

Monitor and maintain flight control operations

Overview

This standard is about monitoring and maintaining flight control operations. This involves confirming that the operational information on aircraft movements and operating conditions is collected, verified and used to support planning and maintaining flight control operations along with the required resources in line with organisational procedures. You must be able to identify and take the required action when flight control operations fail to meet minimum operational requirements. You must also be able to complete the required flight control operational documentation and use this information to devise contingency plans. This also involves implementing, communicating, reviewing and revising contingency plans to maintain flight control operations.

This standard is for those working in airports/airfields in management positions.

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

- Monitor and maintain flight control operations

Performance criteria

You must be able to:

1. Confirm operational information on aircraft movements and operating conditions is collected, verified and used to support the planning and maintenance of flight control operations in line with organisational procedures
2. Confirm the necessary resources are available for maintaining flight control operations and take the required action in response to resource shortages in line with organisational procedures
3. Monitor flight control operations to confirm that organisational procedures are being followed, minimum operational requirements are met and maintained, and the relevant legal requirements are complied with at all times
4. Take action when flight control operations fail to meet minimum operational requirements in line with organisational procedures
5. Disseminate operational information to the necessary parties in line with organisational procedures
6. Complete and process flight control operational information and documentation in line with organisational procedures and relevant legal requirements
7. Use operational information to devise organisational contingency plans to maintain flight control operations
8. Confirm the organisational contingency plans meet the requirements of the airport/airfield and airlines, relevant regulatory requirements, safety requirements, cost control requirements, service level agreements and airline punctuality
9. Obtain approval for contingency plans from your organisation's senior managers as required in line with organisational procedures
10. Implement the organisational contingency plans to maintain flight control operations within the level of your authority
11. Review and revise the organisational contingency plans in response to changes in operational requirements
12. Communicate new and revised contingency plans to all necessary parties in line with organisational procedures
13. Complete the required documentation in relation to the organisational contingency plans in line with organisational procedures

Knowledge and understanding

You need to know and understand:

1. The importance of and methods for confirming operational information is collected, verified and used to support the planning and maintenance of flight control operations according to organisational procedures
2. The resources necessary for maintaining flight control operations, how to confirm their availability and the actions to take in the event of resources shortages
3. Your organisation's operations manual, procedures and relevant legal requirements for maintaining flight control operations
4. Your organisation's procedures for monitoring flight control operations
5. How to confirm flight control operations are maintained in line with organisational procedures and relevant legal requirements
6. The role and function of government and international agencies in relation to flight control operations
7. The requirements of relevant legislation and the reference sources for compliance in relation to flight control operations
8. The actions to take when flight control operations fail to meet minimum operational requirements in line with organisational procedures
9. When, how and to whom to disseminate flight control operational information
10. Your organisation's procedures and relevant legal requirements for completing and processing flight control operational information
11. Your organisation's communication and recording systems and procedures
12. The types of operational information used to devise contingency plans to maintain flight control operations
13. How to devise, obtain approval for and implement contingency plans to maintain flight control operations
14. How to confirm contingency plans meet the requirements of the airport/airfield and airlines, relevant legislation, safety, cost control, customer service and punctuality
15. When and how to review and revise the organisational contingency plans and the importance of doing so
16. Your organisation's procedures for completing documentation in relation to the organisational contingency plans

Scope/range

Flight control operations include:

- a) Flight scheduling
- b) Route planning
- c) Crew scheduling
- d) Charter planning
- e) Aircraft positioning
- f) Slot planning
- g) Diplomatic clearance
- h) Weather planning and routing
- i) Security monitoring
- j) Security clearing
- k) In-flight aircraft and crew liaison
- l) Airport/airfield destination planning
- m) Monitoring aircraft maintenance
- n) Planning aircraft maintenance

Operational information includes:

- a) Flight schedules
- b) Flight servicing
- c) Routes and route planning
- d) Flight destinations

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- e) Aircraft availability
- f) Aircraft characteristics
- g) Equipment carried
- h) Aircraft maintenance
- i) Stand availability
- j) Stand maintenance
- k) Aircraft turnaround time
- l) Airport equipment
- m) Airport ground procedures
- n) Legal requirements for fuel
- o) Crew rostering
- p) Crew flight time limitations
- q) Crew qualifications and currency
- r) Weather conditions
- s) Airport activities or status
- t) Airspace restrictions

Necessary parties include:

- a) Colleagues
- b) Other airport/airfield departments
- c) Management
- d) Airlines

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e) Flight crew

Flight time limitations include:

- a) Acclimatised
- b) Flying duty period
- c) Local night
- d) Positioning
- e) Dispatch crew
- f) Reporting time
- g) Rest period

Government and international agencies include:

- a) International Civil Aviation Organisation (ICAO)
- b) International Air Transport Association (IATA)
- c) Civil Aviation Authority (CAA)

Glossary

Your Organisation

This is the company you work for or are contracted to e.g. airport/airfield/aerodrome or airline.

Organisation's Procedures

These are the procedures your organisation has in place to ensure compliance with relevant rules, regulations, instructions, policies, procedures, legislation and laws relevant to the activity.

ICAO

International Civil Aviation Organisation

IATA

International Air Transport Association

CAA

Civil Aviation Authority

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