

## Guest Controller Approval Overview and Application

The IVAO South African Division (hereafter “the division”) is following the Guest Controller Approval (GCA) policy which is described in the following IVAO Rules and Regulations.

5.1.7 - Divisions may require members of foreign divisions to obtain a Guest Controller Approval before being allowed to log in on FRA restricted positions.

Divisions shall announce their participation and publish their requirements on the division’s web site.

All ATC positions that are subject to facility rating assignments (FRAs) which are enforced by the division require a Guest Controller Approval (GCA) to be allowed to control there.

### Guest Controller Approval Restrictions

As a general requirement, we require GCA applicants to hold a rating that is at least equivalent to the position they apply for. Therefore, we will only issue GCAs for members with an ATC rating of "Aerodrome Controller" or higher. The list below shows which ATC positions you can staff with your rating:

☑ ADC - DEL, GND and TWR

☑ APC - DEL, GND, TWR and APP

☑ ACC - DEL, GND, TWR, APP, and CTR

Exceptions for those ADC controllers wishing to try \_APP positions listed within the FRAs will only be made after a “checkout” session by an assigned instructor.

This also applies to APC controllers wishing to try \_CTR positions. Applicants should make a request to the training department who will assign an instructor to provide a “checkout” session.

In order to ensure quality air traffic control within the division we require that those wishing to control DEL, GND and TWR positions meet ICAO level 4 English proficiency.

For those wishing to control \_APP or \_CTR positions, they should meet ICAO level 5 English proficiency.

Domestic GCAs – All ATC positions within Johannesburg (FAJA) and Cape Town (FACA) FIRs

Domestic GCAs are available to control positions in either the Johannesburg FIRs or Cape Town FIRs, separate GCAs are required for each due to differing runway layouts and adjacent airfields in close proximity.

Applicants are able to hold GCAs for both the Johannesburg and Cape Town FIRs, but each will need to be achieved separately.

Oceanic GCAs – There are no active ATC positions within the Johannesburg Oceanic FIR at present in the division.

### GCA Application Process

To apply for a GCA you first need to meet the requirements as stated above. If you meet the requirements you can then apply for a GCA by emailing the ZA-AOC requesting GCA approval. Your application should include the airfield/s and FIR/s applied for together with your VID and full name as well as your qualification. Also state whether you presently hold any other GCA approvals in other divisions.

Remember to copy the ZA-DIR and ZA-ADIR in your application as well as naming an airfield and/or FIR for training.

An instructor will be assigned to you as soon as possible, who will then contact you to arrange an initial training session.

After your training session, your instructor will either ask you to request another training session and provide points that you need to improve, or ask you to request a checkout session. Once you have completed the checkout session (like a mini-exam) you will be granted your GCA for that rating and FIR.

## GCA Validity

GCAs are valid on a rolling three-month basis and require at least 2 controlling sessions within three months from the previous session (e.g. if you control on 1 April, you should control again before 1 July. If you control again on 6 May you should control again before 6 July, etc.)

A valid connection is deemed to be an active ATC position manned for a minimum of 30 minutes falling within the following hours:

- a.) 1600z and 0000z Monday to Friday, or
- b.) 1000z and 0000z Saturday and Sunday.

Any GCA holder who has not made a valid connection within the previous three months period will have their GCA approval removed.

Members with special circumstances may apply to have these restrictions waived by contacting the training department who will determine if an extension to the three month ruling can be granted. Any member who has had a GCA removed as a result of the three month rule is more than welcome to reapply.

The division reserves the right to amend the GCA procedures at any time without prior notification to the members participating in it.

Your GCA can be revoked at any times if you violate one of the following rules:

### ☒ IVAO Rules & Regulations

- ☒ Failure to keep good company with division members, your pilots and adjacent controllers, and behave according to the division spirit
- ☒ Lack of profound knowledge of local procedures
- ☒ At least half of the time spent online as ATC has to be spent in your home division