PAKISTAN
vACC

VATSIM PAKISTAN
ATC POLICY

ATC TRAINING DEPARTMENT

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1. Document Information

1.1. Purpose

This document aims to define the procedures for ATC training applicable to transfer, visiting, or resident controllers within the vACC.

1.2. Limitation of Liability

This document has been created by VATSIM Pakistan solely for use on the VATSIM network in support of aviation simulation activities. The VATSIM Pakistan staff team assumes no responsibility for any misuse of this document in real-world aviation operations.

1.3. General Provisions

This document establishes the training methods and requirements for all categories of vACC members. It aligns with the VATSIM GCAP, ensuring that all policy requirements outlined by VATSIM, and this document is satisfied before any rating or endorsement is issued. Future revisions of this policy are expected to include Tier 1 and Tier 2 position details.

1.4 Acknowledgement

The Pakistan vACC would like to thank the following for their contributions in creating this document: -

Former Director – Muhammad Abdullah

2. Position Classifications

2.1. Tier 1 Positions

Major airports with high traffic or complex operations. Controllers require supplementary training for Tier 1 endorsements.

- **Current Status: CHR_APP, OPLR_CTR, ISB_CTR, OPLR-W_CTR designated as Tier 1 Positions.**

2.2. Tier 2 Positions

Positions with specialized procedures deviating from standard operations. These require advanced knowledge.

- **Current Status**: **Northern Airfields, Multan, Quetta, and Peshawar designated as Tier 2 Positions**

2.3. Unrestricted Positions

Initially, members after gaining controlling approvals can control unrestricted positions, granting authorization to control normal airfields, including **Islamabad, Lahore, and Karachi.**

3. Training Programs

3.1. Resident Training Program

Step 1: Application and Acceptance

- A new member joins the vACC and is accepted as a resident.
- The member is made aware of the training plan and agrees to it.

Step 2: Theory Study and Exams

- The member studies the required theoretical materials, including local procedures and airspace regulations.
- The member takes and passes the relevant theory exams (ATSim Test), typically requiring a minimum score of 80%.

Step 3: Practical Training Sessions

- The member participates in training sessions conducted by approved mentors or instructors. These sessions focus on skills required for their intended rating (e.g., S1, S2, S3, C1).

Step 4: Solo Validation (If Applicable)

- After completing training sessions, the member may be granted a temporary solo validation to practice independently in a controlled environment.

Step 5: Final Assessment

- A practical test or Controller Practical Test (CPT) is conducted to assess the member's readiness to handle real-world-like traffic scenarios.

Step 6: Progression or Endorsements

- If the member passes the CPT, they are granted the new rating or endorsement (e.g., Tier 1 or Tier 2).
- If the member does not pass, additional training is provided before retaking the CPT.

3.2. Transferee Training Program

Step 1: Application and Orientation

- A transferee from within or outside the division applies to join the vACC.
- The member is briefed on the training plan and policies.

Step 2: Theory Study and Exams

- The transferee studies required materials relevant to Pakistan vACC airspace and local procedures.
- The transferee takes the applicable theory exams and must achieve a passing score.

Step 3: Temporary Control Permissions

- Intra-Division Transferees: Allowed to control unrestricted positions up to their rating with 10 hours required during the transfer period.
- Extra-Division Transferees: Must control unrestricted positions with 20 hours required during the transfer period.

Step 4: Final Checkout

- The transferee undergoes a final checkout session, either on the live network or in sweatbox simulations, to validate their skills.

Step 5: Resident Membership

- Successful transferees are accepted as full resident members and may progress to higher ratings or endorsements.

3.3. Visitor Training Program

Step 1: Application and Orientation

- A visitor applies to operate in Pakistan vACC.
- The visitor is briefed on the training plan and agrees to adhere to it.

Step 2: Theory Exams

- The visitor studies relevant materials and passes theory exams on Pakistan vACC procedures.

Step 3: Practical Training Session

- The visitor completes at least one practical session to familiarize themselves with local operations and expectations.

Step 4: Activity Requirement

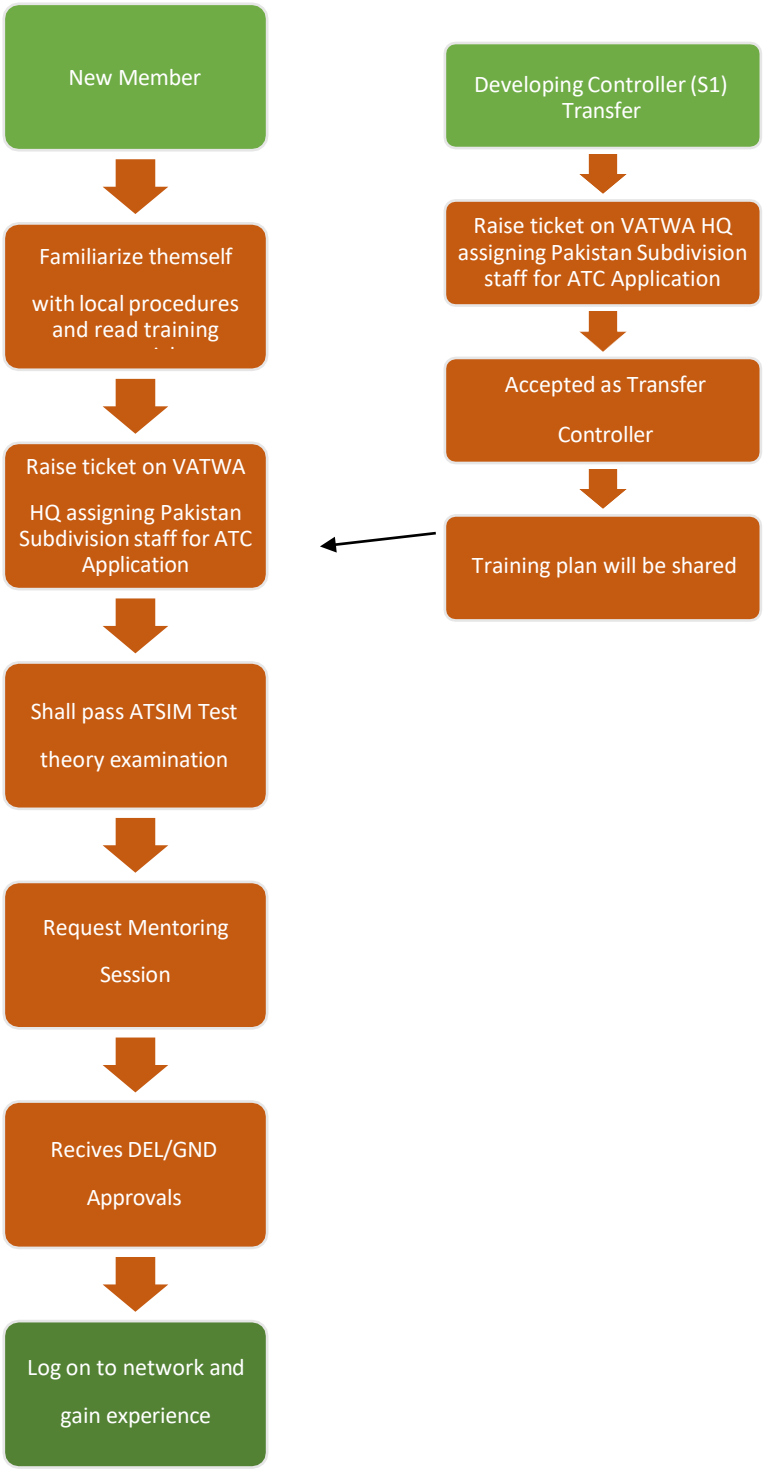
- Visitors are required to log at least 10 hours controlling unrestricted positions during their validation period.

Step 5: Endorsements (If Applicable)

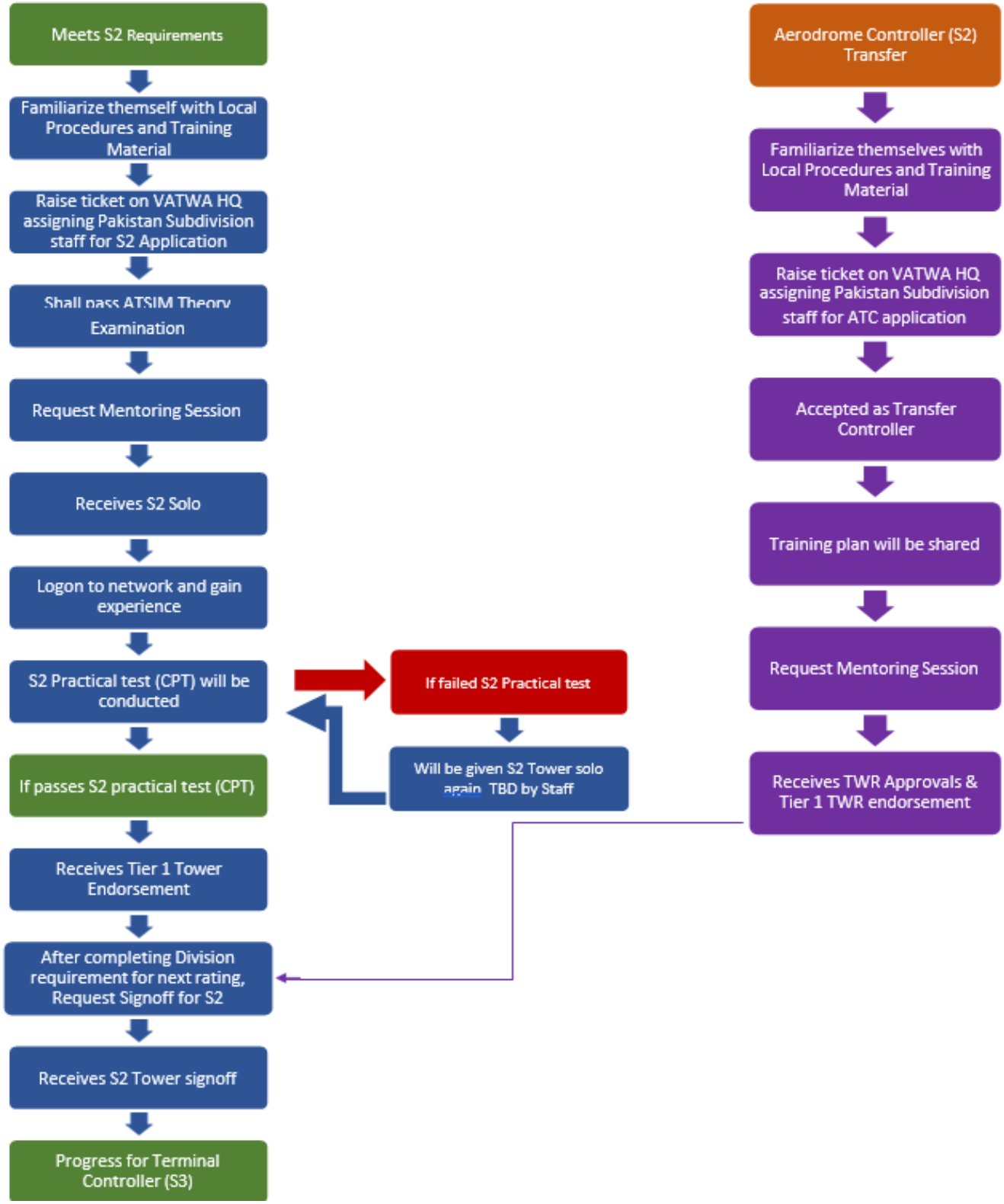
- Visitors interested in Tier 1 or Tier 2 positions undergo additional training and assessments.

4. Training Process in Pakistan vACC

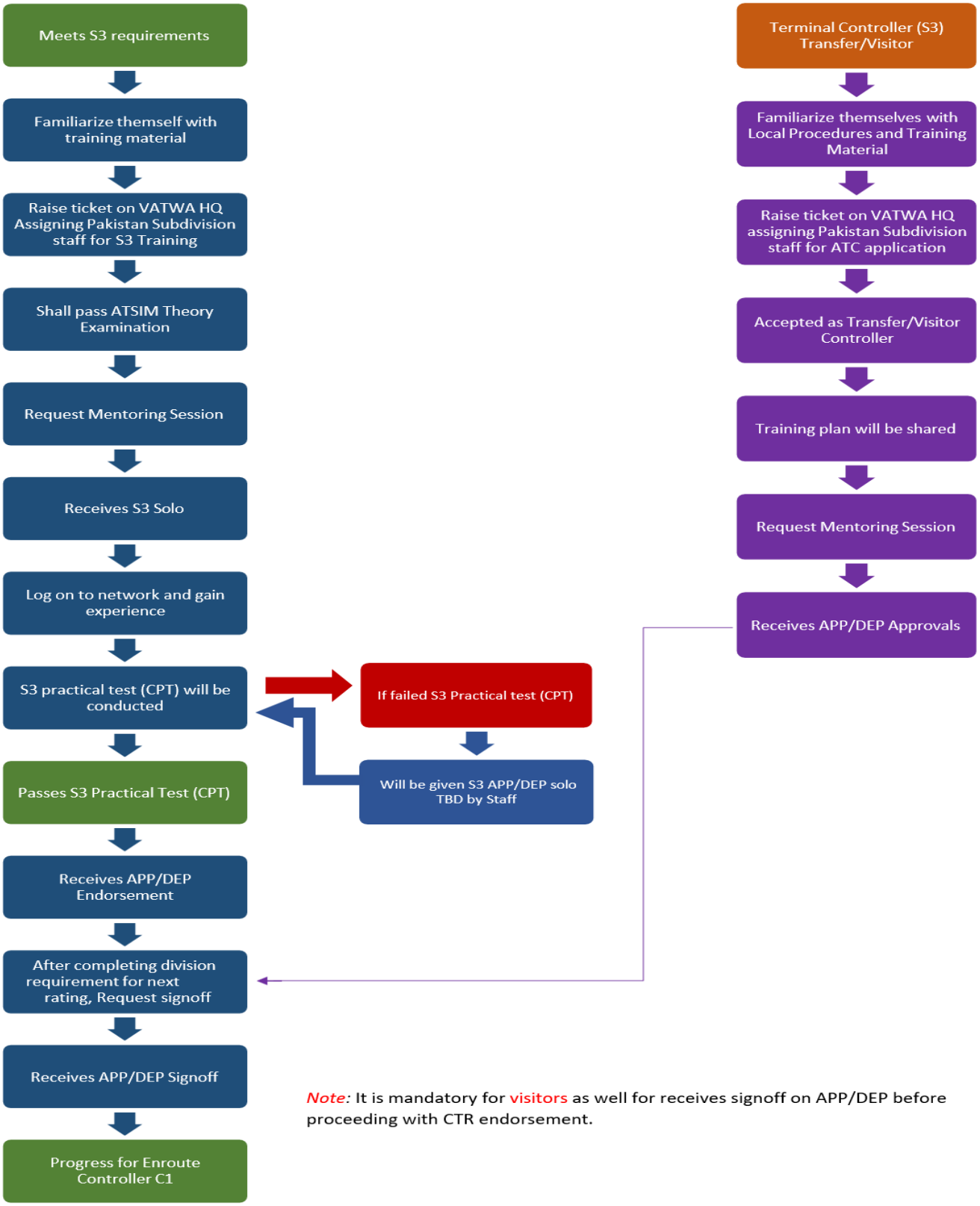
4.1. Observer (OBS) to Developing Controller (S1)



4.2. Developing Controller (S1) to Aerodrome Controller (S2)



4.3. Aerodrome Controller (S2) to Terminal Controller (S3)



Note: It is mandatory for visitors as well for receives signoff on APP/DEP before proceeding with CTR endorsement.

4.4. Terminal Controller (S3) to Enroute Controller (C1)

4.5. Enroute Controller (C1) to Senior Controller (C3)

C3 Rating is recommended by the Subdivision director along with recommendation letter to the VATWA division, only if controller is found worthy of this rating. C3 policy can be found here.

5. Signoff Procedure

Members shall raise a ticket on VATWA HQ assigning Pakistan subdivision for signoff. Instructor/Mentor will take session on sweatbox or live network under observation of Instructor/Mentor upon satisfaction of Instructor/Mentor member will be given off signoff. He can then follow the next procedure for his rating as outlined above in flow diagram.

Minimum Signoff requirements are mentioned below members should meet them before requesting signoff:

Position	Minimum Hours Required
DEL/GND	50 Hours
TWR	50 Hours
APP/DEP	50 Hours

- A resident member has to appear for a checkout session on current rating if he/she is returning from a long break of more than 6 months in order to train further for a new rating
- A member has to control at least 2 local vACC events as a pre-requisite to be able to train for a further higher rating after meeting all the pre-requisites.

6. Solo Validation

The students who have successfully completed all their training sessions will be given temporary approval to practice solo as TWR, APP/DEP and CTR with their current rating.

S1 will be able to logon as _T_TWR with their rating.
S2 will be able to log on as _T_APP/DEP with their rating.
S3 will be able to log on as _T_CTR with their rating.

Please note solo validation is subject to following constraints:

- Restricted to a single training airport and one training Enroute sector.
- Be listed on subdivision website and VATWA website, with student name, VATSIM CID and position they are solo validated on.

7. Controller Practical Test (CPT)

Controller Practical Test also known as CPT is a test assessment that is conducted on Live network and organized by Subdivision Staff in which a Trainee is examined by Pakistan subdivision Examiner or VATWA Division Examiner. Before undertaking the CPT, trainees are entrusted with a period of solo practice from minimum 7 days solo up to 30 days max and overall total of 90 days it's up to staff to decide solo period as per controller competency, allowing them to practice and build confidence in managing traffic. When Trainee feel ready for this CPT, He / She can reach out to Subdivision Director or ATC Training Director to schedule their CPT. CPT will be organized on any upcoming events or separately where trainee can expect high traffic to demonstrate his or her Skills.

If a Trainee passes the CPT, the trainee will be recommended for their next rating. Incase Trainee failed the CPT trainee will be given solo again to practice their week points and once trainee is ready CPT can be requested again. CPT rules and regulations can be found here

8. Visiting Controllers

Members who possess a controller rating and express their intention to visit Pakistan subdivision, while actively controlling in their respective subdivision, are designated as Visiting Controllers. The following requirements and procedures apply to Visiting Controllers:

- Visiting Controllers must hold a minimum of S2 with minimum 200 hours logged on S2.
- Visiting Controllers are not authorized to logon as instructor ratings (I1/I3) while controlling within Pakistan Subdivision.
- Visiting Controllers are required to control a minimum of 3 Hours within 90-day period to maintain active status. Visiting rights can be revoked due to lack of inactivity.
- If the Visitor controller is removed due to lack of inactivity and wishes to be reinstated, Training plan will be shared.
- Upon accepting as Visiting Controller Application, individuals will be assigned for Tier 2 endorsement. Training session will be required for Tier 1 Endorsement.
- Visitors are required to submit application VATWA HQ
- According to VATSIM TVCP, visitors are required to maintain more than 50%-hour currency in their home vACC.

9. Transfers

Members who wishes to transfer to Pakistan subdivision will need to follow guidelines here, All transfers are subject to VATSIM Transfer Policy. The Pakistan subdivision reserves the right to refuse transfers to Pakistan subdivisions if the transferring member has a history of poor records and a significant number of registered complaints.

10. Activity Requirements

It is mandatory for all members to maintain activity as a resident controller and a visitor controller to remain active on a roster. Following are minimum requirements to maintain activity.

Residents	**3 hours**	**Per Quarter**
Visitors	**3 Hours**	**Per Quarter**

After a quarterly check if member has been inactive will be removed from roster and will have to go through ATC sessions (depending on how quickly member picks up) and OTS exam.

11. ATC Session

Members when logging on as ATC are requested first to connect as Observer on Euroscope and observe sector and coordinate with active controller when logging on.

Members connecting as ATC are expected to be online for a minimum number of hours, as specified in the table below:

ATC Position	Minimum Hours
Delivery	45 mins
Ground	45 mins
Tower	45 mins
Approach/Departure	1 hour
Enroute	1 hour

12. ATC Training Manual

For ATC procedures, members can refer to the ATC Manual.