

INFLIGHT LAB – EVALUATOR’S GUIDE

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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

BA NIL

FUEL NOT AVBL

Or TFR (applicable to route)

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

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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. The 7110.10 differentiates between Automated and non-automated.
- Issued altimeter setting from the weather reporting location nearest the aircraft position.
 - Issued altimeter setting ON REQUEST ONLY when aircraft is arriving or departing a local airport served by an operating control tower.

NOTE: The correct usage of phraseology and differentiation of automated and non-automated yields 10 points. Giving the pilot the nearest altimeter directly (non-differentiated) yields 5 points. Neglecting to issue altimeter is 0 points.

For grading purposes

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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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
- Unsatisfactory or “UNS” Column
 - Omitted any of these routine radio contact items when they were applicable to the flight

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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.

⊙ Solicited PIREPs when one or more of the criteria exist, are being reported or forecast to occur within 25 nm either side of the route of flight and pertinent to the aircraft's altitude, if known, or any time in your judgment a report of actual inflight conditions would be beneficial.

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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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
 - 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”
 - 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”
 - 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
 - Did not ensure readback was correct
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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

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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 without a remark indicating aircraft’s current position
- Unsatisfactory or “UNS” Column
 - Did not log contact

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 provide first.
 - Provided the information but in an awkward manner.
 - Sliding scale as for instructor discretion
- Unsatisfactory or “UNS” Column
 - Did not prioritize the pilot’s request and provide first.
 - 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 UA 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

2. SVFR Arrivals/Clear of Surface Area

- Satisfactory or “SAT” Column
 - Notified appropriate control facility with arrival/clear of surface area information
- Needs Improvement or “N/I” Column
 - Not applicable
- Unsatisfactory or “UNS” Column
 - Did not notify appropriate control facility with arrival/clear of surface area 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
- Unsatisfactory or “UNS” Column
 - Did not provide the information during radio contacts when applicable

I. POSITION RELIEF BRIEFING

- Satisfactory or “SAT” Column
 - Retrieved the relief checklist “T TRNG CHECKLIST – INFLIGHT” and discussed items 1-9 of the checklist
- 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 retrieve the relief checklist and did not provide a relief briefing

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)
 - 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.
- Sliding scale as to the severity of the issue.