Australian Government
Civil Aviation Safety Authority

Guide to Part 133/135/138 sample training and checking manuals

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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.

This document becomes an uncontrolled document when printed. Refer to the CASA website for the current version.

This document contains guidance material intended to assist CASA officers, delegates and the aviation industry in understanding the operation of the aviation legislation. However, you should not rely on this document as a legal reference. Refer to the civil aviation legislation including the *Civil Aviation Act 1988* (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

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Introduction

The scope of the 2 sample training and checking manuals (sample manuals) and this guide extends to detailing sample training and checking system content applicable to flight crew members, air crew members, cabin crew members, and medical transport specialists. Content in support of task specialist training is not included in the scope due to the wide variance of activities that may be conducted. Operators are to develop appropriate content where task specialist operations are applicable. The sample manuals do not include content applicable to the training and checking of other operational safety-critical personnel as required for some operators by Regulations 119.170 and 138.135. Refer to Multi-Part AC 119-11 and 138-02 (casa.gov.au) and Part 133, Part 135 and Part 138 information available via Guidance material | Civil Aviation Safety Authority (casa.gov.au)

Specific training and checking events are deferred for some transitioning operators in accordance with EX87/21 (casa.gov.au), and these events do not need to be conducted until after the expiry of this exemption, or a date specified by CASA. Refer AC 1-03 (casa.gov.au) for current information about the status of exemptions.

Operator training and checking systems do not become effective for operators transitioning until they receive written permission from CASA to proceed with implementation of their training and checking system.

The layout of this guide matches the format applied to both the sample manuals published by CASA and the sample template available in the Manual Authoring and Assessment Tool (MAAT)

> **Reminder:** It is not intended for an operator to include explanatory text in their manual.

The sample manual templates are available in 2 formats:

- CASA's free online Manual Authoring and Assessment Tool (MAAT):
    - editable sample texts for operators to select and reflect operations
    - guidance with tips on how best to draft your document
    - attachment and inclusion functionality
    - CASR and MOS references in relevant sections
    - MAAT tips on editing
    - simultaneous editing functionality (multiple authors)
    - electronic means to develop and manage manuals and expositions.
- a Microsoft Word template:
    - pre-established headings and subsections
    - editable sample text for operators to modify to reflect their operations
    - a Guide (this document) to the sample manual templates with tips on how best to draft your document
    - CASR and MOS references in relevant sections
    - editable sample forms
    - some relevant technical guidance.

There is no requirement for operators to use either of these templates provided by CASA. An operator can choose to produce their manual independent of CASA assistance.

Operators interested in using the MAAT version can register to obtain a login and view an online tutorial. Further information is available on CASA's website.

The contents in this guide, the associated word sample templates and the MAAT template, and have been structured in a logical order and provide clear references to the legislative requirements.

Throughout this guide we have used the term 'you' in the second person to mean the person developing (writing) the operator's manual. References to 'your organisation' and 'your operations' refer to the organisation (and its operations) for whom you, the writer, are developing the manual. Guidance such as 'review' and 'consider' are recommendations only.

This guide is intended to support the development of a training and checking manual. Where possible, sample text/procedures have been provided. Alternative provisions are representative of the varying complexities of operating environments and the scalable certification structure within the defined scope of sample content.

Where procedures are prescriptive, there is limited scope to deviate from the mandatory legislative requirements. Procedures will require tailoring to reflect the uniqueness of your operation. If you adopt sample text, ensure you can demonstrate that your organisation is operating in accordance with those procedures. It is recommended that you carefully consider the procedures in your manual prior to the document being submitted to CASA.

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Instructions for the use of the Part 133/135/138 sample training and checking manual content

The purpose of an exposition is to describe the activities conducted by an operator. The sample manuals are designed to be either embedded in an operator's existing exposition or operations manual (Volume 4 for those who used previous CASA samples or as otherwise numbered), or as a stand-alone document.

The sample manuals contain content that directly addresses a regulatory requirement with some additional guidance text. Not all sample text has a corresponding reference, and some text is included to provide continuity or completeness of the document, or address matters not directly called up by legislation. In these instances an explanation for the text may be provided, and where applicable, alternatives for you to consider.

If all of the activities mentioned in the sample are not presently conducted, you may choose to retain section titles as placeholders in your manual; however, the section text should be deleted and replaced with 'RESERVED'.

Sample text must be assessed against your own unique circumstances and operations to ensure the contents are fit for purpose and are consistent with your current document suite.

It is essential that:

- sample text references to activities not presently conducted by an operator are deleted or as appropriate marked 'RESERVED'

- you include additional procedures for specific activities that your organisation conducts that are not included in the sample text. For example:

  – multi-crew operations

  – differences training requirements

  – how training events and/or competency checks will apply if multiple aircraft types are used by the operator.

> **Note:** These example activities are not a complete list. Your organisation is responsible for reviewing the sample text and identifying where it is insufficient or inappropriate for your operations. Since CASA may not be aware of every detailed activity, you must ensure appropriate content is present before conducting any activity.

There are items within the sample manual where you must insert relevant details applicable to your operations; these are indicated by [red text].

You must also refer to the guidance specific to your organisation's operations and relevant AMC/GM documentation located on the CASA webpage Guidance material | Civil Aviation Safety Authority (casa.gov.au)

Cover page and preface

Action required to customise the sample content to construct your manual:

- remove both the CASA cover page and sample manual CASA revision history page

- amend the next page to become your cover page

  – change the title to suit your organisation's conventions, include your organisation's name

  – insert your logo/picture if required.

- amend the header and footer, format with your organisation's document title and page sequencing, this can be achieved either via the metadata field or in each footer section of the document

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- populate the Preface as required

- remove all subheadings 'Sample text' in the draft (Word has functionality to search, find and replace – replace all).

- review the sample text, amend it to apply to your organisation.

Naming conventions

Aircraft

Throughout the 2 sample manuals, MAAT template and this guide, the term 'aircraft' is used. You can change the generic term 'aircraft' to either 'helicopter', 'rotorcraft' or 'aeroplane' to suit your organisation's operations.

ACM, FCM, MTS

Sample text

The sample manuals contain CASA provided sample text intended to satisfy the requirement for exposition/operations manual content in relation to training and checking systems. You can either adopt this text if it reflects your organisation's circumstances or consider it a starting point for customisation.

Sample text, including tables and forms are provided. Some sections offer multiple sample text options reflecting the diversity of operations in relation to the regulatory requirements and allowing for scalability.

This guide provides information about which regulations refer to the section being drafted, these should be used throughout the development of your organisation's document.

Action required:

- review the sample text for each section

- determine which option best suits your organisation and amend as required to reflect your organisation's operational activities, facilities or procedures

- if inserting 'RESERVED' or 'Not Applicable', it is recommended you retain section/subsection headings to:

  – preserve the integrity of the document structure

  – ensure the numbering within this guide aligns with the numbering in your draft manual

  – enable the capacity to expand or change content, as your operations change overtime, update the section accordingly

  – facilitate compliance checking when using the matrixes

  – facilitate assessment of your manual by CASA.

- remove text not required for your manual, this may include tables

- remove the 'Sample text' reference

- populate tables, delete unnecessary rows or insert NA (not applicable).

If your organisation's previous manuals included non-regulatory guidance, advice and unique internal procedures and their inclusion does not conflict with any new rules, you may include this material. CASA would not normally closely review this style of material, however CASA may advise your organisation if any conflict is apparent.

Finalising the document

When finalising your manual, you will need to complete administrative updates to the draft.

Action required:

- update the Table of Contents

- revise the acronym and abbreviation table

- revise the definitions table

- update both the revision history and distribution tables

- ensure both template instructions and the sample text not incorporated into your organisation's manual are deleted

- ensure all the tables are populated to reflect your operation/organisation

- if applicable, remove the draft watermark.

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Instructions – for operators who used the CASA sample Air operator exposition (Parts 133/135/138)

Most operators elected to take advantage of the deferral provisions for training and checking systems, meaning that the HOTC position was not previously occupied. If your organisation used one of the CASA sample manuals for Part 133, 135 or 138 operations, or the MAAT Air operator exposition, a placeholder will exist for the HOTC role and responsibilities. Your organisation may wish to insert the following text into their operator's main exposition to become active after the approval of the training and checking system content.

Head of training and checking (HOTC) (section 1.3.7 in sample manual/MAAT)

> **Relevant reference:**
>
> CASR 119.150.

The regulatory responsibilities mentioned in the regulation will be met if the HOTC, or an appropriately assigned person, carries out the duties in the sample text below. Currently the form numbers align with the sequential numbering system for the sample forms provided in the sample manual/MAAT.

If an operator is required by Regulation 138.125 to have a training and checking system, then CASR 138.050(1)(f) requires that the HOTC position cannot be held by the CEO and/or HOO without the operator holding an approval under Regulation 138.025.

The HOTC (and if nominated Alternate HOTC) must be listed in the organisation's exposition/operations manual. See sample manual section List of key personnel (1.3.1).

If you used the sample exposition/operations manual or MAAT, the sample text below is intended to replace the content in the section Head of training and checking (HOTC) 1.3.7 of your operators' exposition/operations manual. It does not form part of this sample document.

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

Sample text – for exposition/operations manual section Head of training and checking (HOTC) (1.3.7)

The HOTC is responsible for discharging the following duties:

a. Ensuring the safe, compliant and efficient conduct of training and checking activities.

b. Supervising the standards of all training for pilots and crew.

c. Not less than every 12 months, reviewing compliance with legislation relating to qualifications, training and or checking of flight crew members by:

    i. conducting regular reviews of training and checking documents for accuracy and completeness

    ii. conducting internal audits in accordance with form **A21 HOTC audit report**

    iii. reviewing audit findings and reporting the results to the HOFO

    iv. as soon as possible, taking corrective action to rectify deficiencies.

d. Not less than every 12 months, reviewing compliance with the exposition/operations manual in the conduct of training and or checking of flight crew members by:

    i. conducting internal audits in accordance with form **A21 HOTC audit report**

    ii.   conducting audits of any Part 142 operator who carries out training or checking

    iii. reviewing audit findings and advising the HOFO as required

    iv. as soon as possible, taking any necessary corrective action to rectify deficiencies.

e.   Ensuring that a person employed by a Part 142 operator who carries out training and or checking for [Sample Aviation] is authorised under Part 61 to conduct the activity by:

    i.   reviewing the person's authorisations prior to the activity

    ii. recording the details on form **A21 HOTC audit report**.

f.   Ensuring that any contracted Part 142 operator who carries out training and or checking for [Sample Aviation] is aware of any change to the exposition/operations manual that relates to training and checking activities by including them in the exposition/operations manual change distribution list.

g.   If the responsibility is delegated by the CEO, ensuring the training and checking of the operator's operational safety critical personnel, other than flight crew members, is conducted in accordance with [Sample Aviation] exposition/operations manual.

Training and checking of operational safety critical personnel other than flight crew members

CASR 119.130(1)(e) places responsibility with the CEO for ensuring the training and checking of the operator's operational safety critical personnel (other than flight crew members) is conducted in accordance with their operator's exposition. The CEO and HOTC key personnel positions may be occupied by the same individual. Operators with separate individuals occupying the CEO and HOTC positions may choose to have the CEO delegate their responsibilities under CASR 119.130(1)(e) to the HOTC. If an operator chooses to do this, they must state this delegation in their exposition.

CASR 138.095(2)(h) places responsibility with the HOO for ensuring the training and checking of the operator's operational safety critical personnel (other than flight crew members) is conducted in accordance with their operator's operations manual. The HOO may delegate their responsibilities under CASR 138.095(2)(h) to the HOTC. If an operator chooses to do this, they must state this delegation in their operations manual.

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Revision history

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

Version No.	Date	Parts/Sections	Details
1.1	August 2024	All	Corrected punctuation, grammar, sentence structure, format. Inserted instructions to remove sample manual CASA revision history table
1.0	April 2024	All	Initial issue

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Preface

General information for operators conducting air transport operations as well as aerial work operations

For air transport and aerial work operations where a training and checking system is required, operators will require a HOTC. Operators have the option of nominating one HOTC to fulfil both roles, or having separate individuals.

> For example, an operator conducting Fixed Wing 135 operations and Rotary Wing 138 operations, has the choice of having 2 separate HOTCs or one HOTC.

Aerial work operators who do not require, or who have not voluntarily adopted the use of, a training and checking system for their operations do not specifically require a HOTC but are required to ensure that clear responsibility for oversight of the competency of their personnel, and the various training and checking events, is appropriately assigned. The Part 138 regulations outlining CEO and HOO responsibilities can be interpreted to mean that either of these persons may be assigned the responsibility.

Except for the requirement for task training and checking in aerial work, the training and checking events in the sample manuals/MAAT are identical for air transport operations and aerial work operations. The sample training and checking events table reflects the different frequency of recurrent checks for the 2 types of flight crew members: air transport operations and aerial work operations. Other than the task requirements, operators can have one manual, use the same trainers and checkers, the same forms, and the same procedures for both aerial work and air transport training and checking events, regardless of whether a training and checking system is required by regulation.

Due to the wide variation of possible aerial work tasks that could be carried out by operators, CASA has not included details of sample competencies required for any specific aerial work tasks in the sample manuals/MAAT. Operators will have to determine what content is required for each task and include it in their manual.

Operators need to make a clear statement how their training and checking system manages activities when carrying out operations in both Part 119 and 138.

Operators should review this section, include the option that best suits your organisations circumstances, and delete the options that do not reflect your operations.

Sample text option 1 – Operators operating in Air Transport only.

Sample text option 2 – Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and have obtained the voluntary extension to include those activities.

Sample text option 3 – Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and have not voluntarily extended their Part 138 TCS.

Sample text option 4 – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and have voluntarily adopted a TCS.

Sample text option 5 – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and have voluntarily adopted a TCS for some aerial work but not all aerial work activities.

Sample text option 6 – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and are not voluntarily adopting a TCS but including their T&C procedures in the manual for convenience.

0.1 Revision history

An amendment record table is not a regulatory requirement, but you may find it useful as part of your change management process, in that it forms a historical picture of the change history of your manual.

The sample manual provides a revision table that can be populated with your content changes. If you retain your revision table, when you insert or delete text in your organisation's manual, update the revision history table. The revision table in the sample manual has been set up for the initial issue of the document.

To use the revision history table, insert the date your organisation's initial manual (initial issue) is published. Thereafter, as the document is updated, insert new version details. Typical document control conventions increase the version number by a whole number for major changes (e.g. version 1.0 changes to 2.0), and by a decimal unit from minor changes (e.g. version 1.0 changes to 1.1). Best practice is to record the most recent amendment/revision in the top row of the table. However, follow your organisation's document control procedures.

0.2 Distribution list

References:

CASR 138.165 Providing personnel with operations manual
CASR 119.215 Providing personnel with exposition.

The sample text identifies where the master copy of your manual is located and contains a distribution list that is used to record distribution of the document and demonstrate compliance with the referenced regulations regarding all relevant employees having access to the appropriate parts of your organisation's manual. The manual can be made available electronically or in hard copy, and this should be documented in the distribution list/table.

Ensure:

- the required elements of the manual are made available and understood by all required personnel

- all amendments are incorporated into the manual in a timely fashion

- all copies are updated with the latest changes

- when a new revision of the manual is issued copies of the obsolete version are removed.

0.3 Definitions, acronyms, and abbreviations

Any operator specific terms should be defined in this section. To ensure conciseness and consistency, any terms that are defined in legislation or CASA Glossary (casa.gov.au) are not duplicated in this list.

1 Description of training and checking system

> **Relevant references:**
>
> CASR 119.170, CASR 119.205(1)(h), AC 119-11, AC138-02.

This description of the components of a sample system is derived from the Multi-Part AC 119-11 and 138-02 (casa.gov.au). It has been tailored to a small transitioning operator who has not previously operated a training and checking system. It should be considered a starting point for operator customisation. Operators with more complex operations should customise the sample text in line with the size and scope of their operations but must ensure their manual complies with all relevant regulations.

1.1 Training facilities

> **Relevant references:**
>
> CASR 119.205(1)(h), CASR 138.040.

Sample text has been provided. You should review and update the content where applicable. Ensure the location of training facilities are included.

1.2 Training and checking events

> **Relevant references:**
>
> Chapters 12, 14 and 15 of the Part 133 MOS, Chapters 12, 13 and 14 of the Part 135 MOS and Chapters 23, 24 and 25 of the Part 138 MOS.

This content is divided into events for flight crew members (1.2.1), task specialists (1.2.2), air crew members (1.2.3) and medical transport specialists (1.2.4).

If using the FCM only sample manual, placeholders for sections Task specialists training (1.2.2), Air crew member training and checking (1.2.3) and Medical transport specialist training and checking events (1.2.4) have been included should your organisation require these sections in the future.

The respective MOS identifies the events, with the exception of induction training which is mentioned in this section as a bridging course for newly employed pilots.

The sample text includes a table that identifies the events called up by the MOS. Certain events are annotated for use in operations conducted under Part 133 and 135, or Part 138 when operators either do, or do not need a training and checking system. You should delete the table content that does not apply to your operations.

1.2.1 Flight crew member training and checking

> **Relevant references:**
>
> Section 12 of the Part 133 and 135 MOS, Section 23 of the Part 138 MOS**.**

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

If using the sample text provided, review and ensure references to your organisation's exposition/operations manual and forms are updated to reflect their operations. Operators utilising Part 142 organisations should make reference to sample form **TC07B – Part 142 listed contracted training and checking organisation record** for any activities conducted by the Part 142 organisation on their behalf and if required sample form **TC07A – Nomination form for training and checking personnel**.

Flight crew member training and checking sequence table content

- Flight crew member proficiency check (FCMPC)
    – may be referred to as 'Operator proficiency check (OPC)' as per CASR Part 61.
- HFP and NTS
    – row is not required until CASA determines the implementation date
    – this row can be included to act as a placeholder until it is required.
- SMS training
    – row is not required until CASA determines the implementation date
    – this row can be included to act as a placeholder until it is required.

1.2.1.1   Induction

The induction content aligns to this manual's procedural format however it is not a regulatory requirement and the information provided is done so as a recommendation only. When an operator chooses not to include the induction content, or removes the section, the operator must ensure all required regulatory training and checking is successfully completed.

The training topics are listed on sample form **TC01 Flight crew member induction checklist**.

Operators could use any appropriately trained person to deliver the training. The training can be delivered by multiple trainers. No check is mandated, however, operators may conduct some sort of formative assessment to ensure all items are understood. The line check is required for air transport operators only and Part 138 operators can delete it.

1.2.1.2   General emergency training and check of competency

> **Relevant references:**
>
> CASR Part 133 MOS sections 12.01 and 12.04, CASR Part 135 MOS sections 12.01 and 12.04, CASR Part 138 MOS section 23.02.

The training and checking topics are listed on the sample forms. Operators will need to customise the items to suit their circumstances. To deliver the training and check, operators may use any appropriately trained person approved by the HOTC who is nominated in the exposition/operations manual. The training can be delivered by multiple trainers. The training and the check are 2 separate events; however, they can be conducted consecutively.

Some generic aspects of the training and check that are not unique to the aircraft type need only be completed once. Operators must determine any differences that exist in matters such as equipment location and its use between different aircraft types that a pilot will be rostered to fly. To minimise the number of training and checking events in mixed fleets, the HOTC may tailor training and checking programs to confirm that competency demonstrated in one aircraft type ensures competency in a similar type. The manual should clearly state which training and checking topics and items completed in a particular type can be considered to meet the requirement in a different type.

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

1.2.1.3   Conversion training

Relevant references:

CASR Part 133 MOS sections 12.01 and 12.04, CASR Part 135 MOS sections 12.01 and 12.04, CASR 138 MOS section 23.02.

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

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

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

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

For example, a pilot who has no prior commercial aviation experience would likely require all items to be covered and initially be confined to one aircraft type. A pilot having experience with another air operator on the same type may only require training in the elements that differ for their new employer's aircraft and operations. The RPL process is optional; any variations to training should be well documented and maintained.

The MOS requires training in non-normal and emergency procedures. If these activities are carried out in the aircraft, operator manuals must have procedures to manage the safety risks associated with these events. Procedures for the simulation of abnormal or emergency situations in the section Procedures for simulation of abnormal or emergency situations in-flight (1.2.1.14) should be adopted and the training must be conducted by a person who has the knowledge, skills and experience required to manage the operations safely.

Some AFMs or RFMs may not permit the simulation of certain abnormal or emergency situations. Operators must ensure that any training or check pilot emergency simulation processes in a training and checking manual are permitted by the manufacturer.

The conversion training part of a flight crew member's training is an ideal time to refresh night flying skills.

Training responsibilities for the pilot in command documented in sample form **TC03 Conversion training course record**, satisfies the Command training requirements in the respective MOS. However, minimum flight hour requirements must be met.

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

If using the sample text provided, review and ensure references to your organisations exposition/operations manual and forms are updated to reflect your operation.

1.2.1.4   Flight crew member proficiency check

Relevant references:

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 133.205, CASR 135.245, CASR Part 61 (Operator Proficiency Check), Part 61 MOS, CASR 91.D.11.

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

Proficiency check report (sample forms 6A, 6B, 6C, 6D) content in the section Forms (1.3) is derived from the corresponding MOS schedule with minor adjustments for various combinations of circumstances. Emergency and abnormal activities must be conducted in accordance with CASR 91.D.11. At operator discretion, proficiency checks need not be completed only on one flight or with one check pilot, provided the overall result is obtained in an appropriate timeframe. Operator manuals should detail how the check will be conducted under these circumstances.

Operators using the same flight crew member for both air transport and aerial work operations will need to closely examine the training and checking requirements refer table 1 provided in the sample manual, to determine what additional checks or different timetables may need to be accommodated.

Operators may choose to carry out the proficiency check immediately after conversion training, or immediately before or after the line check. The sample manual includes check forms located in the section Forms (1.3). The sample forms use a simple competent/not yet competent grading system. If desired, operators can choose to have numerical or word picture grading systems.

Since the proficiency check involves the flight crew member being able to demonstrate competency in non-normal and emergency procedures, these elements of the check must be conducted by a person who has the knowledge, skills and experience required to manage the flight safely. Where these elements are carried out in-flight, this part of a proficiency check is not a Part 119 or Part 138 flight; it is carried out in accordance with the Part 91 rules.

The sample manual includes a basic knowledge check that operators can adapt to suit their circumstances. The objective of such a ground check is to avoid an unnecessary flight where a pilot might not be able to demonstrate competence due to lack of preparation or insufficient underpinning knowledge. A simple checklist of briefing topics is provided and could assist in reinforcing the safety controls that should surround abnormal or emergency situation simulations. Refer to section Procedures for the simulation of abnormal or emergency situations in-flight (1.2.1.14).

1.2.1.5   Differences training

If the differences are such that the matters meet the definition as described in CASR Part 61, then the first paragraph of the provided sample text is not applicable. If this instance applies, remove the first paragraph from this section.

Sample form **TC11 Differences training record** is provided in the section Forms (1.3) as a standard form template. It can be used to record items that need to be covered in the differences training program.

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1.2.1.6   Line training and supervised line flying

> **Relevant references:**
>
> Part 119 only, CASR 133.380, CASR 135.395, Part 133 and Part 135 MOS section 12.13.

Some ground line training can be carried out in a generic manner not related to any particular aircraft type. Line flying can be used to satisfy the pilot in command experience requirements in the exposition. Line training pilots could use the line check sample form **TC04B Flight crew member line check report** or if applicable sample form **TC10B ACM/MTS line check report** as a prompt. The forms list the items where competency will be assessed, and the training should focus on these matters.

During line training, the training or checking pilot is the pilot in command and must have completed a proficiency check from the non-command seat.

If using the sample text provided, review and ensure references to your exposition/operations manual and your forms are updated to reflect your operation.

1.2.1.7   Line check

Line check applies to Air Transport operations only, if not applicable to your operations, insert 'RESERVED' or 'Not Applicable'.

> **Relevant references:**
>
> Part 119 operations only, 133.380, 135.395, Part 133 and Part 135 MOS section 12.13.

General

The programming of the line check is left to the operator to determine whether it is done before or after the proficiency check. Both checks need to be complete before the individual may conduct unsupervised operations. The note reinforces the need for the pilot in command to hold a valid proficiency check.

1.2.1.8   Recurrent training and checking

Recurrent general emergency check of competency

> **Relevant references:**
>
> Part 133 and 135 MOS section 12.08, Part 138 MOS section 23.05.

Operators of mixed fleets will need to determine which sections of the recurrent general emergency competency check need to be conducted in which specific aircraft type. This is to ensure competency in all aircraft types the pilot will fly. If multiple types are operated the HOTC may determine which competencies can be demonstrated in one type that need not be repeated in another type.

Recurrent flight crew member proficiency check

> **Relevant references:**
>
> Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, 133.205, 135.245, Part 61 MOS.

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

No tracking system is proposed in the sample manual content. However, a manual tracking system may be effective for a small operator. For operators with high numbers of checks per annum either common flight-time and duty software, booking and scheduling programs, or complete aviation management software packages will likely offer suitable options to manage their recurrent check scheduling.

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

Operators must ensure pilots who operate from both the command and non-command seats as part of their normal duties demonstrate proficiency from both seats during operator recurrent proficiency checks. Operators will determine the items a pilot must demonstrate proficiency in from both seats based on their types of operation.

For example, a multi-engine fixed wing IFR operator's training and check pilots should demonstrate, as a minimum, proficiency from both seats in:

- engine failure after take-off

- either a 3D or 2D instrument approach to minima with one engine inoperative

- a missed approach from minima with one engine inoperative

- a landing with one engine inoperative.

Note: If the proficiency check is conducted in an aeroplane, then:

- the take-off with engine failure manoeuvre is only to be initiated at a safe point after take-off and

- the 3D or 2D instrument approach operation to minima with one engine inoperative is only to be conducted with a simulated engine inoperative; and

- the landing with one engine inoperative is only to be performed with a simulated engine inoperative.

1.2.1.9   Competency assessment procedure in-flight

Relevant references:

AC 61-09, CASA Flight examiner handbook.

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

The MOS standards are referenced as a minimum. Operators can, if desired, both publish higher standards for specific items and modify the repeat process.

1.2.1.10   Not yet competent after a check

No sample system is proposed. Operators should document their process to provide a direct path of communication between the HOTC and the person or system managing flight crew assignments. This process is to avoid a flight crew member who is currently assessed as not yet competent being rostered for duty.

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1.2.1.11   Remedial training

> **Relevant references:**
>
> Part 133 and 135 MOS section 12.09, Part 138 MOS section 23.06.

Due to the broad scope of possible remedial training scenarios no sample content is provided. Sample form **TC13 Remedial training record** is provided as a standard form template that can be used to record items that need to be revisited in a remedial training program.

1.2.1.12   Command training

This section is applicable if flight crew members who were previously approved as pilot in command in single pilot operations are required to operate as pilot in command of a multi-crew aeroplane.

Operators have the option to apply higher minimum experience levels for pilots in command than the regulations require, and if applied, the command training syllabus must reflect these additional hours.

1.2.1.13   Pilot in command in non-command seat

Operators must ensure pilots who operate from both the command and non-command seats as part of their normal duties demonstrate proficiency from both seats during operator proficiency checks. Operators will determine the items a pilot must demonstrate proficiency in from both seats based on their type of operation.

1.2.1.14   Procedures for simulation of abnormal or emergency situations in-flight

> **Relevant reference:**
>
> CASR 91.D.11.

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

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

These individual operator procedures are of greatest benefit when operators engage external ad-hoc or contracted training and checking personnel for these events. The procedures give the operator greater control over the training and checking pilots.

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

1.2.1.14.1   Emergency situation simulations – Aeroplanes

If using the sample text provided, ensure it is reviewed and updated to reflect your operation.

If not applicable to your operations, retain the section and insert 'RESERVED' or 'Not Applicable' at this time.

1.2.1.14.2   Emergency situation simulations – Rotorcraft

If using the sample text provided, ensure it is reviewed and updated to reflect your operation.

If not applicable to your operations, retain the section and insert 'RESERVED' or 'Not Applicable' at this time.

1.2.1.14.3   Actions in the event of a genuine emergency

The sample text is generic guidance for flight crew behaviour if an event of this nature occurs. Operators should closely review this section and amend it where necessary to accommodate any specific procedures required to bring the flight to a safe conclusion.

1.2.1.15   Human factors principles and non-technical skills training

RESERVED.

When applicable, the operator will include suitable training content.

1.2.1.16   Safety Management Systems training

RESERVED.

When applicable, the operator will include suitable training content.

1.2.1.17   Dangerous goods training

RESERVED.

When applicable, the operator will include suitable training content.

1.2.1.18   Prescribed single-engine operations

RESERVED.

When applicable, the operator will include suitable training content.

1.2.2   Task specialist training

If you are an operator using the FCM only sample manual, retain this section and insert 'RESERVED' or 'Not Applicable' at this time.

> **Relevant reference:**
>
> Part 138 operators.

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

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

Recommended task specialist training and checking topics include:

- Normal aircraft procedures
    - risk assessments and safety controls
    - aircraft entry, seating, seat belts and safety procedures
    - communications during operation
    - use of harnesses and if applicable, alternative restraint
    - sterile cockpit concepts
    - aircraft exit
    - procedures if required, for entry and exit with rotors turning.
- Abnormal and emergency aircraft procedures

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- – 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.

1.2.3 Air crew member training and checking events

Operators who require training and checking for air crew members and are using the complete manual should retain this section. Operators who do not require training and checking for air crew members or medical transport specialists can either use the FCM only sample manual, or use the complete manual and insert 'RESERVED' or 'Not Applicable' in these sections at this time, if they plan to utilise it in future should operations expand.

The sample text replicates flight crew member requirements where common, and includes amendments for applicable differences.

> For example, form TC08 ACM/MTS member induction checklist includes 'Aviation indoctrination' to account for air crew members (ACM) who have not previously worked in an aviation environment.

The sample text reflects 'air crew member' but is equally applicable to 'cabin crew member' where CASR 133.425 applies for rotorcraft operations.

The term 'aircraft' is used throughout the sample text for ACM training and checking. Operators may replace 'aircraft', as applicable, with 'rotorcraft' or 'helicopter' for Part 133 operations and 'aeroplane' for Part 135 operations.

The sample training and checking forms for ACM in the section Forms (1.3) are provided as templates for operators to populate with items relevant to their operations.

If using the sample training and checking sequence table provided, ensure the content is reviewed and updated, including the text in brackets to reflect your operation.

1.2.3.1 Induction

No regulatory requirement – recommendation only.

If using the sample text provided, ensure it is reviewed and updated to reflect your operation.

The training topics are listed on the sample form **TC08 ACM/MTS member induction checklist**. Operators could use any appropriately trained person to deliver the training. The training need not be delivered by the one trainer. No check is mandated. However, operators may conduct some sort of formative assessment to ensure all items are understood.

1.2.3.2 General emergency training and the check of competency

Relevant references:

Part 133 MOS section 14.04, Part 135 MOS section 13.04, Part 138 MOS section 24.02.

The training and checking topics are listed on sample forms **TC02A General emergency training course record** and **TC02B General emergency check of competency report**. Operators will need to customise

the items in the forms to suit their circumstances. Operators could use any appropriately trained person approved by the HOTC who is nominated in the manual to deliver the training and the check. The training need not be delivered by the one trainer. The training and the check are 2 separate events; however, they can be conducted consecutively.

Some generic aspects of the training and check that are not unique to the aircraft type need only be done once. Operators must determine if differences exist in matters such as equipment location and its use between different aircraft for which the ACM is assigned duties. To minimise the number of training and checking events in mixed fleets, the HOTC may tailor training and checking programs to confirm that competency demonstrated in one type of aircraft ensures competency in a similar type. The manual should clearly state which training and checking elements completed in a particular type can be considered to meet the requirement in a different type.

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

1.2.3.3   Conversion training and air crew member proficiency check

Relevant references:

Part 133 MOS section 14.05, Part 135 MOS section 13.05, Part 138 MOS section 24.02

Conversion training is conducted to provide the air crew member with the knowledge and skills required to competently carry out their assigned responsibilities and duties.

ACM may enter conversion training with different levels of training, skills and experience. The operator should outline how they will take this into account, and if a conversion training program is to be modified via an RPL process.

> For example, an ACM who has no prior aviation experience would likely require all items to be covered and initially confined to one type. An ACM with experience with another air operator on the same type may only require training in the elements that differ for their new employer and their operations. The RPL process is optional, robust recording of variations to training should be maintained.

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

The sample text provided is intended for small operators and may require customisation for some complex task specialist operations.

1.2.3.4   Line training and air crew member line check

Relevant references:

Part 133 MOS section 14.06, Part 135 MOS section 13.06.

The sample line training requirements table is one possible means of detailing the different aspects and duration and of the line training to be conducted.

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1.2.3.5   Differences training

> **Relevant references:**
>
> Part 133 MOS section 14.07, Part 135 MOS section 13.07.

Due to the broad scope of possible differences training scenarios no sample content is provided. Sample form **TC12 ACM/MTS recurrent proficiency check report** is provided as a standard form template that can be used to record items that need to be covered in the differences training program.

1.2.3.6   Recurrent training and checking

> **Relevant references:**
>
> Part 133 MOS section 14.08, Part 135 MOS section 13.08, Part 138 MOS section 24.02.

Operators with mixed fleets will need to determine, which sections of the recurrent checks need to be conducted in which specific type, to ensure competency in all types for which the ACM is assigned duties. If multiple types are operated the HOTC may determine which competencies can be demonstrated in one type, that need not be repeated in another type.

1.2.3.7   Competency assessment procedure

The sample text provided details a 'Competent/Not yet competent' grading system for simplicity. If desired, other systems such as numerical, word pictures, evidence based, competency based may be used.

1.2.3.8   Not yet competent after a check

The sample text provides details of a simple system. Operators should document their process to a direct path of communication between the HOTC and the person or system managing ACM assignments. This is to avoid an ACM who is currently assessed as not yet competent being rostered for duty.

1.2.3.9   Remedial training

> **Relevant references:**
>
> Part 133 MOS section 14.09, Part 135 MOS section 13.09, Part 138 MOS section 24.02.

The sample text provides details of a simple system. Sample form **TC13 Remedial training record** is provided as a standard form template that can be used to record items that need to be revisited in a remedial training program.

1.2.3.10   Human factors principles and non-technical skills training

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

1.2.3.11   Safety management system training

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

1.2.3.12   Dangerous goods training

RESERVED.

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When applicable, the operator will provide training content suitable to their operation.

1.2.3.13 Senior cabin crew training and checking

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

1.2.4 Medical transport specialist training and checking events

Operators who require training and checking for medical transport specialists and are using the complete manual should retain this section. Operators who do not require training and checking for air crew members or medical transport specialists can either use the FCM only sample manual, or use the complete manual and insert 'RESERVED' or 'Not Applicable' in these sections at this time, if they plan to utilise it in future should operations expand.

The sample text replicates flight crew member requirements where common, and includes amendments for applicable differences.

> For example, the Induction Training Checklist (forms **TC09A ACM/MTS conversion training record** or **TC09B ACM/MTS conversion proficiency check report**) includes 'Aviation indoctrination' to account for medical transport specialists (MTS) who have not previously worked in an aviation environment.

The term 'aircraft' is used throughout the sample text for MTS training and checking. Operators may replace 'aircraft', as applicable with 'rotorcraft' for Part 133 operations and 'aeroplane' for Part 135 operations.

The sample training and checking forms for MTS are provided, in the section Forms (1.3), as templates for operators to populate with items relevant to their operations. Operators will need to review the forms and update them to suit their operations.

1.2.4.1 Induction

No regulatory requirement – recommendation only.

The training topics are listed on sample form **TC08 ACM/MTS member induction checklist**. Operators can use any appropriately trained person to deliver the training. The training need not be delivered by the one trainer. No check is mandated, however, operators may conduct some sort of formative assessment to ensure all items are understood.

1.2.4.2 General emergency training and check of competency

> **Relevant references:**
>
> Part 133 MOS section 15.04, Part 135 MOS section 14.04.

The training and checking topics are listed on the sample forms in the section Forms (1.3). Operators will need to customise the items to suit their circumstances. To deliver the training and the check, operators may use any appropriately trained person approved by the HOTC who is nominated in the exposition. The training can be delivered by multiple trainers. The training and the check are 2 separate events; however, they can be conducted consecutively.

Some generic aspects of the training and check that are not unique to the aircraft type need only be completed once. Operators must determine any differences that exist in matters such as equipment location and its use between different aircraft type that the MTS is assigned duties. To minimise the number of training and checking events in mixed fleets, the HOTC may tailor training and checking programs to confirm that competency demonstrated in one aircraft type ensures competency in a similar type. The exposition should clearly state which training and checking elements completed in a particular type can be considered to meet the requirement in a different type.

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

1.2.4.3 Conversion training and medical transport specialist proficiency check

Relevant references:

Part 133 MOS section 15.05, Part 135 MOS section 14.05.

Conversion training is conducted to provide the MTS with the knowledge and skills required to competently carry out their assigned responsibilities and duties.

MTS may enter conversion training with different levels of training, skills and experience. The operator should outline how this is taken into account if a conversion training program is to be modified via an RPL process.

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

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

The sample text provided is intended for small operators and may require customisation for some complex task specialist operations.

1.2.4.4 Line training and line check

Relevant references:

Part 133 MOS section 15.06, Part 135 MOS section 14.06.

The sample text provides details of a simple system. The sample line training requirements table is one possible means of detailing the different aspects and duration and of the line training to be conducted.

1.2.4.5 Differences training

Relevant references:

Part 133 MOS section 15.07, Part 135 MOS section 14.07.

The sample text provides details of a simple system. Sample form **TC12 ACM/MTS recurrent proficiency check report** is provided as a standard form template that can be used to record items that need to be covered in the differences training program.

1.2.4.6 Recurrent training and checking

Relevant references:

> Part 133 MOS section 15.08, Part 135 MOS section 14.08.

Operators of mixed fleets will need to determine which sections of the recurrent checks need to be conducted in which specific type to ensure competency in all types for which the crew member is assigned duties. If multiple types are operated the HOTC may determine which competencies can be demonstrated in one type that need not be repeated in another type.

1.2.4.7 Competency assessment procedure

The sample text provided details a 'Competent/Not yet competent' grading system for simplicity. If desired, other systems such as numerical, word pictures, evidence based, competency based may be used.

1.2.4.8 Not yet competent after a check

The sample text provides details of a simple system. Operators should document their process to provide a direct path of communication between the HOTC and the person or system managing MTS assignments. This process is to avoid an MTS who is currently assessed as not yet competent, being rostered for duty.

1.2.4.9 Remedial training

> **Relevant references:**
>
> Part 133 MOS section 15.09, Part 135 MOS section 14.09.

The sample text provides details of a simple system. Sample form **TC13 Remedial training record** is provided as a standard form template that can be used to record items that need to be revisited in a remedial training program.

1.2.4.10 Human factors principles and non-technical skills training

RESERVED.

1.2.4.11 Dangerous goods training

RESERVED.

1.2.5 Continuous improvement and audit processes

Audits are recommended every 12 months in the sample text. However, operators should adjust the frequency of audits in response to the number of training and checking events conducted over a year. It would be expected that a sampling rate sufficient to identify any potential issues be determined, and audits scheduled to accomplish this.

1.2.5.1 HOTC Audit process

> **Relevant references:**
>
> CASR 119.130(1)(d), CASR 119.150 (2).

The sample uses form **A21 HOTC audit report** to list the major items that require auditing. If Part 142 organisations are used, the audit should extend to the activities that this operator carries out for the operator. The content list is a recommendation, if required operators should customise.

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1.2.5.2   Procedures for review and revision of the training and checking manual

Relevant reference:

CASR119.130 (1) (d).

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

1.2.6   Process for recognition of prior learning

The use of RPL processes is optional. Operators may wish to allow crew members credit for prior training and experience by way of a RPL process. If this option is to be utilised, to ensure consistency a process needs to be identified in the manual.

An RPL process should include:

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

1.2.7   Training and checking records capture process

This section outlines a simple records capture process.

The personnel training and checking record sample table provides a recommended process and is for operators that do not have record-keeping processes in other areas of their exposition/operations manual that includes training and checking-specific record keeping.

Review the content in your exposition/operations manual (e.g. section 1.5.2) to determine if content exists under the headings of:

- Personnel training and checking records
- Making records
- Availability of records.

There is no need to duplicate the process here, it can be removed.

Note: The sample text refers to a specific section of the exposition/operations manual (1.5.2) – ensure this reference is reviewed and updated as it may be different in your exposition.

1.2.8   Tracking of recurrent training and or checking due dates

This sample process provides for adequate warning of an expiring check.

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1.2.9   Management of contracted training and or checking

Relevant references:

Part 133 and 135 MOS Chapter 12.01 division 3, Part 138 MOS Chapter 23 division 3, CASR 119.150 (2) (d).

This section is pertinent if operators use Part 142 organisations to carry out all or part of their training and checking. It identifies a simple HOTC audit process which will meet the regulatory responsibility.

If the use of Part 142 organisations is not contemplated, this section can be RESERVED.

Note: Contracted training and/or checking has the meaning defined in section 142.020 of CASR. The use of individuals trained, approved and nominated in accordance with the process in the sample manual for training and checking duties is not Part 142 training and checking. The engagement and management of these individuals, whatever their employment status, is entirely at the discretion and control of the operator and not subject to any CASA legislation.

1.2.10   Training and competency of training and checking personnel

Relevant references:

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

To determine the legislation surrounding the use of individuals to conduct training and checking activities that involve non-normal procedure simulations, operators should review Section 20B of CASA EX84/21, Section 20A of CASA EX85/21 and or Section 17 of CASA EX86/21.

1.2.10.1   General

Operators must ensure that a person who carries out any training and checking activities on their flight crew members has the appropriate, if any qualifications and training necessary for the task. The exception is if an operator uses a Part 142 operator for a training and or checking activity. The HOTC has the responsibility to verify that the Part 142 operator's training or checking personnel have the appropriate authorisations for the activity. In this instance the Part 142 organisation is responsible for the training of their own personnel.

Operators may utilise suitable Part 61 qualified personnel to carry out in-flight training and checking activities. The minimum qualifications for these individuals if they are to carry out the simulation of non-normal procedures is a Flight Instructor Rating with an appropriate training endorsement, or a Flight Examiner Rating with an appropriate flight examiner endorsement or an equivalent approval under Regulation 61.040.

Since this in-aircraft training would not normally be carried out on air transport flights these individuals may not necessarily need to meet all operator requirements to carry out air transport or aerial work flights for the operator.

Operators will need to customise training programs to ensure that these individuals are equipped with the necessary knowledge of, how to:

- conduct the training and checking activity for the operator
- carry out the record keeping actions needed
- assess the performance of flight crew members under check.

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It will be essential that the training and checking pilot is thoroughly conversant with the operators exposition as it relates to the air transport and or aerial work operations that are the subject of the check, and the operation of the particular aircraft used.

The scope of training and checking activities for an operator may range from simple ground-based general emergency training to complex in-aircraft OPC involving abnormal and emergency procedure simulations. Similarly, there is a wide scope of qualifications and training required for the trainer and or checker. Additionally, the amount of training that the operator might need to deliver to the trainer and or checker will vary relevant to the qualifications and experience of each individual.

To determine the level of training required, the HOTC will need to assess the status of internally employed individuals intended to be used for training and or checking activities. The person to deliver the training should ideally have already completed their own training and a successful check. For ground training, and in-flight training and checking not involving emergencies, operators can select pilots with sufficient experience to effectively deliver training lessons, and with good knowledge of Part 61 operational standards to conduct checks.

The HOTC should then use the sample training and checking pilot training course requirements for specific tasks table as a starting point to construct appropriate training courses tailored for each training and checking pilot and the tasks they are required to carry out. Further guidance on the training of training and checking personnel is available in Multi-Part AC 119-11 and AC 138-02 Training and checking systems. and should be consulted prior to developing any training courses. Sample syllabi and record forms provided in the sample manual list the training topics. Candidate training and checking pilots should then be trained by persons with training experience and qualifications. The training should occur in accordance with the recommended syllabi and outcomes reported on the relevant course report form.

Operators will need to use suitable personnel to carry out the training of training and checking personnel. For some simple training tasks such as general emergency training and line training, the HOTC may be the appropriate person to deliver this training. However, unless the operator has trainers available with experience in check pilot training, flight instructor training or flight examiner training, the training of training and checking pilots who will conduct abnormal and emergency situation simulations should be left to either Part 141 or Part 142 organisations. The training and checking pilot units of competency in the Part 119 AC should be used as a basis for designing and customising training programs to carry out this training.

If after training they are assessed as suitable by the HOTC, all training and checking personnel must be nominated by including their details in the exposition/operations manual. Refer to the exemptions listed above to determine if advice to CASA of their appointment is required. CASA reserves the right to test these individuals, and they should not be released for training and or checking duties until either CASA elects not to test them or they have passed any test. A 30-day period is considered to be the time that should be allowed for this to occur.

1.2.10.2 Training

> **Relevant references:**
>
> Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

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

1.2.10.3 Training syllabi for training of training and checking personnel

> **Relevant references:**
>
> Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

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

1.2.10.4 Recurrent checking of training and checking personnel

Relevant references:

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

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

1.2.11 Training and competency of training and checking personnel – ACM and MTS

Relevant references:

Part 133 MOS section 14.11 and 14.12, Part 135 MOS section 13.11 and 13.12, Part 138 MOS section 24.03.

The sample text reflects 'air crew member' and 'medical transport specialist' but is equally applicable to 'Cabin crew member' for rotorcraft operations where CASR 133.425 applies.

Operators may elect to train their own personnel to carry out training and checking duties. Sample syllabi and record forms are provided in the sample manual to list the training topics. A sample recognition of prior learning (RPL) process is provided in the sample manual for the HOTC to customise training programs for personnel who already hold previous qualifications or possess suitable experience in the intended role.

Operators will need to use suitable personnel to carry out the training of training and checking personnel. The person delivering the training should have, as a minimum, completed their own training and successful check prior to delivering training.

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

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

For operators that only use pilots and do not use air crew members or medical transport specialists, CASA recommends entering the following words in section 1.2.11 – 'This section is not applicable as air crew members and medical transport specialists are not used in any operations of [Sample Aviation]'.

For operators that do use air crew members or medical transport specialists or both, CASA recommends including content that is similar to the content of the flight crew member section of this sample, but appropriately modified to the training and checking requirements specified in the applicable Manual of Standards for the operation you are performing. For air crew members, these requirements are in Chapter 14 of the Part 133 MOS, Chapter 13 of the Part 135 MOS and Chapter 24 of the Part 138 MOS. For medical transport specialists, these requirements are in Chapter 15 of the Part 133 MOS and Chapter 14 of the Part 135 MOS. For task specialists used in Part 138 operations, these requirements are in Chapter 25 of the Part 138 MOS.

1.2.11.1 General

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

1.2.11.2 Training

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

1.2.11.3 Training syllabi for training of training and checking personnel

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

1.2.11.4 Recurrent checking of training and checking personnel

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

1.3 Forms

The sample training and checking manual contains forms relating to matters that may have already been addressed by operators in other sections of their existing documentation. Additionally, some forms in the sample training and checking manual replicate (with slight variations) forms already published by CASA located in the 'Sample exposition for air operators' and in MAAT. These forms may deal with similar or the same subject matter as those previously published, however some of the new forms have been updated.

Operators are encouraged to review the forms and if required replace their existing forms, with the new version. Their operator exposition/operations manual is to only contain one version of each form.

Table 1 Revised sample forms

Previously published form – number and subject	New form – number and subject
A10 – Pilot induction training course	TC01 – Flight crew member induction checklist
A12 – General emergency competency training course and competency check report form	TC02A – General emergency training course record TC02B – General emergency check of competency report
A13 – Operator conversion and proficiency training and check report form	TC03 – Conversion training course record TC05 – Flight crew member proficiency and line check knowledge report.

All forms provided are sample templates and should be adapted by the operator to suit their activities. Operators should be aware that not all sample forms apply to all operations. Operators may elect to leave the forms in their documentation for future use when their circumstances change, or delete them entirely. Operators should customise the forms to include their company name, with identification relating to the version number and an effective date to enable personnel to ensure that the latest form version is being used. Operators can retain training and checking forms in their training and checking manual, or embed them in their main exposition. Operators could also use hyperlinks in electronic documents, or store them in aviation management software applications as required.

Form A15 provided in this sample manual has already been published in the CASA sample flight operations exposition and MAAT's Air operator exposition, it may already be in use in your exposition/operation's manual.

Forms provided in the sample manual are designed to be used in their printed form.