

**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		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.						
	02	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Control Procedures	03	Established 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.					

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.					
ATTRIBUTES (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					
KNOWLEDGE	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:

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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.**