

## Application for Selection/ Renewal as Instructor/Examiner for ATS Unit

*(To be filled separately for Instructor and Examiner. The applications shall be verified & forwarded by ATS In-Charge)*

### Section-A: General Details (To be filled by Applicant applying for selection/renewal as Instructor/Examiner)

1.	Name		Designation	
2.	Employee no		ATCO licence no.	
3.	Place of Posting			
4.	Applied for		<b>Instructor /Examiner</b>	
5.	Applied for Selection or Renewal		<b>Selection/Renewal</b>	
6.	Date of completion of Instructor Technique Course			
7.	Details of ratings acquired at current station of posting			
	<b>Name of Rating</b>		<b>Date of Acquiring Rating</b>	
i.	Aerodrome Control Rating			
ii.	Approach Control Procedural Rating			
iii.	Approach Control Surveillance Rating			
iv.	Area Control Procedural Rating			
v.	Area Control Surveillance Rating			
vi.	Oceanic Control Rating			
8.	Details of units for which Selection/Renewal as Instructor/Examiner is intended:			
	<b>Name of Unit</b>	<b>Please tick the appropriate Rating</b>	<b>Experience in Years</b>	
i.	Aerodrome Control Rating			
ii.	Approach Control Procedural Rating			
iii.	Approach Control Surveillance Rating			
iv.	Area Control Procedural Rating			
v.	Area Control Surveillance Rating			
vi.	Oceanic Control Rating			

**Section-B:-(To be filled by Applicant applying for Selection as Instructor/Examiner)**

**1.Details of previous three postings: -**

S. No.	Station	Details		
		Date of Joining	Date of Relieving	Rating held with date of acquiring

**Section-C:-( To be filled up Applicant applying for Renewal as Instructor/Examiner)**

1.	Whether this is first renewal after fresh selection by board?	Yes/No	
2.	Date up to which the current Instructor/Examiner is valid (Date and Units)		
Name of unit		Validity of Authorization	Whether carried out functions as Instructor/ Examiner in preceding 6 months
i.	Aerodrome Control Rating		
ii.	Approach Control Procedural Rating		
iii.	Approach Control Surveillance Rating		
iv.	Area Control Procedural Rating		
v.	Area Control Surveillance Rating		
vi.	Oceanic Control Rating		

**Section-D: - Declaration by applicant:**

I hereby declare that above information provided by me are correct with best of my knowledge and I am liable for appropriate action, if any information given by me is found to be wrong even at later date.

Place:	(Signature and name of applicant)
Date:	

**Section-E: - Recommendation of ATS in-charge:**

I hereby declare that information provided by the applicant in Section A and C has been verified through official records and found correct. The officer has no accident/ incident attributable to him/her in the preceding two years period.

Place:	(Signature, name, and stamp of the ATS in-charge)
Date:	

Name of the Airport: \_\_\_\_\_ Date: \_\_\_\_\_

**ASSESSMENT PROFORMA FOR SELECTION OF  
 INSTRUCTOR/EXAMINER  
 (TO BE FILLED UP BY SELECTION BOARD)**

1. NAME & DESIGNATION OF CANDIDATE : \_\_\_\_\_

2. ATTRIBUTES OF THE CANDIDATE :

Sl. No.	Attributes	Good	Average	Not satisfactory*
a)	Record of working confidently in peak traffic (Based on the proficiency check records of previous years/Input from ATS Incharge)			
b)	Aptitude for imparting training & counselling			
c)	Subject-matter competence (Knowledge of ATC procedures, rules, regulation and their application)			
d)	Effective Communication Skill			
e)	Behaviour and attitude			
f)	Ability to understand people and work amicably			
g)	Self-motivation and motivating others			
h)	Empathy			
i)	Enthusiasm			
j)	Knowledge of Assessment Technique			
k)	Providing feedback of assessment to trainee/examinee			

3. Remarks of the board : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\*: Candidate having 'not satisfactory' performance in any of the attributes shall not be considered for recommendation as instructor/examiner.)

Recommended/ Not recommended as instructor/examiner for ATS units shown below:

(Please  $\checkmark$  mark against the "Recommended ATS unit" and X mark against "Not recommended ATS unit")

Aerodrome control	Approach control Procedural	Area Control Procedural	Oceanic Control	Approach control Surveillance	Area Control Surveillance

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

CHAIRMAN

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-1

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-2

**APPLICATION FOR ISSUE OF INSTRUCTOR AUTHORISATION OF ATS UNITS**

**1. Personal Details**

Name of Controller	Designation	Employee No.	ATCO Licence No.
Correspondence Address	Station	ELPA	Email

**2. Details of Medical (required for controller not holding the licence)**

Class of medical	Medical centre / Designated Medical Examiner	Date of medical examination	Valid up to	Whether medical Assessment attached	For office use only
Class-III					

*(Class-III medical for 4 years if age is up to 40yrs; Valid for 2 years if age is above 40 & up to 50 years; and above 50 years validity is 1 year.)*

**3. Instructor Authorisation Sought for Units: (name the units)**

.....  
.....

**4. Requirements of Instructor at ATS unit:**

(i)	General Requirements of Instructor:	Fill following details	
(a)	Hold Valid ATCO Licence	Lic. No..... Valid Upto.....	
(b)	Hold valid rating(s) of unit for which he has to impart training.	Name of valid ratings:	
(c)	Accident/incident free record in preceding two years from the date of application attributable to the applicant	Yes/No	
(d)	Successful completion of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5 of DGCA CAR Section 9 Series L Part III.	Date of completion .....	

	Or At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Instructor shall complete Instructor Technique course within six months of authorisation.	Or Will comply within six months of authorisation	
(ii)	<b>Experience Requirements of Instructor:</b>		
(a)	At least 3 Years of working experience while performing duty as a holder of any rating. Or At least one year of working experience while performing duty as a holder of any rating in case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year.	Write the number in years .....	
(b)	Out of a) above at least 1 year of working experience shall be in the same unit where he intends to impart training. Or Forty-five days in case of airports having an average scheduled aircraft movement less than thirty per day in preceding one year. Or Two months in case of newly established units functioning for a period of less than two years.	Yes/No	

**5. Any other information:**

**6. Declaration by the applicants:**

I hereby declare that in terms of provision of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at later date.

Place:

Date:

Signature of the applicant

**7. Recommendation of head of ATS unit:**

(i)	<p>I hereby declare that information provided by Mr./Mrs./Ms. _____</p> <p>_____, has been verified through official records and found correct.</p>
(ii)	<p>The applicants has successfully completed all the requirements of CAR, Section-9 Series L Part-III for issue of authorisation as Instructor for following Unit(s):-</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(write the name of units)</p>
(iii)	<p>Recommended for issue of Instructor authorization of above Unit(s): -</p> <p>Place:</p> <p>Date:</p> <p style="text-align: right;">(Name, Designation, Signature, and Seal of ATS In-charge)</p>

**APPLICATION FOR ISSUE OF EXAMINER AUTHORISATION OF ATS UNITS**

**1. Personal Details**

Name of Controller	Designation	Employee No.	ATCO Licence No.
Correspondence Address	Station	ELPA	Email

**2. Details of Medical (required for controller not holding the licence)**

Class of medical	Medical centre / Designated Medical Examiner	Date of medical examination	Valid up to	Whether medical Assessment attached	For office use only
Class-III					

*(Class-III medical for 4 years if age is up to 40yrs; Valid for 2 years if age is above 40 & up to 50 years; and above 50 years validity is 1 year.)*

**3. Examiner Authorisation Sought for Units: (name the units)**

.....  
 .....

**4. Requirements of Examiner at ATS unit:**

(i)	General Requirements of Examiner:	Fill following details	
(a)	Hold Valid ATCO Licence	Lic. No..... Valid Upto.....	
(b)	Hold valid instructor authorisation of the unit for which he has to act as an Examiner. Or Hold current rating for at least 15 months in unit for which he has to act as an examiner.	Yes/No	
(c)	Accident/incident free record in preceding two years from the date of application attributable to the applicant	Yes/No	
(d)	Successful completion of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5 of DGCA CAR Section 9 Series L Part III.	Date of completion .....	

	Or At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Examiner shall complete Instructor Technique course within six months of authorisation.	Or Will comply within six months of authorisation	
(ii)	<b>Experience Requirements of Examiner:</b>		
(a)	At least 3 Years of working experience while performing duty as a holder of any rating. Or At least one year of working experience while performing duty as a holder of any rating in case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year.	Write the number in years .....	
(b)	Out of a) above at least 1 year of experience as instructor at any unit. Or Hold current rating for at least 15 months in unit for which he has to act as an examiner. Or Forty-five days in case of airports having an average scheduled aircraft movement less than thirty per day in preceding one year. Or Two months in case of newly established units functioning for a period of less than two years.	Yes/No	

**5. Any other information:**

**6. Declaration by the applicants:**

I hereby declare that in terms of provision of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at later date.

Place:

Date:

Signature of the applicant

**7. Recommendation of head of ATS unit:**

(i)	I hereby declare that information provided by Mr./Mrs./Ms. _____ _____, has been verified through official records and found correct.
(ii)	The applicants has successfully completed all the requirements of CAR, Section-9 Series L Part-III for issue of authorisation as Examiner for following Unit(s):- ..... ..... (write the name of units)
(iii)	Recommended for issue of Examiner authorization of above Unit(s): -  Place:  Date:  (Name, Designation, Signature, and Seal of ATS In-charge)

Certificate No.....

.....  
(Name and Address of ATS unit/centre)

### CERTIFICATE

This is to certify that Mr/Ms has complied all the requirements of CAR, Section-9, Series-L Part-III and accordingly authorized as **Instructor** in the following units to discharge the functions as mentioned in the above CAR.

- |    |    |    |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |

This authorisation is valid upto.....

Date:

Place:

(Signature and seal)  
Executive Director(CAP)

Certificate No.....



.....  
(Name and Address of ATS unit/centre)

### CERTIFICATE

This is to certify that Mr/Ms has complied all the requirements of CAR, Section-9, Series-L Part-III and accordingly authorized as **Examiner** in the following units to discharge the functions as mentioned in the above CAR.

- |    |    |    |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |

This authorisation is valid upto.....

Date:

Place:

(Signature and seal)  
Executive Director(CAP)

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AERODROME CONTROL RATING**

Airport:	Unit:	Date:	Period:
Details of Controller		Details of Examiner	
Name & Designation	Licence Type and No.	Validity Licence    Medical	Name & Designation Licence No.    Validity Licence    Medical

Competency Area		S.N.	Competency Identifiers	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved					
		02	The applied separation between aircraft, aircraft on the maneuvering area and obstructions on that area, is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Maintained a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication promptly					
	Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action.					

<b>ATTRIBUTES</b> (Maintaining attention, situational awareness & work load)	13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
	14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					

**Result :**

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated competency

Did not demonstrate competency

**Remarks of the Chairman of the Board:**

---

---

---

---

---

---

---

---

---

---

---

---

**Signatures of Board Members:**

\_\_\_\_\_  
(SIGNATURE)

NAME:  
DESIGNATION:  
CHAIRMAN

\_\_\_\_\_  
(SIGNATURE)

NAME:  
DESIGNATION:  
MEMBER-1

\_\_\_\_\_  
(SIGNATURE)

NAME:  
DESIGNATION:  
MEMBER-2

**Signatures of trainee:**

\_\_\_\_\_  
(SIGNATURE)

NAME:  
DESIGNATION:

**Guidelines and Instructions for filling up the Skill Assessment Proforma**

**1. Grading method:**

- i) A trainee controller is assessed in following four competency areas:
  - a) Safety Performance
  - b) Skill
  - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
  - d) Knowledge
- ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
- iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
- iv) Competency Identifiers marked with asterisk (\*) shall be “Theoretically Assessed” if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
- v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

**2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.

- 5 Demonstrated competency at a level appropriate to the privileges at all times.
- 4 Demonstrated competency at a level appropriate to the privileges most of the times
- 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
- 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
- 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

**3. Marking Scheme**

- a) Grade 5, 4, 3, 2 & 1 shall carry “5”, “4”, “3”, “2” & “1” marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.

**c) Minimum pass percentage is 80%.**

**4. Result:** The terms used for “Result” in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

**5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.**

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AERODROME CONTROL AND APPROACH CONTROL PROCEDURAL (Combined) RATING**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence Medical		Name & Designation		Licence No.	Validity Licence Medical	

Competency Area		S.N.	Competency Identifiers	Grade				
				5	4	3	2	1
SAFETY PERFORMAN CE AREA		01	Impending conflicting traffic, and infringement of SUAs detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Judgement	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					
	Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on A-SMGCS/Automation system and/or by other agencies and took appropriate action.					

<b>ATTRIBUTES</b> (Maintaining attention, situational awareness and work load)	13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
	14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated competency

Did not demonstrate competency

Remarks of the Chairman of the Board:

---

---

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

CHAIRMAN

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-1

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-2

Signatures of trainee:

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

**Guidelines and Instructions for filling up the Skill Assessment Proforma**

**1. Grading method:**

- i) A trainee controller is assessed in following four competency areas:
  - a) Safety Performance
  - b) Skill
  - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
  - d) Knowledge
- ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
- iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
- iv) Competency Identifiers marked with asterisk (\*) shall be “Theoretically Assessed” if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
- v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

**2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.

- 5 Demonstrated competency at a level appropriate to the privileges at all times.
- 4 Demonstrated competency at a level appropriate to the privileges most of the times
- 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
- 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
- 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

**3. Marking Scheme**

- a) Grade 5, 4, 3, 2 & 1 shall carry “5”, “4”, “3”, “2” & “1” marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.

**c) Minimum pass percentage is 80%.**

**4. Result:** The terms used for “Result” in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

**5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.**

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**APPROACH CONTROL PROCEDURAL RATING**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence Medical		Name & Designation		Licence No.	Validity Licence Medical	

Competency Area		S.N.	Competency Identifiers	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					
	Use of Automation tools and other resources	11	Promptly updated data on FDP/FPS/EFS and passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on Automation system and/or by other agencies and took appropriate action.					

<b>ATTRIBUTES</b> (Maintaining attention, situational awareness and Work load)	13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
	14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Recognized and responded to deviations from ATC clearances promptly.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					



**Guidelines and Instructions for filling up the Skill Assessment Proforma**

**1. Grading method:**

- i) A trainee controller is assessed in following four competency areas:
  - a) Safety Performance
  - b) Skill
  - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
  - d) Knowledge
- ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
- iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
- iv) Competency Identifiers marked with asterisk (\*) shall be “Theoretically Assessed” if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
- v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

**2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.

- 5 Demonstrated competency at a level appropriate to the privileges at all times.
- 4 Demonstrated competency at a level appropriate to the privileges most of the times
- 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
- 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
- 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

**3. Marking Scheme**

- a) Grade 5, 4, 3, 2 & 1 shall carry “5”, “4”, “3”, “2” & “1” marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.

**c) Minimum pass percentage is 80%.**

**4. Result:** The terms used for “Result” in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

**5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.**

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**APPROACH CONTROL SURVEILLANCE RATING**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence Medical		Name & Designation		Licence No.	Validity Licence Medical	

Performance Area	SN	Performance Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMANCE AREA	01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					
	Use of Automation and surveillance	12	Promptly updated CPL data & CFL in data block and FPL/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					

		15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					
<b>ATTRIBUTES</b> (Maintaining attention, situational awareness and work load)		16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively , recognized and responded to deviations from ATC clearances promptly					
		17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
		18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
	<b>KNOWLEDGE</b>		22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics				
		23	Equipment/ Tools/ Displays in surveillance unit					
		24	Application of surveillance technique and separation Standards					
		25	Unusual Occurrences and contingency procedures					



**Guidelines and Instructions for filling up the Skill Assessment Proforma**

**1. Grading method:**

- i) A trainee controller is assessed in following four competency areas:
  - a) Safety Performance
  - b) Skill
  - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
  - d) Knowledge
- ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
- iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
- iv) Competency Identifiers marked with asterisk (\*) shall be “Theoretically Assessed” if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
- v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

**2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.

- 5 Demonstrated competency at a level appropriate to the privileges at all times.
- 4 Demonstrated competency at a level appropriate to the privileges most of the times
- 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
- 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
- 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

**3. Marking Scheme**

- a) Grade 5, 4, 3, 2 & 1 shall carry “5”, “4”, “3”, “2” & “1” marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.

**c) Minimum pass percentage is 80%.**

**4. Result:** The terms used for “Result” in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

**5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.**

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**APPROACH CONTROL SURVEILLANCE AND APPROACH CONTROL PROCEDURAL (COMBINED) RATING**

Airport:	Unit:	Date:	Period:				
Details of Controller		Details of Examiner					
Name & Designation	Licence Type and No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area	SN	Performance Identifier	Grade				
			5	4	3	2	1
<b>SAFETY PERFORMANCE AREA</b>	01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.					
	02	The applied separation is appropriate taking into account safety & efficiency.					
<b>SKILL</b>	<b>Procedural and Surveillance techniques (Approach Control)</b>	03	Aircraft Identified early and Identity maintained.				
		04	Traffic planned in an appropriate manner and Aircraft vectored by most optimum routing considering sequence / track mileage/ requested route/ level.				
		05	Monitored and maintained speed/vertical profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement.				
		06*	Provided traffic information to aircraft correctly and efficiently, where necessary.				
		07	Made use of correct phraseologies				
	<b>Phraseologies and communication skills</b>	08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique				
		09	Used correct call signs, Read-backs monitored and errors corrected quickly				
		10	Coordination with other ATC units/agencies performed effectively and in English				
	<b>Coordination Procedures</b>	11	Initiated and accepted transfer of control/communication promptly				
		12	Promptly updated CPL data in FDP / CFL in data block / FPL/EFS				
	<b>Use of Automation and surveillance tools</b>	13	Kept all the data blocks separated				
		14	Used available resources (Min Sep/ RBLs etc) for optimum results				
		15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.				

<b>ATTRIBUTES</b>  (Maintaining attention, situational awareness and work load)	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively using situational display/FPS/EFS, recognized and responded to deviations from ATC clearances/ unexpected situations promptly.					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18	Stayed Calm, Focused and handled workload efficiently.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
	24	Application of surveillance technique and separation standards					
	25	Unusual Occurrences and contingency procedures					

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated competency

Did not demonstrate competency

Remarks of the Chairman of the Board:

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

CHAIRMAN

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-1

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-2

Signatures of trainee:

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

### Guidelines and Instructions for filling up the Skill Assessment Proforma

#### 1. Grading method:

- i) A trainee controller is assessed in following four competency areas:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
    - d) Knowledge
  - ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
  - iv) Competency Identifiers marked with asterisk (\*) shall be “Theoretically Assessed” if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).
- 2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.
- 5 Demonstrated competency at a level appropriate to the privileges at all times.
  - 4 Demonstrated competency at a level appropriate to the privileges most of the times
  - 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
  - 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
  - 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

#### 3. Marking Scheme

- a) Grade 5, 4, 3, 2 & 1 shall carry “5”, “4”, “3”, “2” & “1” marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.

#### c) Minimum pass percentage is 80%.

#### 4. Result:

 The terms used for “Result” in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

#### 5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AREA CONTROL PROCEDURAL/OCEANIC CONTROL RATING**

Airport:	Unit:	Date:	Period:
Details of Controller		Details of Examiner	
Name & Designation	Licence No.	Validity Licence    Medical	Name & Designation

Performance Area	SN	Performance Identifier	Grade					
			5	4	3	2	1	
<b>SAFETY PERFORMANCE AREA</b>	01	Impending conflicting traffic detected and resolved or alerted Surveillance controller (if applicable) in detecting and resolving the conflict as per the responsibility assigned.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
<b>SKILL</b>	<b>Control Procedures</b>	03	Established or assisted surveillance controller to establish communication promptly with aircraft entering jurisdiction.					
		04	Clearances for arriving and departing aircraft (Including to and from satellite stations) planned for expeditious descent and climb vis-à-vis sequence and/or conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Allocated optimal levels to aircraft/ Issued clearance to aircraft without significant delay					
	<b>Phraseologies and communication skills</b>	06	Made use of correct phraseologies /Used appropriate pre-formatted messages and used minimum plain language text in CPDLC.					
		07	Instructions were concise and unambiguous					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly.					
	<b>Coordination Procedures</b>	09	Coordination with other ATC units/ATC Centres performed in adherence to SOP/ Local instructions and in English.					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs and where applicable, timely responded to AFN logon & established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS Unit where applicable.					

<b>SKILL</b>	<b>Use of Automation tools and other resources</b>	11	Promptly updated data on FDP /FPS/EFS or passed required information to concerned ATC Unit based on position reports/ADS-CPDLC reports as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.					
<b>ATTRIBUTES</b> <b>(Maintaining attention, situational awareness and Work load)</b>		13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
		14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively.					
		17*	Recognized and responded to deviations from ATC clearances promptly.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ status of equipment /facilities / aerodromes etc.					
		19	Responded to pilot's requests promptly.					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>		22	Application of separation standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace /Aerodrome Data/ IAL Procedures / Aircraft Performance and characteristics etc					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated competency

Did not demonstrate competency

Remarks of the Chairman of the Board:

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:  
CHAIRMAN

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:  
MEMBER-1

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:  
MEMBER-2

Signatures of trainee:

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:

**Guidelines and Instructions for filling up the Skill Assessment Proforma**

**1. Grading method:**

- i) A trainee controller is assessed in following four competency areas:
  - a) Safety Performance
  - b) Skill
  - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
  - d) Knowledge
- ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
- iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
- iv) Competency Identifiers marked with asterisk (\*) shall be “Theoretically Assessed” if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
- v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

**2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.

- 5 Demonstrated competency at a level appropriate to the privileges at all times.
- 4 Demonstrated competency at a level appropriate to the privileges most of the times
- 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
- 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
- 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

**3. Marking Scheme**

- a) Grade 5, 4, 3, 2 & 1 shall carry “5”, “4”, “3”, “2” & “1” marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.

**c) Minimum pass percentage is 80%.**

**4. Result:** The terms used for “Result” in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

**5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.**

**Skill Assessment Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AREA CONTROL SURVEILLANCE RATING**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence    Medical		Name & Designation		Licence No.	Validity Licence    Medical	

Performance Area	S.N.	Performance Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMANCE AREA	01	Impending conflicting traffic and infringement of SUAs & terrain clearance detected and resolved.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Surveillance techniques (Area Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly and terminated surveillance service timely, where applicable					

<b>Use of Automation and surveillance tools</b>	12	Promptly updated CPL data & CFL in data block and FPL/EFS					
	13	Kept all the data blocks separated					
	14	Used available resources (Min Sep/ RBLs etc) for optimum results					
	15	Acknowledged and Monitored all alerts/alarms and took appropriate action.					
<b>ATTRIBUTES (Maintaining attention, situational awareness and work load)</b>	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively, recognized and responded to deviations from ATC clearances promptly.					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
	23	Equipment/ Tools/ Displays in surveillance unit					
	24	Application of surveillance technique and separation Standards					
	25	Unusual Occurrences and contingency procedures					

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated competency

Did not demonstrate competency

Remarks of the Chairman of the Board:

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

CHAIRMAN

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-1

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

MEMBER-2

Signatures of trainee:

\_\_\_\_\_  
(SIGNATURE)

NAME:

DESIGNATION:

**Guidelines and Instructions for filling up the Skill Assessment Proforma**

**1. Grading method:**

- i) A trainee controller is assessed in following four competency areas:
  - a) Safety Performance
  - b) Skill
  - c) Attributes (Maintaining attention, situational awareness and handling Workload) and
  - d) Knowledge
- ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.
- iii) Only one grade is to be ticked (✓) against one Competency identifier (CI).
- iv) Competency Identifiers marked with asterisk (\*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.
- v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

**2. Description of grades:** The grades indicated against each competency identifier (CI) shall carry the following meaning.

- 5 Demonstrated competency at a level appropriate to the privileges at all times.
- 4 Demonstrated competency at a level appropriate to the privileges most of the times
- 3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
- 2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
- 1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

*Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.*

**3. Marking Scheme**

- a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.
- b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

**c) Minimum pass percentage is 80%.**

**4. Result:** The terms used for "Result" in the skill assessment proforma are defined as follows:

- a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.
- b) **Did not demonstrate competency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

**5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.**

**APPLICATION FOR CONDUCT OF SKILL ASSESSMENT FOR  
 ISSUANCE/RENEWAL OF RATING**

(Read the instructions overleaf carefully)

For Office Use only	
Application Number	
Date of receipt of Application	____/____/____

The General Manager (ATM)/ ATS Incharge,  
 Address of ATS station

Sir/Madam

I have completed all the requirements of on-the-job training and examination for the {issuance/renewal} of {Name of ATC Rating}, as per the {Manual of station level training and ratings-Part1/Part 2/Rating Training Manual}. Therefore, it is requested to conduct my skill assessment for {issuance/renewal} of the abovementioned rating. The personal and training details are as follows:

1 Applicant's details	
Name & Designation	Employee no.
Type of Licence	SATCOL/ATCOL/NOT APPLICABLE Licence number
ELPA/AELP details	Level _____ Date of Validity: ____/____/____
Class 3 Medical Assessment details	Date of last Class 3 medical assessment: ____/____/____ Date of Validity: ____/____/____
2 Details of written examination qualified:	
Date and result of written examination	Date: ____/____/____ Result (in %) _____ Pass Percentage: ____%
3 Details of On-the-Job Training	
Date of commencement of OJT: ____/____/____	
Date of completion of stipulated hours of OJT: ____/____/____	
Period of OJT : _____ Months _____ Days. OJT Hours _____ (Hrs)	

I certify that the information provided above is verified from my ATCO's logbook and is true to the best of my knowledge and belief.

Place of Posting {Name of ATS station}  
 Date:

(Signatures of Applicant)

**Reviewed and Verified by:**

**Validated by:**

\_\_\_\_\_  
 {Name and designation with date}

\_\_\_\_\_  
 {Name and designation with date}

### **Instructions for Filling up Application Form**

1. All the dates shall be mentioned in DD/MM/YYYY format
2. **Instructions for the Applicant:**
  - i. The applicant shall ensure that he/she is meeting the requirement of on-the-job training and theoretical examination for the ATC Rating for which he/she is submitting application.
  - ii. Application shall be submitted to ATS In-charge of the ATS Station within one month of completion of the requirement of OJT and examination.
  - iii. The field in curly brackets ({} ) and in grey colour is to be filled by the applicant.
  - iv. Select and write whichever is applicable in {issuance/renewal}.
  - v. In the 'Type of licence' column strikeout whichever is not relevant.
  - vi. In the "Licence number" column, mention the ATCOL number or SATCOL licence number whichever is applicable. Applicants who have not been issued ATCOL/SATCOL shall mention "Not Issued" in that column.
  - vii. Mention the name of rating as per Rule 95 of the Aircraft Rules 1937 in the field {Name of ATC Rating}. Where the concurrent ratings are issued, mention the name of both the ratings. Don't use abbreviations such as ADC, APP etc. for name of the rating.
  - viii. In the field {Manual of station level training and ratings-Part1/Part 2/Rating Training Manual} mention Part 2 if MSLTAR Part 2 exists for the station, else mention Part 1. Select Rating Training Manual only after the Rating Training Manual is approved by DGCA.
  - ix. The applicant shall have passed the examination for issuing a licence or rating within a period of not more than three years preceding the date of application for endorsement of rating on licence. In case the validity of an examination expires on a holiday, it shall be automatically extended to the next working day. Therefore, date of examination and the result is mandatory even for renewal of rating within three years. The Pass percentage should be as applicable on the date of examination.
  - x. The period of on-the job training will be the period from the date of first On-the job training hours are logged till the date of last stipulated training hours are logged. If required, the period of training may be mentioned in months and days both.
  - xi. The period of on-the job training shall be inclusive of any additional training recommended after Progress Assessment Board/Pre-rating board/previous skill assessment board (Rating Board).
3. **Instructions for the Office of ATS In-charge/Training In-charge:**
  - i. The Office of ATS In-charge shall issue a unique number to the application and fill up the date of receipt of the application.
  - ii. The ATS In-charge shall ensure that the application carries the name, designation of the person reviewing, verifying and validating the application, with date.
  - iii. The application shall be reviewed and verified by training In-charge with the help of checklist in the form CAP-04/011 and shall be submitted to ATS In-charge for validation alongwith documentary evidence.
  - iv. Where Training In-charge is not available, the ATS In-charge shall validate the application with the help of documentary evidences and shall complete the checklist in the form CAP-04/011.

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AERODROME CONTROL**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence    Medical		Name & Designation		Licence No.	Validity Licence    Medical	

Performance Area		S.N.	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved					
		02	The applied separation between aircraft, aircraft on the maneuvering area and obstructions on that area, is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Maintained a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication promptly					

Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
	12	Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness & workload)	13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
	14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
KNOWLEDGE	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					



**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (✓) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
  - 5 Performance met requirements at a level appropriate to the privileges at all times.
  - 4 Performance met requirements at a level appropriate to the privileges most of the times
  - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
  - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
  - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
  - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
6. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AERODROME CONTROL AND APPROACH CONTROL PROCEDURAL (Combined)**

Airport:	Unit:	Date:	Period:
Details of Controller		Details of Examiner	
Name & Designation	Licence No.	Validity Licence    Medical	Name & Designation
			Licence No.
			Licence    Medical

Performance Area	S.N.	Performance Identifier	Grade					
			5	4	3	2	1	
<b>SAFETY PERFORMANCE AREA</b>	01	Impending conflicting traffic, and infringement of SUAs detected and resolved.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
<b>SKILL</b>	<b>Control Judgement</b>	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	<b>Phraseologies and communication skills</b>	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	<b>Coordination Procedures</b>	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					

**RATING TRAINING MANUAL**

<b>Use of Automation tools and other resources</b>	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
	12	Acknowledged and Monitored all alerts/alarms on A-SMGCS/Automation system and/or by other agencies and took appropriate action.					
<b>ATTRIBUTES (Maintaining attention, situational awareness and workload)</b>	13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
	14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					



**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (✓) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
    - 5 Performance met requirements at a level appropriate to the privileges at all times.
    - 4 Performance met requirements at a level appropriate to the privileges most of the times
    - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
    - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
    - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
4. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
  - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
5. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**APPROACH CONTROL PROCEDURAL**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence    Medical		Name & Designation		Licence No.	Validity Licence    Medical	

Performance Area	S.N.	Performance Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMANCE AREA	01	Impending conflicting traffic, and infringement of SUAs detected and resolved.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					

<b>Use of Automation tools and other resources</b>	11	Promptly updated data on FDP/FPS/EFS and passed required information to concerned ATC Unit as per published procedure.					
	12	Acknowledged and Monitored all alerts/alarms on Automation system and/or by other agencies and took appropriate action.					
<b>ATTRIBUTES</b> (Maintaining attention, situational awareness and Work load)	13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
	14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Recognized and responded to deviations from ATC clearances promptly.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					

**Result :**

Marks obtained (M)	
Percentage $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated Proficiency

Did not demonstrate Proficiency

**Remarks of the Assessor/ Chairman of the Board:**

---

---

---

---

---

---

---

---

---

---

---

**Signatures of Assessor/Board Members:**

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 CHAIRMAN/ASSESSOR\*\*

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 MEMBER-1#

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 MEMBER-2#

**Signatures of Assessee:**

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:

(\*\*): Select "Chairman" in case of board)  
 (#): Required only in case of the board, else strike-out)

**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (**v**) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
  - 5 Performance met requirements at a level appropriate to the privileges at all times.
  - 4 Performance met requirements at a level appropriate to the privileges most of the times
  - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
  - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
  - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
  - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
6. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**APPROACH CONTROL SURVEILLANCE**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity Licence    Medical		Name & Designation		Licence No.	Validity Licence    Medical	

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					

**RATING TRAINING MANUAL**

<b>Use of Automation and surveillance tools</b>	12	Promptly updated CPL data & CFL in data block and FPS/EFS					
	13	Kept all the data blocks separated					
	14	Used available resources (Min Sep/ RBLs etc) for optimum results					
	15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					
<b>ATTRIBUTES (Maintaining attention, situational awareness and workload)</b>	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively, recognized and responded to deviations from ATC clearances promptly					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
	23	Equipment/ Tools/ Displays in surveillance unit					
	24	Application of surveillance technique and separation Standards					
	25	Unusual Occurrences and contingency procedures					

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated Proficiency

Did not demonstrate Proficiency

Remarks of the Assessor/ Chairman of the Board:

---

---

---

---

---

---

---

---

---

---

---

---

Signatures of Assessor/Board Members:

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 CHAIRMAN/ASSESSOR\*\*

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 MEMBER-1#

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 MEMBER-2#

Signatures of Assessee:

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:

(\*\* : Select "Chairman" in case of board)

(# : Required only in case of the board, else strike-out)

**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (✓) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
  - 5 Performance met requirements at a level appropriate to the privileges at all times.
  - 4 Performance met requirements at a level appropriate to the privileges most of the times
  - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
  - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
  - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
  - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
6. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**APPROACH CONTROL SURVEILLANCE AND APPROACH CONTROL PROCEDURAL (COMBINED)**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity		Name & Designation		Licence No.	Validity	
			Licence	Medical				Licence	Medical

Performance Area	SN	Performance Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMAN CE AREA	01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Procedural and Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained.					
		04	Traffic planned in an appropriate manner and Aircraft vectored by most optimum routing considering sequence / track mileage/ requested route/ level.					
		05	Monitored and maintained speed/vertical profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement.					
		06*	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedur es	10	Coordination with other ATC units/agencies performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					
	Use of Automation surveillance tools	12	Promptly updated CPL data in FDP / CFL in data block / FPL/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					

	15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					
<b>ATTRIBUTES</b> (Maintaining attention, situational awareness and work load)	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively using situational display/FPS/EFS, recognized and responded to deviations from ATC clearances/ unexpected situations promptly.					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18	Stayed Calm, Focused and handled workload efficiently.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
	<b>KNOWLEDGE</b>	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics				
23		Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
24		Application of surveillance technique and separation standards					
25		Unusual Occurrences and contingency procedures					

Result :

Total Marks (T)	
Percentage $\frac{T \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated Proficiency

Did not demonstrate Proficiency

Remarks of the Assessor/ Chairman of the Board:

---

---

---

---

---

---

---

---

---

---

---

---

Signatures of Assessor/Board Members:

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:  
CHAIRMAN/ASSESSOR\*\*

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:  
MEMBER-1#

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:  
MEMBER-2#

Signatures of Assessee:

\_\_\_\_\_  
(SIGNATURE)  
NAME:  
DESIGNATION:

(\*\*): Select "Chairman" in case of board)

(#): Required only in case of the board, else strike-out)

**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (✓) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
  - 5 Performance met requirements at a level appropriate to the privileges at all times.
  - 4 Performance met requirements at a level appropriate to the privileges most of the times
  - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
  - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
  - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
  - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
6. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and loose/stapled sheets)

**AREA CONTROL PROCEDURAL/OCEANIC CONTROL**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity		Name & Designation		Licence No.	Validity	
			Licence	Medical				Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved or alerted Surveillance controller (if applicable) in detecting and resolving the conflict as per the responsibility assigned.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Procedures	03	Established or assisted surveillance controller to establish communication promptly with aircraft entering jurisdiction.					
		04	Clearances for arriving and departing aircraft (Including to and from satellite stations) planned for expeditious descent and climb vis-à-vis sequence and/or conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Allocated optimal levels to aircraft/ Issued clearance to aircraft without significant delay					
	Phraseologies and communication skills	06	Made use of correct phraseologies /Used appropriate pre-formatted messages and used minimum plain language text in CPDLC.					
		07	Instructions were concise and unambiguous					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly.					
	Coordination Procedures	09	Coordination with other ATC units/ATC Centres performed in adherence to SOP/ Local instructions and in English.					

		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs and where applicable, timely responded to AFN logon & established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS Unit where applicable.					
<b>SKILL</b>	Use of Automation tools and other resources	11	Promptly updated data on FDP /FPS/EFS or passed required information to concerned ATC Unit based on position reports/ADS-CPDLC reports as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.					
<b>ATTRIBUTES</b>	(Maintaining attention, situational awareness and Workload)	13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
		14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively.					
		17*	Recognized and responded to deviations from ATC clearances promptly.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ status of equipment /facilities / aerodromes etc.					
		19	Responded to pilot's requests promptly.					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>		22	Application of separation standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace /Aerodrome Data/ IAL Procedures / Aircraft Performance and characteristics etc					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

**Result :**

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

Demonstrated Proficiency

Did not demonstrate Proficiency

**Remarks of the Assessor/ Chairman of the Board:**

---

---

---

---

---

---

---

---

---

---

---

**Signatures of Assessor/Board Members:**

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 CHAIRMAN/ASSESSOR\*\*

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 MEMBER-1#

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:  
 MEMBER-2#

**Signatures of Assessee:**

\_\_\_\_\_  
 (SIGNATURE)  
 NAME:  
 DESIGNATION:

(\*\*): Select "Chairman" in case of board)

(#): Required only in case of the board, else strike-out)

**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (**v**) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
  - 5 Performance met requirements at a level appropriate to the privileges at all times.
  - 4 Performance met requirements at a level appropriate to the privileges most of the times
  - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
  - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
  - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
  - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
6. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant shall has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**

**Proficiency Check Proforma**

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

**AREA CONTROL SURVEILLANCE**

Airport:		Unit:		Date:		Period:	
Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area	S.N.	Performance Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMANCE AREA	01	Impending conflicting traffic and infringement of SUAs & terrain clearance detected and resolved.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Surveillance techniques (Area Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly and terminated surveillance service timely, where applicable					

<b>Use of Automation and surveillance tools</b>	12	Promptly updated CPL data & CFL in data block and FPS/EFS					
	13	Kept all the data blocks separated					
	14	Used available resources (Min Sep/ RBLs etc) for optimum results					
	15	Acknowledged and Monitored all alerts/alarms and took appropriate action.					
<b>ATTRIBUTES (Maintaining attention, situational awareness and workload)</b>	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively, recognized and responded to deviations from ATC clearances promptly.					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
<b>KNOWLEDGE</b>	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
	23	Equipment/ Tools/ Displays in surveillance unit					
	24	Application of surveillance technique and separation Standards					
	25	Unusual Occurrences and contingency procedures					



**Guidelines and Instructions for filling up the Proficiency Check Proforma**

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
  - i) A rated air traffic controller is assessed in following four Areas of Performance:
    - a) Safety Performance
    - b) Skill
    - c) Attributes (Maintaining attention, situational awareness and Workload) and
    - d) Knowledge
  - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
  - iii) Only one grade is to be ticked (**v**) against one performance identifier (PI).
  - iv) Performance identifiers marked with asterisk (\*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
  - v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
  - 5 Performance met requirements at a level appropriate to the privileges at all times.
  - 4 Performance met requirements at a level appropriate to the privileges most of the times
  - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
  - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
  - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
  - a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.
  - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".
  - c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**
6. **Result:** The terms used for "Result" in the proficiency check form are defined as follows:
  - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
  - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**



## AIRPORTS AUTHORITY OF INDIA

File No.: .....

Date: ...../...../.....

### RESULT OF SKILL ASSESSMENT BOARD

Mr/Ms {*name and designation of ATCO*}, Employee number {*Employee number*}, Licence number {*Licence number*} was assessed by the duly constituted skill assessment board on {*date in dd.mm.yyyy format*} in {*name of ATC Unit*} at {*Name of station*} on successful completion of on-the-job training in accordance with Rating Training Manual as follows:

Date of commencement of OJT	Date of Completion of OJT	OJT Required		OJT Performed	
		Days	Hours	Days	Hours

Mr/Ms {*name and designation of ATCO*} has been assessed successful by the skill assessment board; by demonstrating competency at a level appropriate to the privileges being granted, in skill, judgement and performance to provide a safe, orderly and expeditious {*name of air traffic control service*} including the recognition and management of threats and errors, in accordance with para 1(c) of section {D,E,F,G,H or J as applicable for that rating} of Schedule III of Aircraft Rules 1937, in {*name of ATC Unit*} at {*Name of station*}.

Mr/Ms {*name and designation of ATCO*} obtained {*percentage of marks*} in skill assessment.

The pass percentage in skill assessment is 80%.

.....  
(Signature of ATS In-charge with seal)

Copy to:

1. ED (ATM)
2. ED (CAP)
3. GM(ATM)-(NR/ER/NER/SR/WR)#
4. Individual File of Controller.

[#: to be sent to respective region if ATS In-charge at Airport/ATC centre is at Jt GM level or below]



**Form: CAP-04/026A(rev. 3)**

DGCA Copy/ATCO's Copy/AAI Copy<sup>s</sup>  
(Mention only one in each of the three copies)

**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**

File No.: .....

Date: ...../...../.....

**RESULT OF WRITTEN EXAMINATION**

Mr/Ms {name and designation of ATCO}, Employee number {Employee number}, Licence number {Licence number} has passed the written examination conducted on {date in dd-mm-yyyy} to demonstrate the level of knowledge for acquiring the {name of Rating(s)} at {Name of station} in compliance with Para 1 (a)\* of section {D,E,F,G,H or J as applicable for that rating} of Schedule III of Aircraft Rules 1937.

The result of examination is as follows:

Name of Examination	Maximum marks	Marks obtained	Percentage

The pass percentage in written examination is 80%

\*Theory subjects covered in compliance with Para 1 (a) of section {D,E,F,G,H or J as applicable for that rating} Schedule III of the Aircraft Rules 1937, during the rating training are mentioned overleaf.

.....  
(Signature of Issuing Authority with seal)

Copy to:

1. ED(CAP)
2. Individual File of Controller.

