



PROTOCOL

(OPS.21) Check pilot assessment

December 2023



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Inside front cover artwork: James Baban.

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1. Purpose

For air transport operators, Subpart 119.E of the *Civil Aviation Safety Regulations 1998* (CASR), and for aerial work operators, Division 138.B.5 sets out the requirement for an operator to have a training and checking system. The primary role of a training and checking system is to ensure that operational safety-critical personnel are proficient in the required competencies to support air operations. To achieve their training and checking objectives, operators need to have personnel who are appropriately authorised and capable of delivering the training and conducting the assessments.

For Part 121, a proficiency check can be conducted by a flight examiner or a check pilot who holds an approval under regulation 121.010. For Parts 133, 135 and 138, a proficiency check can be conducted by a check pilot nominated to CASA – no specific approval is required. In each case, CASA may test the nominated individual.

2. Concept and philosophy

Part 61 prescribes the requirements for a pilot to gain a flight examiner rating with a particular flight test endorsement, or a flight instructor rating with a particular flight training endorsement. If the operator chooses to nominate a check pilot who does not hold the relevant Part 61 qualifications of flight examiner or flight instructor, the operator must provide a course of training and assessment to ensure the person is competent to perform the activity.

The course of training required by flight crew to conduct training and checking activities will depend on the type of activity conducted. Flight crew whose responsibilities include operator proficiency checks, assessments of standards, conduct of repeat exercises and remedial training should demonstrate the following skill sets:

- instructional competencies
- assessment competencies
- competencies in managing assigned tasks in the training and checking system.

CASA's decision on whether to test the individual will depend on the quality and maturity of the check pilot training program. This protocol has been designed to assist the inspector in making that decision.

3. Process

All administration tasks should follow standard regulatory service administration procedures (as applicable), in addition to the following:

- a. Part 121 operators will submit a request for approval under regulation 121.010, using the Air Operator's Certificate / Associated Approvals form (CASA-04-5515).
- b. Part 133, 135 and 138 operators will submit a non-significant change to their exposition / operations manual detailing the nomination of a check pilot.
- c. Regservices will identify that the non-significant change is the nomination of a check pilot and create a case in EAP to be assigned to a flying operations inspector (FOI).
- d. Regservices and the inspector should confirm that an EAP stop alert is not active.
- e. All associated CASA staff must be knowledgeable of, and competent with, Principle (OPS.21) Check pilot assessment and approval, which provides details for the complete assessment of the nomination.
- f. The relevant sections of Worksheet (OPS.21) must be completed by the CASA inspector and saved as a PDF document in RMS, including:
 - i. the assessment summary
 - ii. the approval data sheet.
- g. If an in-aircraft flight test is required, the inspector must conduct the flight test in accordance with the requirements contained in the [Flying Qualification & Training Handbook \(FQTH\)](#).

- h. At the completion of the flight test, notify the nominee and operator of the outcome. If a nominee is found not suitable, CASA will advise the nominee and the operator in writing with justification.
- i. If required, issue the approval under regulation 121.010 to conduct a Part 121 proficiency check.
- j. The inspector must complete EAP in accordance with the EAP OAS Case Management - Regulatory Oversight Division (ROD) handbook (CASA-03-550).

4. List of supplements

Only the following supplements may be used in support of this protocol. The most recently approved versions will be found on the CASA intranet website. Approved forms are located on CASA's external website.

- [Principle \(OPS.21\) Check pilot assessment](#)
- [Worksheet \(OPS.21\) Check pilot assessment](#)

Internal CASA use only

- [Annex A to Principle \(OPS.21\) Check pilot assessment – Flight test notification](#)
- [Annex B to Principle \(OPS.21\) Check pilot assessment – Notice of flight test result](#)
- Instrument – Approval – Check Pilot Part 121 Proficiency Check.

5. Scope

This protocol considers the assessment of a pilot nominated by an operator to conduct proficiency checks under the relevant operational Part. The assessment covers the approval of a check pilot under regulation 121.010 to conduct proficiency checks, and when CASA decides to test a nominated check pilot under Parts 133, 135 and 138.

6. Competency requirements

To conduct the assessment, FOIs must have successfully completed the foundation training and advanced regulatory assessment training programs.

FOIs must hold appropriate qualifications for the assessment. If a flight test is required, the FOI must have:

- the relevant Part 61 qualifications to conduct the activity
- a valid proficiency check to conduct the activity
- approval on the national operations register (NOR) for the activity.

FOIs must conduct their first assessment under the supervision of a senior FOI.

7. Associated legislation

Table 1. Legislation associated with this protocol

| Document | Title |
|------------------|---|
| Part 11 of CASR | Regulatory administrative procedures |
| Part 61 of CASR | Flight crew licensing |
| Part 119 of CASR | Australian air transport operators—certification and management |
| Part 121 of CASR | Australian air transport operations—larger aeroplanes |

| Document | Title |
|------------------|--|
| Part 133 of CASR | Australian air transport operations—rotorcraft |
| Part 135 of CASR | Australian air transport operations—smaller aeroplanes |
| Part 138 of CASR | Aerial Work Operations |
| Part 121 MOS | Part 121 (Australian Air Transport Operations—Larger Aeroplanes) Manual of Standards 2020 |
| Part 133 MOS | Part 133 (Australian Air Transport Operations—rotorcraft) Manual of Standards 2020 |
| Part 135 MOS | Part 135 (Australian Air Transport Operations—Smaller Aeroplanes) |
| Part 138 MOS | Part 138 (Aerial work operations) Manual of Standards 2020 |
| CASA EX82/21 | Part 119 of CASR – Supplementary Exemptions and Directions Instrument 2021 |
| CASA EX83/21 | Part 121 and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021 |
| CASA EX84/21 | Part 133 and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021 |
| CASA EX85/21 | Part 135, Subpart 121Z and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021 |
| CASA EX86/21 | Part 138 and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021 |
| CASA EX161/21 | Miscellaneous Flight Operations Exemptions and Approvals (Transitional) |
| | Part 61 Flight Crew Licensing (Prescribed Aircraft and Type Ratings) Instrument 2023 (as amended) |

8. Guidance references

Table 2. Guidance material relevant to this protocol

| Document | Title |
|------------------------------------|--|
| AC 1-01 | Regulatory administrative procedures |
| AC 1-02 | Guide to the preparation of expositions and operations manuals |
| Multi-Part AC 119-11 and AC 138-02 | Training and checking systems |
| CASA-03-0019 | Flying qualification training handbook |

9. Revision history

Amendments/revisions of this protocol are recorded below in order of most recent first.

Table 3. Revision history table

| Version No. | Date | Parts/Sections | Details |
|-------------|---------------|---------------------|---|
| 1.2 | December 2023 | All | Clarified Part 61 qualifications. Content transferred to new format. |
| 1.1 | May 2022 | Section 3 – Process | Remove the need to gain approval of the FARP |
| 1.0 | March 2022 | All | First Issue |