

vZJX Training Department

Practical Test Evaluation Standards

Test:	Class B Tower		
Student Name	Date	Position Tested At	

Item #	Standard	P	O	Remarks
General				
1	Demonstrates SOP/Policy Knowledge and Adherence			
2	Selects appropriate frequency for position			
3	Controller ATIS IAW SOP			
4	Possesses all airport information for position			
5	Understands common METAR elements			
6	Position Relief Briefing IAW SOP			
7	Exhibits basic airspace knowledge			
Clearance Delivery				
8	Demonstrates knowledge of Basic VFR Wx Minimums (Ceiling - 1000 Ft Visibility - 3 SM)			
9	Understands altimeter setting and lowest usable Flight Level with IFR clearances			
10	Exhibits basic knowledge of aircraft and equipment types			
11	Issues appropriate VFR departure clearance			
12	Uses proper phraseology			
13	Understands all departure procedures for KMCO			
14	Understands coordination with APP/DEP for all aircraft prior to departure			
15	Describes Published Helicopter Routes and issues clearance with them when applicable.			
16	Properly reviews Flight Plan			
17	Reviews requested FL/ALT (Direction of Flight)			
18	Reviews route of Flight (Complies with Local SOP's/LOA's)			
19	Conveys all flight plan amendments to pilot			
20	Conveys all flight plan amendments for non-standard routes to APP/CTR, as appropriate			
21	Properly amended			
22	Clearance Issued using CRAFT Standards			
23	Demonstrates proper transfer of communications			

24	Proper Readback Received (If not, one is Requested) and confirmed			
Ground Control				
25	Departures receive proper Terminal Information			
26	Demonstrates proper handling for aircraft requesting "Start-Up and Push-back"			
27	Demonstrates knowledge of Ground Controllers area of responsibility (Taxiways/Movement Areas)			
28	Uses proper taxi phraseology			
29	Understands coordination required between Ground and Tower for all Runway crossings			
30	Arrivals are taxied to the appropriate parking assignment using taxiway instructions			
31	Demonstrates knowledge of Taxiway layout			

Item #	Standard	P	O	Remarks
32	Demonstrates knowledge of Helicopter Taxi Operations			
33	Understands importance of "Hold Short" instruction, and applies to taxi instructions.			
Local Control				
34	Demonstrates thorough knowledge of the use of "Position and Hold" procedures.			
35	Understands LAHSO, and how to select appropriate LASHO configuration			
36	Selects an appropriate runway configuration			
37	Issues appropriate pattern entry instructions to VFR arrivals.			
38	Maintains proper separation of traffic			
39	Understands components of the Overhead Maneuver			
40	Demonstrates knowledge of appropriate departure Separation techniques			
41	Demonstrates proper take-off Clearance			
42	Understands / Applies wake turbulence application between successive arrivals/departures on the same runway.			
43	Properly issues arrival and departure instructions using published helicopter routes, when applicable			
44	Demonstrates knowledge for the application of wake turbulence warnings where applicable			
45	Ensures Aircraft have proper transponder setting prior to releasing aircraft to Departure			
46	Understands coordination with APP/DEP for VFR aircraft requesting flight following			
47	Understands IFR Release requirements for other A90 area airports			
48	Issues proper Landing Clearance (wind check)			

49	Understands components of the traffic pattern			
50	Demonstrates proper tagging of aircraft for Voice/Text/Receive Only			
51	Understands proper handling of Missed Approaches/Go-Arounds			
52	Can describe the basics of an IAP, including basic missed approach procedures.			
53	Coordinates with APP for VFR departures			
54	Maintains adequate visual separation between pattern traffic and IFR arrivals.			
55	Understands the proper use of the phrase "Cleared for the Option"			

Instructions for use of this Form

Comments/Notes:

Number of Items Passed (Practical and Oral)		
Percentage is: (Number Passed) / 55 * 100 (< 6 wrong)		
Percentage		Percentage
Overall Evaluation	PASS	
	FAIL	
Instructor/Mentor Name:		

Use of this checklist is mandatory for all Controller OTS Exams (Promotion and Re-Qualification) . All 55 items must be covered during the evaluation by either observing the student for each item, or via oral question. Students must pass 90% of all the items listed, with no Critical Task Failures. Regardless of OTS pass/fail status, ALL failed items will be reviewed with the student by the INS/MEN to ensure comprehension.

Place a "√" in each box that is successfully passed. If an item fails, place an "X" in the appropriate block. If an item is covered in either the Practical or Oral box, place "N/A" in the opposite block. For each "failure" please enter a brief desc

P= Practical

O= Oral

Bold Red Text=Critical Task