



WORKSHEET

(OPS.10) Key personnel assessment – head of training and checking

Nominee name	Nominee ARN	EAP case number	File reference
--------------	-------------	-----------------	----------------

Instructions

1. Use this worksheet for all Part 119 air transport operators, and those Part 138 aerial work operators who are required to have a head of training and checking under regulation 138.125.
2. All sections below should be completed.
3. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulation 1998* (CASR).
4. Use this worksheet in conjunction with the record of interview template.
5. The compliant column is used to record evidence that supports an assessment of *present* and *suitable* for the operation. Select a response from the drop down list. There are four available responses: **Yes** / **No** / **MI** (more information) / **N/A** (not applicable). Yes indicates that both present and suitable have been satisfied and the element is compliant with the rule.
6. For guidance on specific aspects of each question, refer to the respective section in the principle document as identified in the principle reference column.
7. The assessment summary must be completed by the assigned inspector. By selecting satisfied or not satisfied, the inspector is taken to have signed the worksheet.
8. 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 Head of training and checking – desktop assessment

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.070(1)(e)(i), (3) 138.040(1)(h)(i), (3) 11.055(4)	2.1.1	Is the nominee a fit and proper person?		
119.145(1) 138.100(2)	5.1	Does the nominee have the qualifications and experience required by the regulations?		
119.145(3)(a) 138.100(3)(a)	2.1.2	If the operator holds an approval under regulation 119.025 or 138.025, does the nominee have the qualifications and experience mentioned in the approval?		
119.145(1)(d) 138.100(2)(d)	5.2 2.1.4	Does the nominee have a satisfactory record in the conduct or management of air operations?		
119.145(1)(e)	5.3	Does the nominee have a satisfactory record in the conduct or management of training and checking in relation to air operations?		
119.145(1)(f) 138.100(1)(e)	5.4	Does the nominee have sufficient safety and regulatory knowledge to enable the operator to conduct air operations safely and in accordance with both the operator's exposition/operations manual and the civil aviation legislation?		

OFFICIAL

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.120 138.080	2.1.3	Has the nominee completed familiarisation training?		
119.165(3)(c) 138.120(3)(c)		If directed by CASA to undertake a training course for the role, has the nominee completed the training?		
119.145(5) 119.165(3)(a)(b) 138.100(5) 138.120(3)(a)(b)	5.8	If directed by CASA to undertake an assessment, has the nominee demonstrated their suitability for the role?		

5 Head of training and checking – suitability assessment

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.150(1) 138.105(2)		Does the nominee have sufficient knowledge and understanding to:		
119.150(2)(a) 138.105(3)(a)	5.5	ensure that the operator complies with each provision of the civil aviation legislation that relates to the qualifications, training or checking of the operator's flight crew?		
119.150(2)(b) 138.105(3)(b)	5.5	report to the head of flying operations/head of operations on the operator's compliance with civil aviation legislation as it relates to the qualifications, training or checking.		
119.150(2)(c) 138.105(3)(c)	5.6	ensure that training and checking of flight crew conducted by or for the operator is conducted in accordance with the operator's exposition/training and checking manual?		
119.150(2)(d) 138.105(3)(d)	5.7	If training and checking is contracted to a CASR Part 142 operator, does the nominee understand their obligations under the regulations?		

Assessment summary

Nominee name		Nominee ARN		EAP case number		File reference	
--------------	--	-------------	--	-----------------	--	----------------	--

This worksheet verifies the application for the approval of a head of training and checking for the above-named applicant has been assessed in accordance with the current revision of Protocol (OPS.10).

Inspector name		Title		Date	
----------------	--	-------	--	------	--

Assessment

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

- ☐ Subpart 119.D ☐ Division 138.B.4

Inspector

- ☐ I am satisfied the nominee is suitable for the role as head of training and checking.
- ☐ I am not satisfied the nominee is suitable for the role as head of training and checking.

Reason for recommendation

Approval data sheet

Operator name		Operator ARN		EAP case number		File reference	
---------------	--	--------------	--	-----------------	--	----------------	--

HOTC assessed for: ☐ Substantive position ☐ Alternate position

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

Note: Regservices requires this information to create the EMAN in RMS.

☐ Remove key personnel

Name	ARN

☐ Reclassify key personnel to alternate

Name	ARN

☐ **Part 119: Head of training and checking (HOTC) – qualifications and experience**

(1) For paragraph 119.145(3)(a), the operator's HOTC can be approved to have the following experience:

HOTC name		HOTC ARN	
HOTC experience			

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

--

☐ **Part 138: Head of training and checking (HOTC) – qualifications and experience**

(1) For paragraph 138.100(3)(a), the operator's HOTC can be approved to have the following experience:

HOTC name		HOTC ARN	
HOTC experience			

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

--

☐ Part 138: Chief executive officer (CEO) and head of training and checking (HOTC) key personnel positions to be occupied by the same person

(1) For subregulation 138.050(1)(f)(i), the operator can be approved for the position of CEO and HOTC to be occupied by the same person, but on condition it is the person as listed in paragraph (2).

(2) The position of CEO and HOTC may be occupied by:

Name of person	ARN of person
----------------	---------------

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

--

☐ Part 138: Head of operations (HOO) and head of training and checking (HOTC) key personnel positions to be occupied by the same person

(1) For subregulation 138.050(1)(f)(ii), the operator can be approved for the position of HOO and HOTC to be occupied by the same person, but on condition it is the person as listed in paragraph (2).

(2) The position of HOO and HOTC may be occupied by:

Name of person	ARN of person
----------------	---------------

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

--