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360	I COPX		360	2316		KRT
380	I WCOPX		380	2334		KRT
330	I COPX		330	2337		KRT
380	I COPX		380	2333		KRT
320	I COPX		320	2321		KRT

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M3A - 25L

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FDB336 KRT B738/M
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Policy & Regulations

Version 1.0.0

July 2016



VATSIM Pakistan vACC - Policy & Regulations

Pakistan vACC is an ACC (Area Control Centre) within the VATSIM West Asia (VATWA). All of the policies stated in this document are in effect within Pakistan vACC only.

Rating Abbreviations:

- ✓ Inactive / INA
- ✓ Suspended / SUS
- ✓ Observer / OBS (also called 'Pilot/Observer')
- ✓ Student / S1 / STU
- ✓ Student 2 / S2 / STU2
- ✓ Senior Student / S3 / STU+
- ✓ Controller / C1 / CTR
- ✓ Senior Controller / C3 / CTR+
- ✓ Instructor / I1 / INS
- ✓ Senior Instructor / I3 / INS+
- ✓ Supervisor / SUP

Pakistan vACC Staff Members:

All ACCPAK Staff members (Callsign "ACCPAKx"), where x denotes the staff position number) are listed on the Division's Staff page, and job description. Emails are present on the Contact Us Page.

In the absence of Director Pakistan vACC (ACCPAK1), ACCPAK2 replaces him/her with all duties. In case of vacancy for ACCPAK1, Director VATWA (VATWA1) can nominate any of the existing VATWA staff to fill the position on an interim basis until a new Director of Pakistan vACC (ACCPAK1) has been appointed or VATWA1 replaces him /her with all duties.

Achieving ATC Ratings:

To achieve each ATC rating in Pakistan vACC, you must demonstrate the required skills in the position and the instructor/mentor must have confidence that you will be able to handle any traffic loads on the scope. The vACC follows the VATSIM GRP (Global Rating Policy) and each controller will be tested to the standards outlined in Appendix A of the GRP. The GRP is located at <https://www.vatsim.net/documents/global-ratings-policy>

In addition, a controller in the Pakistan vACC must demonstrate that he/she has an understanding of the procedures in the Pakistan vACC for any and all of the airports that they will control. This understanding can be obtained from the Training Documents for each Rating / Specific Major Airport in Pakistan Airspace. These documents are available on the Pakistan vACC website under "ATC > Training Documents."

For each rating, a theoretical exam must be passed, which will be issued by the Divisional Director / ATC Director through ATSIM (atsimtest.com).

All ratings, except S1 controllers, will require a formal practical exam to take place. S1 trainees will have a basic test on the official Teamspeak server, while S2 and higher ratings will have a CPT / OTS exam taking online on VATSIM.

Additionally, each rating will require that you read certain section(s) from the training Documents. For mentors/instructors to be confident that you have read the Training Documents, a brief theoretical exam will be taken over TeamSpeak verbally. During this verbal exam, questions will be asked from the Training Documents and you will be expected to answer them correctly. You may have the Training Document open in front of you during the verbal exam and the instructor/mentor will allow 2-3 minutes for you to answer the question. Failure to answer more than 70% of the questions will result in a fail of the verbal exam and you must re-schedule another session.

Once the verbal test over TeamSpeak is passed, you will be given a CPT (Controller Practical Test). This CPT will take place online at the instructor/mentor's discretion. Once the CPT test is passed, you will have achieved the rating.

Your instructor will then file an exam report and the upgrade will be completed within 3-5 days by the VATWA division staff.

The CPT is only given to S2 and higher controllers. For S1 it will not be required, however, you will need to know how to read clearances, amend clearances, and issue taxi instructions.

Please make sure you at least have the following number of required hours / time since you've achieved the ratings to be eligible for an upgrade:

- S1 to S2 min 20 hours as S1 and at least 1 month as a S1
- S2 to S3 min 30 hours as S2 and at least 2 months as a S2
- S3 to C1 min 50 hours as S3 and at least 2 months as a S3

Controller Ratings and Required Knowledge

- Ground Controller (S1) -GND
- Tower Controller (S2) - TWR
- TMA Controller (S3) - APP
- Enroute Controller (C1) - CTR
- Senior Controller (C3)

For each of these ratings, the appropriate theory test must also be taken in ATSimTest.

Ground Controller S1

This rating does not require a practical exam although the theory test must be passed in ATSIM. You will also need to know how to read clearances, amend clearances, and issue taxi instructions etc. A test will be taken regarding this by your Instructor. Similarly, a simple test regarding the Training Documents will be taken.

Tower Controller S2

The following competencies are required to receive the Student 2 rating.

- Setup, Configure and Connect to the network
- Demonstrates understanding of the ATS role
- Displays service delivery awareness
- Displays situational awareness
- Manages communication priority
- Uses correct phraseology
- Manages Flight Strips, Tags and Flight Plans
- Displays professional behaviour and pleasant attitude
- Coordinates with other ATC where required
- Correctly identifies aircraft and applicable flight rule
- Applies basic altimetry
- Issues appropriate clearance and departure instructions
- Issues appropriate GND instructions where/when required
- Selects suitable Duty/Active Runway
- Generates ATIS
- Issues takeoff clearances
- Issues landing clearances
- Applies correct runway separation
- Handles missed approaches
- Manages circuit traffic
- Correctly transfers aircraft to next ATC unit

Approach (TMA) Controller (S3)

The following competencies are required to receive the Student 3 (Approach/Departure) rating.

- Correctly identifies departing aircraft
- Cancels SID and vectors aircraft for sequencing or separation
- Issues amended maintains level where necessary for positive separation
- Correctly transfers aircraft to the Enroute controller
- Ensures pilot is in receipt of correct ATIS information
- Cancels STAR and vectors aircraft for sequencing or separation
- Issues descent and provides runway assignment or reiteration
- Provides position and distance to run to aircraft
- Correctly positions aircraft for approach type
- Correctly issues the approach clearance
- Correctly transfers aircraft to the TWR controller
- Verifies mode C level of aircraft when commencing radar service
- Issues appropriate TMA instructions where/when required
- Provides suitable vectors to aircraft when required
- Initiates holding when necessary to regulate traffic flow
- Adjusts aircraft speed or track to achieve sequence
- Applies appropriate vertical separation between aircraft
- Applies appropriate lateral separation between aircraft
- Passes traffic information where required
- Provides additional information or navigation service
- Correctly processes aircraft entering CTA from Class G airspace
- Correctly processes aircraft leaving CTA into Class G airspace
- Implements flight following procedures when requested

Area or En-Route Controller (C1)

The following competencies are required to receive the Controller 1 (Center) rating. These competencies are cumulative and the student must demonstrate compliance with all previous rating requirements.

- Issues appropriate CTR instructions where/when required
- Applies advanced altimetry concepts
- Provides suitable vectors to aircraft when required
- Initiates holding when necessary to regulate traffic flow
- Adjusts aircraft speed or track to achieve initial sequencing for arrival
- Correctly transfers aircraft to next ATC unit
- Provides separation service appropriate for class of airspace
- Applies appropriate vertical separation between aircraft
- Applies appropriate vertical separation to aircraft operating in the RVSM band
- Applies time separation between aircraft in non-radar environment
- Applies separation between aircraft in radar environment
- Provides traffic services appropriate for class of airspace
- Provides additional information or navigation service
- Issues airways clearance to aircraft entering CTA
- Terminates services for aircraft leaving CTA
- Issues STAR Clearance where necessary
- Provides services appropriate to VFR aircraft

Senior Controller (C3)

According to VATSIMs Global Rating Policy (GRP) no ATC position can require a higher rating than Enroute Controller (C1). However the Senior Controller rating C3, whilst not directly linked to an ATC position as such, is considered to be the highest controller rating recognizing the knowledge, skill and seniority that a member can achieve and one achieved, remains a permanent rating.

Requirements

All members holding a C1 rating are eligible to apply for a promotion to C3 rating based on the following criteria.

The member

- is C1 rated for at least 6 months with a minimum of 150hrs at that rating.
- must have served 75 hours as active ATC within the last 12 months.
- is recommended for promotion by a vACC Director
- spent 20 hours as a mentor in a C1 position (acknowledged by vACC Director).
- can prove that he/she has made a positive contribution to the development/promotion of student controllers in VATWA.
- has successfully passed a CPT (to be determined by at least two examiners, with at least one divisional examiner and at least one local examiner).

The appertaining Controller Practical Test (CPT) will focus on the following:

- Ability to service multiple airports/positions
- Ability to handle IFR and VFR flights sharing the same airspace
- Ability to handle abnormal situations
- Steady traffic-flow
- Traffic awareness
- Keeping the big picture
- Ability to coordinate with adjacent controllers
- Ability to use correct phraseology in English

The Controller Practical Test (CPT) must be conducted on a CTR position. The Controller Practical Test (CPT) normally shall be conducted in VATSIM online environment, but also may be conducted in a Simulator Session. The member can opt to forego the local Examiner conducting the CPT if it proves difficult to get availability of a Divisional Examiner and a local Examiner at the same time. This divisional policy comes into force with its publication on the VATWA website.

Instructor (INS) Rating

The Instructor rating is for experienced Controllers (CTR/CTR+) who have demonstrated superior knowledge of the ATC procedures and teaching skills, and who are actively involved in ATC-Training matters on a regular basis in their home vACC. This function / rating is non-permanent and must only be used to login on stations within the VATWA area (outside this area, the permanent rating CTR/CTR+ or SUP/ADM if applicable should be used instead).

Requirements

- Above average knowledge of VATSIM, VATASIA and VATWA rules and regulations
- Excellent knowledge of ATC matters
- Good pedagogical skills
- Good command of English, both written and spoken
- Passes the VATWA ATSimTest Theory Examination for Instructors (or have completed a former INS-Course)
- In good standing with VATSIM
- Hold a CTR or CTR+ permanent rating for at least 6 months(must have at least 150hours as a C1)
- Involved in ATC-Training for one year at least
- Served as ATCO for at least 100 hours during the last 12 Months
- Recommended by the local vACC ATC-TD Leader
- Approved by VATWA1 and VATWA3
- Must be involved in vACC ATC-Training (e.g. mentoring or working on training docs)
- The VATWA ATC-TD may limit the number of concurrent INS by a specific vACC if deemed necessary.

How to apply for this function

The vACC Director should write a mail to VATWA1 and VATWA3, containing the following information about the controller:

- VATSIM-ID, permanent rating and name
- How long they have been working in the local ATC-TD and what kind of jobs he is tasked with
- List of ATC-Hours during the last 12 Months (hours listed per month)
- If the controller has passed a former INS-Course: Date of the INS-Course and name of the examiner
- Personal recommendation letter of the vACC Director

INS+ Rating

The Senior Instructor rating is reserved for the Division Training Director and Deputy.

Requirements

- Above average knowledge of VATSIM, VATASIA and VATWA rules and regulations
- Excellent knowledge of ATC matters
- Good pedagogical skills
- Good command of English, both written and spoken
- Passes the VATWA ATSimTest Theory Examination for Instructors (or have completed a former INS-Course)
- In good standing with VATSIM
- Hold a CTR+ permanent rating
- Involved in Divisional ATC-Training
- Approved by VATWA1

Pakistan vACC General ATC Policy:

- Anyone wanting to apply for a Controller position should contact the Director Pakistan vACC / Training Director Pakistan vACC, with his/her name, CID, and current division (past experience if any)
- All Active Controllers are required to log in and control at a ATC Facility **at least every 2 months**. If you are unable to do so, due to a valid reason, please let the Director / ATC Training Director know, otherwise, you may be removed from the Controller list.
- Please ensure that whenever you are connected to the network controlling any facility in the Pakistan airspace, you also be available on Teamspeak for controller coordination. In this regard, a separate room has been created, titled "Controller Coordination Room", where all active controllers can coordinate regarding different traffic.
- Whenever you come online, it is required for all controllers to send a "Broadcast" message to inform all controllers in the region that you are online. To send a broadcast message on Euroscope, simply enter a Slash sign "/" followed by a broadcast message (e.g Lahore Tower is now available) into the Euroscope command bar, which will ensure that all upper / lower controllers know that you're online.
- If a Pakistan vACC ATC Instructor or member of the *Division Staff* deems that a controller is not up to the required standard for a controller position, they may ask the controller to seek mentoring prior to logging on and/or vacate that position. Unless otherwise stated, the member shall not log onto a position of the same type (i.e. GND, TWR, APP, CTR) or higher within Pakistan vACC until such mentoring has been obtained. Alternatively an Instructor may offer some time to mentor in an attempt to redress problem areas.
- The member in question shall be allowed to log on again when authorised by the ATC Training Department. In case of disagreement on the outcome of a performance check, the member concerned must comply with any instruction to vacate, but may appeal the decision to the ATC Training Department.
- If a student does not arrive in adequate time for their mentoring session, the mentor may choose to assume the booked time for their own controlling, or nullify the booking. Mentoring session bookings ceases to be valid if the student or mentor has not logged in to control within 15 minutes of the session start time.
- For all controllers that are logging in as a Trainee Controller, they will use the facility callsign XXXX_XXX (e.g OPKC_APP), with the mentor logging in as XXXX_M_XXX (e.g OPKC_M_APP).

- For all Solo validations, controllers are allowed to log on alone with the Facility callsign (e.g OPKR_CTR), but must have **Solo Validated** mentioned in their Personal ATIS, alongside a link to the Pakistan vACC website, for Supervisor checks.
- When approved by the member of staff designated overall responsibility for events, controllers may be allocated positions to control. Allocated controlling shall take priority over controller bookings.
- For controlling during a designated event, allocation of controlling or booking by controllers may be subject to a priority order which may be based on factors including, but not limited to: rating, experience, training status, mentoring permissions, RTS or Division status. To book a Controller position for an event, contact the Director or ATC Training Director.
- Controllers who fail to honour their bookings (including allocated controlling during events) may be subject to sanctions. This may include losing the ability to make bookings and/or losing the privilege of being allocated to control during events.
- Those who wish to apply for a Visiting Controller at Pakistan vACC can do so from the website, only S3 and higher ratings will be considered for a Visiting controller position.

Pakistan vACC Teamspeak Policy:

- The Pakistan vACC Teamspeak is for all the Pakistan controllers and pilots to use.
- You can obtain the Teamspeak Server ID and Password from any of the Staff members, by contacting them on their email, as present on the Pakistan vACC Website.
- Please make sure you logon with your full name and VATSIM CID in the format “Name - CID”. For example: Shujaa Imran - 1303668. Failure to do so may result in a kick from the server.
- Staff members will logon with their staff callsign and full name in the following format “- CALLSIGN - Full Name”. For example: ACCPAK1 - Shujaa Imran.
- Do not stay in the Default channel, but please move to a room that suits your current situation. In this case, the Lounge is the most common place.
- Make sure you do not enter any Offices without prior permission from one of the staff members.
- Do not abuse, make fun of, taunt, or do any such act that is not permitted in the VATSIM Code of Conduct on the Teamspeak server. Doing so may result in a Kick, multiple violations will result in a Ban from the server.