International Virtual Aviation Organisation

SWITZERLAND
Division

DOCUMENTATION

ATC RULES AND REGULATIONS

SWITZERLAND DIVISION

IVAO CH STAFF

REVISION LIST

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15 MAR 20	CH-TC, CH-TAC	Document creation
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List of changed items since version from 23 APR 20:

- Included restriction (already existing) to open LSAS_LM1_CTR in chapter 3.2.4

CONTENTS

1. INTRODUCTION

1.1 FOREWORD

This document contains all rules and regulations relative to ATC activity (as defined in IVAO Rules and Regulations) within IVAO Switzerland Division and is meant as a complement of IVAO Rules and Regulations.

Those rules and regulations apply to anyone who intends to take part in ATC activity in Switzerland.

1.2 APPLICABILITY

These rules and regulations are applicable to all ATC and FIS position under control of the IVAO Switzerland Division, in particular:

- Those of all controlled aerodromes inside the LSAS FIR (ICAO code LSxx), including DEL, GND, TWR, DEP and APP positions.
- FIS positions (LSxx_FSS, LSxx_I_TWR)
- Swiss ACC positions (LSxx_[...]_CTR)
- EDNY_TWR jointly with IVAO Germany Division

LFSB is under control of IVAO France Division and is therefore not included in these rules and regulations. Only members of IVAO France Division can control in LFSB, or members holders of a GCA (Guest Controller Approval) in IVAO France Division.

1.3 FACILITY RATING ASSIGNEMENT

A minimum controller rating is defined for each ATC or FIS position, based on their type (suffix). The training regulation (see *3. Training regulations*) completes and supersedes the FRA restrictions.

Type	Minimum Rating
DEL	AS1
GND	AS2
TWR, I_TWR	AS3
APP, DEP, FSS	ADC
CTR	APC

Table 1

2. GENERAL RULES

2.1 BASIC REQUIREMENTS

Anyone intending to control a position in IVAO Switzerland shall:

- Possess the required knowledge (it is the user's responsibility to keep up to date with the relevant documentation – including use of software – and charts)
- Possess the required skills (it is the user's responsibility to practice regularly so their skills remain sufficient)
- Demonstrate an appropriate attitude (including the ability to accept and act upon any comments or suggestions for improvement by IVAO Switzerland staff members; if he/she feels that knowledge or skills are insufficient, he/she should request a training).

All IVAO Switzerland staff members are authorized to evaluate whether these requirements are fulfilled, and if they are not, can ask any user to disconnect from the network and to request a training.

If such an action is taken, the user is forbidden to control any position in IVAO Switzerland again until the training has been completed and the trainer has given his/her explicit approval.

2.2 DOCUMENTATION

Airport or position-specific documentation – Air Traffic Management Manual (ATMM), Operating Manual (OM), Handysheet, other documents provided by IVAO Switzerland, and local charts supersede and complete the IVAO documentation.

It is the user's responsibility to remain current with the relevant documentation and to have up-to-date charts.

2.3 CONNECTION AND SETUP

It is strictly forbidden to connect to a position for which a training is mandatory (see *3.2.2 Positions with mandatory training*) without having completed such a training.

When connecting to an active ATC position (including FIS), the user should be familiar with the basic functions of the software (ATIS, frequency setting, assuming/transferring, labelling, etc). Reading the user manual and connecting as an observer before the first connection are highly recommended.

Within IVAO Switzerland division, all controllers shall use voice. The controller shall ensure voice receiving and transmitting functions are functioning correctly.

The frequency, ATIS and TeamSpeak 2 channel must be correctly setup within 5 minutes of the time of connection to the network.

When ready to assume traffic, latest 5 minutes after the time of connection, the controller shall announce "online" on the ATC channel. In addition, directly adjacent ATC stations (including foreign) shall be notified of the connection individually.

2.4   CONTROL SESSION

The controller shall be reachable via his position's TeamSpeak 2 channel at all times, and shall check his/her frequency messages and private messages on the ATC client regularly. Should a staff member not be able to reach a user via either of these means after 5 minutes, this will be considered as sandbagging and reported as such.

The controller shall ensure a safe and efficient service during the whole controlling session.

The controller shall at all times be reachable by other controller for coordination purposes, either via private message on the ATC client or via voice on another platform.

The usage of the ATC frequency shall be limited to transmissions relevant to the control and/or information of flights.

2.5   DISCONNECTION

When disconnecting from an active ATC position, the controller must inform directly adjacent positions of the imminent disconnection individually.

All traffic must be transferred to the next responsible station (if applicable). Where labels aren't completely explicit, the situation must be detailed to the next controller.

Immediately before closing the position, the user must send "offline" in the ATC channel. Once disconnected from the network, the user shall disconnect from TeamSpeak 2 as well.

2.6   POSITION SCHEDULING

Position scheduling can be done via the official IVAO ATC Scheduling System (ATCSS).

When trainings, exams and user events take place, position booking via the forum has precedence over the IVAO ATCSS.

For events organized by IVAO Switzerland, the ATC planning made by IVAO Switzerland has precedence over the IVAO ATCSS and any claims made on the forum or other media.

If a booked position is occupied by another controller, the user having booked the position shall inform the other controller about the booking. The controller present has until 10 minutes after the start of the booking to disconnect from the booked position, following the rules laid out in *2.5 Disconnection*.

2.7 APPROVED SOFTWARE

2.7.1 NORMAL SESSIONS

There are no limitations on software used for normal control sessions (all except those described below). However, controllers are responsible to ensure that their data (sectorfile) is up-to-date.

IVAC2, although still authorized, is not supported anymore and can contain out-of-date data. Use is under the controller's own responsibility.

2.7.2 TRAINING, EXAM AND GCA CHECKOUT SESSIONS

When controlling for a training, exam or GCA checkout, including on adjacent positions (e.g. position where direct coordination with the station subject to the training, exam, GCA checkout or official event), only IvAc1 and Aurora shall be used. This is because IVAC2 doesn't include a multi-chat function.

3. TRAINING REGULATIONS

3.1 GENERAL

Exceptions to the present training regulations can only be granted by the IVAO Switzerland Training Department.

Trainings will only be given to members and GCA holders of the IVAO Switzerland division.

Trainings should always take place on stations with mandatory training, as those are more prone to provide a satisfactory traffic amount.

3.2 DEFINITIONS

3.2.1 TRAINING VALIDITY

A training is only considered valid when done by an official IVAO Switzerland training staff, or IVAO HQ training staff as appointed by IVAO Switzerland.

A training is considered "done" or "completed" only after the trainer has explicitly released the trainee to control the corresponding position on his/her own.

Trainings done before 01.10.2018 are not taken into account. They were done under a very different training system and are therefore not compliant with the current division requirements.

3.2.2 POSITIONS WITH MANDATORY TRAINING

On the major airports (LSGG and LSZH), a training is required for each position type (suffixes DEL, GND, TWR, DEP, APP). A training on one of the major airports is only valid for that particular airport.

A training is required prior to connecting on ACC sectors (suffix CTR) and Information Centres (suffix FSS).

3.2.3 FREE POSITIONS

For all other airports under the responsibility of IVAO Switzerland, training is not mandatory. However, users shall always demonstrate the required knowledge, skills and attitude as defined in *2.1 Basic requirements*.

Users must at all times be familiar with the relevant documentation for their position, particularly their Area of Responsibility, in order to ensure a swift collaboration with other controllers.

Users can acquire new ratings (AS2 and AS3) whilst controlling at free positions. This does not grant them the right to open any position at airports with mandatory training.

3.2.4 SELF-TRAINING POSITIONS

LSAS_LM1_CTR is subject to a self-training requirement. Once the trainee has had the ACC intro for LSAG_INS_CTR and LSAZ_S_CTR, he/she must control 15h on each of these positions to be authorized to open LSAS_LM1_CTR.

Once the hours have been done, the controller must make a request to open LSAS_LM1_CTR to ch-training@ivao.aero. The CH-TD will check the applicant's hours on each sector, and grant the permission.

3.3 TYPES OF TRAINING

The following applies to all stations with mandatory training, as defined above.

3.3.1 INITIAL TRAINING

Initial trainings include: AS1 (DEL), AS2 (GND) and AS3 (TWR) trainings / APP intro / ACC intro.

A training must be completed for each station type in the order defined in *Table 1*. The goal of an initial training is to understand the fundamentals of each station type, in order to provide safe and efficient ATC services at each level before moving onto the next.

An initial training is done on the corresponding station type. Stations below can either be manned, or under the control of the trainee.

3.3.2 FAMILIARIZATION TRAINING

Familiarization trainings can be done for LSGG and LSZH / LSAG and LSAZ.

Once an initial training or a series of initial trainings has been completed on one of the major airports, and the trainee wishes to control the other major airport, a familiarization training must be undertaken.

The goal of a familiarization training is to understand the differences between the two major airports / two ACC sectors.

The training is done on the highest station type the trainee was trained for.

- Up to TWR positions, all stations below shall be under the control of the trainee.
- For APP positions, adjacent APP and DEP positions of the same airport shall be under the control of the trainee, but TWR and below can be manned.
- For CTR positions, CTR positions of the same sector shall be under the control of the trainee, but APP and below can be manned.

3.3.3 EXAM PREPARATION

Exam preparation trainings include: ADC training, APC training and ACC training.

The goal of these trainings is, of course, to prepare the trainee for the corresponding exam.

Just like the corresponding exams, the following applies:

- ADC exam preparation is done on TWR position at one of the major airports (LSGG or LSZH) with all stations below under the trainee's responsibility.
- APC exam preparation is done on the main APP position at one of the major airports, with all adjacent APP and DEP positions of the same airport under the control of the trainee, but TWR and below should be manned.
- ACC exam preparation is done on the main CTR position of one of the two sectors (LSAG or LSAZ), with CTR positions of the same sector under the control of the trainee; all APP positions and below can be manned, except for one airport which must be left entirely under responsibility of the trainee.