

vZBW Training Department

Practical Test Evaluation Standards

Test: Student (S1) Certification		
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 basic airport information for position			
5	Understands basic METAR information			
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	Exhibits basic knowledge of aircraft types			
10	Issues appropriate VFR departure clearance			
11	Uses proper phraseology			
12	Understands coordination with APP/DEP for all aircraft prior to departure			
13	Properly reviews Flight Plan			
14	Reviews requested FL/ALT (Direction of Flight)			
15	Conveys all flight plan amendments to pilot			
16	Properly amended			
17	Clearance Issued using CRAFT Standards			
18	Demonstrates proper transfer of communications			
19	Proper Readback Received (If not, one is Requested) and confirmed			
Ground Control				
20	Demonstrates knowledge of Ground Controllers area of responsibility (Taxiways/Movement Areas)			
21	Uses proper taxi phraseology			
22	Understands coordination required between Ground and Tower for all Runway crossings			
23	Arrivals are taxied to the appropriate parking assignment using taxiway instructions			
24	Demonstrates knowledge of Taxiway layout			
25	Understands importance of "Hold Short" instruction, and applies to taxi instructions.			

Instructions for use of this Form

Use of this checklist is mandatory for all Controller OTS Exams (Promotion and Re-Qualification) . All 25 items must be covered during the evaluation by either observing the student for each item, or via oral question. Students must pass 80% 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
O= Oral

Bold Red Text=Critical Task

Comments/Notes:		
Number of Items Passed (Practical and Oral)		
Percentage is: $(\text{Number Passed}) / 25 * 100$ (< 6 wrong)		
Percentage		Percentage
Overall Evaluation	PASS	
	FAIL	
Instructor/Mentor Name:		