	<b>CIVIL AVIATION AUTHORITY OF MALAYSIA</b> <b>AIR NAVIGATION SERVICES AND</b> <b>AERODROME DIVISION</b>		CAAM/BPUA/EXM/01
	<b>ATC OJT / PRACTICAL EXAMINATION REPORT</b>		


## SECTION A: GENERAL INFORMATION

Name of Trainee / Candidate:			
Station:		ATC License No.:	<b>ATC/L</b>
Position:		Date:	
OJT Period (From – To):			
Training / Examination:			


## SECTION B: PERFORMANCE EVALUATION

<b>Performance</b>	<b>1 = Satisfactory</b>	<b>2 = Need Improvement</b>	<b>3 = Unsatisfactory</b>
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	EVALUATION CATEGORIES	KNOWLEDGE OF THE FOLLOWING SUBJECTS	PERFORMANCE			REMARKS
			1	2	3	
<b>A</b>	<b>Aerodrome Control / AFIS</b>	Aerodrome layout, physical characteristics & visual aids				
		Airspace Structure				
		Applicable rules, procedures & source of information				
		Air navigation facilities				
		Air traffic control equipment and its use				
		Terrain and prominent landmarks				
		Characteristics of air traffic				
		Weather phenomena				
		Emergency & search and rescue plans				
<b>B</b>	<b>Approach Control Procedural / Area Control Procedural / FIS</b>	Airspace structure				
		Applicable rules, procedures & source of information				
		Air navigation facilities				
		Air traffic control equipment and its use				
		Terrain and prominent landmarks				
		Characteristics of air traffic and traffic flow				

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	EVALUATION CATEGORIES	KNOWLEDGE OF THE FOLLOWING SUBJECTS	PERFORMANCE			REMARKS
			1	2	3	
		Weather phenomena				
		Emergency & search and rescue plans				
<b>C</b>	<b>Approach Control Surveillance / Area Control Surveillance</b>	Airspace structure				
		Applicable rules, procedures & source of information				
		Air navigation facilities				
		Air traffic control equipment and its use				
		Terrain and prominent landmarks				
		Characteristics of air traffic and traffic flow				
		Weather phenomena				
		Emergency & search and rescue plans				
		Principles, uses, and limitations of applicable ATS surveillance systems and associated equipment				
		Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate clearance				
		Identification, mode A/C & label management				
		Separation				
		Radar Vectoring				
		Sequencing and speed control				
<b>D</b>	<b>Equipment</b>	Uses equipment capabilities fully				
		Recognises equipment malfunction				
<b>E</b>	<b>Management of Flight Strip / EFS</b>	Posting, reviews, & arrangement of strips				
		Updating of information & strip marking				
		EFS appreciation & operation				

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	EVALUATION CATEGORIES	KNOWLEDGE OF THE FOLLOWING SUBJECTS	PERFORMANCE			REMARKS
			1	2	3	
F	<b>Coordination. Microphone &amp; Intercom Technique</b>	Effectively communicates within same unit				
		Effectively communicates with other units				
		Phraseology				
		Speech rate & voice intelligibility				
G	<b>Separation Standards, Local Procedures, &amp; Traffic Planning</b>	Selection & application of separation type				
		Knowledge & application of local procedures				
		Appraisal & anticipation of traffic				
		Ability to adjust to traffic changes				
		Knowledge of aircraft performance				
H	<b>Abnormal Situations</b>	Handling of emergency				
		Radio failure actions				
I	<b>Training appraisal</b>	Accomplishes training				
		Trainee's attitude				
		Willingness to cooperate with others				
		Decisiveness				
		Provide complete & accurate relief briefings				
J	<b>Others</b>					


	<p align="center"><b>CIVIL AVIATION AUTHORITY OF MALAYSIA</b>  <b>AIR NAVIGATION SERVICES AND</b>  <b>AERODROME DIVISION</b></p> <p align="center"><b>ATC OJT / PRACTICAL EXAMINATION REPORT</b></p>	<p>CAAM/BPUA/EXM/01</p>
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### SECTION C: TRAINING / EXAMINATION CONDITIONS

(Please mark ✓ at the relevant box)

Weather		Workload	
<input type="checkbox"/>	Good	<input type="checkbox"/>	Light
<input type="checkbox"/>	Marginal	<input type="checkbox"/>	Moderate
<input type="checkbox"/>	Bad	<input type="checkbox"/>	Heavy

Traffic Complexity			
	Routine, not that difficult		Occasionally difficult
	Mostly difficult		Very difficult

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**SECTION D: COMMENTS AND RECOMMENDATIONS BY OJTI / ATCE**


Recommendations  
(Please mark ✓ at the relevant box)

Read up more on procedures

Continue OJT

Ready for check

Suspension of OJT (comments)

Others


**Trainee comments:**

De-brief has been given to me

Signature:

Date:

**On-the-Job-Training Instructor (OJTI) / Air Traffic Control Examiner (ATCE)**

Name:

Signature:

Date: