



eGCA

System Requirements Specifications (Abridged) Flight Standards Directorate

Version: 1.0

FS 6 – Approval of Flight Dispatcher

Project Name:	eGCA
Customer Name:	Directorate General of Civil Aviation
Location:	New Delhi



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All revisions made to this document are listed here in sequential order

SRS Revision History					
Version No	Author	Create/ Edit Date	Reviewer	Review Date	Description
1.0	Ravi Khatri	29 Jan 2016			

SRS Approval History			
Submitted by	Approver Name & Designation	Approval Date	Signature



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FS-6	APPROVAL OF FLIGHT DISPATCHER
ADMINISTRATOR	DIRECTOR – FLIGHT STANDARDS
APPLICANT	AIRCRAFT OPERATORS

1. SYNOPSIS

INITIAL ISSUE, TRANSITION/DIFFERENCES AND RENEWAL OF APPROVAL OF FLIGHT DISPATCHER

Input (APPLICATION) containing following details is collected:

[1] EMPLOYER'S NODAL OFFICER, [2] CANDIDATE'S IDENTIFICATION, [3] APPLICATION TYPE = INITIAL ISSUE, [4] DETAILS OF 10+2 OR EQUIVALENT EXAM WITH PHYSICS AND MATHS FROM A RECOGNIZED UNIVERSITY, [5] EXPERIENCE PARTICULARS AS PILOT MEMBER OF THE CREW IN AIR TRANSPORTATION, [6] EXPERIENCE PARTICULARS AS FLIGHT NAVIGATOR IN AIR TRANSPORTATION, [7] EXPERIENCE PARTICULARS AS AIR TRAFFIC CONTROLLER OR FLIGHT OPERATIONS OFFICER IN AIR TRANSPORTATION FLIGHT OPERATIONS SYSTEM, [8] ON-THE JOB TRAINING (OJT) DETAILS, [9] APPLICATION TYPE = RENEWAL, [10] REFRESHER/ RECURRENT TRAINING DETAILS, [11] APPLICATION TYPE = TRANSITION/ DIFFERENCES OF AIRCRAFT, [12] PREVIOUS AIRCRAFT TYPE APPROVALS DETAILS, [13] DOCUMENT ATTACHMENTS

PROCESS

VERIFIED FOR CORRECTNESS OF PARTICULARS AND APPROVAL GRANTED IF FOUND TO MEET THE REQUIREMENTS.

EXEMPTION

N/A

OUTPUT

APPROVAL INFORMATION TRANSMITTED TO THE APPLICANT



2. REFERENCE

RULE	
CAR	CAR SECTION-7 SERIES-M PART-II
AIC	
ADVISORY CIRCULAR	
PROCEDURE MANUAL	



3. BUSINESS RULES

ID No.	REFERENCE CAR / AIC / PR. MANUAL	BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
FS 6 / BR 1	CAR-7/M/II, Para-2.2	THE PERSONNEL SHALL BE AT LEAST 21 YEARS OF AGE	
FS 6 / BR 2	CAR-7/M/II, Para-2.3	THE PERSONNEL SHALL HAVE PASSED CLASS 10+2 OR AN EQUIVALENT EXAMINATION WITH PHYSICS AND MATHEMATICS FROM A RECOGNIZED BOARD/UNIVERSITY.	
FS 6 / BR 3	CAR-7/M/II, Para-3 to 8	THE TRAINING PROGRAM FOR FLIGHT DISPATCHER SHALL BE AS PER PARA-3 TO PARA-8 OF CAR-7/M/II	

4. APPLICATION / DATA ELEMENTS

FS-6.1 APPROVAL OF FLIGHT DISPATCHER (INITIAL, TRANSITION OR DIFFERENCES)

ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
FS 6.1 - DE 1		APPLICATION TYPE	INITIAL ISSUE/ RENEWAL/ TRANSITION/ DIFFERENCES/ FLIGHT DISPATCHER FOR NEWLY INTRODUCED AIRCRAFT IN INDIA	
FS 6.1 - DE 2		GENERAL DETAILS	DATE OF APPLICATION, APPLYING FOR AIRCRAFT TYPE	
FS 6.1 - DE 3		EMPLOYER'S NODAL OFFICER	NAME, DESIGNATION, TELEPHONE NO, EMAIL ID	
FS 6.1 - DE 4		CANDIDATE'S IDENTIFICATION	NAME (AS PER X CLASS CERTIFICATE), ADDRESS, EMPLOYER, NATIONALITY, DATE OF BIRTH (AS PER X CLASS CERTIFICATE)	
FS 6.1 - DE 5		DETAILS FOR INITIAL APPLICATION CASE	DATE OF PASSING DGCA WRITTEN EXAM, CEO COMPUTER NO., DATE OF ORAL EXAM	
FS 6.1 - DE 6		DETAILS OF 10+2 OR EQUIVALENT EXAM WITH PHYSICS AND MATHS FROM A RECOGNIZED UNIVERSITY	QUALIFICATION, YEAR OF PASSING, BOARD/ UNIVERSITY	
FS 6.1 - DE 7		EXPERIENCE PARTICULARS AS PILOT MEMBER OF THE CREW IN AIR TRANSPORTATION	TOTAL FLIGHT TIME (IN HOURS), TYPE OF AIRCRAFT, LICENSE NUMBER, LICENSE EXPIRY DATE, EXPERIENCE (IN YEARS AND MONTHS), EXPERIENCE CERTIFICATE	
FS 6.1 - DE 8		EXPERIENCE PARTICULARS AS FLIGHT NAVIGATOR IN AIR TRANSPORTATION	LICENSE NUMBER, LICENSE EXPIRY DATE, EXPERIENCE (IN YEARS AND MONTHS), EXPERIENCE CERTIFICATE	
FS 6.1 - DE 9		EXPERIENCE PARTICULARS AS AIR TRAFFIC CONTROLLER OR FLIGHT	EXPERIENCE (IN YEARS AND MONTHS), EXPERIENCE CERTIFICATE,	



ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
		OPERATIONS OFFICER IN AIR TRANSPORTATION FLIGHT OPERATIONS SYSTEM		
FS 6.1 - DE 10		ON-THE JOB TRAINING (OJT) DETAILS	DATE OF COMMENCEMENT, DATE OF COMPLETION, AIRCRAFT TYPE, TRAINING RECORDS	
FS 6.1 - DE 11		DETAILS FOR TRANSITION/ DIFFERENCES OF AIRCRAFT APPLICATION CASE	AIRCRAFT TYPE, TRANSITION TRAINING FROM DATE, TRANSITION TRAINING TO DATE, DIFFERENCES TRAINING FROM DATE, DIFFERENCES TRAINING TO DATE	
FS 6.1 - DE 12		PREVIOUS AIRCRAFT TYPE APPROVALS DETAILS	APPROVAL LETTER NUMBER, DATE OF APPROVAL, AIRCRAFT TYPE, APPROVAL VALID FROM DATE, APPROVAL VALID TILL DATE, EMPLOYER	
FS 6.1 - DE 13		DOCUMENT ATTACHMENTS	APPROVAL CERTIFICATE FROM CONTRACTING STATE, COMPANY RECOMMENDATION/ NOMINATION, RESULT SHEET OF DGCA TECHNICAL EXAM ON TYPE, CHECKLIST AS PER OPS CIRCULAR 1 OF 2011, ANY OTHER DOCUMENT, REMARKS BY APPLICANT (IF ANY)	

FS-6.2 Approval of Flight Dispatcher (Renewal)

ID	REFEREN CE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	Remarks
FS 6.2 - DE 1		APPLICATION TYPE	INITIAL ISSUE/ RENEWAL/ TRANSITION/ DIFFERENCES/ FLIGHT DISPATCHER FOR NEWLY INTRODUCED AIRCRAFT IN INDIA	
FS 6.2 - DE 2		GENERAL DETAILS	DATE OF APPLICATION, APPLYING FOR AIRCRAFT TYPE	



ID	REFEREN CE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	Remarks
FS 6.2 - DE 3		EMPLOYER'S NODAL OFFICER	NAME, DESIGNATION, TELEPHONE NO, EMAIL ID	
FS 6.2 - DE 4		CANDIDATE'S IDENTIFICATION	NAME (AS PER X CLASS CERTIFICATE), ADDRESS, EMPLOYER, NATIONALITY, DATE OF BIRTH (AS PER X CLASS CERTIFICATE)	
FS 6.2 - DE 5		DETAILS FOR RENEWAL APPLICATION CASE	LAST APPROVAL LETTER NUMBER, LAST APPROVAL VALID FROM, LAST APPROVAL VALID TILL, AIRCRAFT TYPE	
FS 6.2 - DE 6		REFRESHER/ RECURRENT TRAINING DETAILS	TRAINING FROM DATE, TRAINING TO DATE, AIRCRAFT TYPE, RECENCY CERTIFICATE AS PER PARA 9.3 (STATING DETAILS OF LAST FLIGHT DISPATCHED, SECTOR, DATE, AIRCRAFT TYPE, PIC HOURS)	
FS 6.2 - DE 7		DOCUMENT ATTACHMENTS	COMPANY RECOMMENDATION/ NOMINATION, CURRENT APPROVAL LETTER, CERTIFICATE OF KNOWLEDGE OF SKILLS ON HUMAN PERFORMANCE AS PER PARA 9.3.2, ANY OTHER DOCUMENT, REMARKS BY APPLICANT (IF ANY)	



5. PROCESS

PROCESS	<p>THE APPLICATION WHEN SUBMITTED WOULD ACKNOWLEDGE THE RECEIPT WITH A SYSTEM GENERATED ACKNOWLEDGEMENT NUMBER WHICH WOULD FORM THE BASIS OF REFERENCE OR TRACKING.</p> <p>THE APPLICATION WILL LAND IN GENERAL INBOX, VERIFIER INBOX AND APPROVER INBOX. SELECTION OF VERIFIER WOULD BE GUIDED BY THE WORKLOAD OF THE INDIVIDUALS WITHIN THE VERIFIER GROUP.</p> <p>PROVISION WOULD BE MADE FOR THE APPROVER TO REASSIGN THE WORK TO ANOTHER VERIFIER OR PROCESS THE APPLICATION HIMSELF.</p> <p>WHERE REQUIRED THE APPROVER WOULD REFER THE APPLICATION FOR EXEMPTION TO COMPETENT AUTHORITY.</p> <p>THE DISCREPANCIES NOTED IN THE APPLICATION OR THE ATTACHMENT WOULD BE REFLECTED AS A REMARK AGAINST EACH ITEM AND A SYSTEM GENERATED DISCREPANCY REPORT WOULD BE PROVIDED TO THE APPLICANT AT THE END OF THE SCRUTINY VIA E-MAIL WITH A SMS REGARDING APPLICATION STATUS.</p> <p>APPLICATION STATUS WOULD BE INDICATED AS REJECTED/ IN PROCESS/ PENDING/ DELIVERED</p>
VERIFIER	VERIFY CORRECTNESS OF THE FURNISHED INFORMATION OR SEND DISCREPANCY REPORT
APPROVER	PERFORM CHECKS AS REQUIRED, APPROVE AND ISSUE PERMIT OR SEND DISCREPANCY REPORT TO APPLICANT AND VERIFIER OR FORWARD FOR EXEMPTION OR ISSUE PERMIT
EXEMPTION	APPROVER TO RECOMMEND THE APPLICATION TO EXEMPTING AUTHORITY FOR GRANT OF EXEMPTION
RETURN AFTER EXEMPTION	DESIGNATED AUTHORITY GRANT / RETURN THE REQUEST TO APPROVER
APPROVAL ISSUE	ISSUE APPROVAL

6. INTERDEPENDENCIES

NO INTERDEPENDENCIES OUTSIDE THE DIRECTORATE.

7. OUTPUT



सत्यमेव जयते

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नागर विमानन विभाग
महानिदेशक नागर विमानन का कार्यालय
सफदरजंग एयरपोर्ट के सामने
नई दिल्ली - ११०००३

Reference No: <Sr No. of Approval><YYYY>-FSD
Date: <Date of Approval in DD MMM YYYY format>

Flight Dispatcher Approval

Approval is hereby granted to under mentioned personnel to exercise the privileges of Flight Dispatcher specified in Civil Aviation Requirements, Section 7, Series M, Part II, Rev. 16-06-2007 for the purpose of Dispatching of Flights of under mentioned Operator.

Name of Flight Dispatcher	<Full Name of candidate>
Date of Birth	<DD/MM/YYYY>
Aircraft Type	<Aircraft Type>
Valid from	<Valid from>
Valid till	<Valid till>
Operator	<Operator>

Above approval is without prejudice to compliance of requirements stipulated in the Aircraft Rules 1937, applicable CAR, Aeronautical Information Circulars relating to Flight Dispatcher approval and renewal.

<Name of Signatory>
<Designation of Signatory>
उड़ान मानक निदेशालय
Flight Standard Directorate
नागर विमानन महानिदेशक के लिए
For Director General of Civil Aviation



8. SPECIFIC SOFTWARE FEATURES

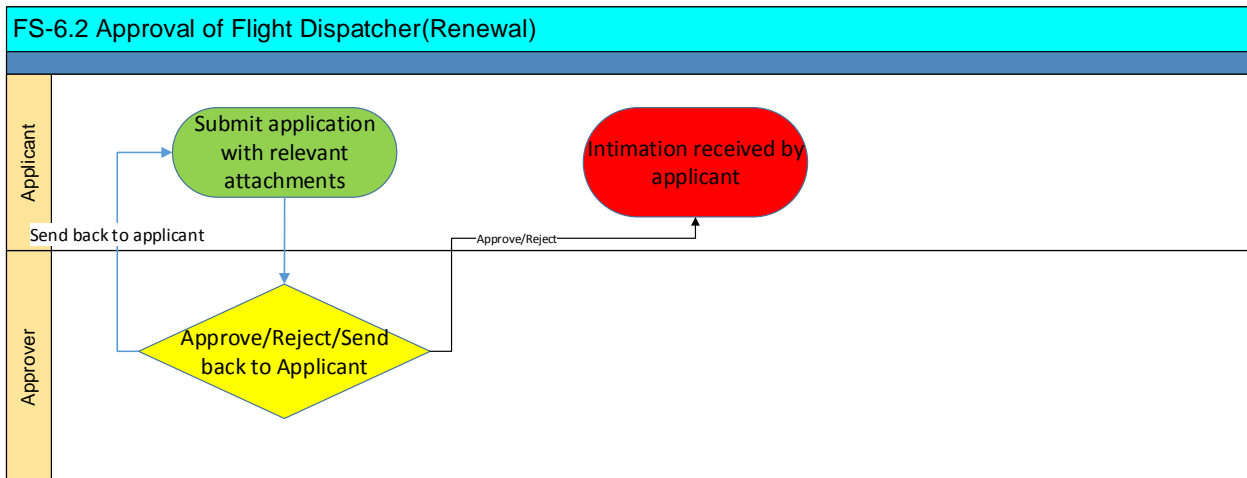
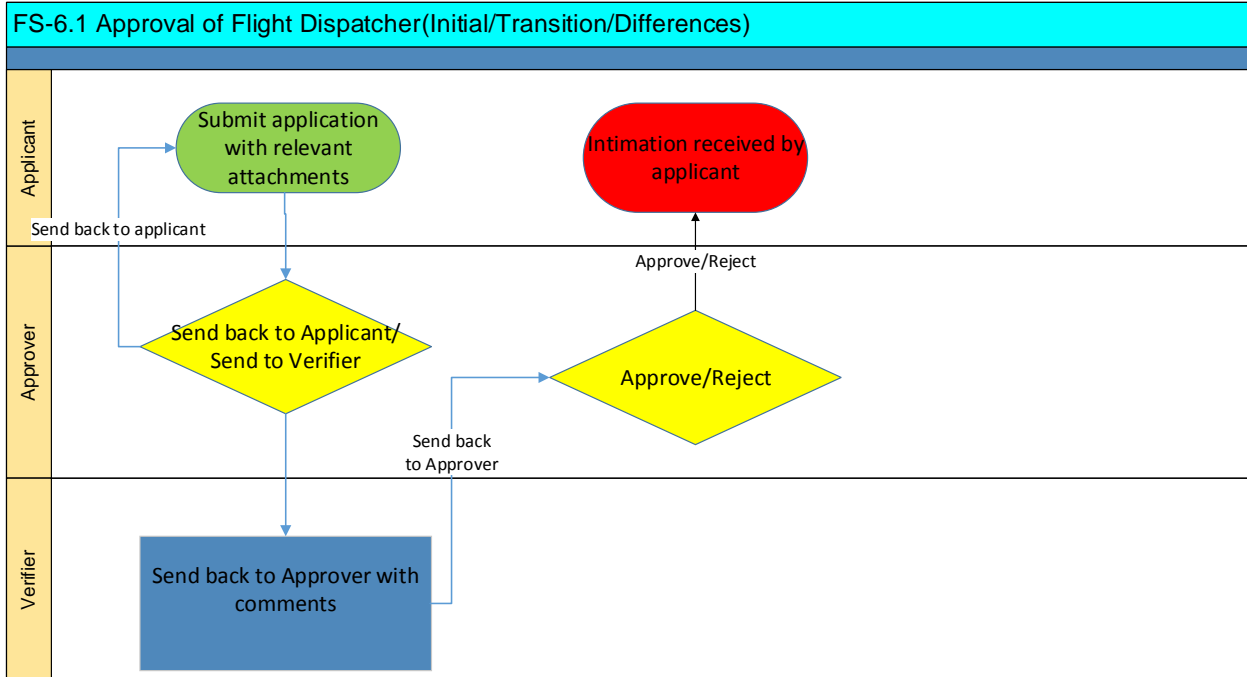
FEATURE ID	SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
FS 6 / SF 1	ON SUBMISSION OF APPLICATION A TRACKING ID SHALL BE GENERATED BY THE SYSTEM AND PROVIDED TO THE APPLICANT, USING WHICH THE STATUS OF THE APPLICATION CAN BE TRACKED	
FS 6 / SF 2	APPLICANT SHALL BE ABLE TO SAVE DRAFT/ PARTIALLY FILLED APPLICATION AND COMPLETE AND SUBMIT IT LATER	
FS 6 / SF 3	CANCELLATION AND GENERATION OF NEW APPLICATION WITH SAME DETAILS AND EDITING FEATURES – APPLICANT TO VALIDATE EACH FIELD	
FS 6 / SF 4	WORKING DAY TO BE CALCULATED AS MONDAY – FRIDAY	
FS 6 / SF 5	THE REJECTED APPLICATION SHALL BE STORED IN THE SYSTEM	
FS 6 / SF 6	THE VERIFIER/APPROVER/REVIEWER SHALL BE ABLE TO FORWARD THE APPLICATION WITH 'COMMENTS' OR 'ACTION TAKEN' TO ANY COMPETENT AUTHORITY AT ANY POINT OF TIME	



DGCA

10. APPENDIX

Appendix – 1 Process Flow Diagram





Appendix – 2 Actors/ Roles

FS-6.1 APPROVAL OF FLIGHT DISPATCHER (INITIAL, TRANSITION OR DIFFERENCES)

S. NO.	SYSTEM / APPLICATION ROLE	OPERATOR	AD	DY. CFOI	FOI
1.	APPLICANT	X			
2.	VERIFIER		X	X	X
3.	APPROVER		X		

FS-6.2 APPROVAL OF FLIGHT DISPATCHER (RENEWAL)

S. NO.	SYSTEM / APPLICATION ROLE	OPERATOR	AD
1.	APPLICANT	X	
2.	VERIFIER		X
3.	APPROVER		X

