



JOINING / ADMINISTRATIVE INSTRUCTION

MISSION CREW TRAINING

(INCORPORATING CREW RESOURCE MANAGEMENT AND WORKING SAFELY AROUND AIRCRAFT)

1. **Introduction.** Independent Productions and Aviation Services (IPAS) will be conducting Mission Crew Training which incorporates Working Safely Around Aircraft with Crew Resource Management components for DPI and associated agencies on Tue/Wed 06/07 Aug 2019. This instruction will provide attendees with the information required to undertake this training.
2. **Training Overview.** Mission Crew training is designed to:
 - a. Train in specific Crew Resource Management principles in accordance with CASA's requirements with respect to helicopter low flying operations;
 - b. Train and reinforce working in team environments in high risk, dynamic activities such as working around aircraft;
 - c. Familiarise trainees with limitations to rotary-wing and fixed-wing aircraft and operations and safety; and
 - d. Introduce trainees to flying at low level especially in a wire environment whilst conducting aerial navigation.
3. The training will be conducted using primarily audio/visual presentations with a practical / syndicate airborne exercise, (weather and aircraft availability permitting). It will be specifically directed towards the nature of work carried out in DPI or associated agency-style operations.
4. **Equipment Required.** Trainees will not be required to provide anything for the conduct of the classroom component of the course except an internet capable tablet or computer in order to access the workbook which is online. Alternatively, trainees can download the workbook as a PDF. If a trainee has access to his/her own flight helmet, then it is advised that it be used during the flight phase. Smart phones, in particular iPhones or iPads, will also be useful for some of the practical components.
5. **Pre-Course Training.** This Joining Instruction is accompanied by two short quizzes that are to be completed prior to training. Details on how to complete the quizzes are contained in the Classwork details in the Google Classroom. Use the PDF (attached) for Quiz 1 and use the YouTube video for Quiz 2.
6. **Dress.** Dress for the course is neat casual or as required. (It is recommended that suitable extra clothing be brought in case air conditioning is difficult to control). For the flying phase, protective clothing such as fully enclosed shoes/boots, overalls or work dress made with natural fibres must be used. If a helmet is available, please use that.
6. **Training Locations and Accommodation.** Training will be conducted at Orange Agricultural Institute, 1447 Forest Rd, Orange NSW 2800. See image below for location of the training room in relation to the front gate. Accommodation will be the responsibility of DPI.

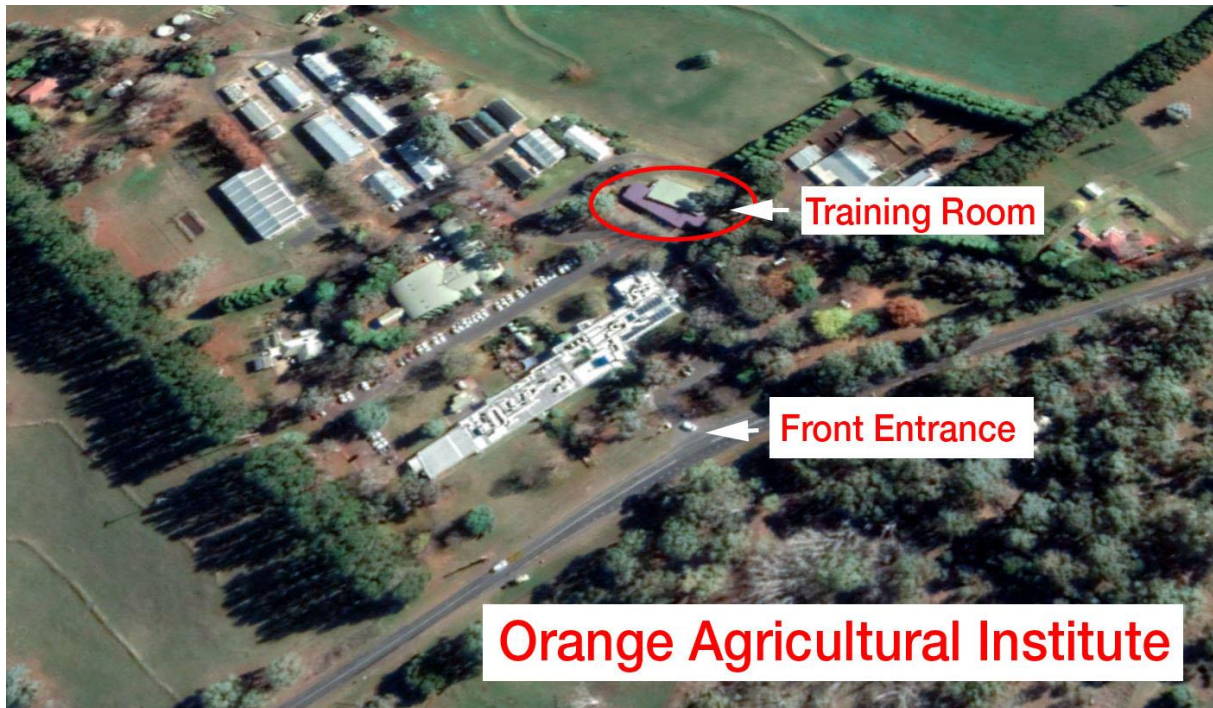


Figure 1. Orange Agricultural Institute, 1447 Forest Rd, Orange NSW 2800. Image shows location of front entrance and the proposed training room for the Mission Crew training.

7. **Catering.** Morning tea will be provided at approximately 1000h each day. Lunch will be provided at 1300h each day of the course.

8. **Timings.** The course will commence at 0830 each day. Trainees should expect to conclude the training at 1630h on the first day and 1600h on the second day. Short breaks between each training module will also be incorporated. An outline of the two days' activities is shown below:

- i. Introduction - Introduction to CRM and its application in Low Flying and Basic Aerodynamics for operations and planning
- ii. Human Performance Limitations (overview on Human Behaviour)
- iii. Airborne map reading
- iv. Working Safely Around Aircraft
- v. Syndicate Exercise (Using Departmental forms to request aviation support followed by practical flying exercise. Complete by approx 1500h on Day 2)
- vi. Situational Awareness (time permitting)
- vii. Decision Making (time permitting).

Practical Exercise – Exercise BIG CAT. Depending on suitable weather and aircraft availability, the practical exercise will be similar to an airborne orienteering course. Syndicates of 3 persons each will be given basic information including aerial photos of waypoints, which they will have to convert into useful information for the pilot; make navigation calculations and then provide a brief to the pilot who will then fly the aircraft with syndicate members on board, according to the syndicate's



instructions. At various waypoints, the syndicate will be required to positively identify the waypoint and confirm it is the correct waypoint when compared to aerial photos, annotate information on their navigation package and then fly to the next waypoint. Upon return, the syndicates will be required to then plot information on topographical maps and provide a brief to the course on their task. A similar exercise is shown in the accompanying video.

9. **Courseware.** All courseware and stationery will be provided to the trainee. The trainee will not be required to provide any item except the protective clothing described above. The workbook/textbook is available as a PDF for download or as an online publication. Both are available on the IPAS website at www.ipas.com.au on the homepage.

12. **Safety and Administration.** A safety/administration brief will be conducted immediately prior to the commencement of the course. A risk assessment has been carried out for the flying component. Trainees will be required to assist with safety duties during helicopter operations such as landing site security/control of onlookers.

13. **Inability to complete the course.** It is advisable that all trainees are released from duties for the duration of the course. Allowances will be made for those trainees that cannot be released from duty and are required to be contactable and on duty.

14. **Confidentiality and Reporting.** The nature of MC/CRM training is such that trainees will be asked to contribute various experiences s/he may have had. Some of these admissions may involve sensitive issues which may include violations to rules and regulations. To ensure open and honest learning, this is encouraged. This being the case, all communications within the course is confidential and will not be reported to anyone outside the course. Reporting of trainees' course feedback however will be reported should that be necessary. This may include suggestions by trainees or facilitators on course content, conduct and material in an effort to improve the manner in which the course is conducted and the material therein. All feedback will be made anonymous prior to handing back to the organisers.

15. **Contact.**

- a. Conway Bown – CRM Facilitator and Safety Trainer
Mob: 0419028798 (anytime) or
email: conway@ipas.com.au or conwaybown@gmail.com

Conway Bown
Director – Independent Productions and Aviation Services