



## SELF-ASSESSMENT WORKSHEET

# Training and Checking System (TCS) Transitional Operator – Part 121 Australian air transport operations—larger aeroplanes

Authorisation  
holder name

ARN

## Instructions

1. Use this self-assessment worksheet to confirm your training and checking system complies with the regulations for training and checking systems in accordance with Part 119 and Part 121 of the *Civil Aviation Safety Regulations 1998* (CASR).
2. Only complete the sections relevant to the scope of your operation.
3. Unless otherwise stated, the legislation reference refers to a CASR.
4. For guidance on specific aspects of each question refer to Multi-Part AC 119-11 and AC 138-02 – Training and checking systems.

# Aeroplane operations

## Organisation

Legislation reference	Question	Document reference	Comments
119.115(1)(b),(2)(a)	Does the operator have a process to ensure that, if the operator becomes aware that any of its key personnel cannot carry out, or are likely to be unable to carry out, their key personnel responsibilities for a period of longer than 35 days, and (if) there is <b>NOT</b> another person authorised to carry out the responsibilities for all or part of the period, it can and will advise CASA within 24 hours after the operator becomes aware of the matter?		
119.115(1)(b),(2)(b)	Does the operator have a process to ensure that, if the operator becomes aware that any of its key personnel cannot carry out, or are likely to be unable to carry out, their key personnel responsibilities for a period of longer than 35 days, and (if) there <b>IS</b> another person authorised to carry out the responsibilities for all or part of the period, it can and will advise CASA within three days after the operator becomes aware of the matter?		
119.120	Does the operator have a process to ensure that, before a person appointed as any of the operator's key personnel begins to carry out the responsibilities of the position, the person has completed any training that is necessary to familiarise the person with the responsibilities?		

## Key personnel

### Head of training and checking (HOTC)

If the head of training and checking (HOTC) is nominated for the purposes of transition, and not previously approved, enter the words 'in progress' in the *Document reference column* and insert relevant comments.

Legislation reference	Question	Document reference	Comments
119.145(1)	Has the HOTC been assessed as suitable?		

## Exposition

For the purposes of TCS compliance, the following questions only relate to the HOTC. All key personnel names must be present in the exposition.

Legislation reference	Question	Document reference	Comments
119.070(1)(a) 119.205(1)(e)(i)	Does the exposition include the qualifications and experience (if any) required by the operator for the position, in addition to the qualifications and experience required under Subpart 119.D for the position?		

Legislation reference	Question	Document reference	Comments
119.070(1)(a) 119.205(1)(e)(ii)	Does the exposition include the responsibilities for which each key personnel is responsible for, including those mentioned in Subpart 119.D?		
119.070(1)(a) 119.205(1)(e)(iii)	Does the exposition include the name of the person appointed to each key position?.		
119.070(1)(a) 119.205(1)(e)(iv)	Does the exposition include the name of the person authorised to carry out the responsibilities of the position when the position holder is absent from the position or is unable to carry out the responsibilities?		
119.070(1)(a) 119.205(1)(e)(v)	Does the exposition include a description of how the operator will manage the responsibilities of each key position in the event of absence or incapacity to carry out the responsibilities?		

# Training and checking system

## General

Legislation reference	Question	Document reference	Comments
119.170(1)	Is the operator's training and checking system suitable to the size, nature and complexity of its operations?		
119.170(2)	<b>Does the operator's training and checking system include:</b>		
119.170(2)(a)	a description of how training and checking, including recurrent training and line checking, is conducted by or for the operator?		
119.170(2)(b)	an auditable system for maintaining records of the results of training and checking?		
119.170(2)(c)(i)	procedures that ensure that each of the operator's flight crew and cabin crew completes training and checking in accordance with the training and checking system?		
119.170(2)(c)(ii)	effective supervision during training and checking?		
119.170(2)(d)	a description of how the operator assesses the competence of a flight crew member or cabin crew member to perform the duties assigned to the member for a flight?		

Legislation reference	Question	Document reference	Comments
119.170(2)(e)	<b>If an operator has a contract with a person to conduct training and checking, does the operator's training and checking system include:</b>		Note: 'person' refers to an individual or organisation e.g. CASR Part 142
119.170(2)(e)(i), (4)(d)(i)	details of the person?		
119.170(2)(e)(ii), (4)(d)(ii)	details of the training and checking activities?		
119.170(2)(e)(iii), (4)(d)(iii)	a process to ensure the person is complying with the training and checking system?		
119.170(3)	<b>Does the operator's training and checking system include the following in relation to cabin crew (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.170(3)(a)	the training and checking activities that are required to familiarise cabin crew with their duties?		
119.170(3)(b)	if training and checking is conducted by a member of the operator's personnel, a description for training and assessing such personnel?		

Legislation reference	Question	Document reference	Comments
119.170(4)	<b>Does the operator's training and checking system include the following in relation to operational safety-critical personnel (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.170(4)(a)	a description of how training and checking, including recurrent training, is conducted by or for the operator?		
119.170(4)(b)	an auditable system for maintaining records of the results of training and checking?		
119.170(4)(c)	the circumstances in which training is required to familiarise a member of the personnel with their duties?		
119.170(4)(e)	if training and checking is conducted by a member of the operator's personnel, a description for training and assessing such personnel?		
119.170(7)	<b>In relation to flight crew, does the exposition ensure that only individuals employed by the operator are used to conduct training and checking in the following circumstances (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.170(6)(a)	an aeroplane with an operational passenger seat configuration more than 30 seats? <b>OR</b>		
119.170(6)(a)	an aeroplane or rotorcraft used for cargo operations that has a maximum payload capacity of at least 3,410 kgs?		

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Legislation reference	Question	Document reference	Comments
119.225(1)(c),(2)	<b>Does the operator have a process to ensure that training and checking records are made within 21 days after the person undertakes the activity and include:</b>		
119.225(1)(c)(i)	the qualification, certificate or flying experience gained?		
119.225(1)(c)(ii)	whether the training and checking activity was successfully completed?		
119.225(2)(a)	<b>for flight crew:</b>		
119.225(2)(a)(i)	training, or a check, flight test, flight review or assessment of competency, mentioned in Subpart 121.N?		
119.225(2)(a)(ii)	a qualification or certificate mentioned in Subpart 121.N?		
119.225(2)(a)(iii)	flying experience mentioned in Subpart 121.N?		
119.225(2)(a)(iv)	training in human factors principles or non-technical skills? Note: Review CASA EX87/21 for applicability to your operation		
119.225(2)(a)(v)	training or education in the operator's safety management system? Note: Review CASA EX87/21 for applicability to your operation		



Legislation reference	Question	Document reference	Comments
119.225(2)(b)	<b>for cabin crew (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(b)(i)	training, or a check, or assessment of competency, mentioned in Subpart 121.P?		
119.225(2)(b)(ii)	training in human factors principles or non-technical skills? Note: Review CASA EX87/21 for applicability to your operation		
119.225(2)(b)(iii)	training or education in the operator's safety management system? Note: Review CASA EX87/21 for applicability to your operation		
119.225(2)(e)	<b>For operational safety critical personnel other than flight or cabin crew (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(e)(i)	training in human factors principles or non-technical skills? Note: Review CASA EX87/21 for applicability to your operation		
119.225(2)(e)(ii)	training or education in the operator's safety management system? Note: Review CASA EX87/21 for applicability to your operation		
119.225(2)(f) 121.145(1)(2)	<b>for ground support personnel (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(f) 121.145(1)(2)	any training?		

Legislation reference	Question	Document reference	Comments
119.225(2)(g)	<b>for all other personnel (if applicable):</b>	<input type="checkbox"/>	Check this box if not applicable to your operations
119.225(2)(g)	training or education in the operator’s safety management system? Note: Review CASA EX87/21 for applicability to your operation		
119.230(1)(2)	If a person requests a copy of their training and checking records, or provides written approval to provide the records to another Australian air transport operator, does the operator have a process to provide the records within seven days?		
119.240(1)(a)(b)	<b>Is there a process to ensure the following records are retained for at least five years after the person ceases to be employed by the operator:</b>		
119.240 Table 1 – item 1	flight crew training and checking records?		
119.240(1)(a)(b)	<b>Is there a process to ensure the following records are retained for at least one year after the person ceases to be employed by the operator:</b>		
119.240 Table 1 – item 2	cabin crew training and checking records (if applicable)?		

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Legislation reference	Question	Document reference	Comments
119.240 Table 1 – item 4	medical transport specialist training and checking records (if applicable)?		
119.240 Table 1 – item 5	personnel who perform ground support duties - training records (if applicable)?		
121.610(1)(c) 121.620(2)(b) 121.680(1)(2) MOS 121.13.3	Is the annual and three-yearly emergency and safety equipment check, for both flight and cabin crew members for an aeroplane, carried out using the aeroplane or a training facility or device which meets the requirements prescribed by the Part 121 Manual of Standards for the purposes of regulation 121.680?		
92.110	Does the operator specify the groups of employees (including deemed employees) and the dangerous goods training that they are to undertake?		
92.245(2)	Does the operator have a process to maintain dangerous goods training records?		

## Flight crew

Legislation reference	Question	Document reference	Comments
121.475(4)	Does the exposition ensure that the training and checking for the annual and three-yearly safety equipment, or emergency equipment, is conducted by a person who holds an approval under regulation 121.010 (Approvals)?		
121.485(1)	Does the operator's exposition include procedures to ensure that a person is not assigned a duty as a flight crew member unless they have been assessed as competent in accordance with the training and checking system?		
121.475(2)(c) 121.480(1)(2)(3)	Does the training and checking system ensure that at least 1 flight crew member assigned for duty has completed the experience requirements?		
121.590(1)(2)	Does the exposition ensure that flight crew/flight engineer have a valid line check on an aeroplane of a kind that is conducted by a person appointed by the operator to conduct a line check for that aeroplane?		

Legislation reference	Question	Document reference	Comments
121.510(1)-(5)	Does the operator ensure that, if there is an approved flight simulator for the aeroplane (in Australia or in a recognised foreign state within the meaning of regulation 61.010) available for use, simulated engine or system failures during checking and training (that are likely to affect the aeroplane's performance or handling characteristics) are not conducted other than in the flight simulator (seating capacity of 19 or less - simulator need only be available in Australia)?		
121.530(1)-(3)	If flight crew operate more than one aeroplane type and the operator intends to utilise a training and checking activity for type 1 to satisfy the requirements of type 2, has the operator considered the level of technology, operational procedures and handling characteristics sufficiently for an approval under regulation 121.010?		
121.580(3)	Does the exposition ensure that a Part 121 proficiency check is conducted by a pilot who holds a flight examiner rating or an approval under regulation 121.010 to conduct the check?		
121.580(1) MOS 121.12.D5	Unless approved under regulation 121.010, does the exposition include details for a Part 121 proficiency check that meets the requirements detailed in the Part 121 MOS?		

Legislation reference	Question	Document reference	Comments
121.580(2)	Is the proficiency check for pilots conducted by an individual who is either employed by the operator to conduct the check, or is employed by a Part 142 operator with which the operator has a contract for the Part 142 operator to conduct the check for the operator?		
121.475(2)(i) 121.555(1) MOS 121.12.D2	Does the exposition include policies and procedures to ensure that each flight crew member has completed an initial training check after the completion of initial training, which meets the requirements prescribed by the Part 121 MOS?		
121.475(2)(j) 121.560(1)(2)(3) MOS 121.12.D3	Does the exposition include policies and procedures to ensure that each flight crew member, before conducting unsupervised line operations, has completed conversion training for an aeroplane of that kind, which meets the requirements prescribed by the Part 121 MOS?		
121.560(1)(b)	Does the exposition detail whether conversion training is conducted by an individual employed by the operator or a contracted Part 142 operator?		

Legislation reference	Question	Document reference	Comments
121.560(3)	<p>Does the conversion training include a period of supervised line flying and a line check after the flight crew member has completed all of the following:</p> <ul style="list-style-type: none"> <li>– a Part 121 proficiency check</li> <li>– a valid annual emergency and safety equipment check</li> <li>– a valid three-yearly emergency and safety equipment check?</li> </ul>		
121.560(1)(a) MOS 121.12.D3	<p>For an aeroplane maximum certificated passenger seating capacity of 30 seats or more, does the recurrent training program include upset prevention and recovery training (UPRT) that covers all of the following:</p> <ul style="list-style-type: none"> <li>– upset awareness</li> <li>– upset prevention</li> <li>– upset recovery?</li> </ul>		
121.475(2)(n)(i)(ii)	<p>Does the exposition detail what differences training (if any) is required for the aeroplane, including equipment that is required under Subpart 121.K (Equipment) to be fitted to, or carried on, the aeroplane?</p> <p>Note: This only includes equipment that may be used by the flight crew member in connection with operating the aeroplane.</p>		

Legislation reference	Question	Document reference	Comments
121.565(a)-(f)	<p>Does the training and checking system include command training for a pilot of an aeroplane kind that includes the following:</p> <ul style="list-style-type: none"> <li>(a) either flying training conducted in an aeroplane of that kind, or if there is an approved flight simulator for the aeroplane, training conducted in the approved flight simulator</li> <li>(b) successful completion of a Part 121 proficiency check, for the operator and the aeroplane, for a pilot in command of the aeroplane</li> <li>(c) training in the responsibilities of the pilot in command of an aeroplane of that kind</li> <li>(d) training in relation to pilot incapacitation</li> <li>(e) supervised line flying on an aeroplane of that kind as pilot in command under supervision, for at least the number of sectors required by the operator's exposition</li> <li>(f) successful completion of a line check that complies with regulation 121.590 for a pilot in command for an aeroplane of that kind?</li> </ul>		



Legislation reference	Question	Document reference	Comments
121.590(1)(a)(b)	<p>Does the exposition provide policies, procedures and details of the content and conduct of a line check for a pilot of an aeroplane that meet the following requirements:</p> <ul style="list-style-type: none"> <li>(a) the check must check the pilot's competence in carrying out a normal line operation for the aeroplane</li> <li>(b) if the pilot is assigned duties as both the pilot flying and the pilot monitoring, the check must check the pilot in both functions?</li> </ul>		
121.590(2)	<p>Does the line check for a flight engineer for an aeroplane meet the following requirements (if applicable):</p> <ul style="list-style-type: none"> <li>(a) the check must check the flight engineer's competence in carrying out a normal line operation for the aeroplane</li> <li>(b) the person conducting the check (the check flight engineer) must not occupy a flight engineer panel seat during take-off, departure, initial cruise, descent, approach or landing?</li> </ul>		
121.500(1)(b)	<p>Does the exposition include procedures to ensure that the co-pilot completed supervised line flying on an aeroplane of that kind, as co-pilot, for the number of sectors or flight hours mentioned in the aeroplane operator's exposition?</p>		
121.505(1)(b)	<p>Does the exposition include procedures to ensure that the cruise relief co-pilot completed supervised line flying on an aeroplane of that kind, as cruise relief co-pilot, for the number of sectors or flight hours mentioned in the aeroplane operator's exposition (If applicable)?</p>		

Legislation reference	Question	Document reference	Comments
121.570(1)(2)	<p>Does the operator's exposition include systems to manage recurrent training and checking to ensure that each flight crew member, before conducting a flight in an aeroplane, holds the following:</p> <ul style="list-style-type: none"> <li>– a valid 121 proficiency check</li> <li>– a valid refresher check</li> <li>– a valid annual emergency and safety equipment check</li> <li>– a valid 3 yearly emergency and safety equipment check?</li> <li>– a valid line check?</li> </ul>		
CASR 121.575(2)	<p>If the operator intends to accept a Part 121 proficiency check performed by another operator, does their exposition include procedures suitable for an approval under regulation 121.010?</p>		

Legislation reference	Question	Document reference	Comments
121.570(1)(b) MOS 121.12.D4	<p>Does the operator's exposition include systems to manage recurrent training and checking to ensure that each flight crew member has completed, within the previous 12 months, recurrent flight training prescribed by the Part 121 MOS, including:</p> <ul style="list-style-type: none"> <li>– training or education that the operator's SMS as identified in relation to an aeroplane of that kind</li> <li>– training in normal, abnormal and emergency procedures</li> <li>– failures of any system of an aeroplane of that kind that has checklist procedures in the aircraft flight manual instructions</li> <li>– training for each major system failure at least each four years?</li> </ul>		
121.570(1)(b) MOS 121.12.D4	<p>For an aeroplane maximum certificated passenger seating capacity of 30 seats or more, does the recurrent training program include upset prevention and recovery training (UPRT) that covers:</p> <ul style="list-style-type: none"> <li>– upset awareness</li> <li>– upset prevention</li> <li>– upset recovery?</li> </ul>		

Legislation reference	Question	Document reference	Comments
121.595(1)(a)-(e)	<p>Does refresher training for a flight crew member for an aeroplane:</p> <ul style="list-style-type: none"> <li>(a) for a pilot, relate to the duties of a pilot for the aeroplane</li> <li>(b) for a flight engineer, relate to the duties of a flight engineer for the aeroplane (if applicable)</li> <li>(c) include training on aeroplane systems</li> <li>(d) include training on operational procedures and requirements in relation to the Part 121 operations conducted by the operator using the aeroplane</li> <li>(e) include accident, incident and occurrence reviews?</li> </ul>		
121.600(2)	<p>Does a refresher check for a flight crew member, for an aeroplane, include an assessment of the flight crew member's knowledge of the refresher training, including:</p> <ul style="list-style-type: none"> <li>(a) for a pilot, the duties of a pilot for the aeroplane</li> <li>(b) for a flight engineer, the duties of a flight engineer for the aeroplane</li> <li>(c) training on aeroplane systems</li> <li>(d) training on operational procedures and requirements in relation to the Part 121 operations conducted by the operator using the aeroplane?</li> </ul>		

Legislation reference	Question	Document reference	Comments
<p>121.610(1) MOS 121.12</p>	<p>Does the annual emergency and safety equipment training for a flight crew member for an aeroplane:</p> <ul style="list-style-type: none"> <li>(a) for a pilot, relate to the duties of a pilot for the aeroplane in relation to emergency and safety equipment carried on the aeroplane</li> <li>(b) for a flight engineer, relate to the duties of a flight engineer for the aeroplane in relation to emergency and safety equipment carried on the aeroplane</li> <li>(c) meet the requirements prescribed by the Part 121 Manual of Standards, including training facilities or devices?</li> </ul>		
<p>121.620(1)(a)-(c) MOS 121.12</p>	<p>Does the exposition include, for a flight crew member for an aeroplane:</p> <ul style="list-style-type: none"> <li>– a valid annual emergency and safety equipment check</li> <li>– a valid three-yearly emergency and safety equipment check?</li> </ul>		

## Cabin crew

Does the operator conduct activities utilising cabin crew?

Yes

No – do not complete this section

Legislation reference	Question	Document reference	Comments
121.640(2)(b) 121.710(a)(c) MOS 121.12.D4	Does the exposition include policies and procedures to ensure that each cabin crew member has completed an initial training check after the completion of initial training, which meets the requirements prescribed by the Part 121 MOS?		
121.640(2)(c)(d) 121.715(1)(2) MOS 121.12.D5	Does the exposition include policies and procedures to ensure that each cabin crew member has completed conversion training for an aeroplane of that kind, which meets the requirements prescribed by the Part 121 MOS?		
121.715(3)(a)(b) 121.730	Does the conversion training include a period of supervised line flying and a line check after the cabin crew member has completed all of the following: <ul style="list-style-type: none"> <li>– a valid annual emergency and safety equipment check</li> <li>– a valid three-yearly emergency and safety equipment check?</li> </ul>		
121.640(2)(e) 121.720(1)(2)	Does the operator's exposition include differences training, where required, for cabin crew in the following: <ul style="list-style-type: none"> <li>– training in the location and use of the safety equipment</li> <li>– training in the normal and emergency procedures?</li> </ul>		

Legislation reference	Question	Document reference	Comments
121.665(1)(a)(b) MOS 121.12.D2	Does the exposition include procedures to ensure that a cabin crew member, assigned the duty of senior cabin crew member, has successfully completed the senior cabin crew training prescribed by the Part 121 Manual of Standards?		
121.705(b)	Does the operator's exposition include details of the refresher training provided to cabin crew who do not meet recent experience requirements?		
121.725(1)(2) 121.730(2) 121.735(1)(2) MOS 121.13.D6 MOS 121.13.D7	Does the operator's exposition include recurrent training to ensure that each cabin crew member, before conducting a flight, has received: <ul style="list-style-type: none"> <li>– annual general requirements training</li> <li>– annual emergency and safety equipment training</li> <li>– three-yearly emergency and safety equipment training?</li> </ul>		
121.725(1)(2) 121.730(2) 121.735(1)(2) MOS 121.13.D6 MOS 121.13.D7	Does the operator's exposition include systems to manage recurrent training and checking to ensure that each cabin crew member, before conducting a flight in an aeroplane, holds the following: <ul style="list-style-type: none"> <li>– a valid annual emergency and safety equipment check</li> <li>– a valid three-yearly emergency and safety equipment check</li> <li>– a valid line check?</li> </ul>		