

## **2.8 FLIGHT DISPATCHER LICENCE, INSTRUCTORS AND DESIGNATED EXAMINERS**

### **2.8.1 APPLICABILITY**

(a) This section prescribes the requirements for the issue, renewal and re-issue of a flight dispatcher licence, instructors for flight dispatcher licences and designation of flight dispatcher examiner.

### **2.8.2 GENERAL**

(a) An applicant shall, before being issued with a flight dispatcher licence, meet such requirements in respect of age, knowledge, experience, skill, medical fitness and language proficiency as are specified for that licence.

(b) An applicant shall for renewal or re-issue of a licence meet the requirements as are specified for that licence.

### **2.8.3 FLIGHT DISPATCHER LICENCE**

#### **2.8.3.1 GENERAL REQUIREMENTS**

(a) Age. The applicant for a flight dispatcher licence shall be not less than 21 years of age.

(b) Knowledge. The applicant for a flight dispatcher licence shall receive and log training from an authorised instructor on following subjects appropriate to the privileges of the flight dispatcher:

- (1) Air Law:
  - (i) Rules and regulations relevant to the holder of a flight dispatcher licence; and
  - (ii) Appropriate air traffic services practices and procedures.
- (2) Aircraft general knowledge:
  - (i) Principles of operation of aeroplane powerplants, systems and instruments;
  - (ii) Operating limitations of aeroplanes and powerplants; and
  - (iii) Minimum equipment list.
- (3) Flight performance calculation and planning procedures:
  - (i) Effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
  - (ii) Operational flight planning; fuel consumption and endurance calculations; alternate airport selection procedures; en-route cruise control; extended range operation;
  - (iii) Preparation and filing of air traffic services flight plans; and
  - (iv) Basic principles of computer-assisted planning systems.
- (4) Human performance:
  - (i) Human performance relevant to dispatch duties.
- (5) Meteorology:
  - (i) Aeronautical meteorology; the moment of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions.
  - (ii) Interpretation and application of aeronautical meteorological reports, charts and forecasts, codes and abbreviations; use of, and procedures for obtaining, meteorological information.
- (6) Navigation:
  - (i) Principles of air navigation with particular reference to instrument flight.
- (7) Operational procedures:

- (i) Use of aeronautical documentation;
  - (ii) Operational procedures for the carriage of freight and dangerous goods;
  - (iii) Procedures relating to aircraft accidents and incidents; emergency flight procedures;
  - (iv) Procedures relating to unlawful interference and sabotage of aircraft; and
  - (v) Principles of flight relating to the appropriate category of aircraft.
- (8) Radio communication:
- (i) Procedures for communicating with aircraft and relevant ground stations.
- (c) The applicant for the flight dispatcher licence shall:
- (1) Have received an endorsement for the knowledge test from an authorised instructor who:
    - (i) Conducted the training on the knowledge areas; and
    - (ii) Certifies that the person is prepared for the required knowledge test.
  - (2) Pass the required knowledge test.
- (d) Experience.
- (1) The applicant for a flight dispatcher licence shall have gained the following experience:
    - (i) A total of 2 years' service in any one or in any combination of the capacities specified in (A) to (C) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
      - (A) A flight crewmember in air transportation; or
      - (B) A meteorologist in an organisation dispatching aircraft in air transportation; or
      - (C) An air traffic controller; or a technical supervisor of flight dispatchers or air transportation flight operations systems.
    - (ii) At least one year as an assistant in the dispatching of air transport.
    - (iii) Have satisfactorily completed a course of approved training.
  - (2) The applicant shall have served under the supervision of a flight dispatcher for at least 90 working days within the 6 months immediately preceding the application.
- (e) Skill. The applicant shall have demonstrated the ability, by passing a skill test on the subjects listed in [IS 2.8.3.2](#) to:
- (1) Make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates.
  - (2) Determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans.
  - (3) Provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions as appropriate to the duties of the holder of a flight dispatcher licence.
- (f) Privileges. Subject to compliance with the requirements specified in this Part, the privileges of the holder of a flight dispatcher licence shall be to serve in that capacity with responsibility for each area for which the applicant meets the requirements in ICAO Annex 6, as contained in Parts 8 and 9 of these regulations.
- (g) Validity. The validity period of the licence is 5 years. A licence shall become invalid when a flight dispatcher has ceased to exercise the privileges of the licence for a period of 6 months. A licence shall remain invalid until the flight dispatcher's ability to exercise the privileges of the licence has been re-established.

(h) Renewal. The flight dispatcher licence may be renewed by presenting to the Authority evidence of successfully passing a competency check on the areas of operation listed in IS: 2.8.3.2.

(i) Reissue. If the flight dispatcher licence has expired, the applicant shall have received refresher training acceptable to the Authority.

### **2.8.3.2 SKILL TEST FOR THE FLIGHT DISPATCHER LICENCE**

(a) Implementing Standard (IS) 2.8.3.2 contains the list of operations included in the flight dispatcher licence skill test.

## **2.8.4 INSTRUCTORS FOR FLIGHT DISPATCHERS**

### **2.8.4.1 REQUIREMENTS FOR FLIGHT DISPATCHER INSTRUCTOR LICENCE**

(a) Age. An applicant for Flight Dispatcher instructor licence and rating shall be at least 21 years of age.

(b) Knowledge.

(1) An applicant for a Flight Dispatcher instructor licence shall have met the instructor requirements in 2.2.6 of this part; and

(2) Any additional requirements as may be specified by the Authority.

(c) Experience. The applicant for a Flight Dispatcher instructor licence shall hold at least a current and valid Flight Dispatcher licence and have a minimum of three years experience as a Flight Dispatcher.

(d) Privileges. The privileges of a Flight Dispatcher instructor licence are to give instruction to Flight Dispatcher licence applicants and to endorse those applicants for a knowledge or skill test as applicable.

(e) Validity. Subject to compliance with the requirements specified in this Part, the validity period of the Flight Dispatcher instructor licence is 2 years.

(f) Renewal. A Flight Dispatcher instructor licence that has not expired may be renewed for an additional 24 calendar months if the holder presents to the Authority evidence that he/she has within the past 12 months preceding the expiry date —

(1) Conducted at least six exercises in an approved course for a Flight Dispatcher licence; or

(2) Received refresher training acceptable to the Authority.

(g) Reissue. If the Flight Dispatcher instructor licence has expired, the applicant shall have received refresher training acceptable to the Authority.

## **2.8.5 DESIGNATED EXAMINERS FOR FLIGHT DISPATCHERS**

### **2.8.5.1 GENERAL REQUIREMENTS**

(a) Age. An applicant for a flight dispatcher examiner designation shall be at least 23 years of age.

(b) General Eligibility.

(1) Show evidence of a high level of aeronautical knowledge in the subject areas for the FD certification.

(2) Have held a FD license for at least five years prior to the designation.

(3) Have been actively exercising the privileges of the FD license in commercial air transport in the previous three years.

(4) Have a good record as a FD and a person engaged in the industry and community with a reputation for honesty and dependability.

(5) Have satisfactorily completed the FD examiner orientation program with the Authority.

(6) The applicant must have available a test site that is fully capable of doing all items required for the proper dispatch of a commercial flight in accordance with the regulatory requirements.

This may be the flight dispatch of an active commercial airline.

#### **2.8.5.2 KNOWLEDGE**

(a) The applicant shall have passed a pre-designation test on the following:

- (1) Air Law and Regulations for FD personnel.
- (2) Aircraft knowledge on the aircraft used for testing.
- (3) Flight performance calculation and planning procedures.
- (4) Human performance.
- (5) Meteorology.
- (6) Navigation.
- (7) Radio communication.
- (8) Recent changes in technology to include fly by wire aircraft systems, GPS navigation, required navigation performance (RNP) requirements, TCAS, ADS-B, as well and Enhanced Wind Shear Detection Systems.

#### **2.8.5.3 SKILL**

(a) The Authority shall observe the applicant conducting a complete actual FD certification using the approved STS in a satisfactory manner.

(b) The applicant shall complete all required paper work for the certification as required by the Authority.

#### **2.8.5.4 CURRENCY**

(a) After designation, a FD examiner shall maintain currency by

- (1) Attending initial and recurrent training conducted by the Authority, and
- (2) Maintaining a current and valid FD licence.

(b) The designated FD examiner shall conduct at least 6 skill tests during any 12 calendar month period in order for the designation to remain current.

(c) The designated FD examiner shall be observed by the Authority in the conduct of a skill test at least once each 12 calendar months.

#### **2.8.5.5 PRIVILEGES**

(a) The designated FD examiner may conduct Skill test for the Flight Dispatcher license in accordance with the approved STS.

(b) The designated FD examiner may conduct or monitor any portion of a computerised knowledge test.

#### **2.8.5.6 VALIDITY**

(a) The FD examiner designation shall be valid for one year.

#### **2.8.5.7 RENEWAL**

(a) The FD examiner designation may be renewed by the Authority if:

- (1) The need for the designation remains valid;
- (2) The performance of the examiner has been satisfactory.