



# CIVIL AVIATION AUTHORITY

## SKILL ASSESSMENT REPORT- AIR TRAFFIC CONTROLLERS (SURVEILLANCE TRAINING)

**CAAF-427- LCXX-1.0**

**Personnel Licensing Directorate**

<input type="checkbox"/> Issue	<input type="checkbox"/> Renewal	<input type="checkbox"/> Re-validation	<input type="checkbox"/> Endorsement	ATCL #:			
--------------------------------	----------------------------------	--	--------------------------------------	---------	--	--	--

<input type="checkbox"/> Approach Control Surveillance	<input type="checkbox"/> Area Control Surveillance	<input type="checkbox"/> Precision Approach Radar
--	--	---

1. Name (Block Letters):	b) Father's Name:
--------------------------	-------------------

2. Employer:	Staff No.	Employed:	Not employed:
--------------	-----------	-----------	---------------

CAA Licence (already held) No. and validity	c) Rating and Endorsement (already Held)
---	--

<b>Instructions</b>	a) Before conduct of the check, it shall be ensured 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, the form will 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 any one of the following officers at the respective location: DCATCO/COO/SATO/ RFC / FTO / APM (ATCO)			

★ Fill Applicable Block only

3. Surveillance Check (required for all ratings)	ATS UNIT / AIRPORT:	DATE OF CHECK:
Local & Equipment Knowledge: — Characteristics of surveillance equipment — Setting up sequence — Consoles & controls – layout, operational effect and utilisation of controls & switches — Recognition of permanent echoes & markers — Location of significant terrain obstructions and radio facilities on scope Operating procedures — Identification — Threat & error management	— Arrival routing — Departure routing — Providing separation / traffic information — Surveillance approaches — Phraseology Co-ordination Procedures — Area control — Approach control — General understanding of TEM	— Aerodrome control — Military ATS Units — Meteorological Offices Emergencies — Surveillance equipment failure — Radio failure — Aircraft emergencies Management of TEM

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

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



**CIVIL AVIATION AUTHORITY**  
**SKILL ASSESSMENT REPORT- AIR TRAFFIC CONTROLLERS**  
**(SURVEILLANCE TRAINING)**

**CAAF-427- LCXX-1.0**

Personnel Licensing Directorate

**REMARKS (Mandatory comments required for each "U" assessment):**

STRIKE the appropriate box:

Certified that the candidate's performance is

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

and is

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

for

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

of

<input type="checkbox"/>	APPROACH CONTROL SURVEILLANCE RATING
<input type="checkbox"/>	AREA CONTROL SURVEILLANCE RATING
<input type="checkbox"/>	PRECISION APPROACH RADAR 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. \_\_\_\_\_

Date \_\_\_\_\_

<b>REMARKS BY LICENSING INSPECTOR</b>