FIRST OFFICER PILOT

Reference Number: ST0523

Details of standard

Occupation summary

The first officer, also known as co-pilot, works in a variety of aircraft e.g. commercial, military, passenger or freight. The role of the first officer is to support the aircraft Commander and to assist her/him in the safe and efficient conduct of the flight. In the event of the incapacitation of the Commander, the First Officer will assume the authority and responsibility for the aircraft and its crew, passengers and load. During normal operations, the Commander and the First Officer will alternate in performing the roles of ‘pilot handling’ and ‘pilot monitoring’. In these situations, the ‘pilot monitoring’ will conduct radio communications and monitor the duties of the ‘pilot handling’. At all times they are to ensure the safety and security of the passengers and crew.

Apprentices will need to achieve either a frozen Air Transport Pilot Licence (Aeroplane) or a Multi-Crew Pilot Licence followed by Aircraft Type Conversion Training and supervised Line Training prior to taking an end-point assessment.

First officers are responsible to their employers for ensuring the safety and efficiency of every flight by:

- Being fully aware of the planned route, contents of briefing sheets, the forecast meteorological conditions and runway states at the destination and alternate aerodromes
- Supporting the Commander in the maintenance of high standards of crew discipline and conduct
- Monitoring all aspects of the flight, checking that correct procedures and techniques are used, cross-checking all flight instrument indications, especially attitude, altitude / height, speed and heading and volunteering advice, information and assistance to the Commander, to contribute favourably to the safe and efficient conduct of the flight
- Complying with UK ANO (Air Navigation Order) and the UK AIP (Aeronautical Information Publication)
- Complying with EASA (European Aviation Safety Agency) Ops regulations
- Complying with ICAO (International Civil Aviation Organisation) standards and recommended practices
- Confirming the aircraft is following its planned navigation route and maintaining a safe terrain clearance
- Complying with all flight time limitations, company occurrence reporting and rest requirements applicable to their activities
- Reporting to the Commander any incident or defect that could endanger the safe operation of the aircraft
Entry requirements

Employers will set their own entry requirements including the requirement for security clearance. A class 1 medical certificate will be required under EASA/CAA regulations. Apprentices must be at least 18 years old in order to apply for a multi-crew pilot licence and at least 21 years old in order to apply for an Air Transport Pilot Licence.

Occupation duties

**Duty**

**Duty 1** Be fully aware of the planned route, contents of briefing sheets, the forecast meteorological conditions and runway states at the destination and alternate aerodromes

Criteria for measuring performance

- Adherence to employer policies and the standard operating procedures (SOP)
- Work delivered to agreed timescales and costs
- Compliance with UK ANO, UK AIP, ICAO and EASA Ops Regulations
- Adherence to Health and Safety legislation

KSBS: K3 K4 K11 K15

**Duty 2** Support the Commander in the maintenance of high standards of crew discipline and conduct

Criteria for measuring performance

- Adherence to employer policies and standing operating procedures (SOP)
- Adherence to Health and Safety legislation
- Compliance with UK ANO, UK AIP, ICAO and EASA Ops Regulations

KSBS: K2 K16 K23 K24 K25 K26 K28 K30 K31 K32 K33 K34 S1 S10 S14 S25 S26 S27 S28 S30 S31

**Duty 3** Monitor all aspects of the flight, checking that correct procedures and techniques are used, cross-checking all flight instrument indications, especially attitude, altitude / height, speed and heading and volunteering advice, information and assistance to the Commander, to contribute favourably to the safe and efficient conduct of the flight

Criteria for measuring performance

- Adherence to employer policies and standing operating procedures (SOP)
- Ensuring efficient operation of the aircraft
- Compliance with UK ANO, UK AIP, ICAO and EASA Ops Regulations
- Adherence to Health and Safety legislation


**Duty 4** Comply with UK ANO (Air Navigation Order) and the UK AIP

Criteria for measuring performance

- Adherence to ANO and UK AIP regulations

KSBS: K1 K2 K5 K6 K10 K12 K15 K16
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<th>Duty 5</th>
<th>Comply with EASA (European Aviation Safety Agency) Ops regulations</th>
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<th>Comply with ICAO (International Civil Aviation Organisation) standards and recommended practices</th>
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<th>Confirming the aircraft is following its planned navigation route and maintaining a safe terrain clearance</th>
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<th>Complying with all flight time limitations, company occurrence reporting and rest requirements applicable to their activities</th>
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### Duty 9 Reporting to the Commander any incident or defect that could endanger the safe operation of the aircraft

- Adherence to Health and Safety legislation: B1 B3 B5
- Adherence to employer policies, procedures and all legislations: K16 K19 K23 K29 K31 K32
- Compliance with UK ANO, UK AIP, ICAO and EASA Ops Regulations: S3 S8 S14 S16 S19 S22 S25 S26 S27 S29 S30
- Adherence to Health and Safety legislation: K16 K19 K23 K29 K31 K32

### Duty 10 During any emergency or abnormal situation, carrying out the drills and procedures as laid down in the appropriate Company Manual

- Adherence to employer policies, procedures and all legislations: K16 K19 K29 K31 K32
- Compliance with UK ANO, UK AIP, ICAO and EASA Ops Regulations: S8 S14 S19 S20 S25 S27 S29
- Adherence to Health and Safety legislation: K16 K19 K23 K29 K31 K32

### KSBs

**Knowledge**

**K1**: The European Aviation Safety Agency (EASA) license and instrument rating requirements for the aircraft and role

**K2**: The standards required for personal presentation and fitness for duty within their organisation (including uniform standard)

**K3**: How to implement pre-flight planning and respond to en-route and terminal conditions

**K4**: How to prepare a new flight plan or retrieve an existing flight plan

**K5**: Know and understand the checks necessary to establish pre-flight airworthiness and air-readiness

**K6**: How to liaise effectively with Air Traffic Control (ATC) and airport ground staff

**K7**: The procedure for checking flight instruments and operating automatic flight control systems

**K8**: The procedure for checking and operating aircraft propulsion units, systems and controls

**K9**: The procedure for checking and operating navigation equipment, radio aids, surveillance equipment and radar appropriate to the flight

**K10**: How to carry out start procedures and comply with Standard Operating Procedures (SOPs) during site manoeuvring

**K11**: The organisations service routines for the specific flight/route/sector

**K12**: The airline SOPs and how to maintain control, smoothly and safely during all stages of flight

**K13**: Automated systems affecting flight control and navigation
K14: How weather conditions and their effect, impact on the implementation of the flight plan, including wind, clouds, precipitation, visibility, ice accretion, air masses and fronts

K15: How to evaluate, respond to and manage abnormal situations

K16: The organisations procedures for releasing the aircraft

K17: The organisations procedures to be carried out after the last flight of the day

K18: The procedures for recording and reporting malfunctions and faults

K19: Aviation procedures and practices required for the completion of aircraft and safety documentation

K20: The refuelling procedures for the aircraft type

K21: Know the limitations and performance of the aircraft as laid down in the relevant Flight Manual and/or Operations Manual

K22: The importance of legislation, procedures and regulations relating to an aviation environment in order to apply and deliver organisational compliance requirements within own area of responsibility

K23: The UK ANO (Air Navigation Order) and the UK AIP (Aeronautical Information Publication)

K24: The EASA (European Aviation Safety Agency) Ops regulations

K25: Know and understand the ICAO (International Civil Aviation Organisation) standards and recommended practices

K26: Know and understand the importance of Regulatory line checks and License Proficiency Checks

K27: How to maintain the security of aircraft, crew and payload

K28: Requirements for maintaining aviation security in own area of authority and action to take in the event of a breach of security

K29: The health and safety legislation in aviation both in relation to own role and organisation, including how to monitor on-board aircrew

K30: The requirements and importance of personal fitness and actions which must be taken if unfit for duty

K31: The organisation’s safety management systems and safety culture

K32: The purpose of the organisation including its vision, objectives and brand / organisational standards, how they compare to its competitors and how own role, and the team, help to achieve them

K33: How to achieve customer satisfaction within their organisation and sphere of influence

Skills

S1 Ensure personal preparation and presentation standards are upheld in accordance with professional and organisational regulations and standards

S2 Prepare and check/validate a flight plan
S3 Establish the airworthiness and air readiness of the aircraft
S4 Check and operate flight instruments and systems
S5 Check and operate radar and radio aids
S6 Check and operate aircraft propulsion systems
S7 Check and operate navigation and communication equipment
S8 Accurately report defective equipment
S9 Collect information to aid decision making
S10 Communicate clearly and professionally with ATC and airport ground staff
S11 Handle the aircraft on the ground in accordance with relevant SOPs
S12 Secure and seal the aircraft in accordance with company regulations and procedures
S13 Close down aircraft engines, systems and equipment in accordance with regulations and procedures
S14 Communicate effectively with colleagues, cabin crew, ground operational teams and customers at appropriate times to ensure service efficiency, safety and security
S15 Implement agreed flight plan, making appropriate judgements to respond to en-route and terminal conditions
S16 Maintain control, stability and safety during all stages of the flight, following airline SOPs
S17 Manage and monitor automated systems
S18 Monitor weather conditions during the flight and control the aircraft in response
S19 Respond appropriately to all abnormal situations e.g. engine failure, disruptive passenger, forced landing, fire, decompression at altitude
S20 Handle and control the aircraft in a smooth and safe manner when responding to abnormal situations
S21 Release the aircraft in accordance with SOPs
S22 Accurately record malfunctions, faults and maintenance requirements
S23 Complete pre and post flight documentation
S24 Supervise the refuelling of the aircraft
S25 Consult with the Commander and inform crew members clearly what action is required in response to emergency situations
S26 Ensure self and team monitor and apply the compliance, legislation, procedures and regulations commensurate to your role
S27 Identify risks and non-compliance, ensuring corrective actions are taken or situations are escalated in accordance with organisation’s procedures
S28 Monitor aviation security in own area of responsibility
S29 Identify and address / report actual or potential hazards pre-flight, in-flight or post-flight as required

S30 Record and report safety and security incidents, including self-reporting when required

S31 Drive the team to maintain brand / organisational standards at all times, and identify and address any potential risks according to organisational procedures

**Behaviour**

B1: Be vigilant, alert and proactive in promoting a safe, reliable, secure and compliant working culture within the first officer role

B2: Promote a customer focused culture within the aircraft and when representing the aircraft operator

B3: Lead by example and command the operation of the aircraft and the team by communicating in a calm, decisive manner

B4: Be visible and approachable, treating customers, colleagues and other stakeholders with courtesy and respect at all times

B5: Work confidently using initiative and resilience to problem solve and escalate when required as per your aircraft operator's procedures

B6: Display loyalty, integrity and accountability to the aircraft operator

B7: Be commercially aware to deliver an agile, efficient and professional aviation service

B8: Appreciate situational awareness in complex, three dimensional and fast moving aviation situations

**Qualifications**

**English and Maths qualifications**

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

**Additional details**

**Occupational Level:**

6

**Duration (months):**

24

**Review**

This standard will be reviewed after three years.
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Version log

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