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Directorate General for Civil Aviation Regulation (DGCAR)  
Public Authority for Civil Aviation

**APPROVAL OF CIVIL AVIATION NOTICES CAN 4-11**  
**REQUIREMENTS for FLIGHT OPERATIONS OFFICER /**  
**FLIGHT DISPATCHER**

Civil Aviation Notices is applicable to the Civil Aviation Regulations issued by the Public Authority for Civil Aviation. It provides guidance to permission holders and aviation users of changes to current regulations.

CAN 4-11 is issued in reference to CAR-FCL.

This CAN will be effective from the Date of issue.



**Mr. Mubarak Saleh Al Ghelani**  
**Acting Director General of Civil Aviation Regulation**



# CIVIL AVIATION NOTICES

## CAN 4-11

### REQUIREMENTS for FLIGHT OPERATIONS OFFICER / FLIGHT DISPATCHER

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# REQUIREMENTS for FLIGHT OPERATIONS OFFICER / FLIGHT DISPATCHER

## 11.1 General

This Notice applies to all persons conducting air operations in Oman and all persons operating civil aircraft in respect to aircraft noise and engine emissions.

## 11.2 Purpose

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Public Authority for Civil Aviation (PACA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of PACA licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

## 11.3 Applicability

CAR OPS-0, Subpart W previously prescribed the requirements for civil aircraft operations in respect to requirements for Flight Operations Officer/ Flight Dispatcher within the Sultanate of Oman which was cancelled by CAN 1-09 – Repeal of Regulation CAR OPS-0.

The subject matter of CAR OPS-0, Subpart W has been reissued as a Civil Aviation Notice (CAN 4-11).

## 11.4 Cancellation

Not Applicable

## 11.5 Effective Date

This CAN is effective from the date of issue.

## 11.6 Requirements for Commercial Air Transport (CAT) Flight operations officer/Flight dispatcher

Unlicensed individuals may operate as flight operations officer/flight dispatcher on the condition they meet these requirements.

### (a) *Age*

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

### (b) *Knowledge*

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to an operations officer, in at least the following subjects:

- (1) Air law: rules and regulations relevant to the performance of duties as a flight operations officer license; appropriate air traffic services practices and procedures;
- (2) Aircraft general knowledge
  - (i) principles of operation of aeroplane power-plants, systems and instruments;
  - (ii) operating limitations of aeroplanes and power-plants;
  - (iii) minimum equipment list;
- (3) Flight performance calculation and planning procedures
  - (i) effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
  - (ii) operational flight planning; fuel consumption and endurance calculations; alternate airport selection procedures; en-route cruise control; extended range operation;
  - (iii) preparation and filing of air traffic services flight plans;
  - (iv) basic principles of computer-assisted planning systems;
- (4) Meteorology
  - (i) aeronautical meteorology; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
  - (ii) interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information;
- (5) Navigation
  - (i) principles of air navigation with particular reference to instrument flight;
- (6) 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; emergency flight procedures;
  - (iv) procedures relating to unlawful interference and sabotage of aircraft;
- (7) Principles of flight
  - (i) principles of flight relating to the appropriate category of aircraft; and
- (8) Radio communication
  - (i) procedures for communicating with aircraft and relevant ground stations.

**(c) Experience**

- (1) The applicant shall have gained the following experience:
  - (i) 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;
  - (ii) a flight crew member in air transportation; or

- (iii) a meteorologist in an organisation dispatching aircraft in air transportation; or
  - (iv) an air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems; or
- (2) at least one year as an assistant in the dispatching of air transport; or
  - (3) have satisfactorily completed a course of approved training.
  - (4) the applicant shall have served under the supervision of a flight operations officer for at least ninety (90) working days within the six months immediately preceding the application.

(d) **Skill**

The applicant shall have demonstrated the ability 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 neighborhood 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.

### 11.7 Privileges of a CAT Flight operations officer/Flight dispatcher

The privileges of a flight operations officer / flight dispatcher shall be to serve in that capacity with responsibility as delegated by the operator and approved by the AUTHORITY for the operator to meet the operational control responsibility as per the applicable CARs.

### 11.8 Flight Dispatching for aircraft below 5,700Kg MTOW

For the purpose of controlling the weight and balance of an aircraft the air operator certificate holder shall ensure the following:

Goods, passenger, and baggage weights

- (a) Subject to paragraphs (b), (c), and (d), a holder of an air operator certificate shall ensure that for every air operation conducted under the authority of the certificate the weights of the following items that are carried on the aircraft are established:
  - (1) the total weight of passengers:
  - (2) the total weight of crew members:
  - (3) the total weight of goods and baggage.
- (b) The total weight of passengers (excluding their carry-on baggage (if any)) shall be determined by using only one of the following:
  - (1) the actual weight of every passenger:

- (2) a standard weight for every passenger that is established by the certificate holder and detailed in the certificate holder's exposition:
  - (3) a weight that is declared by the passenger plus an additional four (4) kg for every passenger.
- (c) The total weight of crew members (excluding their carry-on baggage (if any)) must be established by using—
- (1) the actual weight of every crew member; or
  - (2) a standard weight for every crew member that is established by the certificate holder and detailed in the certificate holder's exposition.
- (d) The total weight of goods and baggage must be determined by using—
- (1) the actual weight of the goods and baggage; or
  - (2) for commercial transport operations operating from a remote aerodrome where it is not practicable to establish the actual weight of the goods and baggage, the certificate holder must establish procedures to enable the pilot-in-command to assess the weight of the goods and baggage.
- (e) A certificate holder who intends to establish a standard weight to be detailed in the certificate holder's exposition for use under paragraphs (b)(2) or (c)(2) must establish the respective standard weight in accordance with a survey programme that is acceptable to the Authority.
- (f) A certificate holder who intends to use declared weights for passengers under paragraph (b)(3), or standard weights for passengers under paragraph (b)(2) or for crew members under paragraph (c)(2) must establish procedures that are acceptable to the Authority to ensure that, if the weight of a passenger or crew member is clearly greater than the declared weight or standard weight being used, a weight that is more representative of the actual weight of the person is used.
- (g) A certificate holder who uses a passenger declared weight under paragraph (b)(3) must ensure that the passenger is not encouraged to declare weight that is less than the passenger's actual weight.

### 11.9 Aircraft load limitations

- (a) A holder of an air operator certificate shall ensure that:
- (1) the limitations contained in the aircraft flight manual, or other approved document, relating to the weight and balance of an aircraft are complied with; and
  - (2) maximum allowable weights are not exceeded for zero fuel, manoeuvre, take-off, and landing; and
  - (3) the aircraft's centre of gravity is within the limits referred to in paragraph (a)(1) at departure, and will remain within those limits throughout the air operation.
- (b) A pilot-in-command of an aircraft must, before taking-off on an air operation, assess the information required under CAR OPS-1.605 to ensure that the aircraft will remain within the weight and balance limitations specified in the flight manual for the duration of the flight.

**Mr. Mubarak Saleh Al Ghelani**  
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