

## **Terms of Reference**

- Supervise and ensure dispatch of flights on time.
- Provide the Flight Crew with proper documentations and data necessary for the safe conduct of flights.
- Liaise and coordinate with Chief Pilot, HoD, and Deputy HoD during any flight disruptions, additional flights etc..
- Coordinate with Technical Pilots (A319/ATR) and station load masters on issues related to aircraft performance, weight and balance calculations and operational documentations.
- Ensure that all the functions within the OCC are in compliance with the applicable BANR Section 2, Chapter 13.
- All the manuals outlined in OPS Manual 1.3.4 are reviewed and maintained current.
- Supervise all overflying bill verification/permit are up to date.
- Jet planner CPL data and ATR flight operations software program (Flight Planning) are update.
- Maintain the cost record for ATF rates from all the stations and update on the Voyage Report.
- Ensure OPS DATA and Operating crew productivity are compiled and submitted to the relevant stakeholders.
- Coordinate with Training Section and maintain and update data for all the flight dispatchers.
- Update and compile fuel upliftment for individual pilots.
- Assist in preparing/distributing Cabin Crew roster.