



CHECKLIST

AROC Compliance Checklist

Organisation name:	
Date:	
Responsible person's name:	
Responsible person's ARN:	

Administration procedures

What procedures do you have in place to address the following points:

- how to identify each candidate – see our website for requirements acceptable photo ID for exams | Civil Aviation Safety Authority (casa.gov.au)
- training remotely or in person:
 - will all of the training be conducted in a traditional classroom environment? If not, what portions of your course will be done remotely?
 - when training remotely, how will you address the practical training elements, such as operating radios correctly? (For example, Volume 2 of Part 61 Manual of Standards Instrument 2014, CASR Part 61 MOS, Schedule 2, Unit C3, Operate aeronautical radio.)
 - how will you ensure that any work submitted remotely is the candidate's work?
- exam failures – do you offer remedial training and offer another exam? Please provide details.
- preventing cheating – what is the procedure if a candidate is caught cheating?

Theory exams

- The AROC course must have at least two examinations, each exam must have at least 40 questions.
- Any multiple-choice questions must have 3-5 possible answers – do not include any true/false or yes/no questions.
- If all questions in the exam are of equal value when marking, state this on the exam paper at the beginning.
- If any questions are worth more than the others, each question must be clearly marked with its value.

Part 61 Manual of Standards – Schedule 3

Table 1. Unit 1.2.1 RARO: RPL aeronautical radio operator

Legislation Description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
2. Aeronautical radio telephony			
2.1 Operation of aeronautical radio systems			
2.1.1 Meets the English language to Aviation English language standard (AEL).			
2.1.2 Recall the phonetic alphabet and the method of transmitting numerals.			
2.1.3 Recall the correct use of aircraft call-signs.			
2.1.4 State standard radio procedures for outside controlled airspace (OCTA).			
2.1.5 State how transmission of time is conducted.			
2.1.6 State how to listen to the radio.			
2.1.7 State how to establish and maintain communications.			
2.1.8 State the hazards of clipped transmissions and the consequences.			

Legislation Description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
2.1.9 Correct procedure for the conduct of a routine pre-flight test of an aircraft radio telephone, including the following:			
a) use of radio transmit and receive selector switches;			
b) turning radio on;			
c) selecting correct frequencies;			
d) use of squelch control;			
e) selection of radio navigation equipment;			
f) correct use of a microphone;			
g) use of intercom and public address system;			
h) voice activated systems.			
2.1.10 Describe the correct procedure for routine fault finding and correction.			
2.1.11 State the standard phraseology to be used to report aircraft positions in the circuit and the required calls for local flights.			
2.1.12 State the responsibilities of an aeronautical radio operator in relation to the following:			

Legislation Description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
a) secrecy of communications;			
b) unauthorised transmissions.			
2.1.13 Describe the function of each of the following components of an aeronautical radio system:			
a) power source/battery switch;			
b) radio master;			
c) fuses and circuit breakers;			
d) microphone;			
e) transmitter;			
f) receiver;			
g) antenna;			
h) headphones and speaker.			
2.1.14 Describe the difference between a distress and an emergency message and the standard phrases used in both cases.			
2.1.15 Accurately extract radio failure procedures from ERSA.			

Legislation Description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
2.1.16 In relation to the use of an aeronautical radiotelephone, describe the controls used to transmit and receive, including audio panel selections.			
2.2 Radio waves			
2.2.1 Describe the basic principles and characteristics of radio waves, wave propagation, transmission and reception for the following:			
a) radio frequency band ranges (MF, HF, VHF, UHF);			
b) properties of radio waves and the effective range of transmissions;			
c) propagation of paths of radio waves:			
i. ground waves;			
ii. sky waves;			
d) factors affecting the propagation of radio waves and reception:			
i. terrain;			
ii. ionosphere;			
iii. sunspot activity;			

Legislation Description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
iv. interference from electrical equipment;			
v. thunderstorms;			
vi. power attenuation;			
e) radio antennas:			
vii. characteristics of antennas;			
viii. use of antennas.			
2.2.2 Describe the limitations of VHF and HF signals and factors affecting quality of reception and range of signal.			

Part 61 Manual of Standards – Schedule 2

This unit describes the skills and knowledge required for a person to operate radiotelephone and intercom equipment under normal and emergency conditions.

Table 2. C3 Operate aeronautical radio

Unit description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
2. Elements and performance criteria			
2.1 C3.1 – Operate radio equipment			
a) confirm serviceability of radio equipment;			
b) conduct transmission and receipt of radio communications using appropriate procedures and phraseology;			
c) maintain a listening watch and respond appropriately to applicable transmissions;			
d) conduct appropriate emergency and urgency transmissions.			
2.2 C3.2 – Manage R/T equipment malfunctions			
a) perform radio failure procedures;			
b) use fault finding procedures and perform corrective actions.			
2.3 C3.3 – Operate transponder			

Unit description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
a) operate a transponder during normal, abnormal and emergency operations;			
b) recall transponder emergency codes.			
3. Range of variables			
a) activities are performed in accordance with published procedures;			
b) aircraft fitted with a common radio system and transponder;			
c) VFR procedures.			
4. Underpinning knowledge of the following:			
a) the phonetic alphabet;			
b) documented radio procedures relevant to the VFR;			
c) the components of an aeronautical radio system:			
i. power source or battery switch, radio master, microphone;			
ii. transmitter;			
iii. receiver;			

Unit description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
iv. antenna;			
v. location of aerial antennas in buildings (except aircrew);			
vi. headphones and speaker;			
vii. the procedures for using an aeronautical radio system;			
viii. setting up an aeronautical radio (except aircrew);			
ix. use of radio transmit and receive selector switches (VHF, HF, I/C, PA);			
x. turning a radio on and off;			
xi. selecting correct frequencies;			
xii. use of squelch control;			
xiii. correct use of a microphone;			
d) characteristics of radio waves, wave propagation, transmission and reception (except aircrew):			
i. radio frequency band ranges (MF, HF, VHF, UHF);			
ii. properties of radio waves;			

Unit description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
iii. propagation of paths of radio waves:			
A. ground waves;			
B. sky waves;			
iv. factors affecting the propagation of radio waves:			
A. terrain;			
B. Ionosphere;			
C. sunspot activity;			
D. interference from electrical equipment;			
E. thunderstorms;			
F. power attenuation;			
v. radio antennas:			
A. characteristics of antennas;			
B. use of antennas;			
e) the responsibilities of an aeronautical radio operator (except aircrew) for the following:			

Unit description	List the name of your source document or learning guide etc, that covers the legislative description	Document Page Number	CASA assessment on application
i. secrecy of communications;			
ii. unauthorised transmissions;			
f) light signals, including interpretation and actions required.			

Note: Course must contain a variety of radio calls that include, with not less than three (3) scenarios for each of them.

- Aeroplane operations for Outside Controlled Airspace (OCTA)
- Ground movement scenarios
- RPAS operations
- MAYDAY and PAN PAN calls

Assessment requirements

Provide the following:

1. Theory examinations – Minimum 2 exams and each unit of theory must have a corresponding exam; each exam must have at least 40 questions.
 - Any multiple-choice questions must have 3-5 possible answers – do not include any true/false or yes/no questions.
 - If all questions in the exam are of equal value when marking, state this on the exam paper at the beginning.
 - If any questions are worth more than the others, each question must be clearly marked with its value.
2. Practical assessment – Details on how the practical assessment will be conducted in accordance with CASR 64.040 (including information about reassessments should a candidate fail).