

Guest Controller Approval procedure



Version: 1 Updated: 13 November 2010
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The IVAO Sénégalaise division is following the Guest Controller approval policy which is described in the IVAO Rules and Regulation <http://www.ivoa.aero/rulregs/controllers.htm>

As a consequence, ATC position subject to Facility Rating Assignment (FRAs) available within the FR which includes the following foreign territories airfields TFF*, FME* and SOO* are subject to this Guest Controller approval procedure described below.

The Sénégalaise division expects IVAO to be a Friendly network and IVAO members should spend most of their time in helping their division to progress for this the following specificities will be taken into consideration prior the evaluation of the approval.

GCA restrictions for the Sénégalaise division:

Approval duration:

The approval is given for a year following the time of the évaluation but may be subject both to modification should the foreign division member controlling under a GCA performs unwanted behaviour

Language requirements:

The Sénégalaise division is using both French as part of an ICAO language and English. Both languages must be spoken equally. Any other ICAO language may be considered as a plus but not a requirement for this process.

Multiple divisional GCA:

Members who have already obtained 3 approvals for different divisions will not be considered for any Sénégalaise division approval unless they resign for one of them which hence may be replaced by the Sénégalaise GCA approval upon passing the evaluation.

Division change rule:

Former Sénégalaise division IVAO members who requested a division change rule to another division will be ineligible to Guest Controller Approval in the Sénégalaise division for a period of 12 months following the division change.

Staff members:

Staff members of a foreign division are encouraged to continue in supporting their division. Division staff member are considered to be exemplary as regards to such approval. They will represent both their division and the Sénégalaise division while being online on a Sénégalaise position. Senior Staff member may be approved in the same way as any other member and a higher level of commitment will be requested.

ATC opening ratio:

At least half of the time spent as an ATC shall be made in the member's home division. Hours prior the GCA approval will not be taken into consideration.

Evaluation criteria

Various criteria will be used depending on the rating the member have and would like to be granted within the Sénégalaise division.

Tower position

During the evaluation the ATC member to a maximum rating of a TWR level will be evaluated as like a regular exam and will need to handle TWR+GND+DEL.

1. French and English phraseology based on French regulatory documentation
2. VFR traffic handling (traffic information, VFR management with multiple VFR aircrafts, simultaneous VFR and IFR traffic management)
3. IFR traffic handling (departure clearances, departure and arrival separation)
4. Frequency management
5. Theoretical knowledge
6. Safe handling of the traffic

Approach position

The following criteria will be used to evaluate the GCA member to an approach position level. The member may be required to hold APP+TWR+GND+DEL position as like it may happen on IVAO. Traffic however will not be a APC level exam but should corresponds to IVAO Sénégal usual traffic on the position.

1. French and English phraseology based on French regulatory documentation
2. VFR traffic handling (traffic information, VFR management with multiple VFR aircrafts, simultaneous VFR and IFR traffic management)
3. IFR traffic handling (departure clearances, departure and arrival separation)
4. Frequency management
5. Climb to cruise level and descent to final approach management
6. Radar vectoring or procedure abilities based on Sénégalaise regulations
7. Theoretical knowledge
8. Safe handling of the traffic

Control position

The member must be a current APC level in its home division; the Sénégalaise division will not have time to train foreign member up to an APC equivalent level unless the member decides to set his home division as to be the SN-DIV.

The member may be required to hold APP+TWR+GND+DEL position as like it may happen on IVAO. Traffic however will not be a APC level exam but should corresponds to IVAO Sénégal usual traffic on the position.

1. French and English phraseology based on French regulatory documentation
2. IFR traffic handling (departure clearances, departure and arrival separation on an uncontrolled airfield).
3. Frequency management
4. Climb to cruise level and descent management, accurate usage of directs and shortcuts
5. Radar vectoring or procedure abilities based on Sénégalaise regulations
6. Theoretical knowledge up to ACC level
7. Safe handling of the traffic

Approval process

This is a 3 steps approval process

- First the member requiring a GCA should send a motivated email to sn-hq@ivao.aero and sn-mc@ivao.aero explaining his motivations to control within the Sénégalaise airspace and which position he/she would like to be entitled to.
- Second the member will be contacted by the SN-TC or SN-TAC who will schedule and conduct the evaluation of the member on the desired ATC position.
- Following the evaluation result the SN-HQ will assess the situation based on SN-TC/TAC report and will request or deny the GCA for this member.

The duration of the process should not exceed a couple of weeks but mainly depends of the member availability as well as SN-staff availability for the evaluation.