



Australian Government
Civil Aviation Safety Authority

395

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Audit Report

Auditee Details

Organisation ARN: 227573
Organisation Name: Pel-Air Aviation Pty Limited
Organisation Address: 81-83 Baxter Rd, Mascot, NSW, 2020.
PO Box 807, Mascot, NSW, 1460.
Trading Name(s): Pel-Air Aviation

Audit Details

Type: Annual 870 Audit
Location(s): 81-83 Baxter Rd, Mascot, NSW
Dates (On Site): 12-13 March 2008
Audit Scope: Operational Standards – CAR 217 Training & Checking

Audit Team

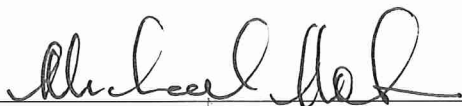
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|-----------------------|--------------------------------|-----------------------------|
| Lead Auditor/Auditor: | Mike Nolan | Flying Operations Inspector |
| Flying Operations | Felicia Lockley Jim Wallace | Flying Operations Inspector |

Distribution

To: [Redacted] Pel-Air Aviation P/L
[Redacted] Pel-Air Aviation P/L
Roger Weeks Regional Manager CASA SYDR
Mal Campbell Team Leader Flying Operations CASA
SYDR

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Lead Auditor Signature:

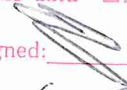
 9th May 2008

SENDER TO KEEP
RP38000140

SENDER TO KEEP
RP38000139



By Mail 9 May 2008
GEO & CHIEF PILOT

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| ASSP data | ENTERED |
| Signed:  | Date: 22/5/08 |
| Name: 605 | Office: BK |



EXECUTIVE SUMMARY

Background

Pel-Air Aviation Pty Ltd (PEL) is a wholly owned subsidiary of Regional Express Holdings and holds AOC number 1-1VAV2-01 issued on the 23 October 2006. The AOC permits the conduct of Regular Public Transport (Cargo Only), Charter and Aerial Work operations in a fleet of 27 above 5700kg turbo prop and jet aircraft. Operations are conducted with 2 pilots (multi crew). The aircraft types include seven Westwind WW1124, two Westwind 1124A, four learjet L35/36, ten Metro III, four Metro 23, and one Brasilia EMB120 aircraft. These aircraft operate mainly from bases at Sydney, Darwin, Nowra, and Brisbane conducting night freight within Australia, and national and international medivac and passenger charter. Airwork operations consist of target towing for the Royal Australian Navy at Nowra NSW using Learjet and Weswind aircraft. The company has a current application with CASA to vary their AOC to operate SAAB 340 aircraft for both passenger and freight operations.

The company is staffed by approximately 120 employees which includes approximately 70 pilots all of whom are subject to the company's CASA approved CAR 217 training and checking organisation. The chief pilot is a CASA approved check pilot and CASA delegate (ATO) and is supported by another check pilot/ATO acting as the Head of Training and Checking. The company has a total of 8 check pilot/ATO delegates each approved to conduct instrument rating renewals of company pilots.

The company's main office is located at 81-83 Baxter Rd Mascot, NSW and houses the management committee, administrative officers, the chief pilot and head of training & checking staff. Other bases are located at Nowra and Brisbane. The company achieves approximately 17,000 revenue flying hours per annum.

The directors of Pel-Air Aviation Pty Ltd are:

- [REDACTED] Chairman
- [REDACTED] Director
- [REDACTED] Director

The Management Committee is:

- [REDACTED] Chairman & CEO
- [REDACTED] Corporate Manager & Compliance Manager
- [REDACTED] Engineering Manager
- [REDACTED] Chief Pilot/Head of Flying Operations
- [REDACTED] Technical Services Engineer
- [REDACTED] Director
- [REDACTED] Freight Operations Manager.
- [REDACTED] Rex Represtitave

The management committee members are also on the 'Safety Management Committee' which convenes at separate monthly meetings to discuss operational specific safety matters.



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Audit Summary

This audit of the company's CAR 217 training and checking organisation was conducted at the PEL Mascot office in accordance with the stated scope. The audit was scheduled as a result of the inability of the audit team to complete an effective audit of the CAR 217 organisation in October 2007 due to the poor response of the majority of PEL pilots, and check pilot/ATOs to the request from PEL management for the provision of their logbooks. PEL Management accepted CASA's advice of a need to terminate the October 2007 audit and schedule a second audit when all pilots had responded to a subsequent request for the provision of logbooks. This second audit of the CAR 217 training and checking organisation, as reported in this document, was conducted in March 2008.

Access to all staff, facilities and records was made available to the audit team. The CEO, Chief Operating Officer, Chief Pilot, Head of Training and Checking and Compliance Manager were available throughout the audit which commenced with an entry meeting on Tuesday 12th March 2008. Advice was given to PEL management by the audit team during the first day of the audit that there was no record of FRMS training of flight crew. PEL acknowledged this finding and CASA issued a Safety Alert on the same day. The lead auditor also provided advice to the PEL CEO of other non-compliances on the 17 March 2008. In light of this advice during the audit, the lead auditor determined that these events had overtaken the need for a formal exit meeting.

Management Organisation

The audit determined that the company has adequately identified the infrastructure required under the *Civil Aviation Act (1988)* and has an appropriate management organisation and chain of command in place. The organisational structure, as stated in the OPSM Part A1.1.1. will be amended to reflect the appointment of [REDACTED] to the position of CEO and the appointment of [REDACTED] to the board of Rex Holdings effective April 2008.

CAR 217 Training and Checking Organisation - Fatigue Risk Management System(FRMS)

The company's Fatigue Risk Management System (FRMS) was approved by CASA on the 30th April 2007. Operations conducted under this FRMS require training for all flight crews prior to them being rostered for operational duty. The audit of the CAR 217 organisation's flight crew training records revealed that while flight crews had been operating under the FRMS for 11 months, the FRMS training required had not been conducted. This non-compliance was considered to represent an immediate threat to the safety of operations and CASA issued a 'Safety Alert' on the 12th March 2008 which required operations conducted under the FRMS to cease and operations to be conducted in accordance with CAO48. The company accepted CASA's decision and advised CASA on the 17th March 2008 that the required training had been completed. CASA responded on the 18th March 2008 by issuing approval for the company to resume operations in accordance with the FRMS.



Audit Summary cont.....

Audit of 20 flight crew training records revealed that approximately 80% contained no evidence of training in Emergency Procedures Training - Life Jackets and Life Rafts or Human Factors Management Training. The company was advised on the 17 March 2008 of this breach of CAR 215 (9) and the CEO responded on the 20 March 2008 advising that the training would be conducted and completed within a week. The CEO also advised that the company had reviewed its training requirements as stated in the OPSM with regard to Controlled Flight Into Terrain (CFIT), Enhanced Ground Proximity Warning Systems (EGPWS), and Crew Resource Management (CRM) and that all pilots would complete appropriate training within 1 week.

Audit of the flight crew training records and log books revealed that renewal of instrument ratings of two (2) line pilot's by a company check pilot/ATO were not conducted in accordance with the requirements of CAO 40.2.1. This involved approach aids being entered on the renewal form and pilot log book that were not flown during the flight test. The ATO had stated that he had incorrectly interpreted a recent change to the legislation. The Lead Auditor discussed this matter with the Head of Training and Checking, and it was revealed that PEL does conduct any regular 'standardisation meetings' or other 'procedural training' with it's check pilot/ATO delegates.

Management System Model (MSM) Summary

The following is a brief summary of the analysis of the MSM highlighting any significant conclusions on the performance of the organisation in the areas covered by the audit against the four attributes, Management Responsibility, Infrastructure, Processes, and Monitoring and Improvement.

Management Responsibility

Review of the structure of the organisation established that the management have appointed appropriately trained and qualified persons to match the positions stated in the PEL OPSM Part A1.1.1 Operations Structure, and as a result have demonstrated their compliance to meet their responsibilities under the *Civil Aviation Act 1988*. Commitment and Planning is demonstrated by the 'Management Committee' meeting monthly and the reports produced from these monthly meetings being given to the board.

Infrastructure

With regard to the provision of data and information, the audit revealed that the Compliance Manager and his team have been active in producing OPSM manuals to support the company's operations within the relevant aviation legislation. An electronic version of the company's operations manual suite is available to approved persons within CASA via the PEL company intranet.



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Audit Summary cont.....

Process in Practice

The findings of the systems audit and the product surveillance conducted since the issue of the AOC in October 2006 has demonstrated that while the senior management and staff have appropriate documented procedures available, the failure to detect the deficiencies in the training and checking organisation with regard to the FRMS, CRM, Wet Drills, EGPWS training and the conduct of instrument rating renewals not in accordance with the legislation demonstrates that appropriate practices are not being conducted. Given the experience and competency of the staff, this finding suggests inadequate resources are available within the CAR 217 training and checking organisation and the company's system of internal audit.

Monitoring and Improvement

From the deficiencies found in the flight crew training records it is evident that internal audit is not an integral part of the day to day flying operations in that it does not review operational documents such as Flight Crew Training Records. Deficiencies in the document control and internal audit system were also discussed during the October 2007 audit and elaborated in an audit observation 712599 issued in October 2007 (*Attached at the end of this report*).

Conclusion & Recommendation

Recommendation to Pel-Air Aviation P/L

Given the fact that the company provide training and checking for 70 pilots it is important in the interest of operational safety for PEL management to resolve the issues stated in this report and establish more effective and frequent internal audit of the conduct and recording of the training and checking of flight crew. Given the number of pilots currently employed and the company's proposed expansion into the SAAB 340 aircraft, a review of the current workload of the Chief Pilot and Head of Training and Checking's should also be considered.

| INDEX OF FINDINGS | | | | |
|-------------------|---|--|--------------|------|
| Number | Legislation | System / Element | FOI | Type |
| 317098 | Civil Aviation Act 28BE, CAR 215, CAO 48 | Operational Standards – Crew Scheduling | Mal Campbell | RCA |
| 317099 | CAR 215 (9), CAR 217 | Operational Personnel – CRM Training | Mike Nolan | RCA |
| 317100 | CAR 282(4)(b) ; CAO 82.0 Appx 1 para 2.2(f) | Operational Standards – Instrument Rating Renewals | Jim Wallace | RCA |
| 317101 | CAR 215 (9), CAR 217 | Operational Personnel – EGPWS Training | Mike Nolan | RCA |
| 317102 | CAR 215, CAR217,CAO20.11 | Operational Standards – Wet Drills Training | Mike Nolan | RCA |
| 713236 | | AOC Operations | Mal Campbell | AO |



Conduct

The audit team:

- Interviewed the Head of Training and Checking
- Reviewed the Company OPSM, and
- Audited approximately 20 flight crew training records and log books by cross-checking the entries of training and proficiency checking performed during the previous 12 month period.

Evaluation

Part G. Fatigue Risk Management System (FRMS). The FRMS contained in the company operations manual (OPSM) was approved by CASA instrument EX17/07 signed on the 30th April 2007. Operations conducted under this instrument required FRMS training for all flight crews. In the CASA audit conducted in October 2007, the audit team discussed the usability and effectiveness of the FRMS manual with the Compliance Manager and the PEL rostering staff. The audit sampling determined that the system was operating to a satisfactory standard. The March 2008 audit of the flight crew training records maintained as part of the CAR217 training and checking organisation revealed that the FRMS training of flight crews as required in Part 6 the company FRMS manual had not been conducted. The non-compliance was considered as an immediate threat to the safety of operations and CASA issued a 'Safety Alert' on the 12th March 2008 which required operations conducted under the FRMS to cease and to be conducted in accordance with CAO48. The company accepted CASA's decision and advised CASA on the 17th March 2008 that the required training had been completed. CASA responded on the 18th March 2008 by issuing approval for the company to resume operations in accordance with the FRMS. Refer RCA 317098 which is attached and was issued on the 12th March 2008.

Part D-2 2.2.2 Human Factors Management Training. The OPSM states that all company pilots shall complete an initial and recurrent CRM course as per Annex 12 and 13 every 15 months. Part D-2 Annex 12 contains a list of topics titled 'CRM Induction' to be done as an induction course. Part D-2 Annex 13 has a list of topics which form the re-current training. Of the 20 pilot flight crew training records audited no evidence found that any of this training had being conducted since 2001. Refer RCA 317099.

Part D- 2. Annex 11. Enhanced Ground Proximity Warning Systems (EGPWS). The OPSM states that the training has been implemented for operational crews of aircraft equipped with EGPWS. Of the 20 pilot training records audited no evidence was found of any training being conducted since 2001. Refer RCA 317101.



Part D-2 2.2.1 Emergency Procedures Training - Life Jackets and Life Rafts. The OPSM states that for initial qualification with the company each pilot shall demonstrate his/her competency in the use of the lifejacket in the water, and for initial qualification with the company, each pilot shall demonstrate in the water his/her competency in the deployment, inflation, boarding and passenger control procedures for the typical life raft carried on board. There is also a requirement for re-current training. Of the 20 flight crew training records audited the results provided evidence that neither the initial or re-current training had been conducted for most pilots. Refer RCA 317102.

Conduct of Instrument Rating Renewals. Product Surveillance conducted on the 26 and 27 February 2008 of a PEL training and checking function by Check Pilot/ATO [REDACTED] and Check Pilot applicant [REDACTED] resulted in confusion regarding the requirement to renew the NDB component of a instrument rating. This may have resulted in renewals being conducted with the NDB being renewed on the basis of a renewal of the VOR. Refer Audit Observation 713236

Flight Crew Training Record (FCTR). Audit of the FCTR of [REDACTED] produced evidence that his instrument rating was renewed 20/03/07 and on the basis of a flight where an NDB and ILS approach was tested, his GNSS (RNAV) was renewed. Audit of the FCTR of [REDACTED] produced evidence that a VOR renewal was issued on the basis of a flight 27/10/07 on which no VOR; ILS or LLZ was flown. This was corrected 7/11/07 where an ILS was flown but without supporting Flight Test Form or Test Number. Refer RCA 317100

Flight Crew Training Records Audited. Audit of 20 flight crew training records revealed that approximately 80% contained no evidence of the conduct of required training. Attached below are the CASA auditor reports for individual flight crew. Of particular concern is the number of findings that state "No record on File".



AVIATION SAFETY AUDIT REPORT

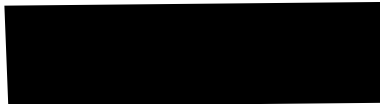
Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008

AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed:
- GPS Training D2 annex1 no record on file
- EGPWS Training D2 Annex 11 no record on file
- CRM Induction D2 Annex 12 no record on file
- FRMS Training Manual Part G 6 Training and Resources no record on file
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 [redacted] grade 1 instructor
- Low Flying Training D2 Annex 6 no record on file
- Aircraft Performance Training Part D 5 12/01/08
- Syllabus of Training Check Pilots D6 no record on file

Endorsement Aircraft Type: Metro 3/ simulator
Endorsement Command or Co-pilot: Command
Endorsement Date: 09/02/08
Sticky Label entered Yes/No: Yes
Endorsing Pilot Name/ARN: [redacted]
Total Hours Flown:

- Dual 21.7
- Solo/Command/ICUS:
- Day 20
- Night 1.7
- Cleared to line: 22/02/08. No training records for line training and not stated in log book as a line check.

Instrument Rating Date: 28/11/07
Aircraft Type: Can not tell aircraft type as only 1 page of log book provided.
Command or Co-Pilot: Command
Aircraft Type: Insufficient log book pages supplied
Hours Flown: Insufficient log book pages supplied
Nav Aids Tested: NDB,VOR,ILS,LLZ,DGA
Nav Aids Entered on Sticky label: Yes
Day or Night: Insufficient log book pages supplied
Last CAO 20.11 Check: 08/02/07 I believe this is in error and should be 2008
Check Pilot Name: [redacted]
Wet Drills Completed Date:
Dangerous goods: 5 Dec 2007 exp 5 Dec 2009
CAR 217 Proficiency Check Date: 2/2/08
Aircraft Type: Simulator (metro)
Check Pilot Name /ARN: [redacted]
Previous CCAR 217 check Date: new employee

Remarks: Pilot only supplied log book pages for Jan and Feb 2008, which appears to be from when [redacted] joined Pel-Air. The training records are lacking any line training records.
Ansett simulator engineering examination results on file, Metro dated 12 Jan 2008, 95%
Endorsement 25 to 31 Jan 2007, 20 hours simulator, 8 to 9 Feb 2007, 1.7 hours aircraft



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Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: no record on file
- GPS Training D2 annex1 no record on file
- EGPWS Training D2 Annex 11 no record on file
- CRM Induction D2 Annex 12 record on file **not** dated
- FRMS Training record for FMS not FRMS **not** dated
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 no record on file
- Low Flying Training D2 Annex 6 no record on file
- Aircraft Performance Training Part D 5 no record on file
- Syllabus of Training Check Pilots D6 no record on file
- CFIT record on file **not** dated
- Endorsement Aircraft Type: Metro 3
- Endorsement Command or Co-pilot: Command
- Endorsement Date: 25 April 2007
- Sticky Label entered Yes/No: Yes
- Endorsing Pilot Name/ARN:
- Total Hours Flown: 5.0
- Dual 5.0
- Solo/Command/ICUS: ICUS 120.8
- Day 2.7
- Night 118.1
- Cleared to line: 11 July 2007

Instrument Rating Date: 26 Apr 2007
Aircraft Type: Metro 3
Command or Co-Pilot: Command
Aircraft Type: Metro 3
Hours Flown: 1.8
Nav Aids Tested: NDB,ILS
Nav Aids Entered on Sticky label: NDB,ILS,LLZ,VOR,DGA
Day or Night: Log book only supplied for July 2007

Last CAO 20.11 Check: 26 Apr 2007
Check Pilot Name:
Wet Drills Completed Date : no record on file
Dangerous goods: Valid to 01 June 2008
CAR 217 Proficiency Check Date: 11 July 2007
Aircraft Type: Metro
Check Pilot Name /ARN:
Previous CCAR 217 check Date: 12 Dec 2006

Remarks: CP has checked the training records. Where information is missing the CP has marked in red. No evidence of follow up action/s recorded.



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**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:

ARN:

Medical Valid to:

Training Record

- **Induction Completed:** No record on file
- **GPS Training D2 annex1** no record on file
- **EGPWS Training D2 Annex 11** no record on file
- **CRM Induction D2 Annex 12** 14 Aug 2001
- **FRMS Training** 13 August 2001 NB this is FMS not FRMS
- **Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14** no record on file
- **Low Flying Training D2 Annex 6** no record on file
- **Aircraft Performance Training Part D 5** no record on file
- **Syllabus of Training Check Pilots D6** no record on file
- **CFIT awareness** 4 Aug 2001
- **Endorsement Aircraft Type:** Metro 3 and E120
- **Endorsement Command or Co-pilot:** Command
- **Endorsement Date:** Not evident from available files
- **Sticky Label entered Yes/No:** Page from log book not supplied
- **Endorsing Pilot Name/ARN:** no record on file
- **Total Hours Flown:** no record on file
- **Dual**
- **Solo/Command/ICUS:**
- **Day**
- **Night**
- **Cleared to line:**

Instrument Rating Date:

29 Apr 2007

Aircraft Type:

Metro 3

Command or Co-Pilot:

Command

Aircraft Type:

Metro 3

Hours Flown:

1.9

Nav Aids Tested:

NDB,VOR,LLZ,ILS

Nav Aids Entered on Sticky label:

ILS,LLZ,VOR,NDB,DGA

Day or Night: Day

Last CAO 20.11 Check:

20 Sep 2007

Check Pilot Name:

Wet Drills Completed Date:

no evidence on file

Dangerous goods:

29 April 2009

CAR 217 Proficiency Check Date:

07 Sep 2007

Aircraft Type:

E120

Check Pilot Name /ARN:

Previous CCAR 217 check Date:

29 Apr 2007

Remarks: No training records for endorsement training. This [REDACTED] on both Metro and E120. Although there is a divider (approvals/delegations/certificates) in the training records document there is only 1 check pilot approval and this is for Pel-Air express, dated 18 April 2006. A check should be made to ensure this pilot has current approvals.



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**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: no record on file
- GPS Training D2 annex1 no record on file
- EGPWS Training D2 Annex 11 no record on file
- CRM Induction D2 Annex 12 no record on file
- FRMS Training no record on file
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 no record on file
- Low Flying Training D2 Annex 6 no record on file
- Aircraft Performance Training Part D 5 only record for flight planning and weight and balance
- Syllabus of Training Check Pilots D6 no record on file
- Dangerous goods exp: 21 Sept 2009
- Endorsement Aircraft Type: Metro 3
- Endorsement Command or Co-pilot: Command
- Endorsement Date: 20 Aug 2007
- Sticky Label entered Yes/No: Yes
- Endorsing Pilot Name/ARN: [Redacted]
- Total Hours Flown: 8.3 hours
- Dual 8.3 hours
- Solo/Command/ICUS:
- Day 7.6
- Night 0.7
- Cleared to line: 14 Sep 2007
- Instrument Rating Date: 06 August 2007
- Aircraft Type: unable to tell from log book pages provided as may be before employment commenced.
- Command or Co-Pilot: Command
- Aircraft Type: insufficient pages of log book supplied
- Hours Flown: insufficient log book pages supplied
- Nav Aids Tested: no information available
- Nav Aids Entered on Sticky label: NDB, ILS, LLZ, VOR, DGA
- Day or Night: insufficient log book pages supplied
- Last CAO 20.11 Check: 17 Aug 2007
- Check Pilot Name: [Redacted]
- Wet Drills no record on file.
- CAR 217 Proficiency Check Date: 14 Sept 2007
- Aircraft Type: Metro 3
- Check Pilot Name /ARN: [Redacted]
- Previous CCAR 217 check Date:
- Remarks: Chief pilot has marked information that is missing in red pen on some of the training files. What is the procedure for follow up? Some written comments on training file very difficult to read.



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**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- | | | |
|--|-------------------|-------------------|
| • Induction Completed: | no record on file | |
| • GPS Training D2 annex1 | no record on file | |
| • EGPWS Training D2 Annex 11 | no record on file | |
| • CRM Induction D2 Annex 12 | no record on file | |
| • FRMS Training | no record on file | |
| • Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 | | no record |
| • Low Flying Training D2 Annex 6 | | no record on file |
| • Aircraft Performance Training Part D 5 | | no record on file |
| • Syllabus of Training Check Pilots D6 | | no record on file |

Endorsement Aircraft Type:

Westwind

Endorsement Command or Co-pilot:

Command

Endorsement Date:

25/11/07

Sticky Label entered Yes/No:

Yes

Endorsing Pilot Name/ARN:

[Redacted]

Total Hours Flown:

5hours 10 mins

- Dual

5hrs 10mins

- Solo/Command/ICUS:

N/A

- Day

3hrs 25mins

- Night

1hr 45mins

- Cleared to line:

28/01/08

Instrument Rating Date:

06/09/07

Aircraft Type: insufficient log book pages to determine type, CIR renewed prior to employment with Pel-Air

Command or Co-Pilot:

command

Aircraft Type:

insufficient log book pages supplied

Hours Flown:

insufficient log book pages supplied

Nav Aids Tested:

NDB,VOR,ILS,LLZ,GPS/DME arrival

Nav Aids Entered on Sticky label:

yes

Day or Night:

insufficient info supplied

Last CAO 20.11Check:

25.11.07

Check Pilot Name:

[Redacted]

Wet Drills Completed Date):

no record on file

Dangerous goods expiry:

04/09/09

CAR 217 Proficiency Check Date:

28/01/08

Aircraft Type:

Westwind

Check Pilot Name /ARN:

[Redacted]

Previous CCAR 217 check Date:

new employee

Remarks:



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AUDIT FLIGHT CREW RECORDS**

Pilot Name:

ARN:

Medical Valid to:



Training Record

- | | | |
|---|--|-------------------|
| • Induction Completed: | Examination results on file not dated | |
| • GPS Training D2 annex1 | no record on file | |
| • EGPWS Training D2 Annex 11 | no record on file | |
| • CRM Induction D2 Annex 12 | no record on file | |
| • FRMS Training | no record on file | |
| • Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 | | no record on file |
| • Low Flying Training D2 Annex 6 | | no record on file |
| • Aircraft Performance Training Part D 5 | | no record on file |
| • Syllabus of Training Check Pilots D6 | | no record on file |

Endorsement Aircraft Type:

Westwind

Endorsement Command or Co-pilot:

Co-pilot

Endorsement Date:

24 Mar 2005

Sticky Label entered Yes/No:

Yes

Endorsing Pilot Name/ARN:



Total Hours Flown:

no record on file

- **Dual**
- **Solo/Command/ICUS:**
- **Day**
- **Night**
- **Cleared to line:**

Instrument Rating Date:

31 March 2008

Aircraft Type:

Westwind

Command or Co-Pilot:

Co-pilot

Aircraft Type:

Westwind

Hours Flown:

1.7

Nav Aids Tested:

NDB,ILS

Nav Aids Entered on Sticky label:

NDB,VOR,ILS,LLZ

Day or Night: Day

Last CAO 20.11Check:

11 Nov 2007

Check Pilot Name:



Wet Drills Completed Date:

24 Jan 2007

Dangerous goods expiry:

17 July 2009

CAR 217 Proficiency Check Date:

11 Nov 2007

Aircraft Type:

Westwind

Check Pilot Name /ARN:



Previous CCAR 217 check Date:

02 March 2007

Remarks: No endorsement training records or line training records. Westwind examination on file not dated. Pilot maintenance authority found in file signed off by [REDACTED] 5/8/05



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ARN:
Medical Valid to:



Training Record

- Induction Completed: no record on file
- GPS Training D2 annex1 no record on file
- EGPWS Training D2 Annex 11 no record on file
- CRM Induction D2 Annex 12 no record on file
- FRMS Training no record on file
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 no record on file
- Low Flying Training D2 Annex 6 no record on file
- Aircraft Performance Training Part D 5 no record on file
- Syllabus of Training Check Pilots D6 no record on file

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

Westwind
Command
09 July 2006
Yes
Name not on label
No training records of endorsement

- Dual
- Solo/Command/ICUS:
- Day
- Night
- Cleared to line:
- Instrument Rating Date: 30 Sep 2008
- Aircraft Type: Westwind
- Command or Co-Pilot: Command
- Aircraft Type: Westwind
- Hours Flown: 1.8
- Nav Aids Tested: NDB, ILS
- Nav Aids Entered on Sticky label: Sticky label not in log book copy. Last log book sticky label for CIR expired 30 Sep 2006
- Day or Night: Day
- Last CAO 20.11 Check: 13 July 2007
- Check Pilot Name:
- Wet Drills Completed Date
- Dangerous goods expiry: 24 July 09
- CAR 217 Proficiency Check Date: 27 Oct 2007
- Aircraft Type: Westwind
- Check Pilot Name /ARN:
- Previous CCAR 217 check Date: 13 July 2007

Remarks: was command endorsed in 2006. He did his command upgrade training in mid 2007. He has completed training as a supervisory pilot. This training has been documented.



AVIATION SAFETY AUDIT REPORT

Organisation Name: *Pel-Air Aviation P/L*

Audit Reference: *Pel-Air March 2008*

**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- | | |
|--|-------------------------------------|
| • Induction Completed: | No record |
| • GPS Training D2 annex1 | No record |
| • EGPWS Training D2 Annex 11 | (Undated) CFIT Course |
| • CRM Induction D2 Annex 12 | (Undated) |
| • FRMS Training | (Undated) Fatigue Management Course |
| • Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14 | |
| • Low Flying Training D2 Annex 6 | |
| • Aircraft Performance Training Part D 5 | |
| • Syllabus of Training Check Pilots D6 | |

| | | |
|--------------------------------------|------------|------------|
| Endorsement Aircraft Type: | Metro 3 : | Brasilia |
| Endorsement Command or Co-pilot: C/P | Command | |
| Endorsement Date: | 24/10/2006 | 30/01/2008 |
| Sticky Label entered Yes/No: | Yes | YES |
| Endorsing Pilot Name/ARN: | | |
| Total Hours Flown: | | |

- | | | |
|----------------------|---------------|-----|
| • Dual | 4.5 | 9.7 |
| • Solo/Command/ICUS: | | |
| • Day | 3.4 | 8.8 |
| • Night | 1.1 | 0.7 |
| • Cleared to line: | 22-23/03/2007 | |

| | |
|-----------------------------------|---------------------------------|
| Instrument Rating Date: | 24/10/2007 |
| Aircraft Type: | Metro 3 |
| Command or Co-Pilot: | Command |
| Aircraft Type: | |
| Hours Flown: | 1.9 |
| Nav Aids Tested: | VOR; ILS |
| Nav Aids Entered on Sticky label: | <u>NDB</u> ; VOR; ILS; LLZ; DGA |
| Day or Night: | |

| | |
|-----------------------------|-------------------------------|
| Last CAO 20.11 Check: | C227(24/10/07) E120(30/01/08) |
| Check Pilot Name: | |
| Wet Drills Completed Date : | |

CAR 217 Proficiency Check Date:
Aircraft Type:
Check Pilot Name /ARN:
Previous CCAR 217 check Date:

Remarks:

NDB issued without flight test.
Raft/Jacket drills signed off for both A/C on 20:11 check
System of Maintenance for E120 dated 9/01/08✓
D.G Certificate valid to 24/09/2008✓
Exam Critique for E120 & Conversion Ground training Form✓



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: 11/04/2007? See comment
- GPS Training D2 annex1 No Records
- EGPWS Training D2 Annex 11 No Records
- CRM Induction D2 Annex 12 No Records
- FRMS Training No Records
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

C227
Command
03/02/2006
Yes



- Dual No Records
- Solo/Command/ICUS:
- Day No Records
- Night No Records
- Cleared to line: 25/07/2007

Instrument Rating Date:
Aircraft Type:
Command or Co-Pilot:
Aircraft Type:
Hours Flown:
Nav Aids Tested:
Nav Aids Entered on Sticky label:
Day or Night:

01/03/2007
BE76
Command

1.5
No Records
NDB; ILS; LLZ; VOR; DGA

Last CAO 20.11Check:
Check Pilot Name:
Wet Drills Completed Date
CAR 217 Proficiency Check Date:
Aircraft Type:
Check Pilot Name /ARN:
Previous CCAR 217 check Date:

16/04/2007

No wet drill records
14/12/2007
Metro



Remarks:
DG valid to 02/05/2009✓
Supervisory pilot✓



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No record
- GPS Training D2 annex1 No record
- EGPWS Training D2 Annex 11 No record
- CRM Induction D2 Annex 12 No record
- FRMS Training No record
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type: 1124 WESTWIND
Endorsement Command or Co-pilot: Command
Endorsement Date: 18/12/2007
Sticky Label entered Yes/No: Yes
Total Hours Flown:

- Dual 5.1
- Solo/Command/ICUS:
- Day 3.5
- Night 1.6
- Cleared to line: 06/01/2008

Instrument Rating Date: 03/01/2008
Aircraft Type: BE76
Command or Co-Pilot: Command
Aircraft Type:
Hours Flown: 1.1
Nav Aids Tested: NDB; ILS
Nav Aids Entered on Sticky label: NDB; VOR; ILS; LLZ; DGA
Day or Night:

Last CAO 20.11 Check: 16/01/2008
Check Pilot Name:
Wet Drills Completed Date (If pilot does CHARTER):

CAR 217 Proficiency Check Date: 16/01/2008
Aircraft Type: 1124
Check Pilot Name /ARN:
Previous CCAR 217 check Date:

Remarks:

Life raft/jacket ticked on 20:11
Engineering exam 1124✓
DG valid to 07/07/2009✓



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No records
- GPS Training D2 annex1 No records
- EGPWS Training D2 Annex 11 No records
- CRM Induction D2 Annex 12 No records
- FRMS Training No records
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type: CO-PILOT METRO 3

Endorsement Command or Co-pilot:

Endorsement Date: 04/04/2007

Sticky Label entered Yes/No: Yes

Endorsing Pilot Name/ARN:



Total Hours Flown:

- Dual 5.3
- Solo/Command/ICUS:
- Day No records
- Night No records
- Cleared to line: 27/06/2007

Instrument Rating Date:

27/10/2007

Aircraft Type:

Metro 23

Command or Co-Pilot:

Co-Pilot

Aircraft Type:

Hours Flown:

1.5

Nav Aids Tested:

NDB; GNSS;

Nav Aids Entered on Sticky label:

NDB; GNSS; DGA; VOR (See comment)

Day or Night:

Last CAO 20.11 Check:

27/10/2007

Check Pilot Name:



Wet Drills Completed Date

CAR 217 Proficiency Check Date:

27/10/2007

Aircraft Type:

Metro 23

Check Pilot Name /ARN:

Previous CCAR 217 check Date:

Remarks:

VOR renewed without VOR or ILS/LLZ being flown.

Pilot supplied LBE entry shows ILS; LLZ; VOR done on the 07/11/2007 with no supporting documentation.

Cleared to line 27/06/07 but PA 1 doesn't indicate type; rego or flight time



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No record
- GPS Training D2 annex1 No record
- EGPWS Training D2 Annex 11 No record
- CRM Induction D2 Annex 12 No record
- FRMS Training No record
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type: Metro
Endorsement Command or Co-pilot: Command
Endorsement Date: 07/10/2002
Sticky Label entered Yes/No: Yes
Total Hours Flown:

- Dual
- Solo/Command/ICUS:
- Day
- Night
- Cleared to line: 27/12/07

Instrument Rating Date: 30/11/2007
Aircraft Type: No record
Command or Co-Pilot: Command
Aircraft Type: No record
Hours Flown: No record
Nav Aids Tested: No record
Nav Aids Entered on Sticky label: ILS; LLZ; VOR; NDB
Day or Night: No record

Last CAO 20.11 Check: 03/12/2007
Check Pilot Name:
Wet Drills Completed Date (If pilot does CHARTER):

CAR 217 Proficiency Check Date: Return after long absence
Aircraft Type:
Check Pilot Name /ARN:
Previous CCAR 217 check Date:

Remarks:
DG valid to 02/12/2009✓



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed:
- GPS Training D2 annex1 No Records
- EGPWS Training D2 Annex 11 No Records
- CRM Induction D2 Annex 12 No Records
- FRMS Training No Records
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type: Metro 3
Endorsement Command or Co-pilot: Co-Pilot
Endorsement Date: 01/08/2007
Sticky Label entered Yes/No: Yes
Endorsing Pilot Name/ARN: [Redacted]
Total Hours Flown:

- Dual 7.9
- Solo/Command/ICUS:
- Day 6.8
- Night 1.1
- Cleared to line: 09/11/07?

Instrument Rating Date: 29/11/2007
Aircraft Type: Metro
Command or Co-Pilot: Co-Pilot
Aircraft Type:
Hours Flown: 1.6
Nav Aids Tested: NDB; ILS
Nav Aids Entered on Sticky label: NDB;VOR;ILS;LLZ;DGA
Day or Night: 3.5 (See comment)

Last CAO 20.11 Check: 24/07/2007
Check Pilot Name: [Redacted]
Wet Drills Completed Date (If pilot does CHARTER):

CAR 217 Proficiency Check Date: 09/11/2007
Aircraft Type: Metro
Check Pilot Name /ARN: [Redacted]
Previous CCAR 217 check Date:

Remarks:

Logbook shows 0.5hr I/F with item 28 (Steep turns) not tested during renewal CIR
DG valid to 12/11/2009✓
Jacket drill checked off on 20:11.



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No records
- GPS Training D2 annex1 No records
- EGPWS Training D2 Annex 11 CFIT (Corporate Air)
- CRM Induction D2 Annex 12 No records
- FRMS Training No records
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6
- Endorsement Aircraft Type: No records
- Endorsement Command or Co-pilot: Command
- Endorsement Date: No records
- Sticky Label entered Yes/No: 09/05/2005
- Endorsing Pilot Name/ARN:
- Total Hours Flown:
- Dual No records
- Solo/Command/ICUS:
- Day No records
- Night No records
- Cleared to line: Line Check 27/10/2007
- Instrument Rating Date: 20/03/07
- Aircraft Type: Metro 23
- Command or Co-Pilot: Command
- Aircraft Type:
- Hours Flown: 3.1
- Nav Aids Tested: NDB; ILS; GNSS
- Nav Aids Entered on Sticky label: NDB; VOR; LLZ; ILS; DGA; GNSS
- Day or Night:
- Last CAO 20.11Check: 20/03/2007
- Check Pilot Name: [Redacted]
- Wet Drills Completed Date
- CAR 217 Proficiency Check Date: 27/10/2007
- Aircraft Type: Metro 23
- Check Pilot Name /ARN: [Redacted]
- Previous CCAR 217 check Date:

Remarks:

No copy of LBE Form to confirm in crew file
Pilot supplied LBE shows NDB; VOR; LLZ; ILS; DGA; GNSS
Note; Unsigned licence
No DG Certification



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AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: 22/02/2007 (See comment)
- GPS Training D2 annex1 No Records
- EGPWS Training D2 Annex 11 No Records
- CRM Induction D2 Annex 12 No Records
- FRMS Training No Records
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

Command
26/07/2007
Yes



- Dual No Records
- Solo/Command/ICUS: No Records
- Day No Records
- Night No Records
- Cleared to line: 27/02/07

Instrument Rating Date:
Aircraft Type:
Command or Co-Pilot:
Aircraft Type:
Hours Flown:
Nav Aids Tested:
Nav Aids Entered on Sticky label:
Day or Night:

31/07/2007?
No Records
Command
Metro 3
2.5
VOR/ILS
NDB; VOR; ILS; LLZ; DGA
No Records

Last CAO 20.11 Check:
Check Pilot Name:
Wet Drills Completed Date :

31/07/2007

Waived

CAR 217 Proficiency Check Date:
Aircraft Type:
Check Pilot Name /ARN:
Previous CCAR 217 check Date:

31/07/2007
Metro 3

Remarks:

Recommended for Line Check but document unsigned by recommender signature.
CIR renewed and NDB endorsed without flight check of NDB
No DG Certification



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No record
- GPS Training D2 annex1 No record
- EGPWS Training D2 Annex 11 (Undated) CFIT
- CRM Induction D2 Annex 12 (Undated) CRM
- FRMS Training (Undated) Fatigue Management Course
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type: Metro 3
Endorsement Command or Co-pilot: Command
Endorsement Date: 02/10/2006
Sticky Label entered Yes/No: Yes
Total Hours Flown:

- Dual 5.3
- Solo/Command/ICUS:
- Day 5.0
- Night 0.3
- Cleared to line: 07/12/2006 [Re-cleared 03/07/2007]

Instrument Rating Date: 03/07/2007
Aircraft Type:
Command or Co-Pilot: Command
Aircraft Type: Metro
Hours Flown: 1.8
Nav Aids Tested: NDB; ILS
Nav Aids Entered on Sticky label: NDB; VOR; ILS; LLZ; DGA
Day or Night:

Last CAO 20.11 Check: 03/07/2007
Check Pilot Name:
Wet Drills Completed Date (If pilot does CHARTER):

CAR 217 Proficiency Check Date: 03/07/2007
Aircraft Type: Metro
Check Pilot Name /ARN:
Previous CCAR 217 check Date: 06-07/12/2006

Remarks:

Incomplete test check form so "Publications up to Date?" not ticked along with others.
DG valid to 22/06/2009✓



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No records
- GPS Training D2 annex1 No records
- EGPWS Training D2 Annex 11 No records
- CRM Induction D2 Annex 12 No records
- FRMS Training No records
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:

Endorsement Command or Co-pilot:

Command

Endorsement Date:

18/11/2007

Sticky Label entered Yes/No:

Total Hours Flown:

- Dual 5.0
- Solo/Command/ICUS:
- Day 3.5
- Night 1.5
- Cleared to line: 07/12/2007

Instrument Rating Date:

30/08/2007

Aircraft Type:

No records

Command or Co-Pilot:

Command

Aircraft Type:

No records

Hours Flown:

No records

Nav Aids Tested:

No records

Nav Aids Entered on Sticky label:

NDB; ILS; LLZ; VOR; DGA

Day or Night:

Last CAO 20.11 Check:

11/12/2007

Check Pilot Name:



Wet Drills Completed Date (If pilot does CHARTER):

CAR 217 Proficiency Check Date:

11/12/2007

Aircraft Type:

1124

Check Pilot Name /ARN:



Previous CCAR 217 check Date:

Remarks:

1124 Engineering Exam✓

No DG Certification

20:11 (11/12/2007) items not all checked off.



Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed: No record
- GPS Training D2 annex1 25/03/2006 [REDACTED]
- EGPWS Training D2 Annex 11 No record
- CRM Induction D2 Annex 12 No record
- FRMS Training No record
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6/

Endorsement Aircraft Type:

Endorsement Command or Co-pilot: Command

Endorsement Date: 23/10/2007

Sticky Label entered Yes/No: Yes

Endorsing Pilot Name/ARN: [REDACTED]

Total Hours Flown:

- Dual 6.6
- Solo/Command/ICUS:
- Day 4.2
- Night 1.6
- Cleared to line: 23/11/2007
- Instrument Rating Date: 17/09/07 valid to 30/09/2007
- Aircraft Type: Unknown
- Command or Co-Pilot: Command
- Aircraft Type: Unknown
- Hours Flown: Unknown
- Nav Aids Tested: Unknown
- Nav Aids Entered on Sticky label: NDB; VOR; ILS; LLZ; DGA
- Day or Night:
- Last CAO 20.11 Check: 22/10/2007
- Check Pilot Name: [REDACTED]
- Wet Drills Completed Date : Waived

CAR 217 Proficiency Check Date:

23/11/2007

Aircraft Type:

Metro 3

Check Pilot Name /ARN:



Previous CCAR 217 check Date:

Remarks:

Proficiency, Check to Line and Base signed off on the same day (same flight?) by [REDACTED] 23/11/07.
Wet drill training has been waived on Pel-Air checklists
No CIR test form to confirm hours; aids etc.
No records of commencement of employment date
No DG Certificate



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

**Pel-Air Aviation P/L March 2008
AUDIT FLIGHT CREW RECORDS**

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed:
- GPS Training D2 annex1
- EGPWS Training D2 Annex 11
- CRM Induction D2 Annex 12
- FRMS Training
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

- Dual
- Solo/Command/ICUS:
- Day
- Night
- Cleared to line:

Instrument Rating Date:
Aircraft Type:
Command or Co-Pilot:
Nav Aids Tested:
Nav Aids Entered on Sticky label:
Day or Night:

27/08/2007
metro 3
2.2
VOR and LLZ

Last CAO 20.11 Check:
Check Pilot Name:
Wet Drills Completed Date (If pilot does CHARTER):
Dangerous Goods:
CAR 217 Proficiency Check Date:
Aircraft Type:
Check Pilot Name /ARN:
Previous CCAR 217 check Date:

2 Feb 2008
[Redacted]
20 Feb 2009
27 Aug 2007
Metro 3
[Redacted]
30 April 2007

Remarks:

NDB RENEWED WITHOUT BEING FLOWN. ATO [Redacted] who has left company.

Evidence of CRM, FMS, CFIT training in 2001



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed:
- GPS Training D2 annex1
- EGPWS Training D2 Annex 11
- CRM Induction D2 Annex 12
- FRMS Training
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

- Dual
- Solo/Command/ICUS:
- Day
- Night
- Cleared to line:

| | |
|--|-------------------------|
| Instrument Rating Date: | 29 April 2007 |
| Aircraft Type: | Metro 3 |
| Command or Co-Pilot: | Command |
| Hours Flown: | 1.9 |
| Nav Aids Tested: | NDB, VOR, ILS, ILS, LLZ |
| Nav Aids Entered on Sticky label: | |
| Day or Night: | |
| Last CAO 20.11 Check: | 29 April 2008 |
| Check Pilot Name: | |
| Wet Drills Completed Date (If pilot does CHARTER): | |
| Dangerous Goods: | 29 April 2009 |
| CAR 217 Proficiency Check Date: | 7 Sept 2007 |
| Aircraft Type: | |
| Check Pilot Name /ARN: | |
| Previous CCAR 217 check Date: | 29 April 2007 |

Remarks:



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed:
- GPS Training D2 annex1
- EGPWS Training D2 Annex 11
- CRM Induction D2 Annex 12
- FRMS Training
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

Metro 3

- Dual
- Solo/Command/ICUS:
- Day
- Night
- Cleared to line:

Instrument Rating Date:

30 Nov 2008

Aircraft Type:

Command or Co-Pilot:

Hours Flown:

Nav Aids Tested:

Nav Aids Entered on Sticky label:

ILS, LLZ, VOR, NDB

Day or Night:

Last CAO 20.11 Check:

03/Dec 2007

Check Pilot Name:

Wet Drills Completed Date (If pilot does CHARTER):

Dangerous Goods:

02 Dec 2009

CAR 217 Proficiency Check Date:

27 Dec 2007

Aircraft Type:

Metro 3

Check Pilot Name /ARN:

Remarks: Training file contained a Training Summary of hours flown sectors flown training captain, inst approaches, hours day, night, instrument flight.

Line training form PEL 3001 from 24 Dec 2007 to 3 Dec 2007. Some forms are not completed in accordance with the instructions issued to all check pilots by the HOTC. Audit Observation.



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Pel-Air Aviation P/L March 2008 AUDIT FLIGHT CREW RECORDS

Pilot Name:
ARN:
Medical Valid to:



Training Record

- Induction Completed:
- GPS Training D2 annex1
- EGPWS Training D2 Annex 11
- CRM Induction D2 Annex 12
- FRMS Training
- Ansett Flight Simulator Instructors/Check Pilots D2 Annex 14
- Low Flying Training D2 Annex 6
- Aircraft Performance Training Part D 5
- Syllabus of Training Check Pilots D6

Endorsement Aircraft Type:
Endorsement Command or Co-pilot:
Endorsement Date:
Sticky Label entered Yes/No:
Endorsing Pilot Name/ARN:
Total Hours Flown:

- Dual
- Solo/Command/ICUS:
- Day
- Night
- Cleared to line:

Instrument Rating Date:

19 June 2007

Aircraft Type:

Metro 3

Command or Co-Pilot:

Command

Hours Flown:

1.2

Nav Aids Tested:

NDB, ILS

Nav Aids Entered on Sticky label:

Day or Night:

Last CAO 20.11 Check:

Check Pilot Name:

Wet Drills Completed Date

Dangerous Goods:

05 July 2009

CAR 217 Proficiency Check Date:

05 Nov 2007

Aircraft Type:

Metro 3

Check Pilot Name /ARN:



Previous CCAR 217 check Date:

02 April 2007

Remarks:



AUDITEE INSTRUCTIONS

Authority for the conduct of the audit

The audit identified in this report was carried out by CASA in pursuance of its functions under section 9 of the Civil Aviation Act 1988.

Confidentiality

This audit report is a confidential document between the CASA and the operator/certificate holder. CASA will not disclose this report or any part of it to any third person except, in pursuance of its functions, with the express permission of the operator/certificate holder, or as required by law.

Audit Method

The audit is a sampling exercise and does not purport to be a total systems review. The sampling provides a snapshot of the system and any deficiencies detected could point to a systemic problem, requiring a total systems review by the operator. The operator/certificate holder as outlined below must address deficiencies and problems identified in the audit findings.

Audit Findings

Audit findings may be in the form of Requests for Corrective Action (RCA), Safety Alerts (SA) or Audit Observations (AO).

RCA (Request for Corrective Action)

RCAs detail deficiencies that involve non-compliance with legislation and must be addressed. The deficiency is described in the 'details of deficiency' field. For RCAs, the following actions must be taken to address the deficiency/deficiencies:

Remedial action: to remedy the immediate situation so that operations are brought within safe parameters; for example: the REMEDIAL ACTION to address an identified deficiency of 'cabin crew not currently trained in emergency procedures' would be to conduct training for all affected staff.

Investigative action: to identify the deficiency/problem and determine the root cause;

Corrective action(s) to address the root cause of the problem; for example The CORRECTIVE ACTION would be to document and implement a system for training, recording, reporting and warning of pending expiry dates for all initial and recurrent training. The certificate holder must record both the remedial and corrective action taken on the 'recipient's response' page of the RCA and return it to the address shown, by the due date.

Where the corrective action cannot be completed by the due date, the certificate holder must indicate the date by which the corrective action will be completed. (Note: To avoid unnecessary pages in this report, only one copy of the 'recipient's response' page is included at the end. Please photocopy as required).

Safety Alerts

A SAFETY ALERT is a particular type of REQUEST FOR CORRECTIVE ACTION that must be addressed IMMEDIATELY. As the holder of the certificate, licence, CASA approval or authority, the certificate holder must take action to ensure that the deficiency is rectified carrying out RCA steps 2) and 3) above:

- a) before the continued operation of the aircraft concerned; or
- b) before continuing any activity carried out under the certificate or licence or approval or authority held by you that is the subject of the deficiency.



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Audit Observations

An Auditor raises an AUDIT OBSERVATION to draw attention to latent conditions or minor deficiencies in a system that cannot be attributed to a current legislative requirement. The intention is to raise awareness with a view to avoiding problems in the future. Response to OBSERVATIONS is not required. However, Auditee's would be well advised to take appropriate action as part of their continuous improvement processes. Actions taken may be covered in future surveillance.

Note: A copy of all Safety Alerts (SA), Request for Corrective Actions (RCA), Audit Observations (AO) and Aircraft Survey Reports (ASR) are attached



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Request for Corrective Action

| | | |
|-----------------------|---|-----------------|
| Organisation Name: | Pel-Air Aviation Pty Ltd | |
| ARN: | 227573 | RCA No: 317099 |
| Contact Address: | PO Box 807, Mascot, NSW | Postcode: 1460. |
| Regulatory Reference: | Civil Aviation Regulation 215 (9), CAR 217 (1), (3). | |
| Audit Element: | Operational Standards – CAR 217 Training & Checking – Crew Resource Management | |
| Note: | Issue of a Request for Corrective Action (RCA) does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances. | |

Details of Deficiency:

Part D-2 2.2.2 Human Factors Management Training of the OPSM states that all company pilots shall complete an initial and recurrent CRM course as per Annex 12 and 13 every 15 months. Part D-2 Annex 12 contains a list of topics titled 'CRM Induction' to be done as an induction course. Part D-2 Annex 13 has a list of topics which form the re-current training. Of the 20 pilot flight crew training records audited no evidence found that any of this training being conducted since 2001.

Criteria:

Civil Aviation Regulation CAR 215 (9) states that each member of the operations personnel of an operator shall comply with all instructions contained in the operations manual in so far as they relate to his or her duties or activities.

Civil Aviation Regulation CAR 217 (1) states that "An operator of a regular public transport service, an operator of any aircraft the maximum take-off weight of which exceeds 5700kilograms and any other operator that CASA specifies shall provide a training and checking organisation so as to ensure that members of the operator's operating crews maintain their competency".

CAR 217(3) states that "The training and checking organisation and its tests and checks provided for therein shall be subject to approval of CASA".

Date Issued: 9 / 5 / 08

CASA Office Address:

Response Due: 6 / 6 / 08

Is this RCA linked to a Safety Alert?

☐ Yes

☒ No

Components as causal factors: (Select only one)

- ☐ 1 – Management Commitment
- ☐ 2 – Planning
- ☐ 3 – Management Review
- ☐ 4 – Facility
- ☐ 5 – Tools, Equipment and Materials
- ☐ 6 – Data, Information & Records

- ☐ 7 – Personnel
- ☒ 8 – Process in Practice
- ☐ 9 – Internal Audit
- ☐ 10 – Internal Reporting
- ☐ 11 – Investigation
- ☐ 12 – Remedial, Corrective and Preventive Action

Printed Name: Mike Nolan

Date: 9 / 5 / 08

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area office: _____
Printed Name: _____ Date Entered: ____/____/____
Signature: _____

Sydney Region Office
Civil Aviation Safety Authority
PO Box CP 57 Condell Park
2200

Page 32 of 45

Date of Report: April 2008



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Request for Corrective Action

Name: Pel-Air Aviation Pty Ltd
ARN: 227573
Contact Address: PO Box 807, Mascot, NSW 1460

RCA Number: 317099

Corrective Action: *This section to be completed by the recipient or by his/her representative and forwarded to the above office by the response due date shown on Page 1 of this request.*

Remedial Action: *(Action taken to fix the immediate effects of the identified deficiency):*

Root Cause(s) Identified: *(what was the root cause of the identified deficiency)*

Corrective Action: *(Action taken to address the root cause of the deficiency to ensure the deficiency does not recur):*

.....
Recipient's or Representative's Signature **Printed Name**

Date: / /

CASA Office Address: PO Box CP 57 Condell Park 2200

CASA Office Use Only

Verification of Action: _____

CASA Representative Acceptance:

Signed: _____ Name: _____ Date: / /
RCA/s on File: _____ Folio: _____ Associated Papers: _____

ASSP data ENTERED

Signed:  Date: 22/5/08

Name:  Office: 

 Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT


Organisation Name: Pel-Air Aviation P/L


Audit Reference: Pel-Air March 2008

| | | | |
|-----------------------|---|-----------|--------|
| Organisation Name: | Pel-Air Aviation Pty Ltd | | 317532 |
| ARN: | 227573 | RCA No: | 317100 |
| Contact Address: | PO Box 807, Mascot, NSW | Postcode: | 1460 |
| Regulatory Reference: | CAR 282(4)(b) ; CAO 82.0 Appendix 1 para 2.2(f) | | |
| Audit Element: | Operational Standards – CAR 217 Training & Checking | | |

Note: Issue of a Request for Corrective Action (RCA) does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of Deficiency:

 was issued a renewal 20/03/07 of GNSS on the basis of a flight where an NDB and ILS solely were tested.

 was issued VOR on the basis of a flight 27/10/07 on which no VOR, ILS or LLZ was flown.

Criteria:

CAO 82.0 reads in paragraph 2.2 Responsibilities of Chief Pilot - (f) monitoring operational standards, maintaining training records and supervising the training and checking of flight crew of the operator;

CAR 282 (4) b) issue a certificate that he or she is required or empowered under these Regulations without ensuring that all matters therein are true and correct in every material particular.

CASA Office Address:

Date Issued: 9 May 08

Response Due: 6 June 08

Is this RCA linked to a Safety Alert?

☐ Yes

☒ No

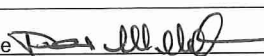
Components as causal factors: (Select only one)

- ☐ 1 – Management Commitment
- ☐ 2 – Planning
- ☐ 3 – Management Review
- ☐ 4 – Facility
- ☐ 5 – Tools, Equipment and Materials
- ☐ 6 – Data, Information & Records

- ☐ 7 – Personnel
- ☒ 8 – Process in Practice
- ☐ 9 – Internal Audit
- ☐ 10 – Internal Reporting
- ☐ 11 – Investigation
- ☐ 12 – Remedial, Corrective and Preventive Action



James Frederick Wallace



9/5/08
Date 13/03/08

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area office: _____
Printed Name: _____ Date Entered: ____/____/____
Signature: _____



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: *Pel-Air Aviation P/L*

Audit Reference: *Pel-Air March 2008*

Name: Pel-Air Aviation Pty Ltd
ARN: 227573
Contact Address: PO Box 807, Mascot, NSW, 1460

RCA Number: 317100

Corrective Action: This section to be completed by the recipient or by his/her representative and forwarded to the above office by the response due date shown on Page 1 of this request.

Remedial Action: (Action taken to fix the immediate effects of the identified deficiency):

Root Cause(s) Identified: (what was the root cause of the identified deficiency)

Corrective Action: (Action taken to address the root cause of the deficiency to ensure the deficiency does not recur):

Date: __/__/__

.....
Recipient's or Representative's Signature Printed Name

CASA Office Address: PO Box CP 57 Condell Park 2200

CASA Office Use Only

Verification of Action:

CASA Representative Acceptance:

Signed: _____ Name: _____ Date: __/__/__
RCA/s on File: _____ Folio: _____ Associated Papers: _____



AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Request for Corrective Action

| | | |
|-----------------------|--|------------------|
| Organisation Name: | Pel-Air Aviation Pty Ltd | 317533 |
| ARN: | 227573 | RCARef #: 317101 |
| Contact Address: | PO Box 807 Mascot | Postcode: 1460 |
| Regulatory Reference: | Civil Aviation Regulation 217, CAR 215 (9), CAO 82.0. | |
| Audit Element: | Operational Standards – CAR 217 Training & Checking Organisation | |

Note: Issue of a Request for Corrective Action (RCA) does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of Deficiency:

The OPSM states in Part D- 2. Annex 11. Enhanced Ground Proximity Warning Systems (EGPWS) that the training has been implemented for operational crews of aircraft equipped with EGPWS. Of the 20 pilot training records audited no evidence was found of this training being conducted since 2001.

Criteria:

Civil Aviation Order 82.0 Appendix 1 ss 2.2 states in part that the "responsibilities of the chief pilot must unless CASA otherwise specified in writing include: (f) monitoring operational standards, maintaining training records and supervising the training and checking of flight crew of the operator"

Civil Aviation Regulation 217 (1) states that "An operator of a regular public transport service, an operator of any aircraft the maximum take-off weight of which exceeds 5700kilograms and any other operator that CASA specifies shall provide a training and checking organisation so as to ensure that members of the operator's operating crews maintain their competency"

CAR 217(3) states that "The training and checking organisation and its tests and checks provided for therein shall be subject to approval of CASA".

Civil Aviation Regulation CAR 215 (9) states that each member of the operations personnel of an operator shall comply with all instructions contained in the operations manual in so far as they relate to his or her duties or activities.

Date Issued: 9/5/08

CASA Office Address:

Is this RCA linked to a Safety Alert?

Response Due: 6/6/08

☐ Yes ☒ No

Components as causal factors: (Select only one)

- ☐ 1 – Management Commitment
- ☐ 2 – Planning
- ☐ 3 – Management Review
- ☐ 4 – Facility
- ☐ 5 – Tools, Equipment and Materials
- ☐ 6 – Data, Information & Records

- ☐ 7 – Personnel
- ☒ 8 – Process in Practice
- ☐ 9 – Internal Audit
- ☐ 10 – Internal Reporting
- ☐ 11 – Investigation
- ☐ 12 – Remedial, Corrective and Preventive Action

Mike Nolan

Date: 9/5/08

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area office: _____
Printed Name: _____ Date Entered: ____/____/____
Signature: _____

Sydney Region Office
Civil Aviation Safety Authority
PO Box CP 57 Condell Park
2200

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Date of Report: April 2008



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Request for Corrective Action

Name: Pel-Air Aviation Pty Ltd

ARN: 227573

RCA: 317101

Contact Address: PO Box 807 Mascot 1460

Corrective Action: This section to be completed by the recipient or by his/her representative and forwarded to the above office by the response due date shown on Page 1 of this request.

Remedial Action: (Action taken to fix the immediate effects of the identified deficiency):

Root Cause(s) Identified: (what was the root cause of the identified deficiency)

Corrective Action: (Action taken to address the root cause of the deficiency to ensure the deficiency does not recur):

.....
Recipient's or Representative's Signature

.....
Printed Name

Date: __/__/__

CASA Office Address: PO Box CP Condell Park 2200

CASA Office Use Only

Verification of Action: _____

CASA Representative Acceptance:

Signed: _____ Name: _____ Date: __/__/__

RCA/s on File: _____ Folio: _____ Associated Papers: _____

ASSP data ENTERED

Signed: [Signature] Date: 22/5/08

Name: Gose Office: BK



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Request for Corrective Action

| | | | |
|-----------------------|--|-----------|--------------------|
| Organisation Name: | Pel-Air Aviation Pty Ltd | | |
| ARN: | 227573 | RCA: | 317534 -317102- |
| Contact Address: | PO Box 807, Mascot, NSW | Postcode: | 1460. |
| Regulatory Reference: | Civil Aviation Regulation 217, CAR 215, CAO 20.11. | | |
| Audit Element: | Operational Standards – CAR 217 Training & Checking Organisation | | |

Note: Issue of a Request for Corrective Action (RCA) does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of Deficiency:

The OPSM Part D-2 2.2.1 Emergency Procedures Training - Life Jackets and Life Rafts states that for initial qualification with the company each pilot shall demonstrate his/her competency in the use of the lifejacket in the water, and for initial qualification with the company, each pilot shall demonstrate in the water his/her competency in the deployment, inflation, boarding and passenger control procedures for the typical life raft carried on board. There is also a requirement for re-current training. Of the 20 flight crew training records audited the results provided evidence that neither the initial or re-current training had been conducted for most pilots.

Criteria:

Civil Aviation Regulation 217 (1) states that "An operator of a regular public transport service, an operator of any aircraft the maximum take-off weight of which exceeds 5700kilograms and any other operator that CASA specifies shall provide a training and checking organisation so as to ensure that members of the operator's operating crews maintain their competency"

CAR 217(3) states that "The training and checking organisation and its tests and checks provided for therein shall be subject to approval of CASA".

Civil Aviation Regulation CAR 215 (9) states that each member of the operations personnel of an operator shall comply with all instructions contained in the operations manual in so far as they relate to his or her duties or activities.

CASA Office Address:

Date Issued: 9/5/08

Response Due: 6/6/08

Is this RCA linked to a Safety Alert?

☐ Yes

☒ No

Components as causal factors: (Select only one)

- | | |
|---|--|
| <input type="checkbox"/> 1 – Management Commitment | <input type="checkbox"/> 7 – Personnel |
| <input type="checkbox"/> 2 – Planning | <input checked="" type="checkbox"/> 8 – Process in Practice |
| <input type="checkbox"/> 3 – Management Review | <input type="checkbox"/> 9 – Internal Audit |
| <input type="checkbox"/> 4 – Facility | <input type="checkbox"/> 10 – Internal Reporting |
| <input type="checkbox"/> 5 – Tools, Equipment and Materials | <input type="checkbox"/> 11 – Investigation |
| <input type="checkbox"/> 6 – Data, Information & Records | <input type="checkbox"/> 12 – Remedial, Corrective and Preventive Action |

[Signature]

Mike Nolan

Date: 9/5/08

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area office: _____
Printed Name: _____ Date Entered: ____/____/____
Signature: _____

Sydney Region Office
Civil Aviation Safety Authority
PO Box CP 57 Condell Park
2200

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Date of Report: April 2008



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Request for Corrective Action

Name: Pel-Air Aviation Pty Ltd
ARN: 227573
Contact Address: PO Box 807, Mascot, NSW

RCA Number: 317102

Corrective Action: This section to be completed by the recipient or by his/her representative and forwarded to the above office by the response due date shown on Page 1 of this request.

Remedial Action: (Action taken to fix the immediate effects of the identified deficiency):

Root Cause(s) Identified: (what was the root cause of the identified deficiency)

Corrective Action: (Action taken to address the root cause of the deficiency to ensure the deficiency does not recur):

.....
Recipient's or Representative's Signature

.....
Printed Name

Date: __/__/__

CASA Office Address: PO Box CP 57 Condell Park 2200

CASA Office Use Only

Verification of Action:

CASA Representative Acceptance:

Signed: _____ Name: _____ Date: __/__/__

RCA/s on File: _____ Folio: _____ Associated Papers: _____



Australian Government
Civil Aviation Safety Authority

| | |
|-----------|---------------|
| ASSP data | ENTERED |
| Signed: | Date: 22/5/08 |
| Name: | Office: BK |

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Audit Observation

Tuesday, 6 May 2008

Organisation Name: Pelair Aviation Pty Ltd

ARN: 227573

Address: PO Box 208 mascot NSW

Observation No: 1/2008

Postcode: 1460

713269

| | |
|--|-------------------|
| Audit Element: | AOC Operations |
| Observation Details: | |
| <p>On the 26 and 27 February a ramp check of VH-EET and observation of a CAR 217 training function was conducted and the following was noted;</p> <p>Discussion was held with [REDACTED] and there appeared to be confusion over the requirement to renew the NDB component of an instrument rating. There is a possibility that IFR Renewals may have been conducted by Pelair Aviation with the NDB renewed by conducting a VOR approach.</p> <p>It is suggested that the company review all pilot's files to ensure that when the last IFR renewal was conducted and the NDB component renewed, the NDB was actually tested.</p> <p>During the approval process for [REDACTED] to conduct Emergency Procedures Training under CAO 20.11 discussion was held re 'wet drills'. It appears that the pilots are not being required to demonstrate competency for the use of life jackets in the water (initial qualification) as required in CAO 20.11 Appendix IV 1.4 (a). This would be required for a pilot who is operating an aircraft more than 50 miles from the shore on any charter flight or for passenger carrying charter if the flight path on departure or approach is over water.</p> <p>The company should review pilot records to ensure that any crew member operating a company aircraft that requires the carrying of life jackets, has completed the initial qualification of 'wet drills' with the Pelair Aviation P/L.</p> <p>During the 'Hand over – Take over' procedure the pilots are not completing the confirmations as listed in the Operations Manual. The final statement "I have control" is not being said.</p> <p>It is suggested that the company either ensures pilots comply with the OM or the OM is amended to reflect the current practice.</p> <p>During the flights observed there did not appear to be any fuel drains carried out as required by CAO 20.2 para 5. The weather conditions included frequent rain showers and over wing refuelling was carried out. Under these conditions there is the potential for water to accumulate in the fuel tanks to the point of becoming a significant safety issue.</p> <p>It is suggested that the company conduct its own surveillance of this to see if this is a systemic problem and the company reminds the pilots of their obligations to comply with CAO 20.11.</p> | |
| Auditor: Malcolm Campbell | Signature: |

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area
office: _____

Printed Name: _____ Date Entered: ____/____/____

Signature: _____



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Audit Observation

Organisation Name: Pel-Air Aviation Pty Ltd

ARN: 227573

Observation Number: 712599

Address: PO Box 208 Mascot NSW

Postcode: 1460.

Audit Element: Operational Standards - Document Control & Internal Audit

Observation Details:

The audit reviewed the documentation and functioning of the SMS, FRMS, internal Audit and some aspects of quality systems operating within Pel-Air Aviation. It was noted that the systems duplicated and/or conflicted with each other in their processes. It was further evident that the Business Risk Profile (BRP) spreadsheet used for tracking system outputs (Corrective Actions (CA), Accident and Incident Reporting, Fatigue Occurrences etc), whilst having the capacity to adequately track actions, was not being utilised and could not provide up-to-date data on status. This situation was mostly brought about by a lack of resources in the Compliance section and was discussed in detail with the Compliance Manager during the audit.

The company has made provision for additional staff in this section. The company, through the Compliance Manager, should put in place an action plan to remedy the backlog of report processing, close out open items, update the registers in the BRP and establish an interim procedure (until the manuals/documentation is reviewed) to ensure that the outputs of internal systems are processed and followed up in a timely manner.

The management of company documents, particularly the company operations manual and its distribution and amendment requires review. It was not easily identifiable when and who had reviewed the company operations manual following revision as the system for acknowledgement had broken down. Additionally there was no means for personnel to identify changes to the operations manual as the LEP was out of date (this was rectified during the audit). It was noted that this issue was identified in an internal non-compliance report (006/2007) issued in May 2007. Action and close-out on this report was outstanding.

It was further observed that the company extranet site, in the library section, did not provide access to the most current versions of manuals (FRMS) and included reference to documents and forms that were no longer applicable (SMS reporting manual).

The relationship between various company manuals should be reviewed as soon as practicable with the aim of providing a consistent suite of related manuals as per the diagram provided on page 3 of the Fatigue Risk Management System (FRMS) manual.

Auditor: Kerry Nolan
Date: October 2007

Signature:

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area office: _____

Printed Name: _____ Date Entered: ____/____/____

Signature: _____



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

CASA Ref: RCA 317098

Pelair Aviation Pty Ltd A.R.N. 227573
PO Box 208 Mascot 1460

Dear Sir/Madam,

Safety Alert - Immediate Action Required

CASA Issues Safety Alerts when a breach of the legislation raises serious safety concerns that require immediate action by the recipient.

There are a number of options available to CASA to respond to such breaches of legislation. In this case, CASA considers that the interests of safety will best be served as a first option, by giving you the opportunity to address the breach and initiate action to ensure there are no similar occurrences.

As the holder of the exemption, it is expected that you will take immediate action to ensure that the breach or breaches are rectified:

- Before continuing any activity carried out under the exemption authority held by you that is the subject of the deficiency.

The attached Request for Corrective Action - Audit Ref: 317098 outlines the serious legislative breach.

It is expected that you will give this matter your urgent attention. When you have rectified the deficiency, advise us of the Remedial and Corrective Action you have taken by forwarding to us the completed response to the Request for Corrective Action.

Yours faithfully,

Malcolm Campbell
Acting Team Leader Flying Operations
Sydney Region office

12 March 2008

[Faint, illegible text, possibly a stamp or watermark]

ASSP data EN ID
 Signed: [Signature] Date: 22/5/08
 Name: [Signature] Office: [Signature]

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Australian Government
 Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

| | | | |
|-----------------------|-----------------------------|------------------|--------|
| Organisation Name: | Pelair Aviation Pty Ltd | | |
| ARN: | 227573 | RCA/Audit Ref #: | 317098 |
| Contact Address: | PO Box 208 Mascot | Postcode: | 1460 |
| Regulatory Reference: | Act 28BE, CAR 215, CAO 48.0 | | |
| Audit Element: | Crew Scheduling | | |

Note: Issue of a Request for Corrective Action (RCA) does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of Deficiency:

Pelair Aviation was granted exemption against the requirements of CAO 48.0 to operate under a Fatigue Risk Management System (FRMS) in April 2007. The FRMS and the company's operations manual requires that prior to a pilot being rostered for duty he/she will have undergone training in the use of the FRMS. During the scheduled audit conducted on 12 March 2008, the company admitted that none of its pilots have undergone the required training.

All pilots must revert to compliance with CAO 48.0 until CASA is satisfied that full compliance with the training requirements of the FRMS and the operations manual has been met.

Criteria:

Act 28BE Duty to exercise care and diligence

(1) The holder of an AOC must at all times take all reasonable steps to ensure that every activity covered by the AOC, and everything done in connection with such an activity, is done with a reasonable degree of care and diligence.

(2) If the holder is a body having legal personality, each of its directors must also take the steps specified in subsection (1).

(3) It is evidence of a failure by a body and its directors to comply with this section if an act covered by this section is done without a reasonable degree of care and diligence mainly because of:

(a) inadequate corporate management, control or supervision of the conduct of any of the body's directors, servants or agents; or

(b) failure to provide adequate systems for communicating relevant information to relevant people in the body.

CAR 215 Operations manual

(9) Each member of the operations personnel of an operator shall comply with all instructions contained in the operations manual in so far as they relate to his or her duties or activities.

CAO 48.0 Flight Time Limitations — General 4 Exemptions

4.1 CASA may, by instrument in writing, exempt a person from any of the requirements set out in Part 48.

4.2 An exemption under paragraph 4.1 may be granted subject to such conditions as CASA considers necessary in the interests of the safety of air navigation.

Date Issued: 12/03/2008

CASA Office Address: PO Box CP 57
 Condell Park 2200

Response Due: 19/03/2008

Is this RCA linked to a Safety Alert?

☒ Yes

☐ No

| Components as causal factors: (Select only one) | |
|---|--|
| <input checked="" type="checkbox"/> 1 – Management Commitment | <input type="checkbox"/> 7 – Personnel |
| <input type="checkbox"/> 2 – Planning | <input type="checkbox"/> 8 – Process in Practice |
| <input type="checkbox"/> 3 – Management Review | <input type="checkbox"/> 9 – Internal Audit |
| <input type="checkbox"/> 4 – Facility | <input type="checkbox"/> 10 – Internal Reporting |
| <input type="checkbox"/> 5 – Tools, Equipment and Materials | <input type="checkbox"/> 11 – Investigation |
| <input type="checkbox"/> 6 – Data, Information & Records | <input type="checkbox"/> 12 – Remedial, Corrective and Preventive Action |



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: Pel-Air Aviation P/L

Audit Reference: Pel-Air March 2008

Signature:

Printed Name:

Malcolm Campbell

Date: 12/03/2008

CASA Office Use Only

File: _____ Folio: _____ Data Entry: _____ Area office: _____
Printed Name: _____ Date Entered: ____/____/____
Signature: _____



Australian Government
Civil Aviation Safety Authority

AVIATION SAFETY AUDIT REPORT

Organisation Name: *Pel-Air Aviation P/L*

Audit Reference: *Pel-Air March 2008*

Name: Pelair Aviation Pty Ltd

ARN: 227573

RCA Number: 317098

Contact Address: PO Box 208 Mascot 1460

Corrective Action: *This section to be completed by the recipient or by his/her representative and forwarded to the above office by the response due date shown on Page 1 of this request.*

Remedial Action: *(Action taken to fix the immediate effects of the identified deficiency):*

Root Cause(s) Identified: *(what was the root cause of the identified deficiency)*

Corrective Action: *(Action taken to address the root cause of the deficiency to ensure the deficiency does not recur):*

Date: / /

.....
Recipient's or Representative's Signature

.....
Printed Name

CASA Office Address: PO Box CP 57, Condell Park 2200

CASA Office Use Only

Verification of Action: *ALL ACTIVE PILOTS TRAINED IN PMS*

CASA Representative Acceptance:

Signed: *[Signature]* Name: *Malcolm Campbell* Date: *1 / 10 / 08*

RCA/s on File: *THIS FILE* Folio: _____ Associated Papers: _____

