vZBW Training Department
Practical Test Evaluation Standards

Test:	Class C Tower		
Student Name		**Date**	**Position Tested At**

Item #	Standard	P	O	Remarks
	General			
1	Demonstrates SOP/Policy Knowledge and Adhereance			
2	Selects appropriate frequency for position			
3	Controller ATIS IAW SOP			
4	Posseses 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	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 airport			
14	Understands coordination with APP/DEP for all aircraft prior to departure			
15	Properly reviews Flight Plan			
16	**Reviews requested FL/ALT (Direction of Flight)**			
17	Reviews route of Flight (Complies with Local SOP's/LOA's)			
18	Conveys all flight plan amendments to pilot			
19	Properly amended			
20	Conveys all flight plan admendments for non-standard routes to APP/CTR, as appropriate			
21	**Clearance Issued using CRAFT Standards**			
22	Demontrates proper transfer of communications			
23	Proper Readback Received (If not, one is Requested) and confirmed			
	Ground Control			
24	Departures receive proper Terminal Information			
25	Demonstrates proper handling for aircraft requesting "Start-Up and Push-back"			
26	Demonstrates knowledge of Ground Controllers area of responsibility (Taxiways/Movement Areas)			
27	Uses proper taxi phraseology			
28	Understands coodination required between Ground and Tower for all Runway crossings			
29	Arrivals are taxied to the appropriate parking assignment using taxiway instructions			
30	Demonstrates knowledge of Taxiway layout			
31	Demonstrates knowledge of Helicopter Taxi Operations			

Item #	Standard	P	O	Remarks
32	Understands importance of "Hold Short" instruction, and applies to taxi instructions.			
Local Control				
33	Demonstrates thorough knowledge of the use of "Position and Hold" procedures.			
34	Understands LAHSO, and how to select appropriate LAHSO configuration			
35	Selects appropriate runway based on prevailing winds or facility SOP			
36	Selects an appropriate runway configuration			
37	**Maintains proper separation of traffic**			
38	Understands components of the Overhead Maneuver			
39	Demonstrates knowledge of appropriate departure Separation techniques			
40	Demonstrates proper take-off Clearance			
41	Understands / Applies wake turbulence application between successive arrivals/departures on same runway.			
42	Demonstrates knowledge for the application of wake turbulence warnings where applicable			
43	Understands coordination with APP/DEP for VFR aircraft requesting flight following			
44	Understands IFR Release requirements for other APP area airports			
45	Issues proper Landing Clearance			
46	Understands components of the traffic pattern			
47	Demonstrates proper tagging of aircraft for Voice/Text/Receive Only			
48	Understands proper handling of Missed Approaches/Go-Arounds			
49	Can describe the basics of an IAP, including basic missed approach procedures.			
50	Coordinates with APP for VFR departures			
51	**Maintains adequate visual separation between pattern traffic and IFR arrivals.**			
52	Understands the proper use of the phrase "Cleared for the Option"			

Instructions for use of this Form

Use of this checklist is mandatory for all Controller OTS Exams (Promotion and Re-Qualification) . All 52 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
O= Oral   **Bold Red Text=Critical Task**

Comments/Notes:

Number of Items Passed (Practical and Oral)		
Percentage is: (Number Passed) / 52 * 100 (< 6 wrong)		
Percentage		Percentage
Overall Evaluation	PASS	
	FAIL	
Instructor/Mentor Name:		