



CIVIL AVIATION AUTHORITY

SKILL ASSESSMENT REPORT – AIR TRAFFIC CONTROLLERS (PROCEDURAL TRAINING)

CAAF-426-LCXX-1.0

Directorate of Personnel Licensing

<input type="checkbox"/> Issue	<input type="checkbox"/> Renewal	<input type="checkbox"/> Re-Validation	<input type="checkbox"/> Endorsement OJT Instructor	ATCL #			
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<input type="checkbox"/> Aerodrome Control	<input type="checkbox"/> Approach Control Procedural	<input type="checkbox"/> Area Control Procedural
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1. Name (Block Letters):	b) Father's Name:
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2. Employer	Staff No.	Employed	Not employed
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CAA Licence (already held) No. and validity	c) Rating and Endorsement (already Held)
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Instructions

a) Before conduct of the check, the Licensing Inspector / DCATCO shall ensure that the candidate has:

i) passed written exam, if applicable ii) a valid medical certificate iii) a recommendation from OJT Instructor

b) Logbook is to be checked for OJT record. Entry is to be made in the log book after the check, both in the case of pass or failure

c) Please mark (✓) for satisfactory and (x) for un-satisfactory.

d) In case of Solo Check Form needs to be counter signed by all the board members and the Licensing Inspector / Rep of PEL (If nominated by PEL Dte. to oversee the Solo Check)

e) In case of Issuance / Renewal / Endorsement of ATCL the form may be countersigned by at least one officer DCATCO / COO / SATO / APM (ATCO)

★ **Fill Applicable Block only**

3. General Check (required for all ratings)	ATS UNIT / AIRPORT	DATE OF CHECK
Taking Over/Handing Over procedures	- Maintaining traffic flow	- Log of Entries
Judgement	- Retaining A/C Identity	Co-ordination & Communication
Initiative	- Anticipation	- Co-ordination Technique
Working Relationship	- Realizing & Correcting errors	- Provision of Traffic Information
Interest & Willingness	Operating Methods	- Communication clarity
Punctuality	- Flight progress strip Management	Phraseology
Supervision	- Clearances:	- Standard Phraseology
Control Judgement	- Delivery	- Voice Quality
- Awareness	- Timely	- Rate of Speech
- Judgement	- Read back Scrutiny	Equipment
- Planning	- Navigational Assistance	- Checks
- Anticipation	- Weather equipment & Information	- Knowledge of Operation
Traffic Management	- Local/ Unit Instructions	- Handling
Threat & error management	- General understanding of TEM	- Management of TEM

4. Aerodrome Control	ATS UNIT / AIRPORT	DATE OF CHECK
Knowledge of :	- Nav/Landing aids on aerodrome/25NM	- Unlawful interference
- Aerodrome layout & physical its Characteristics	Demonstration of use of Equipment :	Practical demonstration of operation:
- Operation of airfield and obstruction lighting	- Ground-to-Ground communication	- Handling safely/orderly & expeditiously:
- Visual ground aids/indicators/signalling devices	- Air-ground communication	- Arriving & departing aircraft
- Location of Technical buildings and installations	- D/F Equipment	- Aircraft in circuit
- Performance of aircraft operating at aerodrome	- Meteorological Instrument	- Aircraft & vehicles on manoeuvring area
- Average /Max rate of Climb & descent	- Signal lamp and very pistol	Issue essential aerodrome & traffic information
- Cruise & approach Speeds	- Stand-by equipment	Maintenance of flight progress strips/ blocking R/W
- Landing performance	Demonstration of Co-ordination Procedures :	Handle tower equipment, pyrotechnic, signal lamp
- Effects of complete/partial Instrument failure	- Procedures/Notification of arrival/departure	Identify signals/freq/data on navigation facilities
- Fuel consumption under varying conditions	- Transfer of control arrivals/departures	Application of operational instructions
- Terrain/obstructions heights with range & bearing	- Communication procedures & phraseology	Handling FPLs and meteorological information
- Location- aerodromes within 25NM & types of Ops.	Practical demonstration of Emergency procedure:	Dissemination of information including met info
- Location- restrict/prohibit/danger areas with 25NM	- Alerting the fire services	Understand weather conditions and effects on ops
- Location- landmarks/reporting points within 25 NM	- Alerting emergency services	
- Types of Airspace around & above the aerodrome	- Obtaining assistance for sick passengers	

5. Approach Control	ATS UNIT / AIRPORT	DATE OF CHECK
Knowledge of:	- Arrival and departure procedures (STARs & SIDs)	- ATC actions with regard to weather effect A/c.
- Lay out of all aerodromes in CTZ, including elevation, direction, R/W dimensions & type of operations	- Missed approach procedures for each approach	- In-flight reports & their distribution; and
Particulars of airfield & obstruction lighting:	- Alternative procedures in case of facility failure	- RVR/IR VR reports
Dimensions of control zone & provision of ATS	- Transition altitudes and levels	Emergency Procedures
Procedures for IFR & controlled VFR flights	Minimum safe altitudes	Alerting the emergency services & RCCs
All aircraft types operating to & from the aerodromes	Radio Navigation Facilities:	Phases of emergency
Special procedures, for military & GA aircraft,	Location and type	Communication procedures
Performance of aircraft operating within the airspace:	Frequency band and identification	Co-ordination procedures with the units involved
Average & maximum rates f climb & descent	Approximate range and accuracy and	Procedures for unlawful interference
Cruising speed	Failure procedure & stand-by equipment	Operational Duties:
Landing performance	Radio Communication Facilities:	Maintain a safe, orderly and expeditious flow
Effect & Partial of failure of essential equipment	Communication with other ATS units	Identify and resolve conflicts
Co ordination procedures:	VHF/UHF channels & frequencies for all sectors	Apply separation standards
Local procedures for notification of arrivals & departures	Landline facilities & their routing	Apply restrictions
Transfer of control procedures for aircraft operating within the airspace & arriving/departing from/to adjacent areas	Stand-by procedures	Give clearances & releases for aircraft
Communication procedures with other units	Terrain and Danger Areas:	Maintenance of flight progress strips
Correct phraseology	Terrain characteristics / landmarks including spot heights with range & bearing from aerodromes	Provide essential traffic information
Holding, Approach to land and Departure procedures:	Dimensions, activity & location of danger, restricted & prohibited areas	Apply local procedures prescribed in unit SATIs
Instrument approach ,holding procedures established :	Weather Appreciation:	Handle the unit equipment; and
	- Services rendered by met office to ATC	Handling FPLs and meteorological information



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6. Area Control		ATS UNIT / AIRPORT	DATE OF CHECK
Knowledge of :		– Arrival, Departure & Holding Procedures for Aerodromes within Area of Responsibility :	– Radio communication facilities:
– Aerodromes & Air traffic Conditions:-		– Arrival and Departure Procedures(STARs & SIDs)	– Communication with other ATS units
– Approx. length / width of runways within the Area		– Holding patterns for each facility	– VHF RTF & HF RTF all sectors & frequencies
– Limitations with regard to heavy Aircraft		– Alternate procedures in case of facility failure	– Land line facilities & their routing
– Aircraft handling limitations for each Aerodrome within the Area		– Weather :	– Standby procedures
– Coord procedures with aerodromes within the Area		– Services rendered by MET Deptt. to ATC	– Operational Duties:
– Dimensions of the Area & relationship to the provision of Area control services		– Receipt of Forecast, Reports & in-flight reports and their distribution	– Safe, orderly & expeditious flow of Air Traffic
– Transfer of Traffic to / from adjacent air-spaces		– ATC responsibility with regard to weather effect	– Identify and resolve conflicts
– Reporting points, Distances & Flying times		– RVR reports	– Application of separation standards
– Terrain and Danger Areas:		Demonstrations:	– Application of restrictions
– Maintaining accurate flight progress strips		– Co-ordination procedures:	– Giving clearances & releases for Air Traffic
– Dimensions, Activity & Locations of Danger, Restricted & Prohibited Areas		– Local procedures for the notification of flights	– Handle all holding patterns
– Minimum cruising Flight levels or altitudes		– Transfer of control procedures, reporting points	– Provide essential Traffic information
– Radio Navigational Facilities :		– Communication procedures with all units	– Application of SATI's
– Locations and types		– Appropriate phraseology	– Handling Area Control Centre equipment
– Frequency band and identification			– Handling FPLs and meteorological information
– Approximate range and accuracy			– Dissemination of information including met info
– Failure procedure			

REMARKS (Mandatory comments required for each “U” assessment):

STRIKE the appropriate box:

Certified that the candidate's performance is

<input type="checkbox"/>	SATISFACTORY
<input type="checkbox"/>	UN SATISFACTORY

and is

<input type="checkbox"/>	RECOMMENDED
<input type="checkbox"/>	NOT RECOMMENDED

for

<input type="checkbox"/>	ISSUE
<input type="checkbox"/>	RENEWAL
<input type="checkbox"/>	REVALIDATION
<input type="checkbox"/>	ENDORSEMENT

of

<input type="checkbox"/>	AERODROME CONTROL RATING
<input type="checkbox"/>	APPROACH CONTROL RATING
<input type="checkbox"/>	AREA CONTROL RATING

Candidate signature & comments in case of failure: _____

SIGNATURE
(Please refer to Instructions)

SIGNATURE

SIGNATURE

Name: _____

Name: _____

Name: _____

ATCL No. _____

ATCL No. _____

ATCL No. _____

Date _____

Date _____

Date _____

SIGNATURE
Licensing Inspector

Name: _____

ATCL No. _____

REMARKS BY LICENSING INSPECTOR