenger about the following matters, and confirm understanding:

* the pilot in command is responsible for passenger safety
* safety instructions and directions from the pilot in command must be followed
* smoking tobacco, electronic cigarettes or any other substance on the aircraft is prohibited
* when seatbelts are to be worn, and how to use them
* seat backs are to be upright during take-off and landing
* how and when to adopt the brace position
* how to approach and move away from the aircraft
* entry and egress from the aircraft, including in emergency situations
* where and how to stow baggage and personal effects
* use of survival equipment / ELT as appropriate
* use of life jackets and life rafts (if carried for the operation) and that life jackets must not be inflated inside the aircraft
* restriction on the use of PEDs and when they can be used
* communications and headset use
* if the passenger is in a flight crew seat, the requirement to ensure controls are not manipulated or interfered with
* the location of the Safety Briefing Card located at each seat and can be found in Form A20 to this manual.

Passengers with reduced mobility and any accompanying person, will be given a specific briefing on what to do during an emergency evacuation. Passengers responsible for an infant will be given a specific briefing outlining when the infant is to be restrained, and the use of an infant life jacket (if carried).

Passengers who are not likely to have suitable understanding of the English language should be briefed with the use of the Safety Briefing Card and the use of practical demonstrations and multi-lingual aids where applicable.

In addition to the briefing above, for aerial work operations:

* Aerial work passengers must be briefed prior to the flight of the risks associated with the flight on which they are to be carried and they accept the risk of carriage on the flight by boarding the aircraft.
* This briefing must include an outline of any operational elements of the flight which may not be compliant with Part 91 of CASR, but which are as a result of that non-compliance, required to be compliant with the requirements of Part 138 of CASR.
* The briefing may be given by the HOFO or the pilot in command or both, and a note to the effect that it has been completed is to be entered into the trip record for the flight with the name and contact details of the aerial work passenger(s).

### Carriage of restricted persons

Sample text

Restricted persons must not be carried on any flights.

{Or insert process}

### Ground operations and movement of persons

Sample text

Operating aircraft

All crew members are to remain vigilant when operating aircraft on the ground in order to maximise the safety to pedestrians who may also be in the vicinity of aircraft. Only essential personnel such as the pilot in command, ground crew members or maintenance engineers may be airside when an aircraft engine is running.

Prior to starting the aircraft engine, the pilot in command will ensure that no person is within 15 m of the aircraft and that the taxi path is clear of persons and obstacles. Particular caution must be taken at aerodromes which are not certified to ensure runways and taxiways are clear prior to operations.

Managing passengers

The pilot in command must escort all passengers (regardless of the passengers’ experience) while they are airside.

Passengers embarking or disembarking the aircraft will be escorted to do so from the rear to avoid the propeller / engine area / tail rotor and care must be taken to ensure people do not hit their heads on the back of the wing flap area of the aircraft. Prior to disembarkation the pilot in command will shut down the aircraft and ensure the apron area is safe prior to permitting a passenger to leave the aircraft.

Managing cargo

Cargo will only be loaded and unloaded when the aircraft engine is not running.

### Carriage of passengers in seats at which dual controls are fitted

Sample text

When necessary, for weight and balance or capacity reasons, passengers may be carried in an unoccupied flight crew seat. A specific safety briefing, including the requirement to ensure controls are not manipulated or interfered with, is required in accordance with subsection [Briefing of passengers](#_Briefing_of_passengers), prior to departure.

### Cabin safety procedures

Sample text

Before taxi, take-off, descent and landing, the pilot in command must confirm all passengers are seated with fastened seat belts, seat backs are upright, any attachments to seats are stowed and exits are not blocked.

### Means of passenger communication

Sample text

The pilot in command must ensure visibility of all seats from the pilot seat or ensure the aircraft is fitted with a means to communicate with all passengers. The pilot in command must ensure that effective communication with the passengers is maintained throughout the flight.

### Use of seatbelts

Sample text

Seatbelts must be worn at all times from boarding the aircraft until deplaning at the end of the flight.

The pilot in command may direct, provided the aircraft is not below 1000 ft AGL or in turbulence, that a seat belt may be removed for safety, health or other operational reasons if the pilot in command considers it safe to do so.

Other than in an emergency, air transport passengers must not change seating positions.

For aerial work operations, if the aircraft interior has been configured to allow operational movement of crew members or aerial work passengers in flight, the pilot in command must, during the pre-flight briefing, outline the circumstances in which this movement will be permitted.

No in-flight movement of aerial work passengers is permitted without first communicating with the pilot in command using the pre briefed method.

### Passengers – compliance with safety directions

Reserved.

### Psychoactive substances

Sample text

Alcohol must not be provided, or consumed, by any person on {Sample Aviation} aircraft.

The pilot in command must ensure that no person is permitted to board the aircraft if it is apparent that they are affected by psychoactive substances. When a person is denied boarding for this reason, the pilot in command will immediately contact the CEO or HOFO for further advice.

### Refusal to carry passengers or cargo

Sample text

{Sample Aviation} is not required to describe its process in this document.

{Or insert process}

### Policy for off-loading passengers and cargo

Sample text

{Sample Aviation} is not required to describe its process in this document.

{Or insert process}

### Unauthorised travel or placing of cargo on aircraft

Sample text

{Sample Aviation} is not required to describe its process in this document.

{Or insert process}

### Passenger lists

Sample text 1

This is not applicable to {Sample Aviation}'s operations.

Sample text 2

The pilot in command of each passenger carrying flight must complete a passenger list using the Operational Flight Planning Form (Form A07) on paper or electronically and forward it to operations. For multi-journey flights where passengers embark or disembark at multiple locations, the passenger list must contain details of each passenger name and location of embarkation or disembarkation. If a suitable company representative is available on the ground at the point of departure who can forward it to operations, the pilot may leave the list with this person.

Sample text 3

An enhanced passenger list, containing the names of each passenger and the confirmation for each passenger that the passenger has met each requirement within subsection 17A.02(2) of the Part 138 MOS, will be developed for each flight by the relevant fireground emergency organisation that tasks a flight.

The pilot in command of each fireground personnel carriage operation must complete this enhanced passenger list on paper or electronically and forward it to operations. The passenger list must contain details of each passenger name and location of embarkation or disembarkation. If a suitable company representative is available on the ground at the point of departure who can forward it to operations, the pilot may leave the list with this person.

### Part 138 Fireground personnel carriage operations

Sample text 1

This is not applicable to {Sample Aviation}'s operations.

Sample text 2

{Sample Aviation} may be tasked by a fireground emergency organisation to carry fireground personnel from a fire helibase to a fireground, from one part of a fireground to another part of the same fireground, or from a fireground back to a fire helibase, as a Part 138 operation.

{Sample Aviation} must obtain from the fireground emergency organisation a completed form A24 or equivalent for each individual carried. A passenger list that must be prepared in accordance with Section 2.3.14 for each flight.

## Instruments, indicators, equipment and systems

### Approval of aircraft equipment

Sample text

{Sample Aviation} will not conduct air transport operations unless all prescribed items of required equipment are fitted to or carried in the aircraft.

### Equipment serviceability

Sample text

Flight is only permitted with an inoperative item of prescribed equipment if it is approved by an MEL, permissible unserviceability instrument for the aircraft, or the stated alternative requirements are met.

As soon as practicable after completing a flight during which any equipment becomes inoperative, the pilot in command must enter the defect in the aircraft technical log or maintenance release and follow the procedures in section [2.22 Aircraft airworthiness](#_Aircraft_airworthiness).

### Flight instruments

Reserved.

### Operational equipment

Sample text

Radio communication systems

Reserved.

Navigation equipment

Reserved.

Automatic pilot

Reserved.

Survival equipment

{Sample Aviation} has a standard survival equipment pack. If this pack is available the pilot in command will ensure it is carried on board the aircraft on all flights.

If the survival pack is not available but survival equipment is required, the pilot in command must obtain approval from the HOFO to carry alternative survival equipment as determined by the HOFO, which must be suitable for sustaining life in the event of a forced landing in the relevant area.

If additional survival equipment is carried, details of the equipment must be provided to the HOFO prior to departure.

The pilot in command must ensure the equipment on board the aircraft is easily accessible for immediate use and is stowed in a manner that will not affect the safety of the aircraft.

### Lighting systems

Anti-collision lights

Reserved.

Navigation lights

Reserved.

Landing lights

Reserved.

Cockpit lighting systems

Reserved.

### Alerting and warning systems

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert procedures}

### Flight recorders

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert procedures}

### Interior communication systems

Sample text

The aircraft must have two serviceable headsets with boom microphones.

### Oxygen equipment and oxygen supplies

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert procedures}

### Emergency locator transmitters

Sample text

All {Sample Aviation} aircraft are fitted with one automatic ELT which must be serviceable for departure.

The pilot in command must also carry a survival ELT on all flights.

Departure with an inoperative or removed automatic ELT (fitted to the aircraft) is only permitted with HOFO approval, if:

* the flight is for the purpose of taking the aeroplane to a place for the repair or refitting of the ELT, and
* the survival ELT is carried, and
* no passengers are carried on the flight.

### Portable emergency equipment

Sample text

Fire extinguishers

The fire extinguisher located in the cockpit must be present and serviceable for all flights.

### Equipment for flights over water

Sample text

Life jackets

When flight is conducted:

* single engine: over water at a distance such that the aircraft cannot reach an area of land suitable for a forced landing in the event of an engine failure
* multi engine: more than 50nm from an area of land that is suitable for a forced landing

The pilot in command must ensure:

* a life jacket equipped with a whistle is carried for each person on board the aircraft
* the life jacket is readily accessible from the person’s seat in the event of an emergency evacuation
* in a single engine aircraft, when the aircraft is flown at or below 2000 ft above water, other than during take-off and landing, that a life jacket is worn by all persons on board.

Life rafts

{Sample Aviation} operations are not conducted at distances over water where a life raft is required to be carried in accordance with Part 91 MOS section 26.60.

### Transponder and surveillance equipment serviceability

Sample text

Transponder operating procedures are detailed in subsection [SRR (transponder) procedures](#_SSR_(transponder)_procedures).

Subject to the following, the transponder must be operative for all flights. If the transponder is found to be inoperative, VFR flight in Class G airspace below 10,000 ft is permitted with HOFO approval.

For the purpose of repairing an inoperative transponder, an aircraft may be flown with HOFO approval from an aerodrome without a rectification facility, provided the flight ends not more than 72 hours after the transponder was found to be inoperative. Flight from controlled aerodromes without a rectification facility are subject to ATS notification and ATC clearance requirements.

### Seat belts and harnesses

Sample text

Each seat to be occupied during flight must have a serviceable seat belt, or safety harness (aerial work only).

If the aerial work operation requires a crew member to wear a safety harness with restraint strap, this equipment must be serviceable for flight.

## Performance

### Rotorcraft

#### Performance class required (Part 133 Day VFR)

{Sample Aviation} rotorcraft are to be operated at all stages of a flight in accordance with the requirements for rotorcraft Performance Class 3 (PC3) as detailed in the following sections.

#### Adequate vertical margin

For obstacle clearance, the adequate vertical margin (AVM) is the minimum vertical distance from an object, as defined in the RFM. For {Sample Aviation} rotorcraft with an RFM that does not specify a minimum vertical distance from an object, an adequate vertical margin as follows will used (delete not applicable dot point elements):

* <2500kg MTOW minimum AVM = 15 feet
* 2500kg to 3175kg MTOW minimum AVM 30 feet
* > 3175kg MTOW minimum AVM 35 feet

An obstacle need not be taken into account for an adequate vertical margin calculation if operations will permit safe manoeuvring to avoid the obstacle by a horizontal distance of at least 2 rotor diameters (2RD).

Guidance for the identification of obstacles

The PIC must assess the obstacle environment for any HLS to be used in their operations and identify any limiting obstacles and their associated obstacle-free gradients from data supplied by the heliport or aerodrome operator, quick reference data in this manual HLS register, or from estimates during pilot assessment using local maps, google earth or visual inspection.

For company operations, an obstacle is to be considered limiting if -

* it cannot be reasonably horizontally avoided by 2RD without excessive manoeuvring during the take-off; and
* its distance from the FATO and/or vertical extent is considered from pilot assessment to intercept the normal H/V envelope compliant take-off and initial climb flight path for the rotorcraft you are operating; or
* its location and size will require a take-off procedure which will require entry to the avoid area of the HV envelope.

Once obstacles are identified the PIC must ensure the correct AVM requirements can be achieved for the operation.

Additionally, when assessing AVM obstacle miss capability in company operations, pilots must consider:

* Size of rotorcraft – noting the closer the pilot’s seating position is to the main and tail rotor tips, the more accurate the depth perception and judgement of distance from obstacles will be.
* Field of view – when flying multiple types for {Sample Aviation}, for equivalent sized rotorcraft, the field of view may be more restrictive in one type compared to other types being flown. This may mean the ability to sight and judge potential objects is degraded to different extents in different types the pilot is operating. In such cases, the use of larger AVM and horizontal margins are recommended, based on the most limiting type utilised for operations on that day.
* Nature of obstacles – distance judgement from large solid obstacles with well-defined edges and good colour contrast will be much easier compared with small, low-contrast obstacles, such as power lines or dead trees. When operating in places with these low-contrast obstacle environments, pilots must increase AVM and horizontal margins in these circumstances and look for tell-tail features such as power poles and other identifying features such as pump houses etc. before descent to, or departure from, a location using PC3 procedures.
* Minimising time in the avoid area of the HV envelope - Company PC3 operations policy for obstacle avoidance is to minimise time operations are conducted in the avoid area of the HV diagram to the extent necessary to avoid a possible accident or incident during the departure from or arrival at the HLS.

Note: This does not prohibit short duration PC3 operations in the avoid area of the HV diagram if they are necessary for the safe operation of the rotorcraft.

* Environmental conditions – distance judgement in favourable conditions of light and visibility will be more accurate than in unfavourable conditions. When operating in low visibility and/or low light and contrast conditions pilots must:
  + operate at safe airspeeds and altitudes for the conditions
  + increase AVM vertical and baseline horizontal separation from obstacles to ensure continued separation in PC3 operations
  + if unsure of the obstacle environment do not depart or descend to arrive until conditions improve, or if necessary, divert to a suitable alternate destination.

#### HLS operating site approach and landing general procedures

On arrival above the site, after confirming wind direction and before commencing an approach to a landing, the PIC must be satisfied that its obstacle environment will permit safe PC3 operations.

At non-regular use or unfamiliar HLS, company PICs must conduct an airborne recce which confirms the adequacy of the data gathered in the pre-flight planning phase of the flight and which considers the following:

* Size: The FATO is adequate at least 2D, or larger if necessary for operations into the site.
* Shape: The site accommodates the approach, go-around, touchdown and lift-off area and departure route with due regard to PC3 operations.
* Surrounds: Any obstacles are "as briefed" and have been identified and do not infringe the approach or departure flight path. SFLA's (if any) are identified and considered on the basis of helicopter circuit position and wind direction.
* Surface: The surface appears satisfactory and is free from debris that may damage the helicopter, and the ground is able to support a safe landing.
* Slope: Any slope is within the helicopter’s limits.
* Downwash: Considering wind direction and approach flight path, confirm downwash will not pose a risk to third parties on the ground or damage to buildings or property and not cause FOD to be blown or lifted.

#### Populous area procedures

An area may be considered to be populous if it has the following characteristics:

* sufficient population density so that if a failure occurred, the flight would pose a risk to persons or property on the ground, or:
* is a city or a town.

The pilot must, to the greatest extent possible within the constraints of the proposed route, plan the flight path so that a suitable forced landing area (SFLA) is available within autorotative gliding range.

If an SFLA is not likely to be continuously within autorotative glide range the pilot must conduct a risk assessment for the sections of flight over populous areas in accordance with subsection [2.5.1.9](#_Procedures_for_take-off) Risk Assessment.

If the risk assessment indicates the flight can be undertaken, the pilot shall:

* review the proposed route to determine if a glide to any SFLA can be achieved using the SFLA assessment policy outlined in 2.5.1.5, and:
  + where possible select tracks that have clear areas or overfly non-populous areas
  + plan to fly the shortest route between suitable SFLA's
  + where feasible, plan to operate at altitudes and speeds that maximise the ability to glide clear of populous areas.
* for a take-off and initial climb, or approach and landing or baulked landing stage of flight to an aerodrome which is not an aerodrome which is normally used for regular day to day operations of aeroplanes the PIC must ensure:
  + the rotorcraft is operated in a manner which does not create a hazard to persons or property
  + the effects of rotor downwash and outwash on persons or property are considered and minimised for operation
  + the availability of SFLA's is maximised to the greatest extent practical or alternatively
  + the rotorcraft must be able to avoid obstacles via the AVM and reach a SFLA should an engine failure occur
  + be operated in the avoid area of the HV envelope for the minimum time required to avoid an accident or incident, including avoiding obstacles in close proximity to the flight path.

Notes:

1. The execution of a safe forced landing at an SFLA may not be possible if a failure occurs when operating in the avoid area of the HV diagram.

2. All {sample aviation} rotorcraft are fitted with main and tail rotor gearbox chip detectors with associated cockpit caution lights in accordance with section 10.26 of the Part 133 MOS.

#### Assessment of suitable forced landing areas

When reviewing areas which could be used as suitable forced landing areas, the pilot should consider the following:

SFLA over land

* Surface smooth and firm enough to facilitate arrival speed.
* Slope within limits for rotorcraft.
* Size of area to accommodate rotorcraft.

SFLA on water

A SFLA on water is only to be considered if:

* the rotorcraft assigned for the flight has emergency flotation fitted
* the PIC rostered for the flight was found competent at their last proficiency check in the use of the emergency flotation system fitted to the rotorcraft and in ditching procedures. This may be gained by an oral assessment with a training and check pilot
* the rotorcraft must be able to ditch in the area of water with a reasonable expectation that there would be no injuries to persons in the rotorcraft or on the water. Company policy is that this is only viable in sea states of less than XX (insert operator limit).
* there must be a reasonable expectation that persons in the rotorcraft would survive in the area of water for the time that it would take to rescue the person. As such {Sample Aviation} only considers this is possible if
  + each passenger is wearing a life jacket and has received instruction in its use prior to departure
  + the PIC must have contacted company operations (phone insert number ) and advised an overwater SAR time commencement and completion time, when the SFLA on water may be required
  + if this is not possible the PIC must ensure local SAR capability is available their contact number must be loaded in the PIC mobile phone.
* For passenger transport operations – the area of water must be:
  + adjacent to land
  + adjacent to an offshore installation to which the company is operating with search and rescue capabilities, which has been contacted by the company and has been advised they will provide SAR capability if needed.
* the sea or other area of water temperature is below 18 degrees Celsius must not be used as a SFLA unless approved by the HOFO and additional survival processes (such as survival suits, appropriate training for crews and passengers, or rapid response onsite SAR availability) are instigated
* emergency flotation system operating and sea state limits must not be exceeded for any water SFLA.

#### Maximum operational passenger seating capacity

All {Sample Aviation} aircraft operations are conducted with a maximum operational passenger seating capacity (MOPSC) of nine or less, dependant on rotorcraft type being operated.

#### Operation flight rules

All {Sample Aviation} air transport operations are conducted by day under the VFR.

#### Take-off and approach performance

General

For any {Sample Aviation} PC3 operation, the pilot must determine, pre-flight, the most limiting weight for the intended operation.

The most limiting operational weight will be the lowest weight determined after considering:

* the take-off or landing space available at the departure or destination HLS
* the weights, altitudes and actual or forecast temperatures likely to exist during the operation
* forecast or actual wind direction and strength
* the type of take-off and the type of landing procedure required for the operation
* whether the operation requires HOGE capability.

#### Procedures for take-off and approach performance calculation

1. The PIC must determine from the RFM that the weight of the rotorcraft does not exceed the maximum weight specified for the type of take-off, approach procedure and landing to be used, and to achieve:
   1. a hover in ground effect (HIGE) in the prevailing conditions, within take-off or landing power settings; or
   2. a hover out of ground effect (HOGE) if the terrain precludes HIGE
   3. determine that a margin of (insert operator required margin ) exists from the HIGE/HOGE power requirement to transition to forward flight for the selected profile
   4. a baulked landing from any point in the approach path; and
   5. clearance of all obstacles by the adequate vertical margin in the take-off and approach phase.
2. The PIC must determine the performance of the rotorcraft meets the requirements of the specific operation from the RFM.
3. The PIC must take the following into account when calculating the weight in (1):
   1. the pressure altitude and temperature from an authorised report
   2. wind speed and direction from an authorised report factoring a safety margin of 50% of any headwind component over 5 knots or 150% of tailwind component if the RFM permits tailwind operations.
4. The pilot must also:
   1. determine the take-off distance available from published data, company surveyed data or pace out the FATO plus safety area to ensure a minimum of 2D dimension is available. If this information is not available, use common measures, such as football field or house size to assist with distance judgement and ensure a minimum of 2D dimension is available.
   2. identify the shallowest obstacle free gradient that utilises an into wind advantage for the take-off and initial climb stage of the flight that also avoids creation of a hazard to persons or property.
   3. determine from the RFM or company-based data that the rotorcraft is capable of achieving the required gradient for the given weight and ambient conditions and can achieve obstacle clearance in the event of a baulked landing
   4. identify the location of reasonably useable SFLAs beyond the FATO and along the selected flight path
   5. assess the slope of the departure and planned destination aerodromes and any alternate aerodromes or planned SFLA’s so as not to exceed the RFM slope limitations
   6. ensure that the landing and take-off profiles are planned to remain outside the avoid area of the HV envelope, except if such operations are necessary to avoid and accident or incident. In such cases operations in the avoid area must be minimised to the greatest extent practical within the safety objectives of the operation
   7. ensure that the landing and take-off profiles are planned to minimise the potential impacts or rotor downwash and outwash on persons and property at the departure and destination sites
   8. prior to descent below obstacles, ensure that the rotorcraft engine is supplying a power margin of (X° Torgue) (X" MAP) in relation to requirements to HIGE or HOGE.

Quick reference PC3 performance data

{Place known operator-based quick reference performance data for rotorcraft types utilised here. This may be added in tabular form specific to each type and model of rotorcraft over a range of weight, altitude and temperatures as necessary.}

#### Take-off and approach procedure

Pilots will select take-off and approach paths that:

* 1. Takes into account the items mentioned in 2.5.1.8 and 2.5.1.9, and
  2. Complies with the RFM procedures and limitations, and
  3. Provides the best combination of:
     1. a suitable forced landing area
     2. into wind
     3. minimum power required
     4. avoidance of hazards to persons or property, and
  4. Maintains the obstacle clearance and SFLA requirements as specified in 2.5.5 and 2.5.6

Note: These procedures apply from the take-off surface until the minimum height above obstacles - 500' or 1000ft as applicable and from these heights until the landing surface.

#### En route SFLA availability policy (any company PC3 operation)

Pilots must operate the rotorcraft in a way that minimises the time the flight is outside the range of an SFLA. Where a proposed route will overfly areas where SFLA's are few or non-existent, the pilot will plan the route to pass near any SFLA's available to reduce the exposure if encountering emergencies that require an immediate or precautionary landing.

Operating in areas of mixed terrain features

A pilot may elect to fly directly above surfaces that do not continuously allow for an SFL.

Pilots who are not sure if a planned route will comply with this policy must discuss their flight plan with the HOFO or their nominated delegate to ensure correct application of this section.

Operating in areas with scattered SFL areas

Pilots will adapt the flight path to remain as close as possible to any available SFLA's, without significant deviation, using the following processes if applicable:

* climbing before crossing a lake or other water feature
* flying around a stretch of heavily treed or steep terrain
* a combination of lateral and vertical avoidance of unsuitable terrain where possible

Significant deviation of the flight path is considered to cause more than 5 minutes overall additional time to be added to the route, or any deviation which may significantly affect the fuel plan for the flight.

Operating in areas where an SFLA is not available within autorotational distance

In some cases it may not be feasible to change the flight path to maximise the potential for a SFLA to be available.

Flights over such areas are permitted if a risk assessment concludes that the identified mitigators and controls to be applied will provide at least an acceptable level of safety. Pilots must engage with the HOFO to carry out a specific risk assessment in accordance with the procedures in section [2.9.5](#_Pre-operational_risk_assessment).

Operational risk assessments as detailed in section [2.9.5](#_Pre-operational_risk_assessment) must be reviewed and signed off as acceptable by the HOFO or their assigned delegate prior to the flight.

Note: The HOFO may only delegate this task to the deputy HOFO or the HOTC).

{Sample aviation} regular scenic routes use predetermined flight paths and altitudes that maximise SFLA availability. Pilots must adhere to the standard route and minimum altitude where possible as detailed in {enter methodology by which this is promulgated, i.e. maps in the flight preparation area, pilot route guide, navigation database of the aircraft etc}.

When operating in any area, particularly in remote and isolated areas, outside the range of an SFLA, pilots must have the company SAR response number readily available for use after any emergency situation.

Pilots must reassess the suitability of their planned flight path immediately before departure to assess the possible effect of adverse environmental conditions expected during the flight that may affect the glide range to the SFLA's that were notionally available at the pre-flight stage. These conditions include:

* Low cloud base
* Wind component along the intended flight path
* Density altitude.

#### En-route obstacle clearance - avoidance of creation of a hazard

Operations in populous areas and public gatherings

Except in an emergency, or during take-off and approach, pilots must avoid creating a hazard by remaining at least 1000' above the highest obstacle within a 300m horizontal radius from the rotorcraft.

Operations in areas that are not populous

Except in an emergency, or during take-off and approach, pilots must avoid creating a hazard by remaining at least 500' above the highest obstacle within a 300m horizontal radius from the rotorcraft.

Note: Refer to section [2.5.1.10](#_Take-off_and_approach) for {sample aviation} take-off and Approach procedures.

#### Risk assessment

For operations flying in PC3 over a populous area, risk assessment and risk management procedures must be completed as detailed in subsection [2.9.5](#_Pre-operational_risk_assessment).

#### Operating at a fire helibase

Sample text

{Sample Aviation} is not required to describe its process in this document.

{Or insert process}

### Aeroplanes

#### Use of the AFM

Pilot will calculate the maximum take-off and landing weight for all operations using the AFM performance data as contained in {insert reference to or document identification link to the AFM for each aeroplane make and model operated}.

#### Take-off performance

Pilot will take into account the following matters when calculating take-off performance:

* pressure altitude
* ambient temperature
* type of runway surface
* runway surface condition
* runway slope in the direction of take-off
* headwind or tailwind.

If the AFM does not include allowances for the matters mentioned above, and for matters such as wet runways combined with long grass, pilots will apply the following recommended additional take-off factors to the take-off distance required for a runway:

1. Recommended additional take-off allowances

| Circumstance | Factor increase expressed as a percentage | Multiply minimum standard safety factored take-off distance by |
| --- | --- | --- |
| per 10% increase in aeroplane weight | 20% | 1.2 |
| an increase of 1,000 ft in aerodrome elevation above mean sea level | 10% | 1.1 |
| an increase of 10°C in ambient temperature above ISA | 10% | 1.1 |
| tailwind component, per 10% of lift-off speed | 20% | 1.2 |
| 2% uphill slope | 10% | 1.1 |
| soft ground or snow | 25% | 1.25 |
| dry grass up to 20 cm (on firm soil) | 20% | 1.2 |
| wet grass up to 20 cm (on firm soil) | 30% | 1.3 |

The maximum take-off weight for any runway will be the most limiting of:

* The MTOW of the aeroplane; and
* For IFR and VFR at night flights - a weight which will allow the clearance of obstacles on the intended flight path by the safe margin as detailed in section [[2.5.2.2](#_Take-off_performance) (a)]; and
* If the flight is not conducted in VMC by day - a weight which will allow the aeroplane to reach the lowest safe altitude for the planned route or the minimum sector altitude: and
* The weight limited by the maximum landing weight at the planned destination plus expected fuel burn-off
  1. **IFR - Initial climb and obstacle clearance - safe margin**

For sample aviation aeroplanes that are:

* a propeller-driven aeroplane with an MTOW of not more than 5 700 kg
* a jet-driven, single-engine aeroplane with an MTOW of not more than 5 700 kg
* a jet-driven, multi-engine aeroplane with an MTOW of not more than 2 722 kg.

Pilots must conform with the requirement to clear obstacles by a safe margin from section 10.08 of the Part 135 MOS by ensuring the following criteria are met:

* the requirements of an authorised instrument departure procedure are met, with the aircraft climb gradient (critical engine-out for multi-engine aeroplanes) under ambient conditions specified in the manufacturer’s data being at least 0.3% greater than the gradient specified in the procedure; or

all of the following:

* the aircraft climb gradient (critical engine-out for multi-engine aeroplanes) under ambient conditions specified in the manufacturer’s data is at least 0.3% greater than the obstacle free gradient for the runway length required; and

either:

* published obstacle free gradients are only used if such gradients are surveyed to at least a distance of 7 500 m from end of TODA; or
* {sample aviation} obstacle free gradient is used only if:
  + the gradient (having a 150 m baseline at the end of TODA), 12.5% splays, and at least 7 500 m distance) is established not more than 30° from runway heading
  + the procedures involve not more than 15° of bank to track within the splay; or

Note: For Australian runways listed in the AIP-ERSA, a particular aerodrome runway has a surveyed area if the aerodrome and the specific runway have a specified code number (labelled as CN and either 1, 2, 3 or 4) in the ERSA Runway Distance Supplement (RDS) section (at the time of publishing this content was at the end of the AIP-ERSA document). The interpretation of the RDS information is explained in the ‘Runway distances legend’ section of the AIP-ERSA Introduction. The length (or distance) of the surveyed area for different CNs is specified in section 1.6 (Take off runway survey areas) of the AIP-ERSA Introduction.

* a minimum of 50 ft vertically within a lateral distance of:
  + 45 m plus 0.10D (where D is the horizontal distance the aircraft will travel from the end of the take-off distance available);
  + to a maximum of:
* where the intended flight path does not require a track change exceeding 15°:
  + 600 m
  + if the portion of the flight from the departure end of the runway to the lowest safe altitude for the route can be conducted with a navigation specification of RNP 0.2 or better—a maximum of 300 m;
* where the intended flight path requires a track change exceeding 15°:
  + 900m or
  + if the portion of the flight from the departure end of the runway to the lowest safe altitude for the route can be conducted with a navigation specification of RNP 0.2 or better—a maximum of 600 m.
  1. **Day VFR operations - Initial climb and obstacle clearance - safe margin**

If pilots elect to clear all obstacles by a safe margin during the initial climb under day VFR conditions, they should establish a minimum ceiling value for the runway using the following formula:

Ceiling = (Height AMSL of obstacle + safe margin) – aerodrome elevation).

For example:

Obstacle height 1242 ft AMSL + 50 ft – aerodrome elevation 214 ft AMSL

= 1078 = ceiling of 1100 ft.

* 1. **Take-off factor**

{operators to insert take-off factor limitations if applicable}

#### ****Landing performance****

* 1. **Maximum landing weight**

The maximum landing weight for any runway will be the most limiting of:

* The MLW of the aeroplane, and
* For IFR operations, a weight which will allow the clearance of obstacles during a missed approach conducted after the missed approach point, by {operator to enter safe margin} as detailed in section [[2.5.2.2](#_Take-off_performance).(a)], and
* For IFR operations in a multi-engine aeroplane, a weight which will allow a climb gradient (with the critical engine inoperative) of at least 0.3% greater than the missed approach gradient for the proposed instrument approach procedure, and
* A weight which will meet the factored landing distance requirement calculated in accordance with section [[2.5.2.3](#_Landing_performance) (b)].

Pilots will take into account the following matters when calculating the maximum landing weight:

* Aerodrome elevation
* ambient temperature
* type of runway surface
* runway surface condition
* runway slope in the direction of landing
* headwind or tailwind
* Any obstacles in the approach path.
  1. **Landing Factor**

Pilots will apply the landing factor for the aeroplane type as listed in the following table to the AFM landing distance required for a runway:

1. Landing factor

| Aeroplane type | MTOW | Factor |
| --- | --- | --- |
|  |  |  |
|  |  |  |

Application of landing factor:

* To determine maximum landing weight for a particular runway:
  + LDA from ERSA or {sample aviation} approved data - divide by - landing factor to determine factored LDA
  + Consult AFM using the aerodrome conditions and the factored LDA for the proposed landing to determine MLW.
* To determine minimum runway for a given landing weight:
  + Consult AFM using the aerodrome conditions for the proposed landing to determine LDR
  + Multiply this LDR X Landing factor to determine factored LDR.

## Weight and balance

Sample text

The pilot in command must load or directly supervise the loading of the aircraft including passengers, equipment and fuel. Distribution of the load must be in accordance with the AFM or approved loading system and must ensure the centre of gravity of the aircraft remains within limits during all stages of the operation.

Actual weights will be determined by weighing all occupants, equipment and other baggage.

The pilot in command must ensure the total weight of the aircraft remains within AFM limits.

Weight and balance calculations are to be conducted as per the procedures outlined in the AFM or approved loading system, using the Weight and Balance Form in the AFM or other approved alternative.

## Fuelling and oil procedures

### Fuel types and fuel additives

Sample text

All aircraft operated by {Sample Aviation} use:

* AVGAS 100 (Green colour – also known as AVGAS 100/130), or
* AVGAS 100LL (Blue colour)

No other type or grade of fuel is to be used.

No fuel additives are used in {Sample Aviation}’s operations.

### Fuelling procedures

#### Fuelling preparations

Sample text

Where possible, {Sample Aviation} aircraft are to be fuelled from a fuelling truck or a bowser. Drum fuelling is permitted if required.

‘Hot fuelling’ is not permitted – the aircraft engine must be shut down prior to fuelling.

The ‘fuelling area’ is an area within 15 m of the aircraft and ground fuelling equipment:

1. Position the aircraft and ground fuelling equipment such that they can be easily moved in an emergency and are at least 15 m from buildings and public areas and at least 6 m from stationary aircraft. Fuelling must not occur within a hangar.
   1. Ensure there are no persons on board the aircraft and only persons involved in the fuelling operation are in the fuelling area.
   2. Ensure no persons are smoking or using a naked flame within the fuelling area.
   3. Other than another aircraft, ensure no person operates an internal combustion engine, electrical switch, generator, motor or other electrical apparatus within the fuelling area.
   4. Ensure no equipment or electronic devices are operated within the fuelling area while fuelling is underway. This includes personal electronic devices such as mobile phones and iPads.
   5. Ensure two fire extinguishers suitable for extinguishing fuel and electrical fires are readily available for use by the person conducting fuelling. These extinguishers must be located on the fuelling equipment or positioned no closer than 6 m, and no further than 15 m, from the fuelling point.

The fire extinguishers approved for use are: {Operator to insert their suitable equipment}

#### Conducting fuelling

Sample text

Contracted fuelling staff fuel the {Sample Aviation} aircraft where available. If pilot fuelling is required, pilots must follow fuelling safety instructions provided on the fuelling equipment. At a minimum, the following process is to be followed:

1. Electrically bond the aircraft to the fuelling equipment. The aircraft, fuelling vehicle, hose coupling or nozzle, filters, funnels or any other item through which fuel passes will be bonded to each other. Bonding lines are to be connected to the designated points or to unpainted metal surfaces.
   1. Remove the fuel tank cap only once all bonding is in place.
   2. Refuel the aircraft. The nozzle should be inserted into the tank as permitted by the internal tank structure to minimise risk of splashing.
   3. Secure the fuel tank cap.
   4. Remove the bonding leads only once all fuel tank caps are in place.
   5. Complete the fuel documentation including the fuel added section of the [Aircraft Journey Log](#_Forms_1) (Form A05).

#### Action in the event of a fuel spillage or fire hazard

Sample text

In the event of a fuel spill or other fire hazard during fuelling:

1. Stop the fuelling operation and notify the appropriate airport fire service or other relevant authority (if any) when any fuel of a quantity likely to create a fire hazard is spilled within 15 m of the aircraft or fuelling equipment. A fuel spill measuring 2 m or more in diameter should be considered a fire hazard. Consider evacuating the area.
   1. Ensure any mobile power units, vehicles and power operated loading devices operating within 15 m of the spilled fuel are shut down.
   2. Ensure maintenance work of any nature on or within the aircraft is suspended and not recommenced until the spilled fuel has been removed.
   3. If fuel is spilled, obtain a fuel spill kit and follow the instructions for its use.
   4. Only resume fuelling when the fire hazard has been removed.
   5. Within 24hrs, complete the Hazard and Incident Report Form (Form A16).

#### Fuelling from drums

Sample text

In addition to the requirements in Fuelling and oil procedures subsections above, the following procedures are to be followed when refuelling from drums.

Storage

It is preferred that a day’s supply of drums is stored upright and tilted, and the aircraft positioned nearby to refuel. If positioned the night before this will maximise settling time.

Extra drums should be stored on their sides with the two bungs at the 3 and 9 o’clock positions. If the drums have to be taken to the aircraft they should stay on the tray of a vehicle if possible, not rolled along the ground. If it is necessary to roll the drums, they must be given the longest settling period possible before refuelling is commenced.

If on a vehicle, pay particular attention to bonding the drum / pump to the aircraft as the drums are insulated from the ground. A stake from the pump / filter to the ground is preferred, or at least earth the drum to the ground before opening.

Position two fire extinguishers nearby between 6 m and 15 m from the fuelling point.

Checking the drum before refuelling

* It is branded AVGAS, Avgas 100, Avgas 100 LL.
* It is not aged (less than 1 year old from batch date on drum).
* It is not damaged, rusted, leaking or unsealed.
* There has been no obvious contamination during storage.

Positioning and settling

1. The drum should be stood on its end and tilted so that the large bung is on the high side.
   1. Let stand to allow contents to settle.
   2. Open drum and check for presence of free water. A positive method, such as water detecting paste / paper or drain bottle is required.

Assembling equipment

1. Make sure to bond the aircraft to the ground.
   1. Bond the drum to the ground. Use a stake if the pump / filter has one. If not, ensure the drum is on bare ground with a good earth.
   2. Clean the pump and check the filter.
   3. Open the large bung and insert the pump suction standpipe to the bottom of the drum.
   4. If the hose is the type with a bonding lead incorporated, bond the discharge nozzle to the aircraft before opening the fuel tank.
   5. If the hose does not have the bonding lead incorporated or you are unsure, bond the   
      pump / filter to the aircraft before opening the fuel tank cap.

### Hot fuelling

Sample text

Hot fuelling is not permitted for {Sample Aviation} aircraft. The aircraft engine must be shut down prior to fuelling.

### De-fuelling

Sample text

De-fuelling of aircraft will only be conducted by qualified fuelling contractors.

### Use of low-risk electronic devices while fuelling turbine-engine aircraft

Reserved.

### Persons on aircraft, boarding or disembarking during fuelling

Sample text

Persons must not be on board the aircraft during fuelling.

### Pre-flight fuel quality check

Sample text

Before the first flight of the day and after fuelling, the pilot in command must carry out an aircraft fuel drain check.

The fuel quality check is to confirm:

* the absence of water or contamination
* the grade and type of fuel.

If a small quantity of water is detected, the fuel must be drained until all traces are removed from the fuel system before starting engines.

If a significant quantity of contamination (including water) is found, the engine is not to be started until maintenance action has been completed. Significant contamination will be:

* endorsed on the maintenance release
* reported to the HOFO
* reported using the Hazard and Incident Report Form (Form A16).

### Engine oil and hydraulic fluid management

Sample text

1. Aircraft minimum oil quantity

|  |  |
| --- | --- |
| Aircraft | Minimum oil quantity |
| C182 | X quarts |
| C206 | X quarts |
| C210 | X quarts |
| PA-31 | X quarts |
| BE55 / BE58 | X quarts |

Only oil of a type specified in the AFM or manufacturers approved data (as detailed on the aircraft maintenance release) may be added to that aircraft’s engine. Oil quantities will be in accordance with the AFM or manufacturer requirements.

For flights with a landing away from a main base, planned additional oil should be carried on board. Any oil added to the aircraft must be recorded on the maintenance release.

Oil consumption that exceeds AFM or manufacturer limits is to be endorsed on the maintenance release and reported to the HOFO.

## Fuel policy

### Overview

Sample text

The primary goal of effective fuel management is to ensure protection of fuel reserves to allow safe completion of flight. All {Sample Aviation} flights must carry a sufficient amount of useable fuel to complete the planned flight safely, including a safe margin for deviations from the planned operation.

### Pre-flight

Reserved.

### Fuel considerations and calculations

#### Required fuel

****Sample text****

Before departure, the pilot in command must ensure that sufficient fuel is on board the aircraft to complete the planned flight. The fuel required is:

* taxi fuel
* trip fuel
* destination alternate fuel (if a destination alternate is required)
* holding fuel (if required)
* final reserve fuel.

The requirement to plan for a destination alternate or for holding is to be determined in accordance with subsection XX Flight preparation.

The determination of actual fuel on board prior to departure is to be completed in accordance with subsection [2.8.3.10 Determining and recording fuel quantity - pre-flight](#_Determining_and_recording).

#### Taxi fuel

Sample text

A standard taxi fuel allowance will be planned for all flights. When operating at an aerodrome where a long taxi or significant delay with engine running is expected, taxi fuel will be increased accordingly.

1. Taxi fuel allowance plan

|  |  |  |
| --- | --- | --- |
| Aircraft type | Standard taxi fuel | Additional taxi fuel |
| C182 | X litres | X litres / 10 minutes |
| C206 | X litres | X litres / 10 minutes |
| C210 | X litres | X litres / 10 minutes |
| PA-31 | X litres | X litres / 10 minutes |
| BE55 / BE58 | X litres | X litres / 10 minutes |

#### Trip fuel

Sample text

Trip fuel is the amount of fuel required to enable the aircraft to fly from any point along the route until landing at a destination aerodrome including:

* fuel for take-off and climb from departure aerodrome elevation to initial cruising level or altitude, taking into account the expected departure routing
* fuel for cruise from top of climb to top of descent, including any step climb or descent from initial cruising level / altitude
* fuel from top of descent to the point where the approach is initiated, taking into account the expected arrival procedure
* fuel for executing an approach and landing at the planned destination aerodrome.

Trip fuel includes fuel required for planned mission tasks.

For {Sample Aviation} operations, the following fuel usage rates will be used:

1. Fuel usage rates

| Aircraft type | Fuel usage rate (e.g., litres / hour) |
| --- | --- |
| C182 | X litres / hour |
| C206 | X litres / hour |
| C210 | X litres / hour |
| PA-31 | X litres / hour |
| BE55 / BE58 | X litres / hour |

#### Destination alternate fuel

****Sample text****

Destination alternate fuel includes the fuel required for the aircraft to do the following:

* perform a missed approach at the destination aerodrome
* climb to the expected cruising altitude
* fly the expected routing to the destination alternate aerodrome
* descend to the point where the expected approach is initiated
* conduct the approach
* land at the destination alternate aerodrome.

A destination alternate will be planned when required by subsection [2.10.4](#_Flight_preparation) Flight planning – Alternate aerodromes.

#### Holding fuel

****Sample text****

Holding fuel is the amount of fuel that the aircraft requires to fly for the period of time anticipated for holding (taking into account the operating conditions).

Holding fuel may be required for reasons including weather, anticipated air traffic delays or temporary aerodrome unavailability.

For {Sample Aviation} operations, the applicable fuel usage rate in the fuel usage table will be used when calculating the fuel quantity required for holding.

#### Contingency fuel

****Sample text****

Contingency fuel is not required for {Sample Aviation} operations.

#### Final reserve fuel

****Sample text****

Final reserve fuel for {Sample Aviation} operations is the amount of fuel required to fly the aircraft at 1500 ft above aerodrome elevation in ISA conditions for 30 minutes (day VFR) or 45 minutes (IFR) and must be usable fuel remaining on completion of landing at the destination (or destination alternate).

Final reserve fuel for {Sample Aviation} operations is:

1. Final reserve fuel

| Aircraft type | Day VFR (30 mins) | IFR (45 mins) |
| --- | --- | --- |
| C182 | X litres | N/A |
| C206 | X litres | N/A |
| C210 | X litres | N/A |
| PA-31 | X litres | X litres |
| BE55 / BE58 | X litres | X litres |

#### ****Discretionary fuel****

****Sample text****

Discretionary fuel is any fuel carried above the minimum required by subsection [2.8.3.1 Required fuel](#_Required_fuel).

Discretionary fuel for {Sample Aviation} operations is planned by the pilot in command on an individual flight basis and may include commercial considerations.

#### ****Fuel calculation****

{Operators must detail how fuel calculations are to be completed}.

#### Determining and recording fuel quantity – pre-flight

****Sample text****

The pilot will determine fuel quantity on board before engine start by the following methods:

Cessna singles

Confirm fuel level visually at tabs or full. If neither applies, use the individual aircraft calibrated dipstick. Enter the dip figure on the journey/technical log:

1. Compare the fuel gauge reading with this figure.
2. Use the lower of these two figures as quantity on board for the journey/technical log and flight planning.
3. If a calculated figure differs by more than (X) % from a dip or gauge reading, notify maintenance.

Baron and PA31

Confirm visually if tank or tanks are full if possible. If more than two filler points exist, open outer fillers first:

1. If wing mounted mechanical gauges exist, cross check with visual quantities.
2. Review previous records and fuel used or added to determine a calculated figure.
3. Compare fuel gauge readings with this figure.
4. If a quantity is not known by a dip or visually full, use the following figures as quantity on board for the journey/technical log and flight planning in the following order of precedence:
   1. lesser of gauge and wing mounted gauge
   2. lesser of gauge and calculated figure.
5. If a calculated figure differs by more than (X) % from a dip or gauge reading, notify maintenance.

#### Recording fuel quantity

****Sample text****

The pilot must:

1. enter the pre-flight figure derived from the preceding section on the operational flight plan / journey log prior to engine start:
   1. confirm the fuel on board exceeds the fuel required on the plan
   2. enter the fuel remaining figure into the operational flight plan / journey log after the flight
   3. verify that the fuel quantity on board exceeds the final reserve fuel.

### Monitoring fuel during flight

Sample text

During all flights the pilot in command must conduct regular fuel checks by comparing the fuel quantity remaining on the gauges with the expected fuel remaining calculated by the fuel log. These checks will be completed at intervals no greater than 30 minutes, with the fuel remaining noted on the log.

In conducting the fuel quantity check, the pilot in command must compare planned fuel consumption with actual fuel consumption and:

1. determine the amount of useable fuel remaining.
2. determine whether the usable fuel remaining satisfies the following:
   1. trip fuel from the current time
   2. destination alternate fuel (if required)
   3. holding fuel (if required)
   4. final reserve fuel.
3. determine the amount of useable fuel expected to be remaining when the aircraft lands at the destination aerodrome.

If there is an unexplained discrepancy between the fuel gauge reading and the fuel log, a fuel leak should be considered.

Procedure if fuel reaches specified amounts

If, at any time during the flight, the amount of usable fuel planned to be remaining in the aircraft on landing at the destination aerodrome will be, or is likely to be, less than the fuel required in subsection [2.8.3 Fuel considerations and calculations](#_Fuel_considerations_and), the pilot in command must evaluate the likely air traffic and operational conditions / delays on arrival at the destination, destination alternate (if required) and any enroute alternate.

The pilot in command may consider reducing flight time to the destination by shortening time on station, or by seeking a revised clearance from ATC, or adjusting power settings to maximise range or endurance, whichever is applicable.

After evaluation, the pilot in command must proceed to the destination, destination alternate or enroute alternate that enables the pilot in command to continue to meet the requirements in section [2.8.3 Fuel considerations and calculations](#_Fuel_considerations_and) at all times.

If unforeseen factors could result in the aircraft landing at the destination aerodrome with less than final reserve fuel and destination alternate fuel (if required), the pilot in command must request from ATS the duration of any likely delay.

Minimum fuel state

The pilot in command must declare ‘Minimum Fuel’ when, based on the current ATC clearance to the aerodrome to which the aircraft is committed, any change to the existing clearance will result in landing with less than final reserve fuel.

Emergency fuel situation

The aircraft is in an emergency fuel situation when the amount of usable fuel remaining in the aircraft on landing at the nearest aerodrome where a safe landing can be made will be, or is likely to be, less than final reserve fuel.

In this situation, the pilot in command must declare a fuel emergency by broadcasting ‘MAYDAY, MAYDAY, MAYDAY FUEL’ to ATC, or when not subject to ATC clearance on the area VHF frequency. The declaration of an emergency may make courses of action available that were not previously and allows ATC to apply extra flexibility in handling the aircraft.

### Fuel – post flight

Sample text

Upon completion of a flight, the pilot in command must complete the Aircraft Journey Log (Form A05) with the amount of fuel on board at engine shut down.

Any significant fuel quantity discrepancy between the fuel gauges and the calculated fuel remaining (or as measured by dipstick) must be reported to the HOFO to arrange for maintenance investigation.

## Risk assessments

****Sample text 1****

This section is not applicable to {Sample Aviation}'s operations.

****Sample text 2****

{Sample Aviation} will carry out risk assessments in accordance with the following sections.

### General – risk criteria

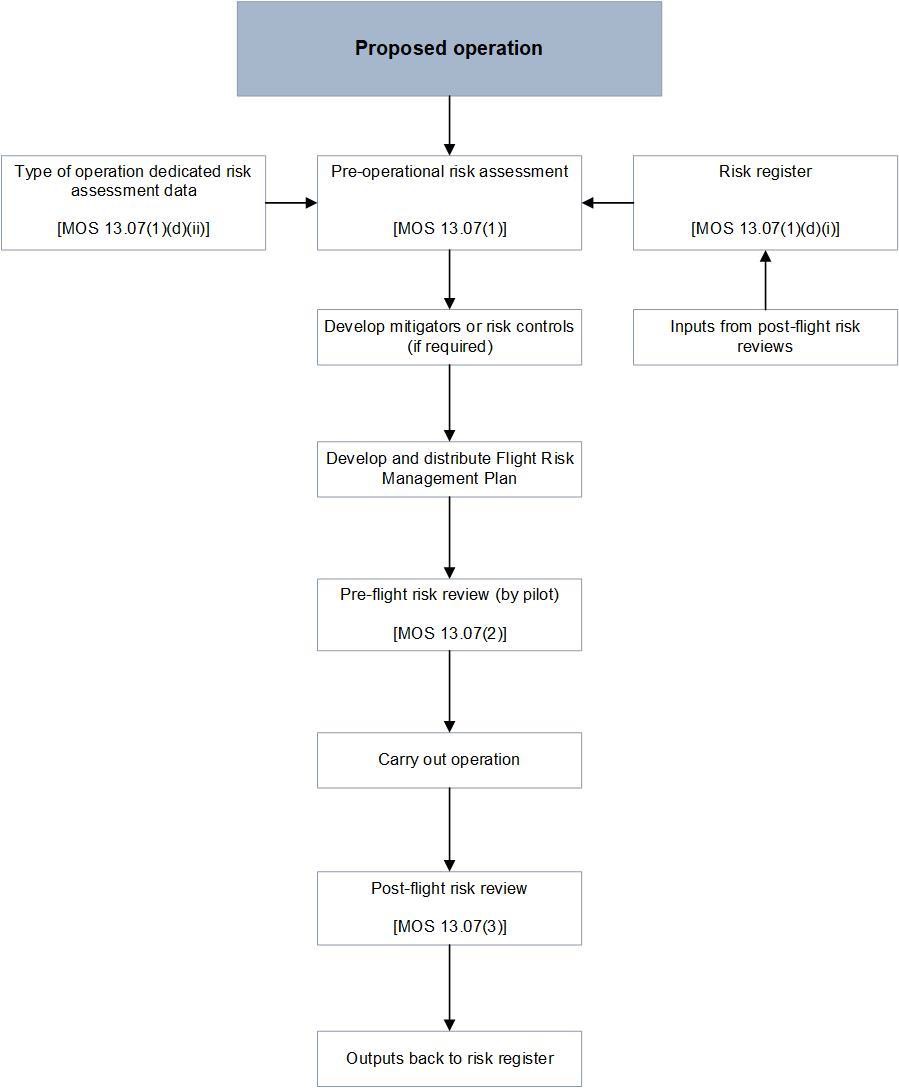
****Sample text****

{Sample Aviation} will only conduct operations if they can be conducted without an unacceptable safety risk to the aircraft or any other person or property, and when they do not impose a hazard on the safety of air navigation.

### Risk assessment and mitigation process flow chart

****Sample text****

{Sample Aviation} and its pilots must carry out a risk assessment and mitigation process for every flight in accordance with the following flow chart.



1. Risk assessment and mitigation process flow chart

### Risk register

****Sample text****

The HOFO will populate the Risk Register (Form A18) with any hazards or risks generated from any risks identified by post flight reviews, and any other information received by any personnel in relation to hazards and risks.

### Dedicated aerial work operations risk assessment

****Sample text****

The HOFO must carry out a risk assessment on the conduct of aerial work operations of aircraft in common operational situations and record the assessment in the Risk Assessment Form (Form A17). Matters to be considered in the generation of this assessment include:

* {Sample Aviation}’s specific circumstances including:
  + proposed area of operations
  + flight crew members experience and qualifications
  + aircraft performance and maintenance status.

### Pre-operational risk assessment

****Sample text 1****

To determine if unacceptable safety risks exist, the HOFO will ensure a pre-operational risk assessment is carried out prior to commencing operations. This assessment will review each of the matters in the following list with reference to the intended operational profile. The HOFO will then determine whether any of these matters may result in an unacceptable risk as described above. This assessment is to review and analyse at least:

* For an aerial work operations the Risk Register (Form A18), for items relevant to the aerial work task to be undertaken and the Dedicated aerial work operations risk assessment document referred to in the subsection above to determine whether there are existing matters for consideration in relation to the intended operation. These must include consideration of:
  + the nature of the intended operation and its particular characteristics
  + the location of the intended operation and its particular characteristics
  + the aircraft to be used in the intended operation and its performance profile and serviceability status
  + the qualifications and experience of the flight crew members (FCMs) and support personnel to be used in the operation
  + the hazards, external to the aircraft, that may be met during the operation.

****Sample text 2****

* For air transport operations, operations over populous areas and other risk assessment requirements pilot must review and analyse at least:
  + the Risk Register (Form A18) to determine whether there are existing matters for consideration in relation to the intended operation. The populous area and terrain over which the operation is being conducted to assess the availability of SFLAs and most suitable flight path
  + the circumstances of the operation, the aircraft to be used and its performance profile
  + operational procedures to mitigate the consequences of an engine failure
  + the probability of, and length of exposure to, an engine failure and the company's tolerability of such an event
  + the procedures and systems for monitoring and maintaining the reliability of the rotorcraft systems and engine(s), such as whether the rotorcraft is fitted with a usage monitoring and/or flight track following systems
  + the flight crew members knowledge of the populous area, experience and currency of general and forced landing in confined area training and proficiency
  + the hazards, external to the aircraft, that may be met during the operation
  + the completed Risk Assessment (Form A17).

### Mitigation and risk controls

****Sample text****

If the HOFO determines that any element of the intended operation may pose an unacceptable risk, a mitigation strategy and appropriate risk controls will be developed.

The results of the assessment and any mitigation strategies or risk controls proposed must be recorded in the Risk Assessment Form (Form A17) and saved in {Sample Aviation}’s records management system. Any new identified risks must be added to the Risk Register.

### Flight risk management plan

****Sample text****

Prior to deploying crew for a tasking, the HOFO must generate a flight risk management plan using the following process:

1. Review the pre-operational risk assessment and any mitigators or risk controls generated in accordance with mitigation and risk controls that must be employed on the proposed operation.
   1. Complete the flight risk management plan section in [Risk Assessment Form (Form A17)](#Form_A17) with information about the projected risks and mitigators to be employed during the proposed operations.
   2. Distribute the Risk Assessment Form to the pilots tasked for the operation.

### Pre-flight risk review – pilot

****Sample text****

When on site prior to commencing operations, the pilot in command must carry out a pre-flight risk review on behalf of the operator to determine that operations can be conducted without unacceptable safety risk to the aircraft or any other person or property, or that they do not impose a hazard on the safety of air navigation.

The pilot in command must consider, at least, the pre-operational risk assessment and the flight risk management plan as detailed in the Risk Assessment Form (Form A17). The pilot in command must be satisfied that the flight risk management plan will eliminate, reduce or mitigate risks and hazards under the current and expected operational conditions of the proposed operation. Additional controls or precautions must be applied by the pilot if required.

### Post-flight review

****Sample text****

After any operation is completed, the HOFO/HOO will conduct a post-flight review of the operation to determine the effectiveness of the risk controls that were implemented, and to identify and record any new or recurrent hazards and risks. The HOFO/HOO is to add any matters identified at this review that are potential hazards or risks to the risk register.

## Flight planning

### Operational flight plans

Sample text

The pilot in command will produce the operational flight plan for all flights using the Operational Flight Planning Form (Form A07).

A copy of the flight plan will be emailed to the {Sample Aviation} office prior to departure.

During flight, the pilot in command must ensure the following information is recorded in the operational flight plan:

* the actual time of arrival over each reporting point
* fuel calculations in accordance with instructions in section [Fuel policy](#_Fuel_policy)
* aerodrome of final landing for the flight.

If not practicable to record the information during flight (such as during very short flights), the information must be recorded as soon as practicable after the flight ends.

After flight, a copy of the completed flight plan must be returned by the pilot in command to the office via email.

### Flight notification

Sample text

For all {Sample Aviation} air transport flights the pilot in command must submit a flight notification to ATS in accordance with AAI procedures. ATS must be notified of significant changes to the flight plan or SARTIME (if lodged).

### Journey logs

****Sample text****

The pilot must complete a journey log for all flights. The journey log information required is outlined on the Aircraft Journey Log (Form A05). The pilot must complete items marked with an asterisk on this form pre-flight, and must complete all items on the form not later than as soon as practicable after the flight ends and save it to the company records management system.

### Flight preparation

Sample text

Pilots will use appropriately updated company authorised flight planning software to prepare flight plans where possible. The software is to be used online if available. If access via the company server is not possible, the status of the flight planner version in use on a local device is to be verified before use. Weather information is to be accessed via the software from NAIPS and applied to the flight plan. Fuel flows and aircraft performance data embedded in the planning software are compliant with company requirements and must be used.

Should access to electronic flight planning software be unavailable, pilots should use a printed copy of the standard Airservices Flight Plan proforma (Form AXX) Standard flight notification data produced by the software may be used for flight notification to Airservices. Copies of the flight plan, the weather information, the flight notification confirmation, and the completed Operational Flight Planning Form (Form A07) must be retained and submitted to the HOFO electronically after the flight.

Flight planning details produced by the software may be used to complete the relevant sections of the Operational Flight Planning Form (Form A07).

Weather assessments

{Operator to insert specific procedures if required}.

Alternate aerodromes

{Operator to insert specific procedures if required}.

Route and aerodrome briefing

****Sample text****

When operating to or from an aerodrome the pilot in command will refer to AAI (ERSA). If the aerodrome is not listed in the AAI, the pilot will refer to the Landing Area / Site (ALA / HLS) Report Form and Register (Form A08). If not listed in this register, the pilot in command will obtain at least the information indicated by an asterisk on the form from a reliable source.

If required by AAI (ERSA) and for all uncertified aerodromes, permission of the aerodrome operator must be sought prior to use.

{Or insert procedure}.

Planning altitudes and flight levels

{Operator to insert specific procedures if required}.

### Point of inflight re-planning

{Operator to insert specific procedures if required}.

### Operations to remote islands

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}.

### Operations over remote areas

Sample text

There are three designated remote areas within Australian territory. Details of each area, with diagrams, are described in the Part 91 MOS.

Before commencing a flight in a designated remote area, the pilot in command is to ensure the aircraft is equipped with the {Sample Aviation} remote area survival kit. Each kit bag contains a contents list and the pilot in command is to confirm the presence of all items in the bag. A kit bag contains sufficient equipment to cover a full crew and passenger compliment for {Sample Aviation} aircraft.

If additional survival equipment is carried, details of the equipment must be provided to the HOFO prior to departure.

The survival kit is to be stowed in an area where it is easily accessible but will not affect the operation of the aircraft.

### Extended diversion time operations (EDTO)

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}.

### PSEA operations

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}.

### Rescue and fire fighting (RFF) requirements

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}.

### Airspace classification requirements

{Operator to insert specific procedures if required}.

### Flights over water

{Operator to insert specific procedures if required}.

### Operating an Australian aircraft outside Australia

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}

## Ground handling

### Ground organisation – structure and responsibilities

{Operator to insert specific procedures if required}.

### Aero-bridge procedures (visual docking)

Sample text

This is not applicable to {Sample Aviation}'s operations.

### Ground operating procedures

{Operator to insert specific procedures if required}.

## Collision avoidance

### Maintenance of look-out and right of way

{Operator to insert specific procedures if required}.

### Use of external lights

Sample text

To assist other aircraft and ATC to sight aircraft, external lights will be used as follows:

* The red beacon will be switched on prior to engine start and will be switched off after engine shutdown.
* The white strobes will be switched on when entering the runway for take-off and will be switched off after vacating the runway on landing. The white strobes will also be switched on while crossing an active runway.
* The landing light will be switched on during take-off and landing and when operating in the vicinity of an aerodrome (circuit area). The landing light may be used to increase visibility at other times at pilot in command discretion.
* Navigation lights will be used in poor visibility and to increase visibility at other times at pilot in command discretion.

At the discretion of the pilot in command, an aircraft landing or taxi light may be used to increase visibility of the aircraft at any time.

### SSR (transponder) procedures

{Operator to insert specific procedures if required}.

### Ground proximity warning system (GPWS)

{Operator to insert specific procedures if required}.

### Airborne collision avoidance system (ACAS / TCAS)

{Operator to insert specific procedures if required}.

### Aircraft altitude alerting system

{Operator to insert specific procedures if required}.

### Aircraft computers / flight management system (FMS)

{Operator to insert specific procedures if required}.

### Bird / animal avoidance

Sample text

During aerial work operations, to minimise exposure to collision with birds, the pilot in command is to ensure the aircraft is only operated at low level when required for an aerial work purpose.

## Navigation

### Navigation policy

{Operator to insert specific procedures if required}.

### Altimetry – standard altitude and flight levels

{Operator to insert specific procedures if required}.

### Navigation tolerances and position fixing

{Operator to insert specific procedures if required}.

### Flight management system databases and navigation (GNSS / RNAV)

{Operator to insert specific procedures if required}.

### Systems pre-flight checks

{Operator to insert specific procedures if required}.

### RVSM and operations in trans-oceanic airspace

{Operator to insert specific procedures if required}.

### Required navigation performance (RNP) operations

{Operator to insert specific procedures if required}.

## Communications

### Qualifications

Sample text

Only personnel who are qualified under Part 61 or Part 64 of CASR may use the aircraft radio.

### Use of radios

Sample text

Radio frequency switching procedures

Unless operational circumstances dictate otherwise radios should be set as follows:

* COMM 1 - set to the relevant ATC or area frequency and used as the primary transmitter and receiver.
* COMM 2 - set to:
  + the CTAF frequency for the relevant aerodrome, or
  + the operator frequency when required for operational messages, or
  + 121.5 MHz.

To minimise distraction and reduce pilot workload, the operator frequency should not be selected when taxiing, or during departure or arrival.

### Unauthorised entry into prohibited or restricted areas

****Sample text****

If unauthorised entry into a restricted or prohibited area has occurred, the pilot in command must, within 24 hours of the incident occurring, submit a {Sample Aviation} Hazard and Incident Report Form (Form A16).

## Pre-departure procedures

### Pre-flight inspection

{Operator to insert specific procedures if required}.

### Pre-flight actions

{Operator to insert specific procedures if required}.

### Maintenance release validity

Refer to section [2.22 Aircraft airworthiness](#_Aircraft_airworthiness).

### Pressure altitude check

{Operator to insert specific procedures if required}.

## Departure procedures

### Manipulation of propeller – hand starting of engines

Sample text

Aircraft should not be hand-started unless the procedure is permitted in the AFM.

### Push back, tow, taxi and engine start

Sample text

Prior to engine start, the pilot in command must ensure the vicinity of the aircraft is clear, switch on the aircraft beacon and loudly announce their intention to start the engine.

The pilot in command must be aware of the position of the aircraft on the aerodrome during taxi using the aerodrome chart, movement area guidance signs and/or navigation display.

The following runway incursion avoidance procedures apply:

1. Checklists must not be read while the aircraft is moving.
   1. Only essential communication is to be performed.
   2. If unsure of position on the aerodrome, stop the aircraft and verify location with the assistance of ATC, other pilots, or aerodrome markings.

The AFM before take-off checks (and pressure altitude system check if not already performed) should be completed during the taxi phase when the aircraft is stationary.

Prior to entering a runway, the pilot in command will switch on the aircraft strobe and landing lights.

### Initial climb procedures

Sample text

During take-off and initial climb to {X} feet, only activities necessary for the safe operation of the aircraft can be undertaken..

{Operator may include their SOP for initial climb in this section}

### Instrument and visual departures

{Operator to insert specific procedures if required}.

## En route and descent procedures

### Diversions due to weather

Sample text

En route diversions

The pilot in command must divert around enroute hazardous weather. When diverting around cumulonimbus (CB) clouds and thunderstorms, follow the procedures in section [2.19.3 Thunderstorms / hail / turbulence avoidance](#_Thunderstorm_/_hail).

Where applicable, the pilot in command should endeavour to obtain ATC clearance to deviate from flight planned route in sufficient time to safely avoid hazardous weather. If ATC clearance cannot be obtained, an urgency signal ‘PAN’ should be declared with details of the deviation.

Diversion to alternate aerodromes

The pilot in command must monitor the enroute and destination weather. If weather conditions deteriorate or otherwise dictate, the pilot in command must ensure that sufficient fuel is available.

### Descent procedures

Sample text

The pilot in command must ensure a safe margin of obstacle clearance during descent, approach and the landing will be achieved. Obstacle clearance is to be planned prior to commencing descent.

For safe obstacle clearance during descent and approach, the pilot in command is to ensure:

* top of descent is planned to provide a rate of descent to maintain engine parameters within limits
* minimum obstacle clearance of 500 ft / 1000 ft prior to circuit entry or in accordance with instrument approach procedure.

### Standard terminal arrival routes / procedures

{Operator to insert specific procedures if required}.

### Supplemental oxygen

{Operator to insert specific procedures if required}.

## Approach and landing procedures

### Stable approach

Stabilised approach criteria

The pilot must fly a stabilised approach to land at an aerodrome. A stabilised approach means:

* By {X} ft AGL:
  + Aircraft either in level flight or on descent with less than {X} ft / min sink rate; and
  + Below first stage flap/gear extension speed whichever is higher; and
  + Not accelerating.
* From {X} ft AGL on the descent:
  + Aircraft on the correct flight path and only small changes in heading/pitch/power are required to maintain it; and
  + Speed is not more than VREF + {X} knots indicated airspeed and not less than VREF; and
  + Aircraft is in the correct landing configuration; and
  + Sink rate is no greater than {X} ft / min; and
  + Power setting is appropriate for the aircraft configuration.

Note: To be considered stable, Instrument landing system (ILS) and RNAV (GNSS) approaches must be within one dot of the glideslope and localizer and wings must be level below {X} feet (except for minor corrections of < 5 deg AOB).

Unstable approach

The pilot must execute an immediate missed approach if the above criteria are exceeded below {X} feet above airport elevation in IMC or below {X} feet above airport elevation in VMC.

### Visual approaches

{Operator to insert specific procedures if required}.

### Pre-landing checks

Sample text

Pre-landing checks should be carried out in accordance with the specific checklist.

Pre-landing checks including selecting the undercarriage ‘DOWN’ must be completed on the downwind leg when conducting a visual circuit.

### Approach and landing precautions

Sample text

During final approach and landing, only activities necessary for the safe operation of the aircraft can be undertaken.

### Instrument approach procedures

{Operator to insert specific procedures if required}.

### Missed and baulked approaches

Sample text

{Sample Aviation} encourages the pilot in command to exercise sound judgement and initiate a go-around for any reason if they believe it is not safe to continue the approach and landing.

### Circuit and landing procedures

Sample text

At non-controlled aerodromes the aircraft should normally join the circuit on crosswind or downwind leg however the circuit may be joined on base or final provided extra care is taken to avoid traffic conflicts. All radio calls required by AIP are to be made plus additional calls where necessary to ensure situational awareness and traffic separation.

### Aircraft environmental limitations

{Operator to insert specific procedures if required}.

### Final approach and threshold speeds

{Operator to insert specific procedures if required}.

### Post-flight procedures

Sample text

To prevent unauthorised use and damage, the pilot in command must ensure that the aircraft is secured whenever it is left unattended by:

* installing throttle locks
* locking all control surfaces
* setting park brake to ‘on’
* locking doors
* ensuring that the aeroplane is securely chocked, pitot covers are fitted and tie down restraints are attached.

The aircraft should be parked into wind if possible, and preferably hangered, if severe weather is anticipated.

### Noise abatement restrictions

Sample text

Pilots are encouraged to minimise aircraft noise whenever possible, even when compliance with noise abatement procedures is not mandatory. Aerodrome-specific noise procedures are found in the ERSA.

## Adverse weather operations

### Cold weather operations

Sample text

Before taking off during cold weather conditions, when frost or freezing conditions exist or are forecast, the pilot in command must inspect all external surfaces of the aircraft, for signs of frost, ice or snow adhering to any of the aircraft’s wings, flaps, control surfaces, propellers, horizontal stabilisers or vertical stabilisers.

The aircraft must not take-off until external surfaces of the aircraft are free of frost, ice or snow.

Flight in icing conditions is prohibited, and the pilot in command must ensure the aircraft is not flown when icing conditions are known or suspected in the vicinity of the proposed flight path.

To prevent a gradual loss of engine RPM and engine rough running due to the formation of carburettor ice, the pilot in command must apply carburettor heat in accordance with AFM instructions.

### Hot weather operations

Sample text

Hot weather operations can affect flight crew members, passengers, the aircraft and its performance.

When operating in higher than normal temperature environments, the pilot in command should take into consideration the following:

* possibility of engine overheating during lengthy periods on the ground or low altitude flight
* use minimal braking to avoid overheating the brakes, especially during extended taxiing
* take-off performance and climb rate will be degraded – refer to the AFM
* release the park brakes after shutdown to avoid damage due to heat expansion – chock the aircraft instead
* ventilation of the aircraft when parked, leaving the doors and windows open and use of sunshades.

### Thunderstorm / hail / turbulence avoidance

Sample text

To minimise the risk of exceeding aircraft structural limitations due to thunderstorm turbulence, the pilot in command should:

* ensure the aircraft does not take-off when thunderstorms are active within {X} nm of the aerodrome
* Avoid thunderstorms enroute by diverting by a minimum of 10 nm upwind or 20 nm downwind
* The pilot in command must either hold or divert to an alternate aerodrome if a thunderstorm is in {X} nm of the destination aerodrome.

Forecast and reported areas of turbulence should be avoided whenever possible.

If turbulence is anticipated or encountered, the pilot in command should:

* ensure all persons, loose articles and cargo are secured
* maintain turbulence penetration speed or manoeuvring speed (Va)
* maintain attitude control and accept altitude changes and speed variations whilst keeping the attitude within safe limits.

### Windshear

Sample text

Pilots must avoid areas of known windshear. If the ATIS reports windshear, or environmental conditions are conducive to windshear, such as thunderstorm activity, do not take-off or commence an approach to land.

Warning: If you encounter windshear on departure or approach, immediately apply maximum power available and set an attitude to climb at best rate of climb and follow the procedures in the AFM.

Pilots who encounter windshear conditions should report such conditions to ATC as soon as practicable.

### Landing on wet or contaminated runways

Sample text

Pilots must consult the AFM for detailed information and limitations when operating on runways. {Sample Aviation} does not conduct operations on contaminated runways.

Pilots must be aware of reduced braking effectiveness and the possibility of hydroplaning. During landing, be vigilant with directional control and the use of rudder instead of differential braking (especially in a crosswind).

### Volcanic ash

{Operator to insert specific procedures if required}.

## Emergency procedures

### Aircraft emergency management

Sample text

When responding to an aircraft emergency, the pilot in command is to apply emergency procedures described in the aircraft checklists.

To minimise the occurrence of erroneous actions and compounded emergencies, the pilot in command must, prior to activating any safety-critical system control such as mixture lever or fuel shut-off, conduct an ‘identification and confirmation’ protocol.

### Pilot in command to report emergencies

Sample text

When practicable and safe to do so, the pilot must advise Air Traffic Services of the occurrence of an emergency condition threatening the safety of the aircraft or persons on board. The advice must include information about the nature and state of any dangerous goods carried.

The pilot must ensure phraseology for declaration of distress or urgency is in accordance with the AIP.

When a distress or urgency condition no longer exists, the pilot in command must ensure ATS is advised of the change and the declaration is cancelled.

After landing, the pilot in command is ultimately responsible for ensuring any Immediately or Routinely Reportable Matters are notified to the ATSB through the HOFO.

### Pilot in command to report contraventions relating to emergencies

Sample text

If an emergency occurrence requires the pilot in command to take action in contravention of the civil aviation legislation, the pilot in command must report this immediately to the HOFO on completion of the flight. The HOFO will provide a written report where applicable to the ATSB, and to CASA within 2 days of the occurrence and provide a copy to the pilot in command. Where the pilot in command is unable to contact the HOFO then the pilot in command must make this report directly to CASA and provide a copy to the HOFO.

### Crew coordination during anomalous, abnormal or emergency situations

Sample text

This is not applicable to {Sample Aviation}'s operations.

{Or insert process}.

### Emergency change of altitude

{Operator to insert specific procedures if required}.

### Communication failure

Sample text

If during flight radio communication is lost, the pilot in command should refer to the EMERG section of the ERSA and follow the published procedures.

### Continuation of flight with one engine inoperative

{Operator to insert specific procedures if required}.

### Navaid failure

{Operator to insert specific procedures if required}.

### Crew incapacitation in flight

Sample text

Pilot incapacitation could be due to causal factors such as medical episodes, hypoxia, or carbon monoxide poisoning.

Should you feel unwell and suspect that you may pass out, immediately, without hesitation:

* engage the autopilot
* notify other crew members and / or aerial work passengers
* declare an emergency ‘MAYDAY’
* maximise fresh air in the aircraft by opening air vents and / or windows
* land the aircraft as soon as possible.

Note:You may be in a state of confusion. Use ATS as much as possible by asking for radar vectoring, LSALT information and prompts for gear extension and fuel state.

### Serious illness aboard aircraft

{Operator to insert specific procedures if required}.

### Action in the event of unlawful interference

{Operator to insert specific procedures if required}.

### Interception of civil aircraft

Pilots will follow the procedures outlined in the AAI (AIP/ERSA)

{Operator to insert specific procedures if required}.

### Standard visual signals

Sample text

{Sample Aviation} is not required to describe its process in this document.

{Operator to insert specific procedures if required}.

### Pilot in command to report hazards to air navigation

Sample text

If a hazard to air navigation is identified, the pilot in command must report this as soon as possible to the HOFO on completion of the flight using Form A16 Hazard and Incident Report Form. The HOFO will take action as required.

{Operator to insert specific procedures if required}.

### Multi-engine aircraft – requirement to land at nearest suitable aerodrome in emergency

Sample text

The pilot in command will land at the nearest suitable aerodrome if a {Sample Aviation} aircraft has an emergency relating to an engine.

### Aviation distress signals

Sample text

{Sample Aviation} is not required to describe its process in this document.

{Operator to insert specific procedures if required}.

### Flight in icing conditions

Reserved.

## Specialised operations

{Insert procedures for conducting your specialised operations - see guide}.

****Sample text****

{Sample Aviation} does not carry out specialised operations.

****Sample text****

{Sample Aviation} operations do not involve the carriage of animals.

Firearms are not to be carried on {Sample Aviation} aircraft.

## Aircraft airworthiness

### CEO responsibilities

Sample text

The CEO has responsibility for ensuring aircraft maintenance and continuing airworthiness management is carried out correctly. In {Sample Aviation}, the CEO will either carry out a duty or will assign duties to suitably trained and qualified individuals and / or organisations in accordance with the following.

Prior to entering a contract for maintenance of an aircraft with a maintenance provider, and then at least annually for each aircraft, the CEO will:

* ensure the maintenance schedule includes all the required aircraft and component maintenance and inspections with the correct intervals (hours in service, dates and cycles) from the latest issue of approved maintenance data
* ensure contracted maintenance providers hold the appropriate approval
* ensure contracted maintenance provider hold the current approved maintenance data
* forward airworthiness directives (ADs) to the maintenance provider for applicability checks and compliance
* ensure the ADs are included in the maintenance schedule.

At least annually, or when required, the CEO will review the performance of the HAAMC in conducting their duties.

### Person responsible for the management of continuing airworthiness

Sample text

An individual will be appointed by {Sample Aviation} to the position of Person responsible for the management of continuing airworthiness. The Person responsible for the management of continuing airworthiness will:

* have suitable qualifications or experience regarding the nature of {Sample Aviation}’s operations
* have knowledge, understanding and practical application of {Sample Aviation} airworthiness and maintenance control systems
* understand the regulatory requirements in relation to continuing airworthiness
* understand their role and responsibilities within the organisation, and
* be unlikely to be affected by any conflict of interest associations or other employment.

### Person responsible for the management of continuing airworthiness duties

Sample text

The Person responsible for the management of continuing airworthiness will:

* ensure all aircraft have a Certificate of Airworthiness as required for the operation
* ensure an AFM is available in each aircraft and that it is current and contains the correct supplements
* ensure a valid maintenance release (MR) exists for each aircraft
* use the continuing airworthiness recording system to:
  + on a daily basis, record and monitor aircraft hours, cycles and maintenance release entries (including defects, deferred maintenance actions, MEL items etc) for each aircraft flown that day
  + schedule any scheduled maintenance
  + update the data on completion of each maintenance task or inspection, and
  + manage the serviceability and fitment of role, emergency, survival and other equipment.
* liaise with the maintenance provider to carry out scheduled or unscheduled maintenance, and after maintenance, carry out a review of the MR for correct certification prior to any assignment to flying operations
* liaise with the maintenance provider and operations in relation to the availability of aircraft for intended taskings with respect to times-to-run, equipment serviceability and maintenance scheduling
* arrange for pilot maintenance training and approval
* ensure the maintenance provider investigates and reports any major defects to CASA
* ensure the maintenance provider keeps the aircraft, engine and propeller log books (and if applicable the component history cards) up to date, and
* confirm the maintenance provider ensures proper and periodic instruction of all maintenance personnel who work on {Sample Aviation} aircraft.

### Maintenance release procedures

Sample text

{Sample Aviation} uses a standard CASA Maintenance Release (MR) form. This is used to:

* notify if maintenance is required to be performed during the period of validity of the MR (Part 1 of MR)
* record defects or damage to the aircraft (Part 2 of MR)
* record flight time (Part 3 of MR), and
* certify for the conduct of the daily inspection (Part 3 of MR).

### Flight crew procedures

Sample text

Before a flight, the pilot in command must check the Maintenance Release (MR) to ensure the following are met:

* The MR will not expire by date or total time in service (TTIS) during the intended flight.
* No maintenance will become due by date or TTIS during the intended flight.
* Any defects or damage listed on the MR are rectified prior to the intended flight if required by aircraft certification or if they may affect the aircraft’s airworthiness.
* Any equipment listed as unserviceable on the MR is not required for the intended flight, or is not specified as mandatory equipment in the flight manual.
* The daily inspection has been certified correctly showing the date, signature and flight crew licence number of the person who performed the inspection.

The MR must be carried on all flights.

The person conducting the daily inspection will review Part 1 of the MR to determine the schedule / system of maintenance to which the aircraft is being maintained and conduct the daily inspection in accordance with the applicable document.

Note: If Part 1 of the MR specifies the aircraft is maintained to the CASA maintenance schedule, the daily inspection is to be carried out in accordance with Schedule 5 of the Civil Aviation Regulations 1988 (CAR).

If Part 1 of the MR specifies a maintenance schedule other than Schedule 5 (i.e. the manufacturer’s schedule or a system of maintenance), the daily inspection is to be carried out in accordance with the applicable schedule.

Pilots must record any defect on the MR in accordance with subregulation 50(2) of CAR.

If an endorsement on Part 2 of the MR is a major defect or major damage, the MR becomes invalid until such time as the major defect or damage is rectified and the endorsement cleared by an appropriately authorised or licenced person.

Defects that are not major defects or damage may not render the MR invalid. The pilot in command will assess whether any such defect is in an item of equipment that is required for the particular flight. For example, if a night flight is planned and instrument lighting is unserviceable, the flight must not be commenced until the lighting is rectified. However, a day VFR flight would not be affected. Some defects may render the aircraft unserviceable as the component or equipment is required by type certification. Where the pilot is unsure, maintenance matters will be referred to the HAAMC for consultation with the maintenance provider or suitably qualified maintenance engineer. Operational matters relating to the suitability of the aircraft for the intended flight will be referred to the HOFO.

On completion of each flight, the pilot in command must record the flight time and number of landings for the flight on the MR.

### Pilot maintenance

Sample text

At {Sample Aviation}, pilots may carry out maintenance provided all of the following have been met:

* They have been approved by the HOFO to carry out specific tasks listed Schedule 8 of CAR, or possess a CASA-issued maintenance authority under subregulation 42ZC(6) of CAR for non-Schedule 8 tasks.
* There is approved data and tooling available to the pilot.
* Any parts fitted have been stored, tracked and their installation recorded in an appropriate recording system.
* They are trained in the tasks required, including those where the pilot is authorised for an Airworthiness Directive inspection. In the case of inspections requiring CASA approval, the task must be performed twice during training.

Maintenance other than a daily inspection must be certified on Part 2 of the Maintenance Release.

### Bird, animal or external object strike

Sample text

If a bird, animal or object strike is experienced in flight, the aircraft must be landed as soon as practicable, and the damage assessed. The following also apply:

* The pilot in command must enter the details on Part 2 of the Maintenance Release (MR).
* The pilot in command must report the event to the Person responsible for the management of continuing airworthiness.
* The Person responsible for the management of continuing airworthiness will inform the maintenance organisation for investigation and rectification.
* If the strike took place at a registered aerodrome, the pilot in command must, within 72hrs, report the event to the ATSB.

### Registered operator procedures

Reserved.

# FLIGHT PLANNING AND PREPARATION

## Routes

{Operator to insert specific procedures if required}.

## Aerodromes and aircraft landing areas / sites

Sample text

Pilots should refer to the Landing Area / Site (ALA / HLS) Report Form and Register (Form A08) if an aerodrome is not in the AAI and use the form to add a landing area / site to the register.

# TRAINING AND CHECKING

Introduction

Sample text 1

Operators operating in Air Transport only

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulation 119.170.

The Head of Training and Checking (HOTC) is responsible for the management of the training and checking system as it applies to flight crew members. The [HOTC/HOFO] undertakes all duties under the responsibility of the Chief Executive Officer (CEO) in relation to managing this system for all other non‑flight crew operational safety-critical personnel.

Sample text 2

Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and holding the voluntary extension to include those activities

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

All aerial work operations conducted by [Sample Aviation] are subject to this training and checking system. [Sample Aviation] conducts aerial work operations, some do not require use of a training and checking system under Regulation 138.125. [Sample Aviation] holds the required voluntary extension approval under section 4.03 of the Part 138 MOS.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of this system for all other operational safety-critical personnel. The [HOTC/applicable Part 119 HOTC or Part 138 HOTC] undertakes relevant duties on behalf of the CEO.

Sample text 3

Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and have not voluntarily extended their Part 138 TCS

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

Some aerial work operations [Sample Aviation] conducts require a training and checking system. [Sample Aviation] has elected not to voluntarily extend the use of a training and checking system to include other aerial work operations under section 4.03 of the Part 138 MOS. The aerial work operations subject to the training and checking system are:

* [operation 1]
* [operation 2]
* [operation 3].

This manual acts as a single reference document and includes the required training and checking activities for aerial work operations conducted by [Sample Aviation] that do not require the use of a training and checking system.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of the system for all other operational safety-critical personnel. The [HOTC/Part 138 HOTC/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

Sample text 4

Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and have voluntarily adopted a TCS

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

None of the aerial work operations [Sample Aviation] conducts require the use of a training and checking system. [Sample Aviation] holds the CASA approval under section 4.04 of the Part 138 MOS to voluntarily adopt the use of a training and checking system for its aerial work operations.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of this system for all other operational safety-critical personnel. The [HOTC/Part 138 HOTC/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

Sample text 5

Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and has voluntarily adopted a TCS for some aerial work operations but not all aerial work activities

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

None of the aerial work operations [Sample Aviation] conducts require the use of a training and checking system. [Sample Aviation] holds the CASA approval under section 4.04 of the Part 138 MOS to voluntarily adopt the use of a training and checking system for some, but not all, aerial work operations. The aerial work operations subject to the training and checking system are:

* [operation 1]
* [operation 2]
* [operation 3].

This manual acts as a single reference document and includes the training and checking activities for aerial work operations conducted by [Sample Aviation] that do not require the use of a training and checking system.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of the system for all other operational safety-critical personnel. The [HOTC/Part 138 HOTC/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

Sample text 6

Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and not voluntarily adopting a TCS but including their T&C procedures in the manual for convenience

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulation 119.170.

None of the aerial work operations [Sample Aviation] conducts require the use of a training and checking system. [Sample Aviation] has not voluntarily adopted the use of a training and checking system under section 4.04 of the Part 138 MOS for its aerial work operations.

This manual acts as a single reference document and includes the training and checking activities for aerial work operations conducted by [Sample Aviation] that do not require the use of a training and checking system.

For air transport operations:

* the Part 119 Head of Training and Checking (HOTC) is responsible for the management of the training and checking system as it applies to flight crew members
* the Chief Executive Officer (CEO) remains responsible for the management of the training and checking system, for operational safety-critical personnel who are not flight crew members. The [HOTC/HOFO] undertakes relevant duties on behalf of the CEO.

For aerial work operations:

* the [Part 138 CEO/Part 138 HOO] remains responsible for the management of the training and checking procedures
* the [Part 119 HOTC/Part 119 HOFO/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

## Description of training and checking system

****Sample text****

[Sample Aviation]’s training and checking system consists of:

* support from [Sample Aviation]’s operational staff, when required
* details of training and checking events required by operational safety critical personnel, including:
  + description of the events and when they are required
  + who can deliver the training or carry out the checks
  + limitations and special procedures relating to events
  + competency assessment procedures
  + process for ‘not yet competent’ (NYC) assessment outcome.
* documentation for training and checking events, including:
  + training and checking event content and supporting reference material
  + methodology for conduct of training and checking events
  + training and checking event report forms.
* process to capture training and checking records
* system to track recurrent training and checking due dates
  + training, and maintenance of continued competency of training and checking personnel, including:
    - in-house training and checking personnel
    - casual or ad-hoc training and checking personnel.
* process for RPL (recognition of prior learning)
* continuous improvement and auditing:
  + HOTC (Head of training and checking) audit process
  + records management procedure for the training and checking manual.
* process to manage contracted training and or checking.

## Training facilities

****Sample text****

Representative training devices and equipment should be used where possible for the practical demonstration of procedures. If an aircraft is used for training and checking purposes, and a component cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

[Sample Aviation] training facilities are located at [Insert details of location].

## Training and checking events

****Sample text****

[Sample Aviation] will only assign crew members to undertake a duty after they have successfully completed all necessary training and checking events in accordance with the training and checking system in this manual.

**Individuals and organisations who can conduct training and checking**

Training can be delivered, and a check may be conducted, by a person trained and approved for that activity by the HOTC. This is in accordance with section Training and competency of training and checking personnel (4.2.10).

If a Part 142 organisation is used, this will be managed by the procedures in the section Management of contracted training and or checking (4.2.9). All personnel approved in accordance with the section Training and competency of training and checking personnel (4.2.10) will be listed on form TC07A Nomination form for training and checking personnel and if required, nominated to CASA.

### Flight crew member training and checking

****Sample text****

Training and checking sequence

All required events must be completed prior to commencement of unsupervised line operations. If the HOTC desires, they may alter the training and checking sequence.

1. Flight crew training and checking sequence

| Event | As part of/when | Occurrence |
| --- | --- | --- |
| Induction | Induction | On commencing employment |
| General emergency training and the general emergency check of competency | Induction | On commencing employment |
| Conversion training | Conversion training | Induction and as required when changing aircraft type or aerial work operation type |
| FCMPC  (Part 133 and 135 operations) | Prior to commencing unsupervised line operations | IFR operations - every 6 months  VFR operations - 6 months after first line check then every 12 months |
| FCMPC  (Part 138 operation that does not require a training and checking system) | Prior to commencing line operations without direct supervision | Every 12 months |
| FCMPC  (Part 138 operation that requires a training and checking system) | Prior to commencing line operations without direct supervision | IFR or NVFR operations - every 6 months  VFR by day operations - 6 months after first line check then every 12 months |
| FCMPC  (Part 138) | Prior to commencing a new type of aerial work operation without direct supervision | When changing aerial work operation type |
| Differences training | As required | As required |
| Line training and line check  (air transport) | After conversion training and prior to commencing unsupervised line operations | Induction and as required when changing aircraft type |
| Command training | Conversion training or prior to operating as PIC for a multi-crew operation | Carried out as part of conversion training for single pilot operations  For an FCM (flight crew member) who has not completed this training - prior to conducting PIC operations for multi-crew operations |
| Non-command seat training | Prior to commencing command operations from the non‑command seat | For an FCM who will be assigned as PIC from the non‑command seat - every FCMPC |
| General emergency check of competency | Recurrent training and checking | In relation to HUET or the use of life raft - every 3 years, otherwise 1 year after previous check of competency |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS | Induction training | Induction |
| SMS training | Induction training | Induction |
| LAHSO (if applicable) | Induction training | Induction and recurrent |
| ACAS | Induction training | As scheduled in recurrent training |
| Dangerous goods training | Induction training | Induction then every 2 years |
| MCC - CASA approved provider | Command training | Induction for multi-crew operations |
| RVSM (if applicable) | Induction training | Induction and every 12 months |
| Task specialist training | Prior to commencing task specialist duties | IFR operations - every 6 months. VFR operations - initial 6 months after check to line, then every 12 months. |

#### ****Induction****

****Sample text****

Induction training will be delivered to any new flight crew member joining [Sample Aviation] in accordance with this section. The syllabus of training and course topics are listed on form **TC01 Flight crew member induction checklist.**

Training plan for new flight crew:

1. induction
   1. training syllabi with additional specialist training as determined by HOTC
   2. general emergency training and the general emergency check of competency
   3. conversion training
2. FCMPC
3. line training and line check (Air Transport)
4. task specialist training (as required)
5. Human Factors Principles (HFP) and NTS training (as required)
6. SMS training (as required)
7. LAHSO training (if applicable)
8. ACAS training (as required)
9. dangerous goods training (as required)
10. MCC training (as required).

#### General emergency training and check of competency

Sample text

Training topics and items marked with an asterisk require the training or checking topics and items to be carried out for each of the aircraft types that the pilot will be operating. The remainder of the training or checking topics and items need only be carried out once.

Training topics and items:

* general emergency and survival procedures
* passenger briefings in an emergency\*
* remote area survival equipment requirements
* Emergency Locator Transmitter (ELT) – satellite-based SAR distress-alert detection system (COSPAS/SARSAT) theory and AMSA response process
* contents of survival and first aid kits that are carried
* fire extinguisher types and usage\*
* life jackets and life rafts (when required)
* crew incapacitation (multicrew)
* physiological effects of depressurisation (if applicable)
* location and deployment of aircraft specific safety and emergency equipment:
  + emergency exit usage\*
  + ELT retrieval and usage\*
  + fire extinguisher retrieval and usage\*
  + first aid kit
  + survival kit
  + life jacket location and donning (in-water practical training when required)
  + life rafts (if required)
  + emergency flotation system (if fitted)
  + emergency breathing system (EBS) (if carried)
  + restraint equipment (if fitted).

The check assesses:

* knowledge of survival procedures appropriate to the proposed area of operations
* knowledge of aerodrome security procedures
* knowledge of evacuation and ditching procedures specific to the aircraft\*
* practical demonstration of location and deployment aircraft specific safety and emergency equipment (where this does not impact on the serviceability status of the equipment)\*:
  + emergency exit usage\*
  + ELT retrieval and usage\*
  + fire extinguisher retrieval and usage\*
  + first aid kit
  + survival kit
  + life jackets (in-water practical demonstration when required)
  + life rafts (if required)
  + emergency flotation equipment\*
  + HUET for rotorcraft (if operated) including practical use of EBS (if carried) – this can be carried out, if and when required, by a third-party contractor.

Where possible, representative training equipment should be used. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for reporting of an unserviceability is followed.

To record a training and competency check use both form TC02A General emergency training course record and form TC02B General emergency check of competency report.

#### Conversion training

****Sample text****

Each flight crew member is required to undergo conversion training. The recognition of prior learning (RPL) process for a flight crew member may be applied by the HOTC. The HOTC will record in the flight crew member’s training records any RPL applied to their training schedule.

Flight crew members operating more than one aircraft type will be required to meet the conversion training competence for each type flown. The HOTC may apply RPL to items listed on form TC03 Conversion training course record where the competence can be successfully demonstrated on another type.

Successful completion of this conversion training satisfies [Sample Aviation]'s command training obligations for single-pilot operations. Multi-crew operations will require additional training as specified in the section Command training (4.2.1.12). [Sample Aviation] will not assign a flight crew member to pilot in command duties until the candidate successfully completes the training and meets the minimum supervised and total flight hours specified in [Sample Aviation] exposition/operations manual section [XXX] and Regulations 133.385, 135.395 and Subsection 23.08 of the Part 138 MOS.

If the flight crew member is to be assigned to carry out VFR flights at night, or carry out IFR flights, the conversion training shall include a night component. If the flight component involves the simulation of abnormal or emergency procedures, passengers or non-essential crew are not to be carried. The training pilot will act as PIC for a flight of this nature.

Training topics and items marked with an asterisk require the training or checking topics and items to be carried out for each of the aircraft types that the pilot will be operating. The remainder of the training or checking topics and items need only be carried out once. Training topics and items will include as a minimum:

* duties and responsibilities for the flight crew member's position:
  + specific operator procedures
  + exposition/operations manual content relating to flight conduct\*
  + passenger handling
  + pilot in command responsibilities.
* standard operating procedures for the aircraft type used for the flight:
  + flight planning and fuel policy\*
  + maintenance release and MEL (minimum equipment list) procedures
  + journey log and technical log
  + AFM/RFM contents\*
  + exposition/operations manual content including guidance material
  + pre-flight, in-flight and post-flight pilot actions\*.
* normal, abnormal and emergency procedures for the aircraft type used for the flight\*:
  + checklist usage and procedures
  + memory items
  + standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas.

For aerial work operations, training specific to:

* the kind of aerial work operation to be conducted
* aerial work passenger briefings
* safety demonstrations (if aerial work passengers are carried).

Results of the training will be recorded on form TC03 Conversion training course record.

#### Flight crew member proficiency check

****Sample text****

General

Each flight crew member is required to successfully complete a flight crew member proficiency check prior to unsupervised operations, and recurrently in accordance with the schedule tabled in the section Flight crew member training and checking (4.2.1). Flight crew members operating more than one aircraft type will be required to demonstrate ongoing proficiency on each type flown. The HOTC may apply RPL for some items listed on forms 6A, 6B, 6C or 6D (as appropriate) **flight crew member proficiency check report** where the proficiency can be successfully demonstrated on either type. The RPL process may also be applied when customising proficiency check content for flight crew members who operate both air transport and aerial work flights.

As the proficiency check includes abnormal and emergency items, passengers and or non‑essential crew are not to be carried. Whilst the check pilot is pilot in command (PIC) for the operation, the flight will be conducted with the candidate making all operational decisions about the conduct of the flight as if they were PIC.

If a flight crew member is to be assigned to carry out VFR flights at night, or carry out IFR flights, the proficiency check shall include a night component. Completion of this component will satisfy the night recency requirement.

For aerial work operations, prior to carrying out any new aerial work operation without direct supervision (which they have not previously conducted) for [Sample Aviation] the flight crew member must complete an additional proficiency check for this new operation. If the flight crew member’s existing proficiency check is still in force this check can be limited to the new aerial work operation at the HOTC’s discretion.

Scheduling

The check pilot will ensure that adequate additional preparation time is scheduled prior to the flight to carry out the ground component of the check, and adequate time allowed after completion of the flight for the debrief.

Ground component

The check pilot will conduct the pre-flight knowledge check of the items on form **TC05 Flight crew member proficiency and line check knowledge report**.

The check pilot will brief the candidate, emphasising:

* candidate is PIC under supervision – the check pilot is PIC
* handover/takeover procedures
* confirm the route/aerial work operation of the flight, the sequences to be carried out, and any special considerations or procedures
* procedures for the simulation of abnormal or emergency situations, including
  + minimum altitude/speed/configurations for initiating or discontinuing abnormal or emergency simulations
  + confirming that touch drills only will be conducted
  + method of communication between crew concerning possible undesired aircraft state development
  + clarifying that during simulated abnormal or emergency situations, the check pilot will be responsible for terrain clearance, traffic separation, compliance with ATC or airspace restrictions, weather avoidance, and radio calls, which are outside the scope of the abnormal or emergency situation simulation being carried out.
* actions to be taken in the event of a real abnormal or emergency situation, including
  + who will act as pilot flying
  + actions of non-flying pilot.
* review the items to be checked, the standards expected, and form 6A, 6B, 6C or 6D (as applicable) **flight crew member proficiency check report**
* Process in the event of a failure to achieve competency

The check pilot will review:

* candidate flight crew licence, medical, recency, and flight and duty compliance
* flight preparation including weather and NOTAMs, flight planning and notification, fuel calculations and loading, and weight and balance calculations
* aircraft serviceability and equipment including aerial work role or task equipment (if applicable), MEL status etc.
* risk assessment, threat and error management.

Flight component

The check pilot will:

* observe the pre-flight inspection
* confirm candidate knowledge of the aircraft
* confirm compliance with the pre-flight checklist.

The check pilot will direct the candidate to carry out the manoeuvres required in a logical sequence as briefed. Amendment of the sequence due to external factors such as weather, ATC, traffic, is at the check pilot’s discretion. The check pilot will assess the candidate’s performance in accordance with the competency assessment procedures in section Competency assessment procedure in-flight (4.2.1.9) and carry out any emergency situation simulations in accordance with the procedure in section Emergency situation simulations – Aeroplanes (4.2.1.14.1).

The check pilot will observe the post-flight actions of the candidate.

Debriefing

The check pilot will debrief the candidate on their performance with respect to the items on the relevant form 6 and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

#### Differences training

****Sample text****

Where [Sample Aviation] operates variants of an aircraft that have minor differences any applicable familiarisation training for these aircraft may be conducted by a person approved by the HOTC.

CASR 61.200 Differences training

For CASR 61.200 required differences training, the HOTC will select a Part 141 or Part 142 approved organisation or an approved person to provide the required training. At successful completion of the training the Part 61 approved person or organisation will provide the crew member and the HOTC with a certificate of completion.

Familiarisation differences training

Differences training is required if the pilot has demonstrated proficiency in a specific type and then is required to fly the same aircraft type with the following differences:

* equipment such as avionics
* emergency and safety equipment
* engine differences
* weight and balance differences
* performance differences.

The HOTC will design a specific training program for the pilot.

The training will address:

* limitations or systems differences
* equipment location and/or use differences
* normal or emergency procedures differences.

Differences training and assessment will be recorded using form TC11 Differences training record.

#### Line training and supervised line flying

****Sample text****

Line training that may be carried out on the ground is required for non-aircraft specific items:

* safety management system:
  + risk assessment processes
  + risk management practices.
* aerodrome ground handling, aeroplane parking and public safety.

In-flight training:

* The pilot must be trained in the items on form TC04A Flight crew member line training record in each type of aircraft to be operated unless the RPL process enables the HOTC to allow training on one aircraft type to be recognised as satisfying the requirement for training on another type.
* This training will need to occur during a line flight and may be considered ICUS.
* The training pilot will be PIC for line training and supervised line flying.

Line training is designed to expose flight crew to the real-world environment and the processes and procedures used by [Sample Aviation] in the aircraft.

A pilot must have the minimum supervised and total flight hours specified in the [Sample Aviation] exposition/operations manual section [XXX] and will need to meet the requirements of Regulations 133.385, 135.395 and Subsection 23.08 of the Part 138 MOS to act as PIC on a [Sample Aviation] flight.

Flight hours accrued during conversion training, proficiency checks, line training and line checks (where applicable) will count towards this total. If the pilot does not meet this requirement, additional supervised line flying as PICUS will be undertaken.

#### Line check

****Sample text****

General

A line check is required prior to commencing unsupervised line operations. Additionally, the candidate must have successfully completed their FPMPC prior to commencing unsupervised line operations. The line check should be on a routine operation. The flight will be conducted with the candidate making all operational decisions about the conduct of the flight as if they were PIC.

Flight crew members operating more than one aircraft type will be required to meet the line flying competence for each type flown. The HOTC may apply RPL for some items listed on form TC04B Flight crew member line check report where competence can be successfully demonstrated on another type.

Scheduling

The check pilot will ensure that the presence of another pilot can be accommodated, and that adequate time is scheduled prior to the flight to carry out the ground component of the check, and adequate time allowed after completion of the flight to debrief.

Ground component

The check pilot will brief the candidate, emphasising:

* candidate is PIC under supervision – the check pilot is PIC
* no emergencies are to be simulated – actions to be taken in the event of an abnormal or emergency event a real emergency
* review the items to be checked, the standards expected, and form TC04B Flight crew member line check report
* process in the event of a failure to achieve competency.

The check pilot will review:

* flight crew licence, medical, recency and flight and duty compliance
* flight preparation including weather and NOTAMs, flight planning and notification, passenger manifests and loading, fuel calculations and loading, and weight and balance calculations
* aircraft serviceability and equipment, MEL status etc.
* risk assessment, threat and error management.

Flight component

The check pilot will observe the pre-flight inspection.

If applicable, for an air transport flight, the check pilot will act as a passenger for check-in, loading, boarding, seating and briefings. Then they will take their place in the non‑command seat.

The check pilot will observe the candidate’s conduct only and observe sterile cockpit rules.

No emergencies are to be simulated.

If time permits in cruise when the candidate is not actively engaged in essential tasks, the check pilot may discuss potential scenario-based abnormal or emergency situations to gauge the candidate’s likely competence in these situations.

The check pilot will observe the post-flight actions of the candidate.

Debriefing

The check pilot will debrief the candidate on their performance with respect to the items on form TC04B Flight crew member line check report and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

#### Recurrent training and checking

****Sample text****

Recurrent general emergency competency check

Each flight crew member must complete the general emergency check of competency every 12 months. The in-water practical component need only be conducted on the first occasion the flight crew member successfully carries out the check.

Life raft and HUET training and checks are required every 3 years.

Flight crew members operating more than one aircraft type will be required to demonstrate ongoing general emergency competence for each type flown. The HOTC may apply RPL for some items listed on form TC02B General emergency check of competency report where the flight crew member’s competence can be successfully demonstrated on another type. Where the aircraft are substantively similar, the HOTC will determine if the requirement can be met by a single check with oral questions covering system differences.

Recurrent flight crew member proficiency check

Part 133, Part 135, and Part 138 operations when a training and checking system is required

VFR by day

Six months after commencing unsupervised line operations, each flight crew member must complete a recurrent flight crew member proficiency check and then every 12 months.

IFR flights and night VFR flights

Six months after commencing unsupervised line operations, each flight crew member must complete a recurrent flight crew member proficiency check and then every 6 months.

Part 138 operations when a training and checking system is not required

Every 12 months each flight crew member must complete a recurrent flight crew member proficiency check.

Flight crew members operating both single-engine and multi-engine classes

Flight crew members operating both single-engine and multi-engine class aircraft are required to demonstrate proficiency in each class of aircraft. The HOTC may apply RPL for some items listed on form 6A, 6B, 6C or 6D (as appropriate) flight crew member proficiency check report to determine which competencies can be demonstrated in one class and need not be repeated in the other class.

Flight crew members operating multiple aircraft types

Flight crew members operating multiple aircraft types are required to demonstrate proficiency in each type. The HOTC may apply RPL for some items listed on form 6A, 6B, 6C or 6D (as appropriate) flight crew member proficiency check report to determine which competencies can be demonstrated in one aircraft type and need not be repeated in another type.

Recurrent flight crew member proficiency check – additional items for flight crew members who operate from both the command and non-command seat

Flight crew members required to conduct command or PICUS duties from either the command or non‑command seats must complete both:

1. a proficiency check in the command seat
2. all relevant parts of the proficiency check applicable to their duties in the non‑command seat.

The HOTC will determine what topics and items can be demonstrated from either seat that do not need to be conducted from both seats and adjust the proficiency check content accordingly.

Check due date flexibility

The due date for the recurrent checks will be based on the initial check date. For checks required to be carried out every 12 months, a check conducted within the period +/- 90 days of the due date will be considered as being carried out on the due date. For checks required to be carried out every 6 months, a check conducted within the period +/- 30 days of the due date will be considered as being carried out on the due date. If a Flight crew member does not successfully complete a check within the timing mentioned above the check currency period will commence on the date of the next successful check.

#### Competency assessment procedure in-flight

****Sample text****

Flight crew members will be assessed as 'Competent’ (C) or ‘Not yet competent’ (NYC).

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. The check pilot will assess the candidate over an entire flight or flights, and will form an overall view of their competency for the check.

When a check item or manoeuvre is listed on a check form, the check pilot will use the applicable Class or Type rating Flight Review and/or Instrument Rating standards in Schedule 2 of the Part 61 MOS for details on the performance standards for each item. The check pilot will assess the candidates performance against the flight tolerances for professional pilots detailed in Schedule 8 of the Part 61 MOS for the manoeuvre. The candidate will be assessed as not yet competent if these tolerances are exceeded.

During a proficiency check a check pilot may allow repeats of a manoeuvre or sequence of manoeuvres for a candidate to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. The flight can continue to check further items if desired, and the HOTC will be informed that the candidate is not yet competent.

#### Not yet competent after a check

****Sample text****

If a flight crew member is assessed as not yet competent on a check, the check pilot will inform the HOTC who will ensure the pilot is removed from unsupervised line operations. If the flight crew member is assessed as not yet competent in abnormal or emergency procedures, the subsequent remedial training will be carried out by a pilot authorised to conduct abnormal or emergency procedures simulations. Following successful completion of the remedial training program, the flight crew member must be assessed as competent prior to commencing any unsupervised line operations.

#### Remedial training

****Sample text****

The HOTC will design and implement a remedial training program if a flight crew member is assessed as not yet competent following an unsuccessful check of competency or proficiency check.

The HOTC will record the remedial program training requirements on form TC13 Remedial training record.

#### Command training

****Sample text****

Command training is required prior to a flight crew member being scheduled to operate as a pilot in command. For single-pilot operations command training is included in conversion training as specified in section Conversion training (1.2.1.3). Multi-crew operations command training will be required on upgrade from co-pilot duties or initial transition to a multi-crew aircraft type. Command training will be recorded on form PIC1 Command training record.

[Sample Aviation] will not assign pilot in command duties until the candidate has successfully completed the command training specified on form PIC2 Command clearance to line report and meets the minimum supervised and total flight hours specified in the [Sample Aviation] exposition/operations manual section [XXX] and meets the requirements of Regulations 133.385, 135.395 and if required, Subsection 23.08 of the Part 138 MOS.

The HOTC will record in the flight crew member’s training records any RPL applied to their training requirements.

#### Pilot in command in non-command seat

****Sample text****

Prior to a pilot acting as pilot in command or conducting PICUS duties from the non-command seat a pilot must be trained in the relevant sections of form LT1 Line training pilot training record and or form LC1 Line check pilot training record and complete an operator proficiency check for the duties they are required to perform from the non-command seat.

Flight crew members operating as pilot in command in the non-command seat must demonstrate proficiency from both the command and non-command seat with each flight crew proficiency check. The additional proficiency items required from the non-command seat will be determined by the HOTC applicable to [Sample Aviation] operations.

The HOTC may apply RPL procedures to training and check pilots who hold current Part 61 FIR and FER qualifications.

#### Procedures for simulation of abnormal or emergency situations in-flight

****Sample text****

Note:

**Prior to any flight where the simulation of abnormal or emergency situations is to be carried out, the training or check pilot will verify:**

* **the AFM or RFM does not prohibit the simulation**
* **any procedure for the simulation and subsequent actions contained in the AFM or RFM is accessible, read and understood by all crew members**
* **any limitations and special procedures, including any legislative requirements, and the guidance in this section of the manual, are reviewed and understood by all crew members.**

General

Prior to any simulation, the training/check pilot will announce ‘simulated’ and confirm that the candidate has copied this advice. No circuit breakers which will impact on the safety of the aircraft are to be operated as part of a simulation. Multiple abnormal or emergency simulations involving different systems are not permitted. At the completion of the simulated exercise the training/check pilot must return any system or control to normal condition and notify the candidate that the systems or controls are restored.

During simulated abnormal or emergency situations, the training/check pilot will be responsible for terrain clearance, traffic separation, compliance with ATC or airspace restrictions, weather avoidance, and radio calls which are outside of the scope of the simulated abnormal or emergency exercise.

Abnormal situation simulations

* The training/check pilot will guard any engine or system controls that the candidate may inadvertently operate to prevent inappropriate selection.
* The training/check pilot will alert the candidate to the simulated situation.  
  For example:
  + ‘Simulated – right engine smoke and flames’
  + ‘Simulated – oil pressure gauge reads zero – temperature over red line’
  + ‘Simulated – total electrical failure’
  + ‘Simulated – jammed antitorque pedal’
  + ‘Simulated – governor failure’.
* The training/check pilot will assess:
  + candidate’s recall and simulated actioning of memory items and vital aircraft actions from the checklist
  + candidate’s retrieval of the checklist and actioning of it
  + candidate’s actions to continue the flight safely.
* The training/check pilot will then announce the termination of the exercise.

##### Non-normal exercises – Aeroplanes

****Sample text****

Single-engine

VFR – simulated complete engine failure and forced landing in cruise – form 6C Single-engine aeroplane flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only in an aircraft position where the candidate can demonstrate sufficient procedures for carrying out a safe forced landing to enable an assessment to be made
* commence the simulation no lower than 1500ft AGL to allow the conduct and assessment of candidate procedures
* announce the simulation and slowly retard the throttle/power lever to idle (zero thrust if applicable) or simulate emergency as per the AFM
* ensure that engine parameters remain in the appropriate ranges for the missed approach and that engine controls are positioned for immediate maximum power
* direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable aerodrome or low flying area. Touch-downs from simulated forced landing approaches are not permitted.

The check pilot will assess:

* immediate control of the flight path attaining optimum glide attitude and IAS
* simulated conduct of recall items/vital actions
* configuration of the aircraft for best glide performance
* selection of a landing area
* plan for both the approach and diversion to intercept the approach path as required
* checklist review and restart if time permits
* passenger briefing and mayday call
* approach path adjustments as necessary
* configuration of aircraft for landing
* shutdown and pre-impact actions
* likelihood of achieving planned touchdown point.

Multi-engine

VFR – simulated complete engine failure during take-off – form 6D Multi-engine aeroplane flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only, no lower than 400ft AGL and no slower than V2 or VTOSS (take-off safety speed) + 10kts
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to idle (zero thrust if applicable)
* return the engine controls to symmetric thrust and direct the candidate to continue a normal departure on conclusion of the simulation.

The check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of maximum power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* configuring the aircraft for best ROC
* securing engine – touch drills only
* planning for continuation of flight and safe landing including radio calls.

VFR – simulated partial engine failure – form 6D Multi-engine aeroplane flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only at any stage of flight no lower than 400ft AGL and no slower than V2 or VTOSS + 10kts
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to a partial power setting of [xx]
* return the engine controls to symmetric thrust and direct the candidate to continue normal flight on conclusion of the simulation.

The check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of maximum power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions
* candidate decision-making in relation to feathering or not.

After check pilot sets zero thrust or elects to continue with partial power:

* configuring the aircraft for best ROC
* securing engine if required
* planning for continuation of flight and safe landing.

VFR – simulated engine failure with asymmetric approach and landing – form 6D Multi-engine aeroplane flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only in normal all-engines flight at a safe speed and height
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to a partial power setting of [xx].
* position the engine controls to enable full take-off power prior to touchdown.

The check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* configuring the aircraft for appropriate performance
* securing engine
* planning for continuation of flight to the circuit and safe landing
* appropriate circuit pattern and gear and flap extension scheduling
* knowledge and application of asymmetric committal height considerations.

IFR – departure and climb after take-off with one engine simulated inoperative – form 6D Multi‑engine aeroplane flight crew member proficiency check report

The check pilot will:

* introduce, as soon as safe to do so after take-off, simulated instrument meteorological conditions (IMC) by day only using a hood
* initiate the simulation no lower than 400ft AGL and no slower than V2 or VTOSS + 10kts
* announce ‘simulation‘ and slowly retard the throttle/power lever of the desired engine to idle (zero thrust if applicable)
* return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of maximum power and maintaining appropriate airspeed
* timely identification and nomination of 'failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* configuring the aircraft for best ROC
* securing engine – touch drills only
* manoeuvring the aircraft for climb to MSA or LSALT clear of obstacles or use of an escape route or special procedure
* planning for continuation of flight and safe landing including radio calls.

IFR – instrument approach with one engine simulated inoperative – form 6D Multi-engine aeroplane flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only in simulated IMC conditions at an appropriate time prior to final approach on a planned instrument approach
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to idle (zero thrust if applicable)
* return the engine controls to symmetric thrust and direct the candidate to continue a normal approach on conclusion of the simulation.

This exercise can be continued to become the missed approach with one engine simulated inoperative sequence, if desired.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* as applicable, configuring the aircraft for best ROC, level flight at a safe speed, or continued descent
* securing engine – touch drills only
* manoeuvring the aircraft for continuation of the approach
* planning for continuation of flight and safe landing including radio calls.

IFR – missed approach with one engine simulated inoperative – form 6D Multi-engine aeroplane flight crew member proficiency check report

The check pilot will:

* if desired, initiate the simulation by day only in simulated IMC conditions at an appropriate time on final approach during the ‘instrument approach with one engine simulated inoperative’ sequence
* direct the candidate to commence a missed approach
* return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* continued directional control of the flight path and optimum attitude maintenance during power application
* configuring of the aircraft for best ROC
* manoeuvring the aircraft for missed approach
* planning for continuation of flight and safe landing including radio calls.

##### Non-normal exercises – Rotorcraft

****Sample text****

Single-engine

VFR – simulated complete engine failure and forced landing in cruise – form 6A Single-engine helicopter flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only in an aircraft position where the candidate can demonstrate sufficient procedures for carrying out a safe forced landing to enable a ‘competent’ assessment
* commence the simulation no lower than 1000ft AGL to allow conduct and assessment of emergency procedures
* ensure the engine remains in the correct operating temperature range for the missed approach
* direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable aerodrome or low flying area.

The check pilot will announce the simulation and retard the throttle to idle (or simulate an emergency as per RFM).

The check pilot will assess:

* immediate control of RRPM and initiation of autorotative flight
* immediate control of the flight path attaining optimum glide attitude and IAS
* simulated conduct of recall items/vital actions
* configuring of the rotorcraft for appropriate range
* selection of a landing area
* planning of the approach and diversion to intercept the approach path as required
* checklist review and restart if time permits
* passenger briefing and mayday call
* approach path adjustments as necessary
* configuring of aircraft for landing
* shutdown and pre-impact actions
* likelihood of achieving planned touchdown point.

Multi-engine

VFR – simulated complete engine failure during take-off – form 6B Multi-engine helicopter flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day either prior to VTOSS (allowing for an aborted take-off) or post VTOSS (expecting to fly-away)
* announce ’simulation‘ and retard the power lever of the desired engine to idle (RFM procedure for simulating an engine failure)
* return the engine controls to normal operations and direct the candidate to continue a normal departure (in the event of a fly-away) on conclusion of the simulation.

The check pilot will assess:

* in rotorcraft – immediate control of RRPM and abort or flyaway
* immediate control of the flight path and attaining optimum airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* planning for continuation of flight and safe landing including radio calls.

VFR – simulated engine failure with approach and landing – form 6B Multi-engine helicopter flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only in normal all-engines flight at a nominated speed and height
* announce ‘simulation’ and retard the power lever of the desired engine in accordance with the RFM procedure
* monitor the engine position to return to flight position if necessary.

The check pilot will assess:

* immediate control of RRPM and attain correct airspeed
* immediate control of the flight path and attaining optimum attitude
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* planning for continuation of flight to the circuit and safe landing
* appropriate circuit pattern and OEI approach procedures
* knowledge and application of OEI committal height considerations.

IFR – departure and climb after take-off with one engine simulated inoperative – form 6B Multi-engine helicopter flight crew member proficiency check report

The check pilot will:

* introduce simulated IMC conditions by day using a hood (or similar) as soon as practicable after take-off
* initiate the simulation no lower than 400ft AGL and post VTOSS + 10kts or VMINI + 10kts (whichever the higher)
* announce ‘simulation’ and retard the power lever of the desired engine to idle
* return the engine controls to normal operations and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* control of RRPM
* control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* manoeuvring the aircraft for climb to MSA or LSALT clear of obstacles or use of an escape route
* planning for continuation of flight and safe landing including radio calls.

IFR – instrument approach with one engine simulated inoperative – form 6B Multi-engine helicopter flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only in simulated IMC conditions at an appropriate time prior to final approach on a planned instrument approach
* announce ‘simulation’ and slowly retard the power lever of the desired engine to idle
* monitor power requirements to ensure remaining engine remains within ‘maximum continuous range’ and direct the candidate to continue a normal approach on conclusion of the simulation.

If desired, this exercise can be continued to become the missed approach one engine simulated inoperative sequence check.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* control of RRPM
* control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* manoeuvring the aircraft for continuation of the approach
* planning for continuation of flight and safe landing including radio calls.

IFR – missed approach with one engine simulated inoperative – form 6B Multi-engine helicopter flight crew member proficiency check report

The check pilot will:

* initiate the simulation by day only, in simulated IMC conditions, if desired and at an appropriate time on final approach during the ‘instrument approach with one engine simulated inoperative’ sequence
* direct the candidate to commence a missed approach
* return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* control of RRPM
* continued directional control of the flight path and optimum attitude maintenance during power application
* configuring the aircraft for best ROC
* manoeuvring the aircraft for missed approach
* planning for continuation of flight and safe landing including radio calls.

##### Actions in the event of a genuine emergency

****Sample text****

If the candidate does not initiate the following in a timely manner, the training or check pilot will:

* apply appropriate control inputs as necessary to ensure immediate control of the flight path and correct IAS
* identify the failure/emergency and initiate recall items/vital actions.

If the candidate is assessed as managing the situation correctly and circumstances permit, the training or check pilot will:

* announce that the emergency is real
* advise the candidate to continue to act as flying pilot
* monitor the candidate's actions and assist where required
* confirm shutdown actions prior to allowing the candidate to execute them.

If the candidate is not likely to manage the situation effectively or if the safety of the flight is in doubt, the training or check pilot will:

* use the handover/takeover drill to become flying pilot
* advise the candidate to continue to act as non-flying pilot
* request assistance from the candidate where necessary
* if feasible, seek confirmation prior to shutdown actions.

#### Human factors principles and non-technical skills training

Reserved.

#### Safety management system training

Reserved.

#### Dangerous goods training

Reserved.

#### Prescribed single-engine operations

Reserved.

### Task specialist training

Reserved.

### Air crew member training and checking events

****Sample text****

Training and checking sequence

All required components must be completed prior to commencement of unsupervised line operations. If operationally required, the HOTC may alter the training sequence.

1. Air crew member training and checking sequence

| Event | As part of/when | Occurrence |
| --- | --- | --- |
| Induction | Induction | On commencing employment |
| General emergency training and check of competency | Induction | On commencing employment |
| Conversion training | Conversion training | Induction and when assigned duties to a new aircraft type or a new kind of aerial work operation |
| Aircrew member proficiency check | Prior to commencing unsupervised line operations | Induction and when assigned duties to a new aircraft type or a new kind of aerial work operation |
| Line training and line check  (air transport only) | Line training and line check | Induction and when assigned duties to a new aircraft type |
| Differences training  (air transport only) | Differences training | When assigned duties in relation to an aircraft type, equipment or area of operations with differences to what the crew member has previously qualified on |
| General emergency check of competency | Recurrent training and checking | In relation to HUET or the use of life raft – every 3 years, otherwise 1 year after previous check of competency |
| Aircrew member proficiency check | Recurrent training and checking | 1 year after commencing unsupervised line operations - then every 12 months |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS - not required until CASA determined implementation date | Induction training and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| SMS training - not required until CASA determined implementation date | Induction training and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| Dangerous goods awareness training | Induction training and recurrent training and checking | Induction then every 2 years. |

#### Induction

****Sample text****

Induction training will be delivered to any air crew member (ACM) joining [Sample Aviation]. The syllabus of training and course topics are listed on form TC08 ACM/MTS member induction checklist. Where a new employee has previous experience as an air crew member, the recognition of prior learning (RPL) process may occur at the discretion of the HOTC. The HOTC will record in the air crew member’s training records any RPL applied to their training requirements.

Training plan for new air crew:

1. induction and additional specialist training required as determined by HOTC
2. general emergency training and general emergency check of competency
3. conversion training
4. air crew member proficiency check
5. line training and line check (air transport).

Elements of the air crew member general emergency training and conversion training may be conducted concurrently during induction training. For example, the use of fire extinguishers and firefighting procedures.

#### General emergency training and check of competency

****Sample text****

The [Sample Aviation] general emergency training and check of competency is conducted as part of induction training. It is specific to the type of aircraft and operation the air crew member has been assigned duties.

Form TC02A General emergency training course record contains the training items to be covered and is used to record the training. Training items on the form that are generic across the aircraft fleet and operational activities do not need to be repeated for each aircraft type.

Form TC02B General emergency check of competency report is used to report on the outcome of the check of competency and includes the items covered in training.

HUET and emergency breathing systems (EBS) training can be carried out, if and when required, by a third-party contractor.

Representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment where possible. When either emergency exits are operated, or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

#### Conversion training and air crew member proficiency check

****Sample text****

Each [Sample Aviation] air crew member is required to undergo conversion training as part of induction training and when assigned duties for a new aircraft type.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the air crew member’s training records any RPL applied to their training requirements.

Form TC09A ACM/MTS conversion training record contains the training items to be covered and is used to record the training.

At the conclusion of their conversion training and prior to commencing unsupervised line operations the air crew member will undergo a proficiency check.

Form TC09B ACM/MTS conversion proficiency check **report** is used to record the outcome of the air crew member proficiency check and includes the items covered in conversion training.

#### Line training and air crew member line check

****Sample text****

[Sample Aviation] line training is undertaken as part of induction training and when assigned duties on a new aircraft type. The training is specific to the area of operations the air crew member is assigned duties.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the air crew member’s training records any RPL applied to their training requirements.

Line training will be conducted as part of normal operations and includes both ground and line flying elements.

1. Line training requirements

| Line training required | Ground | Sectors | Aircraft hrs |
| --- | --- | --- | --- |
| Day operations |  |  |  |
| Night operations |  |  |  |
| NVIS |  |  |  |
| Total |  |  |  |

The HOTC may reduce the number of hours and sectors based on the air crew members previous experience in the aircraft type or area of operation. The HOTC will record in the air crew member’s training records any reduction applied to their line training requirements.

Form TC10A ACM/MTS line training record contains the line training items and is used to record the training.

A line check is required prior to commencing unsupervised line operations.

A line check will be conducted as part of a normal operation with the air crew member making all operational decisions about the conduct of their duties as if they were the air crew member on duty.

Form TC10B ACM/MTS line check report contains the line check items and reports on the outcome of the check.

#### Differences training

****Sample text****

Prior to being assigned duties in relation to an aircraft, equipment or area of operations with differences to what the crew member has previously qualified on differences training is required for air crew already operating another aircraft type with [Sample Aviation].

Line flying training may be required after an air crew member undertakes differences training. This is at the discretion of the HOTC. Where line flying training is deemed necessary, it will be conducted prior to unsupervised line operations.

Differences training will address:

* aircraft limitations and systems
* location and use of aircraft equipment
* normal and emergency procedures.

Form TC11 Differences training record is used to record the training.

#### Recurrent training and checking

****Sample text****

[Sample Aviation] recurrent checking for air crew members includes:

* general emergency check of competency
* ACMPC.

Where possible, representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

General emergency check of competency

Each air crew member must complete the general emergency check of competency every 12 months, except HUET and life raft components that must be undertaken every 3 years.

In-water practical training will be carried out as part of the air crew members induction training and check of competency and is not required as part of the recurrent check.

The recurrent general emergency check of competency is specific to the aircraft class or types on which the air crew member is assigned duties. Where aircraft types and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single checking event covering any differences.

Form TC02B General emergency check of competency report is used to report the outcome of the check of competency.

Air crew member proficiency check

Air crew members must complete a recurrent proficiency check 1 year after commencing unsupervised line operations, and then every 12 months after the previous proficiency check.

Recurrent proficiency checks should be conducted for each aircraft class or type on which the air crew member is assigned duties. Where the aircraft and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single check covering any differences.

Form TC12 ACM/MTS recurrent proficiency check report contains the topics and items to be covered and is used to record the outcome of the proficiency check.

Check due date flexibility

The due date for the recurrent checks will be based on the initial check date. For checks required to be carried out every 12 months, a check conducted within the period +/- 90 days of the due date will be considered as being carried out on the due date. If an air crew member does not successfully complete a check within the time period mentioned above, the check currency period will commence on the date of the next successful check.

#### Competency assessment procedure

****Sample text****

Air crew members will be assessed as ‘Competent’ (C) or ‘Not yet competent’ (NYC).

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. The ACM checker will assess candidates over an entire flight or flights and form an overall view of their competency for the check.

During a proficiency check an ACM checker may allow a candidate to repeat a procedure to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. If desired, the flight can continue to check further items, and the HOTC will be informed that the candidate is not yet competent.

#### Not yet competent after a check

****Sample text****

If an air crew member is assessed as not yet competent on a check, the ACM checker will inform the HOTC who will ensure the ACM is removed from unsupervised line operations. The subsequent remedial training will be carried out by an ACM trainer authorised to conduct the training. Following successful completion of the remedial training program, and prior to commencing any unsupervised line operations the ACM must be assessed on a subsequent check as competent.

#### Remedial training

****Sample text****

If an aircrew member is assessed as not yet competent following an unsuccessful check of competency or proficiency check, the HOTC will design and implement a remedial training program.

The HOTC will record the remedial program training requirements on form TC13 Remedial training record.

#### Human factors principles and non-technical skills training

Reserved.

#### Safety management system training

Reserved.

#### Dangerous goods training

Reserved.

#### Senior cabin crew training and checking

Reserved.

### Medical transport specialists training and checking events

****Sample text****

All required components must be completed prior to commencement of unsupervised line operations. If operationally required, the HOTC may alter the training sequence.

1. Medical transport specialist training and checking sequence

| Event | As part of/when | Occurrence |
| --- | --- | --- |
| Induction | Induction | On commencing employment |
| General emergency training and check of competency | Induction | On commencing employment |
| Conversion training | Conversion training | Induction and when assigned duties to a new aircraft type |
| Medical transport specialist proficiency check | Prior to commencing unsupervised line operations | Induction and when assigned duties to a new aircraft type |
| Line training and line check | Line training and line check | Induction and when assigned duties to a new aircraft type |
| Differences training | Differences training | When assigned duties in relation to an aircraft type, equipment or area of operations with differences to what the crew member has previously qualified on |
| General emergency check of competency | Recurrent training and checking | HUET or the use of life raft - every 3 years, otherwise 1 year after previous check of competency |
| Medical transport specialist proficiency check | Recurrent training and checking | 1 year after commencing unsupervised line operations, then every 12 months |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS - not required until CASA determined implementation date | Induction and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| SMS training - not required until CASA determined implementation date | Induction and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| Dangerous goods awareness training | Induction and recurrent training and checking | Induction then every 2 years. |

#### Induction

****Sample text****

Induction training will be delivered to any medical transport specialist (MTS) joining [Sample Aviation]. The induction training topics are listed on form TC08 ACM/MTS member induction checklist. Where a new employee has previous experience as a medical transport specialist, the recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the medical transport specialist's training records any RPL applied to their training requirements.

Training plan for new medical transport specialist:

1. operator induction training
2. general emergency training and general emergency check of competency
3. conversion training and medical transport specialist proficiency check
4. line training and line check.

Elements of the medical transport specialist general emergency training and conversion training may be conducted concurrently during induction training. For example the use of fire extinguishers and firefighting procedures.

#### General emergency training and check of competency

****Sample text****

The [Sample Aviation] general emergency training and check of competency is conducted as part of induction training. It is specific to the type of aircraft and operation the medical transport specialist has been assigned duties.

Form TC02A General emergency training course record contains the training items to be covered and is used to record the training. Training items on the form that are generic across the aircraft fleet and operational activities do not need to be repeated for each aircraft type.

Form TC02B General emergency check of competency report is used to report on the outcome of the check of competency and includes the items covered in training.

HUET and emergency breathing systems (EBS) training can be carried out, if and when required, by a third-party contractor.

Representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment where possible. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

#### Conversion training and medical transport specialist proficiency check

****Sample text****

Each [Sample Aviation] medical transport specialist is required to undergo conversion training as part of induction training and when assigned duties for a new aircraft type.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the medical transport specialist's training records any RPL applied to their training requirements.

Form TC09A ACM/MTS conversion training record contains the training items to be covered and is used to record the training.

At the conclusion of their conversion training and prior to commencing unsupervised line operations, the medical transport specialist will undergo a proficiency check.

Form TC09B ACM/MTS conversion proficiency check report is used to record the outcome of the medical transport specialist proficiency check and includes the items covered in conversion training.

#### Line training and line check

****Sample text****

[Sample Aviation] line training is undertaken as part of induction training and when assigned duties on a new aircraft type. The training is specific to the area of operations the medical transport specialist is assigned duties.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the medical transport specialist’s training records any RPL applied to their training requirements.

Line training will be conducted as part of normal operations and includes both ground and line flying elements.

1. Line training

| Line training required | Ground | Sectors | Aircraft hrs |
| --- | --- | --- | --- |
| Day operations |  |  |  |
| Night operations |  |  |  |
| NVIS |  |  |  |
| Total |  |  |  |

The HOTC may reduce the number of hours and sectors based on the medical transport specialist’s previous experience in the aircraft type or area of operation. The HOTC will record in the medical transport specialist’s training records any reduction applied to their line training requirements.

Form TC10A ACM/MTS line training record contains the line training items and is used to record the training.

A line check is required prior to commencing unsupervised line operations.

A line check will be conducted as part of normal operations with the medical transport specialist making all operational decisions about the conduct of their duties as if they were the medical transport specialist on duty.

Form TC10B ACM/MTS line check report contains the line check items and is used to report on the outcome of the check.

#### Differences training

****Sample text****

Prior to being assigned duties in relation to an aircraft, equipment or area of operations with differences to what the medical transport specialist has previously qualified on, differences training is required for any medical transport specialist already operating another aircraft type with [Sample Aviation].

Line flying training may be required after a medical transport specialist undertakes differences training. This is at the discretion of the HOTC. Where line flying training is deemed necessary, it will be conducted prior to unsupervised line operations.

Differences training will address:

* aircraft limitations and systems
* location and use of aircraft equipment
* normal and emergency procedures.

Form TC11 Differences training record is used to record the training items.

#### Recurrent training and checking

****Sample text****

[Sample Aviation] recurrent checking for medical transport specialists includes:

* general emergency check of competency
* medical transport specialist proficiency check.

Representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment where possible. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

General emergency check of competency

Each medical transport specialist must complete the general emergency check of competency every 12 months, except HUET and life raft components that must be undertaken every 3 years.

In-water practical training will be carried out as part of the medical transport specialist’s induction training and check of competency and is not required as part of the recurrent check.

The recurrent general emergency check of competency is specific to the aircraft class or types on which the medical transport specialist is assigned duties. Where aircraft types and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single training and checking event covering any differences.

Form TC02B General emergency check of competency report is used to report the outcome of the check of competency.

Medical transport specialist proficiency check

Medical transport specialists must complete a recurrent proficiency check 1 year after commencing unsupervised line operations, and then every 12 months after the previous proficiency check.

Recurrent proficiency checks should be conducted for each aircraft class or type on which the medical transport specialist is assigned duties. Where the aircraft and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single check covering any differences.

Form TC12 ACM/MTS recurrent proficiency check report contains the topics and items to be covered and is used to record the outcome of the proficiency check.

Check due date flexibility

The due date for the recurrent check will be based on the initial check date. For checks required to be carried out every 12 months, a check conducted within the period +/- 90 days of the due date will be considered as being carried out on the due date. If a medical transport specialist does not successfully complete a check within the timing mentioned above, the check currency period will commence on the date of the next successful check.

#### Competency assessment procedure

****Sample text****

Medical transport specialists will be assessed as ‘Competent’ (C) or ‘Not yet competent’ (NYC).

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. The medical transport specialist checker will assess candidates over an entire flight or flights and form an overall view of their competency for the check.

During a proficiency check a medical transport specialist checker may allow a candidate to repeat a procedure to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. If desired, the flight can continue to check further items, and the HOTC will be informed that the candidate is not yet competent.

#### Not yet competent after a check

****Sample text****

If a medical transport specialist is assessed as not yet competent on a check, the medical transport specialist checker will inform the HOTC who will ensure the medical transport specialist is removed from unsupervised line operations. The subsequent remedial training will be carried out by a medical transport specialist trainer authorised to conduct the training. Following successful completion of the remedial training program, and prior to commencing any unsupervised line operations, the medical transport specialist must be assessed on a subsequent check as competent.

#### Remedial training

****Sample text****

The HOTC will design and implement a remedial training program if a medical transport specialist is assessed as not yet competent following an unsuccessful check of competency or proficiency check.

The HOTC will record the remedial program training requirements on form TC13 Remedial training record.

#### Human factors principles and non-technical skills training

Reserved.

#### Dangerous goods training

Reserved.

#### Aerial work passengers – fireground personnel carriage

The HOTC will design a training program that will deliver the initial and recurrent training required for an aerial work passenger who may be carried on a [Sample Aviation] Part 138 fireground personnel carriage operation. This program will take into account any recognition of prior learning applicable to the intended passenger, and be either delivered by an appropriately qualified and approved person under the [Sample Aviation] training and checking system, or by a suitable individual.

The HOTC will enter the details of the training and the results on form A24 and provide this to the fireground emergency organisation. A separate form for each fireground emergency organisation and each individual is required.

### Continuous improvement and audit processes

#### HOTC audit process

****Sample text****

At least every 12 months the HOTC will carry out an audit of the training and checking system and its operation to determine both legislative and exposition or operations manual compliance. The audit will review, at least:

* qualifications, recency, flight and duty compliance of training and checking personnel
* training and checking status of training and checking personnel
* sampling of training and checking event records for completeness and accuracy
* sampling or observation of training or checking events for standardisation purposes
* pass rates of flight crew members during initial and recurrent checks
* determine any opportunities for improvement.

Results of the audit are to be recorded on form A21 HOTC audit report and forwarded to the HOFO.

#### Procedures for review and revision of the training and checking manual

****Sample text****

At least every 12 months the HOTC will carry out an audit of the training and checking system manual content to determine its continued accuracy and relevance. This audit will review, at least:

* pass rates and possible adjustment to training programs if required
* changes to operations or equipment that may require adjustments to programs
* changes to regulations or standard practices requiring adjustments
* changes and improvements to training programs from SMS feedback.

Any changes needed that are identified as a result of this review are to be entered by the HOTC as a ‘need identified for change’ instigator in the change management process in the exposition/operations manual. The HOTC will draft proposed changes to the exposition/operations manual and include these in the proposed change documentation.

### Process for recognition of prior learning

****Sample text****

Flight crew members, aircrew members and medical transport specialists who have previously carried out air transport/aerial work operations or have completed training and checking events with other operators, may be eligible for recognition of prior learning (RPL). Application of the RPL process occurs at the discretion of the HOTC.

The HOTC may approve RPL under the advice of the applicable aircrew member supervisor and or medical transport specialist supervisor.

Checking events required by the training and checking system cannot take advantage of RPL.

When considering any matter for RPL the HOTC will apply these principles:

* The training topics, method of delivery, and aircraft or equipment type need to be the same or very similar.
* Ideally the training will have been completed within the previous 6 months although this may be varied for industry recognised qualifications. For example, HUET training is recognised as being valid for a 3‑year period.
* For in-aircraft training, the routes or tasks and flight profiles carried out under the previous operator’s system, need to be similar to [Sample Aviation] proposed tasks for the flight crew member.

The HOTC will design an appropriate assessment to determine the validity of the evidence from the previous operator. The outcome of this assessment will determine which areas of the training program need not be repeated. The HOTC will keep records of the evidence, the assessment, and the adjustments to the training program for that crew member and saves them to the crew member’s records.

The HOTC will request the records of the flight crew member from their previous operator and review them to determine what previous training can be recognised and not repeated for [Sample Aviation].

### Training and checking records capture process

****Sample text****

As soon as possible after the completion of a training or checking event, the trainer and or checker will complete the relevant training and checking form and annotate the result. Within 21 days the form must be saved to the company records management system and a copy placed on the respective crew member’s file.

[Sample Aviation] training and checking records are kept in accordance with the exposition/operations manual.

Personnel training and checking records

[Sample Aviation] records are kept in accordance with the following:

1. Personnel training and checking record

| Type of record | Electronic | Paper | Retention period |
| --- | --- | --- | --- |
| Training and checking – flight crew |  |  | 5 years |
| Training and checking – cabin crew |  |  | 1 year |
| Training and checking – air crew |  |  | 5 years |
| Training and checking – medical transport specialist |  |  | 1 year |
| Training and checking – ground support duties |  |  | 1 year |
| Aerial work passenger – fireground personnel carriage operations |  |  | 3 months after the flight |
| Flight crew licence and medical (copy) |  |  | Period during which flight crew member is exercising privileges for [Sample Aviation]. |

Note: The retention time is the period after the person ceases to be a member of [Sample Aviation] personnel that the record is kept.

Making records

Form **A15 Personnel training and checking record** is to be completed within 21 days after an employee carries out any training, checking or qualification activity. Records include specific information related to the activity undertaken, as well as the qualification/certificate or flying experience achieved.

Records will be created and retained for:

* training events
* checks, flight tests, flight reviews or assessments of competency
* attainment of any qualification or certificate as required by the training and checking system
* attainment of any flying experience that is required for the conduct of activities
* human factors principles or non-technical skills training
* SMS training/education.

Availability of records

Personnel may review their own training and checking records at any time using secure access to the server.

Requests from other operators for a copy of training and checking records may be made to [Sample Aviation]. In this case, the HOFO will arrange for the requested documents to be supplied within 7 days provided that the employee has provided written approval for their release.

### Tracking of recurrent training and or check due dates

****Sample text****

The trainer or checker will enter the details of a successfully completed training and or check event into the records management system and will update the due date for the next recurrent training and or check event as soon as possible after the completion of each check.

The details of the completed training or successful check event will also be entered into the rostering system to record the currency of each relevant training or check event. Additionally the trainer or checker must provide (at least 14 days prior to the recurrent training and or check event falling due) an alert of the due date for a recurrent training or check event.

### Management of contracted training and or checking

****Sample text****

Prior to entering into a contract with a Part 142 operator, the HOTC will review the Part 142 operator’s AOC to confirm the proposed training and checking activity is authorised by CASA. When satisfied, the HOTC will liaise with the CEO to prepare a contract for the provision of training and checking services and record approved activities on form TC07B Part 142 listed contracted training and checking organisation **record**.

Prior to any training or checking activity being conducted by a Part 142 operator, the HOTC will ensure the trainer or checker who will carry out the activity for [Sample Aviation] holds the appropriate Part 61 authorisations.

The HOTC will monitor the training and checking conduct and outputs as an ongoing requirement.

### Training and competency of training and checking personnel

#### General

****Sample text****

[Sample Aviation] may use employed flight crew or engage individuals specifically for the conduct of training and checking activities. Training and check flight crew members who will not be conducting in‑flight abnormal or emergency activities may be selected by the HOTC from [Sample Aviation] flight crew who have demonstrated above average knowledge, skills, and experience.

Note: The general emergency training and check of competency may also be conducted by air crew members or medical transport specialists.

All flight crew who will be conducting training and checking activities for [Sample Aviation] will undergo training by persons with training experience and qualifications for the proposed task in accordance with the Training and checking pilot training course requirements for specific tasks table below. The HOTC will determine the level of training required to conduct the activity and use, if applicable, the RPL process. The results of the training delivered to these individuals will be recorded on form TC01 Flight crew member induction checklist.

The HOTC will ensure all individuals approved to carry out training and checking activities in accordance with this section are listed on form TC07A Nomination form for training and checking personnel and if required, nominated to CASA.

Some individuals used for training and checking duties may possess suitable qualifications and experience, including Part 61 qualifications and or approvals but may not meet all [Sample Aviation] requirements to conduct air transport or aerial work flights. Such individuals will only be authorised to carry out in-flight training and checking activities on flights that are not air transport or aerial work.

For in-flight activities, the HOTC shall verify that persons conducting training and checking hold the appropriate Part 61 qualifications and meet all recency requirements to act as the PIC for the aircraft and the activity that is the subject of the training and or check.

If the training or checking activity is to be carried out during a [Sample Aviation] air transport or aerial work operation, the training or check pilot must meet [Sample Aviation]’s requirements to act as pilot in command for the flight, from the seat they will be occupying during the flight.

Training or check pilots who will be carrying out proficiency checks and conversion training involving abnormal and emergency procedure simulations must hold an FIR with current FPC, or FER with current EPC, endorsed for the required aircraft class or type, and activity. The training or check pilot must also comply with the guidance in section Procedures for simulation of abnormal or emergency situations in-flight (1.2.1.14) in relation to in-flight simulation of abnormal and emergency situations.

1. Training and checking pilot training course requirements for specific tasks

|  |  |  |
| --- | --- | --- |
| Task title | Type of training/check event permitted | Training course requirement |
| General emergency trainer and competency trainer and checker | General emergency training and competency check | GC1 |
| Line training and check pilot | General emergency training and competency check.  Supervised line flying, line training, new or inexperienced pilot training, conversion training, differences training, remedial training – normal operations only.  Line check - normal operations | GC1  LT1  LC1 |
| Trainer and checker  (Part 138) | General emergency training and competency check.  New or inexperienced pilot training conversion training, differences training, remedial training – normal operations only. | GC1  LT1  LC1 |

#### Training

****Sample text****

A suitably qualified trainer will deliver the GC1, LT1 and LC1 training courses. Alternatively, the HOTC will engage a suitable Part 141 or 142 organisation to carry out the training of training and checking pilot candidates.

Suitably qualified trainers are individuals with previous experience in training flight instructors or examiners, or experienced training and checking pilots.

#### Training syllabi for training of training and checking personnel

****Sample text****

Training syllabi and course report forms detailing the specific training requirements for GC1, LT1 and LC1 are in the section Forms (1.3). The HOTC will approve each candidate on the completed form and save it to the flight crew member’s records.

#### Recurrent checking of training and checking personnel

****Sample text****

The HOTC, or a check pilot nominated by the HOTC, will carry out at least every 12 months, a check of competency of each [Sample Aviation] training and or check pilot in a sample of the roles they are authorised to conduct. The check includes, at least:

* a ground component verifying continued knowledge of current training and checking documentation, forms and syllabi
* knowledge and application of record-keeping processes
* one observation of the ground component of a training course or check
* one in-flight observation of a training session or check.

### Training and competency of training and checking personnel – ACM and MTS

#### General

****Sample text****

[Sample Aviation] may use permanently employed personnel or engage individuals on a part-time, temporary or contract basis to conduct training and checking activities. Trainers and checkers will be selected by the HOTC from employees who have demonstrated above average knowledge, skills, and experience taking advice from the ACM supervisor or MTS supervisor within [Sample Aviation].

#### Training

****Sample text****

All individuals who will be conducting training and checking activities for [Sample Aviation] will undergo training by persons with training experience and qualifications for the proposed task.

Suitably qualified trainers are individuals with previous experience in training air crew members or medical transport specialists, or experienced [Sample Aviation] training and check air crew members and medical transport specialists.

For individuals who are employed on a part-time, temporary or contract basis, the HOTC may use the RPL process to determine the level of training required to conduct the activity.

Induction of part-time, temporary and contract trainers or checkers will be recorded using form TC01 Flight crew member induction checklist.

#### Training syllabi for training of training and checking personnel

****Sample text****

Individuals who conduct air crew member training and or checking, or medical transport specialist training and or checking, must have completed training in accordance with the syllabi in either form AC/MT1 ACM/MTS trainer training record or AC/MT2 ACM/MTS checker training record.

#### Recurrent checking of training and checking personnel

****Sample text****

Air crew members and medical transport specialists who conduct training and checking for [Sample Aviation] must have met [Sample Aviation] recency and proficiency requirements that are the subject of the training and or check.

The HOTC will carry out at least every 12 months, a check of competency of each training or check ACM or MTS in a sample of the roles they are authorised to conduct. This check shall include, at least:

* a ground component verifying continued knowledge of current training and checking documentation, forms and syllabi
* knowledge and application of record-keeping processes
* one observation of the ground component of a training course or check
* one in-flight observation of a training session or check.

### Rotorcraft operations in Performance Class 3

Reserved

## Forms

****Sample text****

1. Sample forms

| Form number | Title | Rev # | Date |
| --- | --- | --- | --- |
| 6A | Single-engine helicopter flight crew member proficiency check report |  |  |
| 6B | Multi-engine helicopter flight crew member proficiency check report |  |  |
| 6C | Single-engine aeroplane flight crew member proficiency check report |  |  |
| 6D | Multi-engine aeroplane flight crew member proficiency check report |  |  |
| A15 | Personnel training and checking record |  |  |
| A21 | HOTC audit report |  |  |
| AC/MT1 | ACM/MTS trainer training record |  |  |
| AC/MT2 | AC/MTS checker training record |  |  |
| GC1 | General emergency trainer/checker check report |  |  |
| LC1 | Line check pilot training record |  |  |
| LT1 | Line training pilot training record |  |  |
| PIC1 | Command training record |  |  |
| PIC2 | Command clearance to line report |  |  |
| TC01 | Flight crew member induction checklist |  |  |
| TC02A | General emergency training course record |  |  |
| TC02B | General emergency check of competency report |  |  |
| TC03 | Conversion training course record |  |  |
| TC04A | Flight crew member line training record |  |  |
| TC04B | Flight crew member line check report |  |  |
| TC05 | Flight crew member proficiency and line check knowledge report |  |  |
| TC07A | Nomination form for training and checking personnel |  |  |
| TC07B | Part 142 listed contracted training and checking organisation record |  |  |
| TC08 | ACM/MTS member induction checklist |  |  |
| TC09A | ACM/MTS conversion training record |  |  |
| TC09B | ACM/MTS conversion proficiency check report |  |  |
| TC10A | ACM/MTS line training record |  |  |
| TC10B | ACM/MTS line check report |  |  |
| TC11 | Differences training record |  |  |
| TC12 | ACM/MTS recurrent proficiency check report |  |  |
| TC13 | Remedial training record |  |  |

****Form 6A – Single-engine helicopter flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Pre-flight, loading and performance planning |  |  |
| Start, lift-off, hover and taxi |  |  |
| Normal take-off and departure |  |  |
| Steep turns |  |  |
| Low flying below 500 ft AGL |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Sloping ground operations |  |  |
| Confined area ops |  |  |
| Manage all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Autorotation to touchdown or power termination |  |  |
| Simulated engine failure during hover or hover taxi |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Manage loss of tail rotor control in forward flight and hover |  |  |
| Recovery from low Rotor RPM |  |  |
| Demonstrate appropriate non‑technical skills |  |  |
| Manage passengers and cargo (Parts 133 and 138) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| For discussion only |  |  |
| vortex ring state |  |  |
| loss of tail rotor effectiveness |  |  |
| low ‘g’ and mast bumping |  |  |
| avoid and recover from inadvertent IMC entry |  |  |
| avoid and recover from last light or reduced visual reference encounter |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

****Form 6B – Multi-engine helicopter flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Pre-flight, loading and performance planning |  |  |
| Start, lift-off, hover and taxi |  |  |
| Normal take-off and departure |  |  |
| Performance Class operations (AEO) as per operator SOPs |  |  |
| Steep turns |  |  |
| Low flying below 500 ft AGL |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Sloping ground operations |  |  |
| Confined area ops |  |  |
| Manage all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Instrument flying – basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Entry to autorotation and recovery to level flight |  |  |
| Simulated engine failure during take‑off and initial climb stage |  |  |
| Simulated engine failure during approach and landing and baulked landing stage |  |  |
| Single engine missed approach |  |  |
| OEI landing |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Manage loss of tail rotor control in forward flight and hover |  |  |
| Demonstrate appropriate non-technical skills |  |  |
| Manage passengers and cargo (Parts 133 and 138) |  |  |
| Understanding and use of AFM category A and B supplements |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres – by reference only to the flight deck instruments |  |  |
| Departure and climb after take-off with one engine simulated inoperative |  |  |
| 3D or 2D instrument approach to minima with visual circling |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| Instrument approach with one engine simulated inoperative |  |  |
| Missed approach with one engine simulated inoperative |  |  |
| Simulator activity – otherwise for discussion only |  |  |
| vortex ring condition |  |  |
| loss of tail rotor effectiveness |  |  |
| low ‘g’ and mast bumping |  |  |
| avoid and recover from inadvertent IMC entry |  |  |
| avoid and recover from last light or reduced visual reference encounter |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

****Form 6C – Single-engine aeroplane flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Start and taxi |  |  |
| Normal take-off simulating minimum distance and departure |  |  |
| Stalls |  |  |
| Steep turns |  |  |
| Low flying at 500 ft AGL and reversal turn |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Flapless approach and landing |  |  |
| Crosswind take-off and landing (if conditions permit) |  |  |
| Normal landing simulating minimum distance |  |  |
| Manage fuel and all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Instrument flying – basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Simulated inadvertent IMC entry and recovery |  |  |
| Simulated engine failure and forced landing |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Demonstrate appropriate non‑technical skills |  |  |
| Manage passengers and cargo (Part 133 and 135) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres – by reference only to the flight deck instruments |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| 3D or 2D instrument approach to minima |  |  |
| Visual circling from minima |  |  |
| Simulated TAWS alert procedure (if equipped) |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

****Form 6D – Multi-engine aeroplane flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Start and taxi |  |  |
| Normal take-off simulating minimum distance and departure |  |  |
| Stalls |  |  |
| Steep turns |  |  |
| Low flying at 500 ft AGL and reversal turn |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Flapless approach and landing |  |  |
| Crosswind take-off and landing (if conditions permit) |  |  |
| Normal landing simulating minimum distance |  |  |
| Manage fuel and all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Instrument flying – basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Simulated inadvertent IMC entry and recovery |  |  |
| Rejected take off (touch drills in aeroplane) |  |  |
| Simulated engine failure after take‑off |  |  |
| Simulated partial engine failure |  |  |
| Simulated engine failure with asymmetric approach and landing |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Demonstrate appropriate non‑technical skills |  |  |
| Manage passengers and cargo (Part 133 and 135) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres – by reference only to the flight deck instruments |  |  |
| Departure and climb after take-off with one engine simulated inoperative |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| 3D or 2D instrument approach to minima |  |  |
| Visual circling from minima |  |  |
| Instrument approach with one engine simulated inoperative |  |  |
| Missed approach with one engine simulated inoperative |  |  |
| Simulated TAWS alert procedure (if equipped) |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

Form A15 – Personnel training and checking record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Trainee | Training / check details | Complete / competent | Trainee signature | Trainer signature |
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****Form A21 – HOTC audit report****

Details

Date of audit:

Audit period - From: To:

Conducted by:

|  |  |  |
| --- | --- | --- |
| Item | Comments | Compliant  Yes / No |
| Legislative compliance |  |  |
| Exposition/operations manual compliance |  |  |
| Pilot training and checking records |  |  |

|  |  |  |
| --- | --- | --- |
| Part 142 operator | Operator name | Compliant  Yes / No |
| Personnel Part 61 authorisations |  |  |
| Exposition/operations manual receipt |  |  |
| What, if any, improvements can be made? |  |  |

HOFO acknowledgement

Action (select all that apply)

No further action

Discussed with CEO

HOFO signature: Date:

****Form AC/MT1 – ACM/MTS trainer training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

| Topic | Item | Comments | Complete Yes / No |
| --- | --- | --- | --- |
| Principles and methods of instruction | Effective communication techniques |  |  |
|  | Training session planning |  |  |
|  | Evaluating progress |  |  |
|  | Assessment methods |  |  |
|  | Training records management |  |  |
| Practical component and delivery of training | Knowledge of training syllabi |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Demonstration, direction, assistance, observe cycle |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form AC/MT2 – ACM/MTS checker training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

Aircraft type:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Principles and methods of assessment | Preparing candidate |  |  |
|  | Assessment methods |  |  |
|  | Evaluating performance against standards |  |  |
|  | Debriefing techniques |  |  |
|  | Learning methods |  |  |
| Practical component and conduct of checking | Knowledge of check forms |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form GC1 – General emergency trainer/checker check report****

Details

Candidate name: ARN:

Trainer name: Date of completion:

Aircraft type:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Training course topics | General emergency and survival procedures |  |  |
|  | Aerodrome and aircraft security procedures |  |  |
|  | Location and use of emergency and safety equipment |  |  |
|  | Ditching procedures |  |  |
|  | Use of life jackets |  |  |
|  | In-water practical training |  |  |
|  | Use of life rafts (if required) |  |  |
|  | Part 138 – Procedures for dealing with specific emergency situations |  |  |
|  | Rotorcraft – HUET (if delivered) |  |  |
| Conduct of training | Materials and resources |  |  |
|  | Learning methods |  |  |
|  | Assessment methods |  |  |
| Conduct of check | Knowledge of check report forms |  |  |
|  | Planning and methodology of check |  |  |
|  | Resources |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

|  |
| --- |
| Comments |
|  |

****Form LC1 – Line check pilot training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

Aircraft type:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Principles and methods of assessment | Preparing candidate |  |  |
|  | Assessment methods |  |  |
|  | Evaluating performance against standards |  |  |
|  | Debriefing techniques |  |  |
|  | Learning methods |  |  |
| Flight checking | Knowledge of check forms |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Non-command seat operations |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form LT1 – Line training pilot training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Principles and methods of in‑flight instruction | Effective communication techniques |  |  |
|  | Training session planning |  |  |
|  | Evaluating progress |  |  |
|  | Assessment methods |  |  |
|  | Training records management |  |  |
| Flight training | Knowledge of training syllabi |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Demonstration, direction, assistance, observe cycle |  |  |
|  | Non-command seat training |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form PIC1 – Command training record****

Details

Crew member name: ARN:

Aircraft type:

|  |  |
| --- | --- |
| Training item | Complete Yes / No / NA |
| Duties and responsibilities for the pilot in command |  |
| Specific operator procedures |  |
| Exposition/operations manual content relating to flight conduct |  |
| Passenger handling |  |
| Pilot in command responsibilities |  |
| Standard operating procedures for the kind of aircraft used for the flight |  |
| Flight planning and fuel policy |  |
| Maintenance release and MEL procedures |  |
| Journey log and technical log |  |
| AFM/RFM contents |  |
| Exposition/operations manual content including guidance material |  |
| Pre-flight, in-flight and post-flight pilot actions |  |
| Normal, abnormal and emergency procedures for the kind of aircraft used for the flight |  |
| Checklist usage and procedures |  |
| Memory items |  |
| Standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas |  |
| For aerial work operations, training specific to the kind of aerial work operation to be conducted and training in aerial work passenger briefing and safety demonstrations (if aerial work passengers are carried) |  |
| Flight crew member proficiency check from the command seat |  |

|  |
| --- |
| Command training record comments |
|  |

Trainer certification – all command training items complete

Trainer name:

Trainer signature: Date:

Crew member acknowledgement

Crew member signature: Date:

****Form PIC2 – Command clearance to line report****

Details

Flight crew name: ARN:

Aircraft type:

|  |  |
| --- | --- |
| Clearance to line requirements | Complete  yes / no |
| Command training course |  |
| Proficiency check (command seat) |  |
| Line check (command seat) |  |
| Meets minimum supervised flight hours |  |
| Meets minimum total flight hours for command |  |

|  |
| --- |
| Comments |
|  |

HOTC acknowledgement

The flight crew member has met the relevant CASR and company minimum requirements to operate as pilot in command.

HOTC signature: Date:

****Form TC01 – Flight crew member induction checklist****

Details

Flight crew name: ARN:

| Topics | Complete Yes / No |
| --- | --- |
| HR and admin processes |  |
| ASIC |  |
| Licence check – English proficiency check |  |
| Facility familiarisation |  |
| Outline of organisation’s structure and governance |  |
| Authorised activities conducted by the company |  |
| Exposition/operations manual access, content, structure and amendment processes |  |
| Company forms and associated administration processes |  |
| WHS, safety policy and safety management principles |  |
| DAMP training and induction |  |
| CASA ‘Alcohol and other Drugs’ eLearning |  |
| Aircraft refuelling including drum stock procedures |  |
| Management of aircraft serviceability and defect reporting |  |
| Pilot maintenance training and certification (if carried out) |  |
| Flight planning and fuel policy |  |
| Rostering and fatigue management |  |
| Company-specific approvals or exemptions |  |
| SMS, hazard and incident and accident reporting procedures (Not required until CASA determined implementation date) |  |
| HFP and NTS (Not required until CASA determined implementation date) |  |
| Risk management processes |  |
| Air transport specific |  |
| Air transport operational procedures |  |
| Passenger, cargo and dangerous goods handling |  |
| Specific route/aerodrome briefings |  |
| Aerial work specific |  |
| Task specific operational procedures |  |
| Hazard and risk assessment and mitigation procedures |  |
| FSTD specific (if applicable) |  |
| IOS familiarisation |  |
| FSTD user manual and database familiarisation |  |
| FSTD serviceability and maintenance procedures |  |
| WHS – FSTD safety procedures |  |
| Training and checking pilot specific |  |
| Training syllabi |  |
| Assessment process |  |

Completed:  Yes  No

Trainer signature: Trainer name:

Flight crew signature: Date:

****Form TC02A – General emergency training course record****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Trainer name: Date of training:

Aircraft type(s):

Initial or recurrent:

|  |  |
| --- | --- |
| Training items | Complete Yes / No / NA |
| General emergency & survival procedures |  |
| * survival techniques |  |
| * survival procedures on land & water |  |
| Aerodrome & aircraft security procedures |  |
| * aerodrome security procedures |  |
| * aircraft security checks |  |
| * aircraft security procedures |  |
| Safety & emergency equipment: location, access, use |  |
| * survival kits |  |
| * first aid kits |  |
| * fire extinguishers |  |
| * life jackets |  |
| * life rafts |  |
| * EBS |  |
| * emergency exits |  |
| Life jackets or life rafts carried |  |
| * ditching procedures |  |
| * HUET (rotorcraft) |  |
| * in-water practical life jacket training |  |
| * in-water practical life raft training |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

****Form TC02B – General emergency check of competency report****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Checker name: Date of check:

Aircraft type(s):

Initial or recurrent:

|  |  |
| --- | --- |
| Check items | C / NYC / NA |
| General emergency & survival procedures |  |
| * survival techniques |  |
| * survival procedures on land & water |  |
| Aerodrome & aircraft security procedures |  |
| * aerodrome security procedures |  |
| * aircraft security checks |  |
| * aircraft security procedures |  |
| Safety & emergency equipment: location, access, use |  |
| * survival kits |  |
| * first aid kits |  |
| * fire extinguishers |  |
| * life jackets |  |
| * life rafts |  |
| * EBS |  |
| * emergency exits |  |
| Life jackets or life rafts carried |  |
| * ditching procedures |  |
| * HUET (rotorcraft) |  |
| * in-water practical life jacket training |  |
| * in-water practical life raft training |  |

|  |
| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Checker signature: Date:

Crew member signature: Date:

****Form TC03 – Conversion training course record****

Details

Flight crew name: ARN:

Trainer name: Date of training:

Aircraft type:

|  |  |
| --- | --- |
| Topics | Complete  Yes / No / NA |
| Duties and responsibilities for the flight crew member’s position |  |
| Duties and responsibilities for the pilot in command |  |
| Standard operating procedures |  |
| Normal, non-normal and emergency procedures |  |
| Any flight procedures or manoeuvres, for which the operator holds an approval under Regulation 91.045, or 135.020, of CASR |  |
| Procedures for any other operations conducted by the operator in an aircraft of that type or class that the flight crew member has not previously experienced |  |
| Night operations |  |
| VFR: Procedures to avoid inadvertent entry into IMC and escape from IMC procedures |  |
| IFR: Procedures in the event of a TAWS alert (if equipped) |  |
| Aerial work operations |  |
| Training specific to the kind of aerial work operation being conducted during the flight |  |
| Training in the conduct of an aerial work passenger briefing and safety demonstration for the kind of aircraft being used for the flight. |  |

|  |
| --- |
| Comments |
|  |

Completed:  Yes  No

Flight crew signature: Date:

Trainer signature: Date:

****Form TC04A – Flight crew member line training record****

**\* relevant for Part 133 and 135 only**

Details

Flight crew name: ARN:

Trainer name: Date of training:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | Comment | Complete Yes / No / NA |
| Pilot documentation |  |  |
| Pre-flight planning |  |  |
| Loading, weight and balance, fuel calculations |  |  |
| Passenger handling, briefings and safety demonstrations |  |  |
| Checklist usage |  |  |
| Start, hover, taxi, take-off |  |  |
| Cruise, navigation, airways procedures |  |  |
| Radio procedures |  |  |
| Traffic management |  |  |
| Descent, approach, hover, taxi and landing |  |  |
| Risk assessment and safety management practices |  |  |
| Ground handling, aircraft parking and public safety |  |  |
| Area, route and airport knowledge |  |  |

Supervised flying record

ICUS: Cumulative ICUS:

Result:  
 Ready for line check

|  |
| --- |
| Comments |
|  |

Training pilot signature: Date:

Flight crew signature: Date:

****Form TC04B – Flight crew member line check report****

**\* relevant for Part 133 and 135 only**

Details

Flight crew name: ARN:

Check pilot name:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | Comment | C / NYC / NA |
| Pilot documentation |  |  |
| Pre-flight planning |  |  |
| Loading, weight and balance, fuel calculations |  |  |
| Passenger handling, briefings and safety demonstrations |  |  |
| Checklist usage |  |  |
| Start, hover, taxi, take-off |  |  |
| Cruise, navigation, airways procedures |  |  |
| Radio procedures |  |  |
| Traffic management |  |  |
| Descent, approach, hover, taxi and landing |  |  |
| Risk assessment and safety management practices |  |  |
| Ground handling, aircraft parking and public safety |  |  |
| Area, route and airport knowledge |  |  |

Result

Competent

Not yet competent

|  |
| --- |
| Comments |
|  |

Flight crew signature: Date:

Check pilot signature: Date:

****Form TC05 – Flight crew member proficiency and line check knowledge report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | Comment | Complete Yes / No |
| Flight crew licence and medical |  |  |
| Weather and NOTAMs and flight plan |  |  |
| Flight and duty limitations |  |  |
| Loading, weight and balance calculations |  |  |
| Fuel calculations |  |  |
| Alternate aerodrome considerations |  |  |
| Take-off and landing performance calculations |  |  |
| Maps, charts, EFB currency |  |  |
| ERSA emergency procedures |  |  |
| Aerodrome lighting requirements |  |  |
| Use of MR and MEL |  |  |
| Threat and error management |  |  |
| Briefing for airborne component |  |  |
| VFR: Procedures to avoid inadvertent entry into IMC and escape from IMC procedures |  |  |
| IFR: Procedures in the event of a TAWS alert (if equipped) |  |  |

Completed

Yes

No

|  |
| --- |
| Comments |
|  |

Check pilot certification

Signature: Date:

Flight crew acknowledgement

Signature Date:

****Form TC07A – Nomination form for training and checking personnel****

|  |  |  |  |
| --- | --- | --- | --- |
| Name | ARN | Training and checking events authorised | CASA  advice date |
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****Form TC07B – Part 142 listed contracted training and checking organisation record****

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| --- | --- | --- | --- | --- |
| Part 142 organisation | ARN | Training and checking events authorised | HOTC acceptance | Audit date |
|  |  |  |  |  |
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****Form TC08 – ACM/MTS member induction checklist****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

|  |  |
| --- | --- |
| Topics | Complete Yes / No / NA |
| HR and admin processes |  |
| ASIC |  |
| English proficiency check |  |
| Outline of organisation’s structure and governance |  |
| Authorised activities conducted by the company |  |
| Company-specific approvals or exemptions |  |
| Exposition/operations manual access, content, structure and amendment processes |  |
| Safety policy and safety management principles (SMS) - Not required until CASA determined implementation date |  |
| Hazard and incident and accident reporting procedures |  |
| Continuing competence and fitness to operate |  |
| Rostering and fatigue management |  |
| Workplace Health and Safety (WHS) |  |
| HFP and NTS - Not required until CASA determined implementation date |  |
| DAMP training and induction |  |
| CASA ‘Alcohol and other Drugs’ eLearning |  |
| Aviation indoctrination e.g. terminology, relevant civil aviation legislation |  |

Completed:

Yes  No

HOTC signature: HOTC name:

Crew member signature: Date:

****Form TC09A – ACM/MTS conversion training record****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Trainer name:

Aircraft type:

|  |  |
| --- | --- |
| Training items | Completed  Yes / No / NA |
| Aircraft |  |
| * exits |  |
| * aircraft systems |  |
| * specialist equipment |  |
| Standard operating procedures |  |
| * ground handling |  |
| * pre-flight |  |
| * safety briefings & demonstrations |  |
| * equipment serviceability checks |  |
| * passenger management |  |
| Non-normal & emergency procedures |  |
| * fumes, fire & smoke |  |
| * pressurisation problems & decompression |  |
| * crew incapacitation |  |
| * evacuation |  |
| * ditching |  |
| Operation specific procedures |  |
| * NVIS |  |
| * winching/rappelling |  |
| * sling load |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

****Form TC09B – ACM/MTS conversion proficiency check report****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Trainer name:

Aircraft type:

| Check items | C / NYC / NA |
| --- | --- |
| Aircraft |  |
| * exits |  |
| * aircraft systems |  |
| * operation specific equipment |  |
| Standard operating procedures |  |
| * ground handling |  |
| * ­safety briefings & demonstrations |  |
| * equipment serviceability checks |  |
| * passenger management |  |
| Non-normal & emergency procedures |  |
| * fumes, fire & smoke |  |
| * pressurisation problems & decompression |  |
| * crew incapacitation |  |
| * evacuation |  |
| * ditching |  |
| Operation specific procedures |  |
| * NVIS |  |
| * winching/rappelling |  |
| * sling load |  |

|  |
| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Crew member signature: Date:

Checker signature: Date:

****Form TC10A – ACM/MTS line training record****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Trainer name:

Aircraft type: Route(s):

|  |  |
| --- | --- |
| Line training items | Complete Yes / No / NA |
| Risk assessment and management |  |
| * Risk assessment considerations |  |
| * Ongoing risk management |  |
| Pre-flight |  |
| * Sign-on procedures |  |
| * Crew briefings |  |
| Ground handling, aircraft parking and public safety |  |
| * Aircraft positioning |  |
| * Arrival & departure procedures |  |
| Passenger handling |  |
| * Boarding |  |
| * Safety briefings and demonstrations |  |
| Line operations |  |
| * Crew communication & co-ordination |  |
| * Use of aircraft systems |  |
| * Use of aircraft equipment |  |
| * Post-flight |  |
| * Documentation |  |
| * Sign-off procedures |  |

|  |
| --- |
| Comments |
|  |

Ready for line check:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

****Form TC10B – ACM/MTS line check report****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Checker name:

Aircraft type: Route(s):

|  |  |
| --- | --- |
| Line check items | C / NYC / NA |
| Risk assessment and management |  |
| * Risk assessment considerations |  |
| * Ongoing risk management |  |
| Pre-flight |  |
| * Sign-on procedures |  |
| * Crew briefings |  |
| Ground handling, aircraft parking and public safety |  |
| * Aircraft positioning |  |
| * Arrival & departure procedures |  |
| Passenger handling |  |
| * Boarding |  |
| * Safety briefings and demonstrations |  |
| Line operations |  |
| * Crew communication & co-ordination |  |
| * Use of aircraft systems |  |
| * Use of aircraft equipment |  |
| Post-flight |  |
| * Documentation |  |
| * Sign-off procedures |  |

|  |
| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Crew member signature: Date:

Checker signature: Date:

****Form TC11 – Differences training record****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Trainer name: Date of training:

|  |  |
| --- | --- |
| Training items | Complete  Yes / No |
|  |  |
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| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Checker signature: Date:

****Form TC12 – ACM/MTS recurrent proficiency check report****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Checker name: Date of check:

Aircraft type:

|  |  |
| --- | --- |
| Ground Training | Completion date |
| Safety Management Systems |  |
| Human Factors Principles and Non-Technical Skills |  |

| Check items | C / NYC / NA |
| --- | --- |
| Non-normal & emergency procedures |  |
| * fumes, fire & smoke |  |
| * pressurisation problems & decompression |  |
| * crew incapacitation |  |
| * evacuation |  |
| * ditching |  |
| Line operations |  |
| * risk assessment & management |  |
| * pre-flight procedures |  |
| * ground handling, aircraft parking & public safety procedures |  |
| * passenger handling, briefings & safety demonstration procedures |  |
| * crew communication & co-ordination |  |
| * use of aircraft systems |  |
| * use of aircraft exits & equipment |  |
| * post-flight procedures |  |
| Operation specific procedures |  |
| * NVIS |  |
| * winching/rappelling |  |
| * sling load |  |

|  |
| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Crew member signature: Date:

Checker signature: Date:

****Form TC13 – Remedial training record****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Trainer name: Date of training:

|  |  |
| --- | --- |
| Training items | Complete  Yes / No |
|  |  |
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| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

# SAFETY MANAGEMENT SYSTEM, HUMAN FACTORS & NON-TECHNICAL SKILLS

## Safety management system

****Sample text 1****

This is not applicable, {Sample Aviation} is not required to have a safety management system.

****Sample text 2****

{Sample Aviation} is taking advantage of CASA EX87/21 - in relation to the requirement to have a safety management system and a safety manager. All personnel are to comply with the procedures in Section 1.2.1 Safety policy statement to meet the conditions of the exemption.

{Sample Aviation} has an active SMS implementation plan as follows:

{Insert SMS implementation plan here, or insert a link to it if it is contained in a separate document}

****Sample text 3****

{Insert SMS content here, or insert link to your safety management system manual if it is contained in a separate document}

## Human factors & non-technical skills (HF / NTS) training program

****Sample text 1****

This is not applicable, {Sample Aviation} is not required to have a human factors & non-technical skills (HF / NTS) training program.

****Sample text 2****

{Sample Aviation} is taking advantage of CASA EX87/21 in relation to HF / NTS training programs.

****Sample text 3****

{Sample Aviation}'s HF / NTS training program is in accordance with the following section.

### Program objectives

****Sample text****

{Sample Aviation} requires all safety-critical personnel to undergo the HF / NTS training program.

The objective of this program is to enhance knowledge of human factors (HF) and non-technical skills (NTS) for all safety-critical personnel that conduct safety-sensitive aviation activities (SSAAs) for {Sample Aviation}.

The program includes an initial and recurrent training course that will be provided by {insert the name of the provider}.

### Program responsibilities

****Sample text****

The CEO has assigned management of responsibilities for the HF / NTS program to the HOTC. The responsibilities include: {insert a list of responsibilities}.

### Record keeping

****Sample text****

Records of completion and currency will be tracked in {Sample Aviation}’s currency tracking system.

### Personnel required to undergo the HF / NTS training program

****Sample text****

****Flight crew****

As per subregulation 119.180(2) of CASR, flight crew personnel must not carry out their duty unless they have completed the HF / NTS initial training course and meet the currency requirements under Volume 4 of this exposition.

****Other operational safety-critical personnel****

All safety-critical personnel, whether they are listed in subregulation 119.180(2) of CASR or not, must be compliant with the HF / NTS training program within three months of being appointed to their position.

### Training program

****Sample text****

1. Training program

|  | Initial training course | Recurrent training course |
| --- | --- | --- |
| Recency | As per section {insert section title} | annually |
| Delivery method | Face-to face or online through {insert provider} | |
| Instructor qualifications | Refer to section 5.2.7 third party service providers | |
| Instructor student ratio | {insert} e.g.12-1 | |
| Duration | 2 days | 1 day |
| Assessment method | Written exam | |
| Record of completion | Records of completion and currency are tracked in operator’s currency tracking system. | |
| Course modules | Example only   * History of human factors and CRM training * Threat and error management * Communication * Conflict resolution * Cultural factors * Leadership and teamwork * Fatigue and fatigue management | Example only   * Stress and stress management * Information processing * Workload management * Automation * Situational awareness * Decision making * The anatomy of an accident |

### Program evaluation / continuous improvement

****Sample text****

The CEO and the HOTC are responsible for reviewing the HF / NTS program content annually and considering whether it remains applicable to {Sample Aviation}’s operations. Any areas identified for improvement or changes are to be made in accordance with {Sample Aviation}’s change management procedures in section [Management of change](#_Management_of_change) of this exposition.

### HF / NTS third party provider

****Sample text****

{Sample Aviation} uses {insert name of provider} as the provider for the HF / NTS program. The HOTC will review the content and delivery of the program annually and confirm whether it meets the requirements of this section.

# DANGEROUS GOODS

## Dangerous goods manual

Sample text 1

This is not applicable, {Sample Aviation} does not carry dangerous goods on any of its aircraft or flights.

Sample text 2

Certain dangerous goods are be permitted on {Sample Aviation} aircraft in accordance with regulation 92.030 of the CASR and the {Sample Aviation} dangerous goods manual procedures. The pilot in command should refer to this provision to determine whether the article can be carried on any flight.

{Sample Aviation}'s Dangerous goods manual is contained in a separate document available here: {insert link}.

# FATIGUE MANAGEMENT

## Fatigue management manual

****Sample text 1****

{Sample Aviation} is not required to have a fatigue risk management system. Fatigue management procedures are in accordance with CAO 48.1 Appendix {X} as detailed below.

{Insert fatigue management procedures}

Sample text 2

{Sample Aviation}’s fatigue risk management system is detailed below.

{Insert fatigue risk management system content}

# DRUG AND ALCOHOL MANAGEMENT PLAN

## Drug and alcohol management plan (DAMP)

****Sample text 1****

{Sample Aviation} safety-sensitive employees are prohibited from performing any operational duties or responsibilities when under the influence of alcohol or drugs. {Sample Aviation}’s drug and alcohol management plan (DAMP) is the responsibility of the HOFO.

Micro business DAMP

{Sample Aviation} has elected to adopt the CASA Micro-business DAMP in order to obtain the benefits of the current CASA Micro-business exemption which exempts an eligible DAMP organisation from certain compulsory requirements of CASR Subpart 99.B.

By adopting the CASA Micro-business exemption, {Sample Aviation} has committed to adhering to all of the requirements outlined under the DAMP exemption for micro-business, as stated on the CASA website under the ‘[Exemptions’ section of the CASA Drug and alcohol management plans link](https://www.casa.gov.au/operations-safety-and-travel/safety-advice/drug-and-alcohol-management/drug-and-alcohol-management-plan-exemptions/exemptions-drug-and-alcohol-management-plan-damp-requirements).

{Sample Aviation} adopts all conditions in the CASA Micro-business exemption including completion of the CASA AOD eLearning by all staff who perform SSAA and has formally adopted the Micro-business DAMP.

****Sample text 2****

Full Damp

{Sample Aviation} safety-sensitive employees are prohibited from performing any operational duties or responsibilities when under the influence of alcohol or drugs.

{Sample Aviation}’s drug and alcohol management plan (DAMP) is the responsibility of the HOFO and is in accordance with regulation 99.045 of CASR. {Sample Aviation}’s DAMP can be found here: {insert link}. Or {insert DAMP content}.

# FORMS

## Forms

1. Forms

| Form number | Title |
| --- | --- |
| A01 | Audit of Compliance |
| A02 | Suggestion for Continuous Improvement |
| A03 | Continuous Improvement Register |
| A04 | Aircraft Checklists |
| A05 | Aircraft Journey Log |
| A06 | Electronic Flight Bag (EFB) Training & Competency Check |
| A07 | Operational Flight Planning Form |
| A08 | Landing Area / Site (ALA / HLS) Survey Report Form and Register |
| A09 | Pilot Personal Details and Training Record |
| A10 | Pilot Induction Training Course |
| A11 | Key Personnel Familiarisation Training Record |
| A12 | General Emergency Competency Training Course and Competency Check Report Form |
| A13 | Operator Conversion and Proficiency Training and Check Report Form |
| A14 | Task Specialist Training Course |
| A15 | Personnel Training and Checking Record |
| A16 | Hazard and Incident Report Form |
| A17 | Risk Assessment Form |
| A18 | Risk Register |
| A19 | CAO 48.1 - Flight Crew Member Flight and Duty Record - CAO 48.1 |
| A20 | Safety Briefing Cards |
| A21 | Flight Plan Proforma |
| A22 | Pilot Maintenance Training record |
| A23 | Pilot Maintenance Authority |
| A24 | Pre-flight fireground personnel carriage verification form and, if needed, training record |

Form A01 Audit of compliance

Date of Audit: Audit period:

Conducted by:

1. Form A01 Audit of compliance

|  |  |  |
| --- | --- | --- |
| Compliance | Comments | Compliant? Yes / No |
| Exposition compliance |  |  |
| Legislative compliance |  |  |
| Risk assessment processes |  |  |
| Flight & duty records |  |  |
| DAMP recurrency |  |  |
| Aircraft documentation |  |  |
| Pilot training and assessment records |  |  |
| Pilot performance monitoring |  |  |
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CEO Acknowledgement

Action:  No Further Action  Discuss with HOFO

CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A02 Suggestion for continuous improvement

The organisations' continuous improvement process aims to improve the management, conduct and effectiveness of all activities conducted by the organisation.

Complete this form and send to the HOFO by email. Additional recipients can be added in accordance with the distribution list in row 2 below.

>> TO BE COMPLETED BY THE PERSON MAKING THE SUGGESTION <<

Submitted by: Date:

Distribution list:  CEO  HOFO  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table: Form A02 Suggestion for continuous improvement

| Identify area of deficiency or ambiguity (tick) | a | References and / or details |
| --- | --- | --- |
| Exposition (all parts) |  |  |
| Flight Ops Management |  |  |
| Fatigue Management System |  |  |
| Facilities (buildings, computers & other equipment etc.) |  |  |
| Aircraft (equipment levels, suitability and serviceability etc.) |  |  |
| Aircraft Operating Procedures |  |  |
| Other (describe) |  |  |

Suggested improvement & benefits

HOFO acknowledgement

Feedback given to originator:  YES  NO

Discussed with:  CEO  HOFO

Responsibility for action?

Resources required?

HOFO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A03 Continuous improvement register

1. Form A03 Continuous improvement register

| Date | Suggested by | Area of deficiency or ambiguity | Suggested improvement | Responsible person | Outcome |
| --- | --- | --- | --- | --- | --- |
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Form A04 Aircraft checklists

Reserved.

Form A05 Aircraft journey log

VH - \_\_\_\_\_\_\_\_

1. Form A05 Aircraft journey log

| \*Date | \*Pilot | \*From | To | Departure time | Arrival time | Duration | \*Fuel added | \*Fuel start | Fuel end | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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Form A06 Electronic flight bag (EFB) training and competency check

Pilot: ARN:

Trainer: Date of training:

Table: Form A06 Electronic flight bag (EFB) training and competency check

|  |  |
| --- | --- |
| Subjects / Discussion points | Complete  Yes / No |
| Company EFB policy |  |
| EFB procedures |  |
| EFB components – screen, kneeboard, battery, charger, cables |  |
| Software update procedure |  |
| Human factors considerations for EFB use |  |
| EFB operational use: normal and abnormal |  |
| EFB emergency procedures including battery overheat, fire and smoke |  |
| EFB isolation procedures after serious malfunction |  |
| EFB daily serviceability check |  |
| Management of EFB serviceability and defect reporting |  |
| Practical demonstration with practice using the EFB IAW company procedures |  |
| EFB Administrator Only |  |
| Management of hardware and accessories |  |
| Management of software application (including updates) |  |
| Data management process |  |
| EFB training and checking – induction & competency |  |

|  |
| --- |
| Comments |
|  |

Trainer Acknowledgement

Completed:  YES  NO

Trainer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A07 Operational flight planning form - Page 1

1. Form A07 Operational flight planning

|  |  |
| --- | --- |
| Aircraft registration and flight number (if any): | Flight date: |
| Name of the pilot in command: | |
| Departure: | Destination: |
| Flight Rules (IFR / VFR) | |
| Fuel Amount IAW section [Fuel Policy](#_Fuel_policy): | Fuel on board: |

| Route segment | Altitude | Distance | Track  M | Cruising Speed | Time intervals |
| --- | --- | --- | --- | --- | --- |
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Alternate aerodrome (if required)

| Route segments | Altitudes | Cruising Speed | Time intervals | Fuel required |
| --- | --- | --- | --- | --- |
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Form A07 Operational flight planning form - Page 1

1. Passenger manifest (CASR 135.090; 133.080)

| Name | Department | Destination |
| --- | --- | --- |
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Notes:

Form A08 Landing area / site (ALA / HLA) survey report form and register - Page 1

1. Form A08 Landing area / site (ALA / HLA) survey report form and register - Page 1

Aeroplanes

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of ALA |  | | | | | | | |
| \*Location | BRG & Dist | | | | Lat / Long | | | |
| Owner or \*contact details |  | | | | | Phone | | |
| Email | | |
| Facilities (circle if available) | Phone | Mobile Phone Reception | | Fuel | | Shelter | | Paved Road |
| Nearest town or city |  | | | | | | | |
| Landing Area Diagram (\*including taxiways and windsock) |  | | | | | | | |
| \*Length | | \*Direction | | \*Width | | \*Slope | |

|  |  |  |  |
| --- | --- | --- | --- |
| \*Elevation |  | Lighting |  |
| \*Surface |  | Markings |  |
| Obstructions |  | Identifying features |  |
| \*Navaids |  | Comms\* |  |
| Comments |  | | |
| Reported by (Pilot) |  | Date of report |  |

1. Form A08 Landing area / site (ALA / HLA) survey report form and register- Page 1

Rotorcraft

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of HLS |  | | | | | | |
| Location\* | BRG & Dist | | | | Lat / Long | | |
| Owner or \*contact details |  | | | | Phone | | |
| Email | | |
| Facilities (circle if available) | Phone | Mobile Phone Reception | | Fuel | Shelter | | Paved Road |
| Nearest town or city |  | | | | | | |
| Final approach and take-off area, and touch down and  lift-off area diagram (\*including taxiways and windsock) |  | | | | | | |
| \*Length | | \*Direction | | \*Width | \*Slope | |

|  |  |  |  |
| --- | --- | --- | --- |
| \*Elevation |  | Lighting |  |
| \*Surface |  | Markings |  |
| Obstructions |  | Identifying features |  |
| \*Navaids |  | Comms\* |  |
| Comments |  | | |
| Reported by (Pilot) |  | Date of report |  |

Note: This form requires page 2 to be complete.

Form A08 Landing Area / Site (ALA / HLS) Survey Report Form and Register – Page 2

1. Form A08 Landing Area / Site (ALA / HLS) Survey Report Form and Register – Page 2

|  |  |
| --- | --- |
| Name of ALA / HLS |  |
| Limitations |  |
| Special procedures - general |  |
| Special procedures / restrictions - engine failure |  |
| Special procedures / restrictions - obstacle clearance |  |

Form A09 Pilot personal details and training record – Page 1

1. Form A09 Pilot personal details and training record – Page 1

|  |  |  |  |
| --- | --- | --- | --- |
| Contact details | | | |
| Pilot name |  | | |
| Address |  | | |
| Phone | Business | After hours | Mobile |
| Email |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Next of kin | | | | |
| Name |  | | Relationship |  |
| Address |  | | | |
| Phone | Business | After hours | | Mobile |
| Email |  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Credential & experience | | | | | | |
| ARN |  | Medical | | Class | | Validity |
| Last medical | Place Date Doctor's name | | | | | |
| Hours - last 12 months (if applicable) |  | | Last flight (if applicable) | | Date | |
| Aircraft types flown |  | | | | | |

| Previous flying summary | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| All flying (hrs) | | | | | \_\_\_\_\_\_\_\_\_\_ (hrs) | | \_\_\_\_\_\_\_\_\_ (hrs) | |
| PIC Day | PIC NGT | Dual Day | Dual NGT | TOTAL | Dual | PIC | Dual | PIC |
|  |  |  |  |  |  |  |  |  |

Form 09 Pilot Personal Details and Training Record – Page 2

1. Form A09 Pilot personal details and training record – Page 2

Training & assessment

| Ground | | | Flight | | |
| --- | --- | --- | --- | --- | --- |
| Subject | Date | Certified by | Event | Date | Certified |
| Induction |  |  | Flight review |  |  |
| General emergency competency |  |  |  |  |  |
| Initial competency assessment |  |  |  |  |  |

Notes:

CEO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A10 Pilot induction training course

1. Form A10 Pilot induction training course

|  |  |  |  |
| --- | --- | --- | --- |
| Pilot name |  | ARN |  |
| Trainer name |  | Date of training |  |

| Subjects / Discussion points | Complete  Yes / No |
| --- | --- |
| Company training and assessment program |  |
| Outline of company structure and governance |  |
| Authorised activities conducted by the company |  |
| Company exposition content, structure and amendment processes |  |
| Company safety policy and management principles |  |
| Aircraft engineering training and questionnaire |  |
| Aircraft refuelling including drum stock procedures |  |
| Aircraft daily inspection and certification |  |
| Management of aircraft serviceability and defect reporting |  |
| Procedures for dealing with defects when contact with operator/LAME not available |  |
| Pilot maintenance training and certification |  |
| Hazard and risk assessment and mitigation procedures for operations |  |
| Rostering and fatigue management |  |
| Remote base operational procedures |  |
| Company DAMP induction |  |
| Completion of CASA ‘Alcohol and other Drugs’ eLearning module |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Trainer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A11 Key Personnel familiarisation training record

1. Form A11 Key personnel familiarisation training record

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | ARN |  |
| Position |  | Date of training |  |

| Subjects / Discussion points | Complete  Yes / No |
| --- | --- |
| Overview of company operation and scope of operations conducted |  |
| Company exposition content, structure and amendment processes |  |
| Regulatory authorisation and compliance procedures |  |
| Outline of company structure and governance |  |
| Internal reporting and communication procedures |  |
| Outline of company administration systems |  |
| Change management processes |  |
| Company DAMP |  |
| Company safety policy and management principles |  |
| Responsibilities & duties of position, supporting processes and procedures |  |
| Summary of relevant requirements under Parts 91 and 135 of CASR |  |
| Introduction to risk management procedures |  |
| Rostering and fatigue management |  |
| The following items are not required for the CEO position | |
| Operations management |  |
| Pilot training and assessment |  |
| Operations procedure manual |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Trainer name:

Trainer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A12 General emergency competency training course and competency check report form

1. Form A12 General emergency competency training course and competency check report form

|  |  |  |  |
| --- | --- | --- | --- |
| Pilot name |  | ARN |  |

| Training element | | | |
| --- | --- | --- | --- |
| Trainer name |  | Date of training |  |
| Kind of aircraft |  | Aircraft Registration |  |

| Subjects / Discussion points | Complete  Yes / No |
| --- | --- |
| General emergency and survival procedures |  |
| Aircraft evacuation procedures |  |
| Procedures for dealing with emergency situations |  |
| Procedures for location, removal and use of safety equipment |  |

|  |
| --- |
| Comments |
|  |

Trainer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competency check element

Checker name:

Date of check: Click here to enter a date.

Initial Check?  Yes  No

Recurrent?  Yes  No

| Subjects / check items | Complete  Yes / No |
| --- | --- |
| General emergency and survival procedures |  |
| Aircraft evacuation procedures |  |
| Procedures for dealing with emergency situations |  |
| Procedures for location, removal and use of safety equipment |  |

|  |
| --- |
| Comments |
|  |

Checker signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form A13 Operator conversion and proficiency training and check report form

1. Form A13 Operator conversion and proficiency training and check report form

|  |  |  |  |
| --- | --- | --- | --- |
| Pilot name |  | ARN |  |

Training element

|  |  |
| --- | --- |
| Pilot name |  |
| Trainer name |  |
| Date of training |  |
| Kind of aircraft |  |
| Aircraft Registration |  |

|  |  |
| --- | --- |
| Subjects / Discussion points | Complete  Yes / No |
| Duties and responsibilities of the FCMs |  |
| Procedures relating to the operator’s operations |  |
| Standard operating procedures for the aircraft |  |
| Normal and emergency procedures for the aircraft |  |
| Training specific to the kind of aerial work operation  task specialist |  |

|  |
| --- |
| Comments |
|  |

Trainer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOO/HOFO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competency check element

Checker name:

Date of check: Click here to enter a date.

Initial Check?  Yes  No

Recurrent?  Yes  No

| Subjects / check items | Complete  Yes / No |
| --- | --- |
| Duties and responsibilities for the FCMs |  |
| Procedures relating to the operator’s operations |  |
| Standard operating procedures for the aircraft |  |
| Normal and emergency procedures for the aircraft |  |
| Training specific to the kind of aerial work operation  task specialist |  |

|  |
| --- |
| Comments |
|  |

Checker signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOO/HOFO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form A14 Task specialist training course

1. Form A14 Task specialist training course

|  |  |  |  |
| --- | --- | --- | --- |
| Trainee name |  | ARN (if applicable) |  |
| Trainer name |  | Date of training |  |

| Subjects / Discussion points | Complete  Yes / No |
| --- | --- |
| Crew status and responsibilities |  |
| Authority of pilot in command (PIC) |  |
| Safety policy (including hazard and incident reporting) |  |
| Drug and alcohol policy |  |
| Safety around the aircraft |  |
| Crew position safety |  |
| Safety equipment |  |
| Limitation to performance of duties |  |
| Airsickness |  |
| Aircraft emergency procedures |  |
| Forced landing (and ditching if relevant) |  |
| Aircraft evacuation |  |
| Post evacuation |  |
| Human factors and non-technical skills (limited) |  |
| Company DAMP induction |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Trainer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

Form A15 Personnel training and checking record

1. Form A15 Personnel training and checking record

| Date | Trainee | Training / Check Details | Competent / Proficient  Yes / No | Trainee Signature | Trainer Signature |
| --- | --- | --- | --- | --- | --- |
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Form A16 Hazard and incident report form – Page 1

In accordance with {Sample Aviation Pty Ltd}’s safety policy, this form is to be used to report all hazards and incidents that are identified or occur within company operations and is not limited to aviation operations.

The information supplied on this form will only be used to report on any aviation incidents and occupational health and safety incidents that would be relevant to the staff, customers and third-party contractors of {Sample Aviation Pty Ltd}. On receipt of this form, it will be actioned by the HOFO and you will be notified of the outcome. It will then be filed in our safety records as a means of supporting our company safety policy.

1. Form A16 Hazard and incident report form

>> PART A – to be completed by person reporting hazard <<

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reporter  (leave blank if anonymous) |  | Contact phone (optional) |  |
| Date of occurrence |  | Local Time |  |
| Location E.g. Airport code, Lat / Long, brg / dist |  | ATSB report submitted | Yes / No / NA |

Fully describe the hazard, incident or occurrence:

What do you consider to be the root cause and what actions have been taken or suggestions do you have to mitigate the hazard or prevent the incident or occurrence from happening again?

This form is continued over the page.

Form A16 Hazard and incident report form – Page 2

1. Form A16 Hazard and incident report form

|  |  |  |
| --- | --- | --- |
| In your opinion, what is the likelihood of such an event or something similar occurring again? | | |
| UNLIKELY | PROBABLE | LIKELY |
| 1 | 2 | 3 |

|  |  |  |
| --- | --- | --- |
| What do you consider could be the worst possible consequence as a result of this event if it were to happen again? | | |
| NEGLIGIBLE | SERIOUS | CATASTROPHIC |
| 1 | 2 | 3 |

>> PART B – To be completed by the HOFO or assignee <<

|  |  |  |  |
| --- | --- | --- | --- |
| What were the results of the root cause analysis and what actions have been taken, or are being undertaken, to prevent the issue from occurring again in the future and / or to mitigate its consequences? | | | |
| Report | | | |
| Recommendations | | | |
| Signature |  | Date |  |

>> PART C – Acknowledgement by CEO <<

|  |  |  |  |
| --- | --- | --- | --- |
| CEO comments and recommendations | | | |
| No further action  Feedback given to originator  Discuss with HOFO | | | |
| CEO Signature |  | Date |  |

Form A17 Risk assessment Form – page 1

1. Form A17 Risk assessment form

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor name |  | Position |  |
| Task / client / location |  | | |

|  |
| --- |
| Pre-operational risk assessment |
| * review risk register * review type of operation, location, aircraft to be used, qualifications and experience of the FCMs and any hazards external to the aircraft |

|  |  |
| --- | --- |
| Mitigation strategies and risk controls | |
| Issue | Strategy or control |
|  |  |
|  |  |
|  |  |
| (add rows as needed) |  |

|  |  |
| --- | --- |
| Flight risk management plan | |
| Issue | Strategy or control |
|  |  |
|  |  |
|  |  |
| (add rows as needed) |  |

This form is continued over the page.

Form A17 Risk assessment form – Page 2

1. Form A17 Risk assessment form

|  |  |  |  |
| --- | --- | --- | --- |
| Pre-flight risk review | | | |
|  | | | |
| Pilot name |  | Date |  |

|  |
| --- |
| Post-flight review |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor name |  | Date |  |
| Assessor position |  | Signature |  |

Form A18 Risk register

1. Form A18 Risk register

| Issue title | Details | Strategy or control |
| --- | --- | --- |
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Form A19 Flight crew member flight and duty record - CAO 48.1

1. Form A19 Flight crew member flight and duty record - CAO 48.1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FCM | Name | Start | Sunday | Insert date | End | Saturday | Insert date |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | FDP start | FDP finish | Total Duty | FDP extended?1 | Total Flight | Flt time extended?2 | 28 Day Flt Time | 365 Day Flt Time | Remarks | Signature |
|  |  |  |  |  | Brought Forward | |  |  |  |  |
| SU |  |  |  |  |  |  |  |  |  |  |
| MO |  |  |  |  |  |  |  |  |  |  |
| TU |  |  |  |  |  |  |  |  |  |  |
| WE |  |  |  |  |  |  |  |  |  |  |
| TH |  |  |  |  |  |  |  |  |  |  |
| FR |  |  |  |  |  |  |  |  |  |  |
| SA |  |  |  |  |  |  |  |  |  |  |
|  | | | | | Carry Forward | |  |  |  | |

Instructions for extensions

Was your FDP extended – Yes / No? (annotate column as appropriate). If 'YES', provide a summary or reasons for the extension in the remarks section.

Did your flight time exceed seven hours – Yes / No? (annotate column as appropriate). If 'YES', provide summary and reasons for the extension in the remarks section.

Form A20 Safety briefing cards

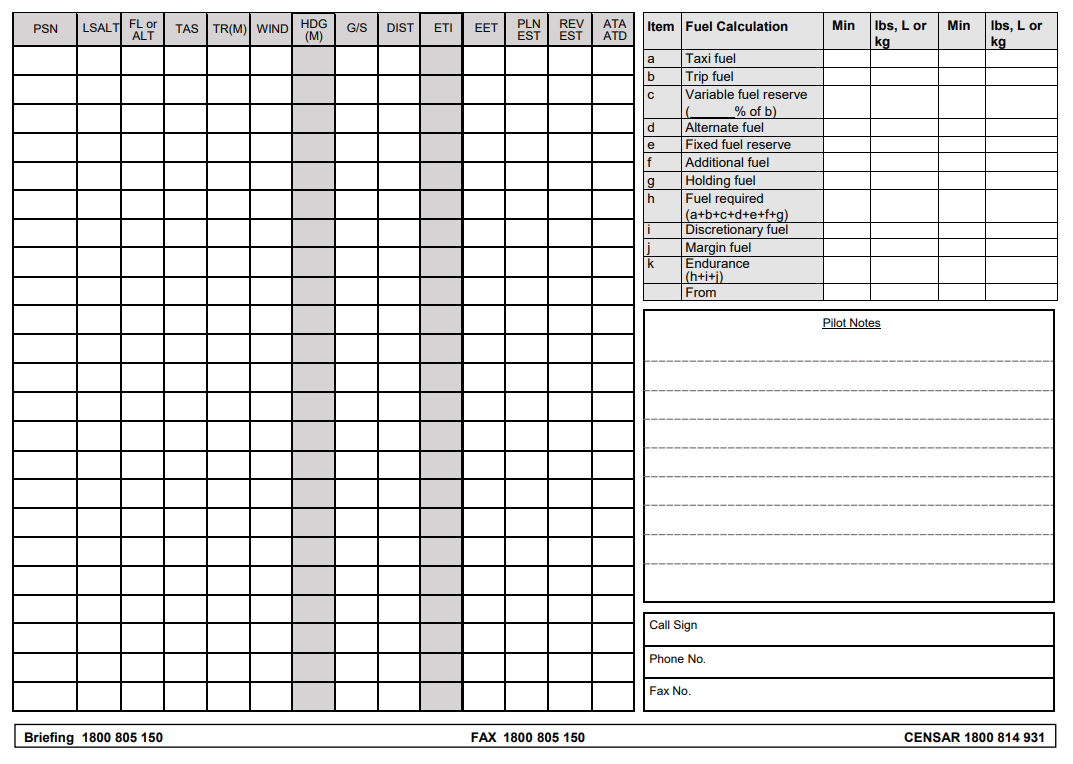
A20.1 C206

A20.1 C210

A20.3 BE58

A20.4 PA-31.

Form A21 Flight plan proforma



Form A22 – Pilot maintenance training record

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| Date | Schedule 8 item | Schedule 8 maintenance training carried out | Competent  Yes / No | Trainee Signature | Maintenance trainer Signature |
| --- | --- | --- | --- | --- | --- |
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Form A23 Pilot Maintenance Authority

|  |  |  |  |
| --- | --- | --- | --- |
| Pilot name |  | ARN |  |
| Authorised by |  | Position |  |
| Aircraft type |  | Date of training |  |

|  |  |  |
| --- | --- | --- |
| Maintenance Task | Conditions | Expiry |
|  |  |  |
|  |  |  |
|  |  |  |

Form A24 Pre-flight fireground personnel carriage verification form and, if needed, training record

{Fireground emergency organisation}

**Acknowledgement and consent form**

|  |  |
| --- | --- |
| Passenger Name | ARN |
|  |  |
| **Item** | **Acknowledged/consented (signature )** |
| I have been informed of the increased risks of an aerial work fireground personnel carriage operation under Part 138 of CASR requirements as compared to a commercial passenger transport operation under Part 133 of CASR in sufficient time before the flight, to enable appropriate consideration of my decision to give consent to be carried on a fireground personnel carriage operation |  |
| I understand that my participation in fireground personnel carriage operations in general, or in a particular fireground personnel carriage operation, is voluntary, and that this understanding was reached in sufficient time before the flight to enable appropriate consideration of my decision to give consent to be carried on a fireground personnel carriage operation |  |
| I consent to participate in the fireground personnel carriage operations entered below until I withdraw my consent in writing  SELECT ONE OPTION (CIRCLE THE CHOSEN OPTION OR STRIKE OUT THE UNUSED OPTION)  ALL fireground personnel carriage operations  Fireground personnel carriage operations for the following period or listed locations:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Dated**  *(Must be within 12 months of the flight)* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training (if needed) | | | | |
| **Air Operator** | **Details** | **Trainer name** | **Trainer signature** | **Date** |
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