

Proficiency Check 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 SURVEILLANCE

Airport:	Unit:	Date:	Period:																												
<table border="1" style="width: 100%;"> <tr> <th colspan="4">Details of Controller</th> <th colspan="4">Details of Examiner</th> </tr> <tr> <th rowspan="2">Name & Designation</th> <th rowspan="2">Licence No.</th> <th colspan="2">Validity</th> <th rowspan="2">Name & Designation</th> <th rowspan="2">Licence No.</th> <th colspan="2">Validity</th> </tr> <tr> <th>Licence</th> <th>Medical</th> <th>Licence</th> <th>Medical</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				Details of Controller				Details of Examiner				Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity		Licence	Medical	Licence	Medical								
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Performance Area	SN	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 (Approach 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					

Use of Automation and surveillance tools	12	Promptly updated CPL data & CFL in data block and FPS/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 workload)	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 Proficiency

Did not demonstrate Proficiency

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)
NAME:
DESIGNATION:
CHAIRMAN/ASSESSOR**

(SIGNATURE)
NAME:
DESIGNATION:
MEMBER-1#

(SIGNATURE)
NAME:
DESIGNATION:
MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(** : Select "Chairman" in case of board)

(# : Required only in case of the board, else strike-out)

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
 - i) A rated air traffic controller is assessed in following four Areas of Performance:
 - a) Safety Performance
 - b) Skill
 - c) Attributes (Maintaining attention, situational awareness and Workload) and
 - d) Knowledge
 - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
 - iii) Only one grade is to be ticked (✓) against one performance identifier (PI).
 - iv) Performance identifiers marked with asterisk (*) will be “Theoretically Assessed” if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
 - v) Shaded columns under the “Grades” column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
4. **Description of grades:** The grades indicated against each identifier shall carry the following meaning.
 - 5 Performance met requirements at a level appropriate to the privileges at all times.
 - 4 Performance met requirements at a level appropriate to the privileges most of the times
 - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
 - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
 - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
5. **Marking Scheme**
 - a) Grade 5, 4, 3, 2 & 1 will carry “5”, “4”, “3”, “2” & “1” marks respectively in the Performance Identifiers.
 - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section “Result”.
 - c) **Minimum marks to “Demonstrate Proficiency” shall be 80%.**
6. **Result:** The terms used for “Result” in the proficiency check form are defined as follows:
 - a) **Demonstrated Proficiency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
 - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.**