

**SKILLS FRAMEWORK FOR AIR TRANSPORT
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Flight Operations					
TSC	Flight Dispatch					
TSC Description	Plan and execute flight dispatch activities and identify dispatch issues to ensure optimal and safe flights					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		ATP-FLO-2001-1.1	ATP-FLO-3001-1.1	ATP-FLO-4001-1.1		
		Conduct flight dispatch activities and prepare dispatch documentation before flight take-offs	Oversee flight dispatch activities and ensure adherence to regulatory requirements	Enhance resource utilisation and flight safety by maximising aircraft parameters and reviewing flight dispatch manuals		
Knowledge		<ul style="list-style-type: none"> • Calculation of aircraft load, fuel and Centre of Gravity (CG) requirements • Factors impacting aircraft movement and fuel consumption • Parameters pertaining to meteorological factors • Runway and other relevant operational parameters for origin, destination and alternate landing airport sites • Documentation for flight dispatch • Compliance requirements for flight dispatch • Operating regulations such as Air Operators Certificate Requirements (AOCR), Air Navigation Regulations (ANR) and Airline Operations Manual (AOM) • International regulations such as International Civil Aviation Organisation (ICAO) 	<ul style="list-style-type: none"> • Calculation of aircraft load, fuel and Centre of Gravity (CG) requirements • Factors impacting aircraft movement and fuel consumption • Parameters pertaining to meteorological factors • Runway and other relevant operational parameters for origin, destination and alternate landing airport sites • Documentation for flight dispatch • Compliance requirements for flight dispatch • Components of Notices to Airmen (NOTAMs) • Procedures to prepare NOTAMs • Standard Operating Procedures (SOPs) during flight disruptions and irregular operations • Operating regulations such as Air Operators Certificate Requirements 	<ul style="list-style-type: none"> • Airline Standard Operating Procedures (SOPs) for optimisation of flight plans • Safety aspects of flight dispatch activities • New technologies and processes in flight dispatching • Compliance requirements for flight dispatch • Audit standards for flight dispatch • Operating regulations such as Air Operators Certificate Requirements (AOCR), Air Navigation Regulations (ANR) and Airline Operations Manual (AOM) • International regulations such as International Civil Aviation Organisation (ICAO) Annex for Rules of the Air and Aeronautical Information Services (AIS) 		

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		Annex for Rules of the Air and Aeronautical Information Services (AIS)	(AOCR), Air Navigation Regulations (ANR) and Airline Operations Manual (AOM) <ul style="list-style-type: none"> International regulations such as International Civil Aviation Organisation (ICAO) Annex for Rules of the Air and Aeronautical Information Services (AIS) 			
Abilities		<ul style="list-style-type: none"> Calculate fuel requirements based on flight plans including reserves for alternate site landings Calculate take-off weight based on fuel requirements and passenger and cargo payloads Obtain weather information along flight routes Examine aircraft maintenance reports to ensure completion of required maintenance Compile information regarding flight plans, inclement weather reports, aircraft turnaround activities and irregular operations Prepare and submit dispatch documentation for review 	<ul style="list-style-type: none"> Construct flight plans taking into account weather conditions, optimal routing, expected fuel consumption, layovers, wind aloft and availability of alternate landing sites Notify ground services and ground handling agents in the event of flight delays and irregular operations Conduct flight plan briefings to flight crew and other stakeholders Finalise and approve flight dispatch documentation in accordance with SOPs Prepare and issue NOTAMs where required 	<ul style="list-style-type: none"> Define and disseminate SOPs to ensure dispatch teams adhere to processes for flight dispatch Collaborate with airport agencies and stakeholders to stay abreast of regulatory changes and compliance requirements in flight dispatch Collaborate with designated management pilots and other stakeholders to fulfil operational requirements for flight dispatch Conduct regular reviews of flight dispatch manuals Audit flight dispatch operations and documentation to ascertain compliance with SOPs and regulatory standards 		