

vZJX Training Department

Practical Test Evaluation Standards

Test:	Class C Approach	
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	Understands common METAR elements			
5	Demonstrates understanding of speed restriction minima as outlined in 7110.65			
6	Demonstrates understanding of Holding Instructions IAW 7110.65			
7	Demonstrates understanding of Radar Identification techniques IAW 7110.65			
8	Demonstrates/Understands application of traffic advisories when needed			
Airspace Knowledge				
9	Understands Airspace Lateral Boundaries			
10	Understands Airspace Vertical Boundaries			
11	Understands MVA's/MEA's of Airspace			
12	Understands any underlying Airspace			
13	Understands/Demonstrates knowledge of Restricted Airspace			
14	Demonstrates knowledge of NAVAIDS within Airspace			
15	Identifies NAVAID names by 3 letter ID			
16	Identifies Frequency for a given NAVAID			
17	Identifies 3 letter ID for a given NAVAID Name			
Airport Knowledge				
18	Demonstrates knowledge of Airports within the lateral boundaries of Approach Airspace			
19	Identifies Airport Names from ICAO ID			
20	Identifies Runways available			
21	Identifies Approach procedures available			
22	Demonstrates ability to choose an appropriate Rwy in use based on current Wx			

Separation Knowledge				
23	Understands and applies appropriate vertical/lateral separation standards			
24	Understands/Maintains appropriate IFR separation prior to aircraft reaching the Approach Gate			
25	Demonstrates/Understands appropriate Class C Services to VFR Aircraft.			
Departures				
26	Controller ID's himself upon initial contact.			
27	Departures are properly released using acceptable release methods.			

Item #	Standard	P	O	Remarks
28	Demonstrates/Understands release authorization to appropriate Local Control			
29	Demonstrates/Understands procedures for IFR release from uncontrolled airfields			
30	Demonstrates/Understands procedures for verifying aircraft altitude information			
31	Departures airspace around uncontrolled airports is protected until radar contact is established ("1 in / 1 out rule")			
32	Ensures departures are handed off to Center at an appropriate departure gate/location/altitude.			
33	Understands vectoring departures/missed approaches below MVA requirements IAW 7110.65			
34	Exhibits knowledge of difference between various types of Departure Procedures, and requirements for use.			
35	Understands Standard Instrument Departures (SID's)			
36	Understands Obstacle Departure Procedures (ODP) within airspace.			
Approach Clearances				
37	Demonstrates/Understands working knowledge of Approach Clearance Procedures IAW 7110.65			
38	Demonstrates/Understands proper phraseology for instrument approaches.			
39	Demonstrates/Understands working knowledge of Radar Vectoring IAW 7110.65			
40	Demonstrates appropriate intercept angles for final approach course			
41	Demonstrates/Understands proper phraseology for Instrument approach clearances for vectored aircraft (PTAC)			
42	Properly relays Arrival Wx information when ATIS is not available			

43	Ensures arrivals are established on approach prior to transfer of communications to Local Control/Advisory Frequency			
44	Can describe basic vectoring for any IAP within airspace.			
45	Understands vectoring and clearances with regards to charted visual procedures.			
46	Allows arrivals to uncontrolled airports to change to Advisory frequency when direct communication is no longer needed			

Item #	Standard	P	O	Remarks
Handoffs and Point Outs				
47	Initiates handoffs in a timely manner			
48	Completes handoffs prior to aircraft leaving lateral/vertical boundary			
49	Understands/Ensures Radio transfer is completed prior to aircraft crossing the lateral/vertical boundary			
50	Demonstrates knowledge of surrounding ATC Facilities and their handoff points/requirements.			
51	Demonstrates ability to initiate, approve, deny point outs to/from other facilities. Knowledgeable in proper phraseology used in point out operations			
52	Understands coordination required with accepting controller prior to making any altitude or route/Heading changes after a handoff has been accepted			
53	Understands Beacon codes may not be changed prior to aircraft entering vertical/lateral boundaries			

Instructions for use of this Form

Comments/Notes:

Number of Items Passed (Practical and Oral)		
Percentage is: $(\text{Number Passed}) / 53 * 100$ (< 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 53 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 is failed, 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 Demonstration

O= Oral Discussion

Bold Red Text=Critical Task