**\_\_\_\_\_\_\_\_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

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| 考評C& D時需針對該項予以敘述:A.超過進度B. 合乎進度C. 進度落後D. 表現不佳 | Performance Grading (C& D require written comment)A –Exceeds average performanceB –Performance adequate for time on positionC –Performance not adequate for time on positionD –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 |
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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成績考核表彙陳。