ANNEX A to Multi-Part
AC 119-11 and AC 138-02 v4.1

Sample training and checking system content for Parts 133, 135 and 138 operators (limited to flight crew member content only)

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Glossary

Acronyms and abbreviations

|  |  |
| --- | --- |
| Acronym / abbreviation | Description |
| CASA | Civil Aviation Safety Authority |
| HUET | Helicopter Underwater Escape Training |

Definitions

|  |  |
| --- | --- |
| Term | Definition |
| Induction  | introducing the worker to the business and the type of work and outlining their roles and responsibilities |

Reference material

|  |  |
| --- | --- |
| Document type | Title |
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Forms

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| Form no. | Title |
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Revision history

Revisions to this manual are recorded below in order of most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Version no. | Date | Parts / sections | Details |
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# 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 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
* the process for the management of contracted training and/or checking.

## Training facilities

Sample text

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

{Sample Aviation} training facilities are located at (Insert details of location).

## Training and checking events required

Sample text

{Sample Aviation} will only assign flight crew members to undertake a duty after having successfully completed all necessary training and checking events in accordance with this training and checking system.

Training can be delivered, and a check may be conducted, by a trained person who is approved by the HOTC for the activity IAW {Sample Aviation} exposition section 4.2.20. All approved personnel will be listed on Form TC7A/B in the exposition and nominated to CASA if required.

HOTC may alter the training sequence if desired, but all required components must be completed prior to commencement of unsupervised line operations.

Table 4.2.1 flight crew training sequence

|  |  |  |
| --- | --- | --- |
| Type of training | Required as part of | Occurrence |
| Induction | Induction | Commencing employment |
| General emergency training and the general emergency check of competency | Induction | Induction |
| Conversion training | Conversion training | Induction and as required when changing aircraft type |
| Flight crew member proficiency check (FCMPC). May be referred to as Operator Proficiency Check (OPC) as per Part 61 of the CASRs.  | Prior to commencing unsupervised line operations. | Every 6 months for IFR operations.VFR operations - 6 months after first line check then every 12 months |
| Differences training  | As required | As Required |
| Line training and line check(Air Transport) | After Conversion training and prior to commencing unsupervised line operations | Induction and as required when changing aircraft type |
| Command training | Conversion training,or prior to operating as PIC for a multi-crew operation. | Carried out as part of Conversion training for single pilot operations.For an FCM who has not completed this training - prior to conducting PIC operations for multi-crew operations. |
| Non-command seat training | Prior to commencing command operations from the non-command seat | For an FCM who will be assigned as PIC from the non-command seat - Every OPC |
| General emergency check of competency | Recurrent training and checking | 3-yearly in relation to HUET or the use of liferaft, otherwise 1 year after previous check of competency |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS – Not required until CASA determined implementation date. | Induction training | Induction and then every XXX |
| SMS training - Not required until CASA determined implementation date | Induction training | Induction and then every XXX |
| LAHSO (if applicable) | Induction training | Induction and recurrent |
| ACAS | Induction training | As scheduled in recurrent training |
| Dangerous Goods Training  | Induction training  | Induction then every two years |
| MCC – CASA approved provider | Command training | Induction for multi crew operations |
| RVSM (if applicable) | Induction training | Induction and yearly |
| Specialist training | Prior to commencing specialist duties | Every 6 months for IFR operations. VFR operations initial 6 months after check to line then every 12 months |

### 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.

Planned sequence of training for new flight crew:

* Induction
	+ Induction and additional specialist training required as determined by HOTC
	+ General Emergency training and the general emergency check of competency
	+ Conversion training
* Flight crew member proficiency check
* Line training and line check (Air Transport)

### General emergency training and general emergency check of competency

Sample text

Training topics marked with an asterisk require 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 in accordance with the table 4.2.1.

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

Representative training equipment should be used where possible. When emergency exits are operated for training purposes, or any aircraft equipment used cannot be restored to its stowage position in a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the {Sample Aviation} procedure for reporting of an unserviceability is followed.

The forms used to record the training and competency check are Form TC2A and TC2B.

### 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.

Successful completion of this conversion training satisfies {Sample Aviation’s} command training obligations for single pilot operations. Multi-crew operations will require additional training as specified in 1.2.1.12. {Sample Aviation} will not assign pilot in command duties until the candidate successfully completes the training and meets the minimum supervised and total flight hours specified in {Sample Aviation} exposition section XXX and will meet regulations 133.385, 135.395 and Subsection 23.08 of the Part 138 MOS.

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

Training will include as a minimum the following topics:

* 1. Duties and responsibilities for the flight crew member's position:
		1. Specific operator procedures
		2. Exposition content relating to flight conduct
		3. Passenger handling
		4. Pilot-in-command responsibilities
	2. Standard operating procedures for the kind of aircraft used for the flight:
		1. Flight planning and fuel policy
		2. Maintenance release and MEL procedures
		3. Journey log and technical log
		4. AFM/RFM contents
		5. Exposition content including guidance material
		6. Pre-flight, in-flight and post flight pilot actions
	3. Normal, abnormal and emergency procedures for the kind of aircraft used for the flight:
		1. Checklist usage and procedures
		2. Memory items
		3. Standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas
	4. 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 form TC3.

### Flight crew member proficiency check (OPC)

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. Pilots operating more than one type will be required to demonstrate ongoing proficiency on each type flown. The HOTC may apply RPL for some items of form 6 (A, B, C, D as appropriate) where the proficiency can be successfully demonstrated on either type.

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

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

Scheduling

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

Ground component

The check pilot will conduct the pre-flight knowledge check of the items on form TC5.

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

* Candidate is PIC under supervision – the 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 when touch drills only will be conducted
	+ Method of communication between crew concerning possible undesired aircraft state development
	+ Clarifying that during simulated abnormal or emergency situations, the check pilot will be responsible for terrain clearance, traffic separation, compliance with ATC or airspace restrictions, weather avoidance, and radio calls, which are outside the scope of the abnormal or emergency situation simulation being carried out.
* Actions to be taken in the event of a real abnormal or emergency situation, including:
	+ Who will act as pilot flying
	+ Actions of non-flying pilot
* Review the items to be checked, the standards expected, and Form 6A, 6B, 6C, or 6D as applicable
* 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 compliance with the pre-flight checklist.

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

Debriefing

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

### Differences training

Sample text

Where {Sample Aviation} operates variants of an aircraft that have minor differences applicable familiarisation training for these aircraft must be conducted. This paragraph is not applicable if the differences are such that the matters meet the definition as described in Part 61 of the CASR.

CASR 61.200 Differences training

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

Familiarisation differences training

Differences training is required if the pilot has demonstrated proficiency in a specific type and 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 and/or use differences
* Normal or emergency procedures differences
* Differences training and assessment will be recorded using Form TC12.

### 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 recognised as satisfying the requirement for training on another type.
* This training will need to be during a line flight and may be considered ICUS.
* The training pilot will be PIC for these flights.

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

To act as pilot in command on a {Sample Aviation} flight, a pilot must have the minimum supervised and total flight hours specified in the {Sample Aviation} exposition section XXX and will meet regulations 133.385, 135.395 and Subsection 23.08 of the Part 138 MOS.

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

### Line check (Air Transport Operations)

Sample text

General

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

Scheduling

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

Ground component

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

* Candidate is PIC under supervision – the check pilot is PIC.
* No emergencies are to be simulated – actions to be taken in the event of an abnormal or emergency event a real emergency
* Review the items to be checked, the standards expected, and Form 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. They will then take their place in the non-command seat.

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

No emergencies are to be simulated.

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

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

Debriefing

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

Scheduling

Additional time will be scheduled 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.

### Recurrent training and checking

Sample text

Recurrent general emergency competency check

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

Life raft and HUET checks are required every three years.

Recurrent general emergency competency check 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.

Pilots operating both single- engine and multi- engine classes

Pilots operating both single-engine and multi-engine class aircraft are required to conduct a proficiency check on each class of aircraft. The HOTC will determine which competencies can be demonstrated in the multi-engine class and need not be repeated in the single-engine class.

Pilots operating multiple types

{Sample Aviation} pilots will not normally operate more than one aeroplane or rotorcraft type. If multiple types are operated the pilot will be required to complete a proficiency check in each type. The HOTC will determine which competencies can be demonstrated in one type that need not be repeated in another type.

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

Pilots required to conduct command or PICUS duties from both the command and non-command seats must conduct:

* 1. A complete proficiency check in the command seat, and
	2. All relevant parts of the proficiency check applicable to their duties in the non-command seat.

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

Check due date flexibility

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

### Competency assessment procedure (in flight)

Sample text

Flight crew members will be assessed as “Competent (C)” or “Not yet competent (NYC)”.

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. Check pilots will assess candidates over an entire flight or flights 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 performance standards for each item. They will 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 for a candidate to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. The flight can continue to check further items if desired, and the HOTC will be informed that the candidate is not yet competent.

### 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 pilot authorised to conduct abnormal or emergency procedures simulations. Following successful completion of the remedial training program, the flight crew member must be assessed as competent prior to commencing any unsupervised line operations.

### Remedial training

Sample text

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

The HOTC will record the remedial program training requirements on TC15.

### Command training

Sample text

Command training is required prior to a flight crew member being scheduled to operate as a pilot in command. For single pilot operations command training is included in conversion training as specified in 4.2.3. For multi crew operations command training will be required on upgrade from co-pilot duties or initial transition to a multi-crew aeroplane type. Command training will be recorded on form PIC1.

{Sample Aviation} will not assign pilot in command duties until the candidate successfully completes the command training specified on Form PIC1 and meets the minimum supervised and total flight hours specified in {Sample Aviation} exposition/operations manual section XXX and meet regulations 133.385,135.395 and Subsection 23.08 of the Part 138 MOS.

The HOTC will record in the flight crew member’s training records any RPL applied to their training requirements.

### Pilot in command in non-command seat

Sample text

Prior to a pilot acting as pilot in command or conducting PICUS duties from the non-command seat a pilot must be trained in the relevant sections of Form LT1 and/or LC1 and complete an operator proficiency check for the duties they are required to perform from the non-command seat.

Pilots operating as pilot in command in the non-command seat must demonstrate proficiency from both the command and non-command seat with each flight crew proficiency check. The additional proficiency items required from the non-command seat will be determined by the HOTC applicable to {Sample Aviation} operations.

The HOTC may RPL training and check pilots holding current Part 61 FIR and FER qualifications.

### Procedures for simulation of abnormal or emergency situations in flight

Sample text

General

Prior to any simulation, the training/check pilot will announce “simulated” and confirm that the candidate has copied this advice. No circuit breakers which will impact on the safety of the aircraft are to be operated as part of a simulation. Multiple abnormal or emergency simulations involving different systems are not permitted. At the completion of the simulated exercise the training/check pilot must return any system or control to normal condition and notify the candidate that the systems or controls are restored.

During simulated abnormal or emergency situations, the training/check pilot will be responsible for terrain clearance, traffic separation, compliance with ATC or airspace restrictions, weather avoidance, and radio calls which are outside of the scope of the simulated abnormal or emergency exercise.

Abnormal situation simulations

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

#### 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 an assessment to be made
* commence the simulation no lower than 1500ft AGL to allow the conduct and assessment of candidate procedures
* announce the simulation and slowly retard the throttle/power lever to idle (zero thrust if applicable) or simulate emergency as per the AFM
* ensure that engine parameters remain in the appropriate ranges for the missed approach and that engine controls are positioned for immediate maximum power
* direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable aerodrome or low flying area. Touch-downs from simulated forced landing approaches are not permitted.

The check pilot will assess 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 performance
* Selection of 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.

#### 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 rotorcraft for appropriate range
* Selection of 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 Vtoss (allowing for an aborted take-off) or post Vtoss (expecting to fly-away)
* announce “simulation” and retard the power lever of the desired engine to idle (RFM procedure for simulating an engine failure).
* return the engine controls to normal operations and direct the candidate to continue a normal departure (in the event of a fly-away) on conclusion of the simulation.

The check pilot will assess 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.

#### 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

### 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

### Continuous improvement and audit processes

Operator to provide content suitable to their operation.

#### 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.

#### 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.

### Process for recognition of prior learning (RPL)

Sample text

Flight crew members, aircrew members and medical transport specialists who have previously carried out air transport/aerial work operations or have completed training and checking events with other operators, may be eligible for recognition of prior learning (RPL) at the discretion of the HOTC.

HOTC may approve RPL under the advice of the aircrew member supervisor and/or medical transport specialist supervisor as applicable.

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

When considering any matter for RPL the HOTC will apply the following principles:

* The training topics, method of delivery, and aircraft or equipment type need to be the same or very similar
* Ideally the training will have been completed within the previous 6 months although this may be varied for industry recognised qualifications.
* For example, HUET training is recognised has being valid for a 3-year period.
* For in-aircraft training, the routes or tasks and flight profiles carried out under the previous operator’s system, need to be similar to {Sample Aviation} proposed tasks for the flight crew member.

The HOTC will design an appropriate assessment to determine the validity of the evidence from the previous operator. The outcome of this assessment will determine which areas of the training program need not be repeated. The HOTC will keep records of the evidence, the assessment, and the adjustments to the training program for that crew member and save them to the crew members records.

The HOTC will request the records of the flight crew member from their previous operator and review them to determine what previous training can be recognised and not repeated for {Sample Aviation}.

### Training and checking records capture process

Sample text

As soon as possible after the completion of a training or checking event, the trainer and/or checker will complete the relevant training and checking form and annotate the result. This form must be saved to the company records management system and a copy placed on the respective crew member’s file within 21 days.

{Sample Aviation} training and checking records are kept in accordance with Volume 1 Section 1.5.2.

#### Tracking of recurrent training and checking due dates

Sample text

The checker will enter the details of a successfully completed check into the records management system and update the due date for the next recurrent check as soon as possible after the completion of each check.

This will also be entered into the rostering system to record the currency of each relevant check and provide an alert of the due date for a recurrent training or check event at least 14 days prior to the check falling due. This will inform the HOTC of upcoming recurrent training and check events when the alert triggers.

### Management of contracted training and/or checking

Sample text

Prior to entering into a contract with a Part 142 operator, the HOTC will review the Part 142 operator’s AOC to confirm the proposed training and checking activity is authorised by CASA. When satisfied, the HOTC will liaise with the CEO to prepare a contract for the provision of training and checking services and record approved activities on form TC7B.

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

The HOTC will monitor the training and checking conduct and outputs as an ongoing requirement.

### Training and competency of training and checking personnel

#### General

Sample text

{Sample Aviation} may use permanently employed flight crew or engage individuals specifically for the conduct of training and checking activities.

All flight crew who will be conducting training and checking activities for {Sample Aviation} will undergo training by persons with training experience and qualifications for the proposed task in accordance with the table below. For individuals who are employed on a part time or temporary basis, the HOTC will use the RPL process to determine the level of training required to conduct the activity. The results of the training delivered to these individuals will be recorded on Form TC1 for induction training and Forms GC1, LT1 and LC1 as applicable. For flight and ground training.

For in-flight activities, the individual must have completed all {Sample Aviation} training and checking requirements to act as PIC for the activity that is the subject of the training or check, and also meet {Sample Aviation} recency requirements for the activity.

Part time and temporary employed individuals will be selected on the basis of suitable qualifications and experience, including Part 61 qualifications and/or approvals. They may not meet all {Sample Aviation} requirements to conduct air transport or aerial work flights. Such individuals will only be authorised to carry out in-flight training and checking activities on flights that are not air transport or aerial work.

If the training or checking activity is to be carried out during a {Sample Aviation} air transport or aerial work operation, in all cases, the training or check pilot must meet {Sample Aviation’s} requirements to act as pilot-in-command for the flight, from the seat they will be occupying during the flight.

Training and checking pilots who will be conducting proficiency checks and conversion training involving abnormal and emergency procedure simulations must hold an FIR with current FPC, or FER with current EPC, endorsed for the required class, type, and activity. They must also comply with the guidance in this Volume in relation to in-flight simulation of abnormal and emergency situations.

|  |  |  |
| --- | --- | --- |
| Task title | Type of training/check permitted | Training course requirement |
| General emergency trainer and competency checker | General emergency training and competency check | GC1 |
| Line training and check pilot | General emergency training and competency check.Supervised line flying, line training, new or inexperienced pilot training, conversion training, differences training, remedial training – normal operations only.Line check normal operations | GC1LT1LC1 |
| Training and check pilot (Part 138) | General emergency training and competency check.New or inexperienced pilot training conversion training, differences training, remedial training – normal operations only.  | GC1LT1 LC1 |

Sample text

A suitably qualified trainer will deliver the GC1, LT1 and LC1 training courses. Alternatively, the HOTC will either engage appropriately trained individuals or engage a suitable Part 141 or 142 organisation to carry out the training of training and checking pilot candidates.

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

#### Training syllabi for training of training and checking personnel

Sample text

Training syllabi and course report forms detailing the specific training requirements for GC1, LT1 and LC1 are in Volume 9. The HOTC will approve each candidate on the completed form and save it to the flight crew member’s records.

#### Nomination of training and checking personnel

Sample text

The HOTC will populate form TC7A/B after approving an individual to conduct training and checking and forward a copy to CASA where legislation requires this. Form TC7A/B will be updated in the exposition as a non-significant change.

#### 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 {Sample aviation} training and/or check pilot in a sample of the roles they are authorised to conduct. This check shall include at least:

* A ground component verifying continued knowledge of current training and checking documentation, forms and syllabi
* Knowledge and application of record-keeping processes
* One observation of the ground component of a training course or check
* One in-flight observation of a training session or check.

### Human factors principles and non-technical skills training

Reserved.

### Safety Management System training

Reserved.

### Dangerous good training

Reserved.

### Prescribed single engine operations

Reserved.

## Forms

The following forms are samples and should be adapted by the operator to suit the activity.

Form A21 – {Sample Aviation} 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 – {Sample Aviation} Flight Crew Member Induction checklist

Details

Flight Crew name: ARN:

|  |  |
| --- | --- |
| Subjects | CompleteYes/No |
| HR and admin processes |  |
| ASIC |  |
| Licence check – English proficiency check |  |
| 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 (SMS not required until CASA determined implementation date) |  |
| HFP and NTS - Not required until CASA determined implementation date |  |
| 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  |  |
| **Training and checking pilot specific** |  |
| Training Syllabi |  |
| Assessment process |  |

Completed: Yes [ ]  No [ ]

Trainer signature: Trainer name:

Crew Member Signature: Date:

Form TC2A – {Sample Aviation} General Emergency Training Course Report

Details

Name: ARN:

Crew position: [ ] ¨Flight crew member [ ]  Air crew member [ ]  Medical transport specialist

Trainer name: Date of Training:

Aircraft type(s): Initial or recurrent:

|  |  |
| --- | --- |
| Training items | Y / N / NA |
| General emergency & survival procedures |  |
| * survival techniques
 |  |
| * survival procedures on land & water
 |  |
| Aerodrome & aircraft security procedures |  |
| * aerodrome security procedures
 |  |
| * aircraft security checks
 |  |
| * aircraft security procedures
 |  |
| Safety & emergency equipment: location, access, use |  |
| * survival kits
 |  |
| * first aid kits
 |  |
| * fire extinguishers
 |  |
| * lifejackets
 |  |
| * liferafts
 |  |
| * EBS
 |  |
| * emergency exits
 |  |
| Lifejackets or liferafts carried |  |
| * ditching procedures
 |  |
| * HUET (rotorcraft)
 |  |
| * in-water practical lifejacket training
 |  |
| * in-water practical lifejacket training
 |  |

Comments:

Trainer acknowledgement

Completed: Yes [ ]  No [ ]

Crew member signature:

Trainer signature:

Date:

Form TC2B – {Sample Aviation} General Emergency Check of Competency Report

Details

Name: ARN:

Crew position: [ ]  Flight crew member [ ]  Air crew member [ ]  Medical transport specialist

Checker name: Date of Check:

Aircraft type(s):

Initial or recurrent:

|  |  |
| --- | --- |
| Check Items | C / NYC / NA |
| General emergency & survival procedures  |  |
| * survival techniques
 |  |
| * survival procedures on land & water
 |  |
| Aerodrome & aircraft security procedures |  |
| * aerodrome security procedures
 |  |
| * aircraft security checks
 |  |
| * aircraft security procedures
 |  |
| Safety & emergency equipment: location, access, use |  |
| * survival kits
 |  |
| * first aid kits
 |  |
| * fire extinguishers
 |  |
| * lifejackets
 |  |
| * liferafts
 |  |
| * EBS
 |  |
| * emergency exits
 |  |
| Lifejackets or liferafts carried |  |
| * ditching procedures
 |  |
| * HUET (rotorcraft)
 |  |
| * in-water practical lifejacket training
 |  |
| * in-water practical lifejacket training
 |  |

Comments:

Result

Competent [ ]  Not yet competent [ ]

Checker signature:

Date:

Crew member signature:

Date:

Form TC3 - {Sample Aviation} Conversion Training Course Report

Details

Flight Crew name: ARN:

Trainer name: Date of Training:

Aircraft type:

|  |  |
| --- | --- |
| Subjects  | CompleteYes / 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

Competent [ ]  Not yet competent [ ]

Completed: Yes [ ]  No [ ]

Crew member signature:

Trainer signature:

Date:

Form TC4A {Sample Aviation} FCM line training record (Part 133 and 135 only)

Details

Flight crew name: ARN:

Training pilot name: Date:

Aircraft type:

Route:

|  |  |  |
| --- | --- | --- |
| Check items | ProficientY/N/NA | 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 |  |  |
| Area, route and airport knowledge |  |  |
| Supervised flying recordICUS:Cumulative ICUS: |  |  |

Result

Ready for line check [ ]

Comments

Training pilot signature:

Crew member signature:

Form TC4B {Sample Aviation} FCM line check report (Part 133 and 135 only)

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | C/NYC/NA | 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 |  |  |
| Area, route and airport knowledge |  |  |

Result

Competent [ ]  Not yet competent [ ]

Comments

Check pilot signature:

Crew member signature:

Form TC5 {Sample Aviation} FCM proficiency and line 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

Competent [ ]  Not yet competent [ ]

Comments

Checker certification

Name: Signature: Date:

Pilot Acknowledgement

Name: Signature: Date:

Form PIC1 – {Sample Aviation} Command training record

Details

Flight Crew name: ARN:

Aircraft type:

|  |  |
| --- | --- |
| Training item | Complete Y/N/NA |
| Duties and responsibilities for the pilot in command |  |
| Specific operator procedures |  |
| Exposition content relating to flight conduct |  |
| Passenger handling |  |
| Pilot-in-command responsibilities |  |
| Standard operating procedures for the kind of aircraft used for the flight: |  |
| Flight planning and fuel policy |  |
| Maintenance release and MEL procedures |  |
| Journey log and technical log |  |
| AFM/RFM contents |  |
| Exposition content including guidance material |  |
| Pre-flight, in-flight and post flight pilot actions |  |
| Normal, abnormal and emergency procedures for the kind of aircraft used for the flight: |  |
| Checklist usage and procedures |  |
| Memory items |  |
| Standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas |  |
| For aerial work operations, training specific to the kind of aerial work operation to be conducted and training in aerial work passenger briefing and safety demonstrations (if aerial work passengers are carried). |  |
| Flight crew member proficiency check from the command seat |  |

Command Training Record (Page 2 of 2)

Comments:

Trainer certification: All command training items complete.

Name: Signature: Date:

Pilot Acknowledgement

Name: Signature: Date:

Form PIC2 – {Sample Aviation} Command Clearance to Line

Details

Flight Crew name: ARN:

Aircraft type:

|  |  |
| --- | --- |
| Clearance to line requirements | Complete Y/N |
| Command Training Course |  |
| Proficiency Check (Command Seat) |  |
| Line Check (Command Seat) |  |
| Meets minimum supervised flight hours |  |
| Meets minimum total flight hours for command |  |

Comments

HOTC acknowledgement: The flight crew member has met the relevant CASR and company minimum requirements to operate as pilot in command.

HOTC signature: Date:

Form 6A – {Sample Aviation} Single-engine Helicopter FCM Proficiency Check Report

Details

Flight Crew name: ARN:

Check pilot name: Date of Check:

Aircraft type: Initial or recurrent:

Non-command seat: Yes [ ]  No [ ]

|  |  |  |
| --- | --- | --- |
| Check item | Comments | C/NYC/N/A |
| Pre-flight, loading and performance planning |  |  |
| Start, lift-off, hover and taxi  |  |  |
| Normal take-off and departure |  |  |
| Steep turns |  |  |
| Low flying below 500 ft AGL  |  |  |
| Circuit re-join and 1 full circuit  |  |  |
| Missed approach |  |  |
| Sloping ground operations |  |  |
| Confined area ops |  |  |
| Manage all other aircraft systems |  |  |
| Comply with airspace and radio procedures  |  |  |
| Autorotation to touchdown or power termination |  |  |
| Simulated engine failure during hover or hover taxi |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Discussion only:* Vortex ring state
* Loss of tail rotor effectiveness
* Low ‘g’ and mast bumping
 |  |  |
| Manage loss of tail rotor control in forward flight and hover  |  |  |
| Recovery from low Rotor RPM |  |  |
| Demonstrate appropriate non-technical skills |  |  |
| Manage passengers and cargo(Parts 133 and 138) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |

Comments

Check pilot acknowledgement

Competent [ ]  Not yet competent [ ]

Completed: Yes [ ]  No [ ]

Candidate signature: Date:

Check pilot signature: Date:

Form 6B – {Sample Aviation} Multi-engine Helicopter FCM Proficiency Check Report

Details

Flight Crew name: ARN:

Check pilot name: Date of Check:

Aircraft type: Initial or recurrent:

Non command seat: Yes [ ]  No [ ]

|  |  |  |
| --- | --- | --- |
| Check item | Comments | C/NYC/N/A |
| Pre-flight, loading and performance planning |  |  |
| Start, lift-off, hover and taxi  |  |  |
| Normal take-off and departure |  |  |
| Performance Class operations (AEO) as per operator SOPs |  |  |
| Steep turns |  |  |
| Low flying below 500 ft AGL  |  |  |
| Circuit re-join and 1 full circuit  |  |  |
| Missed approach  |  |  |
| Sloping ground operations |  |  |
| Confined area ops |  |  |
| Manage all other aircraft systems |  |  |
| Comply with airspace and radio procedures  |  |  |
| Instrument flying - basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Entry to autorotation and recovery to level flight  |  |  |
| Simulated engine failure during take-off and initial climb stage  |  |  |
| Simulated engine failure during approach and landing and baulked landing stage  |  |  |
| Single engine missed approach  |  |  |
| OEI landing  |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Simulator activity. Otherwise for discussion only |  |  |
| Vortex ring condition |  |  |
| 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 (Parts 133 and 138) |  |  |
| Understanding and use of AFM category A and B supplements |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres (by reference only to the flight deck instruments) |  |  |
| Departure and climb after take-off with one engine simulated inoperative  |  |  |
| 3D or 2D instrument approach to minima with visual circling |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| Instrument approach with one engine simulated inoperative  |  |  |
| Missed approach with one engine simulated inoperative  |  |  |

Comments

Check pilot acknowledgement

Competent [ ]  Not yet competent [ ]

Completed: Yes [ ]  No [ ]

Candidate signature: Date:

Check pilot signature: Date:

Form 6C – {Sample Aviation} Single engine aeroplane FCM Proficiency Check Report

Details

Flight Crew name: ARN:

Check pilot name: Date of Check:

Aircraft type: Initial or recurrent: Place/route:

Non command seat: Yes [ ]  No [ ]

|  |  |  |
| --- | --- | --- |
| Check item | Comments | C/NYC/NA |
| Start and taxi  |  |  |
| Normal take-off simulating minimum distance and departure  |  |  |
| Stalls  |  |  |
| Steep turns |  |  |
| Low flying at 500 ft AGL and reversal turn |  |  |
| Circuit re-join and 1 full circuit  |  |  |
| Missed approach  |  |  |
| Flapless approach and landing  |  |  |
| Crosswind take-off and landing (if conditions permit)  |  |  |
| Normal landing simulating minimum distance  |  |  |
| Manage fuel and all other aircraft systems |  |  |
| Comply with airspace and radio procedures  |  |  |
| Instrument flying - basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Simulated engine failure and forced landing  |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Demonstrate appropriate non-technical skills |  |  |
| Manage passengers and cargo (Part 133 and 135) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138)  |  |  |
| Night operations |  |  |
| IFR additional manoeuvres (by reference only to the flight deck instruments) |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| 3D or 2D instrument approach to minima  |  |  |
| Visual circling from minima (if the operator conducts circling manoeuvres)  |  |  |

Comments

Check pilot acknowledgement

Competent [ ]  Not yet competent [ ]

Completed: Yes [ ]  No [ ]

Candidate signature: Date:

Check pilot signature: Date:

Form 6D – {Sample Aviation} Multi-engine aeroplane FCM Proficiency Check Report

Details

Flight Crew name: ARN:

Check pilot name: Date of Check:

Aircraft type: Initial or recurrent:

Non command seat: Yes [ ]  No [ ]

|  |  |  |
| --- | --- | --- |
| Check item | Comments | C/NYC/NA |
| Start and taxi  |  |  |
| Normal take-off simulating minimum distance and departure |  |  |
| Stalls |  |  |
| Steep turns |  |  |
| Low flying at 500 ft AGL and reversal turn |  |  |
| Circuit re-join and 1 full circuit  |  |  |
| Missed approach |  |  |
| Flapless approach and landing  |  |  |
| Crosswind take-off and landing (if conditions permit)  |  |  |
| Normal landing simulating minimum distance  |  |  |
| Manage fuel and all other aircraft systems |  |  |
| Comply with airspace and radio procedures  |  |  |
| Instrument flying - basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Rejected take off (touch drills in aeroplane) |  |  |
| Simulated engine failure after take off  |  |  |
| Simulated partial engine failure |  |  |
| Simulated engine failure with asymmetric approach and landing  |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Demonstrate appropriate non-technical skills |  |  |
| Manage passengers and cargo (Part 133 and 135) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138)  |  |  |
| Night operations |  |  |
| IFR additional manoeuvres (by reference only to the flight deck instruments) |  |  |
| Departure and climb after take-off with one engine simulated inoperative |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| 3D or 2D instrument approach to minima  |  |  |
| Visual circling from minima (if the operator conducts circling manoeuvres)  |  |  |
| Instrument approach with one engine simulated inoperative  |  |  |
| Missed approach with one engine simulated inoperative  |  |  |

Comments

Check pilot acknowledgement

Competent [ ]  Not yet competent [ ]

Completed: Yes [ ]  No [ ]

Candidate signature: Date:

Check pilot signature: Date:

**Form GC1 –** {Sample Aviation} **General emergency trainer/checker check report**

Details

Candidate name: ARN:

Trainer name: Date of Completion:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | C/NYC/NA |
| Training course topics | General emergency and survival procedures |  |  |
|  | Aerodrome and aircraft security procedures |  |  |
|  | Location and use of emergency and safety equipment |  |  |
|  | Ditching procedures |  |  |
|  | Use of life jackets |  |  |
|  | In-water practical training |  |  |
|  | Use of life rafts (if required)  |  |  |
|  | Part 138 - Procedures for dealing with specific emergency situations |  |  |
|  | Rotorcraft – HUET (if delivered) |  |  |
| Conduct of training | Materials and resources |  |  |
|  | Learning methods |  |  |
|  | Assessment methods |  |  |
| Conduct of check | Knowledge of check report forms |  |  |
|  | Planning and methodology of check |  |  |
|  | Resources |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |
| Aircraft types |  |  |  |

Comments

Form LT1 – {Sample Aviation} line training pilot training 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 |  |  |

Trainer recommendation:

HOTC approval:

Form LC1 – {Sample Aviation} Line check pilot training 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 |  |  |

Trainer recommendation:

HOTC approval:

Form TC7A – {Sample Aviation} Nomination form for training and checking personnel [[1]](#footnote-1)

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| Name | ARN | Training and checking events authorised | CASA advice date |
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Form TC7B – {Sample Aviation} Part 142 listed contracted training and checking organisation

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| Part 142 Organisation | ARN | Training and checking events authorised | HOTC acceptance and audit date |
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Form TC12 – {Sample Aviation} Differences Training

Details

Name: ARN:

Crew position: [ ]  Flight crew member [ ]  Air crew member [ ]  Medical transport specialist

Trainer name:

Date of training:

|  |  |
| --- | --- |
| **Training items** | **Complete?** |
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Comments

Trainer acknowledgement

Completed: Yes [ ]  No [ ]

Crew member signature:

Trainer signature:

Date:

Form TC14 – {Sample Aviation} Remedial Training

Details

Name: ARN:

Crew position: [ ]  Flight crew member [ ]  Air crew member [ ]  Medical transport specialist

Trainer name:

Date of training:

|  |  |
| --- | --- |
| **Training items** | **Complete?** |
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Comments

Trainer acknowledgement

Completed: Yes [ ]  No [ ]

Crew member signature:

Trainer signature:

Date:

1. Notification to CASA shall be in the form of a non-significant change. No specific CASA approval is required. [↑](#footnote-ref-1)