



SELF-ASSESSMENT WORKSHEET

Training and Checking Systems (TCS) Transitional Operator – Part 135 Australian air transport operations—smaller aeroplanes

Authorisation
holder name

ARN

Instructions

1. Use this self-assessment worksheet to confirm your training and checking system complies with the regulations for training and checking systems in accordance with Part 119 and Part 135 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
119.115(1)(b),(2)(a)	Does the operator have a process to ensure that, if the operator becomes aware that any of the operator's key personnel cannot carry out, or are likely to be unable to carry out, the person's responsibilities for a period of longer than 35 days, it can and will advise CASA within 24 hours after the operator becomes aware of the matter if there is NOT another person authorised to carry out the responsibilities for all or part of the period?		
119.115(1)(b),(2)(b)	Does the operator have a process to ensure that, if the operator becomes aware that any of the operator's key personnel cannot carry out, or are likely to be unable to carry out, the person's responsibilities for a period of longer than 35 days, it can and will advise CASA within three days after the operator becomes aware of the matter if there IS another person authorised to carry out the responsibilities for all or part of the period?		
119.120	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 (HOTC)

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
119.145(1)	Has the HOTC been assessed as suitable?		

Exposition

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
119.070(1)(a) 119.205(1)(e)(i)	Does the exposition include the qualifications and experience (if any) required by the operator for the position, in addition to the qualifications and experience required under Subpart 119.D for the position?		

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Legislation reference	Question	Document reference	Comments
119.070(1)(a) 119.205(1)(e)(ii)	Does the exposition include the responsibilities for which each key personnel is responsible for, including those mentioned in Subpart 119.D?		
119.070(1)(a) 119.205(1)(e)(iii)	Does the exposition include the name of the person appointed to each key position?		
119.070(1)(a) 119.205(1)(e)(iv)	Does the exposition include the name of the person authorised to carry out the responsibilities of the position when the position holder is absent from the position or is unable to carry out the responsibilities?		
119.070(1)(a) 119.205(1)(e)(v)	Does the exposition include a description of how the operator will manage the responsibilities of each key position in the event of absence or incapacity to carry out the responsibilities?		

Training and checking system

General

Legislation reference	Question	Document reference	Comments
119.170(1)	Is the operator's training and checking system suitable to the size, nature and complexity of its operations?		
119.170(2)	Does the operator's training and checking system include:		
119.170(2)(a)	a description of how training and checking, including recurrent training and line checking, is conducted by or for the operator?		
119.170(2)(b)	an auditable system for maintaining records of the results of training and checking?		
119.170(2)(c)(i)	procedures that ensure that each of the operator's flight crew and cabin crew completes training and checking in accordance with the training and checking system?		
119.170(2)(c)(ii)	effective supervision during training and checking?		
119.170(2)(d)	a description of how the operator assesses the competence of a flight crew member or cabin crew member to perform the duties assigned to the member for a flight?		

Legislation reference	Question	Document reference	Comments
119.170(2)(e), (4)(d)	If an operator has a contract with a person to conduct training and checking, does the operator's training and checking system include:		Note: 'person' refers to an individual or organisation e.g. CASR Part 142
119.170(2)(e)(i), (4)(d)(i)	details of the person?		
119.170(2)(e)(ii), (4)(d)(ii)	details of the training and checking activities?		
119.170(2)(e)(iii), (4)(d)(iii)	a process to ensure the person is complying with the training and checking system?		
119.170(4)	Does the operator's training and checking system include the following in relation to operational safety-critical personnel:		
119.170(4)(a)	a description of how training and checking, including recurrent training, is conducted by or for the operator?		
119.170(4)(b)	an auditable system for maintaining records of the results of training and checking?		
119.170(4)(c)	the circumstances in which training is required to familiarise a member of the personnel with their duties?		
119.170(4)(e)	if training and checking is conducted by a member of the operator's personnel, a description for training and assessing such personnel?		

Legislation reference	Question	Document reference	Comments
119.225(1)(c),(2)	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:		
119.225(1)(c)(i)	the qualification, certificate or flying experience gained?		
119.225(1)(c)(ii)	whether the training and checking activity was successfully completed?		
119.225(2)(a)	for flight crew:		
119.225(2)(a)(i)	training, or a check, flight test, flight review or assessment of competency, mentioned in Subpart 135.N?		
119.225(2)(a)(ii)	a qualification or certificate mentioned in Subpart 135.N?		
119.225(2)(a)(iii)	flying experience mentioned in Subpart 135.N?		
119.225(2)(a)(iv)	training in human factors principles or non-technical skills? Note: May be deferred in accordance with CASA EX87/21		
119.225(2)(a)(v)	training or education in the operator's safety management system? Note: May be deferred in accordance with CASA EX87/21		

Legislation reference	Question	Document reference	Comments
119.225(2)(c)	for air crew (if applicable):	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(c)(i)	training, or a check, or assessment of competency, mentioned in Subpart 135.P.1?		
119.225(2)(c)(ii)	training in human factors principles or non-technical skills? Note: May be deferred in accordance with CASA EX87/21		
119.225(2)(c)(iii)	training or education in the operator's safety management system? Note: May be deferred in accordance with CASA EX87/21		
119.225(2)(d)	for medical transport specialist (if applicable):	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(d)(i)	training, or a check, or assessment of competency, mentioned in Subpart 135.P.2?		
119.225(2)(d)(ii)	training in human factors principles or non-technical skills? Note: May be deferred in accordance with CASA EX87/21		
119.225(2)(d)(iii)	training or education in the operator's safety management system? Note: May be deferred in accordance with CASA EX87/21		

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Legislation reference	Question	Document reference	Comments
119.225(2)(e)	for operational safety critical personnel other than flight or cabin crew (if applicable):	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(e)(i)	training in human factors principles or non-technical skills? Note: May be deferred in accordance with CASA EX87/21		
119.225(2)(e)(ii)	training or education in the operator's safety management system? Note: May be deferred in accordance with CASA EX87/21		
119.225(2)(f) 135.125(1),(2)	for ground support personnel (if applicable):	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(f) 135.125(1),(2)	successfully completed training for the duty?		
119.225(2)(g)	for all other personnel (if applicable):	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(g)	training or education in the operator's safety management system? Note: May be deferred in accordance with CASA EX87/21		
119.230(1),(2)	If a person requests a copy of their training and checking records, or provides written approval to provide the records to another Australian air transport operator, does the operator have a process to provide the records within seven days?		

Legislation reference	Question	Document reference	Comments
119.240(1)(a),(b)	Is there a process to ensure the following records are retained for at least five years after the person ceases to be employed by the operator:		
119.240 Table 1 – item 1	flight crew training and checking records?		
119.240 Table 1 – item 3	aircrew member training and checking records (if applicable)?		
119.240(1)(a)(b)	Is there a process to ensure the following records are retained for at least one year after the person ceases to be employed by the operator:		
119.240 Table 1 – item 4	medical transport specialist training and checking records (if applicable)?		
119.240 Table 1 – item 5	personnel who perform ground support duties - training records (if applicable)?		

Flight crew

Flight crew – training and checking requirements

Legislation reference	Question	Document reference	Comments
135.380(4) MOS 135.12 D2,D4	Does the operator's exposition include training programs that cover those prescribed by the Part 135 MOS for the following: <ul style="list-style-type: none"> – general emergency training? – conversion training and flight crew member proficiency check? – line training and flight crew member line check? – differences training (if required)? – recurrent training and checking? – remedial training? 		
135.380(2)(f),(4) MOS 135.12 D2	Does the exposition ensure that each flight crew member has successfully completed the general emergency training?		
135.380(2)(f),(4) MOS 135.12 D2	Does the exposition ensure that each flight crew member has successfully completed the conversion training and a flight crew member proficiency check?		

Legislation reference	Question	Document reference	Comments
135.380(2)(f),(4) 135.400(1)(b) MOS 135.12 D2,D4,D5	Does the exposition ensure that each flight crew member has successfully completed the line training and a flight crew member line check?		
135.380(2)(h),(4) MOS 135.12 D2	Does the exposition ensure that each flight crew member has successfully completed the differences training (if required)?		
135.380(4) MOS 135.12 D2	Does the exposition ensure that each flight crew member has successfully completed the recurrent training and checking?		
135.380(4) MOS 135.12 D2	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 exposition ensure the flight crew member completes remedial training and successfully completes the check before further line operations?		

Legislation reference	Question	Document reference	Comments
135.387(2) MOS 135.12 D3	<p>If the operator does not contract training and checking to a Part 142 operator, does the operator's exposition include the following in relation to an individual nominated as a training and or checking pilot:</p> <ul style="list-style-type: none"> – the minimum experience and entry control requirements? – the required training and assessment program? – recency and proficiency requirements for the conduct of training and checking activities? – a process to nominate the person in writing to CASA? 		
135.395(1)(c)	<p>Does the operator's exposition include a command 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 detailed in the exposition?</p>		
135.405(1),(2)	<p>If the PIC is required to operate from the non-command seat, does the exposition include a training and checking program to cover:</p> <ul style="list-style-type: none"> – procedures for operating as PIC from the non-command seat? – duties and procedures for operating as co-pilot? – procedures when conducting out training or examining duties? – a flight crew member proficiency check while operating from the non-command seat? 		

Air crew

Does the operator conduct activities utilising air crew?

Yes

No – do not complete this section

Air crew – training and checking requirements

Legislation reference	Question	Document reference	Comments
135.445(1)(b) MOS 135.13 D2	Does the operator's exposition include training programs for an air crew member that cover those prescribed by the Part 135 MOS for the following: <ul style="list-style-type: none"> – general emergency training and general emergency check? – conversion training and air crew member proficiency check? – line training and air crew member line check? – differences training (if required)? – recurrent training and checking? – remedial training? 		
135.445(1)(b) MOS 135.13 D2	Does the exposition ensure that each air crew member has successfully completed the general emergency training and check?		
135.445(1)(b) MOS 135.13 D2	Does the exposition ensure that each air crew member has successfully completed the conversion training and proficiency check?		

Legislation reference	Question	Document reference	Comments
135.445(1)(b) MOS 135.13 D2	Does the exposition ensure that each air crew member has successfully completed the line training and an air crew member line check?		
135.445(1)(b) MOS 135.13 D2	Does the exposition ensure that each air crew member has successfully completed the differences training (if required)?		
135.445(1)(b) MOS 135.13 D2	Does the exposition ensure that each air crew member has successfully completed the recurrent training and checking?		
135.445(1)(b) MOS 135.13 D2	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 exposition ensure the air crew member completes remedial training and successfully completes the check before further line operations?		
135.450(1)(b) MOS 135.13 D3	<p>Does the operator's exposition include the following in relation to an individual nominated for the training and checking of aircrew:</p> <ul style="list-style-type: none"> – the minimum experience and entry control requirements? – the required training and assessment program? – recency and proficiency requirements for the conduct of training and checking activities? – a process to nominate the person in writing to CASA? 		

Medical transport specialists

Does the operator conduct activities utilising a medical transport specialist?

Yes

No – do not complete this section

Medical transport specialists – training and checking requirements

Legislation reference	Question	Document reference	Comments
135.460(1)(b) MOS 135.14 D2	Does the operator's exposition include training programs for a medical transport specialist that covers those prescribed by the Part 135 MOS for the following: <ul style="list-style-type: none"> – general emergency training and general emergency check? – conversion training and medical transport specialist proficiency check? – line training and medical transport specialist check? – differences training (if required)? – recurrent training and checking? – remedial training if required? 		
135.460(1)(b) MOS 135.14 D2	Does the exposition ensure that each medical transport specialist has successfully completed the general emergency training and check?		
135.460(1)(b) MOS 135.14 D2	Does the exposition ensure that each medical transport specialist has successfully completed the conversion training and a medical transport specialist proficiency check?		

Legislation reference	Question	Document reference	Comments
135.460(1)(b) MOS 135.14 D2	Does the exposition ensure that each medical transport specialist has successfully completed the line training and medical transport specialist line check?		
135.460(1)(b) MOS 135.14 D2	Does the exposition ensure that each medical transport specialist has successfully completed the differences training (if required)?		
135.460(1)(b) MOS 135.14 D2	Does the exposition ensure that each medical transport specialist has successfully completed the recurrent training and checking?		
135.460(1)(b) MOS 135.14 D2	If a medical transport specialist fails the operator's medical transport specialist general emergency check of competency, or medical transport specialist proficiency check, does the operator's exposition ensure the medical transport specialist completes remedial training and successfully completes the check before further line operations?		
135.460(1)(b) MOS 135.14 D3	<p>Does the operator's exposition include the following in relation to an individual nominated for training and checking of a medical transport specialist:</p> <ul style="list-style-type: none"> – the minimum experience and entry control requirements? – the required training and assessment program? – recency and proficiency requirements for the conduct of training and checking activities? – a process to nominate the person in writing to CASA? 		