



WORKSHEET

Worksheet (OPS.21) Check pilot assessment

Nominee name	Nominee ARN	EAP case number	File reference
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Instructions

1. Use this worksheet to conduct a check pilot assessment.
2. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulation 1998* (CASR).
3. For guidance on specific aspects of each question, refer to the respective section in the principle document as identified in the principle reference column.
4. The assessment summary must be completed by the inspector.
5. Where required, the approval data sheet must be completed by the assigned inspector. Regservices will use this information to prepare approvals for the delegate.

2. Desktop assessment

Complete the desktop assessment to decide whether a knowledge test and/or a flight test is required.

The response column is used to record the applicable response to the question. Select a response from the drop down list. There are three available responses: **Yes** / **No** / **N/A** (not applicable).

Legislation reference	Principle reference	Question	Response	Inspector comments
61.1310 121.580(3)(a) MOS 133.12.11(1)(a) MOS 135.12.11(1)(a) MOS 138.23.09(2) Note 3 MOS 138.23.10(2)(b)	2.1	Does the nominee hold relevant Part 61 qualifications suitable for the training and checking activities?		
121.580(3)(a)(ii)	2.1	Does the nominee require an approval under regulation 121.010 to conduct a Part 121 proficiency check?		
MOS 133.12.11(1)(d) MOS 135.12.11(1)(d) MOS 138.23.10(2)(d)	2.1	Has the person been nominated under Parts 133, 135 or 138 to conduct proficiency checks?		
	2.2	Does the nominee meet the qualifications, experience and competency standards for the requested approval as specified in the operator's exposition/manual?		

Legislation reference	Principle reference	Question	Response	Inspector comments
	2.3	Does the nomination include the check pilot training and assessment records?		
121.485 133.375 135.385 138.485	2.3	Has the HOTC certified that the nominee has completed training in accordance with the exposition/operations manual and been assessed as competent for the role?		
11.055(4) 119.220 138.160	2.4	Does CASA have any concerns about the suitability of the nominee?		
119.170(2)(a) 121.510 MOS 133.12.13 MOS 135.12.11(2) MOS 138.130(5)(a)		Will the nominee be conducting training and checking activities in a FSTD?		
119.170(2)(a) 121.510 138.130(5)(a) MOS 133.12.13 MOS 135.12.11(2)		Will the nominee be conducting training and checking activities in an aircraft?		

Legislation reference	Principle reference	Question	Response	Inspector comments
11.035 121.580(3)(a)(ii) MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	3	Will a knowledge test be required? Note: use section 3 of this worksheet to record the knowledge test.		
11.035 121.580(3)(a)(ii) MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	4	Will a flight test be required? Note: use section 5 (for FSTD) or section 6 (for in-aircraft) of this worksheet to record the flight test.		

Comments

3. Knowledge test

Is a knowledge test required?

☐

Yes

☐

No – do not complete this section

If conducting a knowledge test, use this section to record the details.

Organisation and structure

1. Describe the organisational structure that supports the training and checking system held by your organisation?
2. Who are the key personnel in the training and checking system, and when and how do you report to them?

Intent/expectation

This question is designed to allow the nominee to discuss the organisation's overall training and checking system structure and should provide CASA with evidence that the nominee knows and understands the reporting lines. If the check pilot is contracted to the organisation, they should clearly define how they maintain competency within the organisation (CASR 119.170, CASR 138.125).

Nominee's response

Rating

☐

Satisfactory

☐

Unsatisfactory

Understanding Australian aviation legislation

1. Briefly describe the role of CASA.
2. Briefly describe the role of check pilot in meeting an organisation's legislative obligation with regard to aviation standards.
3. Under what regulation will you be approved/nominated as a check pilot?
4. Can you exercise the privileges of a check pilot approval/nomination for multiple organisations?
6. If applicable, briefly describe the specific legislative requirements for your specialist operation (such as MOPSC, or Part 138)?

Intent/expectation

The nominee should be able to identify CASA's role as a safety regulator legislated under the *Civil Aviation Act 1988*.

The nominee should understand that a check pilot is seen as a supervisory position by CASA and that legislation requires sufficient supervisory personnel within the training and checking organisation to assure pilot operational proficiency is maintained. The nominee must understand their obligation to conduct check duties as described in their exposition.

The answer to this question should satisfy CASA that the nominee understands the role of a check pilot is approved by, or nominated to, CASA, and that it remains within the AOC holder's organisational structure. The nominee must understand that unlike a Part 61 examiner authorisation, which is held by the individual, a check pilot approval/nomination is associated with the operator.

The nominee's general legislative knowledge of any specialist operations conducted by the operator, such as MOPSC, should be appraised.

Nominee's response

Rating

☐

Satisfactory

☐

Unsatisfactory

Role of check pilot

1. Describe the check pilot's responsibilities and obligations within your organisation.
2. How does a pilot enter or re-validate entry into the organisation's training and checking system?
3. What is the difference between training and checking?
4. How do you, as a check pilot, assure the checking environment is safe, fair and impartial?

Intent/expectation

The nominee is not expected to repeat their responsibilities, obligations and duties verbatim, rather provide the CASA inspector with confidence that the nominee has operational knowledge of the training and checking system, as well as a clear understanding of their regulatory obligation to maintain a fair, safe and proficient operation.

The nominee should be able to identify the training and checking requirements for a pilot to enter, or re-enter, the organisation's training and checking system. It is acceptable for the nominee to open, and directly refer to, the operator's exposition, as this would be a normal check pilot action when assigned a specific duty.

The nominee must understand the difference between training tasks and checking tasks.

The nominee should refer to the training and checking grading system behavioural markers and explain the company's checking environment risk mitigators, such as:

- the check pilot must not introduce or permit simultaneous, multiple, and unrelated simulated emergencies or abnormal events during the flight
- emergencies and abnormal situations relating to aircraft systems, powerplants and the airframe must be limited to those described in the aircraft flight manual
- after a simulated failure, the check pilot must ensure the aircraft is reconfigured to a normal operating mode before another simulated failure may be introduced, except where the simulated failures are linked
- the safety of the aircraft should never be in doubt when simulating emergencies or failures.

Nominee's response

Rating ☐ Satisfactory ☐ Unsatisfactory

Training and checking grading system

1. Describe your organisation's grading system?
2. How does the organisation standardise scores across check pilots?
3. How do you, as a check pilot, determine that an nominee is proficient? What are your responsibilities after the check?
4. What are your responsibilities after grading an nominee as not proficient?
5. If applicable, what is the organisation's repeat policy for exercises or sessions?

Intent/expectation

The check pilot should have a thorough understanding of the organisation's grading system. The nominee should produce and effectively describe the use of word pictures and behavioural indicators for the company grading system.

The nominee should be aware of the organisation's standardisation program within the check system, and its role.

Check pilot examiners conducting Part 61 flight reviews and proficiency checks must understand the operator's, and CASA's, reporting requirements. Check pilots holding regulation 121.010 approvals to conduct proficiency checks must understand how to issue and complete the approved proficiency documentation.

For organisations with a repeat policy, the check pilot must have a thorough understanding of the policy.

Nominee's response

Rating ☐ Satisfactory ☐ Unsatisfactory

Safety management systems

1. Briefly discuss the safety management system (SMS) within the organisation.
2. Who is responsible for safety in your organisation?
3. What is evidence-based training and the feedback loop?
4. What is just culture?

Intent/expectation

The responses should demonstrate that the nominee has operational knowledge of the organisation's SMS; including how the input from the SMS identifies areas where additional training can improve pilots' proficiency, and how the SMS should provide feedback on the effectiveness of that training.

Evidence-based training may be minimal in a less complex training and checking system.

The nominee should demonstrate an understanding, and be an advocate, of just culture by example. The nominee's answer should satisfy CASA that just culture is applied within the organisation.

Nominee's response

Rating

☐

Satisfactory

☐

Unsatisfactory

5. FSTD flight test

Is a flight test in an FSTD required?

☐

Yes

☐

No – do not complete this section

The assessment column is used to record evidence that supports an assessment. Select a response from the drop down list. There are three available responses: **S** (satisfactory) / **U** (unsatisfactory) / **N/A** (not applicable). Any item assessed as unsatisfactory will represent an overall fail to the flight test.

5.1 Pre-training and proficiency check (pre-session briefing)

Legislation reference	Principle reference	Question	Assessment	Inspector comments
11.035 119.170(2)(c)(d) 119.170(6)(7) 119.180(3) 121.580(3)(a)(ii) 138.130(4)(c)&(5) MOS 121.12.22 MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	5.1	Was the nominee's conduct of the pre-training and proficiency check briefing satisfactory:		
	5.1	details the aims, objectives and competency standards of the check?		

Legislation reference	Principle reference	Question	Assessment	Inspector comments
	5.1	outlines the check plan and profile?		
	5.1	confirms the PIC for the check?		
	5.1	confirms crew coordination for the conduct of specific proficiency check exercises?		
	5.1	conducts a knowledge assessment in accordance with the session plan?		
	5.1	pre-session briefing delivery?		
	5.1	pre-session briefing conducted in accordance with the exposition/operations manual?		

5.2 Conduct of the training and proficiency check

Legislation reference	Principle reference	Question	Assessment	Inspector comments
11.035 119.170(2)(c)(d) 119.170(6)(7) 119.180(3) 121.580(3)(a)(ii) 138.130(4)(c)&(5) MOS 121.12.22 MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	5.2	Was the nominee's conduct of the check satisfactory:		
	5.2	simulator safety briefing satisfactory?		
	5.2	I.O.S management?		
	5.2	check conducted in real time with realistic operational support?		
	5.2	monitored and accurately recorded the candidate's performance?		
	5.2	sound instructional technique, including in-seat instruction where required?		

5.3 Post training and proficiency check (post-session briefing)

Legislation reference	Principle reference	Question	Assessment	Inspector comments
11.035 119.170(2)(c)(d) 119.170(6)(7) 19.180(3) 121.580(3)(a)(ii) 138.130(4)(c)&(5) MOS 121.12.22 MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	5.3	Conduct of post check duties satisfactory:		
	5.3	accurate and objective assessment?		
	5.3	advised check result and provided feedback on performance?		
	5.3	post-session briefing conducted in accordance with the exposition/operations manual?		
	5.3	post-session briefing delivery?		
	5.3	handling of marginal or unsatisfactory performance?		
	5.3	correct completion of training and checking documentation?		
	5.3	maintained effective communication and interpersonal relationships throughout the check?		

6. Aircraft flight test

Is a flight test in an aircraft required?

☐

Yes

☐

No – do not complete this section

The assessment column is used to record evidence that supports an assessment. Select a response from the drop down list. There are three available responses: **S** (satisfactory) / **U** (unsatisfactory) / **N/A** (not applicable). Any item assessed as unsatisfactory will represent an overall fail to the flight test.

6.1 Pre-training and proficiency check (pre-flight briefing)

Legislation reference	Principle reference	Question	Assessment	Inspector comments
11.035 119.170(2)(c)(d) 119.170(6)(7) 119.180(3) 121.580(3)(a)(ii) 138.130(4)(c)&(5) MOS 121.12.22 MOS 133.12.12(1) MOS 135. 12.12(1) MOS 138.23.11(2)	6.1	Was the nominee's conduct of the pre-training and proficiency check briefing satisfactory:		
	6.1	confirms the flight crew hold valid Part 61 authorisations for the activity?		

Legislation reference	Principle reference	Question	Assessment	Inspector comments
	6.1	details the aims, objectives and competency standards of the check?		
	6.1	outlines the check plan and profile?		
	6.1	confirms the PIC for the check?		
	6.1	confirms crew coordination for the conduct of specific proficiency check exercises?		
	6.1	outlines the methods of simulation and procedures for the conduct of manoeuvres, such as a simulated engine failure after take-off?		
	6.1	confirms actions in the event of an actual emergency/abnormal event?		
	6.1	conducts a knowledge assessment in accordance with the session plan?		
	6.1	pre-flight briefing delivery?		
	6.1	pre-flight briefing conducted in accordance with the exposition/operations manual?		

6.2 Conduct of the training and proficiency check

Legislation reference	Principle reference	Question	Assessment	Inspector comments
11.035 119.170(2)(c)(d) 119.170(6)(7) 119.180(3) 121.580(3)(a)(ii) 138.130(4)(c)&(5) MOS 121.12.22 MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	6.2	Was the nominee's conduct of the check satisfactory:		
	6.2	aircraft safety briefing		
	6.2	timely and appropriate intervention		
	6.2	check conducted in accordance with the regulations and operators exposition/manual?		
	6.2	if part of the operating crew, the nominee's technical skill displayed is suitable to maintain margins of safety?		
	6.2	check conducted as detailed in the training and checking syllabus?		
	6.2	monitored and accurately recorded the candidate's performance?		

Legislation reference	Principle reference	Question	Assessment	Inspector comments
	6.2	managed simulated emergency/abnormal exercises?		
	6.2	sound instructional technique, including in-seat instruction where required?		

6.3 Post training and proficiency check (post-flight briefing)

Legislation reference	Principle reference	Question	Assessment	Inspector comments
11.035 119.170(2)(c)(d) 119.170(6)(7) 119.180(3) 121.580(3)(a)(ii) 138.130(4)(c)&(5) MOS 121.12.22 MOS 133.12.12(1) MOS 135.12.12(1) MOS 138.23.11(2)	6.3	Conduct of post check duties satisfactory:		
	6.3	accurate and objective assessment?		

Legislation reference	Principle reference	Question	Assessment	Inspector comments
	6.3	advised check result and provided feedback on performance?		
	6.3	post-flight briefing conducted in accordance with the exposition/operations manual?		
	6.3	post-flight briefing delivery?		
	6.3	handling of marginal or unsatisfactory performance?		
	6.3	correct completion of training and checking documentation?		
	6.3	maintained effective communication and interpersonal relationships throughout the check?		

Assessment summary

Nominee name	Nominee ARN	EAP case number	File reference

This worksheet verifies the above named check pilot nominee has been assessed in accordance with the current revision of Protocol (OPS.21).

Inspector name	Title	Date

Assessment

The nominee has been assessed in accordance with the requirements mentioned in:

- ☐ Subpart 121.N
 ☐ MOS 133.12
 ☐ MOS 135.12
 ☐ MOS 138.23

Inspector

- ☐ I am satisfied the nominee is competent to conduct proficiency checks.
- ☐ I am not satisfied the nominee is competent to conduct proficiency checks for the following reasons.

Reason for recommendation

Approval data sheet

Operator name		Operator ARN		EAP case number		File reference	
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Tick the relevant boxes for the approvals.

☐ Significant change recommendation

(1) The proposed significant change(s) to the exposition/operations manual have been assessed in accordance with the requirements mentioned in:

☐ paragraph 119.205(1)(m) ☐ paragraph 138.155(1)(m)

Inspector

☐ I recommend the significant change

☐ I do not recommend the significant change.

Exposition/operations manual revision reference

Title		Version		Date		RMS reference number	
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Note: Regservices requires this information to create the EMAN in RMS.

☐ Approval as check pilot

(1) For regulation 121.010, the operator's check pilot can be approved to conduct proficiency checks in the following aircraft.

Check pilot name		Check pilot ARN	
Type	Model	FSTD or Aircraft	

(2) The approval under subsection (1) is subject to the following conditions (if required):