



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

Ground examiner's authorization is valid for 24 calendar months
 For re-authorization - Submit within the final three calendar months of validity of the current authorization

A. FOR AOC HOLDER USE ONLY

1. AOC Holder Details.

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

2. Flight Dispatcher Examiner (FDE) Re-authorization Details.

• Applicant name	
• Airplane type(s)	

3. Flight Dispatcher Examiner (FDE) Re-authorization 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	Hold a valid flight dispatcher examiner authorization		
d	Shall within the last 12 months of the period validity of the authorization		
	<input type="checkbox"/> Conduct at least 2 flight dispatcher competency check; or		
	<input type="checkbox"/> In the absence of this, complete the flight dispatcher examiner skill level assessment through demonstration flight dispatcher competency check and acceptance interview with CARC cabin safety inspector		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARS requirements for flight dispatcher examiner re-authorization, 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 Re-authorization - 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 valid flight dispatcher instructor authorization		
c	Check the applicant record for a valid flight dispatcher examiner authorization		
d	Shall within the last 12 months of the period validity of the authorization:		
	<input type="checkbox"/> Check applicant record for the conduct of at least 2 flight dispatcher competency check; or		
	<input type="checkbox"/> In the absence of this, complete the flight dispatcher skill level assessment through demonstration flight dispatcher competency check and acceptance interview with CARC cabin safety inspector		

• Assessment Result	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks		
Flight Operations Inspector Name	Signature	Date

2. ☐ FDE Re-authorization - Assessor Designation. (If applicable)

• 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 Re-authorization - Technical Assessment. (If applicable) 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	<input type="checkbox"/> SAT	<input type="checkbox"/> UNSAT
• Remarks			
Cabin Safety Inspector Name	Signature	Date	



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4. FDE Re-authorization.

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.

Cabin Safety Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

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