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## AERONAUTICAL INFORMATION CIRCULAR

*AIC B002/03 is hereby replaced.*

### TRAINING AND LICENSING OF AIRCRAFT DISPATCHERS/FLIGHT OPERATIONS OFFICERS

Pursuant to the provisions of section 44(a) and section 6 (9)(v) of the Civil Aviation Act (Chapter 13:16) and Annex 1 Chapter 4.5 to the Chicago Convention, the Authority has set the following requirements pertaining to the training and licensing of Aircraft Dispatchers/Flight Operations Officers.

#### 1. **APPLICABILITY**

These requirements prescribe the standards to be met by any person before being assigned to duty in any function within an Operations Control system of an AOC holder. Aircraft dispatcher is synonymous with Flight Dispatcher (FD), Flight Operations Officer (FOO), Flight Operations Controller (FOC) and Flight Coordinator (FC).

#### 2. **REQUIREMENTS FOR ISSUE OF THE LICENCE**

##### **AGE**

An applicant for an Aircraft Dispatcher licence shall not be less than 21 years of age.

##### **KNOWLEDGE**

The applicant shall have passed knowledge examinations conducted by CAAZ appropriate to the privileges granted to the holder of an Aircraft Dispatcher licence, in at least the following subjects: -

- Air Law
- General aircraft knowledge
- Aircraft performance and planning procedures
- Human performance
- Meteorology

- Navigation
- Operational procedures
- Principles of flying
- Radio communication

### **3. KNOWLEDGE EXAMINATION CONDITIONS**

- i) All the sections of the examinations shall be passed within three consecutive sittings in a period not exceeding six months, failure of which the whole examination will be repeated.
- ii) The pass mark for the examination shall be 70% except for air law, flight performance, calculations, planning procedures and operational procedures which shall be 85%.
- iii) The pass results shall remain valid for a period of six months except where an applicant has continued to perform aircraft dispatcher functions under the guidance of a licenced aircraft dispatcher in accordance with an AOC holder's approved flight operations control system in which case the results remain valid for 12 months from the date of first attempt.

### **4. EXPERIENCE**

The applicant shall have gained the following experience;

- a) a total of 2 years service in any combination of the capacities specified in i) to iii) below inclusive, provided that in any combination of experience the period served in any capacity shall be least one year.
  - i) Pilot in command for an AOC holder with an approved operational control system utilising aircraft above 5 700kg MAUW.
  - ii) A meteorologist for an AOC holder dispatching long-range aircraft.
  - iii) An area radar rated air traffic controller.

or
- b) at least one year as an assistant in the dispatching of long range aircraft under the supervision of a licensed aircraft dispatcher.

or
- c) having successfully completed an approved course.

### **5. REGENCY OF EXPERIENCE**

- i) The applicant shall have served under the supervision of a licensed aircraft dispatcher for at least 90 working days within six months immediately preceding the application.
- ii) The applicant shall have passed a skill test conducted by an examiner from the Authority within the preceding 90 days.

## **6. SKILL**

The applicant shall have demonstrated the ability to:

- a) make an accurate and operationally acceptable analysis from a series of daily weather maps and weather reports;
- b) provide an operationally valid briefing on weather conditions prevailing in the general area of a specific air route;
- c) forecast weather trends pertinent to air transport with particular reference to destination and alternate;
- d) determine the optimum flight path for a given segment and create accurate manual and/or computer generated flight plans.
- e) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to duties of aircraft dispatcher licence holder.

## **7. VALIDITY OF A LICENCE**

The licence shall be valid for a period of 12 calendar months from the date of issue.

## **8. RENEWAL OF LICENCE**

To renew an aircraft dispatcher licence the holder shall;

- i) furnish the Authority with evidence of having attended a refresher course conducted by a training organization approved to conduct aircraft dispatcher training.
- ii) furnish the Authority with certification by an AOC holder certifying that the applicant has exercised the privileges of the licence for at least 90 consecutive days within the preceding 12 months.
- iii) Where the holder of a licence has not exercised the privileges of the licence within the preceding 12 months, the applicant shall be required to pass an abridged course conducted by an organization approved to conduct aircraft dispatcher training.

## **9. FLIGHT DISPATCHER DUTIES AND RESPONSIBILITIES**

When employed in conjunction with a method of flight operations control and supervision shall:

- a) assist the pilot in command in flight preparation and provide the relevant information;
- b) assist the pilot in command in preparing, filing and signing the operational and ATS flight plans;
- c) while in flight furnish the pilot in command with information which may be necessary for the safe conduct of flight; and
- d) in the event of an emergency, initiate such procedures as outlined in operations manual;



- e) avoid taking of any action that would conflict with the procedures established by air traffic control, meteorological services and communication services.

## **10. PRIVILEGES OF AN AIRCRAFT DISPATCH LICENCE**

Subject to compliance with the requirements for recency of experience and any other conditions the Authority may set generally or in a particular case, the privileges of an aircraft dispatcher shall be to serve in that capacity within the confines of an approved operations control system.

## **11. CONVERSION /VALIDATION OF FOREIGN LICENCES**

Aircraft dispatcher licences granted by a foreign authority in accordance with ICAO annexes 1 and 6 shall be accepted subject to the following conditions:

- i) the foreign licence is valid and current and has no restrictions or limitations;
- ii) conversion shall be granted in Zimbabwe to Zimbabwe nationals only while validations may be granted to non-Zimbabweans. Such validation shall be for a maximum of 12 calendar months.
- iii) the holder is a Zimbabwean national or a national of the issuing state;
- iv) knowledge examination in Zimbabwe Air Law has been passed;
- v) the applicant passes a skill test conducted by the Authority;
- vi) where the holder is not a Zimbabwean national, the holder shall show proof of there being no Zimbabwean with equivalent qualifications.

## **12. APPLICATION AND ISSUE OF LICENCE**

- (a) An applicant for an aircraft dispatcher licence shall submit the application in the appropriate format accompanied by:
  - i) proof of satisfying the requirements for the issue/renewal/validation of a licence;
  - ii) proof of payment of the appropriate fee.
- (b) The Authority may issue/renew/revalidate a licence upon satisfaction that all the requirements have been satisfied or upon satisfaction that an equivalent safety standard has been met.
- (c) Where an applicant for a licence has been trained and qualified prior to 30 June 2003 the Authority may consider granting a licence subject to the following conditions;
  - i) the applicant furnishes proof of a previously held licence or certificate;
  - ii) has continued to exercise the privileges of the licence/certificate within an approved operational control system;
  - iii) has within the preceding 90 days attended a refresher course conducted by an organization approved to conduct aircraft dispatcher training;

iv) passed a skill test in the appropriate area of operational control;

The Authority may consider other equivalent safety situations, for instance, continued involvement in other safety-sensitive functions.



**D. Chawota**  
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*This circular is issued for information, guidance and necessary action.*