

**FLIGHT SAFETY STANDARDS SECTOR
FLIGHT INSPECTION CENTRAL ADMINISTRATOR**



PRACTICAL TEST STANDARDS

APPENDIX B

Aircraft Dispatcher Practical Test Explanation

The Egyptian Civil Aviation Authority has developed this practical test as a standard to be used by ECAA operations inspectors when conducting the aircraft dispatcher practical test. Instructors are expected to use this Appendix when preparing applicants for the practical test.

This Appendix sets forth the practical test requirements for the aircraft dispatcher license.

Practical Test Standard Concept

Egyptian Civil Aviation Regulations (ECAR's) specify the areas in which knowledge and skill must be demonstrated by the applicant before the issuance of an aircraft dispatcher license. The ECAR's provide the flexibility that permits the ECAA to issue practical test standards containing specific TASKS in which competency must be demonstrated by the applicant before the issuance of an aircraft dispatcher license. The ECAA will add, delete, or revise TASKS whenever it is determined that changes are needed in the interest of safety. Adherence to provisions of the ECAR's and the practical test standards is mandatory for the evaluation of aircraft dispatcher applicants.

ECAA Operations Inspector Responsibility

The operations inspector who conducts the practical test is responsible for determining that the applicant meets the standards outlined in the objective of each TASK within the appropriate practical test standard. The operations inspector shall meet this responsibility' by accomplishing an ACTION that is appropriate for each TASK. For each TASK that involves "knowledge only" elements, the operations inspector will orally quiz the applicant on those elements. For each TASK that involves both "knowledge and skill" elements, the operations inspector will orally quiz the applicant regarding knowledge elements and ask the applicant to perform the required skill elements. The operations inspector will determine that the applicant's knowledge and skill meet the objective in all required TASKS. Oral questioning may be used at any time during the practical test.

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

Aircraft Dispatcher Practical Test Description

The loose-leaf feature of this Appendix permits the revision of the basic publication by means of change pages. These pages will be prepared when required by changes in regulations, certification procedures, and other areas related to flight safety upon which emphasis should be placed.

Aircraft Dispatcher Practical Test Standard Description

The AREAS OF OPERATION are subjects in which an aircraft dispatcher must have knowledge and demonstrate skill. They begin with the preparation for the flight and end with emergency procedures. The operations inspector, however, may conduct the practical test in any sequence that results in a complete and efficient test.

The REFERENCE identifies the publications that describes or refers to the TASK. Descriptions of TASKS are not included in the aircraft dispatcher standards because this information can be found in references listed for each TASK. Publications other than those listed may be used as references if their content conveys substantially the same meaning as the referenced publications.

References upon which this practical test is based include:

- ECAR Part 65 Certification: Airmen Other Than Flight Crewmembers
- ECAR Part 121 Certification and Operations: Air Carriers and Air Taxi
operations.
- ECAR Part 175 Transport of dangerous goods.
- AIP Notification and Reporting of Aircraft
Accidents and Incidents
- Jeppesen Airway Manual .
 - En Route Low/High Altitude Charts.
 - Air port directory.
 - SiD's standard instrument
departures.
 - STARS's standard
instrument arrivals.
 - IAP instrument approach
procedures.
- Federal Aviation Administration (FAA)

- AC 00-6 aviation weather.
- AC 00-46 aviation weather services.
- AC 61-27 instrument flying handbook.
- AIP airman information manual.

Company

- Operations Specifications.
- Minimum Equipment List (MEL) .
- Configuration Deviation List (CDL)
- Pertinent Pilot Operating Handbooks and Approved Flight Manuals

NOTAM'S

NOTE: The latest revision of the references should be used.

The OBJECTIVE lists the important elements that must be satisfactorily performed to demonstrate competency in a TASK. The OBJECTIVE includes:

1. specifically what the applicant should be able to do;
2. the conditions under which the TASK is to be performed; and
3. the minimum acceptable standards of performance.

Use of the Practical Test Standards

This practical test contains only one practical test standard. When using this Appendix, the operations inspector must evaluate the applicant's knowledge and skill in sufficient depth to determine that the standards of performance listed for all TASKS are met.

All TASKS in this practical test standard **are required for the issuance of an aircraft dispatcher license.**

It is not intended that the operations inspector follow the precise order in which AREAS OF OPERATION and TASKS appear in this Appendix . The operations inspector may change the sequence or combine TASKS with similar OBJECTIVES to conserve time. The operations inspector will develop a plan of action that includes the order and combination of TASKS to be demonstrated by the applicant in a manner that will result in an efficient and valid test. TASKS with similar OBJECTIVES may be combined to conserve time; however, the OBJECTIVES of all TASKS must be demonstrated at some time during the practical test. It is of utmost

importance that the operations inspector accurately evaluates the applicant's ability to perform safely as an aircraft dispatcher.

The operations inspector will place special emphasis upon AREAS OF OPERATION which are most critical to flight safety. One of these areas is sound judgment in decision making. Although these areas may not be shown under each TASK, they are essential to flight safety and will receive careful evaluation throughout the practical test.

In an automated environment, the operations inspector must require an applicant to demonstrate manual flight planning.

Aircraft Dispatcher Practical Test Prerequisites

An applicant for an aircraft dispatcher practical test is required by the ECAR's to:

1. have passed the appropriate aircraft dispatcher **written test** since the beginning of the 24th month before the month in which the practical test is taken; and
2. obtained the applicable experience prescribed for the aircraft dispatcher license under ECAR Section 65.203(b) and must provide documentary evidence of such experience.

Required Material for the Practical Test

The operations inspector is responsible for supplying weather data for the test when current weather information is not available.

Materials to be supplied by the applicant are:

1. Company Aircraft Operating Manual or Flight Manual.
2. General Operations 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. Flight Plan Form.
8. Load Manifest Form.
9. Dispatch Release Form.
10. Computer and Plotter.

Note: the applicant will be supplied with weather DATA when current weather information is not available.

Satisfactory Performance

The ability of an applicant to perform the required TASKS is based on:

1. showing competency within the standards outlined in this test Appendix.
2. following emergency procedures as required by the ECAR's and company procedures;
3. exercising good judgment; and
4. applying aeronautical knowledge.

Unsatisfactory Performance

If, in the judgment of the operations inspector, the applicant does not meet the standards of performance of any TASK performed, the associated AREA OF OPERATION is failed and; therefore, the practical test is failed. The operations inspector or applicant may discontinue the test at any time after the failure of an AREA OF OPERATION makes the applicant ineligible for the certificate sought. The test will be continued only with the consent of the applicant. If the test is either continued or discontinued, the applicant is entitled to credit for only those TASKS satisfactorily performed. However, during the retest and at, the discretion of the operations inspector, any TASK may be reevaluated, including those previously passed.

Recording Unsatisfactory Performance

The term AREA OF OPERATION is used to denote areas in which the applicant must demonstrate competency prior to being issued an aircraft dispatcher certificate. This Appendix uses the terms AREAS OF OPERATION and TASK to denote areas in which competency must be demonstrated. When a disapproval notice is issued, the operations inspector will record the applicant's unsatisfactory performance in terms of AREAS OF OPERATION appropriate to the practical test conducted.

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- A. Company Policy
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1. AREA OF OPERATION: *DISPATCH EXERCISE*

A. TASK: FLIGHT PLANNING

REFERENCES: ECAR Parts 65 and 121.

Objective. To determine that the applicant:

1. Exhibits adequate knowledge of flight planning by preparing a flight plan, load manifest, and dispatch release for a flight between designated points.
2. Plans the flight in accordance with regulatory requirements and company procedures, as appropriate.

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

B. TASK: OBTAINING WEATHER INFORMATION

REFERENCES: ECAR Part 65; FAA-AC00-6, AC00-45
and AIP

Objective. To determine that the applicant:

1. Exhibits adequate knowledge of aviation weather information by obtaining, reading, and analyzing the applicable items such as:
 - a. weather reports and forecasts.
 - b. pilot and radar reports.
 - c. surface analysis charts.
 - d. radar summary charts.
 - e. significant weather prognostics.
 - f. winds and temperatures aloft.
 - g. freezing level charts.
 - h. stability charts.
 1. severe weather outlook charts.
 1. constant pressure charts.
 - k. constant pressure prognostics.
 1. tables and conversion graphs.
 - m. SIGMET's and AIRMET'S.
 - n. ATIS reports.
 - o. NOTAM's/NOTAM systems.
2. Correctly analyzes the assembled weather information pertaining to the proposed route of flight and destination airport, and determines whether an alternate airport is required. If required, determine whether the selected alternate meets the requirements of the ECAR's and the operations specifications.

NOTE: Where current weather reports, forecasts, or other pertinent information is not available, this information will be simulated by the inspector in a manner which will adequately measure the applicant's competence.

11. AREA OF OPERATION: AIRCRAFT

A. TASK: FLIGHT INSTRUMENTS

REFERENCES: ECAR Part 65.

Objective. To determine that the applicant exhibits adequate knowledge of the applicable aircraft flight instruments and systems, and their operating characteristics such as:

- 1 . Altimeter.
2. Airspeed indicator.
3. Vertical-speed indicator.
4. Attitude indicator.
5. Horizontal situation indicator.
6. Magnetic compass.
7. Turn-and-slip indicator.
8. Heading indicator.

B. TASK- NAVIGATION INSTRUMENTS AND AVIONIC SYSTEMS

REFERENCES: ECAR Part 65; Operating Handbook or Flight Manual.

Objective. To determine that the applicant exhibits adequate knowledge of the applicable aircraft navigation instruments and avionics systems, and their operating methods such as:

- 1.VHF omnirange (VOR).
- 2.Distance measuring equipment (DME).
- 3.Instrument landing system (ILS).
- 4.Marker beacon receiver/indicators.
- 5.Transponder/altitude encoding.
- 6.Automatic direction finding (ADF).
- 7.Electronic flight indicating system (EFIS).

8. Long range navigation (LORAN).
9. Inertial navigation system (INS).
10. Radio area navigation (RNAV).
11. Doppler radar.
12. Autopilot and flight director.
13. Communications equipment.

C. TASK: AIRCRAFT SYSTEMS

REFERENCES: ECAR Part 65; Company Aircraft Operating Manual or Flight Manual.

Objective. To determine that the applicant exhibits adequate knowledge of the aircraft; its systems and components; its normal, abnormal, and emergency operating procedures; and (as appropriate to the aircraft) the use of correct terminology with regard to such items as:

1. Landing gear.
2. Powerplant/systems/components (reciprocating, turboprop, turbojet).
3. Fuel system.
4. Oil system.
5. Hydraulic system.
6. Electrical system.
7. Environmental system.
8. Ice protection.

D. TASK: AIRCRAFT HANDBOOKS, MANUALS, MINIMUM EQUIPMENT LIST, AND OPERATIONS SPECIFICATIONS

REFERENCES: ECAR Parts 65 and 121; Company Aircraft Operating Manual or Flight Manual; Minimum Equipment List; Operations Specifications.

Objective. To determine that the applicant exhibits adequate knowledge of the operating handbook or flight manual with regard to TASKS A, and B, and the minimum equipment list, and operations specifications as appropriate.

E. TASK: AIRCRAFT PERFORMANCE AND LIMITATIONS

REFERENCES: ECAR Parts 65 and 121; Company Aircraft Operating Manual or Flight Manual.

Objective. To determine that the applicant:

1. Exhibits adequate knowledge of performance limitations, including thorough knowledge of the adverse effects of exceeding any limitation.
2. Demonstrates proficient use of (as appropriate to the aircraft) performance charts, tables, graphs, or other data relating to such items as:
 - a. accelerate-stop distance.
 - b. accelerate-go distance.
 - c. takeoff 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. drift down.
3. Describes (as appropriate to the aircraft) the 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, table, graph, or other performance data.
5. Computes the center-of-gravity location for a specific load condition (as specified by the inspector), including adding, removing, and shifting weight.
6. Determines that the takeoff weight, landing weight, and zero fuel weight are within limits.
7. Demonstrates good planning and knowledge of procedures in applying operational factors affecting aircraft performance.

III AREA OF OPERATION: *AIR ROUTES AND AIRPORTS*

A. TASK: ROUTING

REFERENCES: ECAR Parts 65 and 121.

Objective. Using the appropriate en route charts, the applicant should:

1. Show the correlation and transition from one portion of the flight to another (SID to low altitude en route to high altitude en route).
2. Describe the route over which the flight will be dispatched including:
 - a. intermediate stops.
 - b. alternate airports.
 - c. refueling and provisional airports.

B. TASK:USE AND INTERPRETATION OF SID'S, EN ROUTE CHARTS, STAR'S, AND STANDARD INSTRUMENT APPROACH PROCEDURES

REFERENCES: ECAR Part 65; Jeppesen Airway Manual; [Airport Directory; SID's; STAR'S; En Route Low/High Altitude Charts; Standard Instrument Approach Charts].

Objective. To determine that the applicant:

1. Understands and can define such items as:
 - a. minimum en route altitude (MEA).
 - b. minimum reception altitude (MRA).
 - c. minimum obstacle clearance altitude (MOCA).
 - d. minimum crossing altitude (MCA).
 - e. standard instrument departure (SID).
 - f. standard terminal arrival procedure (STAR).
 - g. preferred routes.
 - h. RNAV routes.
2. Can locate such item on SID's and en route charts as:
 - a. VORNORTACS.
 - b. compulsory/non-compulsory reporting points.
 - c. VOR changeover points.
 - d. DME fix.
 - e. airway intersection.
 - f. symbols for MEA, MCA, and MRA.

g. clearance limit or transition (SID).

3. Can locate and discuss the following information on the appropriate instrument approach procedures chart:

- a. field elevation.
- b. touchdown zone elevation (TDZE).
- c. aircraft approach category.
- d. decision height (DH) and minimum descent altitude (MDA).
9. IFR approach/landing minimums (straight-in, circling, side-step, and radar).
- f. takeoff minimums (standard/non-standard).
- g. availability of radar service.
- h. procedure turn limitations.
1. time/distance from final approach fix (FAF) to missed approach point (MAP).
- j. published missed approach procedure.
- k. obstructions.

C. TASK: AIRPORTS

REFERENCE: Jeppesen Airway Manual

Objective. To determine that the applicant can:

1. Describe such items as the following at a specified airport:
 - a. runway lengths.
 - b. primary runway gradient and width.
 - c. displaced thresholds.
 - d. approach lighting system.
 - e. availability of VASI.
 - f. runway lighting system.
2. Discuss the following as it relates to the assigned dispatch:
 - a. runway visual range.
 - b. effect of inoperative components and visual aids on landing minimums.
 - c. IFR landing minimums for the alternate airport.
 - d. requirement with regard to the alternate for the departure airport.

IV. AREA OF OPERATION: *JEPPESEN AIRWAY MANUAL*

REFERENCES: ECAR Part 65;
JEPPESEN.AIP

Objective. To determine that the applicant has a working knowledge of the Airman's Information Manual and is able to discuss such topics as:

1. Navigational aids.
2. Airport/air navigation lighting and marking.

3. Airspace.
4. Air traffic control.
5. Airport operations.
6. Air traffic control clearances.
7. Preflight.
8. Departure/en route/arrival procedures.

V. AREA OF OPERATION: *DISPATCH AND OPERATIONAL CONTROL*

A. TASK: COMPANY OPERATIONS

REFERENCES: ECAR Parts 65 and 121; General Operations Manual; Operations Specifications.

Objective. To assure the applicant has knowledge of company procedures by discussing such items as:

1. Dispatch area, routes, and main terminals.
2. Approved instrument approach procedures.
3. Takeoff and landing minimums.
4. The difference in decision height as it relates to category (CAT I - CAT 11 - CAT 111).
5. Use of minimum equipment list (MEL).
6. Configuration deviation list (CDL).
7. Air traffic flow control.
8. Redispatch.

B. TASK: REGULATORY REQUIREMENTS

REFERENCES: ECAR Parts 65, 121 and 175.

Objective. To assure the applicant has adequate knowledge of regulations pertaining to the dispatch and operational control of a flight by discussing such items as:

1. Dispatcher responsibilities.
2. Dispatcher/pilot responsibilities.
3. Required equipment.

VI. AREA OF OPERATION: *EMERGENCY PROCEDURES*

A. TASK: COMPANY POLICY

REFERENCES: ECAR Parts 65 and 121; General Operations Manual.

Objective. To ensure the applicant has knowledge of company procedures regarding emergency situations.

B. TASK: OTHER PROCEDURES AND SERVICES

REFERENCES: ECAR Parts 65 and 121.

Objective. To ensure the applicant is familiar with the following services and procedures:

1. Responsibility for declaring an emergency.
2. Required reporting of an emergency.
3. Collection and dissemination of information on overdue or missing aircraft.
4. ECAA responsibility and services.
5. Means of declaring an emergency.
6. ECAA reporting requirements, Regarding accidents and occurrences.