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| --- | --- | --- | --- | --- | --- |
| Flight no: | CPL(H) 36.\_\_\_ | Trainee name & ARN: |  | | |
| Date: |  | Instructor: |  | | |
| Aircraft registration: |  | Aircraft type: |  | Flight time: |  |

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| Lesson Overview  * Navigation route: [Enter navigation route] * Management of passengers and cargo * Diversion procedures * Low level navigation * Lost procedure |

| PRE-FLIGHT KNOWLEDGE  Long Briefing: 1.5 hours Pre-flight Briefing: 0.5 hour  Underpinning knowledge: as required | |
| --- | --- |
| Content | |
| **Long briefing** – Navigation Exercise 2   * Pre-flight operational decision making – carrying additional fuel, planning for holding and alternate aerodromes * Circumstances for which a diversion may be required, planning and carrying out a diversion * Navigation at low level * Procedure when unsure of position * Managing passengers and cargo | |
| **Underpinning knowledge**:   * Review/expand previously introduced knowledge as required * Limitations on using drum stock fuel [C4(f)] * Local procedures for movement of passengers [C5(b)] * Security requirements [C5(c)] * Dangerous goods awareness [C5(d)] * Health and safety regulations and best practice [C5(e)] * Navigate in featureless terrain and extended over-water flights [NAV(d)] * Diversion considerations and procedures [NAV(e)] * Maximum payload and minimum fuel operations [NAV(f)] | |
| **HF & NTS**   * Task Management [NTS1 (a) and (b)] * Task Management [NTS2(i) All] * Use of checklists and standard operating procedures to prevent errors [NTS2(h)] * Lookout and listen out for traffic | |
| **Pre-flight briefing**   * Review flight sequences, what to expect, see & do * Check essential knowledge * Reinforce threat & error management * Reinforce significant airmanship points | |
| **Pre-flight knowledge components complete:** | **Instructor’s signature & date** |

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| Performance Standard | | |
| **3** | **2** | **1** |
| Has received training in the element, however is not able to consistently demonstrate competency to the standard required for qualification issue | Demonstrates a developing level of proficiency, and is deemed safe to conduct solo practice under direct supervision | Achieves competency to the standard required for qualification issue |

| FLIGHT TRAINING  Suggested flight time [1.5 hours dual] | | | |
| --- | --- | --- | --- |
| MOS Reference | Lesson Content (Elements & Performance Criteria) | Performance  Standard | |
| Required | Achieved\* |
| **C2.1** | **Pre-flight actions and procedures** |  |  |
| (a) | complete all required pre-flight administration documentation | 1 |  |
| (b) | obtain, interpret and apply information contained in the required pre-flight operational documentation, including the following: |  |  |
|  | (i) minimum equipment list (MEL) | 1 |  |
|  | (ii) maintenance release | 1 |  |
|  | (iii) weather forecasts | 1 |  |
|  | (iv) local observations | 1 |  |
|  | (v) Notice to Airmen (NOTAM) | 1 |  |
|  | (vi) global navigation satellite system (GNSS) receiver autonomous integrity monitoring (RAIM) information | 1 |  |
|  | (vii) En Route Supplement Australia (ERSA) | 1 |  |
|  | (viii) Aeronautical Information Package (AIP) | 1 |  |
| (c) | identify special aerodrome procedures | 1 |  |
| (d) | identify all relevant radio and navigation aid facilities to be used during the flight (if applicable) | 1 |  |
| (e) | determine the suitability of the current and forecast weather conditions for the proposed flight | 1 |  |
| (f) | using the aircraft documents, calculate the following for a given set of environmental and operational conditions: |  |  |
|  | (i) weight and balance | 1 |  |
|  | (ii) in-ground and out-of-effect hover performance | 1 |  |
|  | (iii) take-off and landing performance | 1 |  |
|  | (iv) fuel requirements | 1 |  |
| (g) | determine whether the aircraft is serviceable for the proposed flight | 1 |  |
| **C2.2** | **Perform pre-flight inspection** |  |  |
| (a) | identify and secure equipment and documentation that is required for the flight | 1 |  |
| (b) | complete an internal and external check of the aircraft | 1 |  |
| (c) | identify all defects or damage to the aircraft | 1 |  |
| (d) | report to, and seek advice from, qualified personnel to determine the action required in relation to any identified defects or damage | 1 |  |
| (e) | ensure all aircraft locking and securing devices, covers and bungs are removed and stowed securely | 1 |  |
| (f) | certify the aircraft flight technical log entering any defects or endorsements to permissible unserviceabilities as appropriate | 1 |  |
| (g) | complete and certify the daily inspection (if authorised to do so) | 1 |  |
| **C2.3** | **Post-flight actions and procedures** |  |  |
| (a) | shut down aircraft | 1 |  |
| (b) | conduct post-flight inspection and secure the aircraft (if applicable) | 1 |  |
| (c) | complete all required post-flight administration documentation | 1 |  |
| **C4.2** | **Manage fuel system** |  |  |
| (a) | verify fuel quantity on-board aircraft prior to flight using two independent methods | 1 |  |
| (b) | ensure the fuel caps are secured | 1 |  |
| (c) | perform fuel quality check prior to flight | 1 |  |
| (d) | ensure fuel drain cocks are closed | 1 |  |
| (e) | monitor fuel usage during the flight | 1 |  |
| (f) | accurately maintain fuel log | 1 |  |
| (g) | calculate and state endurance at any point during flight | 1 |  |
| (h) | perform fuel tank changes correctly | 1 |  |
| (i) | maintain fuel load within aircraft limits | 1 |  |
| (j) | operate the fuel cross-feed system correctly (if fitted) | 1 |  |
| (k) | operate fuel pumps and engine controls correctly | 1 |  |
| (m) | configure the aircraft correctly to achieve best endurance performance and correctly calculate the revised operational endurance | 1 |  |
| **C4.3** | **Refuel aircraft** |  |  |
| (a) | identify the correct type of fuel to be used | 1 |  |
| (b) | ensure aircraft is earthed prior to refuelling and defueling operations | 1 |  |
| (c) | correctly load and unload fuel | 1 |  |
| (d) | ensure required fuel quantity is loaded | 1 |  |
| (e) | ensure fuel caps are closed and secured after fuelling operations | 1 |  |
| (f) | perform fuel quality checks | 1 |  |
| **C5.1** | **Manage passengers** |  |  |
| (a) | supervise passenger safety | 3 |  |
| (b) | encourage passengers to participate in and contribute to the safe outcome of the flight | 3 |  |
| (c) | conduct pre-flight passenger safety briefing | 3 |  |
| (d) | ensure passengers are aware of, and avoid interference with, flight and systems controls | 3 |  |
| (e) | ensure passengers are aware of, and comply with, the use of seat harnesses | 3 |  |
| (f) | ensure passengers are aware of the use of escape hatches, exits and emergency equipment on board the aircraft | 3 |  |
| (g) | manage passenger safety in the event of abnormal or in-flight emergency situations | 3 |  |
| **C5.2** | **Aid and assist passengers** |  |  |
| (a) | establish and maintain clear communications with passengers | 3 |  |
| (b) | assist with passenger comfort both when airside and in flight | 3 |  |
| **C5.3** | **Manage cargo** |  |  |
| (a) | manage loading, unloading and security of cargo during flight operations | 3 |  |
| (b) | identify dangerous goods and apply procedures to ensure safety and security | 3 |  |
| **H5.7** | **Comply with airspace requirements** |  |  |
| (a) | suitable aeronautical charts are interpreted and used to maintain airspace compliance requirements | 1 |  |
| (b) | circuit departure is performed | 1 |  |
| (c) | helicopter is maintained within a specified area and/or track while complying with air traffic requirements, controlled or restricted airspace conditions or limitations and reacting to factors that affect the safe progress of a flight | 1 |  |
| (d) | orientation is maintained to geographical features with the aid of suitable charts and maps | 1 |  |
| (e) | circuit join is conducted | 1 |  |
| **NAV.1** | **Prepare documents and flight plan** |  |  |
| (a) | select and prepare appropriate navigation charts for the intended flight | 2 |  |
| (b) | select a suitable route and altitude considering weather, terrain, airspace, NOTAMs and alternate landing areas | 2 |  |
| (c) | obtain and interpret meteorological forecasts, NOTAMs and operational information applicable to the planned flight | 2 |  |
| (d) | determine whether the planned flight can be conducted under the applicable flight rules and taking account of the beginning and end of daylight times | 2 |  |
| (f) | complete a flight plan to the planned destination and alternates | 2 |  |
| (g) | lodge suitable flight notification for search and rescue (SAR) purposes | 2 |  |
| **NAV.2** | **Comply with airspace procedures while navigating** |  |  |
| (a) | identify airspace restrictions and dimensions applicable to the flight | 2 |  |
| (b) | obtain and comply with air traffic clearances, if applicable; | 2 |  |
| (c) | establish planned track on departure within 5 nm of airfield or apply alternative procedure if required | 2 |  |
| **NAV.3** | **Conduct departure procedures** |  |  |
| (a) | organise cockpit to ensure charts, documentation and navigational calculator are accessible from the control seat | 2 |  |
| (b) | comply with all departure procedures, clearances and noise abatement requirements | 2 |  |
| (c) | establish planned track on departure within 5 nm of airfield or apply alternative procedure if required | 2 |  |
| (d) | calculate estimated time of arrival (ETA) for first waypoint | 2 |  |
| **NAV.4** | **Navigate aircraft enroute** |  |  |
| (a) | maintain a navigation cycle that ensures accurate tracking, and apply track correctional techniques to re-establish track prior to waypoint or destination | 2 |  |
| (b) | maintain heading to achieve a nominated track | 2 |  |
| (c) | maintain and revise ETAs (±2 minutes) for waypoint or destination | 2 |  |
| (d) | maintain track in accordance with published flight path tolerances in controlled airspace | 2 |  |
| (e) | navigate using accepted map-reading techniques | 2 |  |
| (f) | maintain navigation and fuel log to monitor tracking, ETAs and fuel status | 2 |  |
| (g) | use appropriate techniques to obtain a positive fix at suitable interval; | 2 |  |
| (h) | maintain awareness of route, en route terrain, en route and destination weather, and react appropriately to changing weather conditions | 2 |  |
| (i) | perform pre-descent and turning point checks | 2 |  |
| (j) | maintain appropriate radio communication and listening watch with ATS and other aircraft if radio is fitted and used | 2 |  |
| (k) | configure the aircraft as required for the following environmental and operational conditions: |  |  |
|  | (i) turbulence | 2 |  |
|  | (ii) holding | 2 |  |
|  | (iii) maximum range | 2 |  |
| (l) | maintain awareness of search and rescue times (SARTIME) and revise as require; | 2 |  |
| (m) | monitor aircraft systems, manage fuel and engine to ensure aircraft is operated to achieve flight plan objectives | 2 |  |
| **NAV.5** | **Navigate at low level and in reduced visibility** |  |  |
| (a) | configure the aircraft as required for the following environmental and operational conditions: |  |  |
|  | (i) reduced visibility | 3 |  |
|  | (ii) low cloud base | 3 |  |
| (b) | navigate aeroplane at minimum heights (not below 500 ft AGL, clear of built-up areas) and remain in VMC | 3 |  |
| (c) | maintain separation from terrain, obstacles, allowing for wind and turbulence at low level | 3 |  |
| (d) | avoid noise sensitive areas | 3 |  |
| (e) | operate appropriately in the vicinity of aerodromes and landing areas | 3 |  |
| **NAV.6** | **Perform lost procedure** |  |  |
| (a) | acknowledge positional uncertainty in a timely manner | 3 |  |
| (b) | configure aircraft for range and endurance as required | 3 |  |
| (c) | apply recognised method to re-establish aircraft position | 3 |  |
| (d) | fix position | 3 |  |
| (e) | use radio to request assistance, if applicable | 3 |  |
| (f) | plan a timely precautionary search and landing if unable to complete flight safely to suitable aerodrome | 3 |  |
| **NAV.7** | **Perform diversion procedure** |  |  |
| (a) | make timely decision to divert | 3 |  |
| (b) | identify an acceptable alternate aerodrome | 3 |  |
| (c) | select a suitable route and cruising level | 3 |  |
| (d) | revise flight plan considering weather, terrain, airspace and fuel available | 3 |  |
| (e) | advise ATS of an intention to divert | 3 |  |
| **NAV.8** | **Use instrument navigation systems** |  |  |
| (a) | initialise navigation system (as applicable) | 2 |  |
| (b) | conduct navigation system validity check (as applicable) | 2 |  |
| (c) | conduct RAIM check if required | 2 |  |
| (d) | select, load, check and activate the flight plan (as applicable) | 2 |  |
| (e) | navigate on departure, enroute and on arrival using GNSS | 2 |  |
| (f) | operate instrument navigation systems correctly | 2 |  |
| (g) | use instrument navigation systems to assist with navigation | 2 |  |
| (h) | confirm waypoints and fixes using instrument navigation systems | 2 |  |
| **NAV.9** | **Execute arrival procedures** |  |  |
| (a) | obtain updated relevant aerodrome information | 2 |  |
| (b) | determine landing direction and aerodrome suitability | 2 |  |
| (c) | conduct arrival | 2 |  |
| (d) | identify and avoid all traffic | 2 |  |
| (e) | observe local and published noise abatement requirements and curfews | 2 |  |
| (f) | cancel SARWATCH | 2 |  |
| **RNE.1** | **Operate and monitor radio navigation aids and systems** |  |  |
| (a) | select and operate navigation aids and systems | 2 |  |
| (b) | monitor and take appropriate action in relation to the integrity of navigation aid systems information | 2 |  |
| **RNE.2** | **Navigate the aircraft using navigation aids and systems** |  |  |
| (a) | determine aircraft position fix solely with reference to navigation aids and systems | 2 |  |
| (b) | intercept tracks to and from navigation aids and systems | 2 |  |
| (c) | maintain tracks within specified tolerances | 2 |  |
| (d) | record, assess and revise timings as required | 2 |  |
| (e) | recognise station passage | 2 |  |
| **ONTA.1** | **Non-towered aerodrome – pre-flight preparation** |  |  |
| (a) | using a current ERSA and NOTAM, for the non-towered aerodrome or landing area, extract all of the relevant operational information | 2 |  |
| (b) | interpret the extracted information | 2 |  |
| (c) | identify all special aerodrome procedures | 2 |  |
| (d) | check current weather forecast and local observations | 2 |  |
| (e) | identify all relevant radio and navigation aid frequencies | 2 |  |
| **ONTA.2** | **Taxi aircraft at a non-towered aerodrome or landing area** |  |  |
| (a) | refer to aerodrome or landing area chart (if available) | 2 |  |
| (b) | set local QNH or area QNH | 2 |  |
| (c) | broadcast intentions on appropriate frequency | 2 |  |
| (d) | obtain and interpret traffic information | 2 |  |
| (e) | maintain lookout for, and separation from, other aircraft, wildlife and other obstructions | 2 |  |
| (f) | recognise ground markings during taxi and take appropriate action | 2 |  |
| (g) | taxi aircraft to holding point | 2 |  |
| (h) | use strobes when crossing any runway | 2 |  |
| (i) | refer to aerodrome or landing area chart (if available) | 2 |  |
| **ONTA.3** | **Perform departure at a non-towered aerodrome or landing area** |  |  |
| (a) | check and ensure runway approach is clear prior to entering a runway | 2 |  |
| (b) | correctly set transponder code and mode prior to entering runway for take-off | 2 |  |
| (c) | confirm runway approaches clear in all directions prior to entering runway | 2 |  |
| (d) | broadcast line up details | 2 |  |
| (f) | transmit appropriate radio calls and maintain separation with other aircraft | 2 |  |
| (g) | advise air service provider of departure details, if required | 2 |  |
| (h) | conduct departure | 2 |  |
| **ONTA.4** | **Perform arrival and landing at a non-towered aerodrome or landing area** |  |  |
| (a) | check ERSA and NOTAM prior to entering circuit area | 2 |  |
| (b) | set correct area or local QNH | 2 |  |
| (c) | use correct radio frequency to transmit inbound calls as required | 2 |  |
| (d) | maintain effective lookout | 2 |  |
| (e) | maintain aircraft separation and avoid other traffic | 2 |  |
| (f) | maintain tracking tolerances | 2 |  |
| (g) | determine wind velocity | 2 |  |
| (h) | determine landing direction | 2 |  |
| (i) | confirm runway is serviceable for the operation | 2 |  |
| (j) | determine circuit direction | 2 |  |
| (k) | conduct landing area inspection (if applicable) | 2 |  |
| (l) | position aircraft in the circuit in preparation for landing and maintain separation from traffic | 2 |  |
| (m) | make all necessary circuit radio calls | 2 |  |
| (n) | verify runway is clear of other traffic, wildlife and other obstructions | 2 |  |
| (o) | land the aircraft | 2 |  |
| (p) | vacate runway | 2 |  |
| (q) | cancel SARWATCH, if applicable | 2 |  |
| **OGA** | **Operate aircraft in Class G airspace** |  |  |
| (a) | maintain tracking and altitude tolerances to remain outside controlled airspace | 2 |  |
| (b) | apply separation tolerances between IFR flights, and IFR and VFR flights | 2 |  |
| (c) | when using an aircraft radio: |  |  |
|  | (i) monitor appropriate radio frequency | 2 |  |
|  | (ii) make appropriate radio calls | 2 |  |
|  | (iii) obtain operational information from air services provider and other aircraft | 2 |  |
|  | (iv) use information to ensure aircraft separation is maintained | 2 |  |
|  | (v) apply loss of radio communication procedures | 2 |  |
| (d) | using a suitable chart: |  |  |
|  | (i) operate clear of active aerodromes and landing areas in the vicinity of the aircraft | 2 |  |
|  | (ii) identify and remain clear of controlled and restricted airspace | 2 |  |
|  | (iii) take appropriate action when operating in the vicinity of a danger area | 2 |  |
| (e) | perform actions in the event of abnormal operations and emergencies | 2 |  |
| (f) | recall transponder emergency code and communication failure code | 2 |  |

\*Enter the performance standard achieved if it is different to that required

Where it has not been possible to introduce performance criteria or the trainee has not achieved the required standard, the performance criteria must be covered during the next lesson. Enter these performance criteria in the lesson record for the subsequent lesson.

| CONSOLIDATION AND/OR REMEDIAL TRAINING | | | |
| --- | --- | --- | --- |
| MOS Reference | Lesson Content (Elements & Performance Criteria) | Performance  Standard | |
| Required | Achieved |
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| DEBRIEFING |
| --- |
| Content |
| * Training review and outcomes achieved against lesson objectives and the Part 61 MOS competency standards * Recommendations for next lesson (including any carryover/remedial training) * Trainee preparation for next lesson * Training record completion and sign off |

| COMMENTS AND OUTCOME | | |
| --- | --- | --- |
|  | | |
| **Proceed to next training session?** | **Yes** | **No** |

| Instructor’s signature & date | Trainee’s signature & date |
| --- | --- |
|  |  |