

**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 loose/stapled sheets)

**APPROACH CONTROL PROCEDURAL RATING**

Airport:		Unit:		Date:		Period:			
Details of Controller				Details of Examiner					
Name & Designation		Licence No.	Validity		Name & Designation		Licence No.	Validity	
			Licence	Medical				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/OBSERVABLE BEHAVIOUR</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 :**

<b>Marks obtained (M)</b>	
<b>Percentage <math>\frac{M \times 100}{125}</math></b>	

(Minimum pass marks are 80%)

Demonstrated competency

Did not demonstrate competency

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

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\_\_\_\_\_  
(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.**