

OFFICIAL



Australian Government
Civil Aviation Safety Authority

CASA PROCEDURES MANUAL

Flying qualifications training manual

February 2025

OFFICIAL



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Inside front cover artwork: James Baban.

© Civil Aviation Safety Authority

All material presented in this Guidance document is provided under a Creative Commons Attribution 4.0 International licence, with the exception of the Commonwealth Coat of Arms (the terms of use for the Coat of Arms are available from the [It's an Honour website](https://www.crest.gov.au/)). The details of the relevant licence conditions are available on the Creative Commons website, as is the full legal code for the CC BY 4.0 license.



Attribution

Material obtained from this document is to be attributed to CASA as:

© Civil Aviation Safety Authority 2024.

Contents

References	5
Acronyms	5
Definitions	6
Revision history	8
1 Introduction	9
1.1 Purpose	9
1.2 Publication	9
2 General Principles and Objectives of the FCAT Scheme	10
2.1 General principles	10
2.2 Objectives	10
2.3 Duties of the National Manager	11
2.4 Duties of the direct manager	11
2.5 Duties of the CASA aviation technical staff member	12
3 Effective Oversight Capability and Managing Training Needs	13
3.1 National Oversight Register (NOR) – data management capability	13
3.2 General oversight capability requirements	13
4 General Currency and FCAT Provisioning Requirements	14
4.1 Routine currency nomination	14
4.2 CASA proficiency and qualification requirements	15
5 Type Specialist Requirements	16
5.1 Type specialist requirement to undergo proficiency checks	16
6 Task Specialist Requirements	17
6.1 Specialist task operations	17
7 Proficiency Check Requirements	18
7.1 Expectation of continued proficiency	18
7.2 Unsuccessful attempts at competency	18
8 Requesting Flying Training and New Flight Crew Qualifications	19
8.1 Introduction of first-of-type	19
8.2 Managing conflicts of interest – undergoing training	19
9 Use of Third-Party Assessors	20
10 Authorisation to Exercise Delegations – Part 61 Flight Crew Licencing Tests and Checks	21
10.1 Staff members to be deemed competent prior to exercising delegations	21
11 Financial Delegations and Financial Contracts	22
11.1 Financial contract validity period	22
11.2 FCAT registration process	22
11.3 FCAT mandatory record keeping requirements	22

12	FCAT Training Plans	23
12.1	Creation of a training plan	23
Appendix A - Sample FCAT form		26

DRAFT

References

Acronyms

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

Acronym and abbreviation	Description
AOD	alcohol and other drugs
AT	air transport
CAA	<i>Civil Aviation Act 1988</i>
CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Order
CAR	<i>Civil Aviation Regulations 1988</i>
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
CCQ	Cross crew qualification (e.g. A320/A330)
EFB	electronic flight bag
EPC	examiner proficiency check
FCAT	Flying currency and training
FCL	flight crew licence
FSB	Flight Standards Branch
FERC	flight examiner rating course
FQTM	Flying qualifications training manual
FPC	flight instructor rating proficiency check
FSTD	flight simulator training device
FW	fixed wing
GA	general aviation
HC RPT	high capacity regular public transport
ICAO	International Civil Aviation Organization
IOS	instructor operating station
IPC	instrument rating proficiency check
MOS	Manual of Standards
NOR	National Oversight Register
OEM	original equipment manufacturer

Acronym and abbreviation	Description
RPT	regular public transport
SME	subject matter expert
SMS	safety management system
SOP	standard operating procedure
TCO	training and checking organisation

Definitions

Terms that have specific meaning within this manual are defined below.

Term	Definition
CASA aviation technical staff member	Employees employed by CASA under the <i>Civil Aviation Act 1988</i> in classification streams that are most likely to hold positions in the organisation that routinely and directly perform safety critical regulatory tasks.
current	a person is current or has currency, when they have met all CASR Part 61 obligations to act as pilot in command or as a co-pilot of an aircraft.
FCAT/financial delegate	a person who holds the role listed in the current instruments of financial delegation.
endorsement loading	a loading on the basis of relevant experience on a range of aircraft and or aircraft types oversights by CASA as described in the 2023-26 CASA Enterprise Agreement.
flight crew member	acting as pilot in command in any capacity (including conducting a flight test or proficiency check), co-pilot or performing any function as part of the operating crew.
flight test	when a CASA aviation technical staff member conducts an operational assessment of any kind in an aircraft or simulator (e.g. CASR Part 61 Flight Test, CASR Part 61 Proficiency Check, Check Pilot Assessment, Chief Pilot Assessment, Head of Training and Checking Assessment, Head of Operations Assessment, or anything similar in nature).
general exposure	a CASA aviation technical staff member has sufficient knowledge of the general operating environment to undertake an operational assessment or to develop related standards.
National Oversight Register (NOR)	a register maintained by Regulatory Oversight Division that contains information regarding CASA staff member qualifications and contributes to a data driven approach to the management of CASA staff member qualifications and flying training needs.
Part 61 recent or current	a person who has met all CASR Part 61 obligations to act as a flight crew member of an aircraft.
primary aircraft or simulator	an aircraft or simulator that is determined by CASA to be the method by which flying currency is generally maintained.
qualified exposure	a CASA aviation technical staff member who holds a type rating or other relevant licencing qualification but is not required to hold currency of the qualification.

Term	Definition
recreational flying	flying conducted by a CASA aviation technical staff member in a personal capacity and their leisure.
relevant manager	the manager responsible for recommending any flying checking and training (e.g. manager or National Manager).
task specialist	a person who has been approved by the relevant manager to provide expertise and experience on the nominated operational activities identified on the NOR.
type specialist	a person who has been approved by relevant manager to provide expertise and experience on the nominated aircraft type as identified on the National Oversight Register.

DRAFT

Revision history

Revisions to this manual are recorded below in order of most recent first.

Version number	Date	Parts and sections	Details
2.0	December 2024	All	Full content update including title change from handbook to manual.
1.0	Oct 2016	All	Initial issue.

DRAFT

1 Introduction

1.1 Purpose

CASA is committed to maintaining a training and checking scheme that supports our aviation technical staff who require their flying qualifications *to be sufficiently current to undertake the duties of their position effectively*¹ and *to align with the needs of the business*².

The Flying Qualifications Training Manual (FQTM) contains information and procedures relating to how CASA manages operationally necessary flight crew licence (FCL) qualifications as well as the internal flying training and checking of CASA aviation technical staff members for the conduct of operational activities.

This manual describes CASA's approach to ensure that CASA aviation technical staff members are competent to conduct in-field, desktop-based assessments or standards development, or in some instances, in-flight operational tasks.

It is recognised that business requirements will vary due to the activities performed by the aviation technical workforce within the different sections, branches and divisions of CASA. Furthermore, it is also acknowledged that the type of qualification held will also play a role in determining the training needs of the individual and therefore the maintenance of flying qualifications will vary from person to person.

1.2 Publication

This manual is for internal publication only.

¹ Refer CASA Enterprise Agreement 2023-2026 section 88.1

² Refer CASA Enterprise Agreement 2023-2026 section 24.3.1

2 General Principles and Objectives of the FCAT Scheme

2.1 General principles

The general principles of the FCAT scheme are:

- CASA will ensure that a CASA aviation technical staff member who is responsible for operating an aircraft is qualified to do so.
- CASA will provide a level of flying currency training (simulator included) to CASA aviation technical staff members sufficient to undertake the duties of their position effectively.
- FCAT training activities must align to current or anticipated business needs.
- CASA will ensure (prior to tasking) that a CASA aviation technical staff member who is conducting flight testing or other assessment activity in an aircraft or a simulator is competent to do so.
- CASA will comply with the general requirements described in Chapters 5 and 6 of the ICAO DOC 8335-AN/879, ICAO 9734.
- CASA will ensure that an appropriate coverage of CASA aviation technical staff members who have aircraft flight crew and specialist task qualifications is maintained from a national perspective.
- CASA will not permit a CASA aviation technical staff member to conduct flying training in the course of their other CASA duties (e.g. a regulatory service assessment cannot be used to gain qualification or proficiency check).
- CASA is not required to have a type specialist for each of the aircraft type on the Australian civil aircraft register. A CASA aviation technical staff member may be tasked to make an operational assessment about an aircraft for which they do not hold a licencing qualification. Adjustments to the assessment is to be made to mitigate risks identified with the lack of qualification or training. Refer Section 4.2, Table 1.

In addition to the assigned regulatory duties required of CASA aviation technical staff members (regulatory services duties and AOC organisation surveillance), CASA may determine a business need to classify an individual CASA aviation technical staff member as a type specialist. This will occur where operational requirements or safety risk requires specialist knowledge or experience for aircraft type ratings and complex class rated aircraft.

2.2 Objectives

The objectives of the FCAT Scheme are to ensure:

- CASA has effective management and coordination of flying training and other operational training for CASA aviation technical staff members to undertake flying operations duties associated with their role.
- CASA has effective oversight of the qualifications held by CASA aviation technical staff members prior to undertaking CASA flying operations duties.
- CASA has an appropriate process for the authorisation of CASA aviation technical staff members to undertake CASA flying operations duties.
- CASA has a reliable system for the recording of qualifications, training and assessment (eg the NOR).
- CASA has a reliable system to financially manage the FCAT budget.

2.3 Duties of the National Manager

When considering an FCAT request, the National Manager must:

- Ensure all FCAT training plans (refer Section 12) and applications include sufficient detail to articulate the need for the particular flying training. In particular, those details should identify how the proposed training activity has a connection to the (general or specific) regulatory service activities of the CASA aviation technical staff member. Consideration must be given to cost, benefit and risk management.
- Ensure FCAT activities comply with this manual, including the procedures for requesting new qualifications and overseas flying training.
- Ensure requests for FCAT are consistent with the CASA aviation technical staff member's present endorsement loading level (if any).
- Oversight of CASA aviation technical staff members' compliance with the contents of this manual.
- Ensure a shared resource approach to any CASA aviation technical staff member who is considered a type or a task resource listed on the NOR.
- Ensure conflict of interest issues are managed in accordance with section 8.2 of this manual and the Conflict of Interest CEO Instruction with regards to conducting training with a provider who is oversighted by the CASA aviation technical staff member.
- Ensure operational expenditure for flying training (domestic and overseas) is approved to the limit mentioned in the approved budget in line with Financial Actions Instrument of delegations.

2.4 Duties of the direct manager

When considering the need for FCAT, the direct manager must:

- be aware of the total FCAT undertaken by the CASA aviation technical staff member within the current financial year, so that the guidance provided within the enterprise agreement³ is not excessively exceeded.
- Prior to recommending FCAT, ensure the aircraft in which flying currency or training is requested, is one that has a clear linkage to business requirements and that has been expressed in the individuals FCAT training plan (Refer Section 12).
- Prior to recommending FCAT, ensure that consideration has been given to the cost and alternative means of achieving the same outcome where available and appropriate.
- Prior to recommending FCAT, ensure that FCAT training records of the CASA aviation technical staff member are up to date and have been stored in the relevant electronic system.
- Ensure that CASA aviation technical staff members are not tasked to conduct flight testing activities unless that CASA aviation technical staff member has been registered as competent to do so (for that activity) in the NOR.
- Ensure any FCAT recommendation meets CASA procurement requirements per [CASA Procurement Manual | CASA-02-0027](#). (including the number of quotes required).
- Ensure Purchase Orders (PO) are raised and actioned by relevant parties.
- Ensure sufficient information is provided in the FCAT training plan and application form to provide an auditable explanation linking operational need and justification for expenditure of Commonwealth funds.

³ Refer CASA Enterprise Agreement Part L Section 88.2.

2.5 Duties of the CASA aviation technical staff member

A CASA aviation technical staff member accessing FCAT must:

- Comply at all times with the *Civil Aviation Act 1988* (CAA) and relevant Civil Aviation Safety Regulations (CASR).
- Ensure FCAT training records are completed and stored within the relevant electronic system within seven days of completing a training activity.
- Ensure that the FCAT 'log training details section' is updated with appropriate approval and within seven days of completing a training activity.
- Ensure funding for the relevant activity is only committed after staff receipt of the financial contract for that relevant activity.
- Review and comply with the [CASA Procurement Manual | CASA-02-0027](#) requirements when making an FCAT booking.
- Where practicable to do so, and with the relevant manager's approval, CASA aviation technical staff members are to conduct domestic recency activity with another CASA officer, noting that it is acceptable to utilise industry examiners for the provision of flight tests and checks where required.

3 Effective Oversight Capability and Managing Training Needs

3.1 National Oversight Register (NOR) – data management capability

Available to all relevant managers, the NOR is a system that:

- collates relevant qualifications of all CASA aviation technical staff members
- provides access to, and visibility of, the relevant experience and qualifications of CASA aviation technical staff members
- defines type and task specialists (nationally) and this prescription is based on pertinent data and reviewed regularly
- supports the national resource sharing of type and task specialists and workforce planning, and
- identifies CASA aviation technical staff members authorised to conduct certain operational activities.

In particular, the NOR must be used to ensure CASA has cost efficient and effective specialist resourcing allocated to the following industry sectors specifically:

- air transport operators
- heavy helicopter operators
- other type and class rated aircraft as required, and
- specialist flying activities.

A person listed on the NOR as either a type and or task specialist or resource is expected to be available to any section of CASA requiring that operational activity, within a reasonable time, as agreed by the relevant managers.

All flying training and recency must be recorded in the NOR as soon as practicable at the completion of the training or within seven days.

3.2 General oversight capability requirements

In making the decision to have a CASA aviation technical staff member qualified on type, the authorising National Manager will consider:

- the number of that type listed on the aircraft register
- the number of operators conducting activity with that type
- the similarity of that type to other aircraft
- the number of CASA aviation technical staff members already qualified on that or a similar type
- the ability of an overseeing region to access type-rated CASA aviation technical staff members when required for regulatory services activity
- the classification of operations
- the level of regulatory service activity
- the requirement for assessments to be conducted in a control seat as a flight crew member.

4 General Currency and FCAT Provisioning Requirements

4.1 Routine currency nomination

The relevant manager will nominate a routine aircraft or simulator (or range of aircraft/simulators) for each CASA aviation technical staff member to conduct routine recency training. The standard method by which general flying currency is maintained is by the use of the nominated aircraft or simulator.

Where FCAT is identified as required in an aircraft or simulator other than these routine nominated types, the delegate as part of the decision making process must consider the workforce capability requirements against the justification information provided.

Any request for flying currency or training must illustrate a clear link between an operational need and the proposed flying training or currency.

A routine aircraft or simulator will generally be either one of the following or the equivalent value:

- light multi-engine class aircraft (e.g. Baron or C310)
- light twin turbine helicopter, preferably simulator supported (e.g. EC135)
- full motion simulator (e.g. A320 simulator).

Additional FCAT provisioning may be provided based on a CASA aviation technical staff member's training needs, CASA business needs and budget availability.

For each CASA aviation technical staff member, the relevant managers will forecast the aircraft/simulator types anticipated for flying training and recency in each financial year, with reference to the CASA budget, NOR, previous training records and expected future taskings. Variation to the forecast will occur depending on the regulatory services activity of a specific type. Notwithstanding the forecast, each FCAT request will be evaluated on its merits.

4.2 CASA proficiency and qualification requirements

To assist in the decision making relating to alignment of business requirements and the proficiency and qualification of aviation technical staff, the table below identifies CASA's level of capability required for operational activities, for table content clarification refer to the definitions table (pages 6-7).

Table 1: Proficiency and qualification requirements

Operational activity	General exposure	Qualified exposure	Part 61 recent
Nominated routine aircraft or simulator e.g. general flying skill continuation			Required
Operational task in control seat as flight crew member e.g. conducting a flight test from a control seat			Required
Aircraft – observation e.g. conducted from an observation seat	Required	Preferred	
Simulator – observation e.g. conducting a flight test from an observation seat or operating the simulator in IOS	Required	Preferred	
Desk assessments e.g. flight check system assessment, syllabus of training assessment	Required	Preferred	
Regulatory development e.g. exposure to the specific environment under regulatory development	Required	Preferred	

5 Type Specialist Requirements

5.1 Type specialist requirement to undergo proficiency checks

A type specialist is available as a national resource to all CASA offices.

A type specialist conducting recency on the specialist aircraft type should include the relevant instrument rating proficiency check or an instructor rating proficiency check.

A CASA aviation technical staff member who is a type specialist in multiple types (and maintaining FCAT recency in multiple types), must alternate annual proficiency checks between those types or as agreed with their relevant manager and the delegate.

A type specialist (other than an FOI who only uses a full flight simulator for FCAT purposes) will have FCAT provisioning made available dependent upon operational need, the volume of regulatory service tasks, which will dictate the operational need for recency, as opposed to qualified exposure.

A type specialist may be approved on multiple types subject to the following considerations:

- operating philosophy
- systems similarity
- nature of activity
- CASA aviation technical staff member's experience, and
- CASA business need.

Although multiple types may be approved (for a type specialist), it is not standard practice for CASA aviation technical staff members to be classified as a type specialist on more than two aircraft types. This ensures a distribution of the opportunity to become a type specialist across all relevant workforce and also ensures a CASA aviation technical staff member is able to manage the diversity of type specific knowledge.

6 Task Specialist Requirements

6.1 Specialist task operations

For specialist operational tasks CASA may allocate a CASA aviation technical staff member as a task specialist, they generally cover operations such as:

- night vision imaging system ratings (NVIS)
- relevant design feature endorsements (e.g. float plane)
- low level ratings and endorsements, or
- relevant flight activity endorsements.

A task specialist must be a pilot who is generally at least as experienced as the industry personnel supervised. This person is a resource to CASA nationally.

The allocation of FCAT for task specialist operations means that those skills will be available to all of CASA for the conduct of operational assessments subject to evidence of continued regulatory services activity (i.e. an ongoing business requirement).

7 Proficiency Check Requirements

7.1 Expectation of continued proficiency

A CASA aviation technical staff member who is conducting a Part 61 flight test or proficiency check qualification or equivalent, (that is, instrument rating or instructor rating test or check pilot assessment) must hold a valid rating proficiency check for that qualification themselves.

For example, a CASA aviation technical staff member who conducts an instructor rating proficiency check or flight test, must themselves hold a valid instructor rating proficiency check.

A CASA aviation technical staff member is required to include notification in the FCAT plan if the particular FCAT event being requested includes the conduct of a Part 61 flight test or proficiency check, for example, if the purpose of the FCAT is for their own flight instructor rating proficiency check (FPC). The name of the proposed examiner or delegate to conduct the test/check must be included in the notes section.

CASA may nominate the delegate or examiner (internally or externally) to conduct the test or check of a CASA aviation technical staff member using the FCAT scheme.

7.2 Unsuccessful attempts at competency

Where a CASA aviation technical staff member is unsuccessful in an attempt for a flight test, proficiency check or flight review, the CASA aviation technical staff member must notify the relevant manager and the delegate as soon as practicable and not more than one business day from the date of activity.

8 Requesting Flying Training and New Flight Crew Qualifications

8.1 Introduction of first-of-type

An operator introducing a first-of-type aircraft to the Australian register must provide type rating training for two CASA aviation technical staff members prior to introduction of that type into service.

If submitting an Overseas flying training and travel request or New flying qualification request in relation to the introduction of a first-of-type to the register, the aviation technical staff member applying must ensure first-of-type is stated on the form.

8.2 Managing conflicts of interest – undergoing training

It is generally not desirable for a CASA aviation technical staff member to gain a flying qualification, or undergo training, with an operator they oversight. However, there are occasions where this may be unavoidable and appropriate action to address any real or perceived conflict of interest must be undertaken by the CASA aviation technical staff member and their manager.

If a CASA aviation technical staff member receives an offer for a flight crew qualification (for example, type rating) at a rate reduced from the routine cost, or an offer for training at no charge (other than a first-of-type aircraft) either domestically or overseas, they must submit the applicable forms. Refer [New flying qualification request \(Form 300\) | CASA-04-0704](#) and or [Overseas flying training and travel request \(Form 299\) | CASA-04-0703](#). Due to the requirement to manage real and perceived conflicts of interest, it is unlikely such requests will be approved.

9 Use of Third-Party Assessors

On occasion, CASA may not have an appropriately qualified CASA aviation technical staff member available within a reasonable timeframe for assessments. In such circumstances, CASA may engage an industry specialist to assist a CASA aviation technical staff member with agreed relevant phases of an operational assessment. The third party must be briefed in detail by the CASA aviation technical staff member as to the sequences and actions required.

CASA will not normally engage an industry person for regular operational assessments that are able to be conducted by CASA (for example, check pilot approvals or other approvals that are issued by CASA in routine operating environments and aircraft).

CASA may use third-party assessors to assist a CASA aviation technical staff member where an operational assessment requires a high value capital FCAT investment.

For example, where a small number of aircraft are listed in the Australian register and an operational assessment is required for entry control, CASA may use a third party to make an assessment under the observation of the CASA aviation technical staff member, or to operate as flight crew under the observation and direction of the CASA aviation technical staff member.

The CASA aviation technical staff member must be present at all stages of assessment unless safety or seating capacity dictates otherwise. Where the CASA aviation technical staff member acts as a passenger for general observation, communication must be available between the flight crew and the CASA aviation technical staff member.

The relevant manager must approve the use of a third party, prior to their engagement. When determining whether to engage a third party, the relevant manager must consider:

- availability and experience of relevant CASA resources
- time to task internal CASA resources
- willingness of the applicant to be assessed by a third party
- ability of the proposed third-party assessor to conduct a valid and reliable assessment
- appropriate insurance coverage exists for the activity
- CASA procurement requirements have been met, and
- conducting an appropriate risk assessment for the intended operation.

10 Authorisation to Exercise Delegations – Part 61 Flight Crew Licencing Tests and Checks

10.1 Staff members to be deemed competent prior to exercising delegations

A CASA aviation technical staff member must be certified as competent in accordance with the current regulatory requirements to conduct a CASR Part 61 flight test or proficiency check and have successfully completed the Flight examiner rating course (FERC) relevant to the delegation before using the delegation.

In constructing a course of training (examiner rating course), consideration may be given to using a CASA aviation technical staff member who has held such an authorisation independent of the delegations. Consideration must also be given to the need to standardise all testing procedures by CASA aviation technical staff members.

The NOR identifies CASA aviation technical staff members who are trained and deemed competent to conduct each type of a CASR Part 61 flight test and or proficiency check.

The relevant manager must ensure within that type of testing authorisation, that a CASA aviation technical staff member has appropriate experience and or additional qualifications to conduct a flight test or proficiency check in a particular aircraft/simulator or operating environment. Where doubt exists as to the appropriateness of that experience or additional qualification requirement, advice must be sort from the relevant manager.

11 Financial Delegations and Financial Contracts

CASA aviation technical staff members are reminded that instruments of delegation and authorisation are available on CASA Horace. CASA aviation technical staff members are not authorised to commit CASA to the expenditure of FCAT funds. The FCAT delegate has the financial delegation for CASA's flying training expenses. A CASA aviation technical staff member is not authorised to financially commit CASA to any flying training until they are in receipt of a travel approval (if applicable) and a financial contract for the flying training is established by the appropriate delegate.

A CASA aviation technical staff member is not authorised to commit CASA to any financial obligation above the value specified on the financial contract. All FCAT expenditure must be strictly managed by the CASA aviation technical staff member within the financial contract value.

If after commencement of training, it becomes unavoidable that additional funds may be required to achieve a training outcome (for other than currency exchange considerations), the CASA aviation technical staff member must provide a statutory declaration to the financial delegate with justification as to why the initial contract value was exceeded.

For example, unexpected in-flight weather, actions due to safety considerations or unexpected air traffic control delays.

11.1 Financial contract validity period

A financial contract is only authorised to be used by a CASA aviation technical staff member during the month of flying that has been nominated on the FCAT request.

However, if a CASA aviation technical staff member is unable to schedule the training due to changed operational priorities, the financial contract may be used the following month.

Beyond this 'operational buffer period', the financial contract is no longer valid and if training or recency is still required, a new FCAT 'out of plan' request must be submitted.

11.2 FCAT registration process

All CASA aviation technical staff member's aviation qualifications must be recorded to ensure CASA has visibility of workforce aviation capability on the NOR. This registration process is used to gather the qualifications and experience of each CASA aviation technical staff member.

11.3 FCAT mandatory record keeping requirements

All flying training and recency must be recorded in a manner as described by a delegate. All CASA aviation technical staff members are required to remain compliant with the FCAT system by maintaining up-to-date records. This will ensure timely approvals for future FCAT requests.

12 FCAT Training Plans

An FCAT training plan (single-page document) identifies the minimum activities for a CASA aviation technical staff member to support CASA's capability for a financial year. The purpose of a training plan is to roughly schedule and budget for the minimum required activities. This does not preclude additional FCAT to meet specific CASA capability needs, where CASA has identified a need.

Forward training plans document:

- the month of proposed activity
- type of training
- proposed outcome of training
- value to CASA capability
- expected duration
- cost and travel requirements
- direct manager agreement.

Forward planning allows CASA to consolidate training plans to identify maximum cost/time efficiency, explore alternative solutions to capability requirements and provide assurance of CASA capability for the financial year. Additionally, forward plans provide CASA aviation technical staff members, managers and CASA more broadly, with demonstrated assurance we are meeting our obligations to the Commonwealth's stated objectives.

12.1 Creation of a training plan

The team manager is responsible for forward planning FCAT. Prior to the normal CASA budget cycle, managers of staff eligible for FCAT will forecast (by 1st May every year) their teams training needs using the current version of the 'FCAT forward plan' spreadsheet available from fcatsupport@casa.gov.au. In developing the forecast, consideration is to be given to historic work requirements, specialist qualifications and industry intelligence.

Plans are required to include the required level of detail to explain to an informed industry professional how a minimal level of capability is retained.

For example, at least one type or class of aircraft, at least the requirements CASR Part 61 currency (or limited deviation) at the discretion of the FCAT delegate.

For example, CASR Part 61 currency is 1 Instrument Proficiency Check (IPC) every 12-months, 1 Flight Instructor Rating proficiency check (FPC) every 24-months, and standard approximately 90-day currency for the aircraft qualifications the CASA aviation technical staff member was hired for or are relevant to the work CASA expects them to undertake.

Forward plans are created before the beginning of the budget cycle for the coming financial year. Plans are made for a period up to 24 months to capture all expected flying currency activities however only one financial year is agreed at a time.

New qualifications that have prior approval can be included for visibility and to capture operational efficiencies where they have been approved outside this process. (New qualifications are approved via the form 300 - New flying qualification request form and associated explanatory minute, however, it should be noted on the CASA aviation technical staff member's plan. New qualifications often reset some additional qualification currency and recency periods so noting their inclusion will avoid duplicating training activities).

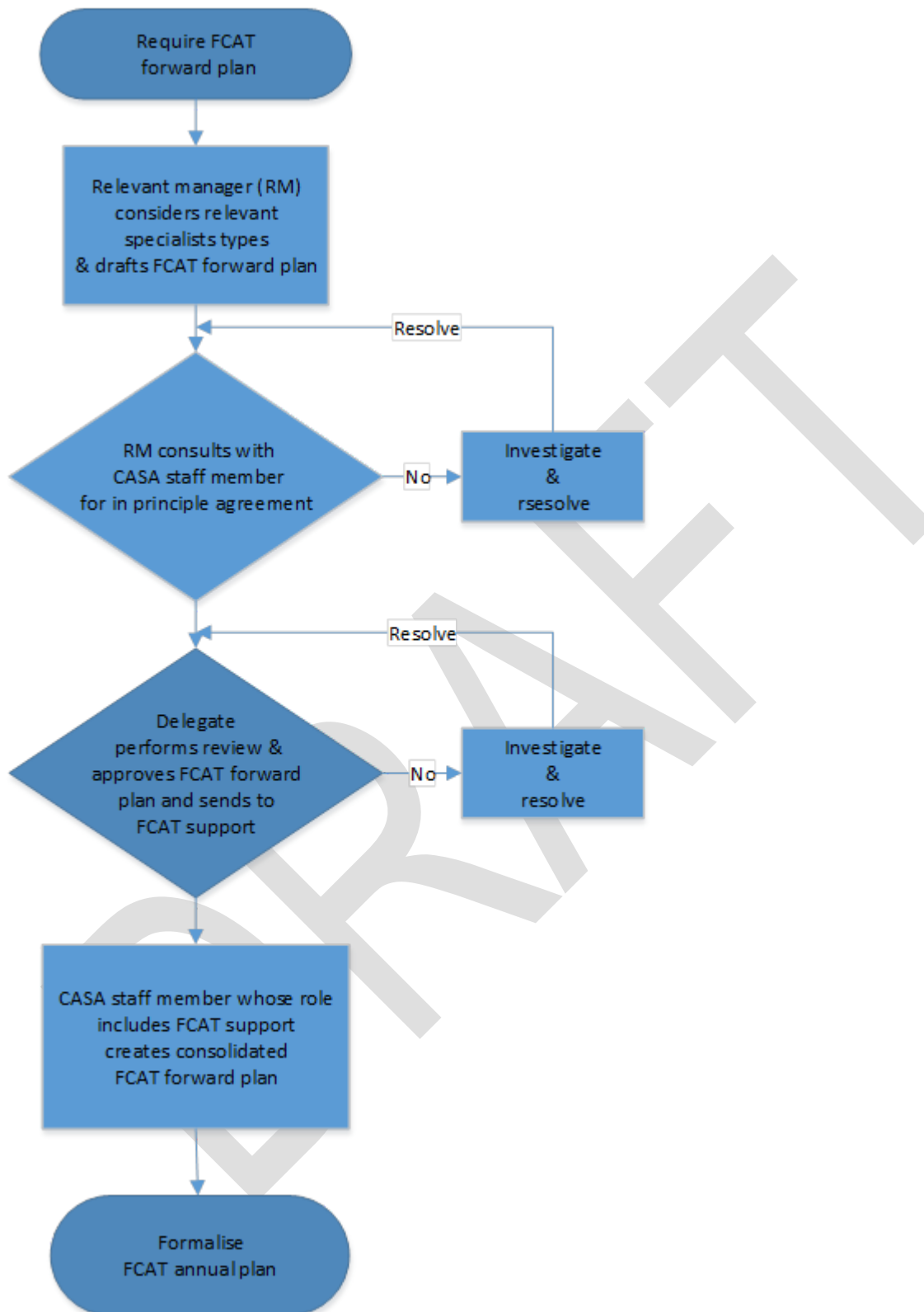


Figure 1 FCAT forward plan

1. The relevant manager considers relevant specialist types and drafts the FCAT forward plan.
2. The relevant manager reviews the FCAT forward plan with the CASA aviation technical staff member to ensure relevant considerations are captured and agreement is reached to undertake the plan.

3. The delegate reviews and approves FCAT forward plan and sends the approved FCAT forward plan to fcatsupport@casa.gov.au.
4. The CASA staff member whose role includes FCAT support will consolidate the FCAT forward plans into a single holistic plan.
5. Once consolidated becomes FCAT annual plan (F24/1185).

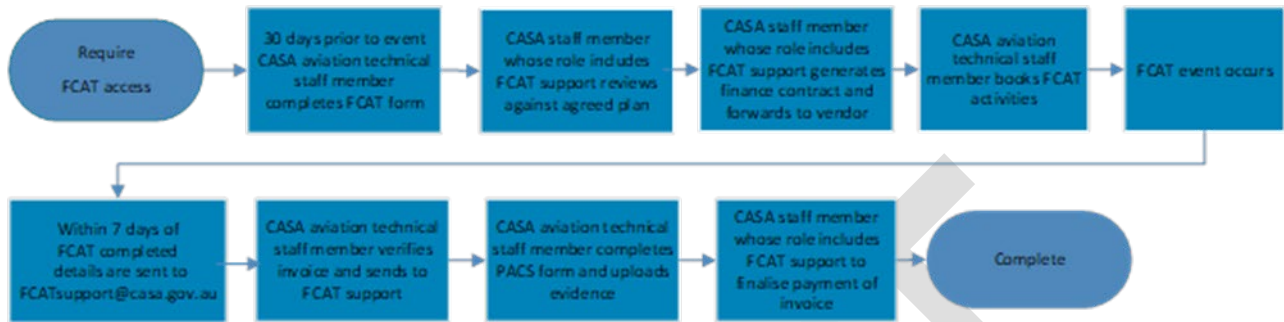


Figure 2 FCAT process

1. Access to training is achieved by the CASA aviation technical staff member completing an FCAT form (D23/439897) referencing the unique identifier on the FCAT annual plan (>30 days) prior to the event.
2. The CASA staff member whose role includes FCAT support reviews the FCAT form to ensure it matches the agreed training plan.
3. The CASA staff member whose role includes FCAT support generates a finance contract for the FCAT event and forwards it to the vendor with a copy to the CASA aviation technical staff member.
4. The CASA aviation technical staff member makes the bookings for FCAT event, including travel, in accordance with existing CASA processes.
5. On completion of the FCAT activity, the CASA aviation technical staff member confirms within seven days that the FCAT is complete and sends FCAT details to FCAT support. In the event of exceeding approved funds a statutory declaration must be provided to the financial delegate.
6. The CASA aviation technical staff member verifies the charges on the invoice are correct and sends to FCAT support.
7. CASA aviation technical staff member completes PACS form and uploads evidence.
8. CASA staff member whose role includes FCAT support finalises the payment of the invoice.

Appendix A - Sample FCAT form

FCAT request	
Name	
Branch	
Location	
Date	
Justification, Forward Plan, Ad hoc Include sufficient supporting information	
Quote details	
Month of flying	
Aircraft type	
Flying instructor	
Supplier and ASH number	
Hours	
Hourly rate	
Hire cost (Hours x hourly rate)	
Fee and charges	
Total cost (Fees & charges + hire cost)	
Comments	
Checks	FCAT Support to complete
Name	
Date	
Forward Plan or Ad hoc	
ASH rates checked	
Finance contract	
Training details	All costs below are GST inclusive
Date of training	
Supplier	
Invoice number	
Finance contract number	
Aircraft type	
Hours flown	
Total cost	
Training complete/comments	

Figure 3 FCAT sample form - refer D23/439897