



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-PEL012-Rev. 01

EFFECTIVE DATE: 31st AUGUST 2022

Application for Issue, Renewal and Re-issue of a Flight Dispatcher Licence

Director General
Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for Issue, Renewal, Re-issue, Conversion or validation of a Flight Dispatcher Licence under Part 1A of the Sierra Leone Civil Aviation Regulations

1.2 Description of Changes

References to the Regulations and application form

1.3 References

- a) SLCAR Part 1A- Personnel Licensing
- b) The Prescribe Application form-**FORM:AC-PEL012**
- c) ICAO Annex 1

1.4 Cancelled Documents

Not Applicable

2. GUIDANCE AND PROCEDURES

2.1 General Information

- 2.1.1 Flight Dispatchers are usually employed by AOC holders for the dispatch, monitoring and flight supervision functions. A person wishing to obtain a Flight Dispatcher Licence must demonstrate to the Authority that he has successfully completed an approved course of training resulting in either:-
 - a) A certificate of graduation from an Approved Training Organization certified by the Authority under SLCAR Part 1B as evidence of having completed an approved Flight Dispatcher training program; or
 - b) A Flight Dispatcher licence issued by an ICAO contracting State.
- 2.1.2 Part 6 of the Sierra Leone Civil Aviation Regulations requires a licensed Flight Dispatcher not to release a scheduled passenger carrying commercial air transport operation aircraft unless he is qualified by an AOC holder for the operations and type of aircraft used.
- 2.1.3 The prescribed application forms, for issue, renewal, re-issue, conversion or validation of a Flight Dispatcher Licence may be obtained from the Authority's Personnel Licensing (PEL) Office.

2.2 The Applicant's Identity

Present a Government issued photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

2.3 Eligibility Requirements

The applicant must meet the specific eligibility requirements for the issue of a Flight Dispatchers Licence under Regulation 8.3.1 of the Sierra Leone Civil Aviation Regulations

2.4 Documents to be submitted by an Applicant

- 2.4.1 A properly completed Prescribed Application Form
- 2.4.2 A competency Certificate from an Approved Training Organization (ATO) by the Authority certifying attendance at an approved course and successful completion of all the modules;
- 2.4.3 Certification from an Air Operator (AOC) certificated by the Authority that the applicant has completed an On-the Job Training (OJT) under the supervision of a Flight Dispatcher for at least ninety working days (90) within the six months immediately preceding the date of application;
- 2.4.4 A knowledge test report;
- 2.4.5 Two (2) current passport size photographs (full face);
- 2.4.6 An ATO Certificate certifying that the applicant has satisfactorily completed a course of approved training;
- 2.4.7 Records substantiating the experience shown on the application Form.

2.5 Requirements for Renewal and the Renewal Process

- 2.5.1 The applicant should complete the renewal prescribed application form;
- 2.5.2 The applicant should show that he has satisfactorily met the professional competence requirements required under Regulation 8.3.1 (h) of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 2.5.3 The applicant should present a certified record by an Air Operator certificated by the Authority to substantiate the required experience and
- 2.5.4 The applicant should pay the renewal prescribed fees

2.6 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

2.7 Issue of the Licence

When an applicant has satisfactorily met all the requirements for the issue of a licence and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence is issued

2.8 Reissue of Flight Dispatch Lapse License.

Where a licence has not been renewed by the date of expiry, the validity of the licence stands lapsed. To ensure the validity of the lapsed licence; the licence holder shall meet the requirements subject to the lapsed periods as follows:

- (1) Not more than six months and all renewal requirements were met prior to the date of expiry there are not additional requirements;

- (2) More than six (6) months but not more than two (2) years:
 - (i) pass written examination in Air Law;
 - (ii) meet the renewal requirements.

- (3) More than two (2) years but not more ten (10) years:
 - (i) Undertake a refresher training in an ATO in preparation for the Practical and knowledge tests;
 - (ii) Pass Air Law;
 - (iii) Meet renewal requirements.

- (4) More than ten (10) years, an applicant shall meet all requirements for the initial issue of a Flight Dispatcher Licence.