



Airports Authority of India (ATM Directorate)

OJT INSTRUCTOR'S EVALUATION REPORT			Airport:				
Name:			Date:		TOWER & APPROACH		
Weather <input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> Other	Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy	Complexity <input type="checkbox"/> Not difficult <input type="checkbox"/> Occasional difficult <input type="checkbox"/> Difficult	Review period				
			From:		To:		
Performance Category	Performance indicator			Commendable	Satisfactory	Needs Improvement	Unsatisfactory
A. Separation	1. Selection/application of separation standards						
	2. Wake turbulence separation is ensured						
B. Coordination	3. Transfers & updating of information						
	4. Co-ordinations with other sectors/ units						
	5. Functions as a team member						
C. Control judgement	6. Recognition of aircraft capabilities						
	7. Control judgement is applied						
	8. Priority of control actions						
	9. Planning, sequencing & expedition of traffic flow						
D. Methods and procedures	10. Positioning & updating of flight progress strips						
	11. Clearance delivery is complete/correct & timely						
	12. adherence to LOAs/directives						
	13. Knowledge of local/IAL procedure						
	14. Knowledge of aerodrome data & ATS routes						
	15. Handling of VFR/SPL VFR flights						
	16. Visual surveillance of manoeuvring area						
	17. Effective working speed maintained						
	18. Recovers from equipment failures						
	19. Handling of emergency situation if any						
E. Equipment	20. Equipment setting and checking of accuracy of maps						
	21. Knowledge of equipment including limitations						
	22. Equipment status information maintained						
	23. Equipment capabilities are understood/ utilized						
F. Communication	24. Monitoring of air-ground communication channel						
	25. Response to aircraft transmission						
	26. Communication is clear and concise						
	27. Uses prescribed phraseology						
	28. Makes only necessary transmissions						
	29. Uses appropriate communications method						
	30. Handover/takeover briefings are complete and accurate						
A. Comments/Counselling:							
Trainee's Signature:				Date:			
Signature of OJT Instructor With Name & Designation :				Date:			



Airports Authority of India (ATM Directorate)

OJT INSTRUCTOR'S EVALUATION REPORT			Airport:				
Name :			Date:		AREA [PROCEDURAL] & FIC/OCC		
Weather <input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> Other	Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy	Complexity <input type="checkbox"/> Not difficult <input type="checkbox"/> Occasional difficult <input type="checkbox"/> Difficult	Review period				
			From:		To:		
Performance Category	Performance indicator			Commendable	Satisfactory	Needs Improvement	Unsatisfactory
A. Separation	1. Selection/ Application of separation standards						
	2. Separation is ensured						
B. Coordination	3. Transfers & updating of information						
	4. Co-ordination performed with other sectors/ units						
	5. Functions as a team member						
C. Control judgement	6. Recognition of aircraft capabilities						
	7. Control judgement is applied						
	8. Priority of control actions						
	9. Traffic flow is maintained						
D. Methods and procedures	10. Checking of flight plans						
	11. Posting & updating of flight data manually or in FDD						
	12. Positioning & updating of flight progress strips						
	13. Knowledge of ATS & RNAV/RNP routes						
	14. Clearance delivery is complete/correct & timely						
	15. Adhered to LOAs/directives						
	16. Knowledge of local procedure						
	17. Working speed						
	18. Recovers from equipment failures						
E. Equipment	19. Handling of emergency situation if any						
	20. Knowledge of equipment including limitations						
F. Communication	21. Equipment status information maintained						
	22. Equipment capabilities are understood/ utilized						
	23. Monitoring of air-ground communication channel						
	24. Response to aircraft transmission						
	25. Communication is clear and concise						
	26. Uses prescribed phraseology						
	27. Makes only necessary transmissions						
	28. Uses appropriate communications method						
	29. Handover/takeover briefings are complete and accurate						
B. Comments/Counselling:							
Controller's Signature:				Date:			
Signature of OJT Instructor With Name & Designation :				Date:			



Airports Authority of India (ATM Directorate)

OJT INSTRUCTOR'S EVALUATION REPORT			Airport:				
Name:			Date:		RADAR: TAR / ARSR		
Weather <input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> Other	Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy	Complexity <input type="checkbox"/> Not difficult <input type="checkbox"/> Occasional difficult <input type="checkbox"/> Difficult	Review period				
			From:		To:		
Performance Category	Performance indicator			Commendable	Satisfactory	Needs Improvement	Unsatisfactory
A. Separation	1. Selection/application of separation standards						
	2. Separation is ensured						
B. Coordination	3. handoffs						
	4. Co-ordination with other sectors/ units						
	5. Functions as a team member						
C. Control judgement	6. Recognition of aircraft capabilities						
	7. Control judgement is applied						
	8. Priority of control action						
	9. Planning, sequencing & expedition of traffic flow						
D. Methods and procedures	11. Methods of aircraft identification						
	12. Identity is maintained						
	13. Transfer of radar control to other units						
	14. Clearance delivery is complete/correct & timely						
	15. Adherence to LOAs/directives						
	16. Knowledge of local/IAL procedure						
	17. Recovers from equipment failures						
	18. Handling of emergency situation if any						
	19. Scans entire situation display under his/her jurisdiction						
	20. Working speed						
	E. Equipment	21. Equipment setting and checking of accuracy of maps					
22. Knowledge of equipment including limitations							
23. Equipment status information maintained							
24. Equipment capabilities understood/ utilized							
F. Communication	25. Monitoring of air-ground communication channel						
	26. Response to aircraft transmission						
	27. Communication is clear and concise						
	28. Used prescribed phraseology						
	29. Makes only necessary transmissions						
	30. Used appropriate communications method						
	31. Handover/takeover briefings are complete and accurate						
G. Comments/Counselling:							
Controller's Signature:				Date:			
Signature of OJT Instructor With Name & Designation :				Date:			