STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2021/1/21 التـــاريـخ :

Ref : 2021/043/REG/41 الإشـارة :

REGULATORY CIRCULAR (NO. Reg Cir 2021-01)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. **Reg Cir 2021-01** is to Amend **KCASR 1 – PERSONNEL LICENSINGPART FOO/FD – FLIGHT OPERATIONS OFFICER AND FLIGHT DISPATCHER** (issue 4) .

This Regulatory Circular No.**Reg Cir 2021-01** is based on (NPA) No. 2020-20 dated on 10/Dec/2020

Revisions:

This amendment will be included in revision (**3**) of KCASR 1 – PERSONNEL LICENSINGPART FOO/FD – FLIGHT OPERATIONS OFFICER AND FLIGHT DISPATCHER.

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorized to operate within the State of Kuwait:

1. Approved Maintenance Organizations (AMO) Holders;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC) & Private Operator Certificate (POC) Holders;
4. Airport Operators;
5. Ground Handling Service Providers;
6. Flying Training Organizations;
7. All users of KCASRs.

Effective Date:

This new revision will be in effect from **21/Feb/2021**.

Required Action:

All users of KCASR are required to comply with the provisions contained within this amendment from the effective date.

President of Civil Aviation

Salman Sabah Alsalem Alhmoud Alsabah
President of Civil Aviation

M.A.S.

EM

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STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2021/1/21 التـــاريـخ :

Ref : 2021/042/REG/41 الإشـارة :

All KCASR Stakeholders and Users

Sub.: ***Regulatory Circular No. 2021-01.***
Revision Number 3 to Kuwait Civil Aviation Safety Regulations – KCASR 1 – Personnel Licensing Part FOO/FD – Flight Operations Officer and Flight Dispatcher.

Dear Sir,

Please find enclosed herewith the regulatory circular No. ***2021-01*** regarding the issuance of ***KCASR 1 – Personnel Licensing Part FOO/FD – Flight Operations Officer and Flight Dispatcher Rev. 3***. This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (https://kcasr.dgca.gov.kw).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 1 – Personnel Licensing Part FOO/FD – Flight Operations Officer and Flight Dispatcher Rev. 3 will be in effect from 21/Feb/2021.

Yours Sincerely,

Salman Sabah Al-Salem Alhmoud Alsabah
President of Civil Aviation

President of Civil Aviation.

CC: Director General of Civil Aviation.
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
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Civil Aviation Security Department.
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الطيران المدني
Civil Aviation
State of Kuwait - دولة الكويت

Kuwait Civil Aviation Safety Regulations

KCASR 1 – PERSONNEL LICENSING

PART FOO/FD – FLIGHT OPERATIONS OFFICER AND FLIGHT DISPATCHER

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Amendment Record

Amendment No	Date of Issue	Remarks
1	June 2018	Part Rename
2	Dec 2019	NPA 2019-24
3	Jan 2021	NPA 2020-20

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 4, Rev.2, August 2019, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following Regulation is hereby established for compliance by all persons concerned. This regulation shall be known as KCASR 1 - Part FOO/FD Flight Operations Officer and Flight Dispatcher and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of Personnel Licensing.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 1 - Part FOO/FD Flight Operations Officer and Flight Dispatcher is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 1 - Part FOO/FD Flight Operations Officer and Flight Dispatcher is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 1 - Personnel Licensing contains the personnel licensing regulations of the State of Kuwait, and shows compliance with ICAO Annex 1. The regulations in KCASR 1 are separated into the following parts with cross references between parts where applicable.

- Part ARA Authority Requirements for Aircrew
- Part ORA Organisational Requirements for Aircrew
- Part FCL Flight Crew Licensing
- Part CC Cabin Crew
- **Part FOO/FD Flight Operation Officer and Flight Dispatcher**
- Part MED Medical
- Part 66 Aircraft Maintenance Engineer Licence
- Part 147 Approved Training Organisations
- Part ATCO Air Traffic Control Officer

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

Part FOO/FD Flight Operations Officer and Flight Dispatcher

FOO/FD licences requirements

FOO/FD.001 Minimum age

The applicant shall be not less than 21 years of age.

FOO/FD.005 Minimum qualificiations

(a) A functional knowledge of the English language.

(b) A medical fitness for duty. and

(c) A minimum educational level of successful completion of high school (10 years of schooling or more).

FOO/FD.010 Experience requirements

(a) The applicant shall have gained a total of two years' service in any one or in any combination of the capacities specified in 1 to 3 inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:

(1) a flight crew member in air transportation. or

(2) a meteorologist in an organisation dispatching aircraft in air transportation. or

(3) An air traffic controller. or a technical supervisor of flight operations officers/flight dispatcher or air transportation flight operations systems. or

(b) At least one year as an assistant in the dispatching of air transport. or

Shall satisfactorily complete and pass an approved initial FOO/FD training course at a training organisation approved by Kuwait DGCA and shall have gained 90 days of On Job Training (OJT) under the supervision of a certified licensed FOO/FD within six months of processing the application.

FOO/FD.015 Validity

The FOO/FD licence shall be valid for 24 Months.

FOO/FD.020 Revalidation/Renewal of Kuwait DGCA licence

(A) A valid recurrent certificate will be required for the renewal of a Kuwait DGCA FOO/FD Licence.

(B) Company recency statement for the employee that he actually worked as FOO/FD on the last 6 months will be required for the renewal of a Kuwait DGCA FOO/FD Licence.

(C) Where a previously qualified FOO/FD has been absent from his duties with an air operator for a period in excess of 90 days, that FOO/FD shall be given a briefing on all of the changes to the air operator's policies and procedures that occurred during his absence.

The briefings shall be followed by a successful proficiency check by a Kuwait DGCA approved FOO/FD examiner.

(D) Where a previously qualified FOO/FD has not actively dispatched with an air operator for a period in excess of 12 months, that FOO/FD shall undergo a course of refresher training that will include recurrent training and cockpit familiarisation training. Requalification training shall be followed by a successful proficiency check by a Kuwait DGCA approved FOO/FD examiner.

FOO/FD.025 proficiency check

a) FOO/FD must pass an annual proficiency check

b) The proficiency check shall take place during an operating shift and shall consist of an evaluation by direct observation of the FOO/FD's competency, as applicable, done by examiner approved by Kuwait DGCA

c) The duration and results of the proficiency check, shall be recorded on an proficiency check form, which once completed, shall be included on the FOO/FD's training record.

FOO/FD.030 Foreign license

The holder of a foreign license may be granted with DGCA license provided:

(a) The foreign country is an ICAO Contracting State.

(b) The license holder must provide a verification letter from the country of origin of the license stating that they are in full compliance with ICAO annex 1

(c) The license holder has successfully passed a DGCA examination or attended a recurrent training course followed by a proficiency check conducted by an approved training organisation or AOC holder/operator.

(d) The applicant can prove and show 3 years of experience in flight dispatch,

Proof of experience to include company experience letters, or any other documents

FOO/FD.035 Privileges and conditions

(a) Subject to compliance with the regulations, the privileges of the holder of a FOO/FD licence shall be to serve in that capacity with responsibility for each area for which the applicant meet the requirements.

(b) Assist the pilot-in-command in flight preparation and provide the relevant information required.

(c) Assist the pilot-in-command in preparing the operational and ATS flight plans, sign when applicable and file the ATS flight plan with the appropriate ATS unit.

(d) Furnish the pilot-in-command while in flight, by appropriate means, with information which may be necessary for the safe conduct of the flight. and

(e) In the event of an emergency, initiate such procedures as may be outlines in the operations manual to include.

(1) Initiate such procedures as outlines in the operations manual while avoiding taking any action that would conflict with ATC procedures. and

(2) Convey safety-related information to the pilot-in-command that may be necessary for the safe conduct of the flight including information related to any amendments to the flight plan that become necessary in the course of the flight.

FOO/FD.040 Flight Dispatcher Training Programme

The organisation shall establish a training programme to ensure proper training standards and compliance with all relevant requirements in this part.

The training programme for Flight Dispatchers shall be approved by DGCA comprise of the following curriculum. The maximum training hours per day shall be 6 hours.

a) Initial training

1) Basic Knowledge

2) Applied Practical training

b) Type training

c) Transition training

d) Recurrent training

e) Refresher training

f) New route training

Note: For assessment purposes, the pass percentage for all training shall be 70%.

Each training curriculum shall include practical demonstration as applicable.

Each training curriculum shall cover the differences between aircraft of the same type operated by the airline/operator to ensure that the Flight Dispatchers are adequately trained to perform their assigned duties on different aircraft being operated.

FOO/FD.045 Initial training

(a) the approved training organization shall provide training in those subjects that apply specifically to the individual air operator's flight operations and operational control system. The FOO/FD training shall be approved by the Kuwait DGCA in accordance with appendix I of this part .

(b) FOO/FD training shall include:

(1) FOO/FD.050 Theoretical Basic knowledge course.

(1) FOO/FD.055 Applied practical training.

(2) FOO/FD.060 Skill test.

FOO/FD.050 Theoretical Basic knowledge course

(a) The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a FOO/FD Licence, in at least the following subjects:

(1) Air law

(i) Rules and regulations relevant to the holder of a FOO/FD Licence.

(ii) Appropriate air traffic services practices and procedures.

(2) Aircraft general knowledge

(i) Principles of operation of aeroplane engines, systems and instruments.

(ii) Operating limitations of aeroplanes and engines.

(iii) minimum equipment list.

(3) Flight performance calculation and planning procedures and loading

(i) Effects of loading and mass distribution on aircraft performance and flight characteristics. mass and balance calculations.

(ii) operational flight planning.

(iii) fuel consumption and endurance calculations.

(iv) alternate aerodrome selection procedures.

(v) en-route cruise control.

(vi) extended range operation.

(vii) preparation and filing of air traffic services flight plans.

(viii) basic principles of computer-assisted planning systems.

(4) Human performance

(i) human performance relevant to dispatch duties including principles of threat and error management.

Note: Guidance material to design training programmes on human performance including principles of threat and error management can be found in the Human Factors Training Manual (Doc 9683).

(5) Meteorology

(i) aeronautical meteorology.

(ii) the movement of pressure systems.

(iii) the structure of fronts.

(iv) the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions.

(v) interpretation and application of aeronautical meteorological reports, charts and forecasts.

(vi) codes and abbreviations.

(vii) use of, and procedures for obtaining, meteorological information.

(6) Navigation

(i) principles of air navigation with particular reference to instrument flight.

(7) Operational procedures

(i) use of aeronautical documentation.

(ii) operational procedures for the carriage of freight and dangerous goods.

(iii) procedures relating to aircraft accidents and incidents.

(iv) emergency flight procedures.

(v) procedures relating to unlawful interference and sabotage of aircraft.

(8) Principles of flight

(i) principles of flight relating to the appropriate category of aircraft. and

(9) Radio communication

(i) procedures for communicating with aircraft and relevant ground stations.

FOO/FD.055 Applied practical training

Applied practical training shall consist of:

(1) A specified period of time during which the FOO/FD candidate will perform the duties of a FOO/FD under the direct supervision of a fully qualified FOO/FD who is employed by the air operator.

(2) The Approved training organization shall specify the minimum duration of applied practical training in approved training organization manual, and the conditions of this training shall be arranged so that effective operational control is maintained.

(3) A minimum of 3 months applied practical training shall include.

(i) Practical flight operations.

(ii) Simulator LOFT observation and synthetic flight training.

(iii) Route familiarisation.

FOO/FD.060 Skill test

After completion of on-the-job training, each FOO/FD shall undergo an skill test administered by a Kuwait DGCA approved examiner employed by the air operator or by approved training organization The applicant shall have demonstrated to a Kuwait DGCA approved examiner the minimum ability to :

(a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports.

(b) provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route.

(c) forecast weather trends pertinent to air transportation with particular reference to destination and alternates.

(d) determine the optimum flight path for a given segment, and create accurate manual. and/or

(e) computer generated flight plans.

(f) provide operating supervision and all other assistance to a flight in actual or simulated.

(g) adverse weather conditions, as appropriate to the duties of the holder of a FOO/FD licence.

(h) recognize and manage threats and errors.

Note: Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services - Training (ICAO Doc 9868, PANS-TRG), Chapter 3, Attachment C, and in Part II, Chapter 2, of the Human Factors Training Manual (ICAO Doc 9683).

FOO/FD.065 Type training ~~FOO/FD.040 Validity~~

Type training is required to gain qualification on the aircraft model and its variants that the flight dispatcher will be assigned on.

FOO/FD.070 Transition training

Training for flight dispatchers who are qualified on the aircraft type, but from a different operator. This will consist of operator indoctrination course. Additionally, on-job-training (OJT) under an approved flight dispatcher will be conducted followed by one observation flight prior to application for flight dispatcher approval with the new operator.

FOO/FD.075 Recurrent training.

(a) Recurrent training shall be given to each FOO/FD once every 24 months

(b) FOO/FD must pass proficiency check to be conducted after successful completion of recurrent training

(c) Recurrent training shall cover those subjects specified in this standard for initial training at least once every two years, and it shall include cockpit familiarisation.

(d) The organization must ensure that each FOO/FD is adequately trained and currently proficient with the type of aircraft including differences training.

The recurrent training for FOO/FD must include at least the following:

(a) Question and answer or other review to determine the state of the FOO/FD knowledge with respect to the aircraft.

(b) Instruction as necessary in the subjects required for initial ground training. and it shall include cockpit familiarisation.

(c) The recurrent training must also consist of at least 10 programmed hours

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FOO/FD.080 New route training

(a) When a FOO/FD is introduced a new route that requires different procedures, that person shall undergo training to acquire the knowledge required for the new area of responsibility. This training shall include at least the following:

(1) a period of familiarisation training on the facilities and aircraft types being dispatched.

(2) monitoring during an operating shift by a qualified FOO/FD on that route for each new area of flight dispatch responsibility.

(3) an proficiency check recorded on the FOO/FD's training record by the person who conducted the check.

FOO/FD.085 New aircraft Aircraft type training

(a) When applying to add a new aircraft type, an air operator or an DGCA approved training FOO/FD organization shall submit a syllabus for FOO/FD aircraft type training to the Kuwait DGCA for approval.

(b) The FOO/FD shall successfully complete and Pass a FOO/FD course with the aircraft manufacturer or by the approved air operator's or at an approved training FOO/FD organization and shall pass the proficiency check with a Kuwait DGCA approved examiner

FOO/FD.090 Instructors

FOO/FD instructors shall be nominated by the air operator and approved by the Kuwait DGCA and they shall be knowledgeable, competent, and able to present their subject in an effective manner. Kuwait DGCA may require the proposed instructor to conduct a training at the time of approval to check his competence

FOO/FD.095 Examiners

FOO/FD examiners shall be nominated by the air operator and approved by the Kuwait DGCA and they shall be knowledgeable, competent, and able to examine effectively. Kuwait DGCA may require the proposed examiner to examine at the time of approval to check his competence

APPENDIX I

FOO/FD TRAINING ORGANISATION APPROVAL

1. General

1.1 Any Training organization or air operator engaging in the conduct of training for the purpose of initial issuing a FOO/FD licence shall apply for a training organization approval to Kuwait DGCA (ASD/Licencing Division).

The FOO/FD training organization approval certificate shall be valid for 24 Months.

The training organization shall require approval for the following:

a) Training organization's facilities approval;
b) Training and Procedures manual approval;
c) Syllabus approval;
d) Training equipment or device approval;
e) Post holder's approval

1.2 Training organizations shall apply for required approvals in a proper sequence and shall be audited and/or inspected as per Kuwait DGCA (ASD/Licencing Division) schedule.
The training certificate shall only be issued when Kuwait DGCA is satisfied that all the requirements of this part has been met , partial approval shall not be granted.

1.3 For the conduct of on job training (OJT), a training organization may apply for the approval provided it is engaged in the actual dispatch of aircraft in commercial air transport operations.
A dispatch manual approved by Kuwait DGCA (ASD) for the FOO/FD services may also be considered necessary for approving a training organization for conduct of (OJT). Such approval shall be based on the work load of the dispatch centre and the supervisory staff experience level.
Kuwait DGCA may require additional methods to ensure effectiveness of the training.
An (OJT) completion certificate is required by Kuwait DGCA (ASD/Licencing Division), such certificate shall include the duty rosters, details of the duties and at least four copies of operational flight plans prepared by the applicant.

1.4 For the conduct of (OJT) in foreign countries. Kuwait DGCA (ASD/Licencing Division) will only accept the (OJT) completed by applicants at the dispatch centres of regular scheduled foreign airlines.

2 Training and procedures manual

The training organization shall submit the training and procedures manual that is used for compliance and guidance of concerned personnel to Kuwait DGCA (ASD/Licencing Division) for approval.
FOO/FD training shall not commence unless the manual is approved by Kuwait DGCA. This manual maybe issued in separate parts and shall contain but not limited to the following:

a) A general description of the scope of training authorized under the organization's terms of approval.
b) The contents of the training programs offered including the courseware and equipment to be used.
c) A description of the organization's quality assurance system.
d) A description of the organization's facilities.
e) The name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval. A description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training.
f) A description of the procedures used to establish and maintain the competence of instructional personnel.
g) A description of the method used for the completion and retention of the training records.
h) A description, when applicable, of additional training needed to comply with an operator's procedures and requirements and
i) When Kuwait DGCA has authorized an approved training organization to conduct the testing required for the issuance of the FOO/FD license, a description of the selection, role and duties of the authorized personnel.

The training organization shall ensure that the training and procedures manuals is amended as necessary to keep the information contained therein up to date. Copies of all amendments to the training and procedures manuals shall be furnished promptly to all organizations or persons to whom the manual has been issued.

3 Personnel

The training organization shall nominate a person responsible for ensuring compliance with the requirements of this regulation. The training organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.
The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Licensing Authority. The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training program established by the training organization shall include training in knowledge and skills related to human performance.

Organizations running FOO/FD training shall be required to have the following post holders approved by Kuwait DGCA/ASD:

a) Accountable Manager
A person with an appropriate background employed by the training organization considered to be accountable to the DGCA for regulatory compliance. The post requires approval by the DGCA and shall be evaluated against the details and requirements as given in the approved training and procedures manual.

b) Chief Ground Instructor
A person employed by the training organization with qualifications and experiences as aFOO/FD. He must have or have held a FOO/FD license with proven

experience in the capacity of a FOO/FD. The post requires approval by the Kuwait DGCA and shall be evaluated against the details and requirements as given in the approved training and procedures manual.
Kuwait DGCA may require the proposed post holder for a demonstration lecture on a prepared subject and on a subject given by Kuwait DGCA at the time of interview.

c) Instructors

Persons employed by the training organization with qualifications and experiences deemed appropriate for delivering instructions to student FOO/FD This post requires approval by Kuwait DGCA. Kuwait DGCA may require the proposed instructor to demonstrate a lecture at the time of approval to check his competence.~~Instructors~~ Instructors covering core FOO/FD subjects shall be required to have a flight experience in the actual dispatch of aircraft engaged in air transport operations. Subject instructors shall be required to have qualifications in their respective subjects acceptable to Kuwait DGCA. The post requires approval by Kuwait DGCA and shall be evaluated against the details and requirements as given in the approved training and procedures manual.

Kuwait DGCA may require the proposed instructor for a demonstration lecture on a prepared
subject and on a subject given by Kuwait DGCA at the time of interview.

Trainee to instructor ratio The trainee to instructor ratio shall be limited to 25:1.

d) Examiners

Persons employed by the training organization with qualifications and experiences deemed appropriate for examining the FOO/FD student and This post requires approval by Kuwait DGCA .Kuwait DGCA may require the proposed examiner to examine at the time of approval to check his competence

4 Quality assurance system

The training organization shall establish a quality assurance system, acceptable to the Licensing Authority granting the approval, which ensures that training and instructional practices comply with all relevant requirements. Organizations running only dispatch training may not establish a complete quality system. Such organizations shall be required to have a documented and approved system for quality auditing of their facility by external auditors. The training organization shall be required to maintain all the quality reports, and the actions taken to maintain the quality of the training and the training organization.

5 Records

The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by Kuwait DGCA (ASD/Licencing Division). The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff. The student records shall be kept for a minimum period of three years after completion of the training. The staff records shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

6 Evaluation and checking

Approved training organization conducting the testing required for the issuance of a license shall ensure that the testing is conducted only by personnel authorized by Kuwait DGCA (ASD/Licencing Division).

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7.1 Initial Training:

7.2 Training required on candidates who do not have previous Flight Dispatching experience.

The on job training (OJT) shall be part of initial training to be completed after the initial training and before an application is made for issue of a FOO/FD licence.

8 Initial Training Curriculum

The initial FOO/FD training must consist of a minimum of 260 hours of instruction. Additional subjects may also be included, however the hours proposed for any subject must be in addition to the minimum of 260 hours.
The minimum participation time for the trainee to meet the objectives of the course shall not be less than 90% of the tuition hours. Additional training may be provided by the training organisation in order to meet the minimum participation time. If the minimum participation defined for the course is not met, the certificate shall not be issued.

Facility Requirements
The applicant to conduct initial training must have facilities, equipment and material to provide each student the theoretical and practical aspects of aircraft dispatching training. Each room, training booth or other space used for instruction must be temperature controlled, lighted and ventilated In addition, the training facility must be so located that the students are not distracted by the instruction conducted in other room.

The training organisation of the FOOFD initial training must maintain a record for each student, including a chronological log of all instructors. subjects covered and course examination and result. The record must be retained for a minimum of 3 years after graduation.

9 Other Ground Training

training organisation are to submit to Kuwait DGCA for approval of the proposed curriculum for training involving re-qualification, transition and differences. Once approved, the curriculum has to be incorporated in the training manual.

10 EXAMINATIONS AND TESTS

10.1 General.

All applicants for the initial issue of a Kuwait DGCA FOO/FD licence shall pass the examination and test.

The applicant must pass applicable knowledge examination with Passing mark for each examination paper 70% prior to attempting the oral and practical test examination.

10.2 Examination

10.2.1 Examination validity.

Knowledge ground examination result for the issuance of a FOO/FD licence shall be valid for 6 months from the date of the examination. Candidates must also be scheduled for the oral and practical test within 7 working days after passing the examination. The examination shall be conducted immediately after the completion of the approved course.

The time table for the examinations (oral/practical) shall be submitted to the DGCA Licensing division.

10.2.2 Failure

Applicants who fail the ground examination may sit the examination again.

Applicants failing the examination thrice shall wait a minimum of 30 days after the last failure (maximum of 90 days) before becoming eligible to re-sit for the exam.

10.3 Examination – Oral / Practical

10.3.1 General.

An applicant for an oral and practical examination is required to have passed the knowledge examination. The oral examination shall be conducted by the examiner within 07 working days after the applicant has been declared successful in the examination.

Kuwait DGCA may ask to be present during the oral examination or may conduct the oral examination itself.

10.3.2 Required material for the test.

The FOO/FD examiner is responsible for supplying weather data for the test when current weather information is not available. The applicant shall be required to be in possession of the following material for the conduct of the oral / practical examination:

a) Company aircraft operating manual or flight manual;
b) General operations manual and operations specification;
c) Enroute low/high altitude chart;
d) Standard instrument departure;
e) Standard instrument arrival routes;

f) Standard instrument approach procedures chart;
g) Flight plan form;
h) Load manifest form;
i) Dispatch release form;
j) Airman and international information manuals;
k) Computer and plotter;
l) Test areas.

Applicant must demonstrate competency in the following area of operations.

a) Dispatch exercise (Flight Planning);
b) Aircraft;
c) Air routes and airports;
d) Airman's information manual;
e) Dispatch and operation control;
f) Emergency procedures

12. AOC TRAINING / APPROVED TRAINING ORGANISATION FINDINGS

12.1 After receipt of notification of findings issued by Kuwait DGCA the AOC training / FOO/FD training organisation shall:

a) Identify the root cause of the finding;

b) Define a corrective action plan.

c) Demonstrate the corrective action implementation to the satisfaction of Kuwait DGCA within the agreed period .

12.2 A level 1 finding shall be issued by Kuwait DGCA when any significant non-compliance is detected with the applicable requirements of this Regulation, with the AOC training or the training organisation's procedures and manuals, with the type(s) of training and/or service(s) provided or certificate(s) which lowers or seriously endangers safety and/or results in a significant degradation of the training provided/or other service(s)

A level 1 finding shall include, but shall not be limited to:

a) Failure to give Kuwait DGCA access to the AOC training / training organisation's facilities during normal operating hours and after two written requests.

b) Obtaining or maintaining the validity of the AOC training / training organisation certificate by falsification of submitted documentary evidence.

c) Evidence of malpractice or fraudulent use of the AOC training / training organisation certificate , service(s)

d) The lack of an accountable manager.

12.3 A level 2 finding shall be issued by Kuwait DGCA when any non-compliance is detected with the applicable requirements of this Regulation other than level 1 finding.

12.4 Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by Kuwait DGCA, of the FOO/FD training organisation/ AOC training approval in whole or in part.

12.5 In the case of level 2 findings Kuwait DGCA shall:

a) Grant the training organisation a corrective action implementation period included in an action plan appropriate to the nature of the finding. and

b) Assess the corrective action and implementation plan proposed by the training organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), Kuwait DGCA shall accept the proposed corrective action plan.

c) Where a training organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by Kuwait DGCA, the level 2 finding shall be raised to a level 1 finding.

END

Affected Pages from Last Update

#	Page	Reference Section/Article	Amendmant
1.	3		[TABLE] 3 Jan 2021 NPA 2020-20
2.	5	(b)	Shall satisfactorily complete and pass an approved initial FOO/FD training course at a training organisation approved by Kuwait DGCA ~~in accordance with Appendix I of this Part.~~ and shall have gained 90 days of On Job Training (OJT) under the supervision of a certified licensed FOO/FD within six months of processing the application.
3.	5	(b)	FOO/FD.~~040~~ 015 Validity
4.	5	(b)	The FOO/FD licence shall be valid for 24 Months.
5.	6	(D)	FOO/FD.025 proficiency check
6.	6	(a)	FOO/FD must pass an annual proficiency check
7.	6	(a)	The proficiency check shall take place during an operating shift and shall consist of an evaluation by direct observation of the FOO/FD's competency, as applicable, done by examiner approved by Kuwait DGCA
8.	6	(c)	The duration and results of the proficiency check, shall be recorded on an proficiency check form, which once completed, shall be included on the FOO/FD's training record.
9.	6	(c)	FOO/FD.030 Foreign license
10.	6	(c)	The holder of a foreign license may be granted with DGCA license provided:
11.	6	(c)(a)	The foreign country is an ICAO Contracting State.
12.	6	(c)(b)	The license holder must provide a verification letter from the country of origin of the license stating that they are in full compliance with ICAO annex 1
13.	6	(c)(c)	The license holder has successfully passed a DGCA examination or attended a recurrent training course followed by a proficiency check conducted by an approved training organisation or AOC holder/operator.
14.	6	(d)	The applicant can prove and show 3 years of experience in flight dispatch,
15.	6	(d)	Proof of experience to include company experience letters, or any other documents
16.	6	(d)	FOO/FD.~~015~~ 035 Privileges and conditions
17.	7	(e)(2)	FOO/FD.040 Flight Dispatcher Training Programme ~~3.1~~
18.	7	(e)(2)	The organisation shall establish a training programme to ensure proper training standards and compliance with all relevant requirements in this part.
19.	7	(e)(2)	The training programme for Flight Dispatchers ~~will be documented in Operations Manual Part D and approved by FSD, DGCA and~~ shall be approved by DGCA comprise of the following curriculum. The maximum training hours per day shall be 6 hours.
20.	7	(e)(a)	Initial training
21.	7	(e)(1)	Basic Knowledge
22.	7	(e)(2)	Applied Practical training
23.	7	(e)(2)	b) Type training
24.	7	(e)(c)	Transition training
25.	7	(e)(d)	Recurrent training
26.	7	(e)(e)	Refresher training
27.	7	(e)(f)	New route training ~~Differences training~~

#	Page	Reference Section/Article	Amendmant
28.	7	(e)(f)	Note: For assessment purposes, the pass percentage for all training shall be ~~70~~70%.
29.	7	(e)(f)	~~3.2~~ Each training curriculum shall include practical demonstration as applicable.
30.	7	(e)(f)	~~3.3~~ Each training curriculum shall cover the differences between aircraft of the same type operated by the airline/operator to ensure that the Flight Dispatchers are adequately trained to perform their assigned duties on different aircraft being operated.
31.	7	(e)(f)	FOO/FD.~~020~~ 045 Initial training
32.	7	(e)(a)	~~The air operator or~~ the approved training organization shall provide training in those subjects that apply specifically to the individual air operator's flight operations and operational control system. The FOO/FD training shall be approved by the in accordance with appendix I of this part .
33.	7	(e)(1)	FOO/FD.025 Theoretical Basic knowledge course.
34.	8	(e)(2)	FOO/FD.~~025~~ 050 Theoretical Basic knowledge course
35.	9	(e)(Number deleted)	Radio communication ~~certificate~~
36.	9	(e)	~~Demonstrate English language proficiency at level 4 operational level.~~ FOO/FD.~~030~~ 055 Applied practical training
37.	9	(e)(2)	The Approved training organization shall specify the minimum duration of applied practical training in approved training organization manual, and the conditions of this training shall be arranged so that effective operational control is maintained.
38.	9	(e)	FOO/FD.~~035~~ 060 Skill test
39.	9	(e)	After completion of on-the-job training, each FOO/FD shall undergo an skill test administered by a approved examiner employed by the air operator~~.~~ or by approved training organization The applicant shall have demonstrated to a approved examiner the minimum ability to :
40.	10	(e)	FOO/FD.065 Type training
41.	10	(e)	Type training is required to gain qualification on the aircraft model and its variants that the flight dispatcher will be assigned on.
42.	10		FOO/FD.070 Transition training
43.	10		Training for flight dispatchers who are qualified on the aircraft type, but from a different operator. This will consist of operator indoctrination course. Additionally, on-job-training (OJT) under an approved flight dispatcher will be conducted followed by one observation flight prior to application for flight dispatcher approval with the new operator.
44.	10		FOO/FD.~~045~~ 075 Recurrent training.
45.	10	(a)	Recurrent training shall be given to each FOO/FD once every 24 months ~~.~~
46.	10	(b)	FOO/FD must pass proficiency check to be conducted after successful completion of recurrent training
47.	10	(c)	Recurrent training shall cover those subjects specified in this standard for initial training at least once every two years, and it shall include cockpit familiarisation.
48.	10	(d)	The organization must ensure that each FOO/FD is adequately trained and currently proficient with the type of aircraft including differences training.
49.	10	(d)	The recurrent training for FOO/FD must include at least the following:
50.	10	(a)	Question and answer or other review to determine the state of the FOO/FD knowledge with respect to the aircraft.
51.	10	(b)	Instruction as necessary in the subjects required for initial ground training. and it shall include cockpit familiarisation.
52.	10	(c)	The recurrent training must also consist of at least 10 programmed hours

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Statistics: 81 insertions (3912 characters), 40 deletions (0 characters)

#	Page	Reference Section/Article	Amendmant
53.	11	(c)	~~FOO/FD.050 Revalidation/renewal~~ ~~FOO/FD must pass an annual proficiency check to be conducted after successful completion of recurrent training.~~ ~~The proficiency check shall take place during an operating shift and shall consist of an evaluation by direct observation of the FOO/FD's competency, as applicable.~~ ~~The duration and results of the proficiency check, together with certification of the FOO/FDs competency to perform operational duties shall be recorded on an proficiency check form, which once completed, shall be included on the FOO/FD's training record.~~ FOO/FD.~~055~~ 080 New route training
54.	11	(c)(3)	FOO/FD.~~060~~ 085 New aircraft Aircraft type ~~transition~~ training
55.	11	(c)(a)	When applying to add a new aircraft type ~~to its Air Operator Certificate~~, an air operator or an DGCA approved training FOO/FD organization shall submit a syllabus for FOO/FD aircraft type ~~transition~~ training to the for approval.
56.	11	(c)(Number deleted)	The FOO/FD shall successfully complete and Pass a FOO/FD course with the aircraft manufacturer or by the approved air operator's ~~training organisation~~ or at an approved training FOO/FD organization and shall pass the proficiency check with a approved examiner ~~employed by the aircraft manufacturer, the air operator's approved training organisation or the air operator.~~
57.	11	(c)(b)	FOO/FD.~~065~~ 090 Instructors
58.	11	(c)(b)	FOO/FD instructors shall be nominated by the air operator and approved by the Kuwait DGCA and they shall be knowledgeable, competent, and able to present their subject in an effective manner. Kuwait DGCA may require the proposed instructor to conduct a training at the time of approval to check his competence~~FOO/FD instructors shall be knowledgeable and able to present their subject in an effective manner.~~
59.	11	(c)(b)	~~Where the instructors used to teach course material are not themselves qualified FOO/FD, a qualified FOO/FD shall be available for coordinating and answering questions relating to the practical application of the course material.~~ FOO/FD.~~070~~ 095 Examiners
60.	11	(c)(b)	FOO/FD examiners shall be nominated by the air operator and approved by the Kuwait DGCA and they shall be knowledgeable, competent, and able to examine effectively. Kuwait DGCA may require the proposed examiner to examine at the time of approval to check his competence ~~FOO/FD examiners shall be nominated by the air operator and approved by the .~~
61.	12	1. General (1.1)	Any Training organization or air operator engaging in the conduct of training for the purpose of initial issuing a FOO/FD licence shall apply for a training organization approval to Kuwait DGCA (ASD/Licencing Division).
62.	12	1. General (1.1)	The FOO/FD training organization approval certificate shall be valid for 24 Months.
63.	12	1. General (1.1)(a)	Training organization's facilities ~~centre~~ approval;
64.	14	3 Personnel (c)	deemed appropriate for delivering instructions to student FOO/FD This post requires approval by Kuwait DGCA. Kuwait DGCA may require the proposed instructor to demonstrate a lecture at the time of approval to check his competence.
65.	14	3 Personnel (c)	Instructors covering core FOO/FD subjects shall be required to have a flight experience in the actual dispatch of aircraft engaged in air transport operations. Subject instructors shall be required to have qualifications in their respective subjects acceptable to Kuwait DGCA. The post requires approval by Kuwait DGCA and shall be evaluated against the details and requirements as given in the approved training and procedures manual.

#	Page	Reference Section/Article	Amendmant
66.	14	3 Personnel (c)	subject and on a subject given by Kuwait DGCA at the time of interview.
67.	14	3 Personnel (c)	Trainee to instructor ratio The trainee to instructor ratio shall be limited to 25:1.
68.	14	3 Personnel (d)	Examiners
69.	14	3 Personnel (d)	Persons employed by the training organization with qualifications and experiences deemed appropriate for examining the FOO/FD student and This post requires approval by Kuwait DGCA .Kuwait DGCA may require the proposed examiner to examine at the time of approval to check his competence
70.	14	3 Personnel (d)	-Quality assurance system
71.	15	6 Evaluation and checking	~~Categories of Training~~ ~~The categories of training applicable to FOO/FD are as follows:~~ ~~Initial Training~~ ~~Recurrent Training~~ ~~New route training~~ ~~Aircraft type transition training~~
72.	15	8 Initial Training Curriculum	Initial ~~Ground~~ Training Curriculum
73.	15	8 Initial Training Curriculum	~~Recurrent training Curriculum~~ ~~FOO/FD shall undergo recurrent training every 24 months, Recurrent training is to be conducted by the respective operator's approved training organisation or at an approved training FOO/FD organization and must ensure that each FOO/FD is adequately trained and currently proficient with the type of aircraft including differences training if applicable. A valid recurrent certificate will be required for the renewal of a Kuwait DGCA FOO/FD Licence. The recurrent training for FOO/FD must include at least the following:~~ ~~Question and answer or other review to determine the state of the FOO/FD knowledge with respect to the aircraft.~~ ~~Instruction as necessary in the subjects required for initial ground training, and it shall include cockpit familiarisation.~~ ~~The recurrent ground training must also consist of at least 10 programmed hours~~