

Terms of Reference for the post of Associate Flight Operations Officer

1. He/she has joint responsibility with the Duty Pilot for the safety and operational control of flights under his/her guidance.
2. He/she analyses and evaluates meteorological information to determine potential hazards to safety of flight and to select the most desirable and economic route of flight.
3. He/she in consultation with the duty pilot computes the amount of fuel required for the safe completion Helicopter, distance of flight, maintenance limitations, weather conditions and minimum fuel requirements prescribed by flight Manual.
4. He/she prepares flight plans containing information such as maximum allowable take-off and landing weights, weather reports field conditions, NOTAMS and many other informational components required for the safe completion of flight.
5. He/she prepares and signs and submits the flight plan.
6. He/she delays or cancels flights if unsafe conditions threaten the safety of his/her Helicopter or passengers.
7. He/she monitors weather conditions, Helicopter position reports, and aeronautical navigation charts to evaluate the progress of flight.
8. He/she updates the duty pilot of significant changes to weather or flight plan and recommends flight plan alternates, such as changing course, altitude and, if required, en-route landings in the interest of safety and economy.
9. He/she originates and disseminates flight information to others in his/her company including stations and reservations. This is the source of information provided to the travelling public.
10. He/she participates in frequent and detailed recurrent training courses covering Helicopter systems, company operations policy, meteorology and BCAA required Regulations.
11. Update and regulate flight duty time for Pilots.