



Section/division
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Form Number: CA 65-17

ATS PERSONNEL ASSESSMENT FORM

Section 1: Information Block

1.1	Name of person being assessed									
1.2	Date of assessment				1.2.1	ATSU				
1.3	ATS license number / Other				1.3.1	Grade 2	Grade 1	Validation	Renewal	
1.4	Position/s being assessed	ATSA	AFIS	CO-ORD	AD	APP	APP SUR	ACC	ACC SUR	
1.5	Hours	1.5.1	For this assessment			1.5.2	Total hours (Validation)			
1.6	Weather	IMC	VMC	LVO	OTHER					
1.7	Workload and Complexity	LIGHT		Moderate		Heavy				

Section 2: Assessment

2.1	Situational Awareness Comprehend the current operational situation and anticipate future events.	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
Comments:							

2.2	Traffic and Capacity Management Ensure a safe, orderly and efficient traffic flow and provide essential information on environment and potentially hazardous situations	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.3	Separation and Conflict Resolution Manage potential traffic conflicts and maintain separation	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.4	Communication Communicate effectively in all operational situations	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.5	Coordination Management Manage coordination between personnel in operational positions and with other affected stakeholders	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.6	Management of Non-Routine Situations Detect and respond to emergency and unusual situations related to aircraft operations and manage degraded modes of ATS operations	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.7	Problem Solving and Decision Making Find and implement solutions for identified hazards and associated risks	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.8	Self-management and Continuous Development Demonstrate personal attributes that improve performance and maintain an active involvement in self-learning and self-development	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.9	Workload Management Use available resources to prioritise and perform tasks in an efficient and timely manner	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
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Comments:

2.10	Teamwork Operate as a team member	Observed	Comment / Discussed	Not observed	Satisfactory	Need improvement	Unsatisfactory
Comments:							

Section 3: Comments and Signature Block

3.1 Which of the following was utilised for this ASSESSMENT?

a. Simulator		b. Live		c. Combined Live and Simulator	
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3.2 Recommendations.

a. Competent		b. Not Competent	
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3.3 Assessed person's comments.

This assessment has been discussed with me.

Signature: _____ Date: _____ ATS License Number: _____

3.4 Remedial intervention:

Deficiencies have been identified in this ASSESSMENT of the ATSA/controller/instructor and therefore he/she cannot be released for operational/instructor duties until such time as the deficiencies have been rectified.

Assessor name: _____ ATS License Number: _____

Assessor signature: _____ Date: _____

3.5 I certify that this assessed person meets the qualification standards and is competent to control/instruct in the position/s applied for.

Assessor name: _____ ATS License Number: _____

Assessor signature: _____ Date: _____

3.6 ATSU / ATO MANAGER / OIC / RESPONSIBLE PERSON

Name: _____ Designation: _____

Signature: _____ Date: _____