



Flight Operations Standards Directorate

Commercial Air Transport Section - Training & Checking Arrangements

Flight Dispatcher Instructor (FDI) Authorization Issuance Application Form

Ground Instructor Authorization is Valid For 24 Calendar Months

For initial issuance - Submitted within a minimum of 10 days before authorization use is required

A. FOR AOC HOLDER/APPLICANT USE ONLY

1. AOC Holder/Applicant Details.

• Operator name			
• Crew training post holder contact details	Name	Phone No.	E-Mail

2. Flight Dispatcher Instructor (FDI) Authorization Details.

• Applicant name			
• Airplane(s)			
• License number		• License expiry date	

3. Flight Dispatcher Instructor (FDI) Authorization Issuance Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Hold a valid JCAR dispatcher license or equivalent validation		
b	Have a minimum of 5 years working experience as a flight dispatcher in commercial air transport		
c	Have completed operator conversion course		
d	Hold a valid flight dispatcher 12 months recurrent training		
e	Full time employment with AOC holder/applicant		
f	Complete teaching and learning course for ground instructor		
g	Complete the operator internal training program		
h	Completed skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs Requirements for a flight dispatcher instructor authorization issuance, and I am satisfied that the information contained in this application is true, correct and completed

Name	Signature	Date



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B. FOR CARC USE ONLY

1. FDI Authorization Issuance - Documents Assessment.

No.	Assessment Events	YES	NO
a	Check the applicant record for a valid JCAR dispatcher license or equivalent validation		
b	Check the applicant record for a minimum of 5 years working experience as a flight dispatcher in commercial air transport		
c	Check the applicant record for the completion of the operator conversion course		
d	Check the applicant record for a valid flight dispatcher 12 months recurrent training		
e	Check the applicant record for the full time employment with AOC holder/applicant		
f	Check the applicant record for the completion of the teaching and learning course for ground instructor		
g	Check the applicant record for the completion of the operator internal training program		

<ul style="list-style-type: none"> Assessment Result 	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
<ul style="list-style-type: none"> Remarks 		
Flight Operations Inspector Name	Signature	Date

2. FDI Authorization Issuance - Assessor Designation.

<ul style="list-style-type: none"> The under signed, Chief Commercial Air Transport Section authorises Capt.....to conduct the skill level assessment for flight dispatcher instructor authorization through lecture demonstration and interview 		
Name	Signature	Date

3. FDI Authorization Issuance - Technical Assessment. FDI authorization issuance skill level assessment through demonstration lecture and interview with CARC flight operations inspector:

No.	Assessment Event	YES	NO
a	Lecture demonstration. Assess the applicant instructional skill level to include:		
(1)	Lecture subject relevant to the flight crew approved training program		
(2)	Lecture structure		
(3)	Use of training aids		
(4)	Eye contact		
(5)	Handling questions		
(5)	Control of trainees		
(6)	English proficiency		
(7)	Depth of knowledge		
(8)	Confidence		

b	Interview. Assess the applicant knowledge for:		
(1)	Flight dispatcher instructor privileges		
(2)	Flight dispatcher instructor re-authorization requirements		
(3)	Flight dispatcher training program		
(4)	Flight dispatcher training program implementation procedures		

<ul style="list-style-type: none"> Lecture & Interview Date 	<ul style="list-style-type: none"> Assessment Result 	<input type="checkbox"/> SAT	<input type="checkbox"/> UNSAT
<ul style="list-style-type: none"> Remarks 			
Flight Operations Inspector Name	Signature	Date	



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4. FDI Authorization Issuance.

a. FDI Authorization Details.

• Applicant name	
• Authorization type	• Flight Dispatcher Instructor (FDI) Authorization
• Airplane type(s)	
• AOC holder name	
• Authorization expiry date - calendar months	

b. FDI Authorization Privileges.

• Exercise the privilege of conducting flight dispatcher conversion training and annual recurrent training for the AOC holder/applicant

Flight Operations Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

- Cover letter from the AOC holder for the flight dispatcher instructor (FDI) authorization issuance.
- Flight dispatcher instructor (FDI) authorization issuance application form - this application form.
- Supporting documents for flight dispatcher instructor (FDI) authorization issuance as detailed in this application form Part A para 3 a-g.