

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 AND APPROACH CONTROL PROCEDURAL (COMBINED)

Airport:		Unit:		Date:		Period:	
Details of Controller				Details of Assessor (Instructor/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 PERFORMAN CE 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	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/VFR & SVFR/ Aircraft Performance and characteristics				
		23	Equipment/Tools/displays available in the unit/working position					
		24	Application of surveillance technique and separation standards					
		25	Unusual Occurrences and contingency procedures					

Result :

Total Marks (T)	
Percentage $\frac{\text{Tx } 100}{125}$	

(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 (including the recognition and management of threat and errors)
 - 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 (**v**) 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 Demonstrated Proficiency, at a level appropriate to the privileges all times.
 - 4 Demonstrated Proficiency, at a level appropriate to the privileges most of the times.
 - 3 Demonstrated Proficiency, at a level appropriate to the privileges but occasionally could have impacted efficiency.
 - 2 Demonstrated Proficiency, at a level appropriate to the privileges but occasionally could have impacted safety.
 - 1 Demonstrated Proficiency, 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.
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.**