# Practical assessment and OJT evidence record

practical-ojt-record · Revision 0 · Initial release

## Use of this blank record

Use this original working record to document task coverage and observed evidence. It is not an EASA or UK CAA form. Apply the current approved reference, applicable jurisdiction and organisational procedure.

This template is an original Aviocourse working aid, not an authority form. It does not confer approval, competence, task authorisation, or regulatory acceptance.

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A completed template records the information entered; it does not by itself prove competence, compliance, training effectiveness, or regulatory acceptance.

Saved, copied or printed copies are uncontrolled. Record the version, owner, date, source basis, and review trigger before operational use.

## Record control and context

### Stable evidence record reference

Use the controlled reference that links this record to the person and route without unnecessary personal data.

_____

### Record status

Show whether evidence is planned, in progress, awaiting review, current or replaced.

_____

### Organisational owner or function

Identify the function accountable for record completeness, control and retention.

_____

### Jurisdiction and approval context

State the licence, type-training, OJT or organisational route that governs this evidence.

_____

### Applicable procedure and source basis

Cite the controlled procedure, applicable provisions and task-reference system.

_____

### Source checked date

Enter when the applicable requirements, procedure and task references were verified.

_____

## Person, prerequisites and task conditions

### Candidate or learner reference

Use the authorised personnel reference and avoid unnecessary personal information.

_____

### Prerequisites and eligibility evidence

Cite training, knowledge, permissions and conditions confirmed before the task.

_____

### Task and current approved reference

Identify task, aircraft or equipment applicability and the approved revision used without copying protected instructions.

_____

### Live or simulated environment

Classify the setting and describe its evidence boundary in the limitations field.

_____

### Equipment and safety controls

Record hazards, isolation, protective measures, supervision, stop conditions and intervention authority.

_____

### Briefing and opportunity to practise

Where relevant, separate demonstration, coached practice and the performance selected for assessment.

_____

## Observation and decision fields

### Named roles, scope, independence and conflicts

Identify who instructed, supervised, observed, assessed and reviewed, plus safeguards for prior involvement or conflict.

_____

## Questioning evidence

When questioning is material, record decisions examined, answers and any prompts that limited independence.

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## Error recognition, intervention and recovery

When relevant, preserve deviations, recognition, stop, assistance, correction, consequence and reassessment need.

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## Assessor decision for the stated scope

Choose only the decision supported by the recorded evidence and conditions; a satisfactory result requires observed-performance evidence, never attendance or exposure alone.

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## Evidence and result limitations

State unobserved steps, assistance, simulation boundaries and scopes the result does not cover.

_____

## Assessor declaration and final review

Record the assessor function, evidence basis, independence statement and separate review conclusion where required.

_____

## Feedback, remedial action and control

## Feedback and debrief

When applicable, record effective actions, gaps, safety significance and the next observable behaviour expected.

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## Remedial action and reassessment conditions

When action is needed, define the learning action, owner, permitted practice and conditions for a fresh decision.

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## Review trigger

List source, procedure, status, task or evidence changes that require reconsideration.

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## Change history

As optional depth, record additions or corrections without overwriting the evidence and decision originally made.

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## Task coverage, observation and decision table

Use one row per task opportunity. The combined evidence-and-decision choice prevents attendance or exposure from carrying a performance result and preserves what was not observed or required assistance.

## Task and source revision

Identify the task, applicability and current approved reference used.

_____

## Role

Identify the instructor, supervisor or assessor context for this opportunity without pre-filling a person or decision.

_____

## Environment and date

State live or simulated conditions, equipment and when performance occurred.

_____

## Evidence and task decision

Choose one single compatible state: attendance or task exposure carries no performance decision, while an observed performance option records the supported task outcome.

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## Observable steps and critical criteria

List the actions and critical decision points selected for evidence.

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## Degree of independence

Classify support only for observed performance, or mark the field not applicable when the evidence is attendance or exposure only.

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## Evidence reference

Point to controlled observations, work records or permitted supporting evidence.

_____

## Limitations and follow-up

State assistance, missing criteria, simulation boundaries, remedial action and review needs.

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