

**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 lose/stapled sheets)

**AREA CONTROL PROCEDURAL/OCEANIC CONTROL**

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 Proficiency

Did not demonstrate Proficiency

**Remarks of the Assessor/ Chairman of the Board:**

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**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 (**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 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 shall 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.**