



CIVIL AVIATION AUTHORITY OF MALAYSIA
(Pihak Berkuasa Penerbangan Awam Malaysia)
AIR NAVIGATION SERVICES STANDARDS DIVISION

ATC OJT / PRACTICAL EXAMINATION REPORT

NAME : _____ GRADE / RANK : _____

STATION : _____ ATC LICENCE NO.: **CAAM/ATC/L**

POSITION : _____ DATE : _____

OJT PERIOD : FROM : _____ TO : _____

TRAINING / EXAMINATION : _____

PERFORMANCE : 1 = Satisfactory. 2 = Needs Improvement. 3 = Unsatisfactory.

	EVALUATION CATEGORIES	KNOWLEDGE ON THE FOLLOWING SUBJECTS	PERFORMANCE			REMARKS
			1	2	3	
A	Aerodrome Control	1. Aerodrome layout, physical characteristics & visual aids				
		2. Airspace structure				
		3. Applicable rules, procedures and source of information				
		4. Air navigation facilities				
		5. Air traffic control equipment and its use				
		6. Terrain and prominent landmarks				
		7. Characteristics of air traffic				
		8. Weather phenomena				
		9. Emergency and Search and Rescue plans				
B	Approach Control Procedural and Area Control Procedural	10. Airspace structure				
		11. Applicable rules, procedures and source of information				
		12. Air navigation facilities				
		13. Air traffic control equipment and its use				
		14. Terrain and prominent landmarks				
		15. Characteristics of air traffic and traffic flow				
		16. Weather phenomena				
17. Emergency and Search and Rescue plans						
C	Approach Control Surveillance and Area Control Surveillance	18. Airspace structure				
		19. Applicable rules, procedures and source of information				
		20. Air navigation facilities				
		21. Air traffic control equipment and its use				
		22. Terrain and prominent landmarks				
		23. Characteristics of air traffic and traffic flow				
		24. Weather phenomena				
25. Emergency and Search and Rescue plans						

EVALUATION CATEGORIES	KNOWLEDGE ON THE FOLLOWING SUBJECTS	PERFORMANCE			REMARKS		
		1	2	3			
	26. Principles, use and limitations of applicable ATS surveillance systems and associated equipment						
	27. Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance						
	28. Identification, mode A/C & label management						
	29. Separation						
	30. Radar Vectoring						
	31. Sequencing and speed control						
D	Equipments						
	32. Uses equipment capabilities fully						
	33. Recognises equipment malfunction						
E	Management of Flight Strips / EFS						
	34. Posting, review & arrangement of strips						
	35. Updating of information & strip marking						
	36. EFS appreciation & operation						
F	Coordination, Microphone and Intercom Technique						
	37. Effectively communicates within same unit						
	38. Effectively communicates with other units						
	39. Phraseology						
	40. Speech rate & voice intelligibility						
G	Separation Standards, Local Procedures & TFC Planning						
	41. Selection & application of type of separation						
	42. Knowledge & application of local procedures						
	43. Appraisal & anticipation of traffic						
	44. Ability to adjust to traffic changes						
	45. Knowledge of aircraft performance						
H	Abnormal Situation						
	46. Handling of emergency						
	47. Radio failure actions						
I	Training Appraisal						
	48. Accomplishes training						
	49. Trainee's attitude						
	50. Willingness to cooperate with others						
	51. Decisiveness						
	52. Provide complete & accurate relief briefings						
J	Others						
	53.						
	54.						
	55.						
	56.						
	57.						
	58.						
	59.						
	60.						
K	Weather	<input type="checkbox"/>	GOOD	L	WORKLOAD	<input type="checkbox"/>	LIGHT
		<input type="checkbox"/>	MARGINAL			<input type="checkbox"/>	MODERATE
		<input type="checkbox"/>	BAD			<input type="checkbox"/>	HEAVY
M	Traffic Complexity	<input type="checkbox"/>	ROUTINE, NOT DIFFICULT	<input type="checkbox"/>	OCCASIONALLY DIFFICULT	<input type="checkbox"/>	VERY DIFFICULT
		<input type="checkbox"/>	MOSTLY DIFFICULT				

N COMMENTS AND RECOMMENDATIONS BY OJT COACH / TRAINING OFFICER / ATC EXAMINER(s)

Comments:

Recommendation: *(Please tick)*

- Readup more on procedures
- Continue OJT
- Ready for Check
- Suspension of OJT *(Comments)*

Signature(s): _____
 [Training Officer/ATCE(s)]
 Name : _____
 Date : _____
[Remarks: ATCEs to fill up only one EXM 01 form with 2 signatures]

Trainee/Examinee's Comments:
 De-brief has been given to me.

(Signature)

AIR NAVIGATION SERVICES STANDARDS DIVISION:

Signature : _____
 Name : _____
 Date : _____