



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF AIR TRAFFIC MANAGEMENT
RAJIV GANDHI BHAWAN, NEW DELHI-110003
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ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR NO. 2 of 2010

Proficiency Assessment of Air Traffic Controllers

1. Introduction

- 1.1 In order to enhance air safety in Indian airspace, safety audit is carried out by monitoring the efficiency of air traffic controllers through assessments of their performances at the operating positions for which ratings are held. Proficiency assessment of air traffic controllers is one such method to monitor the efficiency of air traffic controllers. Even Court of Inquiry into Indian Airlines B737 crash near Imphal on 16th August 1991 also recommended that proficiency checks of Air Traffic Controllers be carried out periodically at least once a year with an objective of helping the ATC officers maintain their proficiency at or above the desired level.
- 1.2 Periodic monitoring of ATC tapes is an indirect method of assessing the proficiency of controller which may help in assessing the proficiency of a controller on random basis.

2. Purpose

- 2.1 Purpose of this ATMC is to determine whether an air traffic controller is maintaining the required level of competence at the operating position for which a rating is held. The assessment system is aimed at rectification of mistakes, wrong perceptions/ practice and the aberrations that creep in the system. Proficiency assessment is a constructive process through which individual controllers are encouraged and led towards higher personal achievement.

3. Scope

- 3.1 This ATMC is applicable to all Air Traffic Controllers working at various AAI airports/ATC centres/ATC units.

4. General Principles

- 4.1 Proficiency checks are part of the process of assessing the competency of a rated air traffic control personnel and are conducted progressively throughout the year.
- 4.2 The assessment system is not directed at fault finding, but a constructive means through which individual controllers are encouraged and led towards higher personal achievement.



- 4.3 Counselling is an important feature in controller's development and therefore controllers undergoing the assessment should be made aware, by formal and informal counselling, of the assessments and remarks made by the assessing officer on the proficiency assessment record. Strengths as well as weaknesses should be discussed with the controller.
- 4.4 The areas of an individual controller's performance spectrum which are generally assessed are the knowledge, skills and attitude. All the rated controllers are required to demonstrate periodically that their on-the-job performance meets the required proficiency standards.
- 4.5 The person conducting the assessment should record the assessment on an appropriate form provided in the Appendix as a check list, together with relevant remarks and any discrepancies noted.
- 4.6 An oral examination conducted by the assessing officer may be used to determine the level of knowledge in the key aspects of the rating which is being assessed. The oral examination should be conducted separately from the practical assessment.

5. Regular Assessment by Stations

- 5.1 In order to maintain uniformity of procedures and a high degree of standardization proficiency assessment of air traffic controllers shall be carried out as follows:
- a) Proficiency assessments at Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Bangalore, Guwahati, Varanasi, Ahmedabad, Nagpur, Mangalore and Trivandrum shall be conducted by respective GM (ATM)/Jt. GM (S&P)/ DGM (S&P)/ WSOs and at all other stations by the ATS in-charge.
 - b) ATS in-charge shall prepare rosters for controller's proficiency check so that all rated controllers are checked on a regular basis.
 - c) Individual record of the proficiency assessment shall be maintained at the station concerned and biannual report shall be sent to ED (ATM).
 - d) ATS in-charge shall ensure that all the rated controllers spend sufficient time at the operating positions to enable them to maintain satisfactory level of proficiency.
 - e) ATS in-charge should conduct a review of all controllers' proficiency checks at least once in a year with a view to identify recurring and significant proficiency needs. The results of the review should be compiled in a report to develop effective future training plans.

6. Periodic Assessment by CHQ & DGCA

- 6.1 Proficiency checks will be carried out by a team comprising of officers from Standardization Section of ATM Directorate in the Corporate Headquarters along with officers from the office of DGCA, once in a year, at all the International Airports, the ACC centres and other major airports on rotational basis. The team shall also be responsible to



identify operational and/or system deficiency, if any, and report the same to the Airport/ATS in-charge for immediate remedial action before submitting the final report at CHQ.

- 6.2 During proficiency checks there may be occasions where a controller's performance is found to be unsatisfactory. In such situation, their rating may be suspended and appropriate refresher training/ corrective training may be followed by re-validation process as per laid down procedure. Under no circumstances should any person assessed as unsatisfactory be permitted to continue on the job without supervision. If a controller is unable to pass the proficiency check, after a reasonable period, all details pertaining to the unsatisfactory assessments should be compiled and sent to ED (ATM) for further action in this regard.
- 6.3 There may be occasions when a controller demonstrates an overall acceptable operational performance but there is a scope for improvement in a particular area / task which may further improve his efficiency and help in enhancing safety in ATM. In such cases, the officer carrying out proficiency check shall counsel the controller concerned accordingly and record it.
- 6.4 Periodic monitoring of ATC tape so as to check the proficiency of ATCOs is to be conducted by individual Stations, ATM Directorate in Corporate Headquarters of Airports Authority of India and DGCA by way of random checks. All ATS In-Charges/ JGM (S&P)/ DGM (S&P) are required to analyse tape transcripts, and take corrective action if any deficiency is noticed. The random tape transcripts along with corrective action if any shall be sent to CHQ and DGCA by 10th of the following month regularly.

7. Queries

- 7.1 Any queries or further guidance required on the contents of this ATMC should be addressed to:

Executive Director [ATM]
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003
E-mail: edatmchqnad@aai.aero

8. Validity

- 8.1 This ATMIC will remain in force until further notice and DARA Circular 6 of 1998 is hereby cancelled.

15-06-10

[V.K. YADAVA]
EXECUTIVE DIRECTOR [ATM]
AIRPORTS AUTHORITY OF INDIA
Dated: 15-06-2010



CONTROLLER'S PROFICIENCY CHECK			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. 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. Selecting the runway in use & appropriate visual aids						
	11. Managing aerodrome surface movements						
	12. Checking of FPL, posting & updating of flight data						
	13. Positioning & updating of flight progress strips						
	14. Clearance delivery is complete/correct & timely						
	15. Adherence to LOAs/Instructions/ SOPs						
	16. Knowledge of local/IAL procedure						
	17. Knowledge of aerodrome data & ATS routes						
	18. Handling of VFR/SPL VFR flights						
	19. Visual surveillance of manoeuvring area						
	20. Effective working speed maintained						
	21. Recovers from equipment failures if any						
	22. Obtain, interpret & disseminate meteorological information						
	23. Obtain, interpret & disseminate aeronautical information						
24. Handling of emergency situation if any							
E. Equipment	25. Equipment setting and checking of accuracy of maps						
	26. Knowledge of equipment including limitations						
	27. Equipment status information maintained						
	28. Equipment capabilities are understood/ utilized						
F. Communication	29. Monitoring of air-ground communication channel						
	30. Response to aircraft transmission						
	31. Communication is clear and concise						
	32. Uses prescribed phraseology						
	33. Makes only necessary transmissions						
	34. Uses appropriate communications method						
	35. Handover/takeover briefings are complete and accurate						
A. Comments/Counselling:							
Controller's Signature with with Name & Designation :					Date:		
Signature of the person conducting check with Name & Designation :					Date:		



CONTROLLER'S PROFICIENCY CHECK			Airport:				
Name :			Date:		AREA [PROCEDURAL] & FIC/OCC		
Weather	Workload	Complexity		Review period			
<input type="checkbox"/> VMC	<input type="checkbox"/> Light	<input type="checkbox"/> Not difficult	From:		To:		
<input type="checkbox"/> IMC	<input type="checkbox"/> Moderate	<input type="checkbox"/> Occasional difficult					
<input type="checkbox"/> Other	<input type="checkbox"/> Heavy	<input type="checkbox"/> Difficult					
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/PBN Procedures						
	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 if any						
	19. Handling of emergency situation if any						
	20. Obtain, interpret & disseminate meteorological information						
E. Equipment	21. Obtain, interpret & disseminate aeronautical information						
	22. Knowledge of equipment including limitations						
	23. Equipment status information maintained						
F. Communication	24. Equipment capabilities are understood/ utilized						
	25. Monitoring of air-ground communication channel						
	26. Response to aircraft transmission						
	27. Communication is clear and concise						
	28. Uses prescribed phraseology						
	29. Makes only necessary transmissions						
	30. Uses appropriate communications method						
	31. Handover/takeover briefings are complete and accurate						
B. Comments/Counselling:							
Controller's Signature with Name & Designation:				Date:			
Signature of the person conducting check with Name & Designation :				Date:			



CONTROLLER'S PROFICIENCY CHECK		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	10. Methods of aircraft identification						
	11. Identity is maintained						
	12. Transfer of radar control to other units						
	13. Clearance delivery is complete/correct & timely						
	14. Adherence to LOAs/Instructions/SOPs						
	15. Knowledge of SID/STAR/PBN/RNP/IAL procedure						
	16. Recovers from equipment failures if any						
	17. Handling of emergency situation if any						
	18. Scans entire situation display under his/her jurisdiction						
E. Equipment	19. Working speed						
	20. Equipment setting and checking of accuracy of maps						
	21. Knowledge of equipment including limitations						
	22. Equipment status information maintained						
	23. Equipment capabilities understood/ utilized						
F. Communication	24. Monitoring of air-ground communication channel						
	25. Response to aircraft transmission						
	26. Communication is clear and concise						
	27. Used prescribed phraseology						
	28. Makes only necessary transmissions						
	29. Used appropriate communications method						
	30. Handover/takeover briefings are complete and accurate						
G. Comments/Counselling:							
Controller's Signature with Name & Designation						Date:	
Signature of the person conducting check with Name & Designation :						Date:	