

VATUSA COMPETENCY REVIEW AND CERTIFICATION					
Student Name & CID:		Operation Position:		Facility:	
Review date:					
Please make comments at the end of this form					
Performance Category:	Performance Indicator:	NOT OBSERVED	COMMENDABLE	SATISFACTORY	UNSATISFACTORY
A. Theory	1. Demonstrates knowledge of Delivery and Ground Controller duties and responsibilities				
	a. Defines all parts of a clearance				
	b. Explains all types of SIDs				
	c. Defines what RVSM is and how it differs from normal direction of flight altitude rules				
	d. Defines all parts of a flight plan				
	e. Defines, compares and contrasts: /A, /G, /L and /Z equipment suffixes				
	2. Demonstrates knowledge of Local Controller duties and responsibilities				
	a. Identifies difference between movement and non-movement areas				
B. Practical	b. Defines all parts of VFR traffic pattern				
	1. Identifies runway in use given the weather and SOP				
	a. Properly decodes METAR and TAF				
	b. Identifies landing and departing runway				
	2. Clearance issuance				
	a. At least 90% of IFR clearances contain no errors*				
	b. At least 90% of VFR clearances contain no errors*				
	c. Readback and hearback is assured				
	3. Ground movement				
	a. Arriving aircraft are taxied to requested destination IAW the standard				
	b. Departing aircraft are taxied to their runway IAW the standard				
c. No runway incursions occur					
d. No multiple runway crossings are issued					
e. Aircraft are squawking altitude encoding prior to take-off^					
f. Proper sequencing is utilized including but not limited to departure sequencing, and proper give way/follow instructions					
g. Helicopter ground movements are issued IAW the standard					

	4. Landing Clearances			
	a. No runway incursions occur			
	b. VFR aircraft are cleared for the option with or without limitations			
	c. Wake turbulence advisories are given as needed			
	d. Necessary traffic information is given as needed			
	e. Side-step clearances are properly given as needed			
	f. Go-around clearances are properly given as needed and coordinated as necessary			
	g. Landing clearances include wind information when necessary#			
	h. LAHSO is properly utilized¥			
	i. Helicopter departures at ramp and runway are handled			
	5. VFR in traffic pattern are adequately spaced			
6. Take-off clearance				
a. Line-up and wait is properly utilized IAW the standard				
b. Intersection departures are conducted IAW the standard				
c. Wake turbulence separation is adhered to				
C. Coordination	1. Ensures relief briefing was understood			
	2. Conducts relief briefing at end of exam properly			
	3. Properly coordinates runway crossings			
	4. Properly transfers control of aircraft when requires			
D. Professional Development	1. Communications are done in a professional manner			
	2. Only gives communications when necessary^			
	3. Effective working speed is maintained^			
	4. Manages frequency^			
Notes:				
Instructor name & CID:				
OTS RESULT:      CERTIFICATION      CONTINUATION OF OJT				

**THIS FORM MUST BE FILED WITH VATUSA BEFORE SUBMITTING THE RATING UPGRADE VIA THE VATUSA WEBSITE.**

Notes to instructors:

Not Observed: Any item marked as "Not Observed" must be explicitly tested in an oral portion of the OTS if it is in Category A or C. No item in Category B may be marked as "Not Observed", and items in Category D may be observed generally to meet a "Satisfactory" level.

Commendable: Meeting the commendable standard for the DID(s) associated with this area this may be marked as such. Should a DID list NONE as the commendable, an instructor may award a commendable level of performance as they see fit.

Satisfactory: Meeting the standard required by the DID(s) associated with that area.

Needs Improvement: Meeting the standard in spirit but lacking in an adequate level of execution or depth. Continued performance at this level must not lead to a certification. An area where a student/developmental needs improvement may be marked as "SATISFACTORY" and a note made in the note box detailing where and how the student/developmental's performance just missed the standard. Any results with a Needs Improvement (NI) must be discussed with the student and rectified before continuing on to their next level of training. Only one area may be marked as NEEDS IMPROVEMENT, any other area marked as such must result in no certification.

Unsatisfactory: Fails to meet the standard associated with the DID(s) that test this area. Any area with an Unsatisfactory necessitate the student/developmental failing the OTS. Reasons for failure must be noted and discussed with the student/developmental.

Mark CERTIFICATION is the student/developmental has had all marks of at least SATISFACTORY. Mark CONTINUATION OF OJT if the student/developmental has at least one UNSATISFACTORY mark.

\* define an area where performance just below this level may be passed while not meeting the minimum percentage, note the percentage (i.e., 88%) in the notes section. You are to use your judgement and ensure the student/developmental corrects these deficiencies before moving forward in their training.

^ define a non-critical area where compliance is recommended but not required

# defines an area where compliance can be exemplified without any unnecessary work by the instructor (i.e., a landing clearance can always include the wind, but it only needs to be necessary when military or tailwind component > 5 knots. An area with an # must be demonstrated by at worst asking the student LAHSO is and giving the phraseology for such. when this is required).

\* \* \* Save this form as CID-S2OTS# (where # is the OTS attempt) \* \* \*