



## SELF-ASSESSMENT WORKSHEET

# Training and Checking System (TCS) Transitional Operator – Part 138 Aerial work operations

Authorisation  
holder name

ARN

## Instructions

1. Use this worksheet to confirm your training and checking system complies with the regulations for training and checking systems in accordance with Part 138 of the *Civil Aviation Safety Regulations 1998* (CASR).
2. Only complete the sections relevant to the scope of your operation.
3. Unless otherwise stated, the legislation reference refers to a CASR.
4. For guidance on specific aspects of each question refer to Multi-Part AC 119-11 and AC 138-02 – Training and checking systems.

# Aircraft operations

## Organisation

Legislation reference	Question	Document reference	Comments
138.050(1)(f)	If required to have a TCS, and the CEO or HOO hold the position of HOTC, does the operator hold an approval under regulation 138.025?		
138.050(1)(c)	When a key personnel position becomes vacant, has the operator included, in their operations manual, a time period within which to notify CASA and fill the position?		
138.080	Does the operator have a process to ensure that, before a person appointed as any of the operator's key personnel begins to carry out the responsibilities of the position, the person has completed any training that is necessary to familiarise the person with the responsibilities?		

## Key personnel

### Head of training and checking

If the head of training and checking (HOTC) is nominated for the purposes of transition, and not previously approved, enter the words 'in progress' in the *Document reference column* and insert relevant comments.

Legislation reference	Question	Document reference	Comments
138.040(1)(h)(i) 138.100(1)	If required to have a training and checking system under regulation 138.125, has the HOTC been assessed as suitable?		

## Operations manual

For the purposes of TCS compliance, the following questions only relate to the HOTC. All relevant key personnel names must be present in the exposition.

Legislation reference	Question	Document reference	Comments
138.040(1)(a) 138.155(1)(a)-(o)	<b>Does the proposed operations manual include:</b>		
138.040(1)(a) 138.155(1)(e)(i)	for each of the key personnel, the qualifications and experience (if any) required by the operator for the position, in addition to the qualifications and experience required under Division 138.B.4 for the position?		
138.040(1)(a) 138.155(1)(e)(ii)	for each of the key personnel, each matter (if any) for which the holder of the position is responsible, in addition to the responsibilities mentioned in Division 138.B.4 for the position?		
138.040(1)(a) 138.155(1)(e)(iii)	for each of the key personnel, the name of the person appointed to the position?		

Legislation reference	Question	Document reference	Comments
138.040(1)(a) 138.155(1)(e)(iv)	for each of the key personnel, the name of each person (if any) authorised to carry out the responsibilities of the position when the position holder is absent from the position or cannot carry out the responsibilities?		
138.040(1)(a) 138.155(1)(e)(v)	for each of the key personnel, a description of how the operator will manage the responsibilities of the position when the position holder is absent from the position or cannot carry out the responsibilities?		

# Training and checking system

## General

Legislation reference	Question	Document reference	Comments
138.125(1)(2)(3) 138.130 138.135 MOS 138.04	If required, is the operator's training and checking system suitable to the size, nature and complexity of its operations?		
138.125(1)	<b>Does the operator's training and checking system include:</b>		
138.130(4)(a)	a description of how training and checking, including recurrent training, is conducted by or for the operator?		
138.130(4)(b)	an auditable system for maintaining records of the results of training and checking?		
138.130(4)(c)(i)	procedures that ensure that each of the operator's crew members completes training and checking in accordance with the training and checking system?		
138.130(4)(c)(ii)	effective supervision during training and checking?		
138.130(4)(g)	a description of how the operator assesses the competence of crew members to perform the duties assigned to the member for a flight?		

Legislation reference	Question	Document reference	Comments
138.170(1)(a)(b),(2)	<p>Does the operator have a process to ensure that training and checking records are made within 21 days after the person undertakes the activity and include:</p> <ul style="list-style-type: none"> <li>(a) the date the activity was undertaken</li> <li>(b) the qualification or certificate obtained, or the flying experience gained</li> <li>(c) if the activity was training or a check, flight test, flight review or assessment of competency – whether the training, check, flight test, flight review or assessment was successfully completed?</li> </ul>		
138.175(1)(a)(b)(c)	<p>If a person requests a copy of their training and checking records, or provides written approval to provide the records to another aerial work operator, does the operator have a process to provide the records within seven days?</p>		
138.185(1)(a)(b)	<p><b>For all personnel EXCEPT those that carry out ground support duties</b></p> <p>Does the operations manual include a process to ensure that it makes and keeps training records for personnel for the period beginning when the record is created and ending <b>five years</b> after the member ceases to be a member of the operator's personnel?</p>		
138.185(2)(a)(b)	<p><b>For personnel that carry out ground support duties</b></p> <p>Does the operations manual include a process to ensure that it makes and keeps training records for personnel for the period beginning when the record is created and ending <b>one year</b> after the member ceases to be a member of the operator's personnel?</p>		

## Flight crew

Legislation reference	Question	Document reference	Comments
138.125(1)(2) 138.130(4) MOS 138.23	Does the operations manual include training programs that cover those prescribed by the Part 138 MOS for the following: <ul style="list-style-type: none"> <li>– general emergency training?</li> <li>– conversion training and flight crew member proficiency check?</li> <li>– supervised line flying?</li> <li>– differences training (if required)?</li> <li>– recurrent training and checking?</li> <li>– remedial training?</li> </ul>		
138.125(1)(2) 138.130(4) MOS 138.23	Does the operations manual ensure that each flight crew member has successfully completed the general emergency training?		
138.125(1)(2) 138.130(4) MOS 138.23	Does the operations manual ensure that each flight crew member has successfully completed the conversion training and a flight crew member proficiency check?		
138.125(1)(2) 138.130(4) MOS 138.23	Does the operations manual ensure that each flight crew member has successfully completed the line training and a flight crew member line check?		



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Legislation reference	Question	Document reference	Comments
138.125(1)(2) 138.130(4) MOS 138.23	Does the operations manual ensure that each flight crew member has successfully completed the differences training (if required)?		
138.125(1)(2) 138.130(4) MOS 138.23	Does the operations manual ensure that each flight crew member has successfully completed the recurrent training and checking?		
138.125(1)(2) 138.130(4) MOS 138.23	If a flight crew member fails the operator's flight crew member general emergency check of competency, or flight crew member proficiency check, does the operator's operations manual ensure the flight crew member completes remedial training and successfully completes the check before further line operations?		
138.500(1)(c) MOS 138.23 D2	Does the operations manual include a PIC training program that includes training in the responsibilities of pilot in command of that type or class and supervised line flying for the number of flight hours for the following operations (if applicable): <ul style="list-style-type: none"> <li>– Class D external load in the form of a person suspended from a belly hook?</li> <li>– marine pilot transfer?</li> </ul>		

Legislation reference	Question	Document reference	Comments
138.505(2) MOS 138.23 D3	If the operator is not required to provide a training and checking system, does the operations manual detail the training course to be completed by the HOO, or an individual authorised under Part 61 to conduct the training or competency assessment?		
138.505(2) MOS 138.23 D3	<p>If the operator is required to provide a training and checking system, does the operations manual detail the following in relation to training and check pilots:</p> <ul style="list-style-type: none"> <li>– the minimum experience and entry control requirements?</li> <li>– a requirement to complete the training program for a training and check pilot?</li> <li>– a requirement to meet the relevant recency or proficiency requirements for the aerial work operation that is the subject of the training and checking, as set out in the operator’s operations manual and in the CAR and CASR?</li> </ul>		
138.505(2) MOS 138.23 D3	Does the operations manual list the nominated training and check pilots and state that the individual meets the requirements of the training program?		

## Air crew

Does the organisation conduct activities utilising air crew?

Yes

No – do not complete this section

Legislation reference	Question	Document reference	Comments
138.125(1)(2) 138.540(3) MOS 138.24	Does the operations manual include training programs that cover those prescribed by the Part 138 MOS for the following: <ul style="list-style-type: none"> <li>– general emergency training?</li> <li>– conversion training and flight crew member proficiency check?</li> <li>– supervised line flying?</li> <li>– recurrent training and checking?</li> <li>– remedial training?</li> </ul>		
138.125(1)(2) 138.540(3) MOS 138.24	Does the operations manual ensure that each air crew member has successfully completed the general emergency training and check?		
138.125(1)(2) 138.540(3) MOS 138.24	Does the operations manual ensure that each air crew member has successfully completed the conversion training and proficiency check?		
138.125(1)(2) 138.540(3) MOS 138.24	Does the operations manual ensure that each air crew member has successfully completed the line training and an air crew member line check?		

Legislation reference	Question	Document reference	Comments
138.125(1)(2) 138.540(3) MOS 138.24	Does the operations manual ensure that each air crew member has successfully completed the recurrent training and checking?		
138.125(1)(2) 138.540(3) MOS 138.24	If an air crew member fails the operator's air crew member general emergency check of competency, or air crew member proficiency check, does the operator's operations manual ensure the air crew member completes remedial training and successfully completes the check before further line operations?		
138.550(1)(2) MOS 138.24	<p>Does the operator's operations manual include the following in relation to an individual nominated for the training and checking of aircrew:</p> <ul style="list-style-type: none"> <li>– the minimum experience and entry control requirements?</li> <li>– the required training and assessment program?</li> <li>– recency and proficiency requirements for the conduct of training and checking activities?</li> <li>– a process to nominate the person in writing to CASA?</li> </ul>		

## Task specialists

Does the organisation conduct activities utilising task specialists?

Yes

No – do not complete this section

Legislation reference	Question	Document reference	Comments
138.580(3) MOS 138.17 MOS 138.25	Does the operations manual ensure that a task specialist does not carry out unsupervised duties until they are assessed as competent in the operator's: <ul style="list-style-type: none"> <li>– normal procedures?</li> <li>– abnormal procedures?</li> <li>– emergency procedures?</li> </ul>		
138.580(2)(3) MOS 138.17	Does the operations manual include training for task specialists including the following activities (as applicable): <ul style="list-style-type: none"> <li>– aerial mustering?</li> <li>– firearm operations?</li> <li>– marine pilot transfer operations?</li> </ul>		
138.580(2)(3) MOS 138.17 MOS 138.25	If the operator conducts aerial work operations involving the discharge of firearms from the aircraft, does the operations manual include a syllabus covering: <ul style="list-style-type: none"> <li>– onboard storage?</li> <li>– possessing or carrying the firearm on board?</li> <li>– discharging the firearm in flight?</li> </ul>		

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Legislation reference	Question	Document reference	Comments
138.580(2)(3) MOS 138.17 MOS 138.25	If the operator conducts aerial work operations involving the discharge of firearms from the aircraft, and the training is conducted externally, does the operations manual ensure the training is conducted by an aerial platform shooting training organisation, whose course is accredited for this purpose by an authority of a State or Territory, and the records are retained for three years after the course was completed?		
138.580(2)(3) MOS 138.17 MOS 138.25	Has the operator or the training organisation (as the case may be) issued a current certificate of competency certifying that, for two years after completion of the training course, the task specialist may safely carry the relevant firearm in, and may safely discharge the relevant firearm from, the category of aircraft used in the operation?		
138.580(2)(3) MOS 138.17 MOS 138.25	Does the operations manual have a process to ensure that task specialists involved in discharging a firearm from the aircraft receive refresher training each two years?		
138.590(2) MOS 138.25	If the operator is required to have a training and checking system under regulation 138.125(1), is the training and checking conducted by a person who meets the minimum experience for entry control as detailed in the operations manual?		