

# **INFLIGHT LAB – EVALUATOR’S GUIDE**

## **TABLE OF CONTENTS**

**A. PROVIDE REQUESTED INFORMATION**

**B. PROVIDE ROUTINE RADIO CONTACT ITEMS**

**C. PIREPs (soliciting and/or providing)**

**D. PROVIDE ATC CLEARANCES**

**E. PROVIDE FLIGHT PLAN SERVICES**

**F. MESSAGE TRANSMISSIONS**

**G. LOGGING CONTACTS**

**H. THOROUGH COORDINATION**

**I. POSITION RELIEF BRIEFING**

**J. COMMUNICATIONS**

# INFLIGHT LAB – EVALUATOR’S GUIDE

## **A. PROVIDE REQUESTED INFORMATION**

- ⊙ Student correctly completed the pilot-requested tasks
  - Student provided weather briefings in accordance with Preflight procedures outlined in JO 7110.10
    - Satisfactory or “SAT” Column
      - Provided requested item/s
    - Needs Improvement or “N/I” Column
      - Omitted a portion of the requested item/s
      - Provided requested item/s but incorrectly read/summarized an element
    - Unsatisfactory or “UNS” Column
      - Omitted the requested item
      - Provided the wrong item
      - Provided an incorrect time period

## **B. PROVIDE ROUTINE RADIO CONTACT ITEMS**

- ⊙ Prior to terminating a contact, the student shall provide the following information if it is pertinent and the pilot indicates that it has not been received previously:

### **1. WEATHER ADVISORY**

- When a weather advisory is in effect (including urgent PIREP/UUA), obtained the aircraft’s position, route, and destination if not already known.
- Determined if the advisory affected the route.
- Delivered the advisory if pertinent and the pilot had not previously received it.

### **2. NOTAM**

- Informed the pilot of any pertinent NOTAMs affecting the flight.

**FOR LAB PURPOSES – THE FOLLOWING RWY AND AD NOTAMS ARE CONSIDERED ADVERSE AND SHALL BE PROVIDED IF PERTINENT,**

CLSD  
WIP (excluding ADJ)  
BA POOR or BA NIL  
FUEL NOT AVBL  
Or TFR (applicable to route)

NOTE: A student may provide additional NOTAM information without any point deduction. This should require the student to explain, to the instructor’s satisfaction, why the given NOTAM is pertinent.

# INFLIGHT LAB – EVALUATOR’S GUIDE

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## Performance Standards (con’t)

3. **ALTIMETER SETTING** - issued nearest altimeter setting to VFR or IFR aircraft operating below 18,000 feet MSL.
    - Issued altimeter setting from the weather reporting location nearest the aircraft position.
    - Appropriately used correct phraseology to advise arriving and departing aircraft to monitor the automated weather.
  
  4. **INCORRECT CRUISING ALTITUDE** - issued when a VFR aircraft reports at an incorrect cruising altitude for the direction of flight.
    - Issued to aircraft operating between 3,000 feet AGL up to but not including 18,000 MSL.
  
  5. **WEATHER CAMERAS** – IAW JR 7210.1 (Alaska Facility Administration and Operations SOP) Specialists must offer weather camera image information to pilots for flights into or through a mountain pass when current METAR, SPECI, and PIREPs or forecast weather conditions meet one of the following criteria:
    - Visibility is five miles or less.
    - Broken or overcast cloud layers below 5000.
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# INFLIGHT LAB – EVALUATOR’S GUIDE

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## Performance Standards

- ⊙ **ROUTINE RADIO CONTACT** - Routine radio contact elements shall be provided in accordance with Inflight procedures outlined in JO 7110.10 and JR 7210.1. Routine radio contact items are divided into 2 sections for scoring:

### Routine Radio Contact Part 1

#### Weather Advisories and Adverse NOTAMs

- Satisfactory or “SAT” Column
  - Provided all weather advisories and UUA’s pertinent to the route
  - Provided all pertinent NOTAMs affecting the route
- Needs Improvement or “N/I” Column
  - Provided pertinent destination NOTAMs, but omitted a pertinent enroute NOTAM.
  - Incorrectly stated any descriptive element of a weather advisory or NOTAM. Sliding scale as to the relative importance of the missing item; instructors discretion.
- Unsatisfactory or “UNS” Column
  - Omitted any Weather Advisory, UUA or pertinent NOTAM

### Routine Radio Contact Part 2

#### Altimeter Setting, Incorrect Cruising Altitude, and Weather Cameras

- Satisfactory or “SAT” Column
  - Provided all elements, if applicable
- Needs Improvement or “N/I” Column
  - Did not apply correct procedures for ALSTG
  - Offered weather cameras when not applicable
- Unsatisfactory or “UNS” Column
  - Omitted any of these routine radio contact items when they were applicable to the flight

# INFLIGHT LAB – EVALUATOR’S GUIDE

## **C. PIREPs (soliciting and/or providing)**

⊙ Provided PIREPs that are within 25 nm either side of the aircraft's route of flight and pertinent to the aircraft's altitude, if known.

- ⊙ For lab purposes, students SHALL solicit PIREPs from all aircraft.
  - Exception: not mandatory to solicit from aircraft that already passed a PIREP

Suggested Phraseology:

“PILOT WEATHER REPORTS ARE REQUESTED (for conditions or in an area)”

-Any phrase that implies a solicitation of PIREPs is acceptable

- Satisfactory or “SAT” Column
    - Provided all PIREP elements, if applicable
    - Solicited PIREPs when criteria exists
  - Needs Improvement or “N/I” Column
    - Did not accurately relay, or omitted pertinent items, when relaying a PIREP
  - Unsatisfactory or “UNS” Column
    - Omitted providing or soliciting a PIREP when it was applicable
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# INFLIGHT LAB – EVALUATOR’S GUIDE

## Performance Standards (cont’d)

### D. PROVIDE ATC CLEARANCES

- ⊙ Provides ATC Clearances/Requests/Advisories verbatim IAW the 7110.10 and 7110.65.

#### 1. IFR Clearances

- Satisfactory or “SAT” Column
  - Relayed verbatim
  - Time check provided when clearance included a release or a void time
  - Ensured readback was correct
  - Prefaced clearance with aircraft identification
  - Prefaced all ATC clearances with “ATC clears”
  - Prefaced all ATC advisements with “ATC advises”
- Needs Improvement or “N/I” Column
  - Omitted time check when clearance included a release or a void time
  - Did not preface clearance with aircraft identification
  - Did not preface ATC clearance with “ATC clears”
  - Did not preface ATC advisements with “ATC advises”
- Unsatisfactory or “UNS” Column
  - Did not relay clearance verbatim
  - Did not ensure readback was correct

#### 2. Special VFR

- Satisfactory or “SAT” Column
  - Relayed verbatim
  - Ensured readback was correct
  - Prefaced clearance with aircraft identification
  - Prefaced all ATC clearances with “ATC clears”
- Needs Improvement or “N/I” Column
  - Did not preface clearance with aircraft identification
  - Did not preface ATC clearance with “ATC clears”
  - Used Phraseology sheet perfectly; did not attempt to go from memory.
  - Used phraseology from memory with minor errors.
  - Included a “VNR” or Altimeter after the pilot has stated they have the latest AWOS/ASOS and requested SVFR Clearance
- Unsatisfactory or “UNS” Column
  - Did not relay clearance verbatim
  - Any errors when using phraseology sheet.
  - Phraseology from memory had significant errors resulting in an incorrect clearance
  - Did not catch errors readback was correct

# INFLIGHT LAB – EVALUATOR’S GUIDE

## E. PROVIDE FLIGHT PLAN SERVICES

### 1. Air File (AFIL) Proposal

- Satisfactory or “SAT” Column
  - Completed all required fields
  - Used proper contractions or spelled out items in Remarks and Pilot Data fields
  - Filed flight plan successfully
  - Determined that flight plan was a proposal only
- Needs Improvement or “N/I” Column
  - Did not complete all required fields
  - Field entries contained errors
  - Contractions used were not authorized
- Unsatisfactory or “UNS” Column
  - Did not file flight plan
  - Did not determine that flight plan was a proposal and activated flight plan
  - Entered incorrect time in ETE field
  - Callsign incorrect
  - Contained a field error that compromised SAR

### 2. Activate VFR Flight Plan (AVFP).

- Satisfactory or “SAT” Column
  - Retrieved correct flight plan
  - Entered correct departure time in ETD field
  - Activated flight plan
- Needs Improvement or “N/I” Column
  - Entered incorrect departure time in ETD field but within +/- 3 min.
- Unsatisfactory or “UNS” Column
  - Entered an incorrect departure time in ETD (more than +/- 3 min) field
  - Entered incorrect time in ETE field
  - Did not activate flight plan
  - Activated the wrong flight plan

# INFLIGHT LAB – EVALUATOR’S GUIDE

## 3. Close VFR Flight Plan

- Satisfactory or “SAT” Column
  - Retrieved correct flight plan
  - Determined if aircraft was overdue
  - Closed flight plan
  - If aircraft was overdue, advised the facility responsible for SAR
- Needs Improvement or “N/I” Column
  - Closed overdue flight plan and did not advise the facility responsible for SAR
- Unsatisfactory or “UNS” Column
  - Did not close the flight plan
  - Closed the incorrect flight plan

## 4. Flight Plan Amendments

- Satisfactory or “SAT” Column
  - Retrieved correct flight plan
  - If an ETA change, determined if aircraft was overdue
  - Amended flight plan
  - If aircraft was overdue, advised the facility responsible for SAR
- Needs Improvement or “N/I” Column
  - Amended overdue flight plan and did not advise the facility responsible for SAR
  - Amended field entry contained error
- Unsatisfactory or “UNS” Column
  - Did not amend the flight plan
  - Amended the incorrect flight plan

## 5. VFR Position Report

- Satisfactory or “SAT” Column
  - Logged contact with a remark indicating aircraft’s current position
- Needs Improvement or “N/I” Column
  - Logged contact with an inaccurate current position
- Unsatisfactory or “UNS” Column
  - Did not log any aircraft position

## 6. WX Requests (WX RQ)

- Satisfactory or “SAT” Column
  - Quickly ascertained the pilot’s request and provided the information
  - Offered or provided routine radio information as needed
- Needs Improvement or “N/I” Column
  - Did not prioritize the pilot’s request and provided non-requested information first.
  - Provided the information but in an awkward manner.
  - Sliding scale as for instructor discretion
- Unsatisfactory or “UNS” Column
  - Provided the incorrect information
  - Did not ascertain or provide the requested information



## **F. MESSAGE TRANSMISSIONS**

### **Transmit PIREP**

- Satisfactory or “SAT” Column
  - Correctly classified PIREP
  - Completed required fields
  - Correctly formatted fields
  - Transmitted
- Needs Improvement or “N/I” Column
  - Incorrectly classified PIREP
  - Did not complete all required fields
  - Transmitted PIREP with field errors
- Unsatisfactory or “UNS” Column
  - Did not transmit the PIREP
  - Transmitted the PIRE, but at a point beyond 25 miles actual location
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## **G. LOGGING CONTACTS**

- Satisfactory or “SAT” Column
  - Completed all required fields (Aircraft ID, Flight Rules, Type of Service, Type of Aircraft Operation)
  - Checked all Types of Services that were applicable (such as PWB, SVFR, Aircraft contact)
  - Logged the contact
- Needs Improvement or “N/I” Column
  - Did not check all applicable Type of Service(s) but completed the required fields and logged the contact
  - Did not complete all of the required fields but logged the contact
- Unsatisfactory or “UNS” Column
  - Did not log the contact

## **H. THOROUGH COORDINATION**

### **1. IFR Arrivals/Departures**

- Satisfactory or “SAT” Column
  - Notified appropriate control facility with arrival/departure information
- Needs Improvement or “N/I” Column
  - Not applicable
- Unsatisfactory or “UNS” Column
  - Did not notify appropriate control facility with arrival/departure information

### 3. UUA

- Satisfactory or “SAT” Column
  - Notified the ARTCC weather coordinator with UUA information
  - Provided the information during radio contacts when applicable
- Needs Improvement or “N/I” Column
  - Provided information during radio contacts when applicable but did not notify the ARTCC weather coordinator
  - Filed UUA as UA, otherwise correct and ARTCC notified
  - Improperly formatted UUA and ARTCC notified.
- Unsatisfactory or “UNS” Column
  - Did not provide the information during radio contacts when applicable
  - Improper format of UUA that did NOT accurately reflect the pilots report.
  - Filed as UA and did not notify ARTCC

## **I. POSITION RELIEF BRIEFING**

- Satisfactory or “SAT” Column
  - Retrieved the relief checklist “T TRNG CHECKLIST – INFLIGHT” and discussed items 1-9 of the checklist
  - Student relays status of CESA, if applicable
- Needs Improvement or “N/I” Column
  - Retrieved the relief checklist “T TRNG CHECKLIST – INFLIGHT” and discussed some of the items on the checklist
  - Did not retrieve the relief checklist but provided a relief briefing
- Unsatisfactory or “UNS” Column
  - Did not provide a relief briefing
  - Did not notify the relieving controller of status of CESA, when applicable

**J. COMMUNICATIONS: RADIO, PHONE, PHRASEOLOGY**

- Satisfactory or “SAT” Column
  - Operated communications equipment properly
  - Listened and responded to aircraft calls
  - Used initial call radio format correctly
  - Abbreviated transmissions (if used) were correct
  - Speech rate was moderate
  - Used approved procedural words, phrases, and formats
  - Used prescribed phraseology for ATC clearances and advisories
  - Transmitted required information and/or instructions
  - Interphone – Correctly identified your facility/position and concluded call with operating initials
- Needs Improvement or “N/I” Column
  - Did not operate communications equipment properly
  - Incorrect radio format
  - Speech rate was too fast or made unnecessary transmissions with extraneous information (instructor judgement depending on severity may carry over to quality factors)
  - Responded to aircraft calls with incomplete or inappropriate information
  - Interphone- Incorrectly identified your facility/position and /or did not conclude call with operating initials
- Unsatisfactory or “UNS” Column
  - Did not respond to calls
  - Did not use approved procedural words, phrases, and formats
  - Did not used prescribed phraseology for ATC clearances and advisories
  - Made unnecessary transmissions with inaccurate extraneous information (instructor judgement)

**K. Quality factors**

- Instructor’s discretion. The factor to be corrected should be something obvious and something that can be corrected.
- Excessive “umms” or “ahhs” or long pauses are examples of things that can be corrected.
- Excess verbiage.
- Briefing preparation (gathering of info) efficiency
- Sliding scale as to the severity of the issue.