



GUEST CONTROLLER APPROVAL POLICY

OVERVIEW

The IVAO United Kingdom & Ireland Division ("the Division") is partaking in the Guest Controller Approval ("GCA") Policy which is stated in the IVAO Rules and Regulations as follows;

Divisions may require members of foreign divisions to obtain a Guest Controller Approval before providing ATC services. Divisions shall announce their participation and publish their requirements on the division's web site.

— IVAO Rules and Regulations, Para 5.1.7

All Air Traffic Control ("ATC") positions are subject to Facility Rating Assignments ("FRAs") which are regulated and enforced by the ATC Operations Department and require the holder of a GCA to meet these standards; this includes Overseas Territories which are as follows:

ICAO	Airport Name	Country
EGYP	Mount Pleasant Airport	Falkland Islands
FHAW	Wideawake Airfield	Ascension Island
LCRA	RAF Akrotiri	Cyprus
LXGB	RAF Gibraltar	Gibraltar

RESTRICTIONS

A GCA is only available for IVAO members who are outside of the United Kingdom & Ireland Division and hold a rating of Aerodrome Controller ("ADC") or greater.

Applicants wishing to take on 'band-boxed' sectors such as London Terminal and Area ("EGTT_x_CTR/EGTL_x_CTR"), Scottish Control ("EGPX_WS_CTR") and Shannon Control ("EISN_CTR") are required to undergo a mandatory competency session with the Divisional Training Department.

The list below shows the positions authorised for each level of controller:

Rating	Name	Positions Authorised
ADC	Aerodrome Controller	Delivery ("DEL"), Ground ("GND"), Tower ("TWR")
APC	Approach Controller	All ADC positions plus Approach ("APP")
ACC	Centre Controller	All APC positions plus Control ("CTR")

PROCEDURE

To apply for a GCA within the Division you must meet the standards written above in "Restrictions". Should you meet those requirements you are able to commence the application process:

STEP ONE

Firstly, visit <http://xu.ivao.aero/> and under the "Training" heading and select "Training System".

STEP TWO

If you hold a rating of ADC or higher the system will allow you to see instructor availability for your initial GCA assessment.

It is strongly recommended you read the training and aerodrome procedures material available on the Xu wiki pages prior to the checkout, <http://xu.ivao.aero/cms/wiki.php>

STEP THREE

Once the session had been arranged you will be instructed where to meet by email. The check will involve both practical and theoretical elements.

All Guest Controller Approval practical sessions are conducted at London Gatwick (EGKK).

STEP FOUR

If your trainer assesses you competent to gain the approval, this will be added to your profile within 72 hours of the session being marked. If the trainer assesses that the applicant doesn't meet the requirements, the student will be able to reapply after a period of 120 days.

STEP FIVE

If you are looking to control an Approach or Area position, you will need to undergo additional check outs with a member of the XU training department. This applies to all controllers who wish to control positions they hold the rating for. I.e. a ADC controller wishing to control an approach ("APP") position which has an FRA of ADC.

VALIDITY

Once a GCA has been issued it requires the holder to meet a validity standard. Approvals are issued on a three-month rolling basis; the required validity ("valid session") is as follows:

A connection of equal to or more than thirty (30) minutes on active air traffic control position between the hours of 0900Z and 2359Z within a three-month period.

— IVAO United Kingdom & Ireland Training Department

If your approval has been issued on the 1 Feb 20, you must control a valid session before 1 May 20.

Failure to do so will result in the approval being revoked with no prior warning.

Members under special circumstances may have the validity period requirement amended or removed only with prior written agreement from the Training Coordinator ("XU-TC") and/ or Training Assistant Coordinator ("XU-TAC") – no other authority will stand.

The Division and Department hold the right to remove the Guest Controller Approval within the validity period if the holders violates IVAO Rules and Regulations, fails to uphold good conduct with divisional members (ATC and Pilots), goes against the "spirit of the division", holds a lack of knowledge for procedures or spends less than fifty percent (50%) of their controlling hours in their assigned Division.

AGREEMENT

Members requesting a Guest Controller Approval within the Division automatically agree to this policy and will confirm with the directorate within it.