

| SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – FIRST OFFICER | | | | | |
|--|---|---|--|---------------------|--|
| Sector | Air Transport | | | | |
| Sub-Sector | Airline | | | | |
| Track | Pilot Operations | | | | |
| Occupation | Aircraft Pilot (Commercial Airline) | | | | |
| Job Role | First Officer | | | | |
| Job Role Description | <p>The First Officer is responsible for the safety, efficient operation and management of the aircraft. He/She carries out pre-flight checks of aircraft systems and monitors in-flight data to ensure smooth aircraft operations. He controls and navigates the aircraft across safe terrains and weather together with the Captain. He is able to manage flight emergencies in accordance with airline operating policies. After landing, he completes post-flight and shut-down reports and/or checklists.</p> <p>The First Officer possesses good communication skills which are necessary for giving clear and confident instructions to crew members and passengers. He is also has good writing skills for the preparation of proper documentation and reports. Besides having a valid pilot licence, the First Officer is able to work irregular hours. He has good hearing skills, even with ambient aircraft and passenger sounds. He possesses good visual acuity of 6/60 without optical aid, correctable to 6/6 and no colour blindness.</p> | | | | |
| Critical Work Functions and Key Tasks / Performance Expectations | Critical Work Functions | Key Tasks | Performance Expectations (For legislated / regulated occupations) | | |
| | | | | | |
| | Prepare aircraft for flights | Conduct flight execution briefings | | In accordance with: | |
| | | Obtain weather reports on destination and alternate airports | | | |
| | | Authenticate personal qualifications to affirm currency for flights | | | Commercial Pilot Licence (CPL)/ Airline Transport Pilot Licence (ATPL)/ Multi-Crew Pilot Licence (MPL) |
| | | Review flight plans and relevant flight documentation | | | |
| | | Complete safety sweeps of flight decks and bunks | | | |
| | | Complete external inspection of aircraft | | | |
| | | Manage flight deck set-up with Captain | | | |
| | | Complete pre-flight checklists | | | |
| Operate aircraft systems | Communicate with Air Traffic Control (ATC) and aircraft engineers to push back aircraft and start engines | | | | |
| | Operate aircraft for take-off, cruise and landing according to ATC instructions | | | | |

| | | | |
|--|---|--|--|
| | | and Standard Operating Procedures (SOPs) | |
| | | Monitor aircraft performance during cruise | |
| | | Prepare aircraft for descent and approach | |
| | | Track computerised flight plans and highlight deviations to pilot flying | |
| | | Detect hazardous or risky flight conditions | |
| | | Communicate with respective countries' ATC during overflights and comply with instructions | |
| | | Provide recommendations for overall flight operations and safety | |
| | Maintain aircraft and passenger safety | Manage passenger issues which may hinder safety of flight operations | |
| | | Determine compliance with safety requirements | |
| | | Conduct passenger announcements on turbulence and other safety issues | |
| | | Adhere to SOPs to resolve aircraft emergencies | |
| | | Communicate with ATC and Airport Emergency Services (AES) during emergencies | |
| | Perform post-flight operations | Collate relevant information to facilitate Captain's decision-making process | |
| | | Produce post-flight documentation for Captain's approval | |
| | | Draft incident or voyage reports | |
| | Complete post-flight and shut-down checklists | | |

| Skills & Competencies | Technical Skills & Competencies | | Generic Skills & Competencies (Top 5) | |
|-----------------------|---------------------------------|---------|---------------------------------------|--------------|
| | Aircraft Cruise Operations | Level 4 | Problem Solving | Intermediate |
| | Aircraft Dispatch | Level 4 | Communication | Intermediate |
| | Aircraft Emergency Management | Level 4 | Decision Making | Intermediate |
| | Aircraft Landing Operations | Level 4 | Sense Making | Intermediate |
| | Aircraft Manual Handling | Level 4 | Teamwork | Intermediate |
| | Aircraft Take-Off Operations | Level 4 | | |
| | Airline Operations Management | Level 3 | | |
| | Dangerous Goods Management | Level 3 | | |

| | | | |
|--------------------------|---|---------|--|
| | Flight Deck Communications | Level 4 | |
| | Human Factors Management | Level 4 | |
| | Inclement Weather Operations and Planning | Level 4 | |
| | Learning and Development | Level 3 | |
| | Post-Landing Operations | Level 4 | |
| | Pre-Flight Preparation | Level 4 | |
| | Stakeholder Management | Level 4 | |
| | Standard Operating Procedures Development | Level 4 | |
| | Technology Application | Level 3 | |
| Programme Listing | For a list of Training Programmes available for the Air Transport sector, please visit: www.skillsfuture.sg/skills-framework/air-transport | | |

The information contained in this document serves as a guide.