



Flight Operations Standards Directorate
Commercial Air Transport Section - Training & Checking Arrangements
Flight Dispatcher Examiner (FDE) Authorization Issuance Application Form

Ground examiner's authorization is valid for 24 calendar months
 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	E-Mail	Phone No.

2. Flight Dispatcher Examiner (FDE) Authorization Details.

• Applicant name	
• Airplane type(s)	

3. Flight Dispatcher Examiner (FDE) Authorization Issuance Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Hold a valid JCAR dispatcher license or equivalent validation		
b	Hold a valid flight dispatcher instructor authorization		
c	Complete the operator internal training program (OMD).		
d	Complete the flight dispatcher examiner skill level assessment through demonstration flight dispatcher competency check and acceptance interview with CARC flight operations inspector		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for flight dispatcher examiner 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. FDE Authorization Issuance - Documents Assessment.

No	Assessment Events	YES	NO
a	Check applicant record for a valid JCAR dispatcher license or equivalent validation		
b	Check applicant record for a valid flight dispatcher instructor authorization		
c	Check the applicant record for the completion of the operator internal training program (OMD).		

• Assessment Result	Satisfactory	Unsatisfactory
• Remarks		
Flight Operations Inspector Name	Signature	Date

2. FDE Authorization Issuance - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorises Capt.....to conduct the flight dispatcher examiner skill level assessment through demonstration flight dispatcher competency check and acceptance interview		
Name	Signature	Date

3. FDE Authorization Issuance - Technical Assessment. Flight dispatcher examiner skill level assessment through demonstration flight dispatcher competency check and acceptance interview with CARC flight operations inspector:

No.	Assessment Event	YES	NO
a	Flight dispatcher competency demonstration. Assess the applicant examination skill level to include:		
(1)	Document review to ensure examinee has completed the applicable training program		
(2)	Setting the base for examination - preparing the examinee for examination		
(3)	Flight planning assessment		
(4)	Flight monitoring assessment		
(5)	Attitude		
(6)	Confidence		
(7)	Examinee debrief		

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

• Interview Date	• Assessment Result	SAT	UNSAT
• Remarks			
Flight Operations Inspector Name	Signature	Date	



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4. FDE Authorization Issuance.

a. FDE Authorization Details.

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

b. FDE Authorization Privileges.

• Conduct the flight dispatcher competency check for flight dispatcher conversion training program and the annual recurrent training program.

Flight Operations Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

- Cover letter from the AOC holder for the flight dispatcher examiner authorization issuance application form.
- Flight dispatcher examiner authorization issuance application form - this application form
- Supporting documents for the flight dispatcher examiner authorization issuance as detailed in this application form Part a para 3 a-d.