

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 AND AREA CONTROL SURVEILLANCE (COMBINED)

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	SN	Performance Identifier	Grade					
			5	4	3	2	1	
SAFETY PERFORMANCE AREA	1.	Impending conflicting traffic and infringement of SUAs & terrain clearance detected and resolved.						
	2.	The applied separation is appropriate taking into account safety & efficiency.						
SKILL	Procedural and Surveillance techniques (Area Control)	3.	Established communication promptly with aircraft entering jurisdiction, Aircraft Identified early and Identity maintained.					
		4.	Issue clearances for arriving ,departing and overflying aircraft (including to and from satellite station), Planned for expeditious descend and climb vis-à-vis sequence and /or conflicting traffic to maintain a safe and orderly traffic flow with least average delay. Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level.					
		5.	Monitored and maintained speed/vertical profile of aircraft appropriate to the phase of flight, as per published procedure and situational Requirement, allocated optimal levels to aircraft.					
	Phraseologies and communication skills	6.#	Made use of correct phraseologies or used appropriate pre-formatted messages and used minimum plain language text in CPDLC.					
		7.	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique.					
		8.	Used correct call signs, Read-backs monitored and errors corrected quickly.					
	Coordination Procedures	9.	Coordination with other ATC units/agencies performed effectively in English and in adherence to SOP/ Local instructions.					

	Use of Automation tools and other resources	10.#	Initiated and accepted transfer of control/communication promptly and terminated surveillance service timely. Where applicable timely responded to AFN LOGON and established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS unit.					
		11.#	Promptly updated CPL data and CFL in data block and FPS/EFS when required, or passed required information to concerned ATC Unit based on position report/ADS-CPDLC as per published procedure.					
		12.	Kept all the data blocks separated.					
		13.	Used available resources (Min Sep/ RBLs etc.) for optimum results and manage the FPS/EFS effectively whenever applicable.					
		14.	Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agency and took appropriate action.					
ATTRIBUTES/OBSERVABLE BEHAVIOUR (Maintaining attention, situational awareness and Work load)		15.	Maintained situational awareness at all times and scanned the area of jurisdiction effectively.					
		16.	Shifted attention between various aircraft as required, prioritized activities according to situation and responded to pilot's request promptly.					
		17.	Stayed calm, focused and handled workload efficiently, took appropriate action upon significant changes in meteorological conditions/ status of equipment /facilities / aerodromes etc.					
		18.*	Handled unexpected situations effectively.					
		19.*	Recognized and responded to deviations from ATC clearances 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/Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Aircraft Performance and characteristics etc.				
		23.	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.).					
		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:

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/Observable behaviour (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) Competency Identifiers marked with hash (#) will be assessed separately on SDD and/or ADS-CPDLC system, the same shall be graded in respective competency identifier (CI) field.
 - vi) 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 assessment.**