ANNEX A TO MULTI-PART AC 119-11 AND AC 138-02 V3.1

Sample training and checking system content for Parts 133, 135 and 138 operators

This section is intended to replace the (currently reserved) section 1.3.7 in the Sample exposition/operations manual or MAAT Air Operator Exposition template.

Operators not using the sample format can place the section where it is best suited.

HOTC Responsibilities (section 1.3.7 in sample manual / MAAT)

Sample text 3

The HOTC is responsible for discharging the following duties:

a. not less than annually, reviewing compliance with legislation relating to qualifications, training or checking of flight crew by:
   i. conducting internal audits in accordance with Form A21
   ii. reviewing audit findings and report to the results to the HOFO
   iii. taking any necessary corrective action to rectify deficiencies as soon as possible.

b. not less than annually, reviewing compliance with the exposition in the conduct of training or checking of flight crew by:
   i. conducting internal audits in accordance with Form A21
   ii. conducting audits of any Part 142 operator who carries out training or checking
   iii. reviewing audit findings and advise the HOFO as required
   iv. taking any necessary corrective action to rectify deficiencies as soon as possible.

c. 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:
   i. reviewing the person's authorisations prior to the activity
   ii. recording the details on Form A21

d. 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:
   i. ensuring that the Part 142 operator is included in the exposition change distribution list

Guidance

Regulatory reference:

- 119.150 Head of training and checking – responsibilities

The regulatory responsibilities mentioned in the regulation will be met if the HOTC, or an appropriately assigned person, carried out the duties in the text. The form numbers align with the sequential numbering system in the forms section of the Sample exposition/manual. They can be adjusted to operator preference.

Volume 4 of Sample exposition

This section, except for this page which is guidance on the use of this sample, is intended to replace the (currently reserved) Volume 4 in the Sample exposition/operations manual. Operators not using the sample format can incorporate the content where it is best suited or have this as a separate manual.

Advice to operators on use of this sample

General

This page is not intended for inclusion in an operator's exposition or manual suite.

This sample has been developed to cater for operations in accordance with Part 133, Part 135 and Part 138 of CASR in the manner of the Sample Exposition/operations manual material. Operators will need to review this annex in accordance with their own circumstances and delete any references that do not apply.

The material in this sample has been constructed to match the format of the Sample Exposition / operations manual published by CASA and available in Manual Authoring and Assessment Tool (MAAT). This sample document is intended for transitioning operators and did not include Training and Checking system content as most operators would defer the requirement in accordance with EX 87/21.

The conditions of the EX87/21 training and checking system exemptions require relevant operators to submit their Training and Checking content for approval by 2 September 2022, for approval before 2 March 2023. The Training and Checking system sample text in this annex can be added to or embedded in expositions or operations manuals developed using the sample documents, or adopted as a stand-alone document for operators using expositions or manuals in any other format. CASA intends to update the CASR Flight Operations Sample Exposition / Operations Manual, guide and MAAT in the near future.

The format of this section is as follows:

Sample text

CASA generated text intended to satisfy the requirement for exposition content in relation to training and checking systems. Operators can adopt this text if it suits their circumstances or consider it a starting point for customisation if desired.

Guidance

The regulatory reference the text is intended to demonstrate compliance with. Not all sample text will have a corresponding reference and may be included to ensure continuity or completeness of the document, or address matters not directly called up by legislation.

Brief explanations as to the reason for the text, and possible alternatives that may be considered where applicable

Reminder: It is not intended for an operator to include this guidance text in their exposition.

Table of contents

Amendment record

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.

Table: Amendment record

Version no.	Date	Parts / sections	Details
1.0	{insert date}	All	Initial issue
{2.0}	{insert date change is made to each section or page}	{e.g. Section 1.6.3}	{Summary of changes made}.

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 manual 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.

Acronyms and abbreviations

Table: Acronyms and abbreviations

Acronym / abbreviation	Description

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:

Table: Definitions

Term	Definition

1. Description of training and checking system

Sample text

{Sample Aviation's} Training and checking system consists of the following:

- Head of Training and Checking (HOTC)
- support from *{Sample Aviation}* operational staff when required
- details of training and checking events required by operational safety critical personnel including:
  - description of the event and when it is required
  - who can deliver the training or carry out the check
  - limitations and any special procedures relating to training and checking events
  - competency assessment procedure
  - process in the event of a "not yet competent" assessment
- training and checking event documentation including:
  - training and checking event content and supporting reference material
  - methodology for conduct of training and checking events
  - training and checking event report forms
- training and checking records capture process
- system to track recurrent training and checking due dates
  - training, and maintenance of continued competency of training and checking personnel, including:
    - use of in-house training and checking personnel
    - use of external casual or ad-hoc training and checking personnel
- process for recognition of prior learning
- continuous improvement and audit processes:
  - HOTC Audit process
  - procedures for review and revision of the exposition as it relates to training and checking
- management of contracted training and/or checking

Guidance

Regulatory references:

- Regulation 119.170 of CASR Training and checking system
- Paragraph 119.205(1)(h) of CASR Content of exposition
- AC 119-11 and 138-02 Training and checking systems

This description of the components of a sample system is derived from the AC. It has been tailored to a small transitioning operator who has not previously operated a training and checking system. It should be considered a starting point for operator customisation. Operators with more complex operations should customise the sample text in line with the size and scope of their operations but must ensure their exposition complies with all relevant regulations.

1.2 Training and checking events required

Sample text

{Sample Aviation} will only assign crew and other operational safety-critical personnel to undertake a duty after having successfully completed all necessary training and checking events in accordance with this training and checking system.

Guidance

This section is divided into events for flight crew, aircrew, medical transport specialists, and task specialists. Many similarities exist in the MOS descriptions of the events and they could be combined at operator discretion.

Part 138 operators are required to provide training and checking for other operational safety-critical personnel. Operators must develop training and checking programs for these personnel that will assure competency in the conduct of the task the person will be assigned to, in the environment they will operating in. This training and checking may be delivered by a trained person approved by the HOTC who is nominated in the exposition. No sample content is recommended due to the diverse nature of possible tasks.

1.2.1 Flight crew

Guidance

The respective MOS lists the events with the exception of induction training which is mentioned here as a bridging course for newly employed pilots.

1.2.1.1 Induction training

Sample text

Induction training will be delivered to any new flight crew member joining *{Sample Aviation}*. The syllabus of training and course topics are listed in Form TC1. This training can be delivered by a person trained and approved by the HOTC IAW *{Sample Aviation*} exposition section 1.2.11 and nominated in the exposition

Guidance

No regulatory requirement – recommendation only.

The training topics are listed on the form. Operators could use any appropriately trained person to deliver the training. The training need not be delivered by the one trainer. No check is mandated however operators may conduct some sort of formative assessment to ensure all items are understood.

1.2.1.2 General emergency training and the general emergency check of competency

Sample text

Items marked with an asterisk require that the training or checking element to be carried out in each of the aircraft types that the pilot will be operating. The remainder of the training or checking need only be carried out once.

Successful completion of this conversion training satisfies {Sample Aviation's} command training obligations, and if the candidate meets the minimum flight hours specified in *{Sample Aviation}* exposition section XXX (operator to insert the section number – it should align with the

exposition content regarding regulations 133.385 and 135.395) they can be assigned to act as pilot in command. The form used to record the training and competency check is Form TC2.

The training may be delivered by a trained person approved by the HOTC who is nominated in the exposition. The training comprises the following topics:

- General emergency and survival procedures
- Passenger briefings in an emergency*
- Remote area survival equipment requirements
- ELT – COSPAS/SARSAT system theory and AMSA response process
- Contents of survival and first aid kits that are carried
- Fire extinguisher types and usage*
- When life jackets and life rafts are required
- 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 of competency can be carried out by a trained person approved by the HOTC who is nominated in the exposition. The check must assess the following topics:

- 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 the 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*
  - Underwater escape for rotorcraft (if operated) including practical use of EBS (if carried)– this can be carried out by a third-party contractor if required.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.04
- Part 138 MOS section 23.02

The training and checking topics are listed on the forms. Operators will need to customise the items to suit their circumstances. Operators could use any appropriately trained person approved by the HOTC who is nominated in the exposition to deliver the training and the check. The training need not be delivered by the one trainer. The training and the check are two separate events however they could be carried out consecutively.

Some generic aspects of the training and check that are not unique to the specific aircraft type need only be done once as indicated by the asterisks. Operators need to determine what differences exist in matters such as equipment location and use between different aircraft that the pilot will be rostered to fly. If it is desired to minimise the number of training and checking events in mixed fleets, the HOTC should tailor training and checking programs to manage differences to confirm that competence demonstrated in one type of aeroplane can ensure competence in a similar one. The exposition should clearly state what training and checking elements completed in a particular type can be considered to meet the requirement in a different type.

For example, if the fire extinguishers fitted to all aircraft in the fleet are the same, the training for use of the extinguisher need only be done once. However, if one aeroplane type has the extinguisher mounted in a different location, or has a different number of extinguishers than another, the training and check needs to ensure the pilot has sufficient knowledge of the location and retrieval in each type.

1.2.1.3 Conversion training

Sample text

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

Results of the training will be recorded on form TC3.

If the flight crew member is to be assigned to carry out VFR flights at night, operate a PSEA, or carry out IFR flights, the conversion training shall include a night component.

The training comprises at least the following topics:

a. Duties and responsibilities for the flight crew member's position:
    i. Specific operator procedures
    ii. Exposition content relating to flight conduct
    iii. Passenger handling
    iv. Pilot-in-command responsibilities
b. Standard operating procedures for the kind of aircraft used for the flight:
    i. Flight planning and fuel policy
    ii. Maintenance release and MEL procedures
    iii. Journey log and technical log
    iv. AFM/RFM contents
    v. Exposition content including guidance material
    vi. Pre-flight, in-flight and post flight pilot actions

c. Normal, abnormal and emergency procedures for the kind of aircraft used for the flight:
   i. Checklist usage and procedures
   ii. Memory items
   iii. Standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas
d. 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).

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.05
- Part 133 and 135 MOS section 12.13
- Part 138 MOS section 23.03

Pilots who will operate type-rated or class-rated aeroplanes may be qualified under Part 61 to operate an aeroplane of that type or class, however require specific operator conversion training in the aeroplane used for any particular flight. This training is intended to provide the knowledge and skills to enable the pilot to demonstrate competency in the aircraft for the flight crew member proficiency check.

Similarities may exist in the standard operating procedures and duties and responsibilities of flight crew members in different aircraft. For operators with mixed fleets it is not necessary to revisit every facet of these procedures in every type if the flight crew member has already been trained in the item and has been assessed as competent in another type. The HOTC should specify any items that do not require repeating during conversion training.

An example would be passenger handling. Passenger control on the apron and around aircraft would be common to all types and may not need to be carried out more than once. However, fuel policy would be different for each type and would need to be carried out for each type.

Pilots will enter conversion training with different levels of training, skills and experience. The operator should outline how individual pilot standards in relation to their prior learning, experience and skill level are taken into account if a conversion training program is to be modified via a recognition of prior leaning process.

For example, a pilot who has no prior commercial aviation experience would likely require all items to be covered and initially confined to one type. A pilot with experience with another air operator on the same type may only require training in the elements that differ for their new employer and its operations. This recognition of prior learning process is optional and robust recording of any variations to training should be maintained.

The MOS requires training in non-normal and emergency procedures and if these activities are carried out in the aeroplane, operator expositions must have procedures to manage the safety risks associated with these events.

Procedures for the simulation of abnormal or emergency situations in section 1.2.5 should be adopted and the training must be conducted by a person who has the knowledge, skills and experience required to manage the operations safely.

Some AFM's or RFM's may not permit the simulation of certain abnormal or emergency situations. Operators must ensure that any training or check pilot emergency simulation processes in an exposition are permitted by the manufacturer.

The conversion training part of a flight crew members' training is an ideal time to confirm that night flying skills are up to date.

Training in responsibilities for the pilot in command mentioned in form TC3 satisfies the Command training requirements in the respective MOS (however minimum flight hour requirements must be met)

The sample content is intended for small operators and may require customisation for multi-crew operations and some complex task specialist operations.

1.2.1.4 Flight crew member proficiency check (OPC) (in-aircraft)

Sample text

General

Each flight crew member is required to successfully complete a flight crew member proficiency check (OPC) prior to unsupervised operations, and recurrently in accordance with the schedule in section 1.2.1.9.

The flight component is not an air transport/aerial work operation, and no passengers or non-essential crew are to be carried. Whilst the check pilot is 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, operate a PSEA, or carry out IFR flights, the proficiency check shall include a night component. Completion of this component will satisfy the night recency requirement.

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 for after the end of the flight for the debrief, for both the check pilot and the candidate.

Ground component

The check pilot will conduct the pre-flight knowledge check of the items on form TC6.

The check pilot will brief the candidate, emphasising the following points:

- Candidate is PIC under supervision – check pilot is PIC
- Handover/takeover procedures
- Confirm the route 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

  - 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 emergency, 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
- Process in the event of a failure to achieve competency
  - The check pilot will review the following:
    - 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, MEL status etc.
    - Risk assessment, threat and error management

Flight component

The check pilot will observe the pre-flight inspection. The check pilot will confirm candidate knowledge of the aircraft and conformance with the pre-flight checklist.

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

Debriefing

The check pilot will thoroughly 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.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations.
- Part 61 MOS

Prior to the introduction of the new flight operations regulations, pilot competence in air operators not subject to CAR 217 was managed by a combination of the Flight Review system for VFR pilots, and the IPC system for IFR pilots, and the general personal competency requirement in CASR 61.385. No specific operator training or checking requirements existed apart from emergency procedures proficiency in accordance with CAO 20.11.

The new regulations place the responsibility for pilot competence on the operator, not the individual pilot. The new regulations were not intended to change the individual competency standards for the various operational activities, therefore the existing standards for the Flight Review (type or class as applicable) in, and the IPC in Sections 4 and 5 of Schedule 2 of the Part 61 MOS continue to apply. The flight tolerances in Section 1, Tables 2 and 4 of Schedule 8 of the Part 61 MOS for professional pilots also continue to apply.

Proficiency check form content in the sample forms is derived from the corresponding MOS schedule with minor adjustments for various combinations of circumstances. A night component should be carried out where necessary however no emergencies can be conducted at night. A separate flight is not required if this component can be accommodated on the one flight. Proficiency checks need not be completed on one flight or with one check pilot at operator discretion provided the overall result is obtained in an appropriate time frame. Operator expositions should detail how the check is conducted under these circumstances.

Operators may choose to carry out the proficiency check immediately after conversion training, or immediately before or after the line check. The sample includes check forms using a simple competent/not yet competent grading system. Operators could choose to have numerical or word picture grading systems if desired.

Since the proficiency check involves the flight crew member being able to demonstrate competency in non-normal and emergency procedures, these sections of the check must be conducted by a person who has the knowledge, skills and experience required to manage the flight safely. The proficiency check is not a Part 119 or Part 138 flight, it is a Part 91 flight.

The sample includes a basic knowledge check that operators could adapt to suit their circumstances. The objective of such a ground check is to avoid an unnecessary flight where a pilot might not be able to demonstrate competence due to lack of preparation or insufficient underpinning knowledge. A simple checklist of briefing topics is provided and could assist in reinforcing the safety controls that should surround abnormal or emergency situation

simulations. Refer to section 1.2.5 for procedures for the simulation of abnormal or emergency situations.

1.2.1.5 Differences training

Sample text

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

- Equipment such as avionics etc.
- 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 or use differences
- Normal or emergency procedures differences

Guidance

Due to the broad scope of possible differences training scenarios no sample content is provided. The HOTC could use any standard form in blank and populate it for the individual flight crew member's needs.

1.2.1.6 Line training and supervised line flying

Sample text

Line training that may be carried out on the ground is required in the following 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 TC4 in each type of aircraft to be operated unless the RPL process enables the HOTC to allow training on one type to be relied upon for training in another.
- This training will need to be during a line flight and may be considered ICUS.
- The line training pilot will be PIC for these flights.
- If the candidate has not completed a proficiency check in the aircraft prior to a line training or supervised line flight, the training pilot must have completed a proficiency check in the non-command seat of the aircraft. This check must include abnormal and emergency procedures.

To act as pilot in command on a *{Sample Aviation}* air transport flight, a pilot must have the minimum flight hours specified in the *{Sample Aviation}* exposition section XXX (operator to insert the section number – it should align with the exposition content regarding regulations 133.385 and 135.395).

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

Guidance

Part 119 only.

Regulatory references:

- 133.380 Assignment to duty of pilot in command
- 135.395 Pilot in command
- Part 133 and Part 135 MOS section 12.13

Ground line training could be carried out in a generic manner not related to any particular aircraft type. This line flying can be used to satisfy the pilot in command experience requirements in the exposition. No sample content is provided however line training pilots could use the line check form as a prompt for items where competency will be checked and focus on these matters during the flight.

Since passengers may be carried, at least one pilot must have demonstrated competence in abnormal or emergency procedures. If the candidate has not completed their proficiency check, the training pilot must have completed theirs in the non-command seat.

1.2.1.7 Line check

Sample text

General

A line check is required prior to commencing unsupervised line operations. Additionally, the flight crew member proficiency check must have been completed or current prior to commencing unsupervised line operations. The line check should be on a routine operation, preferably with passengers on board. The flight will be conducted with the candidate making all operational decisions about the conduct of the flight as if they were PIC.

> **Note:** If the candidate has not completed a proficiency check in the aircraft prior to a line check, the check pilot must have completed a proficiency check in the non-command seat of the aircraft. This check must include abnormal and emergency procedures.

Scheduling

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

Ground component

The check pilot will brief the candidate, emphasising the following points:

- Candidate is PIC under supervision – check pilot is PIC.

- No emergencies are to be simulated – actions to be taken in the event of a real emergency
- Review the items to be checked, the standards expected, and Form TC5
- Process in the event of a failure to achieve competency

The check pilot will review the following:

- 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.

For an air transport flight, the check pilot will act as a passenger for check-in if applicable, loading, boarding, seating and briefings, however, will then take their place in the non-command seat.

For an aerial work flight, the check pilot will simulate the tasking and act as a task specialist or aerial work passenger as applicable.

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 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 thoroughly debrief the candidate on their performance with respect to the items on Form TC4 and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

Guidance

Part 119 operations only.

Regulatory references:

- 133.380 Assignment to duty of pilot in command
- 135.395 Pilot in command
- Part 133 and Part 135 MOS section 12.13

General

The programming of the line check is left to the operator as to whether it is done prior to the proficiency check or after it. Both checks need to be complete before unsupervised operations. The note reinforces the need for a proficiency checked pilot to be in command.

Scheduling

It is recommended that sufficient time be allowed for preparation, briefing and debriefing as this check may impose additional stress on the candidate

Ground component

A briefing is recommended to emphasise the safety controls to be employed and to carry out a check of the candidate's preparedness.

Flight component

These processes are recommended to ensure integrity of the check.

Debriefing

This process ensures records capture.

1.2.1.8 Recurrent training and checking

Sample text

Recurrent general emergency training and 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 carried out on the first occasion the flight crew member carries out the check and is not required at 12-monthly intervals.

Recurrent general emergency training and competency checking should be conducted for each type the pilot will fly. 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

VFR by day

Each flight crew member must complete a recurrent flight crew member proficiency check 6 months after commencing unsupervised line operations and then every 12 months.

IFR flights, and night VFR flights

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

Recurrent flight crew member proficiency check for Part 138 operations – IFR or VFR

Each flight crew member must complete a recurrent flight crew member proficiency check every 12 months.

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 an air 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.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.08

- Part 138 MOS section 23.05

Operators of mixed fleets will need to determine which sections of the recurrent general emergency competency check need to be conducted in which specific type to ensure competence in all types the pilot will fly. It may be possible to reduce the number of checks by developing a method of conducting a single check with oral questions covering system differences across similar types

Recurrent flight crew member proficiency check

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 91.725 Training flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

Operators will need to develop a system for managing the due dates of recurrent checks to comply with the regulatory requirement. Recurrent time frames are for both operators required to have a training and checking system and Part 138 who do not require a training and checking system.

No tracking system is proposed in the sample, however for small operators manual systems may be effective. For operators with high numbers of checks per annum, common flight and duty software, booking and scheduling programs, or complete aviation management software packages would likely contain suitable modules to control this scheduling.

1.2.1.9 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. Check pilots will assess candidates over an entire flight which might contain a number of discrete items and 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 item, and assess candidate performance against the flight tolerances for professional pilots detailed in Schedule 8 of the Part 61 MOS for the manoeuvre. The flight crew member 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 to allow a candidate to achieve competence after practice. If the candidate cannot achieve competence 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 of the partially complete nature of such a check as soon as possible.

Guidance

The sample details a competent/not yet competent grading system for simplicity and relates the standards to the Part 61 MOS. Other systems such as numerical, word pictures, evidence based, competency based etc. may be used if desired. Operators should review the CASA Flight Examiner Handbook and AC 61-09 on competency-based training for guidance.

The MOS standards are referenced as a minimum - operators could publish higher standards for specific items if desired. The repeat process could be modified if desired.

1.2.1.10 Flight crew member 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 training pilot authorised to conduct abnormal or emergency procedures simulations.

Guidance

No sample system is proposed however operators should provide a direct path of communication between the HOTC and the person or system managing flight crew assignments to avoid a not yet competent flight crew member being rostered for duty.

1.2.1.11 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 on a proficiency check.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.09
- Part 138 MOS section 23.06

No sample system is proposed since each circumstance would be different. It would be convenient for operators to use existing forms and identify which items of training need to be revisited in a remedial program.

1.2.2 Task Specialist Training

Sample text

Recommended Task Specialist Training and checking topics might include (but are not limited to) the following:

- Normal aircraft procedures:
  - Risk assessments and safety controls
  - Aircraft entry, seating, seat belts and safety procedures
  - Communications during operation
  - Use of harnesses and alternative restraint system if applicable
  - Sterile cockpit concepts
  - Aircraft exit

  - Procedures for entry and exit with rotors turning if required
- Abnormal and emergency aircraft procedures:
  - Securing task equipment in event of an emergency
  - Seating/restraint procedures including brace positions
  - Retrieval of safety and survival equipment
  - Survival and rescue procedures
- Task procedures:
  - Serviceability of task equipment
  - Loading and securing task equipment
  - Task-specific communications procedures
  - Aircraft operating limitations on task

Guidance

Part 138 operators.

Operators must design training and checking programs for task specialists that are suitable to assess competency in the conduct of the task the person will be assigned to, in the aircraft they will operating in. The training and checking may be delivered by a trained person approved by the HOTC who is nominated in the exposition.

No specific content can be recommended due to the diverse nature of possible tasks, and the list in this section contains suggested items that should be considered for inclusion.

The sample does not provide any details apart from a recommended list of matters for consideration.

1.2.3 Air crew member training and checking events required

Guidance

The sample text replicates flight crew member requirements where common with minor amendments for applicable differences. In some cases no specific forms are referenced and operators could adapt flight crew member forms by inserting training and checking items appropriate for the roles.

1.2.3.1 Induction training

Sample text

Induction training will be delivered to any new air crew member joining *{Sample Aviation}*. The syllabus of training and course topics are listed in *{Sample Aviation}* Form XXX. This training can be delivered by a person trained and approved by the HOTC IAW *{Sample Aviation}* exposition section 1.2.12 and nominated in the exposition

1.2.3.2 General emergency training and the general emergency check of competency

Sample text

Items marked with an asterisk require that the training or checking element to be carried out in each of the aircraft types that the air crew member will be operating. The remainder of the training or checking need only be carried out once.

The form used to record the training and competency check is Form TC2.

The training may be delivered by a trained person approved by the HOTC who is nominated in the exposition. The training comprises the following topics:

- Passenger briefings in an emergency*
- Remote area survival equipment requirements
- ELT – COSPAS/SARSAT system theory and AMSA response process
- Contents of survival and first aid kits that are carried
- Fire extinguisher types and usage*
- When life jackets and life rafts are required
- 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 of competency can be carried out by a trained person approved by the HOTC who is nominated in the exposition. The check must assess the following topics:

- 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 the location and deployment of 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*
  - Underwater escape for rotorcraft (if operated) including practical use of EBS (if used) – this can be carried out by a third-party contractor if required

1.2.3.3 Conversion training

Sample text

Each air crew member is required to undergo conversion training. The recognition of prior learning process (RPL) may be applied to an air crew member at the HOTC's discretion. The

HOTC will record in the air crew member's training records any RPL applied to their training requirements.

The training comprises at least the following topics:

a. Duties and responsibilities for the air crew member's position:
   i. Specific operator procedures
   ii. Exposition content relating to flight conduct
   iii. Passenger handling
b. Standard operating procedures for the kind of aircraft used for the flight:
   i. Maintenance release and MEL procedures
   ii. AFM/RFM contents
   iii. Exposition content including guidance material
   iv. Pre-flight, in-flight and post flight actions
c. Normal, abnormal and emergency procedures for the kind of aircraft used for the flight:
   i. Checklist usage and procedures
   ii. Memory items
   iii. Standard operator procedures
d. 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).

Results of the training will be recorded on *{Sample Aviation}* Form XXX.

1.2.3.4 Air crew member proficiency check (OPC) (in-aircraft)

Sample text

General

Each air crew member is required to successfully complete an air crew member proficiency check (OPC) at the conclusion of their conversion training, and recurrently in accordance with the schedule in section 1.2.3.8.

Whilst the check air crew member is responsible for the safe performance of air crew member tasks, duties and actions during the flight, the flight will be conducted with the candidate making all operational decisions about the conduct of their duties on the flight as if they were the air crew member on duty.

Scheduling

The check air crew member 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 for after the end of the flight for the debrief, for both the check air crew member and the candidate.

Ground component

The check air crew member will brief the candidate, emphasising the following points:

- Candidate is under supervision – check air crew member is in charge
- Confirm the route of the flight, the tasks to be carried out, and any special considerations or procedures
- Procedures for the simulation of abnormal or emergency situations
- Actions to be taken in the event of a real emergency

- Review the items to be checked, the standards expected, and the forms
- Process in the event of a failure to achieve competency

The check air crew member will review the following:

- Flight preparation
- Aircraft serviceability and equipment, MEL status etc.
- Risk assessment, threat and error management

The check air crew member will conduct the pre-flight knowledge check of the items on Form XXX.

Flight component

The check air crew member will observe the pre-flight inspection, confirm candidate knowledge of the aircraft, performance of their duties and observe the post flight actions of the candidate.

Debriefing

The check air crew member will thoroughly debrief the candidate on their performance with respect to the items on *{Sample Aviation}* Form XXX and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

1.2.3.5 Differences training

Sample text

Differences training is required if the air crew member has a current proficiency check in a specific type and they are required to operate in an aircraft of the same type with the following differences:

- Equipment such as winches, avionics etc.
- Emergency and safety equipment
- Performance differences.

The HOTC will design a specific training program for the air crew member. The training will address:

- Limitations or systems differences
- Equipment location or use differences
- Normal or emergency procedures differences

1.2.3.6 Line training

Sample text

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

- Safety management system:
  - Risk assessment processes
  - Risk management practices
- Aerodrome, aeroplane and public safety

In-flight training:

- The air crew member must be trained in the items on *{Sample Aviation}* Form XXX in each type of aircraft to be operated unless the RPL process enables the HOTC to allow training on one type to be relied upon for training in another.
- This training will need to be during a line flight.
- If the candidate has not completed a proficiency check in the aircraft prior to a line training or flight, the training air crew member must have completed a proficiency check including abnormal and emergency procedures.

Guidance

Part 133 and Part 135 only.

1.2.3.7 Line check

Sample text

General

A line check is required prior to commencing unsupervised line operations. Additionally, the air crew member proficiency check must have been completed or current prior to commencing unsupervised line operations. The flight should be a routine operation, preferably with passengers on board. The flight will be conducted with the candidate making all operational decisions about the conduct of their duties on the flight as if they were the air crew member on duty.

> **Note:** If the candidate has not completed a proficiency check in the aircraft prior to a line check, the check air crew member must have completed a proficiency check in the aircraft including abnormal and emergency procedures.

Scheduling

The check air crew member will ensure that the presence of another crew member can be accommodated and ensure adequate preparation time is scheduled prior to the flight to carry out the ground component of the check, and adequate time after the end of the flight for the debrief, for both the check air crew member and the candidate.

Ground component

The check air crew member will brief the candidate, emphasising the following points:

- Candidate is under supervision – check air crew member is in charge
- No emergencies are to be simulated – actions to be taken in the event of a real emergency
- Review the items to be checked, the standards expected, and the form
- Process in the event of a failure to achieve competency

The check pilot will review the following:

- Flight preparation
- Aircraft serviceability and equipment, MEL status etc.
- Risk assessment, threat and error management

Flight component

The check air crew member will observe the pre-flight inspection, confirm candidate knowledge of the aircraft, performance of their duties and observe the post flight actions of the candidate.

Debriefing

The check air crew member will thoroughly debrief the candidate on their performance with respect to the items on *{Sample Aviation}* Form XXX and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

Guidance

Part 133 and Part 135 only.

1.2.3.8 Recurrent training and checking

Sample text

Recurrent general emergency training and competency check

Each air crew member must complete the general emergency check of competency every 12 months. The in-water practical component need only be carried out on the first occasion the air crew member carries out the check and is not required at 12-monthly intervals.

Recurrent general emergency training and competency checking should be conducted for each type the air crew member will operate. 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 air crew member proficiency check

Each air crew member must complete a recurrent air crew member proficiency check 6 months after commencing unsupervised line operations and then every 12 months.

Check due date flexibility

The due date for the recurrent checks will be based on the initial check date. 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 timing mentioned above the check currency period will commence on the date of the next successful check.

1.2.3.9 Competency assessment procedure (in flight)

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. Check air crew members will assess candidates over an entire flight which might contain a number of discrete items and form an overall view of their competency for the check.

Check air crew members may allow repeats of an item to allow a candidate to achieve competence after practice. If the candidate cannot achieve competence 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 of the partially complete nature of such a check as soon as possible.

1.2.3.10 Air crew member not yet competent after a check

Sample text

If an air crew member is assessed as not yet competent on a check, the check air crew member will inform the HOTC who will ensure the air crew member is removed from unsupervised line operations.

1.2.3.11 Remedial training

Sample text

The HOTC will design and implement a remedial training program if an air crew member is assessed as not yet competent on proficiency check.

1.2.4 Medical transport specialist training and checking events required

Guidance

The sample text replicates flight crew member requirements where common with minor amendments for applicable differences. In some cases no specific forms are referenced and operators could adapt flight crew member forms by inserting training and checking items appropriate for the roles.

1.2.4.1 Induction training

Sample text

Induction training will be delivered to any new medical transport specialist joining *{Sample Aviation}*. The syllabus of training and course topics are listed in *{Sample Aviation}* Form XXX. This training can be delivered by a person trained and approved by the HOTC IAW *{Sample Aviation exposition}* section 4.XX and nominated in the exposition.

1.2.4.2 General emergency training and the general emergency check of competency

Sample text

Items marked with an asterisk require that the training or checking element to be carried out in each of the aircraft types that the medical transport specialist will be operating. The remainder of the training or checking need only be carried out once.

The form used to record the training and competency check is Form TC2.

The training may be delivered by a trained person approved by the HOTC who is nominated in the exposition. The training comprises the following topics:

General emergency and survival procedures:

- Passenger briefings in an emergency*
- Remote area survival equipment requirements
- ELT – COSPAS/SARSAT system theory and AMSA response process
- Contents of survival and first aid kits that are carried
- Fire extinguisher types and usage*
- When life jackets and life rafts are required
- 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 of competency can be carried out by a trained person approved by the HOTC who is nominated in the exposition. The check must assess the following topics:

- 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 the location and deployment of 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*
  - Underwater escape for rotorcraft (if operated) including practical use of EBS (if used) – this can be carried out by a third-party contractor if required

1.2.4.3 Conversion training

Sample text

Results of the training will be recorded on *{Sample Aviation}* Form XXX.

Each medical transport specialist is required to undergo conversion training. The recognition of prior learning process (RPL) may be applied to a medical transport specialist at the HOTC's discretion. The HOTC will record in the medical transport specialist's training records any RPL applied to their training requirements.

The training comprises at least the following topics:

a. Duties and responsibilities for the medical transport specialist's position:
   i. Specific operator procedures
   ii. Exposition content relating to flight conduct
b. Standard operating procedures for the kind of aeroplane/rotorcraft used for the flight:
   i. Maintenance release and MEL procedures
   ii. AFM/RFM contents
   iii. Exposition content including guidance material
   iv. Pre-flight, in-flight and post flight actions
c. Normal, abnormal and emergency procedures for the kind of aeroplane/rotorcraft used for the flight:
   i. Checklist usage and procedures
   ii. Memory items
   iii. Standard operator procedures

1.2.4.4 Medical transport specialist proficiency check (OPC) (in-aircraft)

Sample text

General

The check medical transport specialist will conduct the pre-flight knowledge check of the items on Form XXX.

Each medical transport specialist is required to successfully complete a medical transport specialist proficiency check (OPC) at the conclusion of their conversion training, and recurrently in accordance with the schedule in section 1.2.4.8

Whilst the check medical transport specialist is responsible for the safe performance of air crew member tasks, duties and actions during the flight, the flight will be conducted with the candidate making all operational decisions about the conduct of their duties on the flight as if they were the medical transport specialist on duty.

Scheduling

The check medical transport specialist 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 for after the end of the flight for the debrief, for both the check medical transport specialist and the candidate.

Ground component

The check medical transport specialist will brief the candidate, emphasising the following points:

- Candidate is under supervision – check medical transport specialist is in charge
- Confirm the route of the flight, the tasks to be carried out, and any special considerations or procedures
- Procedures for the simulation of abnormal or emergency situations
- Actions to be taken in the event of a real emergency
- Review the items to be checked, the standards expected, and the forms
- Process in the event of a failure to achieve competency

The check medical transport specialist will review the following:

- Flight preparation
- Aircraft serviceability and equipment, MEL status etc.
- Risk assessment, threat and error management

Flight component

The check medical transport specialist will observe the pre-flight inspection, confirm candidate knowledge of the aircraft and equipment, performance of their duties and observe the post flight actions of the candidate.

Debriefing

The check medical transport specialist will thoroughly debrief the candidate on their performance with respect to the items on *{Sample Aviation}* Form XXX and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

1.2.4.5 Differences training

Sample text

Differences training is required if the medical transport specialist has a current proficiency check in a specific type and they are required to operate in an aircraft of the same type with the following differences:

- Equipment such as avionics etc.
- Emergency and safety equipment
- Performance differences.

The HOTC will design a specific training program for the medical transport specialist. The training will address:

- Limitations or systems differences
- Equipment location or use differences
- Normal or emergency procedures differences

1.2.4.6 Line training

Sample text

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

- Safety management system:
  - Risk assessment processes
  - Risk management practices
- Aerodrome, aeroplane and public safety

In-flight training:

- The medical transport specialist must be trained in the items on *{Sample Aviation}* Form XXX in each type of aircraft to be operated unless the recognition of prior learning process enables the HOTC to allow training on one type to be relied upon for training in another.
- This training will need to be during a line flight and may be considered under supervision if undertaken after a proficiency check.

Note: If the candidate has not completed a proficiency check in the aircraft prior to a line check, the check medical transport specialist must have completed a proficiency check in the aircraft including abnormal and emergency procedures.

1.2.4.7 Line check

Sample text

General

A line check is required prior to commencing unsupervised line operations. Additionally, the medical transport specialist proficiency check must have been completed or current prior to commencing unsupervised line operations. The flight should be a routine operation, preferably with a patient on board. The flight will be conducted with the candidate making all operational decisions about the conduct of their duties on the flight as if they were in charge.

Note: If the candidate has not completed a proficiency check in the aircraft prior to a line check, the check medical transport specialist must have completed a proficiency check in the aircraft that includes abnormal and emergency procedures.

Scheduling

The check medical transport specialist will ensure that the presence of another crew member can be accommodated and ensure adequate preparation time is scheduled prior to the flight to carry out the ground component of the check, and adequate time after the end of the flight for the debrief, for both the check medical transport specialist and the candidate.

Ground component

The check medical transport specialist will brief the candidate, emphasising the following points:

- Candidate is under supervision – check medical transport specialist is in charge
- No emergencies are to be simulated – actions to be taken in the event of a real emergency
- Review the items to be checked, the standards expected, and the form
- Process in the event of a failure to achieve competency

The check pilot will review the following:

- Flight preparation
- Aircraft serviceability and equipment, MEL status etc.
- Risk assessment, threat and error management

Flight component

The check medical transport specialist will observe the pre-flight action, confirm candidate knowledge of the aircraft and equipment, performance of their duties and observe the post flight actions of the candidate.

Debriefing

The check medical transport specialist will thoroughly debrief the candidate on their performance with respect to the items on *{Sample Aviation}* Form XXX and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

1.2.4.8 Recurrent training and checking

Sample text

Recurrent general emergency training and competency check

Each medical transport specialist must complete the general emergency check of competency every 12 months. The in-water practical component need only be carried out on the first occasion the medical transport specialist carries out the check and is not required at 12-monthly intervals.

Recurrent general emergency training and competency checking should be conducted for each type the medical transport specialist will operate. 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 medical transport specialist proficiency check

Each medical transport specialist must complete a recurrent flight crew member proficiency check 6 months after commencing unsupervised line operations and then every 12 months.

Check due date flexibility

The due date for the recurrent checks will be based on the initial check date. 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.

1.2.4.9 Competency assessment procedure (in flight)

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. Check medical transport specialists will assess candidates over an entire flight which might contain a number of discrete items and form an overall view of their competency for the check.

Check medical transport specialists may allow repeats of an item to allow a candidate to achieve competence after practice. If the candidate cannot achieve competence 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 of the partially complete nature of such a check as soon as possible.

1.2.4.10 Medical transport specialist not yet competent after a check

Sample text

If a medical transport specialist is assessed as not yet competent on a check, the check medical transport specialist will inform the HOTC who will ensure the medical transport specialist is removed from unsupervised line operations.

1.2.4.11 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 on proficiency check.

1.2.5 Flight crew members - procedures for the simulation of abnormal or emergency situations in flight

Sample text

General

Prior to any simulation, the 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 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 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 being carried out.

Abnormal situation simulations

- The check pilot will guard any engine or system controls that the candidate may inadvertently operate to prevent inappropriate selection.
- The check pilot will alert the candidate to the simulated situation. Examples of this are:
  - "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 check pilot will assess the candidate's recall and simulated actioning of memory items and vital aircraft actions from the checklist as applicable.
- The check pilot will assess pilot retrieval of the checklist and actioning it
- The check pilot will assess pilot actions to continue the flight safely and then announce the termination of the exercise

Guidance

Regulatory references:

- CASR Division 91.D.11

Note: This section articulates generally accepted practices for managing the risks of such simulations during training and checking flights. It is not to be considered mandatory, and any limitations mentioned could be made more restrictive at operator discretion.

Training and checking pilots used by an operator to carry out these events will be required to have appropriate training, skills, qualifications and experience in the conduct of these simulations. The purpose of including this material in the exposition is to clearly state individual operator limitations and safety controls, which may differ in various circumstances.

These individual operator procedures are most useful if operators engage external ad-hoc or contracted training and checking personnel for these events. It gives operators greater control over the behaviour of training and checking pilots in the operators' aircraft.

Operators should schedule suitable portions of the check at night to allow an assessment of night operations competence. No simulated abnormal or emergency procedures are permitted at night.

1.2.5.1 Emergency situation simulations - Aeroplanes

Sample text

Single-engine

VFR – Simulated complete engine failure and forced landing in cruise – Form 6C

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 1500ft AGL to allow 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 the engine remains in the correct operating temperature range 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/autorotative approaches are not permitted.

The check pilot will assess the following items:

- Immediate control of the flight path attaining optimum glide attitude and IAS
- Simulated conduct of recall items/vital actions
- Configuring the aircraft for best glide and selecting a landing area
- Planning the approach and diverting 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 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

The check pilot will:

- initiate the simulation by day only 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 (or 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 the following items:

- 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

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 the following items:

- 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

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 the following items:

- 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

The check pilot will:

- introduce simulated IMC conditions by day only using a hood as soon as possible after take-off
- 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.

The check pilot will assess the following items (with the candidate controlling the aircraft solely with the flight deck instruments):

- 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

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.

The check pilot will assess the following items (with the candidate controlling the aircraft solely with the flight deck instruments):

- 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 best ROC, level flight at a safe speed, or continued descent as applicable
  - 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

The check pilot will:

- 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 if desired
- 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.

The check pilot will assess the following items (with the candidate controlling the aircraft solely with the flight deck instruments):

- 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.

1.2.5.2 Emergency situation simulations - Rotorcraft

Sample text

Single-engine

VFR – Simulated complete engine failure and forced landing in cruise – Form 6C

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 emergency as per RFM) The check pilot will assess the following items:

- 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 the aircraft for appropriate range and selecting a landing area
- Planning the approach and diverting 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 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

The check pilot will:

- initiate the simulation by day either prior to V_{toss} (allowing for an aborted take-off) or post V_{toss} (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 the following items:

- 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 6D

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 the following items:

- 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 6D

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 + 10 kts (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.

The check pilot will assess the following items (with the candidate controlling the aircraft solely with the flight deck instruments):

- Control 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 6D

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.

This exercise can be continued to become the missed approach one engine simulated inoperative sequence check if desired.

The check pilot will assess the following items (with the candidate controlling the aircraft solely with the cockpit instruments):

- Control 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 TC6D

The check pilot will:

- 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 if desired
- direct the candidate to commence a missed approach
- then return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

The check pilot will assess the following items (with the candidate controlling the aircraft solely with the cockpit instruments):

- Control 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.

1.2.5.3 Emergency situation simulations - PSEA

Sample text

PSEA - simulated engine failure after take-off – Form 6D

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 500ft AGL, and no higher that than nominated for turnback (XXX ft AGL)
- announce "simulation" and slowly retard the power lever to idle.
- guard the power lever
- direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable runway or low flying area.

Touchdowns from simulated engine failures are not permitted.

The check pilot will assess the following items:

- Immediate control of the flight path and attaining optimum glide attitude
- Simulated conduct of recall items/vital actions
- Configuring the aircraft for best glide and selecting a landing area
- EPL use and restart if time permits
- Approach path adjustments as necessary
- Configuring aircraft for landing
- Shutdown and pre-impact actions
- Likelihood of achieving planned touchdown point

PSEA – Turnback after simulated engine failure – Form 6D

The check pilot will:

- initiate the simulation by day in VMC 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 XXX ft AGL, being the nominated minimum height for turnback
- announce "simulation" and slowly retard the power lever to idle

- set zero thrust when simulated vital actions to shut down the engine have been completed
- guard the power lever
- direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable runway or low flying area.

Touchdowns after turnbacks from simulated engine failures are not permitted.

The check pilot will assess the following items:

- Immediate control of the flight path and attaining optimum glide attitude
- Assessment of the feasibility of a turnback and correct decision-making
- Speed, bank angle and aircraft balance during the turn
- EPL use and restart if time permits
- Simulated conduct of recall items/vital actions and timely shutdown
- Configuring the aircraft for best glide and selecting a landing area
- Approach path adjustments as necessary
- Configuring aircraft for landing
- Shutdown and pre-impact actions
- Likelihood of achieving planned touchdown point.

PSEA – Simulated engine failure in cruise – Form 6D

The check pilot will:

- initiate the simulation by day in simulated IMC with 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 3000ft AGL
- announce “simulation” and slowly retard the power lever to idle
- set zero thrust when simulated vital actions to shut down the engine have been completed
- guard the power lever
- direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable runway or low flying area.

Touchdowns after simulated engine failures are not permitted.

The check pilot will assess the following items:

- Conversion of speed to height if feasible
- Immediate control of the flight path and attaining optimum glide attitude and airspeed
- EPL use and restart if time permits
- Identification of forced landing area and diversion as required
- Autopilot and navigation system use
- Simulated conduct of recall items/vital actions and timely shutdown
- Icing, headwind and depressurisation considerations
- Passenger briefing and mayday call
- Approach path adjustments as necessary

- Configuring aircraft for landing
- Shutdown and pre-impact actions
- Likelihood of achieving planned touchdown point
- Actions in the event of failure to become visual

1.2.5.4 Actions in the event of a genuine emergency

Sample text

The training or check pilot will:

- Apply appropriate control inputs as necessary to ensure immediate control of the flight path and correct IAS (should the candidate not initiate these in a timely manner)
- Identify failure/emergency and initiate recall items/vital actions (should the candidate not initiate these in a timely manner)

If the candidate is assessed as managing the situation correctly and circumstances permit:

- 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 safety of the flight is in doubt:

- Use 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
- Seek confirmation prior to shutdown actions if feasible

1.2.6 Continuous improvement and audit processes

Guidance

Annual audits are recommended in the sample however operators should adjust the frequency of audits in response to the amount of training and checking events conducted over a year. It would be expected that a sampling rate sufficient to identify any potential issues be determined and audits scheduled to accomplish this.

1.2.6.1 HOTC Audit process

Sample text

At least annually the HOTC will carry out an audit of the training and checking system and its operation to determine legislative and exposition compliance. This 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 and forwarded to the HOFO.

Guidance

Regulatory references:

- 119.130(1)(d) CEO responsibilities and accountabilities
- 119.150 (2) Head of training and checking – responsibilities

The sample uses a simple form to list the major items that require auditing. If Part 142 organisations are used, the audit should extend to the activities that this operator carries out for the operator. The content list is a recommendation – operators should customise if required.

1.2.6.2 Procedures for review and revision of the exposition as it relates to training and checking

Sample text

At least annually the HOTC will carry out an audit of the exposition content relating to the training and checking system 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 many 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. The HOTC will draft any proposed changes to the exposition and include these in the proposed change documentation.

Guidance

Regulatory references:

- 119.130 (1) (d) Responsibilities and accountabilities of chief executive officer

The frequency of this audit should correspond to the rate of effort of the organisation and the sample system provides a simple interface to instigate improvement processes.

1.2.7 Process for recognition of prior learning (RPL)

Sample text

Flight crew members 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) at the discretion of the HOTC.

RPL may only be applied to the following training events:

- General emergency training
- Conversion training
- Differences training
- Line training

Checking events required by the training and checking system cannot take advantage of RPL.

The HOTC will request the records for the flight crew member from their previous operator and review them to determine what previous training, if any, can be recognised and not repeated for *{Sample Aviation}*. The principles to be employed are:

- The training topics, method of delivery, and aircraft or equipment type need to be the same or very similar
- The training needs to have been completed within the previous 6 months
- 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 flight crew member and save them to the flight crew members records.

Guidance

This section is guidance and the use of RPL processes is optional. Operators may wish to allow flight crew members credit for prior training and experience by way of a RPL process. If this option is to be utilised a process needs to be articulated in the exposition to ensure consistency.

As a minimum, such a process should include:

- Who will carry out the process (normally the HOTC)
- Who is eligible to be considered – minimum acceptable qualification and experience
- Time from since previous training or experience
- Relevance of previous training or experience
- The availability of appropriate evidence such as training records
- The relevance of previous learning to proposed future crew assignments.

1.2.8 Training and checking records capture process

Sample text

As soon as possible after the completion of a training or checking event, the training and checking pilot will complete the relevant training and checking form and save it to the company records management system. A copy is to be placed on the flight crew members' file within 21 days.

Guidance

This outlines a simple records capture process.

If operators do not have record-keeping processes in other areas of their exposition/operations manual that include training and checking-specific record keeping, the following sample process is recommended:

Personnel training and checking records

Sample text

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

Table: 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 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 at the headquarters.

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.

1.2.9 Tracking of recurrent training and checking due dates

Sample text

As soon as possible after the completion of a check, the check pilot will enter the details of any completed check (if successful) into the records management system and include the due date for the next recurrent check. The check pilot will inform operations of the updated check status of the flight crew member.

Operations will ensure that the pilot rostering system records the currency of each relevant check and provides an alert of the due date for a recurrent training or check event at least 14 days prior to the check falling due.

Operations will inform the HOTC of any upcoming recurrent training or check event at least 14 days prior to it becoming due.

Guidance

This process provides for adequate warning of an expiring check.

1.2.10 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. The HOTC will liaise with the CEO to prepare a contract for the provision of training and checking services and monitor the training and checking conduct and outputs.

Prior to any training or checking activity being carried out by a Part 142 operator, the HOTC will ensure the trainer or checker who will conduct the activity for *{Sample Aviation}* holds the appropriate Part 61 authorisations.

If the training or checking activity is to be carried out by a Part 142 operator during a *{Sample Aviation}* air transport/aerial work operation, the HOTC will ensure that any Part 142 operator personnel conducting the event meet *{Sample Aviation's}* induction, training and checking, and recency requirements to act as pilot-in-command for the flight, from the seat they will be occupying during the flight.

Guidance

Regulatory references:

- Part 133 and 135 MOS Chapter 12.01 division 3
- Part 138 MOS Chapter 23 division 3
- CASR 119.150 (2) (d) Head of training and checking – responsibilities

This section articulates a simple HOTC audit process which will meet the regulatory responsibility.

1.2.11 Training and competency of training and checking personnel – flight crew

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 91.725 Training and flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

1.2.11.1 General

Sample text

Internally employed training and checking personnel will be trained in the following classification levels with the following training course or equivalent Part 61 qualification requirements:

Task title	Type of training/check permitted	Training course requirement	P61 equivalent qualification
General emergency trainer and competency trainer and checker	General emergency training and competency check	GC1	None
Line training and checking 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 LTI LC1	Hold or have held an FIR
Training and checking pilot (Part 138)	General emergency training and competency check. New or inexperienced pilot training conversion training, differences training, remedial training – normal operations only.	GC1 LTI LC1	Hold or have held an FIR
Training and Checking Pilot*	Conversion training involving abnormal or emergencies and flight crew member proficiency checks (OPC).	TPC, TP1 and CP1*	FIR SE or ME IR if required or FER and ME Class IR if required

***Note:** These courses are not provided by *{Sample Aviation}* and will require specialised instructional personnel to deliver them. The units of competency are located in Appendix H of AC 119-11 (under development at the time of publishing).

Potential training and checking personnel who possess equivalent Part 61 qualifications will undergo a recognition of prior learning (RPL) assessment with the HOTC and enter an abbreviated training program where applicable. Following appropriate training, the candidate will be nominated by inclusion in the exposition and CASA notification.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 91.725 Training flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

Note: This section is intended to be used by operators after the exemption period has ended. For procedures involving the use of currently employed training and checking personnel, refer to CASA's transitional guidance as current at the time.

Operators may elect to train their own personnel to carry out training and checking duties and a table is provided in the sample with some recommended tiers of training courses related to various training and checking tasks. Sample syllabi and record forms are provided in the sample to list the training topics. A sample recognition of prior learning process is provided in the sample for holders of equivalent Part 61 qualifications.

Operators will need to utilise appropriate personnel to carry out the training of training and checking personnel. Training for a person who will deliver the general emergency training and competency check could be delivered by an operators' HOFO or HOTC who has satisfied CASA's entry requirements to occupy that key position. The person delivering the training should have, as a minimum, completed their own training and successful check prior to delivering training.

For in-flight training and checking not involving emergencies, operators could select senior pilots with sufficient experience to effectively deliver training lessons, and with good knowledge of Part 61 operational standards to conduct checks. These pilots should then be trained by persons with training experience and qualifications if possible and in accordance with the recommended syllabi in the relevant course checklist and report form.

If assessed as suitable by the HOTC, training and checking personnel must be nominated by including their details in the exposition/operations manual and advising CASA of their appointment. CASA reserves the right to test these individuals, and they should not be released for training or checking duties until either CASA elects not to test them or they have passed any test. A 30 day period is considered to be the time that should be allowed for this to take place.

Selection of appropriate individuals and providing them with appropriate training from recognised trainers will increase the likelihood of CASA approving an individual. Proper records of training will assist in CASA's decision-making process.

Unless the operator has trainers available with experience in check pilot training, flight instructor training or flight examiner training, the training of training and checking pilots who will conduct abnormal and emergency situation simulations should be left to Part 141 or 142 organisations. A linkage is provided to the training and checking pilot units of competency in the Part 119 AC which could be used as a basis for designing training programs to carry out this training.

1.2.11.2 Training

Sample text

A suitably qualified trainer will deliver the GC1, LTI and LC1 training courses. Alternatively, the HOTC will either engage appropriately trained individuals on a contract or casual basis or engage a suitable Part 141 or 142 organisation to carry out the training of training and checking pilot candidates.

Suitable qualified trainers include individuals with previous experience in training instructors or flight examiners, or experienced training and checking pilots.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03

- 91.725 Training flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

The HOTC must manage internal training and check pilot training personnel appropriately or assign this to a suitable Part 141 or 142 organisation. This training is not a Part 119 or Part 138 operation, nor need it be Part 141 or 142 training since it is not for the issue of a Part 61 qualification.

1.2.11.3 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 Volume 9. The HOTC will individually approve each candidate on the completed form and save it to the flight crew member's records.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 91.725 Training flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

Training syllabi and course report forms are provided in the sample however suitable syllabi in use at Part 141 or 142 organisations may be used at HOTC discretion.

1.2.11.4 Nomination of training and checking personnel

Sample text

The HOTC will populate form TC7 after they have approved a pilot for use as a training and checking pilot and forward a copy to CASA. Form TC7 will be updated in the exposition as a non-significant change. The operation of this non-significant change and use of this pilot will not commence until 30 days after submission to CASA.

If the training or checking activity is to be carried out by an external casual employee during a *{Sample Aviation}* air transport/aerial work operation, the training and checking pilot must meet *{Sample Aviation's}* induction, and recency requirements to act as pilot-in-command for the flight, from the seat they will be occupying during the flight.

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 91.725 Training flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations

- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

The sample provides a simple process and a form. The 30-day period is to allow for possible CASA assessment.

Note: These procedures apply to approval of new training and checking personnel only – CASA will provide guidance for operators with regard to training and nomination of training and checking personnel during the transition period after the exemption expires.

1.2.11.5 Recurrent checking of training or checking personnel

Sample text

The HOTC, or a training and checking pilot nominated by the HOTC will carry out at least annually, a check of competency of each training or checking pilot in a sample of the roles they are currently authorised to carry out. This check shall review at least:

- 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

Guidance

Regulatory references:

- Part 133 and 135 MOS section 12.01 and 12.05
- Part 138 MOS section 23.03
- 91.725 Training flight limitations etc.
- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations
- Part 61 MOS

The sample places the responsibility of maintain the standards of the training and checking personnel on the HOTC using a simple audit process.

1.2.12 Training and competency of training and checking personnel – air crew members and medical transport specialists

Reserved.

1.3 Forms

Form A21 - HOTC Audit

Form A21 HOTC Audit				
Date of Audit:		Audit period:		
Conducted by:				
Item	**Comments**			**Compliant? Yes / No**
Legislative compliance				
Exposition compliance				
Pilot training and checking records				
Part 142 operator	**Operator Name**			
Personnel Part 61 authorisations				
Exposition receipt				
What, if any, improvements can be made?				
HOFO Acknowledgement				
Action	No Further Action ☐		Discuss with CEO ☐	
HOFO Signature			**Date:** Click here to enter a date.	

Form TC1 - Flight Crew Member Induction checklist

Form TC1 Flight Crew Member Induction checklist			
Details			
Flight Crew name:		ARN:	
Subjects			**Complete?**
HR and admin processes			
ASIC			
Outline of organisation's structure and governance			
Authorised activities conducted by the company			
Exposition/Operations Manual access, content, structure and amendment processes			
WHS, safety policy and safety management principles			
DAMP training and induction			
CASA 'Alcohol and other Drugs' eLearning			
Aircraft refuelling including drum stock procedures (if applicable)			
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			
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			
Completed:	Yes ☐ No ☐		
Trainer signature:		Trainer name:	
Crew Member Signature:		Date:	

Form TC2 – Part 1 - Sample General Emergency Training Course Report

Part 1 Sample General Emergency Training Course Report			
Details			
Flight Crew name:		ARN:	
Trainer name:		Date of Training:	
Aircraft type:		Initial or recurrent:	

Subjects	**Complete?**
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 carried)	
Part 138 - Procedures for dealing with specific emergency situations	
Rotorcraft – Underwater escape (if required)	
Rotorcraft – EBS (if required)	

Comments

Trainer acknowledgement

Completed:	Yes ☐ No ☐	Crew member signature:	
Trainer signature:		Date:	

Note: In-water practical training not required for every recurrent training event.

Form TC2 - Part 2 - Sample General Emergency Check of Competency Report

Part 1 Sample General Emergency Training Course Report			
Details			
Flight Crew name:		ARN:	
Check pilot name:		Date of Check:	
Aircraft type:		Initial or recurrent:	

Check items	**C/NYC**
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 carried)	
Part 138 - Procedures for dealing with specific emergency situations	
Rotorcraft – Underwater escape (if required)	
Rotorcraft – EBS (if required)	

Comments

Checker acknowledgement			
Completed:	Yes ☐ No ☐	Crew member signature:	
Checker signature:		Date:	

Note: In-water practical training not required for every recurrent check.

Form TC3 Conversion Training Course Report

Form TC3 Conversion Training Course Report			
Details			
Flight Crew name:		ARN:	
Trainer name:		Date of Training:	
Aircraft type:			

Subjects	**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	
Aerial Work Operators	
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

Trainer acknowledgement			
Completed:	Yes ☐ No ☐	Crew member signature:	
Trainer signature:		Date:	

Form TC4 Flight crew member line check report

Form TC4 Flight crew member line check report			
Details			
Flight crew name:		ARN:	
Check pilot name:		Date of check:	
Aircraft type:		Route:	
Check items	**C/NYC**	**Comment**	
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			
Result	**C/NYC**		
Comments			
Check pilot signature:	Crew member signature:		

Form TC5 Flight crew member proficiency check knowledge report

Form TC5 Flight crew member proficiency check knowledge report			
Details			
Flight crew name:		ARN:	
Check pilot name:		Date of check:	
Aircraft type:		Route:	
Check items	**C/NYC**	**Comment**	
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			
Result	**C/NYC**		
Comments			

Form 6A – Sample Single-engine Helicopter Flight Crew Member Proficiency Check Report

Form 6A – Sample 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:	

Check item	**Comments**	**C/NYC**
Pre-flight, loading and performance planning		
Start, lift-off, hover and taxi		
Normal take-off and departure		
Steep turns		
Low flying at 500 ft AGL and reversal turn		
Circuit re-join and 1 full circuit		
Missed approach		
Crosswind operations		
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		
Recovery from the following (where possible):		
• Vortex ring condition		
Discussion only:		
• Loss of tail rotor effectiveness		
• Low ‘g’ and mast bumping		

Form 6A – Sample Single-engine Helicopter Flight Crew Member Proficiency Check Report		
Manage loss of tail rotor control in forward flight and hover		
Demonstrate appropriate non-technical skills		
Manage passengers and cargo (Part 133)		
Understand duties and responsibilities of PIC		
Operate IAW operator and AFM procedures		
Carry out sample aerial work operation (Part 138)		
Night operations		
Comments		

Check pilot acknowledgement			
Completed:	Yes ☐ No ☐		
Check pilot signature:		Date:	

Form 6B – Sample Multi-engine Helicopter Flight Crew Member Proficiency Check Report

Form 6B – Sample 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:	

Check item	**Comments**	**C/NYC**
Pre-flight, loading and performance planning		
Start, lift-off, hover and taxi		
Normal take-off and departure		
Performance Class operations as per operator SOPs		
Steep turns		
Low flying at 500 ft AGL and reversal turn		
Circuit re-join and 1 full circuit		
Missed approach		
Crosswind operations		
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		

Form 6B – Sample Multi-engine Helicopter Flight Crew Member Proficiency Check Report		
OEI landing		
Aircraft system malfunctions other than engine failure		
Recovery from the following (where possible):		
• Vortex ring condition		
Discussion only:		
• Loss of tail rotor effectiveness		
• Low ‘g’ and mast bumping		
Manage loss of tail rotor control in forward flight and hover		
Demonstrate appropriate non-technical skills		
Manage passengers and cargo (Part 133)		
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		
Comments		

Form 6B – Sample Multi-engine Helicopter Flight Crew Member Proficiency Check Report			
Check pilot acknowledgement			
Completed:	Yes ☐ No ☐		
Check pilot signature:		Date:	

Form 6C – Sample Single engine aeroplane Flight Crew Member Proficiency Check Report

Form 6C – Sample 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:	
Place/route:			

Check item	**Comments**	**C/NYC**
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 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)		

Form 6C – Sample Single engine aeroplane Flight Crew Member Proficiency Check Report		
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 with visual circling		
PSEA additional manoeuvres		
Simulated engine failure after take-off		
Turnback		
Simulated engine failure in cruise (by reference only to the flight deck instruments)		
Comments		
Checker acknowledgement		
Completed:	Yes ☐ No ☐	
Checker signature:		Date:

Form 6D – Sample Multi-engine aeroplane Flight Crew Member Proficiency Check Report

Form 6D – Sample 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:	

Check item	**Comments**	**C/NYC**
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 engine failure during take-off		
Simulated partial engine failure		
Simulated engine failure with asymmetric approach and landing		
Aircraft system malfunctions other than engine failure		

Form 6D – Sample Multi-engine aeroplane Flight Crew Member Proficiency Check Report		
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 with visual circling		
Instrument approach with one engine simulated inoperative		
Missed approach with one engine simulated inoperative		
Comments		

Completed:	Yes ☐ No ☐		
Checker signature:		Date:	

Form GC1 – Sample ground check pilot training checklist and report

Form GC1 – Sample ground check pilot training checklist and report				
Details				
Candidate name:		ARN:		
Trainer name:		Date of Completion:		
Topic	**Item**	**Comments**		**C/NYC**
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 – Underwater escape (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			
Aircraft types				
Comment				

Form LT1 – Sample line training pilot training checklist and report

Form LT1 – Sample line training pilot training checklist and report				
Details				
Candidate name:		ARN:		
Trainer name:		Date of Completion:		
Topic	**Item**	**Comments**		**C/NYC**
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			
HOTC approval				

Form LC1 – Sample line check pilot training checklist and report

Form LC1 – Sample line check pilot training checklist and report			
Details			
Flight Crew name		ARN	
Trainer name		Date of Completion	
Aircraft type			
Topic	**Item**	**Comments**	**C/NYC**
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		
HOTC approval			

Form TC7 – Nomination form for training and checking personnel

Form TC7 – Nomination form for training and checking personnel			
Name	**ARN**	**Training and checking events authorised**	**CASA advice date**