

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 CENTRE PLANNING RATING

Airport:		Unit:		Date:		Period:	
Details of Trainee				Details of Instructor/Examiner			
Name & Designation				Name & Designation			
Employee No.	License No.	Validity		Employee No.	License No.	Validity	
		AELP	Medical			AELP	Medical

Competency Area	SN	Competency Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMANCE AREA	01	Detected Impending conflicting traffic and assisted/alerted the Concurrent Area Controller in resolving the conflict.						
	02	Recognized and alerted the Concurrent Area Controller about deviations from ATC clearances promptly.						
SKILL	Planning Procedures	03	Kept the Concurrent Area Controller informed of pertinent information required for provision of Area Control Service.					
		04	Assisted the Concurrent Area Controller in planning the clearances for arriving/ departing/ transiting aircraft and communicate to the respective ATC unit(s).					
		05	Assisted the Concurrent Area Controller in planning clearances for traffic including to and from satellite stations and in coordinating such clearances.					
	Communication	06	Communicated the planned clearances correctly in concise and unambiguous manner without delay to the respective ATC unit(s).					
		07	Assisted the Concurrent Area Controller in transmitting appropriate pre-formatted/free text CPDLC messages.					
		08	Monitored the R/T and alerted the Concurrent Area Controller in quickly correcting callsign/ Readback/ clearance errors.					
	Coordination Procedures	09	Coordinated with other ATC units/ATC Centres in adherence to SOP/ Local instructions.					
		10	Coordinated 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 Concurrent Area Controller and concerned ATC Unit (when applicable) based on position reports/ADS-CPDLC reports as per published procedure.					
	12	Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action as per local procedures.					
ATTRIBUTES (Maintaining attention, situational awareness and Workload)	13	Maintained situational awareness at all times.					
	14	Prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively.					
	17	Scanned and managed the FPS/EFS effectively.					
	18*	Took appropriate action upon significant changes in meteorological conditions, status of equipment, facilities, aerodromes, SUA, CDR etc.					
	19	Assisted Concurrent Area Controller in responding to pilot's requests promptly.					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in another sector/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/ Aircraft Performance and characteristics etc.					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Documents, 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 ACC Planner 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) Grades 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) **The 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 ACC-Planner shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.