



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-PEL034-Rev. 00

EFFECTIVE DATE: 31st JULY 2021

Guidance for Flight Dispatcher/Officer Skill Test Standards

Director General
Sierra Leone Civil Aviation Authority

TABLE OF CONTENTS

FOREWORD 2

SECTION ONE: INSTRUCTIONS..... 3

1.1 GENERAL.....4

1.2 PURPOSE.....4

1.3 SKILL TEST STANDARD CONCEPT4

1.4 SKILL TEST DESCRIPTION4

1.5 USE OF THE SKILL TEST STANDARDS.....6

1.6 SPECIAL EMPHASIS AREAS.....7

1.7 SKILL TEST PREREQUISITES.....8

1.8 EQUIPMENT AND DOCUMENTS REQUIRED FOR THE SKILL TEST8

1.9 EXAMINER RESPONSIBILITY8

1.10 SATISFACTORY PERFORMANCE9

1.11 UNSATISFACTORY PERFORMANCE.....9

1.12 DISCONTINUANCE OF A SKILL TEST10

1.13 DISPATCH RESOURCE MANAGEMENT.....10

1.14 AERONAUTICAL DECISION MAKING AND RISK MANAGEMENT10

SECTION TWO: FLIGHT OPERATIONS/DISPATCH OFFICER SKILLS TEST STANDARDS

11

1. AREAS OF OPERATION0

FOREWORD

The Sierra Leone Civil Aviation Authority (SLCAA) has developed skill test standards for airmen licences and ratings and these are published as Advisory Circulars (ACs). This AC establishes the standards for the Flight Dispatcher licence skill tests. The Authority Inspectors and designated flight dispatcher examiners shall conduct skill tests in compliance with these standards. Flight Dispatcher instructors and applicants should find these standards helpful in skill test preparation. Other ACs have been developed for other airmen licences and can be obtained from the SLCAA website: <http://www.slcaa.gov.sl>

Information considered directive in nature is described in this skill test AC in terms such as “shall” and “must”, indicating the actions are mandatory. Guidance information is described in terms such as “should” and “may” indicating the actions are desirable or permissive, but not mandatory.

The Sierra Leone Civil Aviation Regulations (SLCARs) can be obtained from the SLCAA at the address listed below. SLCARs Part 1A covers the requirements for personnel licensing.

This Skill Test Standard may be downloaded from the SLCAA website at <http://www.slcaa.gov.sl> Subsequent changes to the Skill Test Standard will also be available on the SLCAA web site.

Comments regarding this publication should be sent to: Sierra Leone Civil Aviation Authority
3rd Floor NDB Building
21/23, Siaka Stevens Street,
Freetown, Sierra Leone

SECTION ONE: INSTRUCTIONS

1.1 GENERAL

The SLCAA has developed this skill test AC as the standard that shall be used by SLCAA inspectors and designated flight dispatcher examiners when conducting Flight Dispatcher skill tests. Flight Dispatcher instructors are expected to use this book when preparing applicants for skill tests. Applicants should be familiar with this book and refer to these standards during their training.

1.2 PURPOSE

The purpose of this AC is to prescribe the standards that shall be used by SLCAA inspectors and designated flight dispatcher test examiners when conducting Flight Dispatcher skill tests. Flight dispatcher instructors are expected to use this document when preparing applicants for skill tests. Applicants should be familiar with this document and refer to these standards during their training

1.3 SKILL TEST STANDARD CONCEPT

The SLCARs Part 1A specify the areas in which knowledge and skill must be demonstrated by the applicant before the issuance of a licence or rating. The SLCARs Part 1A provide the flexibility to permit the SLCAA to publish Skill Test Standards (STS) containing the AREAS OF OPERATION and specific TASKS in which pilot competency shall be demonstrated. The SLCAA will revise this STS whenever it is determined that changes are needed in the interest of safety. Adherence to the provisions of the regulations and the STS is mandatory for evaluation of flight Dispatcher applicants.

1.4 SKILL TEST DESCRIPTION

- 1) This AC contains the STS for the Flight Dispatcher.
- 2) **AREAS OF OPERATION** are phases of the skill test arranged in a logical sequence within the standard. They begin with FLIGHT PLANNING/DISPATCH RELEASE and end with ABNORMAL AND EMERGENCY PROCEDURES. The examiner, however, may conduct the skill test in any sequence that will result in a complete and efficient test.
- 3) **TASKS** are titles of knowledge areas or procedures appropriate to an AREA OF OPERATION.
- 4) **NOTE** is used to emphasize special considerations required in the AREA OF OPERATION or TASK.

REFERENCE identifies the publication(s) that describe(s) the TASK. Descriptions of TASKS are not included in the standards because this information can be found in the current issue of the listed references. Publications other than those listed may be used for references if their content conveys substantially the same meaning as the referenced publications. The STSs are based on the following references:

| | |
|----------------|---|
| SLCARs Part 1A | Personnel Licensing |
| SLCARs Part 6A | Operations |
| SLCARs Part 8A | Airworthiness of Aircraft |
| SLCARs Part 22 | General Policies, Procedures, and Definitions |
| SLCARs Part 25 | Instruments and Equipment |
| SLCARs Part 26 | Air Operator Certification |
| NOTAMS | Notices to Airmen |
| SID | Standard Instrument Departure Procedure |
| STAR | Standard Terminal Arrival Route |
| RESERVED | |
| RESERVED | |
| RESERVED | |

| | |
|---------|--|
| DME | Distance Measuring Equipment |
| DP | Departure Procedure |
| SLCAA | Sierra Leone Civil Aviation Authority |
| FDC | Flight Data Center |
| FMS | Flight Management System |
| FSTD | Flight Simulation Training Device |
| GLS | GNSS Landing System |
| GNSS | Global Navigation Satellite System |
| GPS | Global Positioning System |
| GPWS | Ground Proximity Warning System |
| IAP | Instrument Approach Procedure |
| IFR | Instrument Flight Rules |
| ILS | Instrument Landing System |
| IMC | Instrument Meteorological Conditions |
| IPC | Instrument Proficiency Check |
| LAHSO | Land and Hold Short Operations |
| LCD | Liquid Crystal Display |
| LDA | Localizer-type Directional Aid |
| LED | Light Emitting Diode |
| LOC | ILS Localizer |
| LORAN | Long Range Navigation |
| MAP | Missed Approach Point |
| ACA | Minimum Descent Attitude |
| METAR | Aviation Routine Weather Report |
| MLS | Microwave Landing System |
| NAVAID | Navigational Aid |
| NDB | Non-Directional Beacon |
| NOTAM | Notice to Airmen |
| NPA | Non precision Approach |
| PA | Precision Approach |
| RAIM | Receiver Autonomous Integrity Monitoring |
| RMI | Radio Magnetic Indicator |
| RNAV | Area navigation |
| SAS | Stability Augmentation System |
| SDF | Simplified Directional Facility |
| SIGMETS | Significant Meteorological Advisory |
| SRM | Single Pilot Resource Management |
| STAR | Standard Terminal Arrival |
| STS | Skill Test Standards |
| TCAS | Traffic Alert and Collision Avoidance System |
| VDP | Visual Descent Point |
| VHF | Very High Frequency |
| VNAV | Vertical Navigation |
| VOR | Very High Frequency Omnidirectional Range |

1.5 USE OF THE SKILL TEST STANDARDS

- (1) The Skill Test Standards are designed to evaluate competency in both knowledge and skill.
- (2) The SLCAA requires that all skill tests be conducted in accordance with the appropriate STS and the policies set forth in Section 1. Applicants shall be evaluated in ALL TASKS included in the AREAS OF OPERATION of the appropriate STS (unless noted otherwise).

- (3) When using the skill test book, 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. However, 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. It is not intended that the examiner follow the precise order in which AREAS OF OPERATION and TASKs appear in the skill test standards. The examiner may change the sequence or combine TASKs with similar Objectives to conserve time.
- (4) In preparation for the skill test, the examiner shall develop a written "plan of action." The examiner will vary each "plan of action" to ensure that all TASKs in the appropriate skill test standard are evaluated during a given number of skill tests. Except for required TASKs, the examiner should avoid using the same optional TASKs in order to avoid becoming stereotyped. The "plan of action" for a skill test for initial certification shall include one or more TASKs in each AREA OF OPERATION and shall **always** include the required TASKs. The "plan of action" for a skill test for the addition of an aircraft category and/or class rating to a flight instructor licence shall include the required AREAS OF OPERATION as indicated in the table at the beginning of each standard. The required TASKs appropriate to the additional rating(s) sought shall be included. Any TASK selected for evaluation during the skill test shall be evaluated in its entirety.
- (5) 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 an aircraft dispatcher
- (6) 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.
- (7) In an automated environment, the examiner must require an applicant to demonstrate adequate knowledge and skill in manual flight planning and dispatch procedures.

1.6 SPECIAL EMPHASIS AREAS

Examiners shall place special emphasis upon areas that are most critical to dispatching and flight safety. Among these are:

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. Aeronautical Decision Making (ADM);
6. Risk Management Procedures (RMP);
7. Dispatcher Resource Management (DRM);
8. Company and TSA Security Procedures; and
9. Other areas deemed appropriate to any phase of the skill test.

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.

1.7 SKILL TEST PREREQUISITES

An applicant for an Flight Operations Officer/Dispatcher skill test is required to:

- (a) Meet the applicable requirements in SLCARs Part 1A for a Flight Dispatcher licence;
- (b) Pass the required knowledge test; and
- (c) Instructor Authorisation: Obtain a written endorsement from an authorised instructor certifying that the applicant has met the flight dispatcher training requirements for the skill test. The endorsement shall also state that the instructor finds the applicant competent to pass the skill test and that the applicant has satisfactory knowledge of the subject area(s) in which a deficiency was indicated by the Airman Knowledge Test Report.

1.8 Equipment And Documents Required For The Skill Test

The examiner is responsible for supplying weather data and NOTAMs for the test when current weather information is not available.

Materials to be supplied by the applicant, as determined by the examiner:

1. Aircraft Flight Manual.
2. General Operating Manual and Operations Specifications.
3. En Route Low/High Altitude Charts.
4. Standard Instrument Departures.
5. Standard Terminal Arrival Routes.
6. Standard Instrument Approach Procedures Charts.
7. ATC Flight Plan Form.
8. Navigation Log/Flight Log.
9. Load Manifest Form.
10. Weight and Balance Form
11. Dispatch Release Form.
12. Aeronautical Information Manual.
13. Computer and Plotter.
14. NOTAM Information.
15. Completed Application form for an Airman Licence.
16. Airman Knowledge Test Report.
17. Statement of Graduation Certificate (if applicable).
18. Identification-Photo/Signature ID.
19. Notice of Disapproval/Letter of Discontinuance (if applicable).
20. Examiner's Fee (if applicable).

NOTE: If the applicant was trained in an SLCAA-approved dispatcher course, materials used in that course may be substituted for company specific materials supplied by the applicant.

1.9 EXAMINER RESPONSIBILITY

- (1) 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. Since there is no formal division between the “oral” and “skill” 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.
- (2) 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. 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 skill, the remaining TASKs of the skill test phase should be completed before repeating the questionable TASK.

NOTE: Where appropriate, the applicant should be allowed to use reference material.

1.10 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 test book 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.

1.11 UNSATISFACTORY PERFORMANCE

- (1) 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 is failed.
- (2) 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 licence sought. ***The test may be continued only with the consent of the applicant.*** If the test is discontinued, the applicant is entitled to credit for only those AREAs OF OPERATION and their associated TASKs satisfactorily performed. However, during the re-test and at the discretion of the examiner, any TASK may be re-evaluated, including those previously passed.
- (3) When a Notice of Disapproval is issued, the examiner shall record the applicant’s unsatisfactory performance in terms of the AREA OF OPERATION and specific TASK(s) not meeting the standard appropriate to skill test conducted. The AREA(s) OF OPERATION/TASK(s) not tested and the number of skill test failures shall also be recorded.

1.12 DISCONTINUANCE OF A SKILL TEST

When a skill test is discontinued for reasons other than unsatisfactory performance (i.e., equipment failure, weather, or illness) SLCAA Airman Licence and/or Rating Application, and, if applicable, the Airman Knowledge Test Report, shall be returned to the applicant. 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. 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.

1.13 DISPATCH RESOURCE MANAGEMENT

- (1) Accident investigative organizations have found that inadequate operational control and inadequate collaborative decision-making have been contributing factors in air carrier accidents. Effective management of available resources by aircraft dispatchers is one essential deterrent to such accidents. In exercising operational control, the dispatcher coordinates with flight crewmembers, air traffic controllers (ATC), and other members of a vast team in order to meet the requirements of daily flight operations. Dispatch Resource Management Training, encourages the dispatcher's knowledge of the functions of the other participants throughout the operation environment. Two expected benefits to the dispatcher are (1) better handling of information that bears on safe flight operations and (2) a better interface with each pilot in command.
- (2) Examiners are required to exercise proper DRM competencies in conducting tests, as well as expecting the same from applicants.

1.14 AERONAUTICAL DECISION MAKING AND RISK MANAGEMENT

- (1) Throughout the skill test, the examiner evaluates the applicant's ability to use good aeronautical decision-making procedures in order to identify risks. The examiner accomplishes this requirement by developing scenarios that incorporate as many TASKS as possible to evaluate the applicants risk management in making safe aeronautical decisions. For example, the examiner may develop a scenario that incorporates weather decisions and performance planning.
- (2) 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. The scenarios should be realistic and within the capabilities of the aircraft used for the skill test.

**SECTION TWO: FLIGHT OPERATIONS/DISPATCH OFFICER SKILLS TEST
STANDARDS**

1. AREAS OF OPERATION

I. AREAS OF OPERATION

I AREA OF OPERATION: FLIGHT PLANNING/DISPATCH RELEASE

A. TASK: REGULATORY REQUIREMENTS

REFERENCES: SLCARs Parts 22, 1A, and 6; Operations Specifications.

NOTE: Where appropriate, questions on other AREAs OF OPERATION may be based on the assigned flight.

Objective: To determine that the applicant:

1. Can explain the regulatory requirements for obtaining a dispatcher licence and discuss why air carriers employ 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.

B. TASK: METEOROLOGY

REFERENCES: SLCARs Parts 1A and 6;

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) Air masses
 - (g) Fronts

C. TASK: WEATHER OBSERVATIONS, ANALYSIS, AND FORECASTS

NOTE: 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 the parenthesis below, as appropriate.

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 analysing 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
 - 1) NOTAM D
 - 2) FDC NOTAM
 - 3) NOTAM L
 - 4) MILITARY NOTAM
 - m. EWINS (enhanced weather information system).
- (2) Correctly analyses the assembled weather information pertaining to the proposed route of flight and destination airport, determines whether an alternate airport is required and properly briefs the examiner.

If alternate required, determines whether the selected alternate meets the requirements of the SLCARs and the operations specifications.

D. 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

E. TASK: AIRCRAFT SYSTEMS, PERFORMANCE, AND LIMITATIONS

REFERENCES: SLCARs Parts 1A and 6;

Objective: To determine that the applicant:

- (1) Exhibits adequate knowledge of the principals 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) Take-off 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 centre-of-gravity location for a specific load condition (as specified by the examiner), including adding, removing, and shifting weight.
- (6) Determines that the take-off 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
 - (c) Hydraulics
 - (d) Electrical
 - (e) Air conditioning and pressurisation
 - (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).

F. TASK: NAVIGATION AND AIRCRAFT NAVIGATION SYSTEMS

REFERENCES: SLCARs Parts 1A and 6; Aircraft Flight Manual

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/Domestic Reduced Vertical Separation Minimums)
 - (b) ETOPS (Extended Range Operation with Two-Engine Aircraft)
 - (c) RNP (Required Navigation Performance)
 - (d) RNAV routes (Area Navigation)
 - 1. GNSS (Global Navigation Satellite System)
 - i. WAAS (Wide Area Augmentation System) and GPS (Global Positioning System)
 - ii. 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) Long Range Navigation (LORAN)
 - (h) Inertial Navigation System (INS)
 - (i) Inertial Reference System (IRS)
 - (j) Radio Area Navigation (RNAV)
 - (k) Doppler Radar
 - (l) Global Positioning System (GPS)

G. TASK: PRACTICAL DISPATCH APPLICATIONS

REFERENCES: SLCARs Part 1A;

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 (dispatcher resource management) procedures
- (2) Human factors, teamwork, communications, and information exchange
- (3) Aeronautical decision-making
- (4) Situational awareness, assessment, and problem solving

- (5) Generation and evaluation of alternatives
- (6) Contingency planning
- (7) Human error and technology-induced error
- (8) Support tools and technologies
- (9) Tradeoffs and prioritisation
- (10) Individual and organisational factors
- (11) Prevention, detection, and recovery from errors
- (12) Company risk management procedures, as appropriate

H. TASK: MANUALS, HANDBOOKS, AND OTHER WRITTEN GUIDANCE
REFERENCES: SLCARs Part 1A and 6; Operations Specifications, MEL/CDL, Aircraft Flight Manual

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 guide. Such as:

- (1) SLCAR Part 1A
- (2) SLCAR Part 6
- (3) General Operating Manual
- (4) Operations Specifications

II. AREA OF OPERATION: PREFLIGHT, TAKE-OFF, AND DEPARTURE

A. TASK: AIR TRAFFIC CONTROL PROCEDURES

REFERENCES: SLCARs Part 1A and 6;

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
- (15) Abnormal procedures

B. TASK: AIRPORTS, CREW, AND COMPANY PROCEDURES

REFERENCES: SLCARs Parts 1A and 6; Operations Specifications.

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) Authorisation of flight departure with concurrence of pilot in command
- (5) Company approved departure procedures
- (6) Airport/facility directory
- (7) Take-off alternate

III. AREA OF OPERATION: INFLIGHT PROCEDURES

A. TASK: ROUTING, RE-ROUTING, AND FLIGHT PLAN FILING

REFERENCES: SLCARs Parts 1A and 6; Operations Specifications

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) Refuelling and provisional airports
- (9) Weather requirements for airports

B. TASK: EN ROUTE COMMUNICATION PROCEDURES AND REQUIREMENTS

REFERENCES: SLCARs Parts 1A and 6; Operations Specifications.

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)

IV. AREA OF OPERATION: ARRIVAL, APPROACH, AND LANDING PROCEDURES

TASK: ATC AND AIR NAVIGATION PROCEDURES

REFERENCES: SLCARs Parts 1A and 6; Operations Specifications

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 minimum

V. AREA OF OPERATION: POST-FLIGHT PROCEDURES

A. TASK: COMMUNICATION PROCEDURES AND REQUIREMENTS

REFERENCES: SLCARs Parts 1A and 6;

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.

B. TASK: TRIP RECORDS

REFERENCES: SLCARs Parts 1A and 6;

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.

VI. AREA OF OPERATION: ABNORMAL AND EMERGENCY PROCEDURES

TASK: ABNORMAL AND EMERGENCY PROCEDURES

REFERENCES: SLCARs Parts 1A and 6; Aircraft Flight Manual,

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) CAA 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) Accident/incident reporting requirements