

**Docket No. SA-538**

**Exhibit No. 21-A**

**NATIONAL TRANSPORTATION SAFETY BOARD**

**Washington, D.C.**

Flight Following Planning

(2 Pages)

**02.02.03.04 FLIGHT FOLLOWING/PLANNING**

1. Throughout the shift, in performing their flight following duties, the Dispatcher shall:
  - Remain cognizant of the location and status of all flights assigned to their sector that are in an active state of operational control by utilizing *Flight Explorer*, the *Flight Event* screen in Lido and/or *AIRCOM Server*.
  - Remain cognizant of existing and developing weather conditions within the sector by frequently monitoring the *IFM Alerts* in Lido, *Flight Event* screen in Lido, *Weather Alerts* in WSI and/or *Weather Charts* in WSI/Pilot Briefer.
  - Relay pertinent safety information to crews under their Operational Control (i.e., new Sigmets, weather changes, NOTAMs, PIREPs, MEL/CDL changes, etc.).
  - Issue ARTRs for new release times, new or cleared deferrals with operational limitations, payload changes, takeoff fuel changes, alternate changes and route changes.
  - Frequently check AIRCOM server for new messages and apply/relay pertinent information to those that need to know (i.e., crews, other departments, Lead, Management, etc.).
  - Consult online Jeppesen manuals, when needed, to determine takeoff, landing and alternate minimums.
  - Consult *Enroute Charts* and *Plotting Charts*, when needed, to determine suitability of routes to be flown.
  - Consult online electronic manuals (MEL, FOM, IOM, OpSpecs, etc.), when needed, for planning flights.
  - Perform redispach on affected flights, when required.
  - As needed, give crews verbal briefings (i.e., enroute weather, abnormal operations, charters, deferrals with operational limitations, etc.).
  - Obtain PIREPs from Captains who are flying over the route or who have recently flown near routes regarding adverse weather. Pass pertinent information onto flights under their control or to other Dispatchers.
  - When required, exercise his authority in dealing with any and all emergencies that may arise.
  - Advise the Lead, Supervisor/Manager and other departments of any abnormal situation that arises by either verbally briefing them and/or sending a "T-RA" from MESCO or AIRCOM Server.
2. When planning flights, the Dispatcher shall utilize the updated Lido workflows with adherence to:
  - Company fuel policies.
  - Redispach opportunities as guided by Lido planning remarks, when able.
  - Company destination alternate usage policies.
  - Company preferred destination alternates, when available and required.