

Operations Duty Officer Responsibilities:

Objective: To ensure safety, regulatory compliance, and operational efficiency of daily flight training activities.

Supervision of Flight Operations:

NOTE: All solo training flights (both FAA and EASA Programs) may not be dispatched without approval from the Operations Duty Officer.

NOTE: All students not holding an FAA PPL license must have lesson approval and weather sign off by assigned instructor before reporting to operations duty officer.

- 1.) Regularly review current and forecast weather conditions, TFR, and NOTAM data for impact on flight operations throughout Florida and Southeastern USA, as appropriate for current flight operations.
- 2.) Remain alert for weather conditions that are not as reported or forecast, taking into consideration limitations of automated weather reporting.
- 3.) Ensure weather conditions do not exceed FSA training regulations or applicable FAR's for type of operation.
- 4.) Encourage IP's to give PIREP's, collect and disseminate information.
- 5.) Keep operations management informed of any areas of concern and/or necessary restrictions to flight operations.
- 6.) Prior to flight release, review student's knowledge of weather conditions, planned/alternate route, applicable regulations, safe operating practices, and noise abatement procedures by utilizing scenario based questions. Verify that the Flight Risk Assessment Tool (FRAT) has been completed properly and appropriate risk identification and mitigation measures have been taken in accordance with FSA procedure. Additionally, check for both dual and solo flights that non-US citizens have a current, correct, and valid TSA clearance on their person for all flight training missions.
- 7.) Ensure the route and weather conditions do not exceed student limitations (x-wind limit, experience level/phase of training, complexity of x-c route, etc.)
- 8.) Verify proper endorsement of student pilot certificate. In addition, verify required solo flight endorsements and training documentation have been completed properly in student's personal logbook and FlightSafety logbook. (See #19 for further information on pilots holding foreign pilot license)
- 9.) Record details of each solo flight on the Operations Student Pilot Tracking Form.
- 10.) Regularly review departure and arrival board. Keep track of each aircraft's location, route, due back time, etc. for both dual and solo flights.

11.) Monitor local ATC and company frequencies to monitor training activity, as well as compliance with noise abatement procedures.

12.) In case of aircraft incident or accident, follow Incident/Accident Checklist in EAP and notify operations management immediately.

13.) Call back to ramp or hold at x-c destination solo and/or dual flights, if necessary, due to unforecast weather and/or conditions that exceed student limitations.

14.) Keep operations management informed of any delayed or diverted flights due to weather and/or maintenance issues. Follow EAP procedures as applicable for each case.

15.) Investigate status of overdue aircraft and keep operations management informed per EAP.

16.) Monitor scheduled vs. actual training activity. No training activity may be cancelled by student or instructor without consultation with operations duty officer. Before approving cancellation, discuss alternatives such as delaying flight for later, change routing, substitute local flight for x-c, switch to Frasca or brief, etc. Record initial reason for cancellation and discussed alternate plan of action on cancellation log. Follow up is required to verify if alternative plan was completed and results will also be noted on cancellation log.

17.) Ensure that all students and instructors utilize the practice area traffic board correctly and monitor carefully to ensure traffic is distributed across all areas as evenly as possible.

18.) A conclusion of shift, complete the Operations Evening Handoff Checklist and report to Evening Operations Manager.

19.) There are legal FAA requirements that must be satisfied before student who holds a foreign pilot license may operate as solo or PIC:

- Must hold a current and valid FAA Letter of Authenticity.
- Foreign pilot license and foreign medical must be current and valid.
- Must also hold current and valid FAA Medical Certificate.
- Must convert their foreign pilot license to FAA Restricted Private Pilot Certificate (foreign-based).
- Must receive a flight review endorsement from IP.
- Must maintain a current and valid FAA Letter of Authenticity at all times until they receive an unrestricted FAA Pilot Certificate.

20.) When student line forms outside Ops Office, immediately seek additional help from other IP's on site, and inform management immediately if assistance can't be located.