



**ESTABLISHMENT OF AN OPERATOR'S  
SELECTION AND APPOINTMENT OF FLIGHT  
DISPATCH/FOO GROUND INSTRUCTORS**

**Effective Date: 12/07/2018**

**SECTION 1 GENERAL**

**1.1 OBJECTIVE**

Under MOZCAR 65.18.3 sub-regulation 2(a), certificated air operators may nominate qualified flight dispatcher to provide training to flight dispatchers for purposes of acquiring qualifications to be licensed by the IACM.

This Technical Circular (TC) is issued to provide air operators with guidance on establishing and implementing procedures for selecting and appointing Flight dispatcher ground instructors who meet and maintain the stated minimum experience and knowledge requirements in this circular.

**1.2 APPLICABILITY**

This TC applies to all certified commercial air transport operators and the operations officers/dispatchers operating under MOZCAR Part 121.

**1.3 REFERENCES**

- (1) MOZCAR 121;
- (2) Annex 6, Part I, Chapter 12
- (4) TC 120-003 – Preparation for Content of Operations Manual

**1.4 CHANGES**

This is an original issuance of this TC.

**2. PROCEDURES**

**2.1 Background**

Operators are required to employ sufficient numbers of Flight dispatcher to carry out the Flight dispatcher functions as required by the Regulations. These flight Dispatchers must be qualified and experienced as stated in MOZCAR 65. In order to qualify the flight dispatchers and ensure they maintain their qualifications, air operators should appoint relevant dispatchers to provide initial and continuous training specified in their approved training programs. Appointed instructors must meet qualifying criteria stated in this Circular and their performance will be a subject to IACM evaluation.

## **2.2 INSTRUCTORS FOR FLIGHT DISPATCHERS**

### **2.2.1 Aircraft Dispatcher/Flight Operations Officer to be appointed as an instructors must meet the following:**

- (a) Shall be at least 21 years of age.
- (b) Hold the required certificate and ratings to serve as a Dispatcher/Flight Operations Officer of the specific aircraft in revenue service at least for three (3) years. The requirements are stated in MOZCATS 65 Chapter 11 for licensing of flight dispatchers.
- (c) Have completed the operator's approved Dispatcher/Flight Operations Officer instructor training.
- (d) Meet the training and currency requirements to serve as Dispatcher/Flight Operations Officer, including ground and familiarisation flight training, proficiency or competency checks.
- (e) Have achieved and maintained a favourable record as a Dispatcher/Flight Operations Officer.
- (f) Satisfactorily demonstrate to the IACM the ability to conduct the category of checks for which he seeks approval.

### **2.2.2 Training requirement**

The training specified in 2.2.1 (c) above shall be approved by IACM and should incorporate the following:

- (a) flight operations officer instructor duties, functions and responsibilities
- (b) applicable regulations and the operator's policies and procedures
- (c) training to ensure the flight operations officer instructor is competent to:
  - (i) manage safety
  - (ii) prepare the training environment
  - (iii) manage the trainee
  - (iv) conduct training
  - (v) perform trainee assessment
  - (vi) perform course evaluation
- (d) Transition ground training for flight operations officer instructors shall include the approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures

applicable to the position involved to which the flight operations officer instructor is assisted by a senior flight dispatcher instructor.

### **2.2.3 RENEWAL**

- (a) A Dispatcher/Flight Operations Officer instructor qualification that has expired, may be renewed for an additional 24 calendar months if the older presents to the authority evidence that he/she has within the past 12 months preceding the expiry date –
  - (i) Conducted at least six exercises in an approved course for a Flight Dispatcher licence; or
  - (ii) Received refresher training acceptable to the authority.

## **3. DESIGNATION OF FLIGHT DISPATCHER EXAMINERS**

### **3.1 Eligibility Requirements For designated Flight dispatchers**

- a) The IACM may designate a flight dispatcher instructor to be an Examiner. The person to be designated shall be at least 23 years of age and meet the eligibility requirements specified in (b).
- b) General Eligibility
  - (i) Show evidence of high level of aeronautical knowledge in the subject areas for Flight Dispatcher certification.
  - (ii) Have held a Flight dispatcher license for at least five years prior to the designation and within which he/she has been an approved instructor for two years.
  - (iii) Have been actively exercising the privileges of the Flight Dispatcher license in commercial air transport in the previous three years.
  - (iv) Have a good record as a Flight Dispatcher and a person engaged in the industry and community with a reputation for honesty and dependability
  - (v) Have satisfactorily completed the Flight Dispatcher examiner orientation program with the Authority.
  - (vi) 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.

### **3.2 SKILL**

- a) The Authority shall observe the applicant conducting a complete actual Flight dispatcher 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.

### 3.3 CURRENCY

- (a) After designation, a Flight Dispatcher examiner shall maintain currency by
- (i) Attending initial and recurrent indoctrination training conducted by the Authority, and
  - (ii) Maintaining a current and valid Flight Dispatcher licence
- (b) The designated Flight Dispatcher shall conduct at least 6 skill test during any 12 calendar month periodic order for the designation to remain current.
- (c) The designated Flight Dispatcher examiner shall be observed by the Authority in the conduct of a skill test at least once each 12 calendar months.

### 3.4 PRIVILEGES

- (a) The designated Flight Dispatcher examiner may conduct skill test for the flight dispatcher license in accordance with the approved STS.
- (b) The designated Flight Dispatcher examiner may conduct or monitor any portion of a computerised knowledge test.

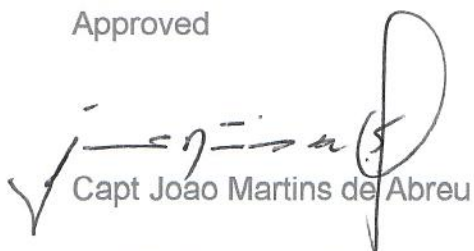
### 3.5 VALIDITY

The Flight Dispatcher examiner designation shall be valid for one year.

### 3.6 RENEWAL

The Flight Dispatcher examiner designation may be renewed by the Authority if the need for the designation remains valid and the performance of the examiner has been satisfactory

Approved



Chairman of Board