Form TC08 – ACM/MTS member induction checklist

#### Details

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| --- | --- | --- | --- |
| Crew member name: |  | ARN: |  |
| Crew position: | Aircrew member | Medical transport specialist |  |

|  |  |
| --- | --- |
| Topics | Complete Yes / No / NA |
| HR and admin processes |  |
| ASIC |  |
| English proficiency check |  |
| Outline of organisation’s structure and governance |  |
| Authorised activities conducted by the company |  |
| Company-specific approvals or exemptions |  |
| Exposition/operations manual access, content, structure and amendment processes |  |
| Safety policy and safety management principles (SMS) - Not required until CASA determined implementation date |  |
| Hazard and incident and accident reporting procedures |  |
| Continuing competence and fitness to operate |  |
| Rostering and fatigue management |  |
| Workplace Health and Safety (WHS) |  |
| HFP and NTS - Not required until CASA determined implementation date |  |
| DAMP training and induction |  |
| CASA ‘Alcohol and other Drugs’ eLearning |  |
| Aviation indoctrination e.g. terminology, relevant civil aviation legislation |  |

#### Completed:

Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HOTC name: |  | **HOTC signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Crew member signature:** |  | **Date:** |  |