

Document	BAR 1 Part-FOO/FD Flight Operations Officer and Flight Dispatcher	
Version	01	



Brunei Department of Civil Aviation
Negara Brunei Darussalam
www.mtic.gov.bn/dca

Brunei Aviation Requirements

BAR 1 Part-FOO/FD Flight Operations Officer and Flight Dispatcher

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Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Civil Aviation Order 2006 and the Civil Aviation Regulations 2006 and their subsequent amendments, the following requirements are hereby established for compliance by all persons concerned, the Director of Civil Aviation is empowered to adopt and amend Brunei Aviation Requirements. In accordance herewith, the following requirement is hereby established for compliance by all persons concerned. This requirement shall be known as BAR 1 Part-FOO/FD Flight Operations Officer and Flight Dispatcher and any reference to this title shall mean referring to the requirements to be met for civil aviation in Brunei Darussalam.

DC.2 Authority for these Requirements

DC.2.1 This BAR 1 Part-FOO/FD Flight Operations Officer and Flight Dispatcher is issued on the authority of the Director of Civil Aviation.

DC.3 Applicability

DC.3.1 This BAR 1 Part-FOO/FD Flight Operations Officer and Flight Dispatcher is applicable to the aviation industry of Brunei Darussalam.

DC.4 Scope

DC.4.1 BAR 1 Personnel Licensing contains the personnel licensing regulations of Brunei Darussalam, and shows compliance with ICAO Annex 1 and Annex 6. The regulations in BAR 1 are separated into the following parts with cross references between parts where applicable.

- Part Aircrew Cover Requirement
- Part ARA Authority Requirements for Aircrew
- Part ORA Organisational Requirements for Aircrew
- Part FCL Flight Crew Licensing
- Part CC Cabin Crew
- **Part FOO/FD Flight Operation Officer and Flight Dispatcher**
- Part MED Medical
- Part 66 Aircraft Maintenance Licence
- Part 147 Approved Training Organisations
- Part ATCO (Air Traffic Control Officer) Licensing and Medical

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DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

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Part-FOO/FD Flight Operations Officer and Flight Dispatcher

FOO/FD.001 Minimum age

The applicant for an FOO/FD licence shall be not less than 21 years of age.

FOO/FD.005 Minimum qualifications

- (a) A functional knowledge of the English language;
- (b) A medical fitness for duty; and
- (c) A minimum educational level of successful completion of high school (10 years of schooling or more).

FOO/FD.010 Experience requirements

- (a) The applicant shall have gained a total of two years' service in any one or in any combination of the capacities specified in 1 to 3 inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
 - (1) a flight crew member in air transportation; or
 - (2) a meteorologist in an organisation dispatching aircraft in air transportation; or
 - (3) An air traffic controller; or a technical supervisor of flight operations officers/flight dispatcher or air transportation flight operations systems; or
- (b) At least one year as an assistant in the dispatching of air transport; and
- (c) All applicants shall satisfactorily complete an approved initial FOO/FD training course; and
- (d) The applicant shall have served under the supervision of a FOO/FD for at least 90 working days within the six months immediately preceding the application.

FOO/FD.015 Privileges and conditions

- (a) Subject to compliance with the Requirements, the privileges of the holder of a FOO/FD licence shall be to serve in that capacity with responsibility for each area for which the applicant meet the requirements.
- (b) Assist the pilot-in-command in flight preparation and provide the relevant information required.
- (c) Assist the pilot-in-command in preparing the operational and ATS flight plans, sign when applicable and file the ATS flight plan with the appropriate ATS unit.
- (d) Furnish the pilot-in-command while in flight, by appropriate means, with information which may be necessary for the safe conduct of the flight; and
- (e) In the event of an emergency, initiate such procedures as may be outlined in the operations manual to include;
 - (1) Initiate such procedures as outlined in the operations manual while avoiding taking any action that would conflict with ATC procedures; and

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- (2) Convey safety-related information to the pilot-in-command that may be necessary for the safe conduct of the flight including information related to any amendments to the flight plan that become necessary in the course of the flight.

FOO/FD.020 Initial training

- (a) The air operator shall provide training in those subjects that apply specifically to the individual air operator's flight operations and operational control system. The air operator's FOO/FD training program shall be approved by the Brunei DCA.
- (b) FOO/FD training shall include:
 - (1) FOO/FD.025 Theoretical knowledge course;
 - (2) FOO/FD.030 Applied practical training; and
 - (3) FOO/FD.035 Skill test.

FOO/FD.025 Theoretical knowledge course

- (a) The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a FOO/FD Licence, in at least the following subjects:
 - (1) Air law
 - (i) Rules and regulations relevant to the holder of a FOO/FD Licence;
 - (ii) Appropriate air traffic services practices and procedures;
 - (2) Aircraft general knowledge
 - (i) Principles of operation of aeroplane engines, systems and instruments;
 - (ii) Operating limitations of aeroplanes and engines;
 - (iii) minimum equipment list;
 - (3) Flight performance calculation and planning procedures and loading
 - (i) Effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
 - (ii) operational flight planning;
 - (iii) fuel consumption and endurance calculations;
 - (iv) alternate aerodrome selection procedures;
 - (v) en-route cruise control;
 - (vi) extended range operation;
 - (vii) preparation and filing of air traffic services flight plans;
 - (viii) basic principles of computer-assisted planning systems;
 - (4) Human performance
 - (i) human performance relevant to dispatch duties including principles of threat and error management.

Note: Guidance material to design training programmes can be found in ICAO Human Factors Training Manual (Doc 9683) and Flight Operations Officer/Flight Dispatchers Training Manual (Doc 7192 Part D3).

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- (5) Meteorology
 - (i) aeronautical meteorology;
 - (ii) the movement of pressure systems;
 - (iii) the structure of fronts;
 - (iv) the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
 - (v) interpretation and application of aeronautical meteorological reports, charts and forecasts;
 - (vi) codes and abbreviations;
 - (vii) use of, and procedures for obtaining, meteorological information;
- (6) Navigation
 - (i) principles of air navigation with particular reference to instrument flight;
- (7) Operational procedures
 - (i) use of aeronautical documentation;
 - (ii) operational procedures for the carriage of freight and dangerous goods;
 - (iii) procedures relating to aircraft accidents and incidents;
 - (iv) emergency flight procedures;
 - (v) procedures relating to unlawful interference and sabotage of aircraft;
- (8) Principles of flight
 - (i) principles of flight relating to the appropriate category of aircraft; and
- (9) Radio communication
 - (i) procedures for communicating with aircraft and relevant ground stations.
 - (ii) demonstrate English language proficiency at level 4 – operational level.

FOO/FD.030 Applied practical training

- (a) Applied practical training shall consist of:
 - (1) A specified period of time during which the FOO/FD candidate will perform the duties of a FOO/FD under the direct supervision of a fully qualified FOO/FD who is employed by the air operator.
 - (2) Each air operator shall specify the minimum duration of applied practical training in its company operations manual or approved training manual, and the conditions of this training shall be arranged so that effective operational control is maintained.
 - (3) A minimum of 3 months applied practical training shall include;
 - (i) Practical flight operations;
 - (ii) Simulator LOFT observation and synthetic flight training;
 - (iii) Route familiarisation in the flight crew compartment, to include landings at as many aerodromes as practicable;

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FOO/FD.035 Skill test

After completion of on-the-job training, each FOO/FD shall undergo an skill test administered by a Brunei DCA approved examiner employed by the air operator. The applicant shall have demonstrated to a Brunei DCA approved examiner the ability to:

- (a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports;
- (b) provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route;
- (c) forecast weather trends pertinent to air transportation with particular reference to destination and alternates, demonstrating knowledge of seasonal meteorological conditions and sources of meteorological information;
- (d) determine the optimum flight path for a given segment, and create accurate manual; and/or computer generated flight plans;
- (e) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of an FOO/FD licence.
- (f) demonstrated knowledge and skills related to human performance relevant to FOO/FD duties, including the recognition and management of threats and errors.

Additionally the applicant shall demonstrate knowledge of:

- (g) the contents of the operations manual;
- (h) the radio and navigation equipment used in the operator's aircraft, including the effects of meteorological conditions on radio reception and the peculiarities and limitations of each navigation system.
- (i) aeroplane loading instructions.

Note: Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services - Training (ICAO Doc 9868, PANS-TRG), Chapter 3, Attachment C, and in Part II, Chapter 2, of the Human Factors Training Manual (ICAO Doc 9683).

FOO/FD.040 Validity

- (a) The certificate is valid for 24 Months plus the remainder of the month of the issue.

FOO/FD.045 Recurrent training and checking

- (a) Recurrent training shall be given to each FOO/FD once every 24 months.
- (b) Recurrent training shall cover those subjects specified in this standard for initial training at least once every two years, and it shall include cockpit familiarisation.
- (c) Where a previously qualified FOO/FD has been absent from his duties with an air operator for a period in excess of 90 days, that FOO/FD shall be given a briefing on all of the changes to the air operator's policies and procedures that occurred during his absence.
- (d) Where a previously qualified FOO/FD has not actively dispatched with an air operator for a period in excess of 12 months, that FOO/FD shall undergo a course of refresher training that will include recurrent training and cockpit familiarisation training.

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Requalification training shall be followed by a successful proficiency check by a Brunei DCA approved FOO/FD examiner.

FOO/FD.050 Revalidation/renewal

- (a) FOO/FD shall pass an annual proficiency check by a Brunei DCA approved FOO/FD examiner to be conducted after successful completion of recurrent training.
- (b) The proficiency check shall take place during an operating shift and shall consist of an evaluation by direct observation of the FOO/FD's competency, as applicable.
- (c) The duration and results of the proficiency check, together with certification of the FOO/FD's competency to perform operational duties shall be recorded on a proficiency check form, which once completed, shall be included on the FOO/FD's training record.

FOO/FD.055 New route training

- (a) When a FOO/FD is introduced a new route that requires different procedures, that person shall undergo training and checking to acquire the knowledge required for the new area of responsibility. This training and checking shall include at least the following:
 - (1) a period of familiarisation training on the facilities and aircraft types being dispatched;
 - (2) monitoring during an operating shift by a qualified FOO/FD on that route for each new area of flight dispatch responsibility;
 - (3) an proficiency check recorded on the FOO/FD's training record by the person who conducted the check. Such proficiency check shall incorporate only those areas relevant to the new route procedures, unless combined with a revalidation/renewal check.

FOO/FD.060 Aircraft type transition training

- (a) When applying to add a new aircraft type to its Air Operator Certificate, an air operator shall submit a syllabus for FOO/FD aircraft type transition training to the Brunei DCA for approval.
- (b) The FOO/FD shall successfully complete a FOO/FD course with the aircraft manufacturer or by the air operator's training organisation and a proficiency check with a Brunei DCA approved examiner employed by the aircraft manufacturer, the air operator's approved training organisation or the air operator. Such proficiency check shall incorporate only those areas relevant to the new aircraft type, unless combined with a revalidation/renewal check.

FOO/FD.065 Instructors

- (a) FOO/FD instructors shall be knowledgeable and able to present their subject in an effective manner.
- (b) Where the instructors used to teach course material are not themselves qualified FOO/FD, a qualified FOO/FD shall be available for coordinating and answering questions relating to the practical application of the course material.

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FOO/FD.070 Examiners

- (a) FOO/FD examiners shall be nominated by the air operator and approved by the Brunei DCA.

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