



CIVIL AVIATION AUTHORITY OF MALAYSIA

ATC OJT / PRACTICAL EXAMINATION REPORT

Candidate Name: _____	Grade/ Rank: _____
Station: _____	ATC License No: ATC/L _____
Position: _____	Date: _____
OJT period From: _____	To: _____
Training / Examination: _____	

Performance:	1 = Satisfactory.	2 = Needs Improvement.	3 = Unsatisfactory.
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	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						
		28. Identification, mode A/C & label management				

	EVALUATION CATEGORIES	KNOWLEDGE ON THE FOLLOWING SUBJECTS		PERFORMANCE			REMARKS
				1	2	3	
		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		GOOD	L	Workload		LIGHT
			MARGINAL				MODERATE
			BAD				HEAVY
M	Traffic Complexity		ROUTINE, NOT THAT DIFFICULT				OCCASIONALLY DIFFICULT
			MOSTLY DIFFICULT				VERY DIFFICULT

N	COMMENTS AND RECOMMENDATIONS BY OJTI / ATCE	
	Comments:	

Recommendation (Please tick ✓)

Read up more on procedures	<input type="checkbox"/>
Continue OJT	<input type="checkbox"/>
Ready for Check	<input type="checkbox"/>
Suspension of OJT (Comments)	<input type="checkbox"/>
Others (_____)	<input type="checkbox"/>

<p>Trainee comments: De-brief has been given to me</p> <p>Signature: _____</p> <p>Date: _____</p>
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Signature: _____

Name: _____
On-The-Job Training Instructor (OJTI) / Air Traffic Control Examiner (ATCE)

Date: _____