PRACTICAL R/T ASSESSMENT EVALUATION FORM

Practical R/T Assessment
ATS Unit: . . . .

Controller's name:	**Date:**	
Examiner's name:	**Runway in use:**	
Working position:	**Analysed periods:**	
Number of movements:		
WORKLOAD:	LOW	MEDIUM	HIGH
METEOROLOGICAL INFORMATION		

PERFORMANCE INDICATORS:

1. Requires immediate action
2. Should improve his/her skills to comply with required level
3. Complies with required level
4. Excellent performance

If an item cannot be assessed in the analysed period of time, the methodology used to asses it will be indicated in the "observations" using the following criteria:

EvT: The item has been assessed by the use of questions made by the examiner.
The questions and answers will be included in "observations".

N/A: not applicable

Workload shall be assessed as low, medium or high based on the following:

Low: workload is lower than 70% of average traffic for the analysed period
Medium: workload is between 70% and 120% of the average traffic for the analysed period
High: workload is higher than 120% of the average traffic for the analysed period

The score will be **PASS/NOT PASSED**.

To determine the result, the following criterion shall be used:

- One cannot be rated with **2** for more than 3 items in order to consider the evaluation as PASSED
- No item can be rated with 1 in order to consider the evaluation as PASSED

Notes:
(1) The PASS score in this evaluation is not valid for the revalidation of the Unit endorsement.
(2) A controller with a NO PASS score in this evaluation will carry out Specific Training to reach the minimum required objectives/standard.

Items related to R/T	Performance indicator	Observations
1. Correct use of equipment and communication systems		
2. Correctly identifies and uses call signs		
3. Use of standard phraseology		
4. Use a standard technique for communications		
5. Use of safe, clear and concise instructions		
6. Correct use of abbreviated call signs and phraseology		
7. Correct verification and read back/ acknowledgement of instructions/information		
8. Use of clear instructions when providing clearances and frequency changes		
9. Avoids an excessive use of courtesy phrases		
10. Avoids complicated taxi instructions		
11. Correct use of "hold short of runway" instructions		
12. Avoids an excessive amount of information in a single communication		
13. Clear, concise and unambiguous use of non-standard communications		
14. Correct use of conditional clearances		

Items related to coordination	Performance indicator	Observations
1. Correct use of the call sign		
2. Correct use of phraseology		
3. Correct use of abbreviated call signs and phraseology		
4. Use of standard techniques during coordination		
5. Use of safe, clear and concise communications		
6. Correct verification and readback/ acknowledgement of instructions/information		

CONTROLLER

Signature

EXAMINER

Signature