Form TC01 – Flight crew member induction checklist

#### Details

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| Flight crew name: |  | ARN: |  |

| Topics | Complete Yes / No |
| --- | --- |
| HR and admin processes |  |
| ASIC |  |
| Licence check – English proficiency check |  |
| Facility familiarisation |  |
| Outline of organisation’s structure and governance |  |
| Authorised activities conducted by the company |  |
| Exposition/operations manual access, content, structure and amendment processes |  |
| Company forms and associated administration processes |  |
| WHS, safety policy and safety management principles |  |
| DAMP training and induction |  |
| CASA ‘Alcohol and other Drugs’ eLearning |  |
| Aircraft refuelling including drum stock procedures |  |
| Management of aircraft serviceability and defect reporting |  |
| Pilot maintenance training and certification (if carried out) |  |
| Flight planning and fuel policy |  |
| Rostering and fatigue management |  |
| Company-specific approvals or exemptions |  |
| SMS, hazard and incident and accident reporting procedures (Not required until CASA determined implementation date) |  |
| HFP and NTS (Not required until CASA determined implementation date) |  |
| Risk management processes |  |

##### **Air transport specific**

| Topics | Complete Yes / No |
| --- | --- |
| Air transport operational procedures |  |
| Passenger, cargo and dangerous goods handling |  |
| Specific route/aerodrome briefings |  |

##### **Aerial work specific**

| Topics | Complete Yes / No |
| --- | --- |
| Task specific operational procedures |  |
| Hazard and risk assessment and mitigation procedures |  |

##### **FSTD specific (if applicable)**

| Topics | Complete Yes / No |
| --- | --- |
| IOS familiarisation |  |
| FSTD user manual and database familiarisation |  |
| FSTD serviceability and maintenance procedures |  |
| WHS – FSTD safety procedures |  |

##### **Training and checking pilot specific**

| Topics | Complete Yes / No |
| --- | --- |
| Training syllabi |  |
| Assessment process |  |

Completed:  Yes  No

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| Trainer name: |  | **Trainer signature:** |  | **Date:** |  |

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| **Flight crew signature:** |  | **Date:** |  |