



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 License 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/ AFIS	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 Procedure/ Area Control Procedure/ FIS	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/ 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				
		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				

	EVALUATION CATEGORIES	KNOWLEDGE ON THE FOLLOWING SUBJECTS	PERFORMANCE			REMARKS
			1	2	3	
		28. Identification, mode A/C & label management				
		29. Separation				
		30. Radar Vectoring				
		31. Sequencing and speed control				
D	Equipment	32. Uses equipment capabilities fully				
		33. Recognises equipment malfunction				
E	Management of Flight Strip / 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 procedure and 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.				
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 THAT DIFFICULT			<input type="checkbox"/> OCCASIONALLY DIFFICULT	
		<input type="checkbox"/> MOSTLY DIFFICULT			<input type="checkbox"/> VERY DIFFICULT	

