

Terms of Reference for the post of Associate Flight Operations Officer

1. Provide the Flight Crew with proper documentations and data necessary for the safe conduct of flights
2. Supervise and ensure dispatch of flights on time
3. Liaise and coordinate with Chief Pilot and GM during any flight disruptions, additional flights etc.,
4. Analyses and evaluates meteorological information to determine potential hazards to safety of flight and to select the most desirable and economic route of flight.
5. Prepares and signs and submits the flight plan
6. Prepares flight plans containing information such as maximum allowable take-off and landing weights, weather reports field conditions, NOTAMS and many other informational components required for the safe completion of flight.
7. Monitors weather conditions, Flight Watch, and aeronautical navigation charts to evaluate the progress of flight.
8. Ensure that all the functions within the OCC are in compliance with the BCAA required Regulations.
9. Monitor and regulate flight duty time for Pilots.
10. Prepare/distribute crew roster and maintain duty roster for the flight dispatchers.
11. Ensure to be present during internal quality audits and external regulatory audits
12. Coordinate with Training section and maintain and update data for all the flight dispatchers.
13. Jet planner CPL data and ATR flight operations software program (Flight Planning) are updated, all Jeppesen invoices are verified and forwarded to Accounts for payments
14. Supervise all overflying bill verification/permit are up to date
15. Coordinate with Technical pilots (A319/ATR) and station load masters on issues related to aircraft performance, Weight and Balance calculations and operational documentations