

CAR PART II

CHAPTER 6

FLIGHT DISPATCHER LICENSING AND FLIGHT DISPATCHER TRAINING ORGANISATION

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FOREWORD

The responsibilities of a Flight Dispatcher include the provision of assistance to the pilot-in-command in flight preparation; completion of operational and ATS flight plans; liaison with the air traffic, meteorological and communication services and the provision to the pilot-in-command during flight of information necessary for the safe and efficient conduct of the flight. Flight Dispatchers should also be responsible for monitoring the progress of each flight under their jurisdiction and for advising the pilot-in-command of company requirements for cancellation, re-routing or re-planning, should it not be possible to operate as originally planned.

CAR Part IV - CAR-OPS 1.195 and 3.195 require that operators only assign or use authorised and licensed Flight Dispatchers to exercise operational control over its flights. This Chapter contains requirements in respect of knowledge, experience, skill and age limits for the certification of Flight Dispatcher. These requirements are compliant with ICAO Annex 1.

The AMC and the GM are introduced after the requirement.

This regulation cancels and supersedes the existing set of regulations composed of CAR PART II Chapter 6 and CAAP 17. Track bars reflect the changes introduced as compare to NPA 02-2016 including the elements highlighted in the section "HIGHLIGHTS OF LATEST CHANGES".

This new issue of CAR PART II Chapter 6 will enter into force and become applicable on 25th September 2016. Additionally, the following conditions shall apply:

- Any training, examination and OJT towards the issuance of a Flight Dispatcher Licence started before 25th September 2016 shall be carried out and completed as per the set of regulations existing prior to this new issue of CAR PART II Chapter 6. They shall be deemed equivalent to the training, examination and OJT required by this new issue of CAR PART II Chapter 6 and their respective validities shall be as stipulated by this new issue of CAR PART II Chapter 6; however the minimum 50 working days of instructions required by FD.025(b) will only become applicable on 1st November 2016.
- The 3-year experience condition required by FD.010(b)(2) will become applicable on 1st November 2016. Applicants holding a current foreign Flight Dispatcher Licence with less than 3-year experience may apply for an UAE licence issued under this regulation until this date.

Note: The GCAA uses the term 'Flight Dispatcher' which has the same meaning as the term 'Flight Operations Officer' used by ICAO or other foreign Authorities.

RECORD OF AMENDMENTS AND DATE OF APPLICABILITY

Issue/Revision No.	Date of issue/revision and date of applicability
Issue 02 rev. 00	August 2016 Date of applicability as per Foreword
Issue 02 rev. 01	September 2016 Date of applicability 25 September 2016

HIGHLIGHTS OF LATEST CHANGES

Amendment	Subject(s)
Issue 02 Rev. 00	<p>Refer to foreword with the following change made post-NPA:</p> <ul style="list-style-type: none"> - The sentence “The organisation shall employ or contract sufficient instructors and examiners.” added under FDTO.025(c) - Personnel requirements
Issue 02 Rev. 01	<p>This revision introduces the following changes:</p> <ul style="list-style-type: none"> - Formatting changes including addition or removal of “track bars” where necessary; - Under foreword typo error refer to “CAR PART II Chapter 3” replaced by “CAR PART II Chapter 6”; - FD.015(b) deleted and CRD amended accordingly and FD.015(a) renumbered as FD.015; - Change to “HIGHLIGHTS OF LATEST CHANGES” introduced into Revision 00 without being highlighted in this Section. <p>No other change has been introduced. The track bars reflects the changes between the NPA 02-2016 and this revision.</p>

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Subpart A - Flight Dispatcher Licensing

Section 1 – Scope and eligibility requirements

FD.001 - General

No person shall act as a Flight Dispatcher with a UAE operator unless licenced by the GCAA.

FD.005 - Scope

This Subpart establishes the requirements for application, issue and continuation of a Flight Dispatcher Licence and reciprocal recognition of a foreign Flight Dispatcher Licence.

FD.010 - Eligibility

- (a) Any person of at least 21 years of age who has demonstrated his capability in accordance with this Subpart shall be eligible as an applicant for a Flight Dispatcher licence under the conditions laid down in this Subpart.
- (b) An applicant may be:
 - 1) A person who has undergone ab-initio training as per this subpart.
 - 2) A person holding a current foreign Flight Dispatcher Licence requesting reciprocal recognition shall be able to demonstrate an experience of 3 years as a licensed Flight Dispatcher prior to submitting an application.
 - 3) A person not eligible as per b(1) and b(2) with acceptable qualifications and experience as flight dispatcher.

AMC to FD.010(b)(2)

The holder of a foreign license may be granted reciprocal recognition of that license provided:

- (a) The foreign country is an ICAO Contracting State.
- (b) The license holder must provide a verification letter from the country of origin of the license.
- (c) The license holder has successfully passed a GCAA examination or attended a recurrent training course followed by a competency test conducted by the GCAA or by an approved training organisation or AOC holder/operator.

AMC1 to FD.010(b)(3)

- (a) The applicant has verifiable qualifications in Flight Dispatch older than 5 years,
 - i. Qualifications to include course completion certificates
- (b) The applicant can prove and show 5 years of experience in flight dispatch,
 - i. Proof of experience to include company experience letters, employment letters or any other documents
- (c) The UAE airline/operator conducts a satisfactory assessment of the applicant's knowledge and practical experience in order to assess equivalence to a flight dispatch licence.
- (d) The license holder has successfully passed a GCAA examination or attended a recurrent training course followed by a competency test conducted by the GCAA or by an approved training organisation or AOC holder/operator.

AMC2 to FD.010(b)(3)

The UAE airline/operator should have a process in their manuals for accepting such applicant and their initial assessments to prove their equivalence to a flight dispatcher licence.

Section 2 – Application and validity requirements

FD.015 - Application

An application for a Flight Dispatcher Licence initial issue, renewal or amendment to such licence shall be made on a form and manner established by the GCAA.

AMC1 to FD.015

The application should be made online using the GCAA E-licensing system. Each application should be supported by:

- (a) documentation to demonstrate compliance with the applicable knowledge and practical training and experience requirements as per below table, in particular the evidence should demonstrate that the applicant can read, write, speak and understand the English language;
- (b) one passport size (minimum of 3.0 x 3.5 cm) colour photograph (no headwear or glasses permitted);
- (c) evidence of payment of the applicable fee.

AMC2 to FD.015

Type of application	Documentation required
Initial issue of licence	<ol style="list-style-type: none"> 1. Appropriate visa if based in the UAE (only for non-UAE or non-GCC nationals). 2. Certificate of completion of basic knowledge requirement, examination and test. 3. Certificate of OJT completion endorsed by the Head of Flight Operations and accompanied with the duty rosters, details of the duties and at least four copies of operational flight plans.
Renewal of licence	<ol style="list-style-type: none"> 1. Appropriate visa if based in the UAE (only for non-UAE or non-GCC nationals). 2. Certificate of recurrent course from approved training organisation or recurrent training & competency check from the operator. <p>Application 30 working days prior to expiry date.</p>
lapsed/expired licence procedures	<ol style="list-style-type: none"> 1. Appropriate visa if based in the UAE (only for non-UAE or non-GCC nationals). 2. Certificate of recurrent course from approved training organisation or recurrent training & competency check from the operator. 3. Certificate stating that the licence privileges were not exercised after the expiry of the licence.
lost or damaged	<ol style="list-style-type: none"> 1. Appropriate visa if based in the UAE (only for non-UAE or non-GCC nationals). 2. Certificate of recurrent course from approved training organisation or recurrent training & competency check from the operator. 3. Copy of police report (in case of lost) 4. Original damaged licence (in case of damaged licence).

GM to FD.015

The licensing fees are structured as follows:

License	Price in UAE Dirhams
Initial Issue	900
Reissuance, lost or destroyed	900
Licence Renewal	800
Additional Qualifications	100
Examinations	200

FD.020 - Duration and Continued Validity

- (a) A Flight Dispatch licence shall remain valid for a maximum period of 2 years from the date of issue subject to:
- 1) the holder remaining in compliance with the requirements of this Subpart; and
 - 2) the licence not being surrendered or revoked.
- (b) Upon surrender or revocation, the licence shall be returned to the GCAA.

GM to FD.020(a)

A licence will remain valid until UAE midnight of the expiry date stated on the licence.

GM to FD.020(a)(1)

The licence holder should also comply with the organisational requirements of proficiency before he can exercise his/her privilege.

Section 3 – Knowledge and experience requirements

FD.025 - Knowledge requirements

- (a) Applicants for Flight Dispatcher licence shall demonstrate, by written and practical examination, a level of knowledge in the appropriate subject modules in accordance with Appendix I to this Subpart.
- (b) The knowledge training shall consist of a minimum of 50 working days of instruction. The minimum participation time for the trainee shall not be less than 90% of the knowledge training hours. Additional training shall be provided by the training organisation to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition shall not be issued.
- (c) The training courses, examinations and tests shall be passed within 1 year prior to the application for a Flight Dispatcher licence. Should this not be the case, training courses, examinations or tests credits shall not be obtained.

AMC to FD.025(a)

The knowledge training should be designed to meet requirements of Appendix I. Each lesson plan should identify the goal of the particular lesson with defined and documented required knowledge, skill and attitude.

GM to FD.025(a)

Any subject in addition to Appendix I cannot be used to serve the purpose of the requirement.

FD.030 - Experience requirements

- (a) The experience shall be practical and involve a representative cross section of flight dispatching subjects contained in Appendix I to this Subpart.
- (b) The applicant for a Flight Dispatcher licence shall have gained experience as follows:
 - 1) a total of two years of service in any one or in any combination of the capacities specified in i) to iii) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
 - i. a flight crew member in air transportation holding or have held a CPL with IR or ATPL licence; or
 - ii. a meteorologist in an organisation dispatching aircraft in air transportation; or
 - iii. an air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems; or
 - 2) at least one year as an unlicensed Flight Dispatcher or two years as an assistant in the dispatching of air transport; or
 - 3) have satisfactorily completed a course of approved training with an organisation certified under Subpart B.
- (c) For applicants having gained experience as per (b)(1) to (b)(2), the GCAA may reduce to 30 working days, the number of working days of knowledge instructions as mentioned in FD.025(b) for an abridged course conducted by a Training Organisation.

AMC1 to FD.030(c)

The GCAA will decide by means of oral and written tests, if the experience gained as per (b)(1) to (b)(2) may qualify for a reduction of knowledge instructions mentioned in FD.025(b). If approved, the applicant may be admitted to an abridged course followed by the examinations and on job training; as described in this Subpart. This function may be delegated to the ATO if the ATO has an acceptable procedure and is approved by the GCAA.

AMC2 to FD.030(c)

The credit given, including the total days and the basis for it should be recorded in the student's record.

FD.035 - OJT requirements

- (a) Applicants, having gained experience as per FD.030(a)(b), shall have served under the supervision of a nominated Flight Dispatch Supervisor for at least 90 working days within the six months immediately preceding the application for the issue of a GCAA Flight Dispatch licence.
- (b) An applicant shall ensure that he/she performs his OJT with an aircraft operator which:
 - 1) holds a valid UAE Air Operator Certificate or UAE Private Operator Certificate or a foreign AOC holder for commercial air transport operations issued in accordance with ICAO Annex 6;
 - 2) have in place approved (by the GCAA or State of Operator) method of control and supervision of flight operations equivalent to ICAO Annex 6;
 - 3) be engaged in the actual dispatch and supervision of aircraft; and
 - 4) be approved (by the GCAA or State of Operator) to carry out the Flight Dispatch services in accordance with an approved manual.

AMC1 to FD.035(a)

The Flight Dispatch Supervisor should be nominated by the organisation hosting the applicant. He should be an active Flight Dispatcher holding a licence and be proficient to supervise the work performed by such applicant. If the State of Operator does not licence Flight Dispatcher then it is acceptable that the Flight Dispatch Supervisor does not require to hold a licence.

AMC2 to FD.035(a)

At the completion of the supervised service, the applicants should be issued with certificate of completion declaring that the applicant completed his on-job training. The certificate of completion is a statement declaring that the applicant meets the safety objectives of this CAR and can operate as a Flight Dispatcher. The certificate should be signed by the Head of Flight Operations or a designated representative and accompanied with the duty rosters, details of the duties and at least four copies of operational flight plans prepared by the applicant, under supervision. If delegated, the process should be specified in the Operation Manual of the AOC Holder and hence will be accepted by the GCAA.

GM to FD.035(a)

The purpose of OJT as Flight Dispatcher under supervision is to ensure that the applicant has gained the following skills and abilities 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; and
- 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 operations officer license; and
- 4) recognise and manage threats and errors.

FD.040 - Recurrent Training

A Flight Dispatcher licence holder shall undergo recurrent training conducted by the UAE operator employing him/her or an approved Flight Dispatcher training organisation every 12 months to maintain his/her competencies. Recurrent training shall be conducted by instructors and examiners approved in accordance with Appendix II to Subpart B.

AMC1 to FD.040

The recurrent training for a Flight Dispatcher should be in accordance in accordance with GCAA approved procedures.

An airline, when approved may conduct the recurrent training for its own employed Flight Dispatchers and is not required to hold the status of an approved training organization. The recurrent training is to be conducted by a GCAA approved instructor/examiner approved as per Appendix II to Subpart B.

The recurrent training for Flight Dispatchers should include at least the following;

- 1) A minimum of 2 day approved recurrent training course for maintaining the skills and abilities required for an operational Flight Dispatcher.
- 2) Multi-choice examination conducted by designated Flight Dispatch Examiner or other means (oral/practical test) to determine the state of the Flight Dispatcher's knowledge with respect to the operation of an aircraft. The recurrent training records shall be maintained by the operator for at least 3 years.

FD.045 - Examination and Test

- (a) Applicants shall pass a knowledge examination, as required by FD.025, within a training organisation approved under Subpart B or by the GCAA.
- (b) The knowledge examination shall cover a representative cross section of subjects specified in Appendix I to Subpart A and shall be valid for 6 months from the date of the examination.
- (c) All knowledge examinations shall be using the format as specified below:
 - 1) The questions shall be multi-choice question, except for numerical questions.
 - 2) The incorrect alternatives shall seem equally plausible to anyone ignorant of the subject.
 - 3) All of the alternatives shall be clearly related to the question and of similar vocabulary, grammatical construction and length.
 - 4) Each multi-choice question shall have three alternative answers of which only one must be the correct answer and the candidate shall be allowed an acceptable time.
 - 5) The pass mark for each module and sub-module multi-choice part of the examination is 75%.
- (d) Additionally, applicants shall demonstrate, by practical and oral test, acceptable level of skills in the preparation and execution of an operational flight plan and the practical use of common equipment, documentation, tools and the participation in representative flight dispatch activities being carried out. The test shall be conducted within 7 working days after the applicant has been successful in the knowledge examination.

- (e) Applicants who failed a knowledge examination or test shall be entitled to re-sit for a maximum of 2 attempts. The minimum duration between each attempt shall be of 5 working days.

AMC to FD.045(d)

The test should be a practical and oral test where the applicants should demonstrate that he/she is skilled in the following area of operations and competent with tools, equipment and operator/aircraft manuals:

- 1) Dispatch exercise (Flight Planning)
- 2) Aircraft and aircraft performance
- 3) Air routes and airports
- 4) Dispatch and operation control
- 5) Emergency procedures

Appendix I to Subpart A

The course shall cover the following subjects:

Air law

- (a) rules and regulations relevant to the holder of a Flight Dispatcher; appropriate air traffic services practices and procedures;

Aircraft general knowledge

- (b) principles of operation of aeroplane engines, systems and instruments;
- (c) operating limitations of aeroplanes and engines;
- (d) Minimum Equipment List;

Flight performance calculation, planning procedures and loading

- (e) effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
- (f) operational flight planning; fuel consumption and endurance calculations; alternate aerodrome selection procedures; en-route cruise control; extended range operation;
- (g) preparation and filing of air traffic services flight plans;
- (h) basic principles of computer-assisted planning systems;

Human performance

- (i) human performance relevant to dispatch duties, including principles of threat and error management;

Meteorology

- (j) aeronautical meteorology; the movement 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;
- (k) interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information;

Navigation

- (l) principles of air navigation with particular reference to instrument flight;

Operational procedures

- (m) use of aeronautical documentation;
- (n) operational procedures for the carriage of freight and dangerous goods;
- (o) procedures relating to aircraft accidents and incidents; emergency flight procedures;
- (p) procedures relating to unlawful interference and sabotage of aircraft;

Principles of flight

- (q) principles of flight relating to the appropriate category of aircraft; and

Radio communication

- (r) procedures for communicating with aircraft and relevant ground stations.

Note: ICAO 7192 D3 for additional guidelines may be referred to.

Subpart B - Flight Dispatcher Training Organisations

Section 1 – Scope and validity requirements

FDTO.001 - General

An organisation shall not conduct training for the purpose of a Flight Dispatcher licence unless approved by the GCAA.

FDTO.005 - Scope

This Subpart establishes the requirements to be met by organisations seeking and maintaining approval to conduct training and examination as specified in Subpart A.

FDTO.010 - Application

An application for a Flight Dispatcher Training Organisation (hereafter called “Training Organisation”) approval or change/variation to such approval shall be made on a form and in a manner established by the GCAA.

AMC to FDTO.010

The application should be made online using the GCAA E-licensing system. Manual application will be accepted if E-licensing is unavailable. An application for an approval or change/variation to an approval should include the following information:

- 1) the registered name and address of the applicant;
- 2) the address of the organisation;
- 3) the intended scope of approval or change to the scope of approval;
- 4) the name and signature of the accountable manager;
- 5) the date of application.

GM to FDTO.010

The application process is detailed in Appendix I to Subpart B.

FDTO.015 - Duration and Continued validity

- (a) A certificate shall be issued for five years duration. It shall remain valid subject to:
 - 1) the organisation remaining in compliance with this CAR, and in accordance with the provisions related to the handling of findings raised during annual and renewal audit conducted by the GCAA; and

- 2) the GCAA being granted on required basis; access to the organisation to determine continued compliance with this CAR; and
 - 3) the certificate not being surrendered, suspended or revoked.
- (b) Upon surrender or revocation, the certificate shall be returned to the GCAA.

Section 2 - Organisational Requirements

FDTO.020 - Facility requirements

- (a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- (b) A fully enclosed appropriate accommodation separate from other facilities shall be provided for instruction and the conduct of examination and test:
 - 1) The maximum number of students undergoing knowledge training during any training course shall not exceed 25.
 - 2) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies, instructions, examination and test, without undue distraction or discomfort.
- (d) In the case of knowledge training course, training facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. In such case, the training organisation shall ensure that the OJT/practical training elements are properly carried out.
- (e) Secure storage facilities shall be provided for examination papers and training records.
- (f) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

AMC to FDTO.020(d)

If the organisation is unable to provide OJT/practical training elements, documented arrangements may be made with another organisation to provide such training facilities. The written agreement should specify the conditions of access (in particular for the GCAA) and use thereof.

AMC to FDTO.020(e)

The storage environment should be such that documents remain in good condition for the retention period as specified in FDTO.040. If the examination papers and training records are stored in electronic format then the organisation should establish appropriate IT security features to avoid security intrusions.

GM to FDTO.020(e)

The storage facilities and office accommodation may be combined, subject to adequate security.

AMC to FDTO.020()

The library should ensure access to copies of all CARs, examples of typical aircraft manuals, maps, charts and procedures manuals. All documentation should be reviewed and updated on a regular basis.

GM to FDTO.020(f)

Where the organisation has an existing library of regulations, manuals and documentation required by another CAR it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

FDTO.025 - Personnel requirements

- (a) The organisation shall appoint an Accountable Manager (AM), acceptable to the GCAA, who has the corporate authority for ensuring that all training commitments can be financed and carried out to the standards required by this Chapter.
- (b) A person or group of persons shall be appointed by the organisation and approved by the GCAA, with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the AM.
- (c) The organisation shall employ or contract sufficient instructors and examiners. The experience and qualifications of instructors, and examiners shall be established in accordance with a procedure and to a standard agreed by the GCAA.
- (d) Instructors and examiners shall be specified in the training and procedures manual for the acceptance of such staff.
- (e) Instructors and examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

AMC FDTO 025(a);(b);(c):

The organisation should demonstrate to the GCAA that the Accountable Manager, post holders, instructors and examiners meet the safety requirements for assuring their roles and responsibilities and they hold a residence visa showing employment with the training organization.

AMC to FDTO.025(a)

In addition to be empowered with authority for ensuring that all approved activities can be financed and carried out to the standards required by the GCAA, the AM should have experience in running businesses, preferably in the aviation industry. The AM should have an appropriate understanding of the GCAA regulations,

AMC to FDTO.025(b)

- 1) Large training organisations (organisations with the capacity to provide training for 30 students or more) or organizations conducting other approved aviation courses should appoint a Chief Instructor with the responsibility of managing the training organisation on a day-to-day basis including the responsibility of managing the relevant FDTO.155, FDTO.160 and FDTO.165 examination system. The Chief Instructor shall be responsible to the Head of Training of the organization supervising all approved courses being conducted by the organization. Such person may also be an instructor and/or examiner subject to approval by the GCAA.
- 2) In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph FDTO.045(b).
- 3) Small training organisations (organisations with the capacity to provide training for less than 30 students) conducting only flight dispatch training, may combine any or all of the sub-paragraph (1) positions subject to the GCAA verifying and being satisfied that all functions can be properly carried out in combination and in accordance with this Chapter.
- 4) The Chief Instructor should have adequate qualifications, and extensive experience as a Flight Dispatcher (see Appendix II to Subpart B).
- 5) The organisation shall have sufficient qualified instructors to plan, perform knowledge training, and conduct knowledge examinations and practical and oral test in accordance with the applicable requirements. The detailed requirements for Knowledge instructors and examiners are given in Appendix II to Subpart B.

GM to FDTO.025(b)

When the organisation is also approved against other CARs which contain some similar functions then such functions may be combined.

AMC to FDTO.025(c)

- 1) The ratio of trainees per instructor should be of at least one instructor for every 15 students and two instructors for every 25 students for the practical training.
- 2) The training organisation should consider human performance principles when determining the number of qualified instructors required to ensure that the ratio between number of instructor versus number of hours of instructions is acceptable to the GCAA.
- 3) The instructors should be limited for 23 hours training per working week.

GM to FDTO.025(c)

Any person may carry out any combination of the roles of instructor, and examiner.

AMC to FDTO.025(e)

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organisation and particular individual instructor and examiner.

GM to FDTO.025(e)

- 1) Records for each instructor and examiner should show when the updating training took place.
- 2) The updating training may be subdivided during the 24 months into more than one element and may include activities such as attendance at relevant lectures and symposiums.

FDTO.030 - Instructional equipment

- (a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- (b) The training and/or facilities shall have all tools and equipment necessary to perform the approved scope of training.

GM to FDTO.030(a)

- 1) Synthetic training devices are working models of a particular system, tool, or component and include computer simulations.
- 2) A synthetic training device is considered beneficial for presentation of complex systems purposes or when appropriately contextualization of the presentation is required.

AMC to FDTO.030(b)

Training aids, facilities and tools should include:

- 1) Projectors
- 2) Maps and charts
- 3) Aircraft performance charts and tables
- 4) Meteorological charts, maps and tables
- 5) Mass and balance charts and tables
- 6) Basic arithmetic calculators
- 7) Manual flight planning computers as a major tool for flight planning exercises
- 8) Computer assisted flight planning systems for basic understanding

FDTO.035 - Training programme

- (a) The organisation shall establish a training programme, acceptable to the GCAA, to ensure proper training standards and compliance with all relevant requirements in this Chapter. This shall include knowledge and skills related to human performance and arrangements related to OJT requirements in accordance with FD.035.
- (b) Training course material shall cover the knowledge syllabus specified in Subpart A of this Chapter, be approved by the GCAA and provided to the student.

- (c) Training course notes, diagrams and any other instructional material shall be accurate and regularly updated.
- (d) Students shall have access to examples of aircraft documentation and technical information of the library as specified in FDTO.020(e).

AMC to FDTO.035

The Training program should follow pedagogical and human factors principles. The maximum of training hours per day for the knowledge training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, test, revision, and preparation for visit. In exceptional cases, the GCAA may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factor principles. These principles are especially important in those cases where:

- Knowledge training are performed at the same time;
- Training and normal duty is performed at the same time.

GM to FDTO.035(a)

- 1) The GCAA may approve a training programme that allows an alternative means of compliance with the experience requirements required provided that the training provides a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training. Requirement FD.025 provides details with respect to training objectives with reference to conditions, performance and standards of accomplishment.
- 2) A training organisation may sub-contract the OJT requirements to an AOC holder if appropriate procedures and contracts are in place.

FDTO.040 - Records

- (a) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities.
- (b) The student records including a chronological log of all instructors, subjects covered, course examination and results shall be kept for a minimum period of three years after completion of the training.
- (c) The organisation shall maintain a record of all instructors, and examiners. These records shall reflect the experience and qualification, training history and any subsequent training undertaken and shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organisation.
- (d) Records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (e) Terms of reference shall be available for all instructors, and knowledge examiners.

AMC to FDTO.040

Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.

AMC to FDTO.040(c)

- 1) The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, and examiner:
 - a. Name
 - b. Date of Birth
 - c. Personnel Number
 - d. Experience
 - e. Qualifications
 - f. Training history (before entry)
 - g. Subsequent Training
 - h. Scope of activity
 - i. Starting date of employment/contract
 - j. If appropriate – ending date of employment/contract
 - k. Training authorization

GM to FDTO.040(c)

The record may be kept in any format but should be under the control of the organisations quality system.

FDTO.045 - Quality system

- (a) The organisation shall establish procedures acceptable to GCAA to ensure proper training standards and compliance with all relevant requirements to this Chapter.
- (b) The quality system shall include:
 - 1) An independent audit function to monitor training standards, the integrity of examinations, and compliance with and adequacy of the procedures and regulations, and
 - 2) A feedback system of audit findings to the person(s) and ultimately to the AM referred to in respectively FDTO.025(b) and FDTO.025(a) to ensure, as necessary, implementation of corrective action.

AMC to FDTO.045(b)

Organisations certified for flight dispatch training only may not be required to establish a complete quality system. However, such organisations are required to:

- 1) have a documented and approved system for quality auditing of their facility, procedures and processes by external auditors;
- 2) maintain all the quality reports, and the actions taken to maintain the quality of the training and the training organisation.
- 3) appoint a quality manager who may be holding another post in the organization.

GM to FDTO.045(b)

- 1) The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with this Chapter.
- 2) The independent audit is a process of routine sample checks of all aspects of the training organisation's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
- 3) A report should be raised each time an independent audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) and AM for corrective action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
- 4) Large training organisations (organisations with the capacity to provide training for 30 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. Small training organisations (organisations with the capacity to provide training for less than 30 students) may use competent personnel from a section/department not responsible for the function or procedure to be audited and subject to the overall planning and implementation being under the control of the quality manager.
- 5) The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the AM to remain properly informed of the state of compliance. Apart from rectification of findings the AM should hold routine meetings to check progress on rectification. In small training organisations, such meetings may be delegated on a day-to-day basis to the quality manager as long as the AM meets at least once per year with the senior staff involved to review the overall performance.

FDTO.050 - Examinations and tests requirements

- (a) No GCAA examination or test shall be carried out unless specifically authorised by the GCAA within the 7 days preceding the examination or test date.
- (b) Examinations and tests shall:
 - 1) be in accordance with the standards defined in Subpart A.
 - 2) be conducted without the use of training notes and electronic devices that are not authorised by the GCAA.
 - 3) not allow the mobile phone devices during the examination and test.
 - 3) cover a representative cross section of subjects from the particular module of training completed in accordance with Subpart A.

- (c) The final result of an examination or test shall be announced within 3 working days after the examination or test.
- (d) The examiner shall ensure the security of all questions.
- (e) Any student found during an examination or test to be cheating or in possession of material pertaining to the examination or test subject other than the examination or test papers and associated authorised documentation, tools or devices shall be disqualified from taking the examination or test and may not take any examination or test for at least 12 months after the date of the incident. The GCAA shall be informed of any such incident within one calendar month.
- (f) Any examiner found, during an examination or test, to be providing question answers to any student being examined or tested shall be disqualified from acting as an examiner and the examination or test declared void. The GCAA shall be informed of any such incident within one calendar month.
- (g) Examiners shall not prepare an examination or test paper or invigilate an examination or test in a subject area where he/she has acted as an instructor.

GM to FDTO.050(b)

A simple electronic calculator may be allowed for certain examinations or tests.

GM to FDTO.050(f)

The GCAA will determine when or if the disqualified examiner may be reinstated.

AMC1 to FDTO.050(g)

- 1) Examinations or tests may be computer or hard copy based or a combination of both.
- 2) The actual questions to be used in a particular examination or test should be determined by the examiners and in accordance with the requirements of Subpart A of this Chapter.

AMC2 to FDTO.050(g)

The examiner should be responsible for supplying weather data for the test when current weather information is not available. The applicant should be in possession of the following material for the conduct of the oral/practical examination:

- Company aircraft operating manual or flight manual
- General operations manual and operations specification
- En-route low/high altitude chart
- Standard instrument departure
- Standard instrument arrival routes
- Standard instrument approach procedures chart
- Flight plan form
- Load manifest form
- Dispatch release form
- Graphical/Manual flight planning computer and plotter

FDTO.055 - Training and procedures manual

- (a) The organisation shall develop, maintain and implement a training and procedures manual for use by the organisation describing the organisation and its procedures and containing the following information:
- 1) a statement signed by the AM confirming that the training and procedures manual and any associated manuals define the compliance of the training organisation with this Chapter and shall be complied with, at all times;
 - 2) the title(s) and name(s) of the person(s) nominated in accordance with FDTO.025(b);
 - 3) the duties and responsibilities of the person(s) specified in paragraph (a)(2), including matters on which they may deal directly with the GCAA on behalf of the training organisation;
 - 4) a training organisation chart showing associated chains of responsibility of the person(s) specified in paragraph (a)(2);
 - 5) a list of the training instructors, and examiners;
 - 6) a general description of the training and examination facilities located at each address specified in the certificate of the training organisation, and if appropriate any other location, as required by FDTO.060(b);
 - 7) a list of the training courses which form the extent of the approval;
 - 8) the training and procedures manual amendment procedure;
 - 9) the training organisation programme, as required by FDTO.045(a);
 - 10) a list of the locations pursuant to FDTO.060(b);
 - 11) instruction / examination time limitation schemes for instructors and examiners pursuant to FDTO.025(c).
- (b) The training and procedures manual and any subsequent amendments shall be approved by the GCAA.
- (c) Notwithstanding paragraph (b) minor amendments to the training and procedures manual may be approved through a specific procedure described in the training and procedures manual.

AMC to FDTO.055

- 1) A recommended format of the training and procedures manual is included in Appendix III.
- 2) When the training organisation is approved in accordance with any other CAR which also requires a manual, the manual required by the other CAR may form the basis of the training and procedures manual in a combined document, as long as the other manual complies with FDTO.055 and a cross reference index is included based upon Appendix III.
- 3) When training or examination is carried out under the sub-contract control system the training and procedures manual should contain a specific procedure on the control of sub-contractors as per Appendix III item 2.18 plus a list of sub-contractors as required by FDTO.055(a)(12) and detailed in Appendix III item 1.7.

FDTO.060 - Privileges of the training Organisation

- (a) The training organisation may carry out the following activities as permitted by and in accordance with the training and procedures manual:
 - 1) Initial Training courses in compliance with Subpart A
 - i) Basic Course in compliance with FD.025
 - ii) Abridged course in compliance with FD.025 and FD.030
 - 2) Recurrent Training Course in compliance with FD.040
 - 3) Examinations and practical tests in compliance with FD.045
 - 4) Issue of certificates following successful completion of the approved training course and examinations.
- (b) An airline, when approved may conduct the recurrent training for its own employed Flight Dispatchers if the requirements of this Subpart B are complied with. For the conduct of recurrent course for its own employed Flight Dispatchers, an airline is not required to be granted the status of an approved training organization. Such recurrent training shall be conducted by a GCAA approved instructor/examiner.
- (c) Training and examinations may only be carried out at the locations identified in the certificate and/or at any location specified in the training and procedures manual.
- (d) An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.

GM to FDTO.60(a)(1)

For further guidance on the composition and recommended duration of the Basic and abridged courses please refer to ICAO DOC 7192 D3.

AMC to FDTO.060(a)(4)

The certificate should include the course name, dates when the course has been carried out, the venue and the applicable GCAA regulations.

FDTO.065 - Changes to the training organisation

- (a) The training organisation shall notify the GCAA of any proposed changes to the organisation that affect the certificate before any such change takes place, to enable the GCAA to determine continued compliance with this Chapter and to amend if necessary the training organisation approval certificate.
- (b) The GCAA may prescribe the conditions under which the training organisation may operate during such changes unless the GCAA determines that the training organisation certificate must be suspended.
- (c) Failure to inform the GCAA of such changes may result in suspension or revocation of the training organisation certificate backdated to the actual date of the changes.

APPENDIX I to Subpart B

APPLICATION PROCESS

This appendix provides guidance and information to organisations or individuals seeking to apply for approval to conduct training programs for Flight Dispatcher.

POLICY

- (a) Local Emirate and other required approvals shall be obtained prior to GCAA processing of an application. It is applicant's responsibility to ensure that the organisation is in compliance with all other applicable UAE federal and local Emirate requirements before applying to the GCAA for Flight Dispatch Training Organisation certificate.
- (b) Renewal application of the Approval Certificate shall be submitted to GCAA at least 60 days prior to the expiry date.

OVERVIEW

The initial issue of a Certificate takes place in five distinct phases.

- (a) Pre-application.
- (b) Formal application.
- (c) Document evaluation.
- (d) Inspection and facility audits.
- (e) Certification.

PHASE 1: PRE-APPLICATION

The pre-application phase occurs when the applicant meets with the GCAA to generally discuss the initial plans and the viability of different proposals. The applicant should provide a pre-application statement of intent prior to this meeting regarding the proposed operations, types of training and sequence of events/plan.

The arrangement for the pre-application meeting is made by contacting the GCAA (licensing@gcaa.gov.ae). This meeting is to be requested when details of the training operations/activities are known.

Pre-application Statement of Intent

The statement of intent should be in a letter form and to be submitted by the owner and/or sponsor. It should contain at least the following information:

- Types of Training;
- Proposed area/location/address for training;
- Location/address of main base of training and other facilities locations;
- Proposed nominated Post holders (Accountable Manager, Training Manager, Examination Manager and Quality Assurance/Quality Manager);
- Proposed training organisation name and corporate body sponsor;
- Approximate date of commencement.

On the basis of information provided during this phase, the GCAA will provide the applicant with the following information:

- 1) Application process briefing;
- 2) Supporting Documents required;
- 3) General operating advice;
- 4) Approval requirements from other government authorities;
- 5) GCAA Fees.

A preliminary assessment will be made to ensure that the proposed training activities are in the national interest and the applicant is capable to comply with all the applicable regulatory requirements.

PHASE 2: FORMAL APPLICATION

The formal application phase commences when application is submitted along with all the supporting documents as stated in the application form required documents check list.

Submission of the application is associated with a meeting attended by the Accountable Manager, in addition to the prospective nominated post holders or key personnel and the GCAA. The application must be signed by the corporate body or national sponsor. An accompanying letter shall include the applicant full name, address and contact numbers. The letter must contain particulars of the proposed operation/training including details of desired training areas to confirm the pre-application information. During this meeting GCAA will nominate and assign a Licensing Inspector to meet with the applicant's technical management representatives to develop an action plan and to ensure the application proceeds in a timely manner. The formal application letter must be accompanied by:

- 1) Schedule of events, including personnel training;
- 2) Manuals/Documents;
- 3) Compliance statement;
- 4) Current Post holder Form (E-Service application);
- 5) Proof of adequate financial funds to support the proposed training organisation;
- 6) Organisation's structure.

Documentation

The following documents should be attached to the application:

- 1) Passport copy of the accountable manager and national sponsor if applicable.
- 2) Approval of the local Emirate Department of Civil Aviation as applicable.
- 3) Local Emirate Economic Department Approval as applicable.

- 4) Security clearance by Ministry of Interior for Organisations based in UAE processed.
- 5) Bank statements or equivalent.

Note: Security clearance application has to be submitted online through GCAA website to Security Affairs Sector of GCAA.

Schedule of Events

The Schedule of Events is a list of items, activities, and/or facility acquisitions, which the applicant must accomplish or make ready, and the proposed dates on which they will be ready for GCAA inspection.

Manuals/Documents

The following manuals, where applicable, must accompany the formal application:

- 1) Draft copy of Training and procedures manual.
- 2) Organisation's Curriculum Manuals and course syllabi (Lesson plan/TNA).
- 3) One set of examination papers.

Management Qualifications Resumes

For post holders of the Training Organisation, the applicable GCAA Form GTF-NPA-001/E-Services is to be completed which should include a brief resume containing information on the individual's qualifications, certificates, ratings and experience of personnel selected for the following or equivalent positions. The GCAA will assess the applicant's qualifications and experience as well as their managerial ability.

Phase 3: DOCUMENT EVALUATION

The document evaluation phase involves detailed study of the manuals and other supporting documents, submitted along with the formal application for content and compliance. This study of the procedures and contents of these documents gives the GCAA a preliminary assessment of the organisation. The set of documents and manuals should be complete and the detailed evaluation of them must satisfy the GCAA's requirements before the inspection phase can begin. The inspection phase may reveal the need for some operational changes, which in term make it necessary for the applicant to amend the documents originally submitted. In that case, it is conceivable that some form of documents evaluation may continue until shortly before certification.

Nevertheless, the satisfactory evaluation of the documents as originally submitted is a pre-requisite for the inspection phase to begin. The GCAA will review the list of documents and manuals ensuring adequacy and compliance for the type of training proposed by the organisation. Organisations are reminded that incomplete documentation will affect the application completion date.

Training and procedures manual

Specific information may be obtained from the GCAA. Guidelines for preparation are given in FTDO.055.

Phase 4: INSPECTION

The inspection phase is one in which the GCAA will carry out physical audit of the organisation to make an assessment of the organisation's compliance with the requirements of this Chapter. This phase normally involves physical on-site verification of the contents of the training and procedures manual. The GCAA will ensure that the organisation can demonstrate its capability to meet applicable requirements as written in the submitted manuals. Any discrepancy/deficiency will be communicated to the organisation after completion of the audit with mutually agreed time period for corrective action.

Phase 5: CERTIFICATION

The certification phase follows the satisfactory completion of all the previous phases. Normally, receipt of the final copies of the manuals and satisfactory corrective action on GCAA audit/inspection findings will lead the process into the certification phase. If the inspection phase is unsatisfactory, no further action will be taken until the deficiencies are rectified. The certification phase includes issue of a UAE Certificate and its Approval schedule as sample below along with assigned approval number, training and procedures manual approval page and acceptance/approval of the nominated Post Holders. The Approval Certificate has a validity date subject to the organisation continued compliance with GCAA requirements and satisfactory results of GCAA surveillance audits of the organisation. Besides, the certificate shall also cease to be valid if revoked or surrendered or if the organisation fails to ensure continued payment of prescribed fees or if the organisation fails to ensure provision of free access to GCAA inspectors for surveillance audits and spot checks of the training facilities at all times.

APPENDIX II to Subpart B

INSTRUCTORS AND EXAMINERS REQUIREMENTS

Chief Instructor

The applicant should have or have held a Flight Dispatcher license with extensive experience in the capacity of a Flight Dispatcher involving actual dispatch of aircraft engaged in air transport operations. The post should be evaluated against the details and requirements as given in the approved training programme, and training and procedures manual.

Note: GCAA requires the proposed instructor for a demonstration lecture on a prepared subject and on a subject given by the GCAA at the time of interview.

Knowledge instructors

Instructors and examiners, employed by the organisation with qualifications, licenses and experiences deemed appropriate for delivering instructions to student Flight Dispatchers. Instructors covering core flight dispatch subjects shall be required to have or have held a Flight Dispatch license with experience in the actual dispatch of aircraft engaged in air transport operations. Specialist subject instructors shall be required to have qualifications and experience in their respective subjects acceptable to the GCAA. The post requires approval by the GCAA and shall be evaluated against the details and requirements as given in the approved training and procedures manual.

Note: GCAA requires the proposed instructor for a demonstration lecture on a prepared subject and on a subject given by the GCAA at the time of interview.

INSTRUCTORS REQUIREMENTS

- (a) All instructors employed in a training organisation should have completed Instructional Techniques training with a reputable training provider and should be able to demonstrate thorough understanding of this Chapter, training and procedures manual and related internal training procedures.
- (b) All instructors, knowledge examiners and practical assessors employed by the organisation should be listed in the training and procedures manual and should be in possession of valid document that clearly indicates the scopes and limitations of their approvals/qualifications issued in accordance with the approved training and procedures manual.
- (c) Record for all instructors, knowledge examiners and practical assessors should be maintained in accordance with this Subpart.
- (d) All instructors, knowledge examiners and practical assessors may hold other positions within the training organisation. All such roles should be identified against the holders at appropriate places within the training and procedures manual.
- (e) If an instructor has not been involved in any instructional activity for a period of two (02) years, he/she is required to undergo the 35 hours updating training as described in the following paragraphs, complete a number of sit ins and be assessed as competent in accordance with approved procedures of the organisation.
- (f) The criteria for qualifying/authorising a training instructor must either be:
 - 1) Hold a Flight Dispatcher's license relevant to the type course to be taught and should have completed an instructional techniques course. The instructor should deliver his/her first lecture

of the relevant course (or the appropriate subject if his/her intended scope is to be limited to that subject only) in presence of another qualified instructor as observer. It is not mandatory that observation is made over the entire period of a course or by a single observer; it may be done on a representative sampling basis by various persons having the appropriate qualification. Observer should raise an evaluation report for each topic/subject area and should clearly make recommendation whether the instructor's performance is satisfactory to independently conduct the training or highlight the areas where more training/development is needed if otherwise. After receiving satisfactory evaluation report from the observer(s), the appropriate post-holder may issue authorisation with appropriate scopes and limitations to the instructor in accordance with the approved procedure.

OR

- 2) Instructors with acceptable and verifiable previous experience commensurate with the intended scopes of type trainings may be granted authorisation in accordance with approved procedures if they have completed the appropriate trainings and can demonstrate knowledge of this Chapter, relevant company procedures and formally completed a formal instructional technique course.

(g) All instructors are required to undergo updating training every two years. The updating training should cumulatively consist of at least 35 hours and may be spread over the two years period. Such trainings can take form of attending lectures, seminars, symposia etc. and should include activities related to awareness of latest training techniques, specific technical upgrade/variation to the aircraft. Record of each activity of the updating training should be maintained for each instructor, knowledge examiner and practical assessor in the organisation with clearly stated dates and venues where the training was conducted.

EXAMINER REQUIREMENTS

These are GCAA designation positions. The GCAA will approve examiners in the following two capacities:

- 1) For conducting training and examinations with an approved training organization:

The applicant shall have or held a Flight Dispatch licence with extensive experience in actual dispatch of aircraft engaged in air transport operations. He/she shall be required to have proven instructional experience with experience in examining operations related personnel. The approval process shall include an interview by the GCAA to assess the knowledge level of the examiner. Once approved, the examiner shall be eligible to conduct knowledge and practical examinations with the respective training organizations for the approved courses.

Note: GCAA requires the proposed instructor for a demonstration lecture on a prepared subject and on a subject given by the GCAA at the time of interview.

- 2) For conducting training and examinations with a UAE AOC holder:

The applicant shall hold a valid UAE Flight Dispatch licence with extensive experience in actual dispatch of aircraft engaged in air transport operations and must be currently engaged with the Flight Operations department of the respective AOC holder. The approval process shall include

an interview by the GCAA to assess the knowledge level of the examiner. Once approved, the examiner shall be eligible to conduct the recurrent training and competency checks for the Flight Dispatchers employed by the AOC holder, in accordance with the respective operations manual.

Note: GCAA requires the proposed instructor for a demonstration lecture on a prepared subject and on a subject given by the GCAA at the time of interview.

- (a) All knowledge examiners must demonstrate an understanding of the requirements of this Chapter and working knowledge of the training and procedures manual and related procedures.
- (b) A knowledge examiner may also hold other positions within the training organisation like an instructor or a practical assessor. Such other roles must be clearly identified in the organisation's manual and the multiple roles should not impose any kind of constraint on the capability of the holder to discharge his duties. Also knowledge examiner should not be involved in any activity related to examination for the subject area for which he/she was an instructor.
- (c) Following is the criteria for qualifying a knowledge examiner. A knowledge examiner should comply with all of the following requirements before he/she can be approved/authorised as a knowledge examiner:
 - 1) He/she should be conversant with the course for which he/she is acting as knowledge examiner.
 - 2) Should have excellent understanding with Subpart A syllabus requirements regarding the level and number of questions for which being approved as knowledge examiner.
 - 3) Should be able to compile multiple choice examination in the subject area and in case of essay examination, should be able to prepare model answer sheet detailing the marking guide.
 - 4) Should realize that the purpose of the essay is to allow the examiner to determine if candidates can express themselves in a clear and concise manner in the form of a written response, in a technical report format using the technical language of the aviation industry. The essay examinations also allow assessing, in part, the technical knowledge retained by the individual and with a practical application relevant to a maintenance scenario.
 - 5) Should be able to mark and analyse the students' responses and provide feedback to the instructor/subject matter experts/training manager regarding any inconsistencies with the examination results or process.

APPENDIX III to Subpart B

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PART 1 – MANAGEMENT

- 1.1. Corporate commitment by accountable manager
- 1.2. Management personnel
- 1.3. Duties and responsibilities of management personnel, instructors, examiners and practical assessor
- 1.4. Management personnel organisation chart
- 1.5. List of instructional and examination staff and their selection process
- Note: A separate document may be referenced
- 1.6. List of approved addresses
- 1.7. General description of facilities at paragraph 1.6 addresses
- 1.8. Specific list of courses approved by the GCAA
- 1.9. Notification procedures regarding changes to organisation
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PART 2 – TRAINING AND EXAMINATION PROCEDURES

- 2.1. Organisation of courses and selection of students
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- 2.8. Training at locations not listed in paragraph 1.6
- 2.9. Organisation of examinations and practical and oral test
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PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

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