



# FLIGHT OPERATIONS OFFICER LICENCE

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## AIR NAVIGATION ORDER

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	NAME	DESIGNATION	SIGNATURE
<b>PREPARED BY</b>	PEL TEAM	VARIOUS	VARIOUS
<b>REVIEWED BY</b>	KHALID MEHMOOD	Additional Director Licensing Scrutiny & Processing	
	M. NAEEM IQBAL QURESHI	Director Personnel Licensing	
<b>VERIFIED BY</b>	NADIR SHAFI DAR	Dy. Director General (Regulatory)	
<b>APPROVED BY</b>	HASSAN NASIR JAMY	Director General Civil Aviation Authority	
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**A. AUTHORITY**

A1. This Air Navigation Order (ANO) is issued by the Director General Civil Aviation Authority, Pakistan in pursuance of the powers vested in him under Rules 4, 45, 46, 47, 340, 342, 347, 348, 354, 355, 357, 359, 360 and all other enabling provisions of Civil Aviation Rules, 1994 (CARs, 94).

**B. PURPOSE**

B1. The purpose of this Air Navigation Order is to provide information and PCAA policy guidelines for Flight Operations Officer (FOO) applicable regulations, qualification, training and licence requirements.

*Note: The term "Flight Operations Officer (FOO)" and "Flight Dispatcher (FD)" shall have the same meanings in this ANO.*

**C. SCOPE**

C1. This ANO relates to the rules concerning flight operations officer (FOO) licensing policy and procedures for the issuance, revalidation and renewal under Parts V and XIX of the Civil Aviation Rules, 1994 and ICAO Annex - 1.

C2. All flight operations officer, wishing to be licensed or who are already licensed shall comply with the instructions contained in this ANO and all relevant air navigation orders.

C3. This ANO also relates to the issue and renewal of FOO - Ground Instructor (FGI) Approval.

C4. Unless contrary intention appears, this ANO shall also be read in conjunction with other personnel licensing ANOs, ASCs, PLM and instructions issued by licensing authority from time to time.

**D. DESCRIPTION**

**D1. INTRODUCTION**

D1.1 The ANO provide information for the issue of a FOO licence and its associated ratings for a person to act as flight operation officer in a PCAA approved flight dispatch organization.

D1.2 The DG CAA may grant this licence (FOO) subject to being satisfied that the applicant is a fit person to hold an FOO licence and is appropriately qualified to act in the capacity to which the licence relates.

D1.3 Queries on flight dispatcher licensing requirements should be referred to:

Personnel Licensing Directorate,  
Civil Aviation Authority, Pakistan  
Jinnah International Airport,  
Old Terminal, Karachi.  
Telephone: 009221-99072658  
Fax: 009221-99242776  
Email: [adlreg@caapakistan.com.pk](mailto:adlreg@caapakistan.com.pk)

D1.4 'Shall' is used to indicate a mandatory requirement and may appear in this ANO and 'Should' is used to indicate a recommendation.

D1.5 D1.5 Whenever licenses, ratings, approvals or certificates are mentioned in this ANO, these are meant to be valid licenses, ratings, approvals or certificates issued in accordance with licensing ANOs. In all other cases, these documents are specified.

## D2. **DEFINITIONS**

The following terms shall have the meanings assigned to them hereunder. Any other term not defined here shall have the same meanings as given in Civil Aviation Ordinance, 1960 and Civil Aviation Rules, 1994.

D2.1 **“Aeroplane”** means A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamics reactions on surfaces. Which remain fixed under given conditions of flight.

D2.2 **“Aircraft”** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface.

D2.3 **“Aircraft – category”** means classification of aircraft according to specified basic characteristics e.g. aeroplane, helicopter, glider, free balloon.

D2.4 **“Air navigation order”** An order issued by the Director General, Civil Aviation Authority under the Civil Aviation Rules, 1994.

D2.5 **“Air safety circular”** means circulars issued by the Director General, Civil Aviation Authority under the Civil Aviation Rules, 1994.

D2.6 **“Air operator certificate”** (AOC) means certificate of flight operations issued by the Director General, Civil Aviation Authority under the Part XI Section 3 of Civil Aviation Rules, 1994.

D2.7 **“Approved by the authority”** means approved by the Director General, Civil Aviation Authority or delegated / designated representative.

D2.8 **“Approved person”** means a person approved in writing by the competent authority as designated Examiner / Instructor.

D2.9 **“Aviation training organization”** (ATO) means an organization approved by the licensing authority; for the purpose of ground and/or flying training for issue, renewal and re-validation of a personal licenses, certificate, ratings or an endorsement under the Civil Aviation Rules, 94.

D2.10 **“Commercial air transport operation”** means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

D2.11 **“Competency”** A combination of skill, knowledge and attitudes required to perform a task to the prescribed standards.

D2.12 **“Error management”** The process of detecting and responding to errors with counter measures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired state.

D2.13 **“Flight crew member”** A licensed crew-member charged with duties essential to the operation of an aircraft during a flight duty period.

D2.14 **“Flight plan”** Specified information provided to air traffic services units, relative to an intended flight or portion of flight of an aircraft.

D2.15 **“Human performance”** Human capabilities and limitations which haven't impact on the safety and efficiency of aeronautical operations.

D2.16 **“Ground training organization”** (GTO) A ground training organization imparting training for the issuance and renewal of FOO with a valid approval from PCAA.

D2.17 **“Licensing Authority,”** means the authority designated by a Contracting State as responsible for the licensing of personnel.

**Note:** *In the provisions of Annex-1, the licensing Authority is deemed to have been given the following responsibilities by the Contracting State:*

- D2.17.1 assessment of an applicant's qualifications to hold a licence or rating;
- D2.17.2 issue and endorsement of licenses and ratings;
- D2.17.3 designation and authorization of approved persons;
- D2.17.4 approval of training courses;
- D2.17.5 approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
- D2.17.6 validation of licenses issued by other Contracting States.
- D2.18 **"Pilot-in-command"** (PIC) means the pilot designated by the operator, or in the case of general aviation, owner, as being in command and charged with the safe conduct of flight.
- D2.19 **"Rating"** means an authorization entered on or associated with a licence or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate.
- D2.20 **"Renewal"** means getting the licence or certificate renewed by meeting the renewal requirements before the expiry of the validity period of licence or certificate.
- D2.21 **"State safety management program"** an integrated set of regulations and activities aimed at improving safety.
- D2.22 **"Threat management"** The process of detecting and responding to threats with counter measures that reduce or eliminate the consequences of threats amid mitigate the probability of errors or undesired states.
- D2.23 **"Revalidation"** means getting the licence or certificate revalidated, after the licence or certificate validity period has expired, by meeting the revalidation requirements.

### D3. **APPLICABILITY**

D3.1 This guidance and policy material applies to all Pakistan licensed air operators, foreign operators based in Pakistan, approved training organizations and holders of PCAA flight operations officer licenses. This ANO will also apply to applicants who hold foreign flight dispatcher licence seeking reciprocal recognition in Pakistan.

### D4. **BACKGROUND AND OBJECTIVES**

D4.1 A flight dispatcher or flight operations officer is employed to provide supervision of flights and act as a close link between aircraft in flight and the ground services and between aircrew and the operator's ground staff. The PCAA CARs 94 and ICAO Annex 6 – Operations of Aircraft, Part 1 & 3 – international commercial air transport, require that operators only assign or use authorized and licensed flight operations officers to exercise operational control over its flights.

D4.2 To fulfill these requirements, operators and training organization's flight dispatcher's training and qualification program for the issuance of flight operations officer's licence must be approved by the PCAA. The requirements in respect of knowledge, experience and skill and age limits, for the certification of flight dispatcher are in accordance with ICAO, Annex 1. The ICAO Annex 6 specifications will be used as a basis for approving the operator's flight watch systems.

### D5. **APPLICABLE REGULATIONS**

D5.1 An organization shall not conduct training for flight operations officers unless the PCAA personnel licensing office have issued an appropriate approval for the conduct of training. The approval shall specify the type of training with regard to initial, recurrent and on-the job training.

D5.2 A person shall not act as a flight operations officer without a valid and appropriate PCAA licence / validation / temporary authorization.

D5.3 Flight operations officer licence holders cannot exercise the privileges of their licence has not been renewed prior to the expiry date.

D6. **LICENSING POLICY**

D6.1 **ELIGIBILITY** PCAA flight operations officer licence is issued only to those persons who undergo the complete training at an approved PCAA flight dispatch training organization and meets the knowledge, skill and experience requirements as given in this ANO.

D6.2 **AGE** The applicant shall not be less than 21 years of age.

D6.3 **EDUCATION** The applicant shall hold an educational qualification of at least Higher Secondary School Certificate or equivalent.

D6.4 **ENGLISH LANGUAGE PROFICIENCY** The applicant shall be capable of speaking, reading, writing and understanding English language.

D6.5 **NO OBJECTION CERTIFICATE (NOC)** Serving personnel from armed forces and government departments shall provide NOC from their organization.

D7. **GROUND TRAINING REQUIREMENT**

**KNOWLEDGE** The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight operations officer licence in at least the following subjects:

D7.1 **AVIATION LAW**

D7.1.1 Rules and regulations relevant to the holder of a flight operations officer licence;

D7.1.2 Appropriate air traffic services practices and procedures enforced in Pakistan; Contents of operations specifications;

D7.2 **AIRCRAFT GENERAL KNOWLEDGE**

D7.2.1 Principles of operation of aeroplane power-plants, systems and instruments;

D7.2.2 Operating limitations of aeroplanes and power-plants;

D7.2.3 Minimum equipment list, MMEL, CDL, DDPG;

D7.3 **FLIGHT PERFORMANCE CALCULATION AND PLANNING PROCEDURES**

D7.3.1 Effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculation;

D7.3.2 Operational flight planning; fuel consumption and endurance calculations, alternate airport selection procedures, en-route cruise control and extended range operation;

D7.3.3 Preparation and filing of air traffic services flight plans;

D7.3.4 Basic principles of computer-assisted planning systems;

D7.3.5 Consultation of aircraft manuals, operations specifications if required;

D7.4 **METEOROLOGY**

D7.4.1 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 phases;

D7.4.2 Interpretation and application of aeronautical meteorological reports, charts and forecasts; codes, symbols and abbreviations; use of, and procedures for obtaining meteorological information;



D7.5 **NAVIGATION**

D7.5.1 Principles of air navigation with particular reference to instrument flight;

D7.5.2 Knowledge of modern/advance navigation systems and equipment;

D7.6 **OPERATIONAL PROCEDURES**

D7.6.1 Use of aeronautical documentation;

D7.6.2 Operational procedures for the carriage of freight and dangerous goods;

D7.6.3 Procedures relating to aircraft accidents; and incidents; emergency flight procedure;

D7.6.4 Procedures relating to unlawful interference and sabotage of aircraft;

D7.7 **PRINCIPLES OF FLIGHT**

D7.7.1 Principles of flight relating to appropriate category of aircraft;

D7.8 **RADIO COMMUNICATION**

D7.8.1 Procedures for communicating with aircraft and relevant ground stations;

D7.8.2 Knowledge about communication facilities and equipment; and

D7.9 **HUMAN PERFORMANCE**

D7.9.1 Human performance relevant to dispatch duties including principles of threat and error management;

D8. **EXPERIENCE AND EXEMPTION**

D8.1 The applicant shall have gained the following experience:

D8.1.1 Satisfactorily completed a course of approved training;

D8.1.2 The following experience may be accepted by PCAA with or without additional requirements and limitations. When accepted and approved, an applicant shall be required to appear in the final examination (written and oral / practical)

D8.1.2.1 A total of two years of service in any one or in any combination of the capacities specified below, if in any combination of experience the period serviced in any capacity shall be at least one year:

D8.1.2.1.1. A flight crewmember in air transportation; holding or have held a pilot's licence with verifiable experience; a valid and current CPL with IR or ATPL may be accepted for the final examination (written and oral / practical).

D8.1.2.1.2. Applicants with a CPL/IR or ATPL that is not current and valid shall be required to undergo an abridged course followed by the final examination (written and oral / practical)

D8.1.2.1.3. A meteorologist in an organization dispatching aircraft, such applicant shall be required to undergo an abridge course followed by the final examination (written and oral/practical)

D8.1.2.1.4. An air traffic controller (licensed); or a technical supervisor of flight operations, such applicant shall be required to undergo an abridge course followed by the final examination (written and oral/practical)

D8.1.2.1.5. At least two years as an assistant in the aircraft dispatch, such applicant shall be required to undergo an abridge course followed by the final examination (written and oral/practical).

D8.1.3 The under mentioned licence holders shall be exempted from following FOO paper: Aircraft general knowledge and principle of flight; Radio navigation and instrumentation; Instrument procedures; and VFR & IFR communication.

D8.1.3.1 A valid ATPL holder;

D8.1.3.2 A valid CPL holder with IR;

D8.1.3.3 The exemption from the FOO training course shall be withdrawn in case, an applicant fails to clear the PCAA examinations in maximum of three attempts.

D9. **SKILL**

D9.1 The applicant shall have demonstrated the ability to the PCAA in the following areas of knowledge and practical ability:

D9.1.1 **KNOWLEDGE**

D9.1.1.1 Contents of AOC and operations specification;

D9.1.1.2 Content of operations manual;

D9.1.1.3 Knowledge and application of airway manual, AIP;

D9.1.2 **PRACTICAL ABILITY**

D9.1.2.1 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 neighborhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates.

D9.1.2.2 Determine the optimum flight path for a given segment and create accurate manual or computer generated flight plans.

D9.1.2.3 D8.1.2.3. Provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions as appropriate to the duties of a holder of flight operation officer licence

D10. **FOO LICENCE ISSUE REQUIREMENTS**

D10.1 A licence shall only be issued when the following conditions are met;

D10.2 The applicant has successfully completed a course of approved training (initial) and passed the appropriate knowledge and practical tests conducted by PCAA.

D10.3 Has successfully completed a course of approved training (abridged / refresher) and passed the appropriate competency checks. This is applicable only to applicants who meet the experience requirements stated at D7 above. The PCAA personnel licensing office shall decide if the experience of an applicant can be considered for an abridged or refresher course.

D10.4 Has satisfactorily completed the 90 days on the job training before applying for the issue of a flight operations officer licence.

D10.5 The applicant meets the minimum age requirements for the initial issue of the licence, which is 21 years.

D10.6 The applicant must provide a certificate issued by the FDTO/GTO declaring the successful completion of the course.

D10.7 A temporary authorization shall be issued to applicants successfully a PCAA approved flight dispatch training course. The temporary authorization shall permit the applicant to undergo the 90 days on the job training before the issue of the flight dispatcher licence.

D10.8 The applicant provides an OJT completion certificate.

D10.9 The applicant holds an acceptable valid foreign licence for which reciprocal recognition applies, passed a PCAA examination or has successfully attended a recurrent course followed by a competency test conducted by a PCAA approved training organization. PCAA personnel licensing office shall be the only authority to declare if a foreign licence is eligible for foreign recognition.

D10.10 The initial application must be made using CAAF-070-LCXX and accompanied by one colored photograph.

D10.11 The applicant has successfully passed the PCAA final oral assessment test.

D11. **RECIPROCAL RECOGNITION**

D11.1 **ELIGIBILITY**

D11.1.1 The holder of a foreign licence may be granted reciprocal recognition of that licence provided:

D11.1.1.1 The FOO licence is issued by an ICAO Contracting State;

D11.1.1.2 The licence holder must provide a verification letter from the country of origin of licence;

D11.1.1.3 The licence holder has successfully passed PCAA examination and attended a recurrent training course followed by a competency test;

D11.1.1.4 The applicant has a verifiable record of work experience; and

D11.1.1.5 The applicant can read, write, speak and understand the English language.

D11.2 **VALIDATION AND APPROVAL LETTER**

D11.2.1 To permit a foreign licence holder to exercise the privileges of their foreign licence in the Pakistan without holding a PCAA licence or for a foreign operator to dispatch Pakistan registered aircraft overseas, a letter of validation or approval may be issued by the PCAA. The maximum validity for validation is 90 days whilst for a letter of approval will be normally 24 months.

D11.2.2 A validation may be further extended under extenuating circumstances.

D12. **FLIGHT DISPATCHER TRAINING ORGANIZATION**

D12.1 The flight dispatcher training organization (FDTO/GTO) conducting the initial / abridge / refresher flight dispatcher / operations course shall hold a valid approval from PCAA.

D12.2 The flight dispatch center providing FOO on-job-training (OJT) shall hold a valid approval from PCAA as a flight dispatch center and an additional authorization to conduct the FOO on-job-training (OJT).

D13. **THEORETICAL KNOWLEDGE EXAMINATION**

D13.1 For initial issue of FOO licence, an applicant shall be required to pass all FOO examinations papers.

D13.2 For re-validation of an expired FOO licence, an applicant shall pass FOO revalidation exams.

D13.3 **SYLLABUS OF FOO:** Refer to ANO-002-LCXX for detail information; including syllabus, recommended study and training materials for FOO theoretical knowledge examinations.

D14. **ON JOB TRAINING (OJT)**

D14.1 The applicant for issue of FOO licence shall have completed on the job training (OJT) under supervision of a licensed flight operations officer for at least 90:00 days within 06 months immediately preceding the date of application in an approved flight dispatch centre. A prior authorization is required from the personnel licensing office to commence the on the job training; and the details of the on the job training shall be recorded on form CAAF-075-LCXX.

D14.2 The flight dispatch center authorized to supervise the on the job training of an applicant shall fully satisfy itself with regard to the competency of the applicant before issuing the OJT completion certificate, which is the eligibility criteria for undergoing the final oral/skill test with the PCAA.

D14.3 The flight dispatch center may extend the 90:00 days on the job training period if the knowledge and practical ability of the applicant is not up to the required standard. An unusually high failure rate in the PCAA oral/skill test, following the on the job training, may lead to the cancellation of on the job training approval to the flight dispatch center.

D14.4 The flight dispatch center authorized to supervise the on the job training of an applicant shall ensure that at least ONE OJTI / senior FOO is available in every shift, so that he can monitor the on the job training and progress of trainee.

D14.5 During on the job training, an applicant shall have completed:

D14.5.1 **Domestic Dispatch Operation:** Dispatch under supervision at least five domestic flights;

D14.5.2 **International Dispatch Operation:** Dispatch under supervision at least five international flights.

D15. **ON THE JOB TRAINING INSTRUCTOR**

D15.1 A person having a considerable working experience as a flight operations officer and has been designated as senior FOO / shift In-charge by operator at an approved flight dispatch centre can be considered as OJTI.

D16. **PRIVILEGES OF FLIGHT OPERATION OFFICER LICENCE**

D16.1 The privileges of a FOO licence are to:

D16.1.1 Assist the pilot-in-command in flight preparation and provide the relevant information required; and

D16.1.2 Prepare operational and ATS flight plans, sign the document when applicable and file the ATS flight plan with the appropriate ATS facility; and

D16.1.3 Furnish the pilot-in-command while in flight, by appropriate means, with information that may be necessary for the safe conduct of flight; and

D16.1.4 In the event of an emergency, initiate such procedures as may be outlined in the operations manual.

D17. **LIMITATIONS OF FOO LICENCE**

D17.1 A flight operations officer shall not take any action, except for the safety of the flight that conflicts with the procedures established by:

D17.1.1 Operations manual;

D17.1.2 Operations specifications attached to the air operator certificate;

D17.1.3 Air traffic control service;

D17.1.4 Meteorological service;

D17.1.5 Communications services;

D17.2 Dispatch an aircraft of a type for which he/she has not received performance training;

D17.2 Shall not perform duty unless within the preceding 24 months he/she has received recurrent training (refresher) in accordance with an approved training program conducted by an FGI;

D17.3 Shall not be assigned any duty if he/she has been absent from such duty for 12 consecutive months unless he has received re-current training by the operator; and

D17.4 A flight operations officer shall not dispatch an MNPS flight unless he/she has successfully completed an approved MNPS course with a ground training organization and has dispatched a minimum of 01 MNPS flight under supervision; and

D17.5 A flight operations officer shall not dispatch an ETOPS flight unless he/she has successfully completed an approved ETOPS course with a ground training organization; and has dispatched a minimum of one ETOPS flight under supervision.

D18. **RECOMMENDATIONS**

D18.1 A flight operations officer should not be assigned duty unless that officer has:

D18.1.1 Made within the proceeding 12 months, at least a one-way familiarization flight on the flight deck of an aircraft over any area in which that individual is authorized to dispatch flights. The flight should include landings at as many aerodromes as practicable;

D18.1.2 A flight operation officer assigned to duty should maintain complete familiarization with all features of the operation, which is pertinent to such duties.

D18.2 **MEDICAL:** The operators shall ensure that the FOO employed with them is physically and mentally fit. He shall be able to sit, walk, speak with clarity and be able to work in noisy, humid and non-environmentally controlled conditions. Specific vision abilities shall include near vision, distance vision and color vision.

D18.3 **SECURITY CLEARANCE:** It shall be the responsibility of the operators to ensure that the FOO licence holders employed with them have been security cleared in accordance with government regulations.

D19. **VALIDITY OF FLIGHT OPERATION OFFICER LICENCE**

D19.1 The Flight Operations Officer (FOO) licence shall be valid for 5 years, subject to meeting the licence currency, refresher training and medical fitness requirements.

D20. **FOO LICENCE RENEWAL REQUIREMENTS**

D20.1 A FOO licence may be renewed provided the applicant has performed duties as a FOO for a minimum period of 90 days in the preceding 06 months with a recognized flight dispatch centre;

D20.2 Has completed minimum period of 05 days on the job training with a recognized flight dispatch centre. A prior authorization is required from the personnel licensing directorate to commence the on the job training; and the details of on the job training shall be recorded on form CAAF-075-LCXX.

D20.3 The requirements concerning renewal process, lapsed/expired licence procedures, lost or stolen licence and carriage of licence are the same as flight crew licenses requirements.

D21. **FOO LICENCE RE-VALIDATION REQUIREMENTS**

When an FOO licence has expired, the holder shall meet the following requirements:

D21.1 **Within 06 months of expiry of FOO licence:**

D21.1.1 Pass an oral/skill assessment test (CAAF-074-LCXX) and

D21.1.2 Meet the renewal requirements.

D21.2 **More than 06 months from the date of expiry of FOO licence:**

D21.2.1 Pass FOO revalidation exam and

D21.2.2 Meet the renewal requirements.

D21.3 **More than 12 months from the date of expiry of FOO licence:**

D21.3.1 Pass full set of FOO theoretical knowledge exams;

D21.3.2 Pass approved FOO refresher course;

D21.3.3 Complete 15 days of OJT at an approved flight dispatch centre; and

D21.3.4 Meet the licence renewal requirements.

D21.4 Holder of an expired FOO licence but with a verifiable record of continuous job in flight dispatch centre of a recognized foreign operator and holding certificate / licence of the state may be given a relaxation of re-validation requirements to one-step lower.

D21.5 Holder of an expired FOO licence for not more than 60 months and holding valid CPL/IR or ATPL shall be required to meet the renewal requirements; and oral/skill assessment test for re-validation of his FOO licence.

D21.6 Holder of an expired FOO licence for more than 60 months and holding valid CPL/IR or ATPL may be given relaxation of re-validation requirements to one-step lower.

## D22. **FOO GROUND INSTRUCTOR (FGI)**

### D22.1 **ELIGIBILITY**

D22.1.1 The Applicant shall:

D22.1.1.1 Hold a valid flight operation officer licence or

D22.1.1.2 Hold or has held an airline transport pilot licence or

D22.1.1.3 Hold or has held a commercial pilot licence or

D22.1.1.4 Be a qualified military pilot with appropriate licence and

D22.1.1.5 Minimum three years of working experience as FOO in an approved flight dispatch center /airline.

D22.1.1.6 A part time employee may be employed, with the approval of PCAA, having qualification and experience in any of the specific FOO subjects (e.g. meteorology, theory of flight, navigation, dangerous goods). Such an applicant, if approved, shall impart instruction only in the subject for which he holds the qualification.

### D22.2 **APPLICANT STATUS**

D22.2.1 The FDTO/GTO shall have a minimum of two full time employees as FGI for conducting FOO courses. Subject specialist and part-time instructors shall not be considered as FGI.

## D23. **FGI APPROVAL REQUIREMENTS**

The applicant shall meet FGI approval requirements in the sequence as given below:

D23.1 Meet the eligibility criteria as given in D21.1;

D23.2 Passed the PCAA instructional technique exam;

D23.3 Passed the FOO theoretical knowledge examination unless already passed, part time employee in a specific subject shall appear only in the specific subject examination;

D23.4 Carry out five days of OJT at an approved on the job training center unless holds a valid FOO licence or is a part time employee on a specific subject;

D23.5 Has successfully undergo the supervised teaching experience;

D23.6 Has been given satisfactory skill assessment test report by the supervising FGI; and

D23.7 Has been successfully assessed for skill level (demonstration lecture / interview by CAA).

## D24. **SUPERVISED TEACHING EXPERIENCE FOR FGI**

D24.1 The applicant shall have conducted two FOO initial courses in the following order:

D24.2 The First course, which will be conducted by a qualified instructor, shall be participated on a full time basis by the trainee FGI. During the entire period of the course, the applicant shall assist the qualified instructor in preparing instructional course notes, setting examination questions, and conduct selected portions (20%-30%) of the course syllabus in presence of the supervising FGI.

D24.3 The Second course shall be entirely conducted by the trainee FGI in presence of the supervising FGI, who shall supervise the class on full time basis. This course will be conducted under intimation to the PCAA.



D24.4 After satisfactory completion of the above two courses, the trainee FGI will be issued with a 'Satisfactory skill test report' by the supervising FGI on the basis of which PCAA will approve the FGI after monitoring a demonstration lecture and interview of trainee FGI.

**D25. SUBMISSION OF DOCUMENTS – FGI APPROVAL**

For issue of FGI approval, the FDTO/GTO shall submit the following documents:

- D25.1 Application from the FDTO/GTO (including employment contract);
- D25.2 Photograph of applicant;
- D25.3 Copies of education / qualification / experience certificates as evidence;
- D25.4 Copies of licenses, foreign qualifications and courses, if applicable;
- D25.5 Copy of CNIC;
- D25.6 Copy of passport (foreign nationals only);
- D25.7 No Objection Certificate (NOC) Armed Force / Government Department, if applicable;
- D25.8 Result of CAA instructional technique course;
- D25.9 FOO OJT record (CAAF- 075-LCXX), if applicable;
- D25.10 Skill test report from the supervising FGI; and
- D25.11 Fee voucher / authorization, where applicable.

**D26. PRIVILEGES OF FOO GROUND INSTRUCTOR**

A1.1 A FGI will exercise the privilege of conducting / teaching FOO courses (initial / abridge / refresher) within the conditions and limitations contained in the PCAA approval.

**D27. VALIDITY OF FGI APPROVAL**

D27.1 An FGI approval will be valid for 01 year provided the holder is medically fit and is on a full time employment with a FDTO/GTO. Renewal of FGI approval is subject to assessment and previous year / course appraisal performance.

**D28. SUBMISSION OF DOCUMENTS - FOO LICENCE**

**D28.1 For Issue of FOO licence**

D28.1.1 For issue of FOO licence an applicant shall submit the following documents:

- D28.1.1.1 Application Form CAAF-070-LCXX;
- D28.1.1.2 Copies of educational certificates (duly verified from concerned Board / University);
- D28.1.1.3 Copies of certificates of higher education, other licenses, foreign qualifications and courses may also be attached;
- D28.1.1.4 Copy of CNIC;
- D28.1.1.5 Copy of passport (foreign nationals only);
- D28.1.1.6 Color photographs;
- D28.1.1.7 No Objection Certificate (NOC) Armed Force/Government Department, if applicable;
- D28.1.1.8 Flight dispatch training course completion certificate;
- D28.1.1.9 OJT certificate from flight dispatch centre;

D28.1.1.10 FOO OJT record (CAAF- 075-LCXX).

D28.1.1.11 Skill test report (CAAF-074-LCXX).

D28.1.1.12 Copies of two operational flight plans for the flights dispatched and signed by the applicant and supervisor.

D28.1.1.13 Fee voucher / Authorization where applicable;

**D28.2 For Renewal / Revalidation of FOO licence**

D28.2.1 For renewal / revalidation of FOO licence an applicant shall submit the following documents:

D28.2.1.1 Application Form CAAF-070-LCXX;

D28.2.1.2 Job experience certificate from an employer or OJT certificate from flight dispatch centre;

D28.2.1.3 OJT record (CAAF- 075-LCXX);

D28.2.1.4 Flight operation officer licence (CAAF-071-LCXX);

D28.2.1.5 Oral / skill test report (CAAF-074-LCXX) or technical result as applicable;

D28.2.1.6 Copies of two operational flight plans for the flights dispatched and signed by the applicant and supervisor;

D28.2.1.7 Fee voucher / Authorization where applicable;

**D29. SUSPENSION / REVOCATION / CANCELLATION OF LICENCE AND IMPOSITION OF FINANCIAL PENALTY**

D29.1 In case of any violation or failure in compliance of Civil Aviation Rules, 1994 or provision of this ANO, the licence shall be subject to suspension, revocation, cancellation thereof or, in the alternative, imposition of financial penalty as per rules of CARs, 94.

D29.2 Applicant shall not make, either orally or in writing. A statement that is false or misleading.

D29.3 It is the responsibility of the licence holder and operator to ensure the licence and recurrent training requirements remain valid.

**D30. FEE SCHEDULE FOR FOO LICENCE**

D30.1 The fee schedule for licensing and examination shall be given in Air Navigation Order ANO-021-LCXX.

**E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES)**

**E1. ACRONYMS**

ANO	:	AIR NAVIGATION ORDER
AOC	:	AIR OPERATOR CERTIFICATE
ATPL	:	AIRLINE TRANSPORT PILOT LICENCE
ATS	:	AIR TRAFFIC SERVICES
CAAF	:	CAA FORMS
CARs	:	CIVIL AVIATION RULES
CDL	:	CONFIGURATION DEVIATION LIST
CNIC	:	COMPUTERIZED NATIONAL IDENTITY CARD
CPL/IR	:	COMMERCIAL PILOT LICENCE/INSTRUMENT RATING
DDPG	:	DISPATCH DEVIATION PROCEDURE GUIDE
ETOPS	:	EXTENDED RANGE TWIN ENGINE OPERATIONS
FD	:	FLIGHT DISPATCHER



FDTO	:	FLIGHT DISPATCHER TRAINING ORGANIZATION
FGI	:	FOO – GROUND INSTRUCTOR
FOO	:	FLIGHT OPERATIONS OFFICER
GTO	:	GROUND TRAINING ORGANIZATION
ICAO	:	INTERNATIONAL CIVIL AVIATION ORGANIZATION
MEL	:	MINIMUM EQUIPMENT LIST
MMEL	:	MASTER MINIMUM EQUIPMENT LIST
MNPS	:	MINIMUM NAVIGATION PERFORMANCE SPECIFICATION
OJT	:	ON THE JOB TRAINING
OJTI	:	ON JOB TRAINING INSTRUCTOR
PCAA	:	PAKISTAN CIVIL AVIATION AUTHORITY
SMS	:	SAFETY MANAGEMENT SYSTEM
SSP	:	STATE SAFETY PROGRAM

E2. **RECORDS**

E2.1	Application Form	(CAAF-070-LCXX)
E2.2	Flight Operation License	(CAAF-071-LCXX)
E2.3	Oral/Skill Test Report	(CAAF-074-LCXX)
E2.4	OJT Record	(CAAF-075-LCXX)

E3. **REFERENCES**

E3.1	ANO-002-LCXX
E3.2	ANO-007-LCXX
E3.3	ICAO Annex 1 – Personnel Licensing
E3.4	ICAO Annex 6 – Operations of Aircraft, Part 1 & 3
E3.5	ICAO Doc. 7192-Part D-3
E3.6	Civil Aviation Rules, 1994

**IMPLEMENTATION**

This Air Navigation Order shall be implemented with immediate effect from 1<sup>st</sup> October 2020 and supersedes ANO-012-LCXX-2.0 dated 20<sup>th</sup> May 2011.

**(HASSAN NASIR JAMY)**  
Director General,  
Civil Aviation Authority

Dated: September, 2020

**(M. NAEEM IQBAL QURESHI)**  
Director Personnel Licensing

Dated: September, 2020

**ATTACHMENT – A**

**INSTRUCTOR EVALUATION CHECKLIST**

<b>Name</b>	<b>Completed By</b>
<b>Date</b>	

Expected Performance	Indications for Performance	Yes	No	Not Applicable
1. Be prepared for Teaching	– Appears organized and confident			
	– Has course materials on hand and is well prepared			
	– Is able to use training media properly			
	– Does not constantly refer to notes			
	– Is able to answer most topic-related questions			
2. Demonstrate Proper Non Verbal Communication Skills	– Shares eye contact with all trainees			
	– Smiles from time to time			
	– Uses unobtrusive gestures to clarify or to give emphasis			
	– Maintains proper posture by standing erect and leaning forward			
3. Demonstrate Proper Vocal Qualities	– Without shouting, is easily heard by all trainees			
	– Maintains good articulation by pronouncing words clearly			
	– Varies voice pitch up and down to maintain trainees attention			
	– Maintains appropriate rate of speech			
	– Maintains a tone conveying positive emotions			
4. Administer the Course as Designed	– Follows the instructor guide conscientiously			
	– Keeps to the schedule of modules			
	– Uses training aids as specified in the guide			
5. Encourage Trainee Participation	– Asks question			
	– Encourages trainee questions			
	– Listens attentively and acknowledges trainee questions and comments			
	– Answer questions graciously without sarcasm			
	– Provides equal opportunities for performance			
	– Rewards good performance			
	– Assist trainees who seem fearful or have difficulties			
6. Demonstrate Proper Class Management	– Is in control of class at all times			
	– Keeps discussions on track and within time Schedule			
	– Maintains order and progress in spite of distractions			
	– Major breaks, start and end times are respected by all			
	– Knows how to manage problem trainees			