



## **SKILL TEST STANDARDS: FLIGHT DISPATCHER**

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### **SECTION 1 GENERAL**

#### **1.1 PURPOSE**

This Advisory Circular (AC) provides guidance to individuals, organizations and examiners regarding the determination that an individual's skill level is adequate for the issuance of a Flight Dispatcher License (FDL).

#### **1.2 STATUS OF THIS ADVISORY CIRCULAR**

This is an original issuance of this AC.

#### **1.3 BACKGROUND**

- A. ICAO Standards in Annex 1, Personnel Licensing, require that, before issuing an Flight Dispatcher License, the State must assess the knowledge and skill of the individual to perform such operations.
- B. BASR Schedule 8 establishes the specific requirements for FDL testing that parallel the ICAO Standards.
- C. This AC provides amplified standards for a FDL applicant and the person assigned to conduct the skill test for license

#### **1.4 APPLICABILITY**

- A. These Skill Test Standards are for use by examiners for determination of an individual's fitness to be issued and continue to hold FDL privileges.
- B. Flight dispatcher instructors are expected to use these standards when preparing applicants for their FDL skill tests.
- C. Applicants should be familiar with these skill test standards and refer to them during their training.
- D. These standards shall also be used for the evaluation of flight dispatcher competency checks.

#### **1.5 RELATED REGULATIONS**

The following regulations are directly applicable to the guidance contained in this advisory circular—

- Advisory circulars containing Skill Test Standards (STS) are published to prescribe the implementation, performance and competency determined to be necessary to meet aeronautical skill requirements of BASR Schedule 8.
- The application of different standards can only be applied when specifically authorized by the Authority.
- Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material,
- ACs should always be read in conjunction with the referenced regulations.

- BASR Schedule 8, Personnel Licensing
- BASR Schedule 10, Operations of Aircraft
- BASR Schedule 14, AOC Personnel Qualification

## 1.6 RELATED PUBLICATIONS

For further information on this topic, individuals, instructors and examiners are invited to consult the following publications—

- 1) Bahamas Civil Aviation Department, Flight Standards Inspectorate (BCAD-FSI)
 

Copies may be obtained from the Flight Standards Inspectorate.

  - ◆ AC 10-001: Universal Signals for Communications & Aerodromes
  - ◆ AC 10-002: Interception of Aircraft: Procedures, Phrases & Signals
  - ◆ AC 10-004: Process & Application: Reduced Vertical Separation Minima (RVSM)
  - ◆ AC 10-005: Process & Application: EDTO Certification
  - ◆ AC 10-008: Acceptable Required Flight Preparation Documents
  - ◆ AC 10-011: Application & Process: Required Communications Performance
  - ◆ AC 10-012: Application & Process: Ground Deicing Program
  - ◆ AC 10-013: Development of Acceptable Minimum Equipment Lists
  - ◆ AC 15-001: Application & Process: Crew Flight Duty Time Scheme
  - ◆ AC 17-001: Acceptable Aircraft Mass & Balance Control
- 2) Airline Manuals
  - ◆ Operations Manual, Part A
  - ◆ Operations Manual, Part B
  - ◆ Operations Manual, Part C
  - ◆ Operations Manual, Part D
- 3) Manufacturer of the aircraft to be used for the skill test
  - ◆ Flight Crew Operating Manua.
- 4) United States Federal Aviation Administration (FAA)
 

- Copies are normally available through flight schools and instructors.
  - Contact the Safety Regulations Department if unable to find copies.

  - ◆ AC 00-45, Aviation Weather
  - ◆ FAA-H-80-83-25, Handbook of Aeronautical Knowledge
- 5) International Civil Aviation Organization (ICAO)
 

Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

  - ◆ Annex, 1, Personnel Licensing

## 1.7 DEFINITIONS & ACRONYMS

The following definitions are used in this advisory circular—

- 1) **Areas Of Operation.** The phases of the skill test arranged in a logical sequence within each standard.

- ◆ They begin with flight planning/dispatch Release and end with Abnormal And Emergency Procedures.
  - ◆ The examiner, however, may conduct the other tasks of the skill test in any sequence that will result in a complete and efficient test.
  - ◆ However the preflight planning of the skill test shall be accomplished before the portion.
- 2) **Tasks.** The titles of knowledge and skill appropriate to an area of operation.
  - 3) **Objective.** Listing of the elements that must be satisfactorily performed to demonstrate competency in a TASK. The Objective includes—
    - (a) Specifically what the applicant should be able to do;
    - (b) Conditions under which the *Task* is to be performed; and
    - (c) Acceptable performance standards.

### 1.7.1 ACRONYMS

The following acronyms and abbreviations are used in this advisory circular—

- 1) **AC** – Advisory Circular
- 2) **BCAD** – Civil Aviation Department of the Bahamass
- 3) **BASR** – Bahamas Civil Aviation Regulations
- 4) **DRM** — Dispatcher Resource Management
- 5) **FAC** – Formal Application Checklist
- 6) **FDL** – Flight Dispatcher License
- 7) **PEL** – Personnel Licensing

## SECTION 2 INTRODUCTORY INFORMATION

### 2.1 FLIGHT DISPATCHER SKILL TEST PREREQUISITES

An applicant for the Flight Dispatcher License Skill Test is required to—

- 1) Be at least 21 years of age;
- 2) Be able to read, speak, write, and understand the English language;
- 3) Have passed the appropriate flight dispatcher knowledge test since the beginning of the 24th month before the month in which he or she takes the skill test;
- 4) Have satisfactorily accomplished the required training and obtained the aeronautical experience prescribed;
- 5) Have an endorsement from an authorized instructor certifying that the applicant—
  - (a) Has received and logged instruction time within 60 days preceding the date of application in preparation for the skill test, and
  - (b) Is prepared for the skill test; and
- 6) Also have an endorsement certifying that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the Flight Dispatcher knowledge test.

## 2.2 EQUIPMENT & DOCUMENTS REQUIRED FOR THE SKILL TEST

- A. The examiner is responsible for supplying weather data and aeronautical information for the skill test when current weather information is not available.

Where appropriate, the applicant should be allowed to use printed reference material commonly available to a company dispatcher.

- B. Materials to be supplied by the applicant, as determined by the examiner—

- 1) Aircraft Flight Manual (type-specific to the aircraft to be used)
- 2) Operations Manual, Part A (Company Procedures)
- 3) Airline Operations Specifications
- 4) Operations Manual, Part B (Type-Specific Aircraft Procedures, Limitations, Systems, Performance)
- 5) Operations Manual, Part C, (Route Guide) to include
  - (a) Instrument En route Charts;
  - (b) Standard Instrument Departures
  - (c) Standard Terminal Arrival Routes
  - (d) Standard Instrument Approach Procedures Charts
- 6) ATC Flight Plan Form
- 7) Navigation Log/Flight Log
- 8) Load Manifest Form
- 9) Weight and Balance Form
- 10) Dispatch Release Form
- 11) Computer and Plotter
- 12) NOTAM Information
- 13) BASR Schedule 7, 8, 9
- 14) 4Completed Applicant Form 543
- 15) Flight Dispatcher Knowledge Test Result issued by BCAD
- 16) Pilot License (if applicable to experience requirements)
- 17) Statement of Graduation Certificate (if applicable for evidence of graduation from ATO)
- 18) Identification: Photo/Signature ID
- 19) Examiner's Fee

If the applicant was trained in a training organization approved by the BCAD for conduct of a flight dispatcher course, materials used in that course may be substituted for company specific materials supplied by the applicant.

## 2.3 CONDUCT OF THE SKILL TEST

- A. The Flight Dispatcher skill test will be conducted in accordance with these Skill Test Standards and policies.
- B. Applicants shall be evaluated in **all** tasks included in each area of operation of these Skill Test Standards unless otherwise noted.

- C. When using these Skill Test Standards, the examiner must evaluate the applicant's knowledge and skill in sufficient depth to determine that the standards of performance listed for all tasks are met.

When a particular Element is not appropriate to the aircraft, its equipment, or operational capability, etc., that Element, at the discretion of the examiner, may be omitted.

- D. The examiner is not required to follow the precise progression of task and elements listed in this AC.
- The examiner may change the sequence or combine TASKs with similar Objectives to conserve time.

### 2.3.1 PLAN OF ACTION (SCENARIO)

- A. In preparation for each skill test, the examiner shall develop a written "plan of action."

One or more scenarios may be used in testing the applicant.

- The "plan of action" shall include all required tasks in each area of operation.

- B. The "plan of action" should be written in the order that the evaluation will be conducted but maintain the flexibility to be changed due to unexpected situations as they arise.

- The plan of action must be complete enough to ensure that all the selected TASKs are evaluated.
- Any task selected for evaluation during a skill test shall be evaluated in its entirety.

- C. If the elements in one task have already been evaluated in another task, they need not be repeated.

- For example, the "plan of action" need not include evaluating the applicant on hazardous weather conditions or accident/incident reporting requirements at the end of the skill test if knowledge of that element was sufficiently demonstrated at the beginning of the test.

### 2.3.2 SUCCESSFUL COMPLETION OF OBJECTIVES

- A. The objectives of all tasks must be demonstrated at some time during the skill test. It is of the utmost importance that the examiner accurately evaluates the applicant's ability to perform safely as a flight dispatcher.
- B. One of these areas to evaluate is sound judgment in decision-making. Although these areas may not be shown under each task, They are essential to flight safety and shall receive careful evaluation throughout the skill test.
- C. In an automated environment, the examiner must require an applicant to demonstrate adequate knowledge and skill in manual flight planning and dispatch procedures.
- Manual validation of an auto-rated release refreshes dispatcher skills and ensures computer produced calculations.

### 2.3.3 SPECIAL EMPHASIS AREAS

Examiners shall place special emphasis upon areas that are most critical to dispatching and flight safety, such as—

- 1) Positive operational control
- 2) Aircraft performance and drift-down
- 3) Weather requirements for departure/destination and if applicable, alternates
- 4) Hazardous weather awareness, recognition and avoidance
- 5) Dispatcher decision making
- 6) Identification of hazards and assessment of risk

Although these areas may not be specifically addressed under each task, they are essential to dispatching and flight safety and will be evaluated during the skill test.

- 7) Dispatcher resource management
- 8) Compliance with company flight operations procedures
- 9) Other areas as subsequently determined by the BCAD to be important

## 2.4 EVALUATION OF PERFORMANCE

### 2.4.1 SATISFACTORY PERFORMANCE

Satisfactory performance to meet the requirements for certification is based on the applicant's ability to—

- 1) Perform the tasks specified in the areas of operation within the approved standards outlined in this Skill Test Standard and the aircraft's performance capabilities and limitations;
- 2) Follow normal, abnormal, and emergency procedures as required by the regulations and company procedures;
- 3) Demonstrate sound judgment, aeronautical decision-making, and dispatch resource management skills; and
- 4) Apply aeronautical knowledge.

### 2.4.2 UNSATISFACTORY PERFORMANCE

A. If, in the judgment of the examiner, the applicant does not meet the standards of performance of any task performed, the associated area of operation is failed and; therefore, the skill test performance will be unsatisfactory.

- The examiner or applicant may discontinue the test at any time when the failure of an area of operation makes the applicant ineligible for the license sought.
- If the test is discontinued, the applicant is entitled to credit for only those areas of operation and their associated tasks satisfactorily performed.

The test may be continued only with the consent of the applicant.

During the re-test and at the discretion of the examiner, any TASK may be re-evaluated, including those previously passed.

B. When a Notice of Disapproval is issued, the examiner shall record the—

- 1) Applicant's unsatisfactory performance in terms of the area of operation and specific task(s) not meeting the standard appropriate to skill test conducted; .
- 2) The area(s) of operation/task(s) not tested; and
- 3) Number of skill test failures shall also be recorded.

### 2.4.3 LETTER OF DISCONTINUANCE

A. When a skill test is discontinued for reasons other than unsatisfactory performance (i.e., equipment failure or illness), the examiner at that time shall prepare, sign and issue a Letter of Discontinuance to the applicant.

The Letter of Discontinuance should identify the areas of operation and their associated tasks of the skill test that were successfully completed.

B. The following documents will be returned to the applicant—

- 1) The license application form; and
- 2) The flight dispatcher knowledge test results

- C. The applicant shall be advised that the Letter of Discontinuance shall be presented to the examiner when the skill test is resumed, and made part of the certification file.

## SECTION 3 EXAMINER RESPONSIBILITY

### 3.1 CONDUCT OF SKILL TEST

- A. The examiner conducting the skill test is responsible for determining that the applicant meets the acceptable standards of knowledge and skill of each task within the skill test standard.

Where accompanying notes is used to emphasize special considerations required in the area of operation or task, the examiner must consider the intent of these notes.

- Since there is no formal division between the questioning and task performance portions of the skill test, this becomes an ongoing process throughout the test.
- Oral questioning, to determine the applicant's knowledge of tasks and related safety factors, should be used judiciously at all times.

Examiners shall test to the greatest extent practicable the applicant's correlative abilities, rather than rote memorization of facts, throughout the skill test.

- B. If the examiner determines that a task is incomplete or the outcome uncertain, the examiner may require the applicant to repeat that task, or portions of that task.

When administering a test based on sections 4 and 9 of this STS, the tasks appropriate to the company operations selected by the applicant shall be included in the plan of action.

- This provision has been made in the interest of fairness and does not mean that instruction, practice, or the repetition of an unsatisfactory TASK is permitted during the certification process.
- When practical, the remaining TASKs of the skill test phase should be completed before repeating the questionable TASK.

### 3.2 DISPATCHER RESOURCE MANAGEMENT (DRM)

- A. The inadequate operational control and inadequate collaborative decision-making have been contributing factors in airline accidents.

Examiners are required to exercise proper DRM competencies in conducting tests, as well as expecting the same from applicants.

- Effective management of available resources by flight dispatchers is one essential deterrent to such accidents.

- B. In exercising operational control, the dispatcher coordinates with flight crew members, air traffic controllers (ATC), and other members of a vast team in order to meet the requirements of daily flight operations.

- It is important that the dispatcher exhibits knowledge of the functions of the other participants throughout the operation environment.

- C. Two expected benefits to the dispatcher are—

- 1) Better handling of information that bears on safe flight operations; and
- 2) Better interface with each pilot in command, consistent with the joint responsibility concept outlined in BASR Schedule 10.

### 3.3 DECISION MAKING & RISK MANAGEMENT

- A. The examiner shall evaluate the applicant's ability throughout the skill test to use good decision-making procedures in order to evaluate risks.

B. The examiner shall accomplish this requirement by developing scenarios that incorporate as many tasks as possible to evaluate the applicant's risk management procedures in making safe decisions.

The scenarios should be realistic and within the capabilities of the aircraft and company operations used for the skill test.

- For example, the examiner may develop a scenario that incorporates weather decisions and performance planning.
- The applicant's ability to utilize all the assets available in making a risk analysis to determine the safest course of action is essential for satisfactory performance.

## SECTION 4 AREA OF OPERATION: FLIGHT PLANNING/DISPATCH RELEASE

### 4.1 TASK: REGULATORY REQUIREMENTS

*Objective.* To determine that the applicant—

- 1) Can explain the regulatory requirements for obtaining a flight dispatcher license and discuss why air carriers employ flight dispatchers.
- 2) Exhibits adequate knowledge of the elements of flight planning and dispatch release(s) by preparing a flight plan, load manifest, take off data information, and dispatch release for a flight between designated points.
- 3) Plans and briefs the flight in accordance with regulatory requirements, operations specifications, and company procedures.

Where appropriate, questions on other AREAS OF OPERATION may be based on the assigned flight.

### 4.2 TASK: METEOROLOGY

*Objective.* To determine that the applicant—

- 1) Understands and can explain elements of basic weather studies and weather theory, such as the Earth's motion and its effects on weather.
- 2) Demonstrates adequate knowledge of regional and local weather types, structures and characteristics of the atmosphere, through oral questioning, application and briefing of the flight plan/dispatch release exercise, including—
  - (a) Pressure.
  - (b) Wind.
  - (c) Clouds.
  - (d) Fog.
  - (e) Ice.
  - (f) Airmasses.
  - (g) Fronts.



### 4.3 TASK: WEATHER OBSERVATIONS, ANALYSIS & FORECASTS

*Objective.* To determine through oral questioning and the flight plan/dispatch release exercise that the applicant—

- 1) Exhibits adequate knowledge of the elements of aviation weather information by obtaining, reading, and analyzing the applicable items, such as—
  - (a) Aviation weather reports and forecasts (ATIS, METAR, SPECI, TAF, FA, FD, CWSU, MIS, CWA, WH, AC, WW, AWW).
  - (b) Pilot and radar reports (PIREPS, SD, satellite weather imagery, RADATs).
  - (c) Surface analysis charts.
  - (d) Significant weather prognostic charts (SIG WX).
  - (e) Winds and temperatures aloft (FD).
  - (f) Freezing level charts (FD, RADATS, FA, surface analysis chart, constant pressure charts).
  - (g) Composite moisture stability charts.
  - (h) Weather depiction charts.
  - (i) Constant pressure analysis charts.
  - (j) Tables and conversion graphs.
  - (k) SIGMETs and AIRMETs (WS, WA, WST).
  - (l) NOTAMs/NOTAM systems—
    - (i). NOTAM D.
    - (ii). FDC NOTAM.
    - (iii). NOTAM L.
    - (iv). Military NOTAM.
  - (m) EWINS (enhanced weather information system).
- 2) Correctly analyzes the assembled weather information pertaining to the proposed route of flight and destination airport, and determines whether an alternate airport is required and properly briefs the examiner.
- 3) If alternate required, determines whether the selected alternate meets the requirements of the BASR and the operations specifications.

- Where current weather reports, forecasts, or other pertinent information are not available, this information shall be simulated by the examiner in a manner that adequately measures the applicant's competence.
- Examples of aviation weather data are indicated within parentheses below, as appropriate.

### 4.4 TASK: WEATHER-RELATED HAZARDS

*Objective.* To determine that the applicant demonstrates adequate knowledge of the elements of weather hazards by applying any appropriate performance penalties and corrections on the practice flight plan/dispatch release and then appropriately briefing or discussing with the examiner weather hazards, such as—

- 1) Crosswinds and gusts.
- 2) Contaminated runways.
- 3) Restrictions to surface visibility.
- 4) Turbulence and wind shear.

- 5) Icing.
- 6) Thunderstorms and microbursts.
- 7) Tornadoes.
- 8) Hurricanes.
- 9) Typhoons.
- 10) Volcanic ash.

#### **4.5 TASK: AIRCRAFT SYSTEMS, PERFORMANCE, & LIMITATIONS**

*Objective.* To determine that the applicant—

- 1) Exhibits adequate knowledge of the principles of flight for group one and group two aircraft, and the elements of performance limitations, including thorough knowledge of the adverse effects of exceeding any limitation.
  - 2) Demonstrates proficient use and knowledge of appropriate aircraft performance charts, tables, graphs, or other data relating to such items as—
    - (a) Accelerate-stop distance.
    - (b) Accelerate-go distance.
    - (c) Takeoff performance—all engines, and engine(s) inoperative.
    - (d) Climb performance—all engines, and engine(s) inoperative.
    - (e) Service ceiling; all engines, and engine(s) inoperative.
    - (f) Cruise performance.
    - (g) Fuel consumption, range, and endurance.
    - (h) Descent performance.
    - (i) Go-around from rejected landing.
    - (j) Landing performance.
    - (k) Quick turnaround performance.
    - (l) Drift down.
  - 3) Describes appropriate aircraft performance airspeeds used during specific phases of flight.
  - 4) Describes the effects of meteorological conditions upon performance characteristics and correctly applies these factors to a specific chart, graph, or other performance data.
  - 5) Computes the center-of-gravity location for a specific load condition (as specified by the examiner), including adding, removing, and shifting weight.
  - 6) Determines that the takeoff weight, landing weight, and zero fuel weight are within limits.
  - 7) Describes economics of flight procedures, including performance and fuel tankering.
  - 8) Demonstrates good planning and knowledge of procedures in applying operational factors affecting aircraft performance.
  - 9) Demonstrates and applies, using correct terminology, adequate aircraft systems knowledge related to—
    - (a) Flight controls.
    - (b) Autoflight.
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- (c) Hydraulics.
- (d) Electrical.
- (e) Air conditioning and pressurization.
- (f) Ice and rain protection.
- (g) Avionics, communication and navigation.
- (h) Powerplants and auxiliary power units.
- (i) Fuel systems and sources.
- (j) Oil system.
- (k) Landing gear and brakes.
- (l) Fire detection and protection.
- (m) Emergency and abnormal procedures.
- (n) Minimum equipment list/configuration deviation list (MEL/CDL).

#### 4.6 TASK: NAVIGATION & AIRCRAFT NAVIGATION SYSTEMS

*Objective.* To determine that the applicant demonstrates adequate knowledge of navigation and aircraft navigation equipment and procedures, such as—

- 1) Navigation charts, symbols, and the national airspace system.
- 2) Airborne navigation instruments and automated databank systems—
  - (a) Electronic flight instrument system (EFIS)
  - (b) Flight management system (FMS)
- 3) Special navigation operations and performance—
  - (a) RVSM/DRVSM (Reduced Vertical Separation Minimums).
  - (b) EDTO (Extended Diversion Time Operations).
  - (c) PBN (Performance Based Navigation) specification.
  - (d) RNAV routes (Area Navigation)—
    - (i). GNSS (Global Navigation Satellite System).
    - (ii). WAAS (Wide Area Augmentation System) and GPS (Global Positioning System).
    - (iii). Inertial Based Systems.
  - (e) FMS (Flight Management System).
- 4) Navigation definitions, time references and location (0° longitude, UTC).
- 5) Navigation systems including—
  - (a) VHF Omnidirectional Range (VOR).
  - (b) Distance Measuring Equipment (DME).
  - (c) Instrument Landing System (ILS).
  - (d) Marker Beacon Receiver/Indications.
  - (e) Transponder/Altitude Encoding.
  - (f) Automatic Direction Finding (ADF).
  - (g) Inertial Navigation System (INS).
  - (h) Inertial Reference System (IRS).

- (i) Radio Area Navigation (RNAV).
- (j) Doppler Radar.
- (k) Global Positioning System (GPS).

#### **4.7 TASK: PRACTICAL DISPATCH APPLICATIONS**

*Objective.* To determine that the applicant exhibits adequate knowledge, judgment, and authority to influence and prevent aircraft accidents/incidents through knowledge of the following elements—

- 1) DRM (flight dispatcher resource management) procedures.
- 2) Human factors, teamwork, communications, and information exchange.
- 3) Aeronautical decision-making.
- 4) Situational awareness, assessment, and problem solving.
- 5) Threat and error management.
- 6) Generation and evaluation of alternatives.
- 7) Contingency planning.
- 8) Human error and technology-induced error.
- 9) Support tools and technologies.
- 10) Trade-offs and prioritization.
- 11) Individual and organizational factors.
- 12) Prevention, detection, and recovery from errors.
- 13) Company risk management procedures, as appropriate.

#### **4.8 TASK: MANUALS, HANDBOOKS, & OTHER WRITTEN GUIDANCE**

*Objective.* To determine that the applicant demonstrates adequate knowledge of and can effectively locate the appropriate manuals, handbooks, and other resource materials required for dispatching aircraft and to accomplish the TASKs in the skill test standards, such as—

- 1) BASR Schedule 7
- 2) BASR Schedule 10
- 3) BASR Schedule 12
- 4) BASR Schedule 14
- 5) BASR Schedule 16
- 6) BASR Schedule 17
- 7) Operations Manual, Part A
- 8) Operations Manual, Part B
- 9) Operations Manual, Part C
- 10) Operations Specifications.

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## SECTION 5 AREA OF OPERATION: PREFLIGHT, TAKEOFF, & DEPARTURE

### 5.1 TASK: AIR TRAFFIC CONTROL PROCEDURES

*Objective.* To determine that the applicant exhibits adequate knowledge of the elements of air traffic control, including—

- 1) ATC responsibilities.
- 2) ATC facilities and equipment.
- 3) Airspace classification and route structure.
- 4) Domestic flight plans.
- 5) International flight plans.
- 6) ATC separation minimums.
- 7) ATC flow control.
- 8) ATC traffic management.
- 9) ATC communications, protocol, and regulations.
- 10) Voice and data link communications.
- 11) DP/SID/ODP (Departure procedure, standard instrument departure, obstacle departure procedure).
- 12) Area Departures.
- 13) Terminal area charts, en route low/high charts.
- 14) Approved departure procedures and takeoff minimums.
- 15) Abnormal procedures.

### 5.2 TASK: AIRPORTS, CREW, & COMPANY PROCEDURES

*Objective.* To determine that the applicant demonstrates adequate knowledge in the elements of airport operations, crew requirements and company procedures, such as—

- 1) Crew qualifications and limitations.
- 2) Dispatch area, routes, and main terminals.
- 3) Airport diagrams, charts, and symbols.
- 4) Authorization of flight departure with concurrence of pilot in command.
- 5) Company approved departure procedures.
- 6) Airport/facility directory.
- 7) Takeoff alternate.

## SECTION 6 AREA OF OPERATION: INFLIGHT PROCEDURES

### 6.1 TASK: ROUTING, RE-ROUTING & FLIGHT PLAN FILING

*Objective.* To determine that the applicant demonstrates adequate knowledge of and skill to apply the following elements—

- 1) ATC routing.

- 2) ATC re-routing and company and crew communication requirements.
- 3) Re-filing of ATC Flight Plan.
- 4) Amended release procedures.
- 5) Inflight diversions.
- 6) Intermediate stops.
- 7) Alternate procedures.
- 8) Refueling and provisional airports.
- 9) Weather requirements for airports.

## **6.2 TASK: EN ROUTE COMMUNICATION PROCEDURES & REQUIREMENTS**

*Objective.* To determine that the applicant demonstrates adequate knowledge of the elements and method of inflight communications, such as—

- 1) Voice and data link communication requirements.
- 2) Company and ATC communications, protocol, and regulations.
- 3) Company and ATC position reports and requirements.
- 4) Flight following.
- 5) Aircraft communications addressing and reporting system (ACARS).
- 6) Selective Calling System (SELCAL).
- 7) High frequency communications (HF).
- 8) Very high frequency communications (VHF).
- 9) Satellite communications (SATCOM).
- 10) Controller Pilot Data Link Communications (CPDLC).

## **SECTION 7 AREA OF OPERATION: ARRIVAL, APPROACH & LANDING PROCEDURES**

### **7.1 TASK: ATC & AIR NAVIGATION PROCEDURES**

*Objective.* To determine that the applicant exhibits adequate knowledge of—

- 1) Area arrivals.
- 2) Transition routes and procedures.
- 3) Standard terminal arrival routes (STARs).
- 4) Instrument approach procedures (IAPs) and charts.
- 5) Precision approach procedures.
  - (a) CAT I ILS.
  - (b) CAT II ILS.
  - (c) CAT III ILS.
  - (d) ILS PRM (Precision Runway Monitor).
  - (e) PAR approach (Precision Approach Radar).

- 6) Non-precision approach procedures.
- 7) ATC separation minimums.
- 8) ATC priority handling.

## **SECTION 8 AREA OF OPERATION: POST FLIGHT PROCEDURES**

### **8.1 TASK: COMMUNICATION PROCEDURES & REQUIREMENTS**

*Objective.* To determine that the applicant exhibits adequate knowledge of the elements of regulatory and company post-flight communication procedures and required company documents, such as—

- 1) Arrival message components, requirements and communication protocol.
- 2) Normal and alternate methods of communications delivery.

### **8.2 TASK: TRIP RECORDS**

*Objective.* To determine that the applicant demonstrates adequate knowledge of the elements of—

- 1) Regulatory requirements and post flight disposition of the flight release, weight and balance, load manifest, weather documents, communications records, and other trip documents and reports.

## **SECTION 9 AREA OF OPERATION: ABNORMAL & EMERGENCY PROCEDURES**

### **9.1 TASK: ABNORMAL & EMERGENCY PROCEDURES**

*Objective.* To determine that the applicant exhibits adequate knowledge and proficiency in the elements abnormal and emergency procedures, such as—

- 1) Security measures on the ground.
- 2) Security measures in the air.
- 3) BCAD responsibility and services.
- 4) Collection and dissemination of information on overdue or missing aircraft.
- 5) Means of declaring an emergency.
- 6) Responsibility for declaring an emergency.
- 7) Required reporting of an emergency.
- 8) BASR Schedule 18 reporting requirements.

*End of Advisory Circular*

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