



SKILL ASSESSMENT REPORT-AIR TRAFFIC CONTROLLERS (NON RADAR RATINGS)

CAAF-663-A

Ref. No

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π Issue
π Renewal
π Re-validation
π Endorsement-OJT Instructor

π Aerodrome Control	π Approach Control	π Area Control
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1. Name (Block Letters)	Father's Name
2. Employer	Staff No. π Employed π Not Employed
CAA Licences (already held) No. and Validity	Ratings and Endorsements (already held)
<p>Instructions (for DCATCO and Licensing Inspector)</p> <p>a) Before conduct of the check, the Licensing Inspector / DCATCO shall ensure that the candidate has: i) passed written exam, if applicable ii) a valid medical certificate (CAAF-43) iii) a recommendation from OJT Instructor</p> <p>b) Logbook is to be checked for OJT record. Entry is to be made in the log book after the check, both in the case of pass or failure</p> <p>c) Same form can be used for different non-radar rating. (d) Please mark (3) for satisfactory and (5) for un-satisfactory.</p> <p>d) Filling of para 3 is mandatory.</p>	

★ Fill Applicable Block only

3. General Check (required for all ratings)	ATS UNIT / AIRPORT:	DATE OF CHECK:
<ul style="list-style-type: none"> Taking Over/Handing Over procedures Judgement Initiative Working Relationship Interest & Willingness Punctuality Supervision Control Judgement -Awareness -Judgement -Planning -Anticipation Traffic Management 	<ul style="list-style-type: none"> — Maintaining traffic flow — Retaining A/C Identity — Anticipation — Realizing & Correcting errors Operating Methods — Flight progress strip Management — Clearances: - Delivery - Timely - Read back Scrutiny — Navigational Assistance — Weather equipment & Information — Local/ Unit Instructions 	<ul style="list-style-type: none"> — Log of Entries Co-ordination & Communication — Co-ordination Technique — Provision of Traffic Information — Communication clarity Phraseology — Standard Phraseology — Voice Quality — Rate of Speech Equipment — Checks — Knowledge of Operation — Handling

4. Aerodrome Control	ATS UNIT / AIRPORT:	DATE OF CHECK:
<ul style="list-style-type: none"> Knowledge of : — Aerodrome layout & physical its Characteristics — Operation of airfield and obstruction lighting — Visual ground aids/indicators/signalling devices — Location of Technical buildings and installations — Performance of aircraft operating at aerodrome - Average /Max rate of Climb & descent - Cruise & approach Speeds - Landing performance - Effects of complete/partial Instrument failure - Fuel consumption under varying conditions — Terrain/obstructions heights with range & bearing — Location- aerodromes within 25NM & types of Ops. — Location- restrict/prohibit/danger areas with 25NM — Location- landmarks/reporting points within 25 NM — Types of Airspace around & above the aerodrome 	<ul style="list-style-type: none"> — Nav/Landing aids on aerodrome/25NM Demonstration of use of Equipment : — Ground-to-Ground communication — Air-ground communication — D/F Equipment — Meteorological Instrument — Signal lamp and varey pistol — Stand-by equipment Demonstration of Co-ordination Procedures : — Procedures/Notification of arrival/departure — Transfer of control arrivals/departures — Communication procedures & phraseology Practical demonstration of Emergency procedure: — Alerting the fire services — Alerting emergency services — Obtaining assistance for sick passengers 	<ul style="list-style-type: none"> — Unlawful interference Practical demonstration of operation: — Handling safely/orderly & expeditiously: - Arriving & departing aircraft - Aircraft in circuit - Aircraft & vehicles on manoeuvring area Issue essential aerodrome & traffic information Maintenance of flight progress strips/ blocking R/W Handle tower equipment, pyrotechnic, signal lamp Identify signals/freq/data on navigation facilities Application of operational instructions Handling FPLs and meteorological information Dissemination of information including met info Understand weather conditions and effects on ops

5. Approach Control	ATS UNIT / AIRPORT:	DATE OF CHECK:
<ul style="list-style-type: none"> Knowledge of: — Lay out of all aerodromes in CTZ, including elevation, direction, R/W dimensions & type of operations — Particulars of airfield & obstruction lighting; — Dimensions of control zone & provision of ATS — Procedures for IFR & controlled VFR flights — All aircraft types operating to & from the aerodromes — Special procedures, for military & GA aircraft, — Performance of aircraft operating within the airspace: - Average & maximum rates f climb & descent - Cruising speed - Landing performance - Effect & Partial of failure of essential equipment Co ordination procedures: Local procedures for notification of arrivals & departures - Transfer of control procedures for aircraft operating within the airspace & arriving/departing from/to adjacent areas - Communication procedures with other units - Correct phraseology Holding, Approach to land and Departure procedures: - Instrument approach ,holding procedures established : 	<ul style="list-style-type: none"> - Arrival and departure procedures (STARs & Sid's) - Missed approach procedures for each approach - Alternative procedures in case of facility failure - Transition altitudes and levels - Minimum safe altitudes Radio Navigation Facilities: - Location and type - Frequency band and identification - Approximate range and accuracy and - Failure procedure & stand-by equipment Radio Communication Facilities: - Communication with other ATS units - VHF/UHF channels & frequencies for all sectors - Landline facilities & their routing - Stand-by procedures Terrain and Danger Areas: - Terrain characteristics / landmarks including spot heights with range & bearing from aerodromes - Dimensions, activity & location of danger, restricted & prohibited areas Weather Appreciation: - Services rendered by met office to ATC 	<ul style="list-style-type: none"> - ATC actions with regard to weather effect A/c. - In-flight reports & their distribution; and - RVR/IR VR reports Emergency Procedures: - Alerting the emergency services & RCCs - Phases of emergency - Communication procedures - Co-ordination procedures with the units involved - Procedures for unlawful interference Operational Duties: - Maintain a safe, orderly and expeditious flow - Identify and resolve conflicts - Apply separation standards - Apply restrictions - Give clearances & releases for aircraft - Maintenance of flight progress strips - Provide essential traffic information - Apply local procedures prescribed in unit SATIs - Handle the unit equipment; and - Handling FPLs and meteorological information - Practical Dissemination of information including met info

6. Area Control		ATS UNIT / AIRPORT:		DATE OF CHECK:	
Knowledge of :		— Arrival, Departure & Holding Procedures for Aerodromes within Area of Responsibility :		— Radio communication facilities:	
— Aerodromes & Air traffic Conditions:		- Arrival and Departure Procedures(STARs & SIDs)		- Communication with other ATS units	
- Approx. length / width of runways within the Area		- Holding patterns for each facility		- VHF RTF & HF RTF all sectors & frequencies	
- Limitations with regard to heavy Aircraft		- Alternate procedures in case of facility failure		- Land line facilities & their routing	
- Aircraft handling limitations for each Aerodrome within the Area		— Weather :		- Standby procedures	
- Coord procedures with aerodromes within the Area		- Services rendered by MET Deptt. to ATC		— Operational Duties:	
- Dimensions of the Area & relationship to the provision of Area control services		- Receipt of Forecast, Reports & in-flight reports and their distribution		- Safe, orderly & expeditious flow of Air Traffic	
- Transfer of Traffic to / from adjacent air-spaces		- ATC responsibility with regard to weather effect		- Identify and resolve conflicts	
- Reporting points, Distances & Flying times		- RVR reports		- Application of separation standards	
— Terrain and Danger Areas:		Demonstrations:		- Application of restrictions	
- Dimensions, Activity & Locations of Danger, Restricted & Prohibited Areas		— Co-ordination procedures:		- Giving clearances & releases for Air Traffic	
- Minimum cruising Flight levels or altitudes		- Local procedures for the notification of flights		- Maintaining accurate flight progress strips	
— Radio Navigational Facilities :		- Transfer of control procedures, reporting points		- Handle all holding patterns	
- Locations and types		- Communication procedures with all units		- Provide essential Traffic information	
- Frequency band and identification		- Appropriate phraseology		- Application of SATI's	
- Approximate range and accuracy				- Handling Area Control Centre equipment	
- Failure procedure				- Handling FPLs and meteorological information	
				- Dissemination of information including met info	

REMARKS:

3 STRIKE the appropriate box:

Certified that the candidate's performance is

<input type="checkbox"/>	SATISFACTORY
<input type="checkbox"/>	UN SATISFACTORY

and is

<input type="checkbox"/>	RECOMMENDED
<input type="checkbox"/>	NOT RECOMMENDED

for

<input type="checkbox"/>	ISSUE
<input type="checkbox"/>	RENEWAL
<input type="checkbox"/>	REVALIDATION
<input type="checkbox"/>	ENDORSEMENT

of

<input type="checkbox"/>	AERODROME CONTROL RATING
<input type="checkbox"/>	APPROACH CONTROL RATING
<input type="checkbox"/>	AREA CONTROL RATING

_____ Candidate's signature in case of failure.

SIGNATURE

Designated Check ATCO

Name: _____

ATCL # _____

Date _____