

Overview

This standard is about the planning and monitoring the crewing of aircraft. This involves developing and maintaining aircrew rosters to meet your organisation's/airlines operating plan and comply with relevant legal requirements. This also involves monitoring air crew rosters and responding to sudden changes such as air crew sickness and maintaining the required air crew documentation to comply with the relevant legal requirements.

This standard is for those working in supervisory roles in airports which involve planning and controlling aircraft operations.

When you have completed this standard, you will be able to demonstrate your knowledge of and ability to:

- Plan and monitor the crewing of aircraft

Performance criteria

You must be able to:

1. Plan rosters of air crew to meet your organisation's/airline's operating plan and relevant legal requirements
2. Review and amend air crew rosters to meet operational changes as required, whilst maintaining compliance with relevant legal requirements
3. Maintain records of monthly and yearly accumulators for flying personnel according to organisational/airline procedures and relevant legal requirements
4. Monitor the actual operational programme of air crew against the planned roster to confirm compliance with your organisation's/airline's operating plan and relevant legal requirements
5. Respond to unexpected operational changes in line with organisational/airline's procedures and in compliance with the relevant legal requirements
6. Inform aircrew and colleagues of changes to the operational programme and rosters in line with organisational/airline procedures
7. Investigate flight duty period discretion reports and record the outcomes in line with organisational/airline procedures and current legal requirements
8. Complete and store all required air crew documentation in line with organisational/airline procedures and current legal requirements

Knowledge and understanding

You need to know and understand:

1. Your organisation's/airline's operating plan and how this relates to the rostering of air crew
2. Your organisation's/airline's procedures and relevant legal requirements for planning and monitoring the crewing of aircraft
3. The types of operational changes which affect the crewing of aircraft
4. How to amend air crew rosters to meet operational changes whilst maintaining compliance with the relevant legal requirements
5. The importance of, your organisation's/airline's procedures and the relevant legal requirements for maintaining records of monthly and yearly accumulators for air crew
6. Your organisation's/airline's procedures for monitoring the actual operational programme of air crew against the planned roster
7. Your organisation's/airline's procedures for responding to and informing aircrew and colleagues of unexpected operational changes
8. How to interrogate flight duty period discretion reports and record the outcomes
9. Your organisation's/airline's procedures and relevant legal requirements for completing and storing all required air crew documentation

Scope/range

Operational changes include:

- a) Delayed flights
- b) Diverted flights,
- c) Cancelled flights
- d) New flights
- e) Crew sickness
- f) Technical problems with aircraft
- g) Political disturbances
- h) Flight restrictions

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