



Australian Government  
Civil Aviation Safety Authority

# MULTI-PART ADVISORY CIRCULAR

## AC 119-11 and AC 138-02 - Version 2.0

### Training and checking systems

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Advisory circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

**Advisory circulars should always be read in conjunction with the relevant regulations.**

## Audience

This advisory circular (AC) applies to all air transport operators and some aerial work operators.

## Purpose

This AC provides guidance on establishing and managing a training and checking system in accordance with the relevant provisions of Parts 119 and 138 of the *Civil Aviation Safety Regulations 1998 (CASR)*. The intention is to provide background information and expand on aspects of the system to ensure the intent of the legislation is clear.

## For further information

For further information, contact CASA's Flight Standards Branch (telephone 131 757).

## Status

This version of the AC is approved by the Branch Manager, Flight Standards.

**Note:** Changes made in the current version are not annotated. The document should be read in full.

Version	Date	Details
v2.0	June 2022	Minor changes in the main body of the AC. The significant change is the addition of Annex A that contains sample training and checking system content for Part 133, 135 and 138 operators.
v1.0	August 2021	Initial AC.

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this AC are references to the *Civil Aviation Safety Regulations 1998 (CASR)*.

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# 1 Reference material

## 1.1 Acronyms

The acronyms and abbreviations used in this AC are listed in the table below.

Acronym	Description
AC	advisory circular
AFM	aircraft flight manual
AMC	acceptable means of compliance
ARA	airborne radar approach
APC	aerial application proficiency check
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
CBT	computer-based training systems
CEO	Chief Executive Officer
EBT	evidence-based training
EDTO	extended diversion time operations
FCM	flight crew member
FDAP	flight data analysis program
FSTD	flight simulator training device
GM	guidance material
HF	human factors
HOTC	Head of Training and Checking
IFR	instrument flight rules
IOS	instructor operator station
IPC	instrument proficiency check
LAHSO	land and hold short operations
LVO	low visibility operations
MOS	manual of standards
NPC	night vision proficiency check
NTS	non-technical skills
OEM	original equipment manufacturer
OPC	operator proficiency check
PBN	performance based navigation
PIC	pilot-in-command

Acronym	Description
PRM	precision radar monitored approach
SMS	safety management system
SOP	standard operating procedures
SPC	standardisation proficiency check
UPRT	upset prevention and recovery training
VFR	visual flight rules

## 1.2 Definitions

Terms that have specific meaning within this AC are defined in the table below.

Term	Definition
aerial work operation	One or more of: an external load operation, a dispensing operation, a task specialist operation (refer to regulation 138.010).
aeroplane	A power-driven heavier-than-air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces remaining fixed under given conditions of flight but does not include a power-assisted sailplane.
aircraft	Any machine or craft that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth's surface.
air crew member	A crew member (other than a flight crew member or cabin crew member) who carries out a function during the flight relating to the safety of the operation of the aircraft, or the safety of the use of the aircraft.
air transport operation	A passenger transport operation, a cargo transport operation, or a medical transport operation, that is conducted for hire and reward or is prescribed by an instrument issued under regulation 201.025.
cabin crew member	A crew member who performs, in the interests of the safety of an aircraft's passengers, duties assigned by the operator or the pilot-in-command of the aircraft but is not a flight crew member.
check pilot	A flight crew member assigned by an operator to carry out flight crew training and checking duties.
checker	A person assigned by an operator to carry out an assessment of competence.
checking	The assessment of proficiency of the personnel of an aircraft operator or the operator of a flight simulation training device that is conducted to ensure that the personnel are competent to carry out their responsibilities.
Chief Executive Officer	A key person required under the Act and described in Subpart 119.D and Subpart 138.B.4.
competency	A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.
competency-based training	A structured approach to training and assessment that is directed toward achieving specific outcomes. A person is trained and assessed to meet specified standards that define the knowledge, skills and attitudes required to safely and effectively perform a task.

Term	Definition
conversion training	Training provided to a person by a Part 119 or Part 138 operator to enable that person to carry out their duties and responsibilities in accordance with the operator's policies and procedures prior to the person commencing unsupervised duty.
emergency equipment	Equipment installed or carried for use in abnormal and emergency situations for the safe conduct of the flight and protection of the occupants.
exposition	For an Australian air transport operator, means: (i) the set of documents approved by CASA under regulation 119.075 in relation to the operator; and (ii) if the set of documents is changed under regulation 119.085, 119.095 or 119.105, or in accordance with the process mentioned in regulation 119.100—the set of documents as changed.
flight crew member	A crew member who is a pilot or flight engineer assigned to carry out duties essential to the operation of an aircraft during flight time.
Head of Training and Checking	A key person required under the act and described in Subpart 119.D.
initial training	Training provided to a person to introduce the operators' processes for carrying out all activities associated with a person's role.
limited aerial work operation	An aerial work operation that is described in subregulation 138.030 (2) and for which the operator is not required by subregulation 138.030 (1) to be an aerial work certificate holder. <sup>1</sup>
line training	Supervised line or task training on normal operations in a relevant aircraft.
medical transport specialist	A crew member for a flight who carries out a specified function during the flight relating to a medical transport operation, and who is not: (i) a flight crew member for the flight, or (ii) an air crew member for the flight, or (iii) a crew member of a kind prescribed by the Part 119 MOS.
operational safety-critical personnel	For an Australian air transport operator or an aerial work operator means personnel carrying out, or responsible for, safety-related work, including: (i) personnel carrying out roles that have direct contact with the physical operation of aeroplanes or rotorcraft used in the operator's Australian air transport operations or aerial work operations; and (ii) personnel carrying out roles that have operational contact with personnel who operate aeroplanes or rotorcraft used in those operations; and (iii) personnel described as operational safety critical personnel in the operator's exposition or operations manual; but does not include personnel who are employed or engaged by the operator (whether by contract or other arrangement) and are engaged in: (i) the provision of continuing airworthiness management services for aeroplanes or rotorcraft used in the operator's Australian air transport operations or aerial work operations; or (ii) carrying out maintenance on an aeroplane, rotorcraft or aeronautical product on behalf of an approved maintenance organisation.

<sup>1</sup> Effectively this means that a limited aerial work operation is either or both of the following:  
(i) spotting or photography where no remuneration is received by the pilot, the registered operator/aircraft owner (as applicable), or the person/organisation on whose behalf the operation is conducted;  
(ii) an operation conducted over land owned/occupied by the registered operator/aircraft owner (as applicable) that is not conducted over a populous area or public gathering, and is not an external load operation involving carriage of a person as an external load.

<b>Term</b>	<b>Definition</b>
operator proficiency check	An assessment conducted by an operator in accordance with its training and checking responsibilities under these Regulations of whether a person has the aeronautical skills and knowledge required by the operator.
person/personnel	For this AC, when either 'person' or 'personnel' is mentioned it refers to an individual or group of individuals employed as operational safety-critical personnel.
proficiency	Refers to the level of skill or expertise displayed in performing a task.
recurrent training	Training of the personnel of an aircraft operator, or the operator of a flight simulation training device, that is conducted to ensure that the personnel are competent to carry out their responsibilities.
rotorcraft	Means: (i) a helicopter, or (ii) a gyroplane, or (iii) a powered-lift aircraft.
safety equipment	Equipment installed or carried for use during normal operations for the safe conduct of the flight and protection of occupants.
supervised	Carrying out an activity under the observation and direction of a trainer or checker.
supervising	Observing and directing an activity to assess competence and ensure safety.
task specialist	For an aerial work operation, means a crew member for a flight: (i) who carries out a function for the flight relating to the aerial work operation; and (ii) who is not a flight crew member or an air crew member for the flight. <sup>2</sup>
trainer	A person assigned by an operator to deliver training.
unsupervised	Carrying out a duty without a trainer or checker supervising.

### 1.3 References

#### Regulations

Regulations are available on the Federal Register of Legislation website <https://www.legislation.gov.au/>

<b>Document</b>	<b>Title</b>
CAO 45.0	Flight crew standards—Synthetic trainers—General
Division 138.B.5	Training and checking
Part 121 MOS Chapter 12	Flight crew training and checking
Part 121 MOS Chapter 13	Cabin crew training and checking
Part 133 MOS Chapter 12	Flight crew member training and checking
Part 133 MOS Chapter 13	Cabin crew member training and checking
Part 133 MOS Chapter 14	Air crew member training and checking

<sup>2</sup> Note that the meaning of 'task specialist' can be modified by the Part 138 MOS (refer Chapter 3).



Document	Title
Part 133 MOS Chapter 15	Medical transport specialist training and checking
Part 135 MOS Chapter 12	Flight crew member training and checking
Part 135 MOS Chapter 13	Air crew member training and checking
Part 135 MOS Chapter 14	Medical transport specialist training and checking
Part 138 MOS Chapter 23	Flight crew member training and checking
Part 138 MOS Chapter 24	Air crew member training and checking
Part 138 MOS Chapter 25	Task specialist training and checking
Subpart 119.E	Training and checking for operational safety-critical personnel
Subpart 121.N	Flight crew
Subpart 121.P	Cabin crew
Subpart 133.N	Flight crew
Subpart 133.P	Crew other than flight crew
Subpart 135.N	Flight crew
Subpart 135.P	Crew other than flight crew
Subpart 138.P	Air crew members and task specialists
CASA EX83/21	Part 121 and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021
CASA EX86/21	Part 138 and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021
CASA EX87/21	Flight Operations Regulations – SMS, HFPNTS and T&C Systems – Supplementary Exemptions and Directions Instrument 2021

### International Civil Aviation Organization documents

International Civil Aviation Organization (ICAO) documents are available for purchase from <http://store1.icao.int/>

Document	Title
ICAO Doc 9995	Manual of Evidence-based Training
IATA	Evidence-based Training Implementation Guide

### Advisory material

CASA's advisory circulars are available at <http://www.casa.gov.au/AC>

CASA's Civil Aviation Advisory Publications are available at <http://www.casa.gov.au/CAAP>

Document	Title
AMC/GM Part 119	Australian air transport operators — certification and management
AMC/GM Part 121	Australian air transport operations—larger aeroplanes

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<b>Document</b>	<b>Title</b>
AMC/GM Part 133	Australian air transport operations—rotorcraft
AMC/GM Part 135	Australian air transport operations—smaller aeroplanes
AMC/GM Part 138	Aerial work operations
AC 119-01	Safety Management Systems for air transport operations

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## 2 Introduction

- 2.1.1 This AC should be read in conjunction with AMC and GM material produced for Parts 119, 121, 133, 135, and 138. It should also be read in conjunction with the training and checking related exemptions in CASA EX83/21, EX86/21 and EX87/21.
- 2.1.2 The primary role of a training and checking system is to ensure that operational safety-critical personnel are proficient in the required competencies to support air operations. Competency is defined as a combination of skills, knowledge and attitudes required to perform a task to the prescribed standard, whereas proficiency refers to level of skill or expertise displayed. The training and checking system will need to identify the required skills, knowledge and attitudes required for a particular operator's operation and ensure that the persons encompassed by the system have achieved the required level of competency.
- 2.1.3 To achieve their training and checking objectives, operators need to have adequate facilities and resources as well as personnel who are appropriately authorised and capable of delivering the training and conducting the assessments. This AC provides information about these matters.
- 2.1.4 Subpart 119.E for air transport operators, and Division 138.B.5 for aerial work operators, sets out the requirement for an operator to have a training and checking system. The training and checking system for Part 119 applies to all aircraft operated by the operator. Currently, the wording of the regulations within Division 138.B.5 for certain aerial work operations also generates the outcome that if an operator meets one of the triggering events in the regulations, then the operator must have a training and checking system for all of their aerial work operations. However, this was not the intended policy outcome and therefore an exemption in section 8 of CASA EX86/21 has been issued. This exemption alters the effect of the regulation such that the operator only must have a training and checking system for the aircraft and/or operations covered by the triggering events in the regulation that are applicable to the operator.
- 2.1.5 It is expected and reasonable for an operator's training and checking system to be developed in consideration of the size, nature, and complexity of their air operations.
- 2.1.6 Some training and checking activities may be provided to the operator under a contractual arrangement, however the obligation to maintain a training and checking system is always the responsibility of the operator.
- 2.1.7 Individual regulations, separate to those that contain the holistic requirement for certain operators to have a training and checking system, require the undertaking of specific training events and checking events. In addition to matters directly related to the operation of an aircraft, other specific requirements include training and assessment in human factors principles and non-technical skills, dangerous goods, drug and alcohol management plans, and pilot-conducted aircraft maintenance. Although these requirements are not specifically included in this AC, they must<sup>3</sup> form an integral part of the training and checking system.

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<sup>3</sup> As an example of a training and checking system needing to cover more than just the matters directly related to the operation of an aircraft, see paragraph 119.170(2)(a) of CASR.

## 3 Training and checking system

### 3.1 Overview

3.1.1 The CASA Surveillance Manual defines a system as:

"a group of interrelated processes that are a composite of people, procedures, materials, tools, equipment, facilities and/or software operating in a specific environment to perform a specific task or achieve a specific purpose".

3.1.2 Major components of a training and checking system may include:

- Head of Training and Checking (HOTC) and administration staff
- organisational structure, management processes, and system objectives
- the exposition/operations manual and controlled document management procedures
- task analysis, including number of training and checking personnel required
- selection, training, and maintenance of continued competency of training and checking personnel
- a policy detailing when a person is participating in the training and checking system, and detailing method for re-entry when not participating
- a method for determining the level of competency of operational safety-critical personnel
- training and checking records capture and data analysis
- facilities, e.g. classrooms, computer-based training systems (CBT), flight simulation training devices (FSTD) and other training facilities
- continuous improvement such as:
  - o management review methodology
  - o procedures for review and revision of the exposition/operations manual as it relates to training and checking
  - o feedback loops (e.g. the relationship between flight data analysis program (FDAP) and SMS, and revisions to training and checking policy and programs).
- management of change processes
- contracted training and/or checking management.

3.1.3 A training and checking system must be appropriate for the size of the operator, and the nature and complexity of its operations. Operators should carry out an analysis of their activities to determine the appropriate level of resources to manage the system.

Periodic reviews should also be undertaken. Scalability considerations include the:

- number and kinds of aircraft
- number and nature of activities conducted
- size of the operator's workforce
- location and distribution of the operation and organisation.

**Note:** Not all aerial work operators authorised under Part 138 are required to have a training and checking system. Refer to regulation 138.125 and section 8 of CASA EX86/21 for details.

- 3.1.4 Where applicable, SMS<sup>4</sup> processes should support a risk-based approach to training and checking. An SMS can provide valuable input, through training needs analysis, into shaping training and checking to meet operational needs and improve performance.

## 3.2 Training and checking system objectives

- 3.2.1 It is recommended that an operator define the objectives of their training and checking system. Objectives are brief, high-level statements of desired performance. These should be either process or outcome based. They give direction to the training and checking organisation and should be consistent with the organisation's safety policy.

- 3.2.2 Example objectives include:

- to produce measurable evidence of improvement in the proficiency of operational safety-critical personnel
- to ensure that all operational safety-critical personnel have undertaken the required training and checking within the required timeframe.

## 3.3 Quality assurance

- 3.3.1 An essential element in any system is the measurement of system performance. The exposition/operations manual must<sup>5</sup> detail how the operator ensures that the training and checking system is meeting their operational needs. An operator's audit program should include the following elements:

- training and checking records capture and data analysis
- effective communications protocols
- procedures for review and revision of the exposition/operations manual
- data management (sources, collection, storage, analysis, use)
- feedback loops (e.g., relationship between FDAP and SMS and revisions to training and checking policy and programs)
- facilities (e.g., classrooms, CBT, FSTDs)
- training and checking of personnel such as checkers and check pilots
- management of change processes
- oversight of third-party training providers
- organisational procedures such as meeting schedules, minutes, attendance lists, agenda management, record keeping.

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<sup>4</sup> For further advice on SMS refer to [AC 119-01 – Safety management systems for air transport operations](#).

<sup>5</sup> Regulations 119.170, 138.130 and 138.135.

## 4 Organisational structure

- 4.1.1 The operator must<sup>6</sup> demonstrate that it has sufficient resources and capability, whether internal or external, to adequately conduct the training and checking activities.
- 4.1.2 The organisational structure will depend on the size, nature, and complexity of air operations. Large, complex operators will normally require multiple layers of management to effectively supervise training and checking activities, whereas a smaller, less complex operators might only require a HOTC supported by operational staff.
- 4.1.3 The organisational structure should clearly show the chain of command, and demonstrate how the training and checking activities will be conducted safely and effectively. The Chief Executive Officer (CEO) must<sup>7</sup> be positioned at the pinnacle of the organisational hierarchy, demonstrating the overall responsibility and accountability of the position. If all or part of the training and/or checking activities are contracted to a third party, the chain of command must<sup>8</sup> include oversight of the contractor
- 4.1.4 The regulations require that the HOTC is responsible for flight crew training and checking. However, this does not preclude the HOTC being appointed as the responsible manager for other training and checking activities such as cabin crew, air crew, or other operational safety-critical personnel.
- 4.1.5 The operator should demonstrate that clearly defined reporting and communication lines exist between key personnel, and for its training and checking functions, management, supervisors, and other personnel (including contractors) involved in the training and checking activities.
- 4.1.6 AMC and GM for Parts 119 and 138 provide information on organisational structures to support air transport and aerial work operations.

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<sup>6</sup> Regulations 119.130 and 138.085.

<sup>7</sup> Regulations 119.130 and 138.085.

<sup>8</sup> Subpart 119.E and Divison 138.B.5.

## 5 Exposition/operations manual

5.1.1 Exposition/operations manual documents<sup>9</sup> describe the WHAT, WHO, WHEN and HOW of the training and checking system. The operator may choose to include all training and checking activities in one volume, or they may have multiple volumes covering different operational safety-critical personnel.

5.1.2 The following should be included in the documents:

- training and checking system objectives
- training and checking organisational structure
- nominated/appointed training and/or checking personnel
- duties, responsibilities, qualifications, capabilities, and experience of training and checking personnel
- description of administrative processes
- training and checking records management<sup>10</sup>
- description of facilities to support training and checking activities
- details of contracted training and/or checking (if any), including:
  - o details of the person conducting the training and checking
  - o what activities are covered by the contract
  - o the method used by the operator to oversight the contractor.
- if required, the conduct of training or checking in aircraft
- if required, the conduct of training or checking in FSTDs
- if required, the conduct of training and checking of training and checking personnel
- for each training or checking event - a syllabus, course outline, lesson plans, and any other documents needed to support the operator's system
- methods of assessment used to grade the performance of operational safety-critical personnel
- procedures for the conduct of examinations, pass/fail scores, and managing knowledge deficiencies
- method for managing remedial training for unsatisfactory performance of operational safety-critical personnel
- system review and continuous improvement (quality assurance).

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<sup>9</sup> For further advice on operations manuals and expositions refer to AC 119-10 – Guide to the preparation of operations manuals and expositions.

<sup>10</sup> Regulations 119.225, 119.230 and 138.170.

## 6 Training and checking personnel

### 6.1 General

6.1.1 CASA must<sup>11</sup> be satisfied that the operator has a sufficient number of suitably qualified, experienced and competent personnel to ensure that training and checking activities can be conducted safely and effectively. The expected level of qualifications, experience and capability will vary according to the scope and complexity of the activities.

6.1.2 Consideration should be given to the:

- number of different aircraft types flown by the operator
- number of training and checking activities required by the operator and under the regulations
- projected flying/simulator hours to be flown
- ground course theory subjects to be delivered
- rostering arrangements for the training and checking personnel (whether they will be available on a full time, part time or casual basis).

6.1.3 For each member of the personnel comprising the training and checking organisation, the operator's exposition/operations manual should include:

- a detailed job description, including the activities authorised
- a description of their responsibilities/accountabilities
- minimum capability and experience requirements
- training, authorisations and qualifications
- recency/requalification requirements.

### 6.2 Flight crew training and checking personnel

6.2.1 Flight crew with appropriate Part 61 authorisations, such as instructors and examiners, can work for more than one operator provided they have been inducted into the operator's training and checking system and that they comply with each specific operator's exposition/operations manual.

6.2.2 Approvals under regulation 121.010, or nominations under Parts 133,135 or 138, to conduct training and checking activities are not transferable. Flight crew will require the relevant authorisation for each operator.

6.2.3 Flight crew who conduct Part 61 flight reviews and proficiency checks must be authorised under Part 61.

6.2.4 Flight crew who conduct training and checking activities under Part 121 must<sup>12</sup>:

- for a Part 121 proficiency check – hold an examiner rating, or an approval under regulation 121.010 (for the purposes of this AC, the term check pilot will be used for such a person)

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<sup>11</sup> Regulations 119.130 and 138.085.

<sup>12</sup> Paragraph 121.590(1)(c) and subregulation 121.590(2).



- for emergency and safety equipment training and checking – hold an approval under regulation 121.010 (for the purposes of this AC, the term checker will be used for such a person)
  - for a line check - be appointed by the operator.
- 6.2.5 Under Parts 133, 135, and 138, flight crew who conduct training and checking activities, including operator proficiency checks (OPC), must be nominated by the operator. Pilots nominated for these roles must<sup>13</sup> be included in the exposition/operations manual, or a document that is provided to CASA. Where relevant in this AC, the roles will be referred to as check pilots.
- 6.2.6 The course of training required by flight crew to conduct training and checking activities will depend on the type of activity conducted. Operators can refer to Section 5 of Schedule 2 of the Part 61 Manual of Standards (MOS) (flight instructor and flight examiner ratings) for guidance on the competencies required by check pilots.
- 6.2.7 Flight crew whose responsibilities include operator proficiency checks, assessments of standards, conduct of repeat exercises and remedial training should demonstrate the following skill sets:
- instructional competencies
  - assessment competencies
  - competencies in managing assigned tasks in the training and checking system.
- 6.2.8 For a Part 138 operator who, under regulation 138.125, is not required to have a training and checking system, flight crew must<sup>14</sup> be authorised under Part 61 to conduct the training or checking competency assessment.
- 6.2.9 Appendix A of this AC, Training for training and checking personnel, provides further information.

### 6.3 Cabin crew training and checking personnel

- 6.3.1 Cabin crew training and checking requirements are detailed in Subpart 121.P and Division 133.P.1. Cabin crew trainers and/or checkers should demonstrate the following skill sets:
- instructional competencies
  - assessment and testing competencies
  - competencies in managing assigned tasks in the training and checking system.
- 6.3.2 Personnel who conduct training and/or checking under Subpart 121.P involving safety or emergency equipment must<sup>15</sup> hold an approval under regulation 121.010.
- 6.3.3 Personnel who conduct other training and/or checking activities under Subpart 121.P must<sup>16</sup> be appointed by the operator in accordance with the exposition.

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<sup>13</sup> Subsection 12.11(2) of the Part 133 MOS, subsection 12.11(2) of the Part 135 MOS, and subsection 23.10(3) of the Part 138 MOS.

<sup>14</sup> Subsection 23.10(1) of the Part 138 MOS.

<sup>15</sup> Subregulations 121.640 (3) and (4).

<sup>16</sup> Regulation 119.170(3).

- 6.3.4 Personnel who conduct training and/or checking under Division 133.P.1 must be nominated by the operator. Nominated training and checking cabin crew must<sup>17</sup> be included in the exposition or a document provided to CASA.

## 6.4 Air crew training and checking personnel

- 6.4.1 Aircrew training and checking requirements are detailed in the respective MOS for Parts 133, 135 and 138. Air crew members who conduct training and/or checking activities should demonstrate the same competencies as those required for cabin crew.
- 6.4.2 To be authorised to conduct training and/or checking, an aircrew member must be nominated by the operator and be included in the exposition/operations manual or a document provided to CASA.

## 6.5 Other operational safety-critical personnel training and checking

- 6.5.1 'Operational safety-critical personnel' is a broad term intended to capture all of the other personnel whose activities can affect the safe operation of an aircraft. Some examples are:
- medical transport specialists
  - task specialists
  - ground handling personnel other than those engaged in the provision of airworthiness management services
  - flight dispatchers.
- 6.5.2 Training and checking personnel who conduct training and assessment of operational safety-critical personnel should demonstrate the same competencies as those required for cabin crew. The operator's exposition/operations manual must<sup>18</sup> detail their qualifications, training, and assessment.

## 6.6 Standardisation proficiency checks/inter-rater reliability

- 6.6.1 Training and checking personnel are critical to the success of the training and checking system. The greater the number of training and checking personnel, the greater the risk of differing standards across the group.
- 6.6.2 The operator's exposition/operations manual should describe how standardisation is achieved. Simple training and checking systems may only require the use of a standardisation proficiency check (SPC) conducted by the HOTC, while larger more complex systems, in addition to an SPC, may track the scoring of checking events and compare those across the group of training and checking personnel to determine the level of inter-rater reliability.

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<sup>17</sup> Subsection 12.11(2) of the Part 133 MOS.

<sup>18</sup> Regulation 119.170.

6.6.3 Inter-rater reliability is defined by ICAO<sup>19</sup> as "The consistency or stability of scores between different raters." Put another way, it is the extent to which two or more raters (training and checking personnel) are likely to agree, and it addresses the issue of consistency of the implementation of a rating system such that:

- High inter-rater reliability values indicate a high degree of agreement between two or more training and checking personnel.
- Low inter-rater reliability values indicate a low degree of agreement between two or more training and checking personnel.

6.6.4 The exposition/operations manual should describe:

- How often SPC are conducted and by whom
- The process of review and management of inter-rater reliability.

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<sup>19</sup> ICAO Doc 9995.

## 7 Training and checking facilities

### 7.1 General

- 7.1.1 The operator's exposition/operations manual must<sup>20</sup> detail the facilities used by the training and checking system, including the facilities provided by a contracted third-party organisation. The training or checking facilities must be maintained in good order to ensure that the activities can be conducted safely and effectively. The exposition/operations manual should detail the process for conducting regular reviews of the facilities.
- 7.1.2 Training and checking activities may be conducted in aircraft, FSTDs, cabin training devices, emergency exit trainers, or any other device used for training and checking as long as it is suitable for the purpose. When selecting a device, the potential for negative training outcomes must be considered.
- 7.1.3 Flight simulators and flight training devices must be qualified under Part 60. Synthetic trainers must be qualified under Part 61 or be an approved device for the purposes of Part 141 or 142.
- 7.1.4 Cabin training devices, emergency exit trainers, and other devices used for training and checking must<sup>21</sup> be included in the operator's exposition/operations manual and do not require a specific approval.
- 7.1.5 The exposition/operations manual should include a description of the briefing and debriefing rooms, CBT programs, and other training aids used to support the training and checking system.

### 7.2 Training and checking in an aircraft

- 7.2.1 Training and checking activities conducted in an aircraft involving abnormal or emergency procedures must be effectively managed by the training and checking system. Division 91.D.11, regulation 121.510, and Division 4 of the Part 133 MOS prescribe when training and checking activities cannot be conducted in an aircraft and therefore when the use of an approved FSTD is required.
- 7.2.2 Risks such as harm to personnel and damage to aircraft must be effectively mitigated by policies and procedures detailing the WHO, WHAT, and HOW for the conduct of training and checking activities. The operator must consider the heightened risk associated with in-aircraft training and checking involving the following:
- inappropriate management of complex aircraft systems
  - conducting flight operations at low level (such as engine failures after take-off)
  - conducting operations at or near VMCA or VS0 with an engine inoperative
  - inadvertent mismanagement or errors
  - vortex ring state
  - over pitching.

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<sup>20</sup> Subparagraph 119.205(1)(b)(iii) and paragraph 138.130(5)(a).

<sup>21</sup> Regulation 121.680.

- asymmetric operations including:
  - o inadequate pre-take-off planning and briefing
  - o poor decision making
  - o poor aircraft control
  - o inadequate performance awareness and management
  - o operations with feathered propellers
  - o missed approaches and go-arounds
  - o unstable final approach and landing
- performance states in the vicinity of stalling

7.2.3 Risk mitigation strategies should include detailed information for at least the following items:

- weather
- environmental conditions
- traffic
- task saturation
- fatigue
- who the pilot-in-command (PIC) is and well-defined protocols for the transfer of control
- method by which a simulation is initiated (announcement, which control is moved etc.)
- operating restrictions, including minimum altitude/speed and aircraft configuration
- use of checklists and touch drills
- circumstances requiring termination of the activity.

7.2.4 For flight crew, the conduct of a proficiency check in an aircraft will involve abnormal activities such as:

- simulation of an engine failure
- flight operations outside the normal flight envelope (e.g. stalls)
- limited or reduced panel instrument flight.

7.2.5 Where proficiency checks are conducted in an aircraft the operator must ensure that the training and checking personnel are trained in the competencies required to safely conduct the activity. The operator can achieve this by:

- ensuring that training and checking personnel hold the (valid) Part 61 qualifications required to conduct the activity
- or
- for personnel who do not hold the relevant Part 61 qualification, providing training to personnel at least equivalent to the competencies required by the Part 61 MOS to conduct the activity.

7.2.6 If emergency and safety equipment training and checking is conducted in an aircraft, the exposition/operations manual should contain policies and procedures to ensure that the activity can be conducted safely and effectively, and that the aircraft continues to meet airworthiness requirements following the activity. The operator should consider the following:

- a. If emergency and safety equipment is removed from its stowage position and used for training and checking activities, the operator should detail how that equipment will be handled safely and indicate who is responsible for ensuring the equipment is restowed and serviceable.
- b. If emergency and safety equipment is removed from its stowage position and replaced with 'dummy' equipment, then an entry should be made in the aircraft technical log. Following the training and checking activity, the technical log must be certified once the equipment is correctly restowed and serviceable.
- c. If emergency exits are operated, the procedures will need to ensure that the activity is conducted safely and with no damage to the aircraft.
- d. Where escape slides/rafts can be armed for automatic deployment, the procedure will need to include how the system is made safe to prevent accidental deployment. In this instance, approved maintenance staff may need to be involved in deactivating and reactivating the system.

### 7.3 Training and checking in a FSTD

- 7.3.1 Division 91.D.11, regulation 121.510, and Division 4 of the Part 133 MOS prescribe when training and checking activities require the use of a qualified FSTD. However, CASA encourages industry to maximise their use of qualified FSTDs, as they are shown to improve the quality of training and checking activities.
- 7.3.2 FSTDs qualified by CASA under Part 60 will be issued a qualification certificate under regulation 60.035 detailing the specific aircraft simulated by the device and its qualification level. An operator wishing to use an FSTD, qualified under Part 60, to conduct training or checking activities will require approval under regulation 60.055.
- 7.3.3 An operator wishing to conduct training and checking in an FSTD qualified by a recognised foreign State, as defined by regulation 61.010, will need to provide CASA with a copy of the qualification certificate and include details of the device in their exposition/operations manual, and how the operators ensures the device continues to be qualified by the regulator of the foreign State.
- 7.3.4 AOC holders who purchase their own FSTD generally have the device mirror their specific fleet of aircraft, whereas FSTDs provided by third party simulator operators will be designed to mirror the original equipment manufacturer (OEM) standard or generic tail number (white tail aircraft).
- 7.3.5 Whether qualified under Part 60 or a recognised foreign State, the operator must determine whether the FSTD is suitable to support their training and checking activities. The exposition/operations manual must<sup>22</sup> detail what training and checking activities can be conducted in the FSTD. In cases where the FSTD is not qualified for all activities, such as take-off or landing, the operator may need to conduct part of the proficiency check in the FSTD and the remainder in an aircraft.

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<sup>22</sup> Regulation 119.170.

7.3.6 The operator must assess the risk of the differences between the FSTD and the aircraft and mitigate the risk of 'negative training'. Things to consider when assessing the suitability of an FSTD should include:

- a. significant differences between the operator's aircraft and the FSTD systems
- b. the design layout of the flight deck
- c. instrumentation package, i.e. Garmin vs. Proflight
- d. flight management computer software and functionality
- e. engine configuration and thrust
- f. availability of a suitable database to support training and checking.

7.3.7 The exposition/operations manual should list the differences between the FSTD and the aircraft, and detail policies and procedures to manage the activities.

For example:

'FSTD A' located in Australia represents a different variant of a type to the specific aircraft used by the operator. The operator would like to use 'FSTD A' for one of their annual proficiency checks. The following differences are listed:

- a. 'FSTD A' has a L+C+R HYD SYS, whereas the aircraft has a L+R HYD SYS.
- b. 'FSTD A' has PW4000 engines with 63 000 lbs of thrust, whereas the aircraft has PW2040 engines with 40 100 lbs of thrust.
- c. All other systems are similar.

7.3.8 Based on the differences, for the example, the operator determined that a 20% derate on the PW4000 engine thrust produces similar performance to that of the PW2040-engined aircraft. ; However, the HYD systems are too different to conduct effective training and checking activities. The operator's training and checking system provided for one proficiency check in 'FSTD A' per annum, with a second proficiency check in 'FSTD B', which is qualified by a recognised foreign State, and based on the same variant as the operator's aircraft.

7.3.9 CASA must be satisfied that the training and checking requirements of the regulations can be achieved without negative training.

## 7.4 Training and checking in a cabin training device/emergency exit trainers

7.4.1 Practical training in emergency and safety equipment may be conducted using representative training devices instead of the actual aircraft and equipment. The effectiveness of crew member training and checking can be enhanced using cabin training devices, emergency exit trainers, underwater escape trainers, and fire-fighting training devices, etc.

- 7.4.2 There is no formal approval process for the use of such devices. The exposition/operations manual must<sup>23</sup> detail the policies and procedures for the use of the device, and the training and checking activities that can be conducted.
- 7.4.3 Training and checking personnel who use the device need to be trained and qualified by the operator to conduct the activities.
- 7.4.4 The exposition/operations manual should outline maintenance procedures and describe when the device is considered unserviceable and the process that personnel must follow to report the unserviceability.

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<sup>23</sup> Regulation 119.170.



## 8 Training and checking activities

### 8.1 General

- 8.1.1 An operator's training and checking activities need to comply with the operational Part (121, 133, 135 or 138) under which they conduct their operations. If the operator conducts operations under more than one Part, they may elect to comply with the more stringent requirements or elect to allocate crew to a specific operational Part. Whichever requirements the operator chooses they have an obligation to ensure personnel are competent with the applicable requirements before being assigned a duty.
- 8.1.2 Training and checking activities are either non-recurrent or recurrent, and are detailed in the MOS for the respective Part.
- 8.1.3 For flight crew, the development of a training and checking matrix can be a useful tool to plan training and checking activities. When developing a matrix for training and checking activities, an operator should consider the following:
- the training and checking requirements of the relevant Part
  - flight review and proficiency check requirements under Part 61
  - other training and checking requirements, such as:
    - o extended diversion time operations training
    - o land and hold short operations training
    - o precision radar monitored approach training
    - o low visibility operations training
    - o night vision imaging system operations training
    - o specialised low-level operations.
  - intervals between recurrent training and checking events.
- 8.1.4 Appendix B - Part 121 recurrent training, of this AC provides an example of a Part 121 matrix.
- 8.1.5 Regulation 119.175 prescribes the requirement for human performance and non-technical skills training. Conducting joint training for flight and cabin crew optimises the outcomes that can be achieved. Joint training enhances communication, coordination and teamwork while promoting a better understanding of the each other's roles and responsibilities.
- 8.1.6 For additional information on the required training and checking activities refer to Chapter 12 for Part 121, Chapter 13 for Parts 133 and 135, and Chapter 14 for Part 138 of this AC<sup>24</sup>.

### 8.2 Flight crew proficiency checks and flight reviews

- 8.2.1 Under the FOR, proficiency checks are required before commencing unsupervised line operations and for recurrent training and checking. The purpose of the proficiency check is to confirm that a flight crew member is competent in the activities they perform.

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<sup>24</sup> For additional information on what each Part requires refer to AMC and GM produced for Parts 119, 121, 133, 135, and 138.

- 8.2.2 In addition to the FOR, Part 61 requires a flight crew member to have a valid proficiency check for the rating they will be exercising the privileges of. They include instrument proficiency check (IPC), night vision imaging system proficiency check (NPC), aerial application proficiency check (APC), instructor proficiency checks (FPC) and examiner proficiency check (EPC). Refer to section 1.1 of this AC.
- 8.2.3 Part 61 also requires flight crew members to have a valid flight review for the rating they will be exercising the privileges of. Flight reviews are required for aircraft ratings, low-level rating (note the private IFR rating flight review is not relevant to these kinds of operations). Flight crew members holding a relevant proficiency check is taken to have a valid flight review – refer to Part 61.
- 8.2.4 Proficiency checks conducted under the FOR and those required by Part 61 can be conducted concurrently, provided that both sets of requirements are satisfied. Operator proficiency checks satisfy the requirement for a flight review in most circumstances so a separate activity is not required.
- 8.2.5 Proficiency checks and flight reviews are required to assess competency for normal, abnormal and emergency operations. The requirement for normal operations will vary depending on the scope of operations.
- 8.2.6 For example, an operator who assigns flight crew duties at night should include night operations within their training and checking program.

### **8.3 Line operations training and checking**

- 8.3.1 Supervised line flying, line training and line checks are used to expose flight crew, cabin crew and air crew to the operator's authorised operations, and to enable them to gain real time experience on the aircraft over the operator's route structure or authorised activities. For this reason, it is not suitable to conduct supervised line flying, line training or line checks in an FSTD.
- 8.3.2 This type of training is not Part 61 flight training and is not a Part 141 or 142 training activity, therefore the training and subsequent check may be conducted by a person appointed in the exposition/operations manual. The person is not required to hold a Part 61 pilot instructor.
- 8.3.3 As 'supervised line flying' and 'training and the line' checks are conducted during normal operations, the exposition/operations manual must include policies and procedures to confirm:
- the crew complement, including identification of the pilot in command (PIC), and notification of supervised line training in the cabin
  - no simulated instrument flight allowed
  - no abnormal/emergency exercises to be conducted on the flight (this does not preclude discussion items)
  - actions in the event of an actual abnormal/emergency event
  - maintenance of workload management, to ensure questions and discussions occur at an appropriate time in the flight
  - for cabin crew and air crew, cabin seating arrangements.

- 8.3.4 Supervised line flying/training does not meet the requirements of a Part 61 flight review or proficiency check.

## 8.4 Non-recurrent and recurrent training and checking – part-time employees

- 8.4.1 If an operator uses part-time or seasonal employees to meet their operational needs, the exposition/operations manual must demonstrate how the training and checking system will ensure their competency. The training and checking matrix could, depending on absence period, determine what recurrent training is required.
- 8.4.2 For a Part 121 operator, an approval under regulation 121.010 may be granted to allow the operator to accept a Part 121 proficiency check (121PC) conducted by another operator. The approval<sup>25</sup> can only be granted if the maximum certificated passenger seating capacity is 19 or less. To assess a request, CASA may take into consideration things such as:
- a. aircraft type and variant
  - b. same (or very similar) SOPs (this could be achieved by following the OEM SOPs)
  - c. whether or not the 121PC satisfies the operational needs of the operator, i.e., low visibility operations (LVO), land and hold short operations (LAHSO), PRM etc.
  - d. the process by which the HOTC maintains oversight of the 121PC to ensure that the content of the 121PC is satisfactory, e.g., if the 121PC is conducted by a flight examiner and satisfies the requirements for an IPC
  - e. the process by which the records of the 121PC are provided to the operator.
- 8.4.3 Parts 133, 135, and 138 do not provide for a similar process of approval under the regulations. However, if two operators utilise the same Part 142 operator for the provision of flight crew member proficiency checks (PCs) and a PC is conducted by a flight examiner, then the operator could take that PC as meeting its requirements. The operator's exposition/operations manual would need to detail the circumstances under which this could occur.
- 8.4.4 For part-time employees, operators may accept dangerous goods certificates, emergency/safety equipment training etc. if the HOTC and CEO are satisfied that the training and checking that has been conducted meets their training and checking system requirements.

## 8.5 Requalification training and checking

- 8.5.1 The exposition/operations manual should detail the requirements for requalification when circumstances (such as leave or other absence) result in the flight crew member no longer being available for operations. The requalification process may vary depending on the time absent from the system, from a line check through to a full conversion training program.

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<sup>25</sup> Subregulation 121.575(2).

- 8.5.2 For flight crew, the HOTC is responsible for determining what training and checks are required considering the operator's requirements as well as Part 61 recency requirements and the FOR requirements. The training and check checking system might prescribe more restrictive requirements than the Part 61 or FOR recency requirements based on their SMS.

For example:

An operator may consider that after a 45-day absence a line check is required before a pilot conducts unsupervised line flying.

- 8.5.3 For cabin crew, refer to the refresher training requirements detailed in paragraph 12.2.6 of this AC.
- 8.5.4 An example of a requalification matrix is at Appendix E of this AC.

## 9 Approval under regulation 61.040

### 9.1 General

9.1.1 An operator's training and checking system can be used to meet Part 61 recency, flight review and proficiency check requirements. The approval can apply to 22 regulations under Part 61, and allow flight crew to meet their obligations by successfully participating in an operator's training and checking system (the *approved system*). The operator's approval will list the regulations to which the regulation 61.040 approval applies. The relief provisions provided by the approval do **not** provide relief from the recency requirements of Parts 121,133, and 135.

9.1.2 A person is successfully participating in an operator's *approved system* if<sup>26</sup>:

- the person is employed by the operator
- the operator's training and checking system covers the operation
- the person has met the requirements under the system for entry into the *approved system*
- the person is permitted under the system to be assigned by the operator for duty for the operation.

9.1.3 The *approved system* will ensure the flight crew member continues to meet the competencies required to exercise the privileges of their licence and ratings and is therefore taken to have a valid Part 61 proficiency check and flight review. Accordingly, flight crew members are only authorised to conduct flight operations for that operator. If the flight crew member wishes to fly aircraft for another operator, or personal recreation, or other activities, then the flight crew member must comply with the relevant Part 61 requirements for that external activity.

**Note:** Operations conducted for the operator can include Part 91 operations, for example a ferry flight. In this case, the flight crew member is participating in the training and checking system.

9.1.4 The *approved system* must demonstrate compliance with the recurrent training and proficiency checks required by the FOR.

For example:

The *approved system* will need to demonstrate how it complies with regulation 121.575, Holding a valid Part 121 proficiency check.

9.1.5 The training and checking activities of the *approved system* do not require the training and checking personnel to hold Part 61 authorisations such as instructor or examiner ratings.

9.1.6 Check pilots can be authorised by the training and checking system to conduct training and checking activities. However, the training and checking system must include standards for and procedures to train and check the personnel involved in the activities

<sup>26</sup> Regulation 61.010.

in lieu of the Part 61 standards. Consideration should be given to the instructor and examiner competencies for the equivalent personnel

- 9.1.7 Check pilots operating under the *approved system* are not required to use the CASA Flight Test Management System, nor to follow the Flight Examiners' Handbook. Instead check pilots must comply with the policies and procedures detailed in the operator's exposition/operations manual.
- 9.1.8 Check pilots operating under the *approved system* do not make entries in the flight crew member's licence indicating a flight review or proficiency check. Instead, the operator is required to issue evidence of ongoing proficiency<sup>27</sup> to exercise the privileges of the licence, which must be carried by the flight crew member.
- 9.1.9 For an example of a proficiency check record refer to Appendix D of this AC.
- 9.1.10 To gain an approval under regulation 61.040 for the training and checking system, the operator must demonstrate to CASA how their program of training and checks ensures proficiency in the competencies required by the Part 61 MOS relevant to the rating and the operation.
- 9.1.11 Rather than one proficiency check, the operator may develop a series of training and checks, over a defined period, to ensure flight crew proficiency is maintained together with the allocated training activities. The *approved system* allows operators to develop training and checks that are designed to meet specific operational needs. This flexibility can provide for a proficiency check that covers competencies from several ratings conducted over a defined period.
- 9.1.12 Typically, an *approved system* will be designed to raise the proficiency of flight crew members through training. Although the checks are a necessary element, the emphasis should be on training to improve the proficiency of flight crew.
- 9.1.13 An example of a Part 121 recurrent training program is at Appendix B of this AC.
- 9.1.14 To be effective, an *approved system* should contain the following elements:
- a grading system that provides greater granularity on proficiency
  - word pictures that relate to each grading score to support inter-rater reliability
  - check pilot training in the use of the word pictures and grading system
  - the ability to collect and use the data from flight crew performance to continuously develop the system
  - a system to identify underperforming flight crew and provide additional training to improve proficiency
  - input from the SMS to identify areas where additional training can improve proficiency; the SMS should then provide feedback on the effectiveness of that training
  - feedback from flight crew and check pilots on the effectiveness of the approved system.
- 9.1.15 To be granted an approval under regulation 61.040, the operator's exposition/operations manual, in addition to the items listed in Chapter 5 of this AC, must detail policies and procedures to ensure flight crew are *successfully participating*

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<sup>27</sup> Section XIII Conditions/License remarks in FCL.

in the *approved system*. By successfully participating in the *approved system* the flight crew member is taken to satisfy the applicable Part 61 flight review, proficiency check and recent experience requirements until the flight crew member exits the system.

- 9.1.16 CASA considers the flight crew member as exiting the *approved system* once the flight crew member ceases to be employed by the operator or commences employment with another operator (including on secondment). The *approved system* must manage periods of absence from line flying duties. The *approved system* must ensure the proficiency of flight crew members prior to their return to line operations.

## 9.2 Evidence-based training

- 9.2.1 An evidence-based training (EBT) program is a form of a training and checking system. As such, its use would be approved by a regulation 61.040 approval and would function in the same way as a traditional training and checking system would for the operator's training and checking obligations and those of Part 61.
- 9.2.2 The aim of an EBT program is to identify, develop and evaluate the competencies required by pilots to operate safely, effectively and efficiently in a commercial air transport environment, by managing the most relevant threats and errors, based on evidence collected in operations and training.
- 9.2.3 EBT programs are intended to be applied as the means of assessing and training key areas of flight crew performance in a recurrent training system, in accordance with ICAO Annex 6, Part I, 9.3, Flight crew member training programs, and 9.4.4, Pilot proficiency checks. The EBT program takes into account the differences between aircraft generations by tailoring the recurrent training program to the particular aeroplane generation.
- 9.2.4 Implementation of EBT is designed to result in a more effective and efficient training program, with associated improvements in operational safety. The minimum requirements considered necessary prior to implementation of EBT<sup>28</sup> are as follows:
- a. development of a competency framework with associated assessment and grading system (refer to Appendix B)
  - b. training of instructors, including standardisation and inter-rater reliability assurance; specialised EBT instructor training programs should stress fault-analysis techniques and the effective training and assessment of the appropriate core competencies
  - c. provision of information to pilots regarding the principles and methodology of the program, the performance criteria that are being applied, as well as the assessed core competencies
  - d. ongoing evaluation of the training system performance.

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<sup>28</sup> For further guidance refer to ICAO DOC 9995, Manual of Evidence-Based Training.

## 10 Approval under 121.010 for cabin crew qualification, experience and training

### 10.1 General

- 10.1.1 Provided a cabin crew member is successfully participating in an operator's training and checking system approved under regulation 121.010, subregulation 121.640 (4) provides for an exception to the qualification, experience and training prescribed by subregulation 121.640(2) for cabin crew.
- 10.1.2 A person is successfully participating in an operator's *approved system* if:
- the person is employed by the operator
  - the operator's training and checking system covers the operation
  - the person has met the requirements under the system for entry into the *approved system*
  - the person is permitted under the system to be assigned by the operator for duty for the operation.
- 10.1.3 To gain an approval under regulation 121.010 for the training and checking system, the operator must demonstrate to CASA how their training and checking program ensures proficiency in the competencies required by regulation 121.640.
- 10.1.4 To develop a training and checking program for approval under regulation 121.640(4) the operator will need to demonstrate how their training and checking activities will achieve the same outcomes as prescribed in regulation 121.640(2). The intent of the provision is to allow flexibility on how the operator delivers the training and checking activities<sup>29</sup>.

For example:

The operator may propose a series of training and checking events over a period of 3 years which demonstrates an equivalent standard to that required by the regulations.

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<sup>29</sup> For further guidance refer to the Part 121 AMC-GM document, GM 121.640 Qualifications, experience and training.



## 11 Contracted training and checking

- 11.1.1 Contracted training and checking does not refer to the employment by the operator of training and checking personnel under a contract, but rather an agreement between the operator and a third-party provider for the provision of training and checking services. It must be stressed that the obligation to have proficient and competent personnel remains with the operator.
- 11.1.2 Contracted flight crew training and checking activities for Part 61 purposes can only be conducted by an operator authorised under Part 142. In the case of aeroplanes or rotorcraft with a maximum operational passenger seat configuration of more than 30 seats, or maximum payload capacity of at least 3 410 kg, the checking activity must<sup>30</sup> be conducted by the operator and cannot be contracted to the Part 142 operator.
- 11.1.3 Training and checking activities for other than Part 61 purposes for flight crew, for cabin crew, and for all other operational safety-critical personnel, can be provided by a third-party training provider engaged by the operator. The provider does not need to hold a Part 142 authorisation. Examples are:
- dangerous goods training
  - human factors and non-technical skills (HF and NTS) training
  - emergency and safety equipment training
  - refresher training.
- 11.1.4 Training and checking activities conducted by a contracted third-party provider must be conducted in accordance with the operator's exposition/operations manual. The operator is responsible for the provision of a current copy of the relevant sections of the exposition/operations manual to the contracted provider.
- 11.1.5 The HOTC (for flight crew) and the CEO (for all other operational safety-critical personnel) must<sup>31</sup> ensure that all training and checking is conducted in accordance with the operator's exposition/operations manual. The exposition/operations manual must detail how oversight of the training and checking activities will be conducted.
- 11.1.6 If the operator has a contract with a Part 142 operator for the conduct of training and checking activities for flight crew, the HOTC must ensure that each:
- person who conducts training and checking is authorised under Part 61 to conduct those activities
  - instructor and examiner have received initial training and conversion training as required to ensure they are conversant with the operator's SOPs.

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<sup>30</sup> Subregulation 119.170(6).

<sup>31</sup> Paragraphs 119.130(e) and 119.150(c).

## 12 Part 121 training and checking

### 12.1 Flight crew

#### 12.1.1 Holding a valid Part 121 proficiency check

12.1.1.1 Division 121.N.5, Non-recurrent training and checking, and Division 121.N.6, Recurrent training and checking, prescribe the requirements for a flight crew proficiency check. Division 5 of the Part 121 MOS details what is required for a Part 121 proficiency check (121PC) which may be completed in an aeroplane or FSTD, subject to the regulations.

12.1.1.2 The operator can choose to meet the requirements for a valid 121PC<sup>32</sup> and a Part 61 proficiency check (61PC) in a single event, however it's important to note that the method of calculating the 'valid to' dates for each check is different.

12.1.1.3 Flight crew are required to complete two 121PCs in a rolling 12-month period, with no more than 8 months between each check, while under Part 61 a flight crew member may require a 61PC each 12 months (e.g. an IPC), which may be conducted up to 3 months before the validity of the existing check expires to keep the same 'valid to' date.

12.1.1.4 When scheduling training and checking, the operator must consider the most limiting 'valid to' date to ensure that flight crew comply with both requirements.

12.1.1.5 To develop a combined 121PC and 61PC the operator must consider the requirements of both checks, specifically the:

- 61PC requirements in Schedule 6 of the Part 61 MOS
- 121PC requirements in Division 5 of the Part 121 MOS
- requirement for a Flight Examiner.

#### 12.1.2 Supervised line flying and line check

12.1.2.1 Supervised line flying must expose the flight crew to line operations and achieve the hours and sector requirements of subregulation 121.480(3). However, under subregulation 121.480(4) an operator may request CASA approval to vary the experience requirements in paragraph 121.480(3)(a). Refer to the Part 121 AMC and GM for further information.

12.1.2.2 Supervised line flying and the line check will enable flight crew to:

- meet the operational experience requirements of the regulations
- gain knowledge of the routes and aerodromes used by the operator
- meet the conversion training requirements of subregulation 121.560(2).

12.1.2.3 Supervised line flying and the line check should be designed to validate the conversion training. Special attention should be paid to the HF and NTS competencies of the flight crew to support line operations.

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<sup>32</sup> For further guidance on 121PC validity refer to the [Part 121 AMC and GM document](#).

12.1.2.4 The line check must be conducted by a person holding an appointment by the operator to conduct the check.

### 12.1.3 Refresher training and valid refresher check

12.1.3.1 Refresher training under regulation 121.600 can be achieved by both ground training and recurrent flight training. Typically, the systems covered in ground training would follow the 'major system failure' required by recurrent flight training. The ground component may involve both face-to-face training and CBT.

For example:

An operator could develop a refresher training ground school to include, in addition to those matters required by regulation 121.600:

- UPRT theory refresher
- dangerous goods training
- HF and NTS refresher
- DAMP training
- Extended diversion time operations (EDTO) training.

12.1.3.2 In addition to the ground component, a recurrent flight training session each 6 months can be used to supplement the ground component.

12.1.3.3 An example of a Part 121 recurrent training matrix is at Appendix B of this AC.

### 12.1.4 Recurrent training

12.1.4.1 Recurrent training is an umbrella term that ensures flight crew remain competent to conduct AOC operations and qualified under Part 61. The operator's program of recurrent training should consider both day and night operations, and must include the following:

- Part 121 proficiency checks
- a line check
- refresher training and check
- annual emergency and safety equipment check
- 3-yearly emergency and safety equipment check
- SMS training
- recurrent flight training including:
  - o units of competency under the Part 61 MOS
  - o normal, abnormal, and emergency procedures
  - o UPRT, if required
  - o specific operational training to support LVO, EDTO, LAHSO, PRM etc.
  - o each major system failure at least once every 4 years.
- HF and NTS training
- dangerous goods training, if required.

12.1.4.2 Recurrent training is not flight training as defined in either Part 141 or 142, therefore training and checking personnel do not need to be qualified under Part 61.

12.1.4.3 To effectively manage recurrent training, the exposition must develop procedures to ensure that flight crew have completed the required recurrent training prior to being assigned a duty.

12.1.4.4 The exposition must<sup>33</sup> detail the process used to remove flight crew from line operations if any part of the recurrent training is not successfully completed.

12.1.4.5 If a flight crew member does not pass a proficiency check or is not deemed competent at the end of a training course, the exposition should detail the remedial training pathway to return the flight crew member to competency.

12.1.5 Where a flight crew member fails a 61PC (e.g. IPC), the remedial training provided to restore the flight crew member to competency is **not** flight training under Parts 141 and 142.

### 12.1.6 Differences training

12.1.7 Differences training may be required to comply with regulation 61.200, where a pilot is to operate a different model of aircraft that has a type rating<sup>34</sup>. Differences training for this purpose is a Part 141 or 142 activity unless it is conducted by the operator's training and checking system. The training is conducted by a flight instructor or holder of a Part 141 or 142 approval for that purpose.

12.1.8 Differences training may also be required for familiarisation purposes where the aircraft to be flown has differences not covered by the 61.200 requirement. This training may be conducted by a person approved by the operator. However, if the training is inflight training, then the person conducting the training must be appropriately authorised. The operator must determine what differences exist, and develop a training program to ensure personnel are competent. The program will need to include, where relevant:

- emergency and safety equipment
- system or equipment differences
- engine differences
- weight and balance differences
- performance differences.

For example:

A flight crew member with a B767/757 type rating has been operating a B757-200 variant in a passenger configuration. They now wish to operate a B757-200 aircraft in a cargo configuration. In this case differences training is not required to satisfy regulation 61.200 as the aircraft are the same variant. However, as the cargo configuration for the aircraft is significantly different to the passenger version, flight crew will require training to satisfy subparagraph 121.475(2)(n)(ii).

<sup>33</sup> Subregulation 121.475(1).

<sup>34</sup> Refer to Part 61 aircraft and ratings instrument for models of type rated aircraft that require differences training.

## 12.2 Cabin crew

### 12.2.1 Annual training and holding a valid annual training check

12.2.1.1 Division 121.P.5, Non-recurrent training and checking, and Division 121.P.6, Recurrent training and checking, prescribe the requirements for a valid annual training check.

Division 6 of the Part 121 MOS details what is required for annual training.

12.2.1.2 Operators who assign cabin crew duties on aeroplanes of different types must<sup>35</sup> ensure that cabin crew hold a valid annual training check for each type, in accordance with the requirements of Division 6 of Chapter 13 of the Part 121 MOS. An operator who has standardised safety and emergency equipment fitted across aeroplane types may satisfy the requirements of regulation 121.700 in one training session, however cabin crew are required to demonstrate the operation of doors and other exits in both normal and emergency mode on each aeroplane type. The exposition must detail the differences between aeroplane types and develop the annual training and checking program to ensure cabin crew competency and manage cabin crew who hold valid annual training checks across more than one aeroplane type.

### 12.2.2 Three-yearly training and holding a valid three-yearly training check

12.2.2.1 In addition to the requirements specified in paragraph 12.2.1 of this AC, section 13.35 of the Part 121 MOS prescribes the training required for three-yearly training and checking of cabin crew.

12.2.2.2 The three-yearly training and three-yearly check could be conducted concurrently with the annual training and check. The operator's exposition should detail how the training and checking system manages the requirements of each check.

### 12.2.3 Supervised line flying and line check

12.2.3.1 Supervised line flying should expose cabin crew to normal line operations to ensure their competence in the management of passengers, aircraft systems, and standard operating procedures.

12.2.3.2 Whether or not a cabin crew member who is the trainee during supervised line flying can form part of the minimum required number of cabin crew members<sup>36</sup> depends on the person's specific competencies. Regulation 121.645 of CASR effectively states that a cabin crew member must not be assigned duties for a flight in which they lack competency. From a safety perspective, it is critical that the duties to be performed by the cabin crew members are able to be carried out by a person who is competent in those duties. Therefore, if a trainee is not yet competent to independently perform the duties assigned for the flight, including normal procedures, then the operator's procedures must ensure that the trainee is not part of the minimum crew.

12.2.3.3 The operators training and checking program must detail how the crew member has been assessed as competent in the duties assigned for the flight<sup>37</sup>. Consideration will

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<sup>35</sup> Paragraph 121.700(a).

<sup>36</sup> Regulation 121.635

<sup>37</sup> Paragraph 119.170(2)(d).

also need to be given to ensuring adequate supervision can be provided in all circumstances.

12.2.3.4 Supervised line flying and the line check should be designed to validate the conversion training. Special attention should be paid to the HF and NTS competencies of the cabin crew to support line operations.

12.2.3.5 Supervised line flying and the line check should enable cabin crew to:

- meet the qualification and experience requirements of the regulations
- gain knowledge of the standard operating procedures used by the operator
- meet the conversion training requirements of subregulation 121.715(3).

12.2.3.6 The line check must be conducted by a person holding an appointment by the operator to conduct the check.

## 12.2.4 Recurrent training

12.2.4.1 Recurrent training is an umbrella term that ensures cabin crew remain competent to conduct AOC operations, and includes:

- annual emergency and safety equipment check
- three-yearly emergency and safety equipment check
- line check
- HF and NTS training
- dangerous goods training.

12.2.4.2 To effectively manage recurrent training, the exposition must develop procedures to ensure that cabin crew have completed the required recurrent training prior to being assigned a duty.

12.2.4.3 The exposition must<sup>38</sup> detail the process used to remove cabin crew from line operations if any part of the recurrent training is not successfully completed

12.2.4.4 If a cabin crew member does not pass a check or is not deemed competent at the end of a training course, the exposition should detail the remedial training pathway to return the cabin crew member to competency.

12.2.4.5 The regulated timeframes for recurrent training provide a baseline, however operators are encouraged to use their SMS to validate the adequacy of their recurrent training and checking program in maintaining cabin crew member competency. Questions that could be asked include:

- Are there any training gaps in the program that has been implemented?
- Is three years too long, i.e., are the skills required to complete the required tasks still present after 24 months?

## 12.2.5 Conversion and differences training

12.2.5.1 Conversion training is required to qualify cabin crew on an aeroplane type. If a cabin crew member is assigned duties for more than 1 aeroplane type they will require conversion training for each aeroplane type.

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<sup>38</sup> Paragraph 121.645(1)(b).

12.2.5.2 For guidance on determining aeroplanes of a different type refer to section 9.3 of the AMC and GM for Part 121.

12.2.5.3 Differences training is required for an aeroplane of the same type if:

- the safety and emergency equipment is of a different kind, for which the cabin crew member has not received training
- or
- the cabin layout and/or equipment is sufficiently different to warrant different SOPs.

12.2.5.4 Unless the cabin crew member holds an approval under regulation 121.010 to be assigned a duty on four different aeroplane types, subregulation 121.695(3) limits cabin crew to holding three valid annual training checks across different aeroplane types. To issue such an approval under regulation 121.010, CASA will take into consideration:

- the reason for the requirement to hold a fourth annual training check
- any similarities between aeroplane types
- the experience of the cabin crew member
- the recurrent training program that will support the approval.

12.2.5.5 The operator’s exposition should detail the differences between the aeroplane types and kinds of equipment used and specify the required training.

### 12.2.6 Refresher training

12.2.6.1 Division 121.P.4 prescribes the requirements for cabin crew recency. If an operator assigns a cabin crew member to more than one aeroplane type, the exposition must<sup>39</sup> detail how the operator will manage recency across multiple types.

12.2.6.2 Refresher training should take into consideration:

- the period that a cabin crew member has not flown an aeroplane type
- whether the cabin crew member has remained recent on other aeroplane types.

12.2.6.3 The operator’s exposition must<sup>40</sup> detail the refresher training program and should take into consideration the competencies required in the annual training program.

## 12.3 Operational safety-critical personnel

12.3.1 For a Part 121 operator, operational safety-critical personnel, in addition to flight and cabin crew, may include persons such as:

- Flight dispatchers and/or load controllers
- Ground handling personnel
- Passenger handling agents
- Livestock handlers, such as grooms etc.

12.3.2 Each operator will need to consider the definition of operational safety-critical personnel to determine who falls within that category.

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<sup>39</sup> Regulation 121.705.

<sup>40</sup> Paragraph 121.705(b).

- 12.3.3 Part 121 does not specify what initial and recurrent training is required to meet the requirements of subregulation 119.170(5). For each position, the operator must determine what training and checking activities are required and provide those details in their exposition.
- 12.3.4 Operational safety-critical personnel may be employed by a third-party to provide operational support to the AOC holder, e.g., ground handling companies or flight dispatch companies. In many cases the third-party company will have established initial and recurrent training programs for personnel that support qualifications, such as:
- Dangerous goods training
  - Human factors training
  - Ramp operations and equipment training etc.
- 12.3.5 Where training is provided by a third-party contractor, the operator remains responsible for ensuring that the training meets their operational needs. Operators must provide the third-party contractor with a copy of their exposition and SOPs to ensure compliance. Specific training and checking may be required to address specific policies and procedures, such as:
- Operator-specific communications with flight and cabin crew:
    - o cockpit-to-ground communications
    - o protocols for opening and closing cabin or cargo doors
    - o provision of load sheets and passenger manifests
    - o flight plan policies, including fuel, EDTO etc.
    - o load rejection policy
  - Safety reporting between the contractor and the operator
  - Process for reporting defects.
- 12.3.6 To meet its obligations under subregulation 119.170(5) the operator must establish a process with the third-party contractor to ensure that the required training and checking has been completed before personnel conduct line operations.



## 13 Part 133 and 135 training and checking

### 13.1 Flight crew

#### 13.1.1 Holding a valid flight crew member proficiency check

13.1.1.1 Each flight crew member is required to successfully complete a flight crew member proficiency check (PC) at the conclusion of their conversion training, and during recurrent training and checking in accordance with the respective MOS.

13.1.1.2 The validity of a flight crew member PC varies depending on whether the operation is conducted under the VFR or IFR. For VFR operations, a recurrent flight crew member PC is required within 6 months of the commencement of unsupervised line operations and each 1 year thereafter. For IFR operations, a recurrent flight crew member PC is required every 6 months. A flight crew member PC conducted within 30 days before or after its due date is taken to be completed on the due date.

13.1.1.3 Due to the variable nature of operations under these Parts, the relevant MOS does not prescribe the contents of a flight crew member PC; this is left to the operator to determine and requires the operator to consider the particular nature of their operations. The operator must ensure the flight crew member is competent to perform the assigned duties for the flight whether by day or night (if applicable). A flight crew member PC will need to cover:

- duties and responsibilities for the flight crew member's (FCM) position
- procedures relating to the operator's operations
- standard operating procedures for the aircraft used for the flight
- normal and emergency procedures for the kind of aircraft used for the flight
- operations for which the operator holds an approval, e.g., LVO, PBN ARA
- operations such as LAHSO and PRM.

**Note:** Flight procedures or manoeuvres include PRM approaches, LAHSO operations, RNP AR approaches.

13.1.1.4 In developing their training and checking system, the operator should consider what Part 61 proficiency checks (61PC) are required, e.g., IPC, APC, NPC. A 61PC conducted in accordance with Schedule 6 of the Part 61 MOS by a flight examiner will meet the requirements for a flight crew member PC. In the case of IFR operations where a second PC is required, the operator can use the Part 61 MOS as guidance for the development of that check. Where a flight crew member PC is used to meet a 61PC, the operator will need to schedule the check to comply with the Part 61 '*valid to*' date and the flight crew member PC '*due by date*'.

#### 13.1.2 Line training and the flight crew member line check

13.1.2.1 Parts 133 and 135 follow the same format for both line training and the flight crew member line check. The respective MOS details the requirements for line training which will prepare the flight crew member for unsupervised line operations. The flight crew member line check is the final part of the conversion training program.

13.1.2.2 The number of hours and sectors are not specified; however, line training can be used by the operator to provide flight crew members with the flying experience needed to qualify as PIC under regulations 133.385 and 135.395.

13.1.2.3 The operator should consider the nature and complexity of their operations to determine the minimum hours and sectors required for line training. The operator's exposition may detail when the number of hours and/or sectors maybe varied by the HOTC when considering a flight crew member's previous experience.

### 13.1.3 Recurrent training and checking

13.1.3.1 For most Part 133 and 135 operators, the flight crew proficiency check requirements of both Part 61 and the FOR could be met by conducting the following checks concurrently:

- Proficiency check 1, conducted by a flight examiner and including:
  - o instrument proficiency check
  - o flight crew member proficiency check
- Proficiency check 2, conducted by a flight examiner or check pilot and including:
  - o flight crew member proficiency check
  - o flight crew member general emergency check.

**Notes:**

1. There is no requirement for a recurrent annual line check.
2. The general emergency check will need to include, if required, life rafts or underwater escape, and be completed at least once every 3 years.

## 13.2 Cabin crew (Part 133 only)

13.2.1 Chapter 13 of the Part 133 MOS prescribes that cabin crew training and checking is to be conducted in accordance with Divisions 1 and 2 of Chapter 14 of the Part 133 MOS, as if references to air crew members were references to cabin crew members. Part 133 operators should therefore refer to section 13.3 of this AC for cabin crew training and checking requirements.

## 13.3 Air crew member and medical transport specialist

### 13.3.1 Proficiency check

13.3.1.1 Each person performing the role of air crew member or medical transport specialist requires a proficiency check at the completion of their conversion training, and again during recurrent training and checking annually  $\pm$  90 days. The content of the proficiency check must be designed to test the competency of personnel in the performance of their duties and cover the elements of the conversion training. The exposition must detail the process to remove a person from line operations in the event of a fail assessment.

### 13.3.2 Line training and line check

13.3.2.1 Each person performing the role of air crew member or medical transport specialist requires line training, and must successfully complete a line check in the areas

mentioned in the respective MOS. The operator must review each role and determine what training is required to ensure the person is competent to perform their duties.

### 13.3.3 Recurrent training and checking

13.3.3.1 Air crew members and medical transport specialists are required to complete a proficiency check and general emergency check every 12 months. The proficiency check should be designed to cover the elements of conversion training. The operator may choose to conduct the proficiency check and general emergency check concurrently.

**Note:** The general emergency check will need to include, if required, life rafts or underwater escape, and be completed at least once every 3 years.

13.3.3.2 There is no recurrent line check requirement, however the proficiency check described in paragraph 12.2.1 of this AC could be conducted during line operations.

## 13.4 Differences training

13.4.1 Differences training may be required to comply with regulation 61.200, where a pilot is to operate a different model of aircraft that has a type rating<sup>41</sup>. Differences training for this purpose is a Part 141 or 142 activity unless it is conducted by an operator that has a training and checking system and is approved to do that training. The training is conducted by a flight instructor or holder of a Part 141 or 142 approval for that purpose.

13.4.2 Differences training may also be required for familiarisation purposes where the aircraft to be flown has differences not covered by the 61.200 requirement. This training may be conducted by a person approved by the operator. However, if the training is inflight training, then the person conducting the training must be appropriately authorised. The operator must determine what differences exist, and develop a training program to ensure personnel are competent. The program will need to include, where relevant:

- emergency and safety equipment
- system or equipment differences
- engine differences
- weight and balance differences
- performance differences.

## 13.5 Remedial training

13.5.1 Remedial training is required when a flight crew member, air crew member, or medical transport specialist fails a proficiency check.

13.5.2 If a flight crew member fails a proficiency check including a Part 61 proficiency check, e.g. IPC, and the remedial training is conducted inflight then the person conducting the training needs to be appropriately qualified such as being a flight instructor, check pilot or authorised pilot. This is **not** a Part 141 or 142 activity.

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<sup>41</sup> Refer to Part 61 aircraft and ratings instrument for models of type rated aircraft that require differences training.

- 13.5.3 Where a flight crew member, air crew member, or medical transport specialist fails a proficiency check, the exposition must detail the process used to remove them from unsupervised line operations.
- 13.5.4 The exposition should detail the process to determine what remedial training is required, what and by whom it is delivered, and the how to return personnel to proficiency. At the completion of the training, individuals must successfully complete a proficiency check prior to commencing unsupervised line operations.

## 14 Part 138 recurrent training and checking

### 14.1 Flight crew

#### 14.1.1 Holding a valid Part 138 proficiency check

14.1.1.1 While not all aerial work operators authorised under Part 138 are required to have a training and checking system, they are still required to provide for a Part 138 proficiency check (138PC) at the completion of their conversion training, and during recurrent training and checking, in accordance with the Part 138 MOS.

14.1.1.2 The proficiency check required under Part 138 can also meet the requirements for a Part 61 flight review or 61PC, provided the check is conducted by a person authorised under Part 61 to conduct the activity.

14.1.1.3 The validity of the flight crew 138PC is as follows:

- For operators not required to have a training and checking system — a recurrent 138PC is required within 12 months of the previous check.
- For operators required to have a training and checking system — a recurrent flight crew member 138PC is required:
  - o for VFR operations — within 6 months of the commencement of unsupervised line operations, and each 12 months thereafter.
  - o for IFR operations — each 6 months (a 138PC conducted within 30 days before or after its due date is taken to be completed on the due date).

14.1.1.4 The 138PC will include the following items:

- duties and responsibilities for the FCM's position
- procedures relating to the operator's operations
- standard operating procedures for the aircraft used for the flight
- normal and emergency procedures for the kind of aircraft
- the kind of aerial work operation being conducted during the flight
- the conduct of an aerial work passenger briefing and safety demonstration for the kind of aircraft being used for the flight (if the FCM will be conducting operations that involve the carriage of aerial work passengers).

14.1.1.5 In developing their training and checking system, the operator should consider which 61PC is required, e.g., IPC, APC, NPC. A 61PC conducted in accordance with Schedule 6 of the Part 61 MOS by a flight examiner meets the requirements for a flight crew member PC. In the case of IFR operations where a second PC is required, the operator can use the Part 61 MOS as guidance for the development of that check. Where a flight crew member PC is used to meet a Part 61 PC requirement, the operator will need to schedule the check to comply with the Part 61 '*valid to*' date and the flight crew member PC '*due by date*'.

14.1.1.6 Part 138 does not specify line training, but rather the conversion training includes training specific to the kind of aerial work operation being conducted. The proficiency check conducted at the end of the conversion training completes the assessment, i.e., there is no requirement for an additional line check.

14.1.1.7 The training specific to the aerial work operation described above does not refer to the training required under Part 61 to authorise a particular activity and may be conducted by a person nominated in the operator's operations manual.

14.1.1.8 A Part 138 operator who also holds a Part 141 authorisation to conduct flight training for a rating or endorsement required for the aerial work activities may conduct the Part 141 flight training and Part 138 conversion training concurrently, provided that the training is conducted by a flight instructor and, if a flight test is required, a flight examiner authorised under Part 61.

For example:

If the flight training for the grant of a low-level rating with a helicopter low level endorsement was conducted using the Part 138 operator standard operating procedures for power line inspections then the Part 61 flight test could also fulfil the requirement for the proficiency check under Part 138.

## 14.2 Air crew member

14.2.1 Air crew member training and checking follows the same pathway as flight crew member training and checking (section 13.1 of this AC), with the only difference being that air crew members only require one proficiency check annually.

## 14.3 Task specialist

14.3.1 The training and checking of task specialists will vary significantly depending on the size and nature of operations. The operator must ensure that personnel are competent before commencing unsupervised line operations. In non-complex operations this may be satisfied by a briefing from the PIC covering normal, abnormal and emergency procedures. The operations manual must detail the nature and content of the briefing.

## 14.4 Remedial training

14.4.1 Remedial training is required when a flight crew member, air crew member or task specialist fails a proficiency check.

14.4.2 If a flight crew member fails a proficiency check including a Part 61 proficiency check, e.g. NPC, and the remedial training is conducted inflight then the person conducting the training needs to be appropriately qualified such as being a flight instructor, check pilot or authorised pilot. This is **not** a Part 141 or 142 activity.

14.4.3 Where a flight crew member, air crew member, or task specialist fails a proficiency check, the exposition must detail the process used to remove them from unsupervised line operations.

14.4.4 The exposition should detail the process to determine what remedial training is required, what and by whom it is delivered, and the how to return personnel to proficiency. At the completion of the training, individuals must successfully complete a proficiency check prior to commencing unsupervised line operations.

## 14.5 Aerial work operations in large aircraft

14.5.1 Operators who conduct aerial work operations in large, air transport type aircraft will need to develop a training and checking system appropriate to the aircraft type. An example of such an activity is firefighting operations conducted in C-130 Hercules, BAe-146, B737 and other large aircraft types that have complex systems.

14.5.2 The operator should develop their training and checking program to include content from the refresher and recurrent training and checking requirements of Part 121.

For example:

In addition to the requirements of Part 138, such a program would include:

- systems refresher training
- recurrent training involving the abnormal checklist items associated with the type
- HF and NTS elements of multi-crew operations
- UPRT.

## **Appendix A**

### **Training for training and checking personnel**



## A.1 General

- A.1.1 Training and checking personnel are required to complete a course of training.<sup>42</sup> The personnel require competencies in both instruction and assessment. The training program should be tailored to the qualifications of, and the activities performed by, the training and checking personnel.

For example:

A check pilot who holds a current Instructor rating with MEA CLR and IR-A training endorsements and a Flight Examiner rating and associated flight test endorsements would only require training that covers the policies and procedures of the training and checking system. A check pilot who does not hold these Part 61 qualifications would require training that covers the competencies associated with the qualification, in addition to training on the system.

- A.1.2 The syllabus overview presented in section A.2 is designed for check pilots who conduct recurrent and non-recurrent training and checking of a Part 61 qualified flight crew member.
- A.1.3 The syllabus consists of modules and the operator may choose to have a required prior learning process that allows students to skip some modules. The syllabus is designed to prepare a check pilot who has not held an Instructor rating and/or a Flight Examiner rating.
- A.1.4 For training and checking personnel who are not flight crew, Modules 1 to 6 could be used to develop their training program. The practical elements in Module 7 would need to be modified to suit their particular role.

## A.2 Check pilot training syllabus overview

- A.2.1 The following syllabus overview is a list of topics that should be considered when developing the training program for training and checking personnel. In addition the operator will need to develop a course schedule, course notes, competency standards and assessment.

### A.2.2 Theory (approximately 3 to 4 days)

#### Module 1 - Introduction

- Overview of the regulations
- Overview of the training and checking organisation
- Role and responsibilities of training and checking personnel
- Personal characteristics of an effective check pilot<sup>43</sup>:
  - interpersonal skills

<sup>42</sup> Subparagraph 119.170(2)(c)(i), paragraph 12.11(1)(b) of the Part 133 MOS, paragraph 12.11(1)(b) of the Part 135 MOS, and paragraph 23.10(2)(b) of the Part 138 MOS.

<sup>43</sup> Other 'soft' skills such as empathy, being a good role model and being able to make a good first impression may also be useful characteristics of an effective check pilot.

- self-managed professional development
- high personal standards and knowledge
- Role of the check pilot during instruction and assessment:
  - explanation
  - demonstration
  - performance
  - supervision
  - evaluation
  - fault analysis (diagnosis)
  - competency assessment
  - supporting student self-assessment.

### **Module 2 - Learning principles**

- How people learn:
  - definition of learning
  - useful senses in instruction
  - useful senses in a theory lesson
  - useful senses in a skill lesson
- The laws of learning:
  - readiness
  - effect
  - exercise
  - primacy
  - intensity
- Levels of learning:
  - rote
  - understanding
  - application
  - correlation
  - learning plateaus
- Knowledge transfer and habit formation
- Reinforcement
- Behavioural change.

### **Module 3 - Instructional techniques**

- Lecture
- Theory and skill lessons
- Group learning
- Guided discussion
- Briefing/debriefing techniques
- Behavioural objectives
- Domains of learning:
  - cognitive (knowledge)
  - affective (attitudes, beliefs and values)

- psychomotor (physical skills)
- Barriers to effective learning
  - lack of common experience
  - confusion
  - abstractions
- Instructional process
  - preparation
  - presentation
  - application
  - review and evaluation.

#### **Module 4 - Questioning techniques**

- Key questions
- Open and closed questions
- The strategic pause
- Socratic questioning and Socratic circles
- Types of questions to avoid:
  - puzzle
  - oversize
  - toss-up
  - bewilderment
  - trick questions
  - irrelevant questions.

#### **Module 5 - Assessment techniques**

- Purpose of assessment:
  - skills
  - competency
  - proficiency
- Principles of effective assessment:
  - validity
  - reliability
  - flexibility
  - objectivity
- Types of assessment:
  - recognition of prior learning
  - diagnostic assessment
  - traditional assessment
  - formative assessment
  - summative assessment
  - authentic or holistic assessment
- Evidence assessment methods:
  - direct evidence:
    - o direct observation

- o direct questioning
- o demonstration of specific skills
- indirect evidence:
  - o assessment qualities of the final product
  - o review of previous checks undertaken
  - o written tests of underpinning knowledge
- rules of evidence:
  - o valid
  - o sufficient
  - o current
  - o authentic
- Grading.

### **Module 6 - Assessor biases**

- Personal bias error
- Confirmation bias
- Central tendency error
- Generosity error
- Severity error
- Halo effect
- Leniency
- Stereotyping
- Logic error
- Error of narrow criterion
- Error of delayed grading
- Bias blind spot
- Fundamental attribution error.

### **Module 7 - Conduct of non-recurrent and recurrent training and checking**

- Pre-activity briefing:
  - outline the objective of the activity
  - outline the exercises to be assessed
  - outline the required standards
  - oral evaluation
  - confirms crew coordination, i.e. who is PIC
  - takeover procedure and actual emergency procedures.
- In-aircraft activities:
  - training and checking-specific weight and balance/performance
  - training and checking-specific fuel policy
  - training and checking-specific checklists
  - method of conducting simulated emergencies, such as:
    - o engine failure
    - o limited panel instrument flying
    - o flight outside the normal envelope, i.e. stalls etc.

- HF and NTS skills, specifically:
  - o communication
  - o situational awareness
  - o workload management
- conduct of line checks:
  - o establishing PIC protocols
  - o conduct of the line check from a control seat
  - o conduct of a line check from an observers seat
  - o actions in the event of an actual emergency/abnormal event.
- In-FSTD activities:
  - general safety:
    - o OH&S requirements
    - o centre evacuation procedures
  - FSTD-specific safety features:
    - o Fitted emergency equipment
    - o FSTD escape procedures
    - o Emergency Motion and control loading cut-off switches
    - o Phone location and contact numbers
  - simulator sickness and related conditions
  - use of the instructor operator station (IOS):
    - o explanation of Instructor’s panel and simulator equipment
    - o use of the master reset function
    - o how to configure and set up the IOS:
      1. aircraft set up
      2. visual conditions lighting and weather set up
      3. reposition, slew, position and flight freeze
      4. malfunction index and setup features
      5. recording data and events
      6. lesson plan use
  - FSTD training and checking techniques:
    - o structured timing of events
    - o realistic communications such as ATC, ground personnel, cabin crew, etc.
    - o UPRT-specific training
    - o in-seat training
    - o remedial training
- Post-session activities:
  - debriefing techniques
  - assessment and grading
  - handling unsatisfactory performance
  - paperwork and forms
- Reporting of FSTD faults.

### A.2.3 Practical module – in-aircraft training and checking

#### Training and assessment for line training and checking pilots

A.2.3.1 Line training and checking is conducted during normal line operations, therefore it does not involve emergency or abnormal activities. The number of sectors will depend on the complexity and nature of the operation. In a multi-crew environment a line check flight should be over multiple sectors to allow assessment of both pilot flying and pilot monitoring roles.

A.2.3.2 As a minimum (for this example program), the trainee should:

- observe 2 line training and/or checking flights
- conduct at least 2 line training and/or checking flights, until competency demonstrated, under the supervision of a check pilot approved by the operator to conduct that training
- conduct a line check under the assessment of a check pilot approved by the operator to conduct that check.

A.2.3.3 CASA may elect to test the nominated individual to assess the individual's competency in the role<sup>44</sup>.

#### Training and assessment to conduct a proficiency check and/or remedial training

A.2.3.4 The conduct of proficiency checks/remedial training in an aircraft involve simulated abnormal and emergency activities which must be carefully managed by the check pilot. For this reason, the training program should reference the competencies required by a Part 61 flight instructor training endorsement relevant to the type of training, e.g., IR-A and CLR MEA.

A.2.3.5 The training below is for a check pilot who does not hold a flight instructor rating with the associated training endorsement. Required prior learning can be used for check pilots who hold equivalent Part 61 qualifications.

A.2.3.6 The number of training flights required to ensure the individual is competent to conduct proficiency checks/remedial training will vary depending on the nature of the operations. The program below is based on observing two proficiency checks, followed by 10 hours of training delivered over five sessions, and an assessment flight conducting a proficiency check under supervision:

- observe two proficiency checks
- receive training in the following competencies:
  - o deliver the pre-flight briefing
  - o conduct proficiency check in accordance with the exposition/operations manual
  - o conduct remedial training in accordance with the exposition/operations manual
  - o manage PIC responsibilities effectively
  - o manage any contingencies and any abnormal or emergency situations effectively
  - o manage intervention and recovery techniques

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<sup>44</sup> Section 12.12 of the Part 133/135 MOS and section 23.11 of the Part 138 MOS.

- o demonstrate the ability to accurately assess the performance of the pilot under check in accordance with Schedule 8 of the Part 61 MOS
  - o manage the proficiency check/remedial training to ensure operations are conducted safely
  - o accurately grade the exercises in accordance with the exposition/operations manual.
- assessment flight conducting a proficiency check under supervision.

A.2.3.7 Emergencies and abnormal situations relating to aircraft systems, powerplants and the airframe are simulated and limited to those described in the AFM.

#### **A.2.4 Practical module – in-FSTD training and checking**

A.2.4.1 The program below is based on observing two proficiency checks, followed by training delivered over three sessions, and an assessment flight conducting a proficiency check under supervision:

- observe two proficiency checks
- conduct three proficiency checks/remedial training sessions under the supervision of a qualified check pilot until competency is demonstrated; the following competencies are required:
  - o deliver pre-session briefing
  - o conduct FSTD safety briefing
  - o conduct session in accordance with the lesson plan
  - o provide accurate ATC clearances etc. to support the exercise
  - o provide other communications in a realistic manner, i.e., ground and/or cabin crew
  - o use real time as far as possible
  - o demonstrate the ability to effectively manage the IOS
  - o demonstrate the ability to accurately assess the performance of the pilot under check in accordance with Schedule 8 of the Part 61 MOS
  - o provide remedial training as required
  - o accurately grade the exercises in accordance with the exposition/operations manual.

#### **A.2.5 Final assessment**

A.2.5.1 The HOTC or a nominated check pilot is to conduct a final assessment of the individual as a training and checking pilot in the competencies required. If successful, the HOTC or nominated check pilot must:

- For Part 121 operators - advise CASA that the individual is ready for a flight test and approval under regulation 121.010.
- or
- For Parts 133, 135, and 138 operators - nominate the applicant in writing to CASA, who may elect to conduct a flight test of the nominated individual.

## **Appendix B**

### **Part 121 recurrent training**



## B.1 Flight crew

B.1.1 The matrix in Table 1 provides guidance for the planning of recurrent training required by Division 121.N.6. It has been developed to support a multi-crew operation of a generation 4 jet<sup>45</sup> aircraft conducting the following types of operations:

- EDTO
- LVO
- PRM approach
- LAHSO.

**Notes:**

1. The matrix in Table 1 is an example based on generic aircraft systems. The operator will need to determine whether the planned activities will fit into a 4-hour session and adjust accordingly.
2. The matrix in Table 1 is based on recurrent training that has not been granted an approval under regulation 61.040. To be granted such an approval, the operator must meet all the requirements described in Chapter 7 of this AC.
3. Each column referring to an IPC must include required elements of a 121PC.

B.1.2 All the recurrent training activities are conducted in a qualified FSTD.

B.1.3 The operator's training and checking system provides for two sessions annually, session A and session B, conducted in the FSTD as follows:

**Session A**

Day 1 - Recurrent and refresher training.

Day 2 - IPC and 121PC conducted concurrently.

Conducted by a Part 61 flight examiner with an IR-A flight test endorsement. The flight examiner will arrange for a flight test number at least 24 hours prior to the proficiency check. The proficiency check will be conducted in accordance with Schedule 6, Appendix 1 of the Part 61 MOS and Chapter 23 of the Flight Examiners Handbook.

**Session B**

Day 1 - Recurrent and refresher training.

Day 2 - 121PC

Conducted by a flight examiner or simulator check pilot in accordance with the company training and checking procedures. The 121PC will also fulfil the requirements for an annual LVO proficiency check.

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<sup>45</sup> ICAO Doc 9995, Manual of Evidence-based Training.

Table 1: Part 121 recurrent training matrix

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A		Session 1B		Session 2A		Session 2B		Session 3A		Session 3B		Session 4A		Session 4B	
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
<b>Line-oriented flight</b>																
LOE		C+F				C+F				C+F				C+F		
LOFT			C+F				C+F				C+F				C+F	
EDTO-specific LOE	C+F				C+F				C+F				C+F			
Crew member as PF	C		F		C		F		C		F		C		F	
<b>Take-off</b>																
NORMAL		C+F				C+F				C+F				C+F		
RTO		C		C		C		C		C		C		C		C
ENG FAIL after V1 and prior to V2		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F
ENG FAIL after V2	C		F						C		F					
LVO				C				C				C				C
NIGHT		F		C		F		C		F		C		F		C
CROSSWIND		C		F		F		C	F			F		F		C
RNP EOSID				C				F				C				F

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A		Session 1B		Session 2A		Session 2B		Session 3A		Session 3B		Session 4A		Session 4B	
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
<b>Enroute</b>																
Hazardous weather		C+F				C+F				C+F				C+F		
Navigate		C+F				C+F				C+F				C+F		
<b>Approaches</b>																
MANUAL FLIGHT/THRUST		C+F				C+F				C+F				C+F		
ILS APCH – 3D		C		F				C				C				C
GLS APCH – 3D		F				C										
CAT I – 3D		C		F		C+F										
CAT II – 3D				C				C				C				C
CAT III – 3D				C				C				C				C
RNP APCH – LNAV/VNAV (3D)		F				F						F				F
RNP AR APCH -3D				C				C				C				C
PRM APCH – 3D						C+F										
LLZ APCH – 2D																
VOR APCH – 2D		C				F										
NDB APCH – 2D				C+F				C				C+F				
RNP APCH – LNAV – 2D		F		C		C		F								

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A		Session 1B		Session 2A		Session 2B		Session 3A		Session 3B		Session 4A		Session 4B	
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
ALL ENG MISSED APCH	C		F													
HOLDING		C+F				C+F				C+F				C+F		
OEI		C+F		C+F		C+F				C+F		C+F		C+F		C+F
OEI MISSED APCH		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F
CIRCLING		C+F				C+F				C+F				C+F		
<b>Landing</b>																
NORMAL																
OEI		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F
CROSSWIND		C		F												
NIGHT		C+F						C+F		C+F						C+F
MANUAL THRUST		C+F				C+F				C+F				C+F		
LAHSO																
<b>Manoeuvre base sequences</b>																
Limited panel I/F		C+F				C+F				C+F				C+F		
Unusual attitude recovery – full panel		C+F				C+F				C+F				C+F		

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A	Session 1B	Session 2A	Session 2B	Session 3A	Session 3B	Session 4A	Session 4B								
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
Unusual attitude recovery – limited panel		C+F				C+F				C+F				C+F		
Turbulence Penetration		F				C				F				C		
Volcanic Ash Encounter									C+F							
Windshear (T/O or LDG)		C				F				C				F		
TCAS				C				F				C				F
GPWS					C+F											
Upset awareness	C+F													C+F		
Upset prevention	C+F													C+F		
Upset recovery	C+F													C+F		
<b>Normal/abnormal/emergency procedures (conducted as a crew exercise)</b>																
Autoflight				C				C				C				C
Manual thrust		C+F				C+F				C+F				C+F		
ENG FIRE/SEV Damage/Separation		C		F						C		F				
Brakes – A/Skid fault					CR											
Cabin Emergency	CR													CR		

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A		Session 1B		Session 2A		Session 2B		Session 3A		Session 3B		Session 4A		Session 4B	
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
Cold Weather Operations											CR					
Crew Incapacitation			CR													
CTAF Operations			CR								CR					
Flight control abnormal landing							CR		CR							
Electrical abnormal/Emergency									CR		CR					
Hydraulics System					CR		CR									
Emergency descent													CR			
Dual Engine failure					CR											
Cross bleed start									CR							
Navigation system	CR															
Pax evacuation																
Pressurisation													CR		CR	
PRM Breakout Procedure					CR											
Smoke/fumes	CR										CR					
Fuel abnormal	CR		CR													

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A		Session 1B		Session 2A		Session 2B		Session 3A		Session 3B		Session 4A		Session 4B	
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
Start abnormal	CR														CR	
Start with external power					CR				CR							
<b>Systems review (conducted as a crew exercise)</b>																
Auto Flight																
Communications																
Electrical									CR		CR					
Fire Protection			CR											CR		
Flight Controls							CR									
Flight Management Systems	CR															
Fuel	CR		CR													
Hydraulics					CR		CR									
Ice & Rain protection					CR											
Navigation	CR															
Oxygen														CR		CR
Pneumatics														CR		CR

Exercise	Year 1				Year 2				Year 3				Year 4			
	Fuel system				Hydraulic system				Electrical system				Pressurisation system			
	Session 1A		Session 1B		Session 2A		Session 2B		Session 3A		Session 3B		Session 4A		Session 4B	
	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC	RT	IPC	RT	121PC
Power Plant					CR											
Landing Gear					CR		CR									
<b>If required operations from both seats (events not from pilot's normal seat)</b>																
ENG FAIL (after V1 and prior to V2)		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F
OEI 3D or 2D APCH		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F
OEI MISSED APCH (from minima)		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F
OEI - LANDING		C+F		C+F		C+F		C+F		C+F		C+F		C+F		C+F



## **Appendix C**

### **Example grading system**

## C.1 Example of grading system for regulation 61.040 approved systems

C.1.1 The example grading system has been adapted from ICAO Doc 9995, Manual of Evidence-based Training and IATA’s Evidence-based implementation guide. Although only some operators will plan to implement an EBT program, the grading system is a useful tool which provides a level of granularity to support a training and checking system approved under regulation 61.040. To be effective, training and checking personnel will require training in how to apply the grading system.

**Note:** Operators who do not require a regulation 61.040 approval for their training and checking system may still find the example useful.

C.1.2 Two examples of grading word pictures have been provided. The detailed grading word pictures in Figure 1 use a 1 to 5 score which allows for granular data collection and analysis. The less detailed word pictures in Figure 2 are suitable for a less complex training and checking systems or activities but still provide the level of standardisation required. Some operators may choose to have both the detailed and less detailed grading systems in place for different training and checking activities.

C.1.3 The grading word pictures in Figures 1 and 2 are supported by the behavioural indicators in Figure 3. For each of the nine competencies there are a number of behavioural indicators that should be observed by the assessor. The assessor will observe what behaviours were present for each competency and assign a grade. Not all competencies need to be assessed for each event; the exercise being conducted will determine what competencies are assessed.

C.1.4 By adopting the detailed grading word pictures, (Figure 1) the data collected would be suitable for use as the base line EBT implementation program as detailed in ICAO Doc 9995 chapter 4 if the operator chooses to move to an EBT program in the future<sup>46</sup>.

1	2	3	4	5
<b>Ineffective performance, rarely demonstrating any</b> of the behavioural indicators when needed, which resulted in an <b>unacceptable reduction in safety margin.</b>	<b>Acceptable performance, occasionally demonstrating some</b> of the behavioural indicators when needed, resulting in a <b>safe operation.</b>	<b>Suitable performance, regularly demonstrating most</b> of the behavioural indicators when needed, <b>resulting in a safe operation.</b>	<b>Effective performance, regularly demonstrating the required</b> behavioural indicators when needed, <b>enhancing the safety margin.</b>	<b>Exemplary performance, always demonstrating the required</b> behavioural indicators when needed, which <b>significantly enhanced safety and efficiency.</b>

Figure 1: Grading word pictures (detailed)

<sup>46</sup> Refer to ICAO Doc 9995 for guidance.

Not proficient	Proficient with debrief	Proficient
<b>Ineffective performance, rarely</b> demonstrating <b>any</b> of the behavioural indicators when required, which resulted in an <b>unacceptable reduction in safety margin.</b>	<b>Minimum acceptable performance, occasionally</b> demonstrating <b>some</b> of the behavioural indicators when required, which <b>did not result in an unsafe operation.</b>	<b>Adequate performance, regularly</b> demonstrating <b>most</b> of the behavioural indicators when required, <b>resulting in a safe operation.</b>

Figure 2: Grading word pictures (less detailed)

## C.2 Behavioural Indicators (BI)

<i>Application of Procedures (APK)</i>
<ul style="list-style-type: none"> <li>a. Follows SOPs unless a higher degree of safety dictates otherwise.</li> <li>b. Identifies and applies all operating instructions in a timely manner.</li> <li>c. Correctly uses aircraft systems, controls and instruments.</li> <li>d. Safely manages the aircraft to achieve best value for the operation, including fuel, the environment, passenger comfort and punctuality.</li> <li>e. Identifies the source of operating instructions.</li> </ul>
<i>Communication (COM)</i>
<ul style="list-style-type: none"> <li>a. Knows what, how, where, when, how much and with whom he or she needs to communicate.</li> <li>b. Ensures the recipient is ready and able to receive the information.</li> <li>c. Conveys messages and information clearly, accurately, timely and adequately.</li> <li>d. Confirms that the recipient correctly understands important information.</li> <li>e. Listens actively, patiently and demonstrates understanding when receiving information.</li> <li>f. Asks relevant and effective questions and offers suggestions.</li> <li>g. Uses appropriate body language, eye contact and tone, and correctly interprets non-verbal communication of others.</li> <li>h. Is receptive to other people’s views and is willing to compromise</li> </ul>
<i>Aircraft Flight Path Management – Automation (FPA)</i>
<ul style="list-style-type: none"> <li>i. Controls the aircraft using automation with accuracy and smoothness as appropriate for the situation.</li> <li>j. Detects deviations from the desired aircraft trajectory and takes appropriate action.</li> <li>k. Contains the aircraft within the normal flight envelope.</li> <li>l. Manages the flight path to achieve optimum operational performance.</li> <li>m. Maintains the desired flight path during flight using automation whilst managing other tasks and distractions.</li> <li>n. Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload.</li> <li>o. Effectively monitors automation, including engagement and automatic mode transitions.</li> </ul>
<i>Aircraft Flight Path Management – Manual (FPM)</i>
<ul style="list-style-type: none"> <li>p. Controls the aircraft manually with accuracy and smoothness as appropriate to the situation.</li> <li>q. Detects deviations from the desired aircraft trajectory and takes appropriate action.</li> <li>r. Contains the aircraft within the normal flight envelope.</li> <li>s. Controls the aircraft safely using only the relationship between aircraft attitude, speed and thrust. Manages the flight path to achieve optimum operational performance.</li> <li>t. Maintains the desired flight path during manual flight whilst managing other tasks and distractions.</li> <li>u. Selects appropriate level and mode of flight guidance systems in a timely manner considering phase of flight and workload.</li> </ul>

<p>v. Effectively monitors flight guidance systems including engagement and automatic mode transitions.</p>
<p><i>Knowledge (KNO)</i></p> <p>w. Demonstrates practical and applicable knowledge of limitations and systems and their interaction.</p> <p>x. Demonstrates required knowledge of published operating instructions.</p> <p>y. Demonstrates knowledge of the physical environment, the air traffic environment including routings, weather, airports and the operational infrastructure.</p> <p>z. Demonstrates appropriate knowledge of applicable legislation.</p> <p>aa. Knows where to source required information.</p> <p>bb. Demonstrates a positive interest in acquiring knowledge.</p> <p>cc. Is able to apply knowledge effectively.</p>
<p><i>Leadership and Teamwork (LTW)</i></p> <p>dd. Understands and agrees with the crew's roles and objectives.</p> <p>ee. Is approachable, enthusiastic, motivating and considerate of others.</p> <p>ff. Uses initiative, gives direction and takes responsibility when required.</p> <p>gg. Anticipates other crew members' needs and carries out instructions when directed.</p> <p>hh. Is open and honest about thoughts, concerns and intentions.</p> <p>ii. Gives and receives both criticism and praises well, and admits mistakes.</p> <p>jj. Confidently says and does what is important for safety.</p> <p>kk. Demonstrates empathy, respect and tolerance for other people.</p> <p>ll. Involves others in planning and allocates activities fairly and appropriately to abilities.</p>
<p><i>Problem Solving and Decision Making (PSD)</i></p> <p>mm. Identifies and verifies why things have gone wrong and does not jump to conclusions or make uninformed assumptions.</p> <p>nn. Seeks accurate and adequate information from appropriate sources.</p> <p>oo. Perseveres in working through a problem without reducing safety.</p> <p>pp. Uses appropriate, agreed and timely decision-making processes.</p> <p>qq. Applies essential and desirable criteria and prioritises.</p> <p>rr. Considers as many options as practicable.</p> <p>ss. Makes decisions when needed, reviews and changes them if required.</p> <p>tt. Considers risks but does not take unnecessary risks.</p> <p>uu. Improvises appropriately when faced with unforeseen circumstances to achieve the safest outcome.</p>
<p><i>Situational Awareness (SAW)</i></p> <p>vv. Is aware of the state of the aircraft and its systems.</p> <p>ww. Is aware of where the aircraft is and its environment.</p> <p>xx. Keeps track of time and fuel.</p> <p>yy. Is aware of the condition of people involved in the operation, including passengers.</p> <p>zz. Develops "what if" scenarios and plans for contingencies.</p> <p>aaa. Identifies threats to the safety of the aircraft and people and takes appropriate action.</p>
<p><i>Workload Management (WLM)</i></p> <p>bbb. Is calm, relaxed, careful and not impulsive.</p> <p>ccc. Plans, prepares, prioritises and schedules tasks effectively.</p> <p>ddd. Manages time efficiently when carrying out tasks.</p> <p>eee. Offers and accepts assistance, delegates when necessary and asks for help early.</p> <p>fff. Reviews, monitors and cross-checks actions conscientiously.</p> <p>ggg. Ensures tasks are completed.</p> <p>hhh. Manages interruptions, distractions, variations and failures effectively.</p>

**Figure 3: Behavioural indicators**

## **Appendix D**

### **Proficiency check record**

**D.1 Example of proficiency record for systems approved under regulation 61.040**

- D.1.1 The pilot proficiency check record is required to be carried by the flight crew licence holder.
- D.1.2 The following example proficiency check record (figure 1) has been developed to comply with Part 121. Parts 133, 135 and 138 have different requirements for proficiency checks, and operators will need to modify the instructions accordingly.

<b>EXAMPLE AIRLINES Pty Ltd</b>	Initial qualification date: .....				
<b>Name:</b> ..... <b>ARN:</b> ..... <b>Rank:</b> ..... <b>Aircraft type:</b> ..... <b>Instructions:</b> Proficiency check "valid to" date is the initial qualification date + 8 months and thereafter the earliest of: <ul style="list-style-type: none"> <li>• check date + 8 months, or</li> <li>• most recent previous check date + 12 months.</li> </ul> <b>Note:</b> The initial qualification is the date the person completed their first proficiency check or the date of requalification.		<b>121PC date</b>	<b>Valid to date</b>	<b>Check pilot name/ARN</b>	<b>Check pilot signature</b>
	<b>Year 1</b>				
	<b>Year 2</b>				
	<b>Year 3</b>				
	<b>Year 4</b>				

**Figure 1: Example Airlines proficiency check record card**

## **Appendix E**

### **Requalification matrix**

## E.1 When requalification is required

E.1.1 Requalification is required when a flight crew member does not meet the recency requirements of Part 61 or the FOR. In addition, the flight crew member must meet the recurrent training requirements before a return to line operations, as outlined below.

### E.1.2 Part 121 operators:

- hold a valid proficiency check
- hold a valid line check
- hold a valid refresher check
- hold a valid annual emergency and safety equipment check
- hold a valid 3-yearly emergency and safety equipment check
- dangerous goods training (if required)
- DAMP training.

### E.1.3 Parts 133, 135 and 138 operators:

- hold a valid flight crew member proficiency check
- hold a valid annual general emergency check
- hold a valid 3-yearly general emergency check
- dangerous goods training (if required)
- DAMP training.

## E.2 Example requalification program

**Table 1: Example Airways - Requalification Matrix**

Absence period	Training and checking required
≤ 45 days	Nil.
> 45 days < 90 days	Line flight under supervision of a check/training pilot.
> 90 days < 6 months	*Proficiency check including at least three take-offs and landings, and three instrument approach operations.
> 6 months	*Proficiency check including at least three take-offs and landings, and three instrument approach operations. Four sectors of line training followed by a line check.

\* If night operations are conducted, then the three take-offs and landings must be conducted at night.