

CIVIL AVIATION AUTHORITY-JAMAICA



Position Relief Checklist

Operational Sector	Procedural	Radar
ADC -Air/ADC-Ground*	MKJP/MKJS*	MKJP/MKJS*
APP	MKJP/MKJS*	MKJP/MKJS*
AREA(WEST / EAST)*	ENROUTE*	ENROUTE*
Date(dd/mm/yy) _____ Time _____ (UTC)		
1.	Have You Read All The Latest Operational Information? (Notams/Notices/Memos/Directives/Amendments/Supplements/AIC's/Unit Specific Instructions)	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Are You Aware Of All Unserviceabilities? (Frequencies/ FSP / SDD /FDD / Dct-Voice Comm/Telephone/AFTN/CMD/Equipment/ NavAids /Ground-Aids/Airfield Lights/Signal Light-Gun)	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.	Are You Fully Conversant With Current Traffic Display? (Conflicts Resolved/Clearances Passed/Total Traffic Briefing.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Are All Co-Ordination Activities Completed? (Transfers/Estimates/Departure Times/Point-Outs/Hand-Offs/Lowest Vacant Inbound Releases)	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	Are All Obstructions*/Irregularities*/ In- Flight Emergencies* Noted?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Relieved Controller	Name: _____ Sign _____	
Relieving Controller	Name: _____ Sign _____	
NOTE WELL:		
1. No officer is to assume watch keeping duties while under the influence of alcohol/any drug/ narcotic or stimulant.		
2. Item one may be omitted after first assignment only.		
*Delete As Appropriate		