



CONTROLLER'S PROFICIENCY CHECK			AIRPORT:				
Name:			Date:		TOWER & APPROACH		
<b>Weather</b> <input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> Other	<b>Workload</b> <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy	<b>Complexity</b> <input type="checkbox"/> Not difficult <input type="checkbox"/> Occasional difficult <input type="checkbox"/> Difficult		<b>Review period</b> From:                      To:			
Performance Category	Performance indicator			Commendable	Satisfactory	Needs Improvement	Unsatisfactory
<b>A. Separation</b>	1. Selection/application of separation standards						
	2. Separation is ensured						
<b>B. Coordination</b>	3. Transfers & updating of information						
	4. Co-ordinations with other sectors/ units						
	5. Functions as a team member						
<b>C. Control judgement</b>	6. Recognition of aircraft capabilities						
	7. Control judgement is applied						
	8. Priority of control actions						
	9. Planning, sequencing & expedition of traffic flow						
<b>D. Methods and procedures</b>	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							
<b>E. Equipment</b>	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						
<b>F. Communication</b>	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						
<b>A. Comments/Counselling:</b>							
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:			
<input type="checkbox"/> IMC	<input type="checkbox"/> Moderate	<input type="checkbox"/> Occasional difficult		To:			
<input type="checkbox"/> Other	<input type="checkbox"/> Heavy	<input type="checkbox"/> Difficult					
Performance Category	Performance indicator			Commendable	Satisfactory	Needs Improvement	Unsatisfactory
<b>A. Separation</b>	1. Selection/ Application of separation standards						
	2. Separation is ensured						
<b>B. Coordination</b>	3. Transfers & updating of information						
	4. Co-ordination performed with other sectors/ units						
	5. Functions as a team member						
<b>C. Control judgement</b>	6. Recognition of aircraft capabilities						
	7. Control judgement is applied						
	8. Priority of control actions						
	9. Traffic flow is maintained						
<b>D. Methods and procedures</b>	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						
<b>E. Equipment</b>	21. Obtain, interpret & disseminate aeronautical information						
	22. Knowledge of equipment including limitations						
	23. Equipment status information maintained						
<b>F. Communication</b>	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>B. Comments/Counselling:</b>							
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			
<b>Weather</b> <input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> Other	<b>Workload</b> <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy	<b>Complexity</b> <input type="checkbox"/> Not difficult <input type="checkbox"/> Occasional difficult <input type="checkbox"/> Difficult		<b>Review period</b> From:                      To:			
Performance Category	Performance indicator			Commendable	Satisfactory	Needs Improvement	Unsatisfactory
<b>A. Separation</b>	1. Selection/application of separation standards						
	2. Separation is ensured						
<b>B. Coordination</b>	3. Handoffs						
	4. Co-ordination with other sectors/ units						
	5. Functions as a team member						
<b>C. Control judgement</b>	6. Recognition of aircraft capabilities						
	7. Control judgement is applied						
	8. Priority of control action						
	9. Planning, sequencing & expedition of traffic flow						
<b>D. Methods and procedures</b>	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						
<b>E. Equipment</b>	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						
<b>F. Communication</b>	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						
<b>G. Comments/Counselling:</b>							
Controller's Signature with Name & Designation						Date:	
Signature of the person conducting check with Name & Designation :						Date:	