

_____年公務人員特種考試民航人員考試航務管理科錄取人員
實務訓練輔導紀錄表

姓名 _____ 日期 _____ 本週累計時數週次 _____
Name: _____ Date: _____ Total Time On _____ Week _____
Position To Date _____

考評 C& D 時需針對該項予以敘述:		Performance Grading (C& D require written comment)			
A. 超過進度		A –Exceeds average performance			
B. 合乎進度		B –Performance adequate for time on position			
C. 進度落後		C –Performance not adequate for time on position			
D. 表現不佳		D –Unsatisfactory			
項 目	內 容	考 評			
		A	B	C	D
1. 席位職掌之了解 Understanding Duty Responsibility	席位職責 Duty Responsibility				
	飛航安全 Flight Safety				
	地面安全 Ground safety				
	場務管理 Field Management				
	裝備之使用 Facilities Application				
	作業程序及法規 Operation Procedures and Regulations				
	緊急重大事件處理程序 Dealing Procedure of Emergency and Serious Incident				
2. 資料席 Data Duty	機坪使用之安排及調整 Apron Arrangement and Adjustment				
	航空器簽放查驗作業之處理 Aircraft Dispatch Permission Check				
	航空器動態之掌握與記錄 Aircraft Activities Information Record				
	航空器技降/回航/取消等飛航作業之查核 Aircraft Technical Landing/Return/Cancel Flight Operation Check				
	航空器試車作業之核准 Aircraft Engine Test Operation Permission				
	航空人員證照查核及飛航組員酒精抽測 Airmen Certification and Alcoholic Check				
	資料蒐集傳遞與記錄 Data Collecting、Delivering and Recording				
	無線電對空、平面管制波道之守聽作業 Listening to Air and Ground Radio Channels				
	通報及協調聯繫作業 Reporting and Coordination and Communication				
	飛航公告之撰擬與發布 Editing and Publication of NOTAM				
	民用航空器夜間目視飛航之放行管制 Civil Aircraft Visual Flight Departure Permission at Night				
3. 特殊天氣飛航作業及影響飛安事件之處理 Dealing Special Weather Flight Operation and Affecting Flight Safety Events	特殊天氣之飛航標準 Special Weather Flight Standards				
	天然災害預防措施及搶救復建之督導與檢查 Natural Disaster Prevention and Rescue and Recovering Management and Check				

	資料蒐集、判斷、處置作業 Data Collection、Judgment and Action							
4. 場面席 Field Duty	機坪作業之督管 Supervising on the Apron Operation							
	機坪安全檢查及管理(含場面養護作業) Apron safety Check and Management							
	場區裝備、車輛、人員(加、抽、溢油作業) Facilities、Vehicles、Workers in the Field (Fueling Operations)							
	空地勤人員違規事件之查報 Air-and Ground-Servants' Violence Events Reports							
	場面巡查作業 Airfield Inspection Operation							
	場面狀況之處理與回報 Notify of Airfield Events							
	民用航空器遭遇嚴重危害(劫機或破壞)事件之處理與效率 Disposal and Efficiency of Civil Aircraft Severely Dangerous Events (Hijack or Destroying)							
5. 學習精神 Personal spirits	敬業精神 Attitude Toward Job							
	主動性 Initiative							
	學習態度 Acceptance of Instruction/Criticism							
	協調與合作 Coordination and Cooperation							
綜合考評 WRITTEN COMMENTS								
授課內容簡介、學員討論綱要 CLASSROOM INSTRUCTION, BRIEFING MATERIAL AND DISCUSSION OF STUDENT'S PERFORMANCE								
學員意見 STUDENT'S COMMENTS								
學員簽名(Signature of Student)			教官簽名 (Signature of Instructor)					
協訓官 PDO		實務訓練單位航務組組長或單位主官 Facility Chief						

填表說明：

一、本表於考試錄取人員實務訓練期間，每週填寫 1 張。

二、本表請受訓人員之教官詳實紀錄，並檢陳協訓官及實務訓練單位航務組組長或單位主官核閱後，由協訓官暫予收存，俟受訓人員訓練期滿，作為考評實務訓練成績之重要參考，併同受訓人員實務訓練術科考核成績表彙陳。