

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)

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					

Use of Automation and surveillance tools	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.					
ATTRIBUTES/OBSERVABLE BEHAVIOUR (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					
KNOWLEDGE	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 competencyIdentifiers.
- 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.**