

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	
SAFETY PERFORMANCE AREA	01	Impeding 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 Procedures	10	Coordination with other ATC units/agencies performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					
	Use of Automation and 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.					

ATTRIBUTES/OBSERVABLE BEHAVIOUR (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					
KNOWLEDGE	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.