



Guest Controller Approval procedure

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The IVAO French division is following the Guest Controller Approval policy which is described in the IVAO Rules and Regulations <http://www.iviao.aero/rulregs/controllers.htm>.

Consequently, ATC positions subject to Facility Rating Assignments (FRAs) available within the FR division, including the following overseas territories airfields TFF*, FME*, FMCZ, SOO*, SOCA and LFVP, are subject to this Guest Controller Approval procedure as described below.

The French 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, and must be considered as guidelines, which means French Staff may decide at any time to approve, deny or end a GCA without justification.

GCA restrictions for the French division:

Approval duration:

The approval is given for **one year** following the time of the evaluation (see below) but may be subject to modification should the foreign division member controlling under a GCA performs unwanted behaviour.

Ratings and allowed connections:

Members requesting the GCA in French division must have ADC rating (which means ADC practical exam has already been successfully passed) or higher.

Member will have to choose his GCA level prior the evaluation. This level must be equal or below the current member's ATC level and will restrict the connections allowed in case of a successful evaluation:

- GCA ADC level, available for ADC or higher rated members, will allow _DEL, _GND, _TWR connections;
- GCA APC level, available for APC or higher rated members, will allow _DEL, _GND, _TWR, _DEP and _APP connections;
- GCA ACC level, available for ACC or higher rated members, will allow _DEL, _GND, _TWR, _DEP, _APP and _CTR connections.

French staff may decide to restrict GCA for a given airfield or centre.

Language requirements:

The French 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 French division approval unless they resign for one of them which hence may be replaced by the French GCA approval upon passing the evaluation.

Division change rule:

Former French division IVAO members who requested a division change rule to another division will be ineligible to Guest Controller Approval in the French 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 members are considered to be exemplary regarding such approval. They will represent both their division and the French division while being online on a French 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.

In addition, members who have been assigned a GCA in French division must regularly connect on ATC positions for which they have been authorized (at least once a month).

Approval process:

This is a 3-step approval process. FR-HQ may refuse member's request at any step.

- First of all, the member requiring a GCA should send a motivated email to fr-hq@ivao.aero explaining his motivations to control within the French airspace and which level and position he/she would like to be entitled to.
- Then, the member will have to contact the FR-TC or FR-TAC who will schedule and conduct the evaluation of the member on the desired ATC position. The evaluation may be delegated to any French training staff member.
- Following the evaluation result, FR-HQ will assess the situation based on FR-TC/FR-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 French staff availability for the evaluation.

Evaluation criteria:

Various criteria will be used depending on the rating the member have and the level he/she would like to be granted within the French division.

Tower position (ADC level):

During the evaluation, the member (ADC rated or higher) will be evaluated as in a regular exam and will need to handle TWR+GND+DEL on an airfield of his choice.

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

Approach position (APC level):

The member (APC rated or higher) will be required to hold APP+TWR+GND+DEL position as it may happen on IVAO. Traffic however may not be at an APC exam level but should correspond to IVAO France 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 aircraft, simultaneous VFR and IFR traffic management);
- 3- IFR traffic handling (departure clearances, departure and arrival separations);
- 4- Frequency management;
- 5- Climb to cruise level or coordinated level, and descent to final approach management;
- 6- Radar vectoring or procedure abilities based on French regulations;
- 7- Theoretical knowledge up to APC level;
- 8- Safe handling of traffic.

Control position (ACC level):

The member (ACC rated or higher) will be required to hold CTR position as it may happen on IVAO and will have to manage at least one airfield with IFR procedures (APP+TWR). Traffic however may not be at an ACC level exam but should correspond to IVAO France 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 aircraft, simultaneous VFR and IFR traffic management);
- 3- IFR traffic handling (departure clearances, departure and arrival separations on an uncontrolled airfield);
- 4- Frequency management;
- 5- Climb to cruise level and descent management, accurate use of directs and shortcuts;
- 6- Radar vectoring or procedure abilities based on French regulations;
- 7- Theoretical knowledge up to ACC level;
- 8- Safe handling of traffic.