



Australian Government
Civil Aviation Safety Authority

HEAD OF TRAINING AND CHECKING GUIDE



WHO THIS GUIDE IS FOR:

- anyone who may appoint a Head of Training and Checking
- anyone who is part of the department responsible for hiring a Head of Training and Checking
- anyone who currently holds, or intends to hold, the position of Head of Training and Checking
- anyone who has a responsibility to support a Head of Training and Checking.

Contents

INTRODUCTION	3
THE ROLE	4
QUALIFICATIONS AND EXPERIENCE	4
ON-GOING QUALIFICATIONS AND EXPERIENCE	6
RESPONSIBILITIES	7
THE APPOINTMENT	10
THE INTERVIEW	11
WHERE CAN I GO FOR MORE INFORMATION?	11

INTRODUCTION

Evidence from around the world shows the importance of up-to-date training to the safety of your operations—and the necessity of regularly checking the relevance of that training. Just as good operational processes and habits can be introduced and reinforced with good training, bad habits can be reinforced with poor or inappropriate training, complacency, and repetition. You can carry out an activity 1000 times and 'get away with it'—until the 1001st time...

Effective, up to date and well managed training and checking guards against complacency. This helps to ensure safety doesn't erode over time exposing an operation to potential accidents. Robust, up to date training and checking systems also mean operators can take advantage of the best new data about what keeps the business and their staff safe.

As the Head of Training and Checking (HOTC), you hold a key position within aviation companies, and you are an integral part of an organisation's management team.



© Civil Aviation Safety Authority

THE ROLE

The HOTC is responsible for all flight crew training and checking activities. Your role is to ensure that the training and checking system:

- meets your operator's requirements
- is compliant with Part 61 recency requirements
- meets the requirements under the flight operations rules.

The HOTC's responsibilities align very closely with some of the responsibilities of the CEO. You must regularly report to the CEO and the Head of Flying Operations (HOFO) or Head of Operations (HOO) about compliance with training and checking matters.

Your CEO may also choose to appoint you as the manager for other training activities. This may include cabin crew, air crew members, task specialists and other safety critical personnel. In some organisations this will be beneficial, as it will promote the use of common training outcomes and standards across the organisation.

QUALIFICATIONS AND EXPERIENCE

The HOTC must hold the minimum qualifications and experience required by the relevant Civil Aviation Safety Regulations (CASR) Part for your operation.

The HOTC must also have:

- relevant operational and training experience commensurate to the size and complexity of the organisation
- sufficient safety and regulatory knowledge.

In some smaller and less complex operations, any combination of the roles of CEO, HOFO or HOO and HOTC may be filled by the same person. In these circumstances you will need to have a considerable amount of relevant operational and organisational management experience, not just hours in a log book.



© Civil Aviation Safety Authority



© Adobe Stock | supAVADEE

There may be no need for you to be on duty or available when training and checking is not taking place. The operator's exposition or the training and checking section of the operations manual (T&C manual) should outline how the HOTC fulfils their responsibilities whether on duty or not.

You do not need to hold every Part 61 rating or endorsement relevant to the operations being conducted by the operator. However, you must have sufficient qualifications and experience to be able to do what is required of you under the regulations. For operators with a wide variety of operations and aircraft types, the operator may need to provide additional qualified staff to support you.

The HOTC is responsible for all training operations, regardless of location. Where a number of training locations are used regularly, the exposition or T&C manual should outline how day-to-day issues are managed across these locations.

Operators should consider whether to appoint a person who conducts certain duties at these locations to support you, such as a senior check pilot. This will help you fulfil your responsibilities. You could then rely on compliance reports from a senior check pilot to the HOFO or HOO. However, this does not remove your ultimate accountability and responsibility.

You need to be able to determine:

- if trainers and checkers have met the standards specified in the operator's exposition or operations manual
- that training and checking events are being conducted appropriately.

To do this, you will generally need to have a suitable amount of actual training experience in the types of operations conducted. If a significant volume of checks is being undertaken, this includes checking experience.

We can require, by written notice, additional qualifications and experience.

ON-GOING QUALIFICATIONS AND EXPERIENCE

If you lose currency/recency, then your organisation should evaluate whether you can continue in the role.

There is no regulatory requirement for the HOTC to regularly conduct check and training activities. However, first-hand knowledge and experience is maintained by those who do.

You can be a HOTC without regularly conducting training and checking activities. In this instance, your employer will need to mitigate the risk. A good way would be to have sufficient senior training and checking staff who:

- are a formal part of the organisational structure
- regularly conduct training operations
- supervise of junior crew members
- identify items that need the attention of the HOTC.

Desirable qualifications for a HOTC at a complex or large operation:

- be able to be pilot in command for a type of aircraft that is used to conduct a significant proportion of the operations
- a current instrument proficiency check on a type of aircraft that is used to conduct a significant proportion of the operations
- a current command check pilot approval on a type of aircraft that is used to conduct a significant proportion of the operations
- 1,000 hours flight time in operations substantially similar to those proposed
- 500 hours in command of aircraft of a type substantially similar to the type of aircraft proposed for the operations
- 500 hours flight time as a check pilot, while conducting activities substantially similar to those required by the operator's training and checking system. Experience as a check pilot may have been accumulated on an aircraft or approved flight simulator (but not a synthetic trainer).



© Civil Aviation Safety Authority

RESPONSIBILITIES

As a minimum, the HOTC is responsible for:

- safely managing the training and checking activities for the operator's flight crew
- ensuring the operator is compliant with the legislative requirements for the flight crew's qualifications and training and checking
- ensuring that the HOFO or HOO is made aware of the compliance state of all crew qualifications, training and checking activities
- ensuring that training and checking of flight crew is conducted in accordance with the operator's exposition or T&C manual.

If you are using a Part 142 of CASR operator for the conduct of training or checking activities, this will also include:

- ensuring that each individual conducting training or checking is authorised under Part 61
- notifying the Part 142 operator, in writing, of any change in or to their operator's exposition or T&C manual relating to the training and checking activities.

Reference regulations 119.150 and 138.105 of the CASR

Compliance related duties

Ensuring the operator is compliant with the legislative requirements may include:

- receiving information and data from the Safety Manager and the safety management system – such as incident reporting and accident data and trending information
- collecting and reviewing information from internal audits of documentation, such as training records
- ensuring that continual supervision of flight and ground training and checking staff is maintained to monitor the standard of instruction provided
- receiving regular feedback and reports on compliance matters from managers, supervisors or instructors assigned responsibilities for particular flight training and checking activities
- maintaining communications with personnel located in different bases
- carrying out base inspections to ensure instruction is standardised
- receiving and reviewing feedback from checking staff
- reporting to the CEO and HOFO or HOO on these matters.

You will also need to ensure the proper allocation and deployment of resources, including:

- the suitability of aircraft and/or flight simulation training devices
- coordinating the timely transfer of aircraft between training bases
- monitoring of course scheduling and progress to make sure each training location has an appropriate number of suitable personnel.

Notifying the HOFO or HOO

Ensuring that the HOFO or HOO is made aware of compliance may include:

- recommending upgrades to training or recruitment to meet training and checking qualification requirements for the conduct of a particular activity
- providing evidence of the content, completion and results of the training and checks required by the internal training and checking system and exposition or T&C manual.

Compliance with the exposition or T&C manual

Ensuring that training and checking is conducted in accordance with the exposition or T&C manual may include:

- ensuring training and checking personnel receive, or have access to, the applicable exposition or T&C manual sections, and are familiar with the contents prior to conducting activities
- ensuring personnel are competent in the use of any software program used for the training system
- providing training and guidance to personnel in the use of competency-based syllabi, and providing supervision to confirm training is conducted in accordance with the syllabi and standardised across the organisation
- analysing data relating to matters such as repeated training events, time taken to achieve new qualifications/upgrades, and actual progress of trainees against the course schedule.

The HOTC may make changes to the training system processes where required and recommend consequential amendments to the relevant parts of the exposition or T&C manual.

Part 142 organisations

There are 2 important responsibilities of the HOTC when contracting training and checking activities from Part 142 organisations. These are:

1. ensuring that each individual engaged to conduct training or checking is authorised under Part 61 for those applicable activities
2. telling the Part 142 operator in writing of any changes to the operator's exposition or T&C manual relating to training and checking activities.

Although the training and checking activities may be contracted, the responsibility for training and checking and the associated records is not.

As the HOTC you will need to have access to the contracted operator's exposition and a way of tracking functions of licences/qualifications. You may need to establish a reporting cycle and policy for each contracting operator to make sure records of the content and results of contracted training and contracted checking are made and retained.



© Civil Aviation Safety Authority

THE APPOINTMENT

Many of the CASRs contain a requirement for organisations to appoint key personnel such as a CEO and a Safety Manager. The HOTC is another key personnel position. Because of the nature of the role, we must be satisfied that you have the skills, knowledge and attitudes to be able to carry out the role effectively.

This may involve an interview and/or a flight or simulator activity. We will give you written notice if an assessment is required and what form it will take.

Before we decide whether to conduct an assessment, we will conduct a desktop review of any nomination.

We may consider:

- whether you have recently been assessed, and if so, when
- your performance in any previous assessment
- the similarities or differences between any previous organisation for whom you were the HOTC and the new organisation
- your performance as HOTC in any previous positions.



© Civil Aviation Safety Authority

THE INTERVIEW

We may conduct an interview to gain a greater understanding of your suitability for the role.

Before you come to the interview you should have completed your familiarisation training – which is required under the rules for all key personnel.

To prepare, you should be fully conversant with the operator's exposition/T&C manual and how they meet the regulations. Questions will relate to your duties and responsibilities and specific operational requirements.

WHERE CAN I GO FOR MORE INFORMATION?

Acceptable means of compliance/guidance material (AMC/GM):

- Part 119 Australian air transport operators – certification and management
- Part 138 Aerial work operations

casa.gov.au/search-centre/acceptable-means-compliance-and-guidance-material

Multi-Part advisory circular AC 119-11 and AC 138-02 Training and checking systems

Search for 'training and checking' in casa.gov.au/search-centre/advisory-circulars



casa.gov.au

