|  |  |  |
| --- | --- | --- |
| Unit Title: Aircraft Dispatch Process | | |
| URN: Y/601/6492 |  |  |
| Credit Value: 3 |  |  |
| Level: 2 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1. Understand how to prepare for aircraft arrival.** | | | |
| 1.1 Identify the information required for an inbound Flight Report Information Sheet. |  |  |  |
| 1.2 Describe how to complete a Flight Report Information Sheet. |  |  |  |
| 1.3 Describe the Stand Checks required prior to aircraft arrival. |  |  |  |
| 1.4 Identify the services that may be required during the turnround process. |  |  |  |
| 1.5 Identify the resources required on stand prior to aircraft arrival. |  |  |  |
| 1.6 Describe the requirements for flight arrivals. |  |  |  |
| 1.7 Describe inbound security procedures/requirements. |  |  |  |
| **2. Understand how to co-ordinate the aircraft turnround.** | | | |
| 2.1 Explain the purpose of documentation required during turnround. |  |  |  |
| 2.2 Identify Key People that the Dispatcher would communicate with during the turnround. |  |  |  |
| 2.3 Identify Key Functions that the Dispatcher would co-ordinate during the turnround. |  |  |  |
| 2.4 Identify types of discrepancies which could occur during the turnround process. |  |  |  |
|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| 2.5 Describe the information required by key people. |  |  |  |
| 2.6 Describe the information required from key people. |  |  |  |
| 2.7 Explain how to produce a completed AAA manifest declaration form (MDF). |  |  |  |
| 2.8 Describe the actions required in response to discrepancies. |  |  |  |
| **3.** **Understand how to prepare for aircraft departure.** | | | |
| 3.1 Identify the departure information required for a Flight Report Information Sheet. |  |  |  |
| 3.2 Explain the use of delay codes. |  |  |  |
| 3.3 Identify Key People involved in allocating delay codes. |  |  |  |
| 3.4 Describe how to finalise the Flight Report Information Sheet with departure information. |  |  |  |
| 3.5 Identify who should be notified of the departure time and why. |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: