



## WORKSHEET

# (OPS.15) Emergency and safety equipment instructor assessment

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

## Instructions

1. Use this worksheet for the assessment of a nominated emergency and safety equipment instructor.
2. Use Part A of the worksheet to decide whether a knowledge and practical assessment (Part B of this worksheet) is required. All sections should be completed.
3. Use Part B to conduct a knowledge and practical assessment of the nominated instructor.
4. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulation 1998* (CASR).
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 all relevant parties. 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 inspectors. Regservices will use this information to prepare approvals for the delegate.

## 2 Part A – Desktop assessment

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.170(2) 119.210 119.220	2.1	Does the instructor meet the qualifications and experience requirements for the requested approval, as specified in the operator's training and checking system?		
119.170(3)(b)	2.2	Does the operator's training and checking system include a description of the operator's system for training and assessing safety and emergency equipment instructors?		
119.130(e) 119.150(2)(c) 121.485 121.645	2.2	Does the operator's training and checking system describe how key personnel (e.g. CEO/HOTC) ensure the instructor has completed training in accordance with the exposition, and been assessed as competent?		
11.055(4) 119.220	2.3	Does CASA have any concerns about the suitability of the instructor being nominated for approval?		
11.035 MOS 133.12.12 MOS 133.13.03 MOS 133.14.11 MOS 135.12.12 MOS 135.13.11 MOS 135.14.11 MOS 138.23.10	2.4	Is a CASA assessment of the nominated instructor required?		

## 3 Part B – Instructor assessment

### 3.1 Knowledge assessment

Is a knowledge assessment of the nominated instructor required?

☐

Yes

☐

No – do not complete this section

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
11.035 MOS 133.12.12 MOS 133.13.03 MOS 133.14.11 MOS 135.12.12 MOS 135.13.11 MOS 135.14.11 MOS 138.23.10	3.1.1	<b>The instructor demonstrates knowledge of:</b>		
		the organisation structure that supports the operator's training and checking system (TCS)?		
		the key personnel responsible for the TCS?		
		their position, and the training and checking reporting lines, within the organisation structure?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
11.035 MOS 133.12.12 MOS 133.13.03 MOS 133.14.11 MOS 135.12.12 MOS 135.13.11 MOS 135.14.11 MOS 138.23.10	3.1.2	<b>The instructor demonstrates knowledge of:</b>		
		the role of CASA?		
		the role of an approved instructor in meeting the operator's legislative obligation regarding aviation standards?		
		the regulation(s) under which an instructor is approved to conduct training and checking involving safety and emergency equipment?		
		exercising the privileges of the approval for multiple organisations?		
	3.1.3	<b>The instructor can describe:</b>		
		the role, responsibilities and obligations of an approved instructor within the operator's TCS?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
		how a crewmember is inducted or re-inducted into the operator's TCS?		
		the difference between training and checking?		
		how they, as an approved instructor, will assure the training and checking environment is safe, fair and impartial?		
	3.1.4	<b>The instructor can describe:</b>		
		the operator's standards and grading system?		
		how the operator's TCS ensures standardisation across instructors?		
		how they, as an approved instructor, will determine crew member proficiency?		
		their responsibilities after assessing a crew member as not proficient?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
	3.1.5	<b>The instructor demonstrates knowledge of:</b>		
		the operator's safety management system?		
		who in the organisation is responsible for safety?		
		competency-based training and the feedback loop?		
		just culture?		

## 3.2 Practical assessment

Is a practical assessment of the nominated instructor required?

☐

Yes

☐

No – do not complete this section

### 3.2.1 Safety and emergency equipment training

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
11.035 MOS 133.12.12 MOS 133.13.03 MOS 133.14.11 MOS 135.12.12 MOS 135.13.11 MOS 135.14.11 MOS 138.23.10	3.2.1	<b>The instructor conducted the training in accordance with the exposition, and has demonstrated competency in:</b>		
		ensuring training is conducted in a suitable environment?		
		displaying effective course management skills?		
		communicating effectively in verbal, non-verbal and written form?		
		providing instruction and facilitates learning in the training environment?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
		acting with integrity?		
		demonstrating the required knowledge of operator process and procedures to deliver the training effectively?		
		using training aids, devices and equipment?		
		completing training documentation and administrative duties?		

### 3.2.2 Safety and emergency equipment checking

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.170	3.2.2	<b>The instructor conducted the checks in accordance with the exposition and has demonstrated competency in:</b>		
		ensuring checking is conducted in a suitable environment?		



Legislation reference	Principle reference	Question	Compliant?	Inspector comments
		communicating effectively in verbal, non-verbal and written form?		
		acting with integrity?		
		accurately assessing the trainee for the purpose of determining if competence has been achieved?		

# Assessment summary

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

This worksheet verifies the application for the approval of a safety and emergency equipment instructor for the above-named applicant has been assessed in accordance with the current revision of Protocol (OPS.15).

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

## Assessment

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

- ☐ Subpart 121.N
 ☐ Subpart 121.P
 ☐ Part 133 MOS
 ☐ Part 135 MOS
 ☐ Part 138 MOS

## Inspector

- ☐ I am satisfied that the nominee is competent to conduct safety and emergency equipment training and checking.
   
☐ I am not satisfied that the nominee is competent to conduct safety and emergency equipment training and checking.

## Reason for recommendation

# Approval data sheet

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

Tick the relevant boxes and insert relevant details.

## ☐ Significant change recommendation

(1) The proposed significant change(s) to the exposition have been assessed in accordance with the requirements mentioned in regulation 119.205(1)(m) of the *Civil Aviation Safety Regulations 1998*.

### Inspector

☐ I recommend the significant change

☐ I do not recommend the significant change.

### Exposition revision reference

Title	Version	Date	RMS reference number

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

☐ **Flight crew – training or checking involving safety or emergency equipment**

(1) For regulation 121.010 and subparagraph 121.475 (4) of CASR, the operator can be approved for the following flight crew member (FCM) to conduct training or checking involving safety or emergency equipment for the operator, in the following aircraft type:

<b>Name</b>		<b>ARN</b>	
-------------	--	------------	--

<b>Aircraft type</b>

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

--

## ☐ Cabin crew – qualifications, experience and training – training or checking involving safety or emergency equipment

(1) For regulation 121.010 and subregulation 121.640(3) of CASR, the operator can be approved for the following person to conduct training and checking involving safety or emergency equipment for the operator, in the following aircraft type:

Name		ARN	
------	--	-----	--

Aircraft type

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

--