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MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
وزارة المواصلات
مصلحة الطيران المدني

Libyan Civil Aviation Regulation

Part 65 - Flight Dispatcher Licensing & Training Organization

(LYCAR.Part-65)

Issue 2 - November 2017

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Libyan Civil Aviation Regulations

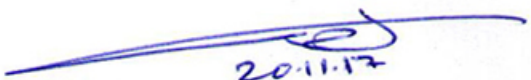
Part - Flight Dispatcher Licensing & Training Organization

Foreword

- 1) The regulations contained herein are adopted under the provision of Article No.(5) of Libyan Civil Aviation Law No.(6) of 2005, and issued and signed up by the Director General of Civil Aviation by virtue of powers vested from the Minister of Transport under the resolution No.(154) issued on 13/05/2015.
- 2) The Libyan Civil Aviation Regulations - Part 65 describes the requirement of Flight Dispatcher Licence and Flight Dispatchers Training Organisation.
- 3) LYCAR.Part-65 Issue 2 is an update to Part 65 issued on 2008 with many changes included.
- 4) LYCAA in development of these regulations has adopted ICAO standards and other international principles and the best practices.
- 5) The information contained herein is subject to constant review in the light of changing regulations and requirements. No subscriber or other reader should act on the basis of any such information without also referring to the applicable laws and regulations and/or without taking appropriate professional advice when/as indicated/required. Although, every effort has been made to ensure accuracy, the Libyan Civil Aviation Authority, shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof.
- 6) Copies of this publication can be downloaded from: www.caa.gov.ly

Issued on 20 November 2017 , and signed by




20.11.17
Capt. Nasereddin Shaebelain
Director General

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Libyan Civil Aviation Regulation – Flight Dispatcher Licensing & Training Organization (LYCAR..Part 65)

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Subpart A - Flight Dispatcher Licensing (FDL)

FDL.LIC.005 - General

- (a) A person may not act as a flight dispatcher (*exercising the responsibilities with the pilot-in-command in the operational control of a flight*), in connection with any civil aircraft engaged in air transport, without a valid and appropriate licence issued under this subpart; and
- (b) Meet all the medical, knowledge, skill, and experience recency requirements of this subpart and other pertinent Libyan Civil Aviation Regulations (LYCARs).
- (c) Familiarize herself/himself with all the pertinent duties and limitations according of the procedures detailed in the operator's exposition.
- (d) Licence holders cannot exercise the privileges of their licence if that licence has not been renewed prior to expiry date.
- (e) an organization shall not conduct training for flight dispatchers unless an appropriate approval for the conduct of training has been issued by LYCAA. The approval shall specify the type of training with regard to initial, recurrent and On job training.

FDL.LIC.010 - Scope

This Subpart establishes the requirements for application, issue and continuation of a Flight Dispatcher Licence (FDL) and reciprocal recognition of a foreign Flight Dispatcher Licence.

FDL.LIC.015 - Eligibility

- (a) Any person of at least 21 years of age; he/she obtained a certificate of education in scientific which qualifies him/her for university or high technology institutes entry; be able to speak, read, write, and understand English language (*at least to the ICAO operational level 4 proficiency*); and be a holder of class three medical certificate, who has demonstrated his/her capability in accordance with this Subpart shall be eligible as an applicant for a Flight Dispatcher Licence (FDL) under the conditions laid down in this Subpart.
- (b) An applicant may be:
 - (1) A person who has undergone ab-initio training as per this subpart.
 - (2) A person holding a current foreign Flight Dispatcher Licence requesting reciprocal recognition shall be able to demonstrate an experience of 12 months as a Licensed Flight Dispatcher prior to submitting an application.

FDL.LIC.020 - Application

An application for a Flight Dispatcher Licence initial issue, renewal or amendment to such licence shall be made on a form and manner established by the LYCAA.

FDL.LIC.025 - Duration and Continued Validity

- (a) A Flight Dispatch licence shall remain valid for a maximum period of 3 years from the date of issue subject to:
 - (1) the holder remaining in compliance with the requirements of this Subpart; and
 - (2) the licence not being surrendered or revoked.
- (b) Upon surrender or revocation, the licence shall be returned to the LYCAA.

FDL.LIC.030 - Knowledge requirements

- (a) Applicants for Flight Dispatcher Licence shall demonstrate, by written and practical examination, a level of knowledge in the appropriate subject modules as defined in Appendix I to this subpart.

- (b) The knowledge training shall consist of a minimum of 60 working days of instruction. The minimum participation time for the trainee shall not be less than 90% of the knowledge training hours. Additional training shall be provided by the training organization to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition shall not be issued.
- (c) The training courses, written examinations and (oral and practical) tests shall be passed within 18 months prior to the application for a Flight Dispatcher Licence. Should this not be the case, training courses, examinations or tests credits shall not be obtained.

FDL.LIC.030 - Experience requirements

- (a) The experience shall be practical and involve a representative cross section of flight dispatching subjects contained in Appendix I to this Subpart.
- (b) The applicant for a Flight Dispatcher Licence shall have gained experience as follows:
 - (1) a total of two years of service in any one or in any combination of the capacities specified in (i) to (iii) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
 - (i) a flight crew member in air transportation holding or have held a CPL with IR or ATPL licence; or
 - (ii) a meteorologist in an organization dispatching aircraft in air transportation; or
 - (iii) an air traffic controller; or a technical supervisor of flight dispatcher or air transportation flight operations systems; or
 - (2) at least 12 months as an unlicensed Flight Dispatcher or 24 months as an assistant in the dispatching of air transport; or
 - (3) have satisfactorily completed a course of approved training with an organization certified under Subpart B.
- (c) For applicants having gained experience as per (b)(1) to (b)(2), the LYCAA may reduce to 30 working days, the number of working days of knowledge instructions as mentioned in FDL.LIC.030 (b) for an abridged course conducted by an Approved Training Organization.

FDL.LIC.035 - OJT requirements

- (a) Applicants shall have served under the supervision of a nominated Flight Dispatch Supervisor for at least 90 working days within the six months immediately preceding the application for the issue of a Flight Dispatch Licence.
- (b) An applicant shall ensure that he/she performs his OJT with an aircraft operator which:
 - (1) holds a valid Libyan Air Operator Certificate (AOC) or a foreign AOC holder for commercial air transport operations issued in accordance with ICAO Annex 6;
 - (2) have in place approved (*by the LYCAA or State of Operator*) method of control and supervision of flight operations equivalent to ICAO Annex 6;
 - (3) be engaged in the actual dispatch and supervision of aircraft; and
 - (4) be approved (*by the LYCAA or State of Operator*) to carry out the Flight Dispatch services in accordance with an approved manual.

FDL.LIC.040 - Recurrent Training

A Flight Dispatcher Licence holder shall undergo recurrent training conducted by the Libyan operator employing him/her or an approved Flight Dispatcher Training Organization every 12 months to maintain his/her competencies. Recurrent training shall be conducted by instructors approved in accordance with LYCAA requirement.

FDL.LIC.045 - Examination, Oral and Practical Test

- (a) Applicant shall pass a knowledge examination, as required by FDL.LIC.030, conducting/under supervision of LYCAA
- (b) The knowledge examination shall cover a representative cross section of subjects specified in Appendix I to this Subpart, and shall be valid for 6 month from the date of first exam.
- (c) All knowledge examinations shall be using the format as specified below:
 - (1) The questions shall be multi-choice question, except for numerical questions.
 - (2) The incorrect alternatives shall seem equally plausible to anyone ignorant of the subject.
 - (3) All of the alternatives shall be clearly related to the question and of similar vocabulary, grammatical construction and length.
 - (4) Each multi-choice question shall have three alternative answers of which only one must be the correct answer and the candidate shall be allowed an acceptable time.
 - (5) The pass mark for each module and sub-module multi-choice part of the examination is 75%.
- (d) The applicant after successfully undergoing the basic knowledge training and LYCAA Flight Dispatcher examination shall carry out applied practical training within six months immediately preceding the application for oral test.
 - (1) The practical training should commence from the date of the declaration of result of the written examination.
 - (2) The Flight Dispatchers shall undergo an oral/practical test to demonstrate their proficiency to a Board at LYCAA consisting of minimum two of senior Flight Dispatcher or a Flight Dispatch Instructor.
 - (3) Applicants shall demonstrate, by practical and oral test, acceptable level of skills in the preparation and execution of an operational flight plan and the practical use of common equipment, documentation, tools and the participation in representative flight dispatch activities being carried out. The test shall be conducted within 10 working days after the applicant has been successful complete applied practical training.
- (e) Applicants who failed a knowledge examination or test shall be entitled to re-sit for a maximum of 2 attempts. The minimum duration between each attempt shall be of 21 working days.

Subpart B - Flight Dispatcher Training Organizations (FDTO)

FDL.ATO.005 - General

An organization shall not conduct training for the purpose of a Flight Dispatcher Licence unless approved by the LYCAA.

FDL.ATO.010 - Scope

This Subpart establishes the requirements to be met by an organizations seeking and maintaining approval to conduct training and an organization examination as specified in Subpart A.

FDL.ATO.015 - Application

An application for a Flight Dispatcher Training Organization (*hereafter called "Training Organization"*) approval or change/variation to such approval shall be made on a form and in a manner established by the LYCAA.

FDL.ATO.020 - Duration and Continued validity

- (a) A certificate shall be issued for 5 years duration. It shall remain valid subject to:
 - (1) the organization remaining in compliance with this Part, and in accordance with the provisions related to the handling of findings raised during annual and renewal audit conducted by the LYCAA; and
 - (2) the LYCAA being granted on required basis; access to the organization to determine continued compliance with this Part; and
 - (3) the certificate not being surrendered, suspended or revoked.
- (b) Upon surrender or revocation, the certificate shall be returned to the LYCAA.

FDL.ATO.025 - Facility requirements

- (a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and an organization examination on any particular day.
- (b) A fully enclosed appropriate accommodation separate from other facilities shall be provided for instruction and the conduct of examination and test:
 - (1) The maximum number of students undergoing knowledge training during any training course shall not exceed 20.
 - (2) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies, instructions, examination and test, without undue distraction or discomfort.
- (d) In the case of knowledge training course, training facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. In such case, the training organization shall ensure that the OJT/practical training elements are properly carried out.
- (e) Secure storage facilities shall be provided for examination papers and training records.
- (f) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

FDL.ATO.030 - Personnel Requirements

- (a) The organization shall appoint an Accountable Manager (AM), acceptable to the LYCAA, who has the corporate authority for ensuring that all training commitments can be financed and carried out to the standards required by this Part.
- (b) A person or group of persons shall be appointed by the organization and approved by the LYCAA, with the responsibility of ensuring that the organization remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the Accountable Manager.
- (c) The organization shall employ or contract sufficient instructors. The experience and qualifications of instructors, shall be established in accordance with LYCAA Requirements.
- (d) Instructors shall be specified in the organization training and procedures manual for the acceptance of such staff.
- (e) Instructors shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained.

FDL.ATO.035 - Instructional equipment

- (a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- (b) The training and/or facilities shall have all tools and equipment necessary to perform the approved scope of training.

FDL.ATO.040 - Training programme

- (a) The organization shall establish a training programme, acceptable to the LYCAA, to ensure proper training standards and compliance with all relevant requirements in this Part. This shall include knowledge and skills related to human performance and arrangements related to OJT requirements in accordance with FDL.LIC.035.
- (b) Training course material shall cover the knowledge syllabus specified in Subpart A of this Part, be approved by the LYCAA and provided to the student.
- (c) Training course notes, diagrams and any other instructional material shall be accurate and regularly updated.
- (d) Students shall have access to examples of aircraft documentation and technical information of the library as specified in FDL.ATO.025 (f).

FDL.ATO.045 - Records

- (a) The organization shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities.
- (b) The student records including a chronological log of all instructors, subjects covered, course examination and results shall be kept for a minimum period of three years after completion of the training.
- (c) The organization shall maintain a record of all instructors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken and shall be retained for a minimum period of two years after the instructor ceases to perform a function for the training organization.
- (d) Records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (e) Terms of reference shall be available for all instructors.

FDL.ATO.050 - Quality system

- (a) The organization shall establish procedures acceptable to LYCAA to ensure proper training standards and compliance with all relevant requirements to this Part.
- (b) The quality system shall include:
 - (1) An independent audit function to monitor training standards, the integrity of examinations, and compliance with and adequacy of the procedures and regulations, and
 - (2) A feedback system of audit findings to the person(s) and ultimately to the Accountable Manager referred to in respectively FDL.ATO.030 (b) and FDL.ATO.030 (a) to ensure, as necessary, implementation of corrective action.

FDL.ATO.055 - Examinations and tests requirements

- (a) No LYCAA examination or test shall be carried out unless the applicants have granted a Certificate of Completion issued by FDTO
- (b) Examinations and tests shall:
 - (1) be in accordance with the standards defined in Subpart A.
 - (2) be conducted without the use of training notes and electronic devices that are not authorized by the LYCAA.
 - (3) not allow the mobile phone devices during the examination and test.
 - (4) cover a representative cross section of subjects from the particular module of training completed in accordance with Subpart A.
- (c) The final result of an examination or test shall be announced within 5 working days after the examination or test.
- (d) The organization shall ensure the security of all questions.
- (e) Any student found during an examination or test to be cheating or in possession of material pertaining to the examination or test subject other than the examination or test papers and associated authorized documentation, tools or devices shall be disqualified from taking the examination or test and may not take any examination or test for at least 6 months after the date of the incident. The LYCAA shall be informed of any such incident within 14 calendar day.
- (f) an invigilator found, during an examination or test, to be providing question answers to any student being examined or tested shall be disqualified from acting as an invigilator and the examination or test declared void. The LYCAA shall be informed of any such incident within 14 calendar day.
- (g) the FDTO shall prepare an examination or test paper as stated in Appendix I of Subpart A

FDL.ATO.060 - Training and Procedures manual

- (a) The FDTO shall develop, maintain and implement a training and procedures manual for use by the FDTO describing the FDTO and its procedures and containing the following information:
 - (1) a statement signed by the accountable Manager confirming that the training and procedures manual and any associated manuals define the compliance of the training organization with this Part and shall be complied with, at all times;
 - (2) the title(s) and name(s) of the person(s) nominated in accordance with FDL.ATO.030 (b);
 - (3) the duties and responsibilities of the person(s) specified in paragraph (a)(2), including matters on which they may deal directly with the LYCAA on behalf of the training organisation;
 - (4) a training organisation chart showing associated chains of responsibility of the person(s) specified in paragraph (a)(2);
 - (5) a list of the training instructors.;

- (6) a general description of the training and examination facilities located at each address specified in the certificate of the training organisation, and if appropriate any other location, as required by FDL.ATO.065 (b);
 - (7) a list of the training courses which form the extent of the approval;
 - (8) the training and procedures manual amendment procedure;
 - (9) the training organisation programme, as required by FDL.ATO.040 (a);
 - (10) list of the locations pursuant to FDL.ATO.060(b);
 - (11) instruction/examination time limitation schemes for instructors pursuant to AMC to FDL.ATO.030 (c).
- (b) The training and procedures manual and any subsequent amendments shall be approved by the LYCAA.
 - (c) Notwithstanding paragraph (b) minor amendments to the training and procedures manual may be approved through a specific procedure described in the training and procedures manual.

FDL.ATO.065 - Privileges of the Training Organization

- (a) The training organization may carry out the following activities as permitted by and in accordance with the training and Procedures Manual:
 - (1) Initial Training courses in compliance with Subpart A
 - (i) Basic Course in compliance with FDL.ATO.030
 - (ii) Abridged course in compliance with FDL.ATO.030 and FDL.ATO.035
 - (2) Recurrent Training Course in compliance with FDL.ATO.045
 - (3) Issue of certificates following successful completion of the approved training course and organization examinations.
- (b) holds a valid Libyan Air Operator Certificate (AOC) , when approved may conduct the recurrent training for its own employed Flight Dispatchers if the requirements of this Subpart B are complied with. For the conduct of recurrent course for its own employed Flight Dispatchers, holds a valid AOC is not required to be granted the status of an approved training organization. Such recurrent training shall be conducted by a LYCAA approved instructor.
- (c) Training and organization examinations may only be carried out at the locations identified in the certificate and/or at any location specified in the training and procedures manual.

FDL.ATO.070 - Changes to the Training Organization

- (a) The Training Organization shall notify the LYCAA of any proposed changes to the organization that affect the certificate before any such change takes place, to enable the LYCAA to determine continued compliance with this Part and to amend if necessary the training organization approval certificate.
- (b) The LYCAA may prescribe the conditions under which the Approved Training Organization may operate during such changes unless the LYCAA determines that the Approved Training Organization Certificate must be suspended.
- (c) Failure to inform the LYCAA of such changes may result in suspension or revocation of the Approved Training Organization Certificate backdated to the actual date of the changes.

Appendix I to Subpart A

Flight Dispatcher Initial and Bridged Training course

Phase 1 Basic knowledge

Subject Matter	Recommended Duration (hours)	
	Trainees Expertise without previous aviation experience	Trainees with previous aviation experience
Civil Air Law Regulations	30	18
Certification of operators		
The convention on international civil aviation (<i>Chicago convention</i>)		
International air transport issues addressed by the Chicago convention		
The international civil aviation organization (ICAO)		
Responsibility for aircraft airworthiness		
Regulatory provision of the flight manual		
The aircraft minimum equipment (MEL)		
The operations manual		
Aviation Indoctrination	20	10
Regulatory		
Aviation terminology and terms of reference		
Theory of flight and operations		
Aircraft propulsion system		
Aircraft system		
Aircraft Mass (weight) and Performance	30	15
Basic principles for flight safety		
Basic mass and speed limitations		
Take-off runway requirements		
Climb performance requirements		
Landing runway requirements		
Buffet boundary speed limitations		

Navigation	30	15
Position and distance; time		
True, magnetic and compass direction; gyro heading reference and grid direction		
Introduction to chart projections: the genomics projection; the Mercator projection ; great circles on Mercator charts; other cylindrical projections; Lambert conformal conic projection; the polar stereographic projection		
ICAO chart requirements		
Charts used by a typical operator		
Measurements of air speeds; track and ground speed		
Measurements of aircraft altitude		
Use of slide-rules , computer and scientific calculation		
Point of no return; critical point; general determination of aircraft position		
Introduction to radio navigation; ground –based –radar and direction – finding station; relative VOR/DME- type radio navigation ; instrument landing systems		
Navigation procedures		
ICAO CNS/ATM system (an overview)		
Air Traffic Management	40	21
Introduction to air traffic management		
Controlled air space		
Flight rules		
ATC clearance ;ATC requirement for flight plans; aircraft reports		
Flight information service		
Alerting service and search and rescue		
Communication service (mobile, fixed)		
Aeronautical information service (AIS)		
Aerodrome and airport services		
Meteorology	42	21
Atmosphere; atmospheric temperature and humidity		
Atmospheric pressure; pressure-wind relationships		
Winds near the earth's surface; wind in the free atmosphere; turbulence		
Vertical motion in the atmosphere; formation of clouds and perception		

Thunderstorms; aircraft icing		
Visibility and RVR; volcanic ash		
Surface observation; upper-air observation; station model		
Air mass and frontal depression		
Weather at fronts and other parts of the frontal depression other types of pressure systems		
General climatology; weather in the tropics		
Aeronautical meteorological reports; analysis of surface and upper-air charts		
Prognostic charts; aeronautical forecasts		
Meteorological service for international air navigation		
Field trip to local meteorological office		

Mass (weight) and balance control	30	15
Introduction to mass and balance		
Load Planning		
Calculation of payload and load Sheet preparation		
Aircraft balance and longitudinal stability		
Moments and balance		
The structure aspects of aircraft loading		
Dangerous goods and other special cargo		
Issuing loading instructions		

Transport of Dangerous goods by air	15	9
Introduction		
Dangerous goods , emergency and abnormal situations		
Source documents		
Responsibilities		
Emergency procedure		

Flight Planning	20	10
Introduction to flight planning		
Turbo-jet aircraft cruise control methods		
Flight Planning charts and tables of Turbo-jet aircraft.		
Calculation of flight time and minimum fuel for turbo-jet aircraft		
Route selection		
Flight planning situations		

Re-clearance		
The final phases		
Document to be carried on flights		
Flight planning exercises		
Threats and hijacking		
ETOPS/EDTO		
Flight Monitoring	16	16
Position of aircraft		
Effect of ATC reroutes		
Flight equipment failures		
En-route weather changes		
Emergency situations		
Flight monitoring resources		
Position reports		
Ground resource availability		
Communications-Radio	18	6
International aeronautical telecommunication service		
Elementary radio theory		
Aeronautical fixed service		
Aeronautical mobile service		
Radio navigation service		
Automated aeronautical service		
Human Factors	15	15
The meaning of human factors		
Dispatch resource management (DRM)		
Awareness		
Practice and feedback		
Reinforcement		

Security (emergencies & abnormal situations)	14	7
Familiarity		
Security measures taken by airlines		
Procedures for handling threat, bomb scares , etc		
Emergency due to dangerous goods		
Hijacking		
Emergency procedure		
Personal security for the Flight Dispatcher		

Phase 2 Advanced Training / Applied Practical Training

Subject Matter	Recommended Duration
Applied practical flight operations	25 programmed hours
Flight Dispatch practices (On Job Training)	13 weeks – 90 days
Route Familiarization	One week

Note: ICAO 7192 D3 for additional guidelines may be referred to.

APPENDIX I to Subpart B

1. APPLICATION PROCESS

This appendix provides guidance and information to organizations seeking to apply for approval to conduct training programs for Flight Dispatcher.

2. POLICY

- a. Local Libyan and other required approvals shall be obtained prior to LYCAA processing of an application. It is applicant's responsibility to ensure that the organization is in compliance with all other applicable requirements before applying to the LYCAA for Flight Dispatch Training Organization Certificate.
- b. Renewal application of the Approval Certificate shall be submitted to LYCAA at least 60 days prior to the expiry date.

3. OVERVIEW

The initial issue of a Certificate takes place in five distinct phases.

- a. Pre-application.
- b. Formal application.
- c. Document evaluation.
- d. Inspection and facility audits.
- e. Certification.

4. PHASE 1: PRE-APPLICATION

The pre-application phase occurs when the applicant meets with the LYCAA to generally discuss the initial plans and the viability of different proposals. The applicant should provide a pre-application statement of intent prior to this meeting regarding the proposed operations, types of training and sequence of events/plan.

The arrangement for the pre-application meeting is made by contacting the LYCAA. This meeting is to be requested when details of the training operations/activities are known.

5. Pre-application Statement of Intent

The statement of intent should be in a letter form and to be submitted by the owner and/or sponsor. It should contain at least the following information:

- Types of Training;
- Proposed area/location/address for training;
- Location/address of main base of training and other facilities locations;
- Proposed nominated Post holders (Accountable Manager, Training Manager, and Quality Assurance/Quality Manager);
- Proposed training organization name and corporate body sponsor;
- Approximate date of commencement.

On the basis of information provided during this phase, the LYCAA will provide the applicant with the following information:

- a. 1) Application process briefing;
- b. 2) Supporting Documents required;
- c. 4) Approval requirements from other government authorities (*if applicable*);
- d. 5) LYCAA required fees.

A preliminary assessment will be made to ensure that the proposed training activities are in the national interest and the applicant is capable to comply with all the applicable regulatory requirements.

6. PHASE 2: FORMAL APPLICATION

The formal application phase commences when application is submitted along with all the supporting documents as stated in the application form required documents check list.

Submission of the application is associated with a meeting attended by the Accountable Manager, in addition to the prospective nominated post holders or key personnel and the LYCAA. The application must be signed by the corporate body or Accountable Manager. An accompanying letter shall include the applicant full name, address and contact numbers. The letter must contain particulars of the proposed operation/training including details of desired training areas to confirm the pre-application information. During this meeting LYCAA will nominate and assign an Inspector to meet with the applicant's technical management representatives to develop an action plan and to ensure the application proceeds in a timely manner. The formal application letter must be accompanied by:

- a. 1) Schedule of events, including personnel training;
- b. 2) Manuals/Documents;
- c. 3) Compliance statement;
- d. 4) Current Post holder Form;
- e. 5) Proof of adequate financial funds to support the proposed training organisation;
- f. 6) Organization's structure.

7. PHASE 3: Documentation

The following documents should be attached to the application:

- a. 1) Libyan Local Economic entity Approval as applicable.
- b. 2) Bank statements or equivalent.

Schedule of Events

The Schedule of Events is a list of items, activities, and/or facility acquisitions, which the applicant must accomplish or make ready, and the proposed dates on which they will be ready for LYCAA inspection.

Manuals/Documents

The following manuals, where applicable, must accompany the formal application:

- a. 1) Draft copy of Training and procedures manual.
- b. 2) Organization's Curriculum Manuals and course syllabi (Lesson plan/TNA).
- c. 3) One set of examination papers.

Management Qualifications Resumes

For post holders of the Training Organization, the applicable LYCAA Form.04 is to be completed which should include a brief resume containing information on the individual's qualifications, certificates, ratings and experience of personnel selected for the following or equivalent positions. The LYCAA will assess the applicant's qualifications and experience as well as their managerial ability.

Phase 3: DOCUMENT EVALUATION

The document evaluation phase involves detailed study of the manuals and other supporting documents, submitted along with the formal application for content and compliance. This study of the procedures and contents of these documents gives the LYCAA a preliminary assessment of the organization. The set of documents and manuals should be complete and the detailed evaluation of them must satisfy the LYCAA's requirements before the inspection phase can begin. The inspection phase may reveal the need for some operational changes, which in term make it necessary for the applicant to amend the documents originally submitted. In that case, it is conceivable that some form of documents evaluation may continue until shortly before certification.

Nevertheless, the satisfactory evaluation of the documents as originally submitted is a pre-requisite for the inspection phase to begin. The LYCAA will review the list of documents and manuals ensuring adequacy and compliance for the type of training proposed by the

organization. Organizations are reminded that incomplete documentation will affect the application completion date.

Training and procedures manual

Specific information may be obtained from the LYCAA. Guidelines for preparation are given in FDL.ATO.060.

Phase 4: INSPECTION

The inspection phase is one in which the LYCAA will carry out physical audit of the organisation to make an assessment of the organization's compliance with the requirements of this Part. This phase normally involves physical on-site verification of the contents of the training and procedures manual. The LYCAA will ensure that the organization can demonstrate its capability to meet applicable requirements as written in the submitted manuals. Any discrepancy/deficiency will be communicated to the organization after completion of the audit with mutually agreed time period for corrective action.

Phase 5: CERTIFICATION

The certification phase follows the satisfactory completion of all the previous phases. Normally, receipt of the final copies of the manuals and satisfactory corrective action on LYCAA audit/inspection findings will lead the process into the certification phase. If the inspection phase is unsatisfactory, no further action will be taken until the deficiencies are rectified. The certification phase includes issue of an Approval Certificate and its Approval schedule with assigned approval number, training and procedures manual approval page and acceptance/approval of the nominated Post Holders. The Approval Certificate has a validity date subject to the organization continued compliance with LYCAA requirements and satisfactory results of LYCAA surveillance audits of the organization. Besides, the certificate shall also cease to be valid if revoked or surrendered or if the organization fails to ensure continued payment of prescribed fees or if the organization fails to ensure provision of free access to LYCAA inspectors for surveillance audits and spot checks of the training facilities at all times.

APPENDIX II to Subpart B

1. Chief Instructor

The applicant should have or have held a Flight Dispatcher license with extensive experience in the capacity of a Flight Dispatcher involving actual dispatch of aircraft engaged in air transport operations. The post should be evaluated against the details and requirements as given in the approved training programme, and training and procedures manual.

Note: LYCAA requires the proposed instructor for a demonstration lecture on a prepared subject and on a subject given by the LYCAA at the time of interview.

APPENDIX III to Subpart B

CONTENTS OF A TRAINING AND PROCEDURES MANUAL

PART 1 – MANAGEMENT

- 1.1. Corporate commitment by accountable manager
- 1.2. Management personnel
- 1.3. Duties and responsibilities of management personnel, instructors, examiners and practical assessor
- 1.4. Management personnel organization chart
- 1.5. List of instructional and examination staff and their selection process
Note: A separate document may be referenced
- 1.6. List of approved addresses
- 1.7. General description of facilities at paragraph 1.6 addresses
- 1.8. Specific list of courses approved by the LYCAA
- 1.9. Notification procedures regarding changes to organization
- 1.10. Training and procedures manual and associated manuals amendment procedure

PART 2 – TRAINING AND EXAMINATION PROCEDURES

- 2.1. Organization of courses and selection of students
- 2.2. Preparation of course material
- 2.3. Preparation of classrooms and equipment
- 2.4. Preparation of workshops facilities and equipment
- 2.5. Conduct of knowledge training
- 2.6. Records of training carried out
- 2.7. Storage of training records
- 2.8. Training at locations not listed in paragraph 1.6
- 2.9. Organization of examinations and practical and oral test
- 2.10. Security and preparation of examination material
- 2.11. Preparation of examination rooms
- 2.12. Conduct of examinations
- 2.13. Conduct of practical assessments
- 2.14. Marking and record of examinations
- 2.15. Storage of examination records
- 2.16. Examinations at locations not listed in paragraph 1.6
- 2.17. Preparation, control & issue of training course certificates
- 2.18. Control of sub-contractors

PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

- 3.1. Audit of training
- 3.2. Audit of examinations
- 3.3. Analysis of examination results
- 3.4. Audit and analysis remedial action
- 3.5. Accountable manager annual review
- 3.6. Qualifying the knowledge & practical instructors
- 3.7. Qualifying the examiners and practical assessors

3.8. Records of qualified instructors, examiners & practical assessors

PART 4 – APPENDICES

4.1. Example of documents and forms used

4.2. Syllabus of each training course

4.3. Cross reference Index - if applicable

Acceptable Means of Compliance and Guidance Material (AMC & GM)

GM to FDL.LIC.005 - General

The LYCAA uses the term 'Flight Dispatcher' which has the same meaning as the term 'Flight Operations Officer' used by ICAO or other foreign Authorities.

AMC1 to FDL.LIC.010(b)(2)

The holder of a foreign license may be granted reciprocal recognition of that license provided:

1. The foreign country is an ICAO Contracting State.
2. The license holder must provide a verification letter from the country of origin of the license.
3. The license holder has successfully passed a LYCAA examination or attended a recurrent training course followed by a competency test conducted by the LYCAA or by an approved training organization or AOC holder/operator.

AMC1 to FDL.LIC.015

The application should be made to LYCAA. Each application should be supported by:

1. Documentation to demonstrate compliance with the applicable knowledge and practical training and experience requirements as per below table, in particular the evidence should demonstrate that the applicant can read, write, speak and understand the English language (at least to the ICAO operational level 4 proficiency);
2. one passport size (minimum of 3.0 x 3.5 cm) colour photograph (no headwear or glasses permitted);
3. evidence of payment of the applicable fee.

Type of application	Documentation required
Initial issue of licence	<ol style="list-style-type: none"> 1. Appropriate visa if based in LIBYA (only for non-LIBYAN nationality). 2. Certificate of education in scientific which qualifies him/her for university or high technology institutes entry. 3. Certificate of completion of basic knowledge requirement, examination and Practical test. 4. Certificate of OJT completion endorsed by the Head of Flight Operations and accompanied with the duty rosters, details of the duties and at least four copies of operational flight plans. 5. Certificate of English Language Proficiency 6. Class III Medical Certificate.
Renewal of licence	<ol style="list-style-type: none"> 1. Appropriate visa if based in LIBYA (only for non-LIBYAN nationality). 2. Certificate of recurrent course from approved training organization or recurrent training & competency check from the operator. 3. Class III Medical Certificate. 4. Certificate of English Language Proficiency <p>Application 30 working days prior to expiry date.</p>
lapsed/expired licence procedures	<ol style="list-style-type: none"> 1. Appropriate visa if based in LIBYA (only for non-LIBYAN nationality). 2. Certificate of recurrent course from approved training organization or recurrent training & competency check from the operator. 3. Certificate stating that the licence privileges were not exercised after the expiry of the licence. 4. Class III Medical Certificate. 5. Certificate of English Language Proficiency
lost or damaged	<ol style="list-style-type: none"> 1. Appropriate visa if based in LIBYA (only for non-LIBYAN nationality). 2. Certificate of recurrent course from approved training organization or recurrent training & competency check from the operator. 3. Copy of police report (in case of lost) 4. Original damaged licence (in case of damaged licence). 5. Class III Medical Certificate. 6. Certificate of English Language Proficiency

GM to FDL.LIC.025(a)

A licence will remain valid until Libyan midnight of the expiry date stated on the licence.

GM to FDL.LIC.025(a)(1)

The licence holder should also comply with the organisational requirements of proficiency before he can exercise his/her privilege.

AMC to FDL.LIC.030(a)

The knowledge training should be designed to meet requirements of Appendix I. Each lesson plan should identify the goal of the particular lesson with defined and documented required knowledge, skill and attitude.

GM to FDL.LIC.030(a)

Any subject in addition to Appendix I cannot be used to serve the purpose of the requirement.

AMC1 to FDL.LIC.030(c)

The LYCAA will decide by means of oral and written tests, if the experience gained as per FDL.LIC.030 (b)(1) to (b)(2) may qualify for a reduction of knowledge instructions mentioned in FDL.LIC.025(b). If approved, the applicant may be admitted to an abridged course followed by the examinations and on job training; as described in this Subpart. This function may be delegated to the ATO if the ATO has an acceptable procedure and is approved by the LYCAA.

AMC2 to FDL.LIC.030(c)

The credit given, including the total days and the basis for it should be recorded in the student's record.

AMC1 to FDL.LIC.035(a)

The Flight Dispatch Supervisor should be nominated by the organization hosting the applicant. He should be an active Flight Dispatcher holding a licence and be proficient to supervise the work performed by such applicant. If the State of Operator does not licence Flight Dispatcher then it is acceptable that the Flight Dispatch Supervisor does not require to hold a licence.

AMC2 to FDL.LIC.035(a)

At the completion of the supervised service, the applicants should be issued with certificate of completion declaring that the applicant completed his on-job training. The certificate of completion is a statement declaring that the applicant meets the safety objectives of this Part and can operate as a Flight Dispatcher. The certificate should be signed by the Head of Flight Operations or a designated representative and accompanied with the duty rosters, details of the duties and at least four copies of operational flight plans prepared by the applicant, under supervision. If delegated, the process should be specified in the Operation Manual of the AOC Holder and hence will be accepted by the LYCAA.

GM to FDL.LIC.035(a)

The purpose of OJT as Flight Dispatcher under supervision is to ensure that the applicant has gained the following skills and abilities to:

1. make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates;
2. determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans; and
3. provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer license; and
4. recognize and manage threats and errors.

AMC1 to FDL.LIC.040

The recurrent training for a Flight Dispatcher should be in accordance with LYCAA approved procedures.

An airline, when approved may conduct the recurrent training for its own employed Flight Dispatchers and is not required to hold the status of an approved training organization. The recurrent training is to be conducted by a LYCAA approved instructor approved as per LYCAA requirements in place.

The recurrent training for Flight Dispatchers should include at least the following;

1. A minimum of 2 day approved recurrent training course for maintaining the skills and abilities required for an operational Flight Dispatcher.
2. Multi-choice examination conducted by designated Flight Dispatch Examiner or other means (oral/practical test) to determine the state of the Flight Dispatcher's knowledge with respect to the operation of an aircraft. The recurrent training records shall be maintained by the operator for at least 3 years.

AMC to FDL.LIC.045(d)

The test should be a practical and oral test where the applicants should demonstrate that he/she is skilled in the following area of operations and competent with tools, equipment and operator/aircraft manuals:

1. Dispatch exercise (Flight Planning)
2. Aircraft and aircraft performance
3. Air routes and airports
4. Dispatch and operation control
5. Emergency procedures

AMC to FDL.ATO.010

The application should be made online using the LYCAA E-licensing system. Manual application will be accepted if E-licensing is unavailable. An application for an approval or change/variation to an approval should include the following information:

1. the registered name and address of the applicant;
2. the address of the organization;
3. the intended scope of approval or change to the scope of approval;
4. the name and signature of the accountable manager;
5. the date of application.

GM to FDL.ATO.015

The application process is detailed in Appendix I to Subpart B.

AMC to FDL.ATO.025(d)

If the organization is unable to provide OJT/practical training elements, documented arrangements may be made with another organisation to provide such training facilities. The written agreement should specify the conditions of access (in particular for the LYCAA) and use thereof.

AMC to FDL.ATO.025(e)

The storage environment should be such that documents remain in good condition for the retention period as specified in FDTO.040. If the examination papers and training records are stored in electronic format then the organization should establish appropriate IT security features to avoid security intrusions.

GM to FDL.ATO.025(e)

The storage facilities and office accommodation may be combined, subject to adequate security.

AMC to FDL.ATO.025(f)

The library should ensure access to copies of all LYCARs, examples of typical aircraft manuals, maps, charts and procedures manuals. All documentation should be reviewed and updated on a regular basis.

GM to FDL.ATO.025(f)

Where the organization has an existing library of regulations, manuals and documentation required by another LYCAR it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

AMC to FDL.ATO 030(a);(b);(c):

The organization should demonstrate to the LYCAA that the Accountable Manager, post holders and instructors meet the safety requirements for assuring their roles and responsibilities and they hold a residence visa showing employment with the training organization.

AMC to FDL.ATO.030(a)

In addition to be empowered with authority for ensuring that all approved activities can be financed and carried out to the standards required by the LYCAA, the Accountable Manager should have experience in running businesses, preferably in the aviation industry. The Accountable Manager should have an appropriate understanding of the LYCAA regulations,

AMC to FDL.ATO.030(b)

1. Large training organizations (*organizations with the capacity to provide training for 40 students or more*) or organizations conducting other approved aviation courses should appoint a Chief Instructor with the responsibility of managing the training organisation on a day-to-day basis including the responsibility of managing the relevant , FDL.ATO.055, FDL.ATO.060 and FDL.ATO.065 examination system. The Chief Instructor shall be responsible to the Head of Training of the organization supervising all approved courses being conducted by the organization. Such person may also be an instructor and subject to approval by the LYCAA.
2. In addition, the organization should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph FDL.ATO.050 (b).
3. Small training organizations (*organizations with the capacity to provide training for less than 40 students*) conducting only flight dispatch training, may combine any or all of the sub-paragraph (1) positions subject to the LYCAA verifying and being satisfied that all functions can be properly carried out in combination and in accordance with this Part.
4. The Chief Instructor should have adequate qualifications, and extensive experience as a Flight Dispatcher (see Appendix II to Subpart B).
5. The organization shall have sufficient qualified instructors to plan, perform knowledge training, and conduct knowledge examinations and practical and oral test in accordance with the applicable requirements.

GM to FDL.ATO.030(b)

When the organization is also approved against other LYCARs which contain some similar functions then such functions may be combined.

AMC to FDL.ATO.030(c)

1. The ratio of trainees per instructor should be of at least one instructor for every 15 students and two instructors for every 25 students for the practical training.

2. The training organization should consider human performance principles when determining the number of qualified instructors required to ensure that the ratio between number of instructor versus number of hours of instructions is acceptable to the LYCAA.
3. The instructors should be limited for 20 hours training per working week.

GM to FDL.ATO.030(c)

Any person may carry out any combination of the roles of instructor.

AMC to FDL.ATO.030(e)

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organization and particular individual instructor.

GM to FDL.ATO.030(e)

1. Records for each instructor should show when the updating training took place.
2. The updating training may be subdivided during the 24 months into more than one element and may include activities such as attendance at relevant lectures and symposiums.

GM to FDL.ATO.030(a)

1. Synthetic training devices are working models of a particular system, tool, or component and include computer simulations.
2. A synthetic training device is considered beneficial for presentation of complex systems purposes or when appropriately contextualization of the presentation is required.

AMC to FDL.ATO.035(b)

Training aids, facilities and tools should include:

1. Projectors
2. Maps and charts
3. Aircraft performance charts and tables
4. Meteorological charts, maps and tables
5. Mass and balance charts and tables
6. Basic arithmetic calculators
7. Manual flight planning computers as a major tool for flight planning exercises
8. Computer assisted flight planning systems for basic understanding

AMC to FDL.ATO.040

The Training program should follow pedagogical and human factors principles. The maximum of training hours per day for the knowledge training should not be more than 6 hours. A training hour means 45 minutes of tuition excluding any breaks, examination, test, revision, and preparation for visit. In exceptional cases, the LYCAA may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factor principles. These principles are especially important in those cases where:

- Knowledge training are performed at the same time;
- Training and normal duty is performed at the same time.

GM to FDL.ATO.040(a)

1. The LYCAA may approve a training programme that allows an alternative means of compliance with the experience requirements required provided that the training provides a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training. Requirement FDL.LIC.030 provides details with respect to training objectives with reference to conditions, performance and standards of accomplishment.

2. A training organization may sub-contract the OJT requirements to an AOC holder if appropriate procedures and contracts are in place.

AMC to FDL.ATO.045

Persons authorized to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorized manner or that such confidential records become accessible to unauthorized persons.

AMC to FDL.ATO.045(c)

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor:
 - a. Name
 - b. Date of Birth
 - c. Experience
 - d. Qualifications
 - e. Training history (before entry)
 - f. Subsequent Training
 - g. Scope of activity
 - h. Starting date of employment/contract
 - i. If appropriate – ending date of employment/contract
 - j. Training authorization

GM to FDL.ATO.045(c)

The record may be kept in any format but should be under the control of the organisations quality system.

AMC to FDL.ATO.050(b)

Organizations certified for flight dispatch training only may not be required to establish a complete quality system. However, such organizations are required to:

1. have a documented and approved system for quality auditing of their facility, procedures and processes by external auditors;
2. maintain all the quality reports, and the actions taken to maintain the quality of the training and the training organization.
3. appoint a quality manager who may be holding another post in the organization.

GM to FDL.ATO.050(b)

1. The primary objective of the quality system is to enable the training organization to satisfy itself that it can deliver properly trained students and that the organization remains in compliance with this Part.
2. The independent audit is a process of routine sample checks of all aspects of the training organization's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
3. A report should be raised each time an independent audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) and Accountable Manager for corrective action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
4. Large training organizations (organizations with the capacity to provide training for 40 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being

rectified. Small training organizations (organizations with the capacity to provide training for less than 40 students) may use competent personnel from a section/department not responsible for the function or procedure to be audited and subject to the overall planning and implementation being under the control of the quality manager.

5. The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the Accountable Manger to remain properly informed of the state of compliance. Apart from rectification of findings the Accountable Manger should hold routine meetings to check progress on rectification. In small training organizations, such meetings may be delegated on a day-to-day basis to the quality manager as long as the Accountable Manger meets at least once per year with the senior staff involved to review the overall performance.

GM to FDL.ATO.055(b)

A simple electronic calculator may be allowed for certain examinations or tests.

AMC1 to FDL.ATO.055(g)

1. Examinations or tests may be computer or hard copy based or a combination of both.
2. The actual questions to be used in a particular examination or test should be determined by the organization and in accordance with the requirements of Subpart A of this Part.

AMC2 to FDL.ATO.055(g)

The organization should be responsible for supplying weather data for the test when current weather information is not available. The applicant should be in possession of the following material for the conduct of the oral/practical examination:

- Company aircraft operating manual or flight manual
- General operations manual and operations specification
- En-route low/high altitude chart
- Standard instrument departure
- Standard instrument arrival routes
- Standard instrument approach procedures chart
- Flight plan form
- Load manifest form
- Dispatch release form
- Graphical/Manual flight planning computer and plotter

AMC to FDL.ATO.060

1. A recommended format of the training and procedures manual is included in Appendix III.
2. When the training organization is approved in accordance with any other LYCAR which also requires a manual, the manual required by the other LYCAR may form the basis of the training and procedures manual in a combined document, as long as the other manual complies with FDL.ATO.055 and a cross reference index is included based upon Appendix III.
3. When training or examination is carried out under the sub-contract control system the training and procedures manual should contain a specific procedure on the control of sub-contractors as per Appendix III item 2.18 plus a list of sub-contractors as required by FDL.ATO.055(a)(12) and detailed in Appendix III item 1.7.

GM to FDL.ATO.65(a)(1)

For further guidance on the composition and recommended duration of the Basic and abridged courses please refer to ICAO DOC 7192 D3.

AMC to FDL.ATO.060(a)(3)

The certificate should include the course name, dates when the course has been carried out, the venue and the applicable LYCAA regulations.

- Paragraph 4.2.1.3 of the ICAO Annex 6 – Operation of Aircraft, Part 1 International Commercial Air transport – Airplane, requires that operators demonstrate an adequate organization, method of control and supervision of flight operations, training program and maintenance arrangements consistent with the nature and extent of operations specified. A flight dispatcher is normally employed to provide supervision of flight and to act as a close link between aircraft in flight and the ground services, and also between aircrew and the operator's ground staff.
- The successful application of regulations concerning the safety and regularity of aircraft operation and the achievement of regularity objectives are greatly dependent on the appreciation of individuals concerned of the risks involved and on a detailed understanding of the regulations. This can only be achieved by properly planned and maintained initial and recurrent training programs for all persons involved in aircraft operation. Flight dispatcher play a significant role in the safe operation of an aircraft, and international regulations require that they be appropriately trained.
- Principle duties for the flight dispatcher are laid out in Annex – 6, Part 1.