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AIRCRAFT DISPATCHER

Practical Test Standards

June 2008

FLIGHT STANDARDS SERVICE
Washington, DC 20591

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NOTE

Material in FAA-S-8081-10C will be effective June 1, 2008. All previous editions of the Aircraft Dispatcher Practical Test Standards will be obsolete as of this date.

FOREWARD

The Aircraft Dispatcher Practical Test Standards book has been published by the Federal Aviation Administration (FAA) to establish the standards for the aircraft dispatcher certification practical test. Qualified FAA inspectors and designated dispatcher examiners shall conduct practical tests in compliance with these standards. Instructors and applicants should find these standards helpful in practical test preparation.

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INTRODUCTION

General Information

The Flight Standards Service (AFS) of the Federal Aviation Administration (FAA) has developed this practical test as the standard that shall be used by qualified FAA inspectors and designated examiners when conducting the Aircraft Dispatcher Practical Test. Instructors are expected to use this book when preparing applicants for practical tests. Applicants should be familiar with this book and refer to these standards during their training.

Information considered directive in nature is described in this practical test standard (PTS) in terms such as “shall” and “must,” indicating the actions are mandatory. Guidance information is described in terms such as “should” and “may,” indicating the actions are desirable or permissive, but not mandatory.

The FAA gratefully acknowledges the valuable assistance provided by many individuals and organizations throughout the aviation community who contributed their time and talent in assisting with the revision of these practical test standards.

This PTS may be purchased from the Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, DC 20402-9325, or from GPO's website at: <http://bookstore.gpo.gov>.

This PTS is available for download, in pdf format, from www.faa.gov.

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Practical Test Standard Concept

Title 14 of the Code of Federal Regulations (14 CFR) part 65 specifies the subject areas in which knowledge and skill must be demonstrated by the applicant before the issuance of an Aircraft Dispatcher Certificate. The CFRs provide the flexibility to permit the FAA to publish practical test standards containing the AREAS OF OPERATION and specific TASKS in which competency shall be demonstrated. The FAA will revise this book whenever it is determined that changes are needed in the interest of safety. ***Adherence to provisions of the regulations and the practical test standards is mandatory for the evaluation of aircraft dispatcher applicants.***

Practical Test Standards Description

This test book contains the Practical Test Standards for Aircraft Dispatcher. The Aircraft Dispatcher Practical Test Standards includes the AREAS OF OPERATION and TASKS for the initial issuance of an Aircraft Dispatcher Certificate.

AREAS OF OPERATION are phases of the practical test arranged in a logical sequence within the standard. They begin with FLIGHT PLANNING/DISPATCH RELEASE and end with ABNORMAL AND EMERGENCY PROCEDURES. The examiner, however, may conduct the practical test in any sequence that will result in a complete and efficient test.

TASKs are titles of knowledge areas or procedures appropriate to an AREA OF OPERATION.

REFERENCES identify the publication(s) that describe(s) the TASK. Descriptions of TASKs are not included in these standards because this information can be found in the current issue of the listed reference. Publications other than those listed may be used for references if their content conveys substantially the same meaning as the referenced publications. Except where appropriate (e.g., pertinent CFRs), references listed in this document are NOT meant to supersede or otherwise replace manufacturer or other FAA-approved or acceptable data, but to serve as general information and study material resources.

Objectives list the important elements that must be satisfactorily performed to demonstrate competency in a TASK.

NOTE is used to emphasize special considerations required in the AREA OF OPERATION or TASK.

The examiner determines that the applicant meets the TASK Objective through the demonstration of competency in all elements of knowledge and/or skill unless otherwise noted. The Objectives of the TASKs in certain AREAs OF OPERATION, such as arrival, approach, and landing procedures, include only knowledge elements. Objectives of TASKs in AREAs OF OPERATION that include elements of skill, as well as knowledge, may also include common errors, which the applicant shall be able to describe, recognize, analyze, and correct.

This practical test standard is based on the following references:

14 CFR part 1	Definitions and Abbreviations
14 CFR part 25	Airworthiness Standards: Transport Category Airplanes
14 CFR part 61	Certification: Pilots, Flight Instructors, and Ground Instructors
14 CFR part 65	Certification: Airmen Other Than Flight Crewmembers
14 CFR part 71	Designation of Class A, B, C, D, and E Airspace Areas; Airways; Air Traffic Service; Routes; and Reporting Points
14 CFR part 91	General Operating and Flight Rules
14 CFR part 121	Operating Requirements: Domestic, Flag, and Supplemental Operations
14 CFR part 139	Certification and Operations: Land Airports Serving Certain Air Carriers
49 CFR part 175	Hazardous Materials Regulations; Carriage by Aircraft
49 CFR part 830	Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records
49 CFR part 1544	Aircraft Operator Security
FAA-H-8083-1	Aircraft Weight and Balance Handbook
FAA-H-8083-15	Instrument Flying Handbook
FAA-H-8083-25	Pilot's Handbook of Aeronautical Knowledge
FAA-H-8261-1	Instrument Procedures Handbook
FAA Order 8260.3	United States Standard for Terminal Instrument Procedures (TERPS)
AC 00-2	Advisory Circular Checklist
AC 00-6	Aviation Weather
AC 00-45	Aviation Weather Services
AC 20-29	Use of Aircraft Fuel Anti-Icing Additives
AC 20-117	Hazards Following Ground Deicing and Ground Operations in Conditions Conducive to Aircraft Icing
AC 60-22	Aeronautical Decision-Making
AC 60-28	English Language Skill Standards Required by 14 CFR parts 61, 63, and 65
AC 61-84	Role of Preflight Preparation
AC 91-51	Effect of Icing on Aircraft Control and Airplane Deice Anti-ice Systems
AC 91-74	Pilot Guide Flight in Icing Conditions

AC 90-79	Recommended Practices and Procedures for the Use of Long-Range Navigation
AC 90-91	North American Route Program (NRP)
AC 90-94	Guidelines for Using Global Positioning System Equipment for IFR En Route and Terminal Operations and for Nonprecision Instrument Approaches in the U.S. National Airspace System
AC 91-43	Unreliable Airspeed Indicators
AC 91-70	Oceanic Operations
AC 120-27	Aircraft Weight and Balance Control
AC 120-28	Criteria for Approval of Category III Landing Weather Minima for Takeoff, Landing, and Rollout
AC 120-29	Criteria for Approval of Category I and Category II Weather Minima for Approach
AC 120-57	Surface Movement Guidance System
AC 120-60	Ground Deicing and Anti-icing Program
AC 121-26	Airports—Required Data
AC 121-32	Dispatch Resource Management Training
AFD	Airport/Facility Directory
AIM	Aeronautical Information Manual
CDL	Configuration Deviation List
DP	Departure Procedure
IAP	Instrument Approach Procedure
IFIM	International Flight Information Manual
MEL	Minimum Equipment List
NOTAM	Notice to Airmen
ODP	Obstacle Departure Procedure
SID	Standard Instrument Departure Procedure
STAR	Standard Terminal Arrival Route
OTHER	En Route High and Low Altitude Charts, Terminal Area Charts, Profile Descent Charts, Operations Specifications

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

Use of the Practical Test Standard Book

The FAA requires that all Aircraft Dispatcher Practical Tests be conducted in accordance with the Aircraft Dispatcher Practical Test Standards and the policies set forth in the INTRODUCTION. Applicants shall be evaluated in **ALL TASKs** included in each AREA OF OPERATION of the practical test standard unless otherwise noted.

When using the practical test book, the examiner must evaluate the applicant's knowledge and skill in sufficient depth to determine that the standards of performance listed for all TASKs are met. However, when a particular Element is not appropriate to the aircraft, its equipment, or operational capability, etc., that Element, at the discretion of the examiner, may be omitted. It is not intended that the examiner follow the precise

order in which AREAS OF OPERATION and TASKs appear in the practical test standards. The examiner may change the sequence or combine TASKs with similar Objectives to conserve time.

In preparation for each practical test, the examiner shall develop a written "plan of action." The "plan of action" shall include all required TASKs in each AREA OF OPERATION. If the Elements in one TASK have already been evaluated in another TASK, they need not be repeated. For example, the "plan of action" need not include evaluating the applicant on hazardous weather conditions or NTSB reporting requirements at the end of the practical test if knowledge of that Element was sufficiently demonstrated at the beginning of the test. One or more scenarios may be used in testing the applicant. The "plan of action" should be written in the order that the evaluation will be conducted but maintain the flexibility to be changed due to unexpected situations as they arise. It must be complete enough to ensure that all the selected TASKs are evaluated. ***Any TASK selected for evaluation during a practical test shall be evaluated in its entirety.***

The Objectives of all TASKs must be demonstrated at some time during the practical test. It is of the utmost importance that the examiner accurately evaluates the applicant's ability to perform safely as an aircraft dispatcher.

One of these areas to evaluate is sound judgment in decision-making. Although these areas may not be shown under each TASK, they are essential to flight safety and shall receive careful evaluation throughout the practical test.

In an automated environment, the examiner must require an applicant to demonstrate adequate knowledge and skill in manual flight planning and dispatch procedures. Manual validation of an auto-rated release refreshes dispatcher skills and ensures computer produced calculations.

Special Emphasis Areas

Examiners shall place special emphasis upon areas that are most critical to dispatching and flight safety. Among these are:

1. Positive Operational Control
2. Aircraft Performance and Driftdown
3. Weather Requirements for Departure/Destination and if Applicable, Alternates
4. Hazardous Weather Awareness, Recognition and Avoidance
5. Aeronautical Decision Making (ADM)
6. Risk Management Procedures (RMP)
7. Dispatcher Resource Management (DRM)
8. Company and TSA Security Procedures
9. Other areas deemed appropriate to any phase of the practical test

Although these areas may not be specifically addressed under each TASK, they are essential to dispatching and flight safety and will be evaluated during the practical test.

Practical Test Prerequisites

An applicant for an aircraft dispatcher practical test is required by 14 CFR part 65 to:

1. Be at least 23 years of age;
2. Have passed the required aircraft dispatcher knowledge test within the preceding 24 calendar months prior to completion of the practical test; and
3. Have obtained the applicable experience prescribed for the Aircraft Dispatcher Certificate under 14 CFR part 65.57 and must provide documentary evidence of such experience, or
4. Have successfully completed an FAA-approved aircraft dispatcher-training course within the past 90 days, or received revalidation in accordance with 14 CFR part 65.70 (b).

To be eligible to take the Aircraft Dispatcher Knowledge Test, an applicant is required by 14 CFR part 65 to be at least 21 years of age.

If there are questions concerning English language requirements, refer to AC 60-28, English Language Skill Standards Required by 14 CFR parts 61, 63, and 65, or your local FSDO. Determination that English language requirements have been met should be accomplished prior to beginning the practical test.

Equipment and Documents Required for the Practical Test

The examiner is responsible for supplying weather data and NOTAMs for the test when current weather information is not available.

Materials to be supplied by the applicant, as determined by the examiner:

1. Aircraft Flight Manual
2. General Operating 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. ATC Flight Plan Form
8. Navigation Log/Flight Log
9. Load Manifest Form
10. Weight and Balance Form
11. Dispatch Release Form
12. Aeronautical Information Manual
13. Computer and Plotter

14. NOTAM Information
15. 14 CFR parts 1, 25, 61, 65 Subpart C, 71, 91, 121, and 139
16. 49 CFR parts 175, 830, and 1544
17. Completed FAA Form 8400-3, Application for an Airman Certificate and/or Rating
18. Airman Knowledge Test Report
19. Pilot Certificate (if applicable)
20. Statement of Graduation Certificate (if applicable)
21. Identification—Photo/Signature ID
22. Notice of Disapproval/Letter of Discontinuance (if applicable)
23. Examiner's Fee (if applicable)

NOTE: If the applicant was trained in an FAA-approved dispatcher course, materials used in that course may be substituted for company specific materials supplied by the applicant.

Examiner¹ Responsibility

The examiner conducting the practical test is responsible for determining that the applicant meets the acceptable standards of knowledge and skill of each TASK within the practical test standard. Since there is no formal division between the “oral” and “skill” portions of the practical test, this becomes an ongoing process throughout the test. Oral questioning, to determine the applicant's knowledge of TASKs and related safety factors, should be used judiciously at all times. Examiners shall test to the greatest extent practicable the applicant's correlative abilities, rather than rote memorization of facts, throughout the practical test.

If the examiner determines that a TASK is incomplete or the outcome uncertain, the examiner may require the applicant to repeat that TASK, or portions of that TASK. This provision has been made in the interest of fairness and does not mean that instruction, practice, or the repetition of an unsatisfactory TASK is permitted during the certification process. When practical, the remaining TASKs of the practical test phase should be completed before repeating the questionable TASK.

NOTE: Where appropriate, the applicant should be allowed to use reference material commonly available to a company dispatcher.

¹ The word “examiner” is used throughout these standards to denote either a qualified FAA inspector or FAA-designated examiner who conducts the official practical test.

Satisfactory Performance

Satisfactory performance to meet the requirements for certification is based on the applicant's ability to:

1. perform the TASKs specified in the AREAs OF OPERATION within the approved standards outlined in this test book and the aircraft's performance capabilities and limitations;
2. follow normal, abnormal, and emergency procedures as required by the regulations and company procedures;
3. demonstrate sound judgment, aeronautical decision-making, and dispatch resource management skills; and
4. apply aeronautical knowledge.

Unsatisfactory Performance

If, in the judgment of the examiner, 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 examiner or applicant may discontinue the test at any time when the failure of an AREA OF OPERATION makes the applicant ineligible for the certificate sought. ***The test may be continued only with the consent of the applicant.*** If the test is discontinued, the applicant is entitled to credit for only those AREAs OF OPERATION and their associated TASKs satisfactorily performed. However, during the re-test and at the discretion of the examiner, any TASK may be re-evaluated, including those previously passed.

When a Notice of Disapproval is issued, the examiner shall record the applicant's unsatisfactory performance in terms of the AREA OF OPERATION and specific TASK(s) not meeting the standard appropriate to practical test conducted. The AREA(s) OF OPERATION/TASK(s) not tested and the number of practical test failures shall also be recorded.

Letter of Discontinuance

When a practical test is discontinued for reasons other than unsatisfactory performance (i.e., equipment failure or illness), FAA Form 8400-3, Application for an Airman Certificate and/or Rating, and, if applicable, the Airman Knowledge Test Report, shall be returned to the applicant. The examiner at that time shall prepare, sign, and issue a Letter of Discontinuance to the applicant. The Letter of Discontinuance should identify the AREAs OF OPERATION and their associated TASKs of the practical test that were successfully completed. The applicant shall be advised that the Letter of Discontinuance shall be presented to the examiner when the practical test is resumed, and made part of the certification file.

Dispatch Resource Management (DRM)

The NTSB has found that inadequate operational control and inadequate collaborative decision-making have been contributing factors in air carrier accidents. Effective management of available resources by aircraft dispatchers is one essential deterrent to such accidents. In exercising operational control, the dispatcher coordinates with flight crewmembers, air traffic controllers (ATC), and other members of a vast team in order to meet the requirements of daily flight operations. AC 121-32, Dispatch Resource Management Training, encourages the dispatcher's knowledge of the functions of the other participants throughout the operation environment. Two expected benefits to the dispatcher are (1) better handling of information that bears on safe flight operations and (2) a better interface with each pilot in command, consistent with the joint responsibility concept outlined in 14 CFR part 121.

Examiners are required to exercise proper DRM competencies in conducting tests, as well as expecting the same from applicants.

Aeronautical Decision Making and Risk Management

The examiner shall evaluate the applicant's ability throughout the practical test to use good aeronautical decision-making procedures in order to evaluate risks. The examiner shall accomplish this requirement by developing scenarios that incorporate as many TASKs as possible to evaluate the applicant's risk management procedures in making safe aeronautical decisions. For example, the examiner may develop a scenario that incorporates weather decisions and performance planning. The applicant's ability to utilize all the assets available in making a risk analysis to determine the safest course of action is essential for satisfactory performance. The scenarios should be realistic and within the capabilities of the aircraft and company operations used for the practical test.

I. AREA OF OPERATION: FLIGHT PLANNING/DISPATCH RELEASE

A. TASK: REGULATORY REQUIREMENTS

REFERENCES: 14 CFR parts 1, 25, 61, 65 subpart C, 71, 91, 121, and 139; 49 CFR parts 175, 830, and 1544; AC 61-84, AC 90-94; AC 91-70; General Operating Manual; Operations Specifications.

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

Objective. To determine that the applicant:

1. Can explain the regulatory requirements for obtaining a dispatcher certificate and discuss why air carriers employ dispatchers.
2. Exhibits adequate knowledge of the elements of flight planning and dispatch release(s) by preparing a flight plan, load manifest, take off data information, and dispatch release for a flight between designated points.
3. Plans and briefs the flight in accordance with regulatory requirements, operations specifications, and company procedures.

B. TASK: METEOROLOGY

REFERENCES: 14 CFR parts 65, subpart C, and 121; FAA-H-8083-25; AC 00-6, AC 00-45; AIM.

Objective. To determine that the applicant:

1. Understands and can explain elements of basic weather studies and weather theory, such as the Earth's motion and its effects on weather.
2. Demonstrates adequate knowledge of regional and local weather types, structures and characteristics of the atmosphere, through oral questioning, application and briefing of the flight plan/dispatch release exercise, including—
 - a. pressure.
 - b. wind.
 - c. clouds.
 - d. fog.
 - e. ice.
 - f. airmasses.
 - g. fronts.

C. TASK: WEATHER OBSERVATIONS, ANALYSIS, AND FORECASTS

REFERENCES: 14 CFR parts 65 subpart C and 121; FAA-H-8083-25; AC 00-6, AC 00-45, AC 91-51, AC 120-60, AC 120-117; AIM.

NOTE: Where current weather reports, forecasts, or other pertinent information are not available, this information shall be simulated by the examiner in a manner that adequately measures the applicant's competence. Examples of aviation weather data are indicated within parentheses below, as appropriate.

Objective. To determine through oral questioning and the flight plan/dispatch release exercise that the applicant:

1. Exhibits adequate knowledge of the elements of aviation weather information by obtaining, reading, and analyzing the applicable items, such as—
 - a. Aviation weather reports and forecasts (ATIS, METAR, SPECI, TAF, FA, FD, CWSU, MIS, CWA, WH, AC, WW, AWW).
 - b. Pilot and radar reports (PIREPS, SD, satellite weather imagery, RADATs).
 - c. Surface analysis charts.
 - d. Significant weather prognostic charts (SIG WX).
 - e. Winds and temperatures aloft (FD).
 - f. Freezing level charts (FD, RADATS, FA, surface analysis chart, constant pressure charts).
 - g. Composite moisture stability charts.
 - h. Weather depiction charts.
 - i. Constant pressure analysis charts.
 - j. Tables and conversion graphs.
 - k. SIGMETs and AIRMETs (WS, WA, WST).
 - l. NOTAMs/NOTAM systems.
 - 1) NOTAM D.
 - 2) FDC NOTAM.
 - 3) NOTAM L.
 - 4) Military NOTAM.
 - m. EWINS (enhanced weather information system).
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 and properly briefs the examiner. If alternate required, determines whether the selected alternate meets the requirements of the CFRs and the operations specifications.

D. TASK: WEATHER-RELATED HAZARDS

REFERENCES: FAA-H-8083-15, FAA-H-8083-25; AC 00-6, AC 00-45, AC 20-29, AC 20-117, AC 91-43, AC 91-74; Aircraft Flight Manual, General Operating Manual, Operations Manuals.

Objective. To determine that the applicant demonstrates adequate knowledge of the elements of weather hazards by applying any appropriate performance penalties and corrections on the practice flight plan/dispatch release and then appropriately briefing or discussing with the examiner weather hazards, such as:

1. Crosswinds and gusts.
2. Contaminated runways.
3. Restrictions to surface visibility.
4. Turbulence and wind shear.
5. Icing.
6. Thunderstorms and microbursts.
7. Tornadoes.
8. Hurricanes.
9. Typhoons.
10. Volcanic ash.

E. TASK: AIRCRAFT SYSTEMS, PERFORMANCE, AND LIMITATIONS

REFERENCES: 14 CFR parts 65 subpart C and 121; Aircraft Flight Manual, Operations Manuals; MEL/CDL; FAA-H-8083-1; AC 120-27.

Objective. To determine that the applicant:

1. Exhibits adequate knowledge of the principles of flight for group one and group two aircraft, and the elements of performance limitations, including thorough knowledge of the adverse effects of exceeding any limitation.
2. Demonstrates proficient use and knowledge of appropriate 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. Landing performance.
 - k. Quick turnaround performance.
 - l. Drift down.

3. Describes appropriate aircraft 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, graph, or other performance data.
5. Computes the center-of-gravity location for a specific load condition (as specified by the examiner), including adding, removing, and shifting weight.
6. Determines that the takeoff weight, landing weight, and zero fuel weight are within limits.
7. Describes economics of flight procedures, including performance and fuel tankering.
8. Demonstrates good planning and knowledge of procedures in applying operational factors affecting aircraft performance.
9. Demonstrates and applies, using correct terminology, adequate aircraft systems knowledge related to—
 - a. Flight controls.
 - b. Autoflight.
 - c. Hydraulics.
 - d. Electrical.
 - e. Air conditioning and pressurization.
 - f. Ice and rain protection.
 - g. Avionics, communication and navigation.
 - h. Powerplants and auxiliary power units.
 - i. Fuel systems and sources.
 - j. Oil system.
 - k. Landing gear and brakes.
 - l. Fire detection and protection.
 - m. Emergency and abnormal procedures.
 - n. Minimum equipment list/configuration deviation list (MEL/CDL).

F. TASK: NAVIGATION AND AIRCRAFT NAVIGATION SYSTEMS

REFERENCES: 14 CFR parts 65 subpart C and 121; Aircraft Flight Manual, Operations Manuals; AIM.

Objective. To determine that the applicant demonstrates adequate knowledge of navigation and aircraft navigation equipment and procedures, such as:

1. Navigation charts, symbols, and the national airspace system.
2. Airborne navigation instruments and automated databank systems—
 - a. Electronic flight instrument system (EFIS)
 - b. Flight management system (FMS)
3. Special navigation operations and performance—
 - a. RVSM/DRVSM (Reduced Vertical Separation Minimums/Domestic Reduced Vertical Separation Minimums).
 - b. ETOPS (Extended Range Operation with Two-Engine Aircraft).
 - c. RNP (Required Navigation Performance).
 - d. RNAV routes (Area Navigation).
 - i. GNSS (Global Navigation Satellite System).
 - (1) WAAS (Wide Area Augmentation System) and GPS (Global Positioning System).
 - ii. Inertial Based Systems.
 - e. FMS (Flight Management System).
4. Navigation definitions, time references and location (0° longitude, UTC).
5. Navigation systems including—
 - a. VHF Omnidirectional Range (VOR).
 - b. Distance Measuring Equipment (DME).
 - c. Instrument Landing System (ILS).
 - d. Marker Beacon Receiver/Indications.
 - e. Transponder/Altitude Encoding.
 - f. Automatic Direction Finding (ADF).
 - g. Long Range Navigation (LORAN).
 - h. Inertial Navigation System (INS).
 - i. Inertial Reference System (IRS).
 - j. Radio Area Navigation (RNAV).
 - k. Doppler Radar.
 - l. Global Positioning System (GPS).

G. TASK: PRACTICAL DISPATCH APPLICATIONS

REFERENCES: 14 CFR part 65 subpart C; AC 60-22, AC 121-32.

Objective. To determine that the applicant exhibits adequate knowledge, judgment, and authority to influence and prevent aircraft accidents/incidents through knowledge of the following elements:

1. DRM (dispatcher resource management) procedures.
2. Human factors, teamwork, communications, and information exchange.
3. Aeronautical decision-making.
4. Situational awareness, assessment, and problem solving.
5. Generation and evaluation of alternatives.
6. Contingency planning.
7. Human error and technology-induced error.
8. Support tools and technologies.
9. Tradeoffs and prioritization.
10. Individual and organizational factors.
11. Prevention, detection, and recovery from errors.
12. Company risk management procedures, as appropriate.

H. TASK: MANUALS, HANDBOOKS, AND OTHER WRITTEN GUIDANCE

REFERENCES: 14 CFR parts 65 subpart C and 121; 49 CFR parts 175, 830, and 1544; General Operating Manual, Operations Specifications, MEL/CDL, Aircraft Flight Manual; FAA-H-8083-25, FAA-H-8261-1; AC 00-2, AC 90-79, AC 90-91, AC 90-94, AC 121-26; FAA Order 7340.1, FAA Order 8260.3; Operations Manuals, AIM/IFIM.

Objective. To determine that the applicant demonstrates adequate knowledge of and can effectively locate the appropriate manuals, handbooks, and other resource materials required for dispatching aircraft and to accomplish the TASKs in the practical test guide, such as:

1. 14 CFR part 65.
2. 14 CFR part 121.
3. 49 CFR part 175.
4. 49 CFR part 830.
5. 49 CFR part 1544.
6. General Operating Manual.
7. Operations Specifications.

II. AREA OF OPERATION: PREFLIGHT, TAKEOFF, AND DEPARTURE

A. TASK: AIR TRAFFIC CONTROL PROCEDURES

REFERENCES: 14 CFR parts 65 subpart C, 91, and 121; FAA-H-8261-1; AIM/IFIM.

Objective. To determine that the applicant exhibits adequate knowledge of the elements of air traffic control, including:

1. ATC responsibilities.
2. ATC facilities and equipment.
3. Airspace classification and route structure.
4. Domestic flight plans.
5. International flight plans.
6. ATC separation minimums.
7. ATC flow control.
8. ATC traffic management.
9. ATC communications, protocol, and regulations.
10. Voice and data link communications.

11. DP/SID/ODP (Departure procedure, standard instrument departure, obstacle departure procedure).
12. Area Departures.
13. Terminal area charts, en route low/high charts.
14. Approved departure procedures and takeoff minimums.
15. Abnormal procedures.

B. TASK: AIRPORTS, CREW, AND COMPANY PROCEDURES

REFERENCES: 14 CFR part 121; General Operating Manual, Operations Specifications, Operations Manuals, AFD; En Route High/low Charts, Terminal Area Charts; SIDs.

Objective. To determine that the applicant demonstrates adequate knowledge in the elements of airport operations, crew requirements and company procedures, such as:

1. Crew qualifications and limitations.
2. Dispatch area, routes, and main terminals.
3. Airport diagrams, charts, and symbols.
4. Authorization of flight departure with concurrence of pilot in command.
5. Company approved departure procedures.
6. Airport/facility directory.
7. Takeoff alternate.

III. AREA OF OPERATION: INFLIGHT PROCEDURES

A. TASK: ROUTING, RE-ROUTING, AND FLIGHT PLAN FILING

REFERENCES: 14 CFR parts 91 and 121; AIM; FAA-H-8083-15; Airport Facility Directory; General Operating Manual, Operations Specifications.

Objective. To determine that the applicant demonstrates adequate knowledge of and skill to apply the following elements:

1. ATC routing.
2. ATC re-routing and company and crew communication requirements.
3. Re-filing of ATC Flight Plan.
4. Amended release procedures.
5. Inflight diversions.
6. Intermediate stops.
7. Alternate procedures.
8. Refueling and provisional airports.
9. Weather requirements for airports.

B. TASK: EN ROUTE COMMUNICATION PROCEDURES AND REQUIREMENTS

REFERENCES: 14 CFR parts 91 and 121; General Operating Manual, Operations Specifications.

Objective. To determine that the applicant demonstrates adequate knowledge of the elements and method of inflight communications, such as

1. Voice and data link communication requirements.
2. Company and ATC communications, protocol, and regulations.
3. Company and ATC position reports and requirements.
4. Flight following.
5. Aircraft communications addressing and reporting system (ACARS).
6. Selective Calling System (SELCAL).
7. High frequency communications (HF).
8. Very high frequency communications (VHF).
9. Satellite communications (SATCOM).
10. Controller Pilot Data Link Communications (CPDLC).

IV. AREA OF OPERATION: ARRIVAL, APPROACH, AND LANDING PROCEDURES

TASK: ATC AND AIR NAVIGATION PROCEDURES

REFERENCES: 14 CFR parts 91 and 121; Operations Specifications, General Operating Manual, AIM; FAA-H-8083-15, FAA-H-8261-1; AC 120-28, AC 120-29, AC 120-57.

Objective. To determine that the applicant exhibits adequate knowledge of:

1. Area arrivals.
2. Transition routes and procedures.
3. Standard terminal arrival routes (STARs).
4. Instrument approach procedures (IAPs) and charts.
5. Precision approach procedures.
 - a. CAT I ILS.
 - b. CAT II ILS.
 - c. CAT III ILS.
 - d. ILS PRM (Precision Runway Monitor).
 - e. PAR approach (Precision Approach Radar).
6. Non-precision approach procedures.
7. ATC separation minimums.
8. ATC priority handling.

V. AREA OF OPERATION: POST FLIGHT PROCEDURES

A. TASK: COMMUNICATION PROCEDURES AND REQUIREMENTS

REFERENCES: 14 CFR parts 91 and 121; General Operating Manual, AIM.

Objective. To determine that the applicant exhibits adequate knowledge of the elements of regulatory and company post-flight communication procedures and required company documents, such as:

1. Arrival message components, requirements and communication protocol.
2. Normal and alternate methods of communications delivery.

B. TASK: TRIP RECORDS

REFERENCES: 14 CFR parts 91 and 121; General Operating Manual.

Objective. To determine that the applicant demonstrates adequate knowledge of the elements of:

1. Regulatory requirements and post flight disposition of the flight release, weight and balance, load manifest, weather documents, communications records, and other trip documents and reports.

VI. AREA OF OPERATION: ABNORMAL AND EMERGENCY PROCEDURES

TASK: ABNORMAL AND EMERGENCY PROCEDURES

REFERENCES: 14 CFR parts 91 and 121; 49 CFR parts 175, 830, and 1544; General Operating Manual, Aircraft Flight Manual, Operations Manuals, AIM.

Objective. To determine that the applicant exhibits adequate knowledge and proficiency in the elements abnormal and emergency procedures, such as:

1. Security measures on the ground.
2. Security measures in the air.
3. FAA responsibility and services.
4. Collection and dissemination of information on overdue or missing aircraft.
5. Means of declaring an emergency.
6. Responsibility for declaring an emergency.
7. Required reporting of an emergency.
8. NTSB reporting requirements.
9. 49 CFR part 1544 requirements.