Form A11 Key Personnel familiarisation training record

#### Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | ARN: |  |
| Position: |  | Date of training: |  |

| Subjects / Discussion points | Complete  Yes / No |
| --- | --- |
| Overview of company operation and scope of operations conducted |  |
| Company exposition content, structure and amendment processes |  |
| Regulatory authorisation and compliance procedures |  |
| Outline of company structure and governance |  |
| Internal reporting and communication procedures |  |
| Outline of company administration systems |  |
| Change management processes |  |
| Company DAMP |  |
| Company safety policy and management principles |  |
| Responsibilities & duties of position, supporting processes and procedures |  |
| Summary of relevant requirements under Parts 91 and 135 of CASR |  |
| Introduction to risk management procedures |  |
| Rostering and fatigue management |  |
| The following items are not required for the CEO position |  |
| Operations management |  |
| Pilot training and assessment |  |
| Operations procedure manual |  |

Comments

#### Trainer acknowledgement

Completed:  Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainer signature:** |  | **Date:** |  |