

TRAINING

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GCA

Guest Controller Approval

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Overview

Guest controller Approval is a permission that allows a foreign controller to provide service in a division which differs from the member's registered division. The IVAO Algeria Division is taking part in the GCA program according to the R & R 5.1.7.

Facility endorsements

ATC positions are subject to Facility Rating assignments, which are regulated and enforced by the DZ-ATC Operations Department and require the holder of a GCA to meet these standards.

How to request a GCA

Familiarize yourself with this document and procedure enforced inside the DZ division.

Visit this link to apply: <https://web.dz.ivao.aero/>
Schedule and perform practical checkout with one of our trainers
Execute 2 or more sessions deemed necessary to gain the GCA.

Restrictions

All users with ADC (or higher) rating can apply for a GCA. The list below shows the positions allowed for each rating:

Rating	Positions Authorized
ADC	Delivery (DEL) Ground (GND) Tower(TWR)
APC and ACC	Delivery (DEL)Ground (GND) Tower(TWR) Approach (APP)

Applicants wishing to take on ACC positions are required to undergo a mandatory session with the Divisional Training Department

Validity

GCA Holders are required to connect at least two (2) hours every month, or five (5) hours every 2 months to maintain the Approval.

GCA Removal

GCA holders shall have his/her GCA removed from their respective IVAO profile because of the following reasons:

Failure to log in at the required time according to the policy.
Failure to provide high-quality ATC service at the current GCA rating.
Non-compliance with the GCA requirements.
Violation of IVAO Rules and Regulations.

Any Failure and/or violation will cause the approval to be revoked with no prior warning. **Members**

under special circumstances may have the validity period requirement amended only with prior written agreement from the Training coordinators and/or Division HQ.

FRA (Facility Rating Assignments)

FRA update informations Introduction

Division HQ @**DZ-HQ** and **DZ-AOC** are able to offer permanent or temporary exemptions to the FRAs however, no request will be authorised unless it has approval from the **AOC** or the **AOAC** in their absence.

Circumstances Where FRA Exemptions May Be Granted

FRA exemptions may be issued in circumstances including but not limited to:

- Training in the presence of a suitably qualified instructor.
- Following the successful completion of a validation on any position for which the minimum rating is not held.
- Events where the controller is deemed suitably competent to control the position without observation.

Other circumstances dictated by the ATC Operations Department.

Requesting an Exemption

FRA Exemptions can only be submitted via email - requests via Discord will be rejected. The following details must be emailed to the DZ-HQ and ATC Operations Department at least 5 days prior to the start date of the exemption:

Requestor Name:

Requestor VID:

Controller Name/VID (if different):

Permanent or Temporary?

Exemption Position:

Requested Start Date:

Requested Time Period (if applicable):

Purpose:

Following the receipt of this email, the request will be assessed and a result issued within 48 hours. Requestors/Controllers have no right to appeal the outcome of any request and are reminded that the facility is considered a privilege to use and this may be revoked at any time.

Training Procedures

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1. Overview

New controllers are required to request a training in order to be allowed to practice at an assigned training airport. Once training is requested a an Instructor will be assigned which will guide the student through the entire training process. Aa mentioned we expect students to self-study in order to be best rpeared for each scheduled training session, we do not offer full lectures on each topic as this is simple not feasible, instead we try to point out mistakes or demonstrate where improvements can be made

2. Controller Ratings

IVAO offers 6 different **ATC** ratings which are utilized by the North America division as follows:

Current Rating		Certified for	Highest Position for Training	Target Rating		Description
AS1		Observer	Ground	AS2		Not allowed to control except when in training.

Current Rating		Certified for	Highest Position for Training	Target Rating		Description
AS2		DEL/GND	Tower	AS3		Allowed to control assigned DEL/GND position.
AS3		DEL/GND	Tower	ADC		Allowed to control any DEL/GND/TWR position. ¹
ADC		DEL/GND/TWR	Approach	APC		Allowed to control any DEL/GND/TWR position.
APC		DEL/GND/TWR /APP	Center	ACC		Allowed to control any DEL/GND/TWR /APP/CTR position. ²

Note 1: Some complex airports require ADC rating and are excempt from this rule.
Note 2: Enroute positions only require APC rating.

You can view all Facility Rating Requirments [here](#)

3. Training Flow Chart

Work In Progress ☐

4. ATC Rating Progression

- AS1 to AS2
- AS2 to AS3
- AS3 to ADC
- ADC to APC
- APC to ACC

1. Trainees will be trained as outlined in the [training syllabus](#) stage 3

2. Trainee completes total of 200 hours as controller.
3. Trainee successfully completes the ACC theoretical exam.
4. Trainee successfully completes the ACC practical exam.

5. Training Requests

All training shall be requested on the main IVAO website [here](#)

All training is conducted over voice in the division discord server.

Cancellations

- If necessary, students may cancel their training session by means of direct communication with the Instructor
- Students may not cancel a session within 1 hour of the session start time.
- If a session is canceled by the training staff, the Instructor who canceled the session will make an effort to schedule a make-up session within a timely manner.

Failure to Show

- Students must report to the training session within 10 minutes of the session start time.
- Students who fail to attend will have a “no-show” training record filed.
- If a student fails to show to 3 sessions, without valid cause, they may receive a warning at the discretion of the Training Coordinator
- Additionally, three consecutive failures to shows are subject to disciplinary action at the discretion of the Training Coordinator.

Spontaneous Training

- Allows students and training staff with variable schedules to find training on short notice.
- Spontaneous training is scheduled through the appropriate channel on discord.

Remedial Training

- Remedial training is mandatory training that covers areas of observed deficiencies as noted by any Training Staff member regarding a controller who is already certified for a position(s).
- If a controller is directed to remedial training, they must contact the TC to schedule remedial training
- The TC is responsible for administering/conducting all remedial training.
- The TC may delegate this responsibility to other training staff.

Unproductive Sessions

- If a student comes unprepared for a session or a student is under-performing, the training staff member conducting the session may deem the session as unproductive and cancel the session.
- If more than one unproductive sessions are filed, the student may receive a warning at the discretion of the TC, and an individualized training may be developed to outline improvements to the student's behavior, training, or lack of preparedness at the discretion of the TC and TAC.

6. Practical Exams

- A practical exam is designed to evaluate the student's ability to work a position without any assistance.
- To request a practical exam the student must obtain at least one "recommendation" by his/her assigned instructor.
- A practical exam will be proctored by a division training advisor who will then be the designated examiner.
- A score and summary of the exam will then be submitted by the examiner to a Senior Training Advisor for final evaluation.
- If passed, the new rating will be assigned.
- If failed, the student may request a new practical exam.

AS1/AS2

Lesson	Content
Intro to IVAO	R&R, Divisional Structure, Training overview, Aurora Setup
Airspace	Classes of Airspace, Requirements, Special Use Airspaces
Weather	Decoding METARs & TAFs, Runway Configurations, TAs and TLs
Communications	Phonetic Alphabet, Number Groupings and Special Callsigns, Aircraft Categories
Routing	Equipment Suffixes, NAVAIDs/Fixes, Departure Procedures
Clearance Delivery	CRAFT acronym, RVSM airspace, Altitude for direction of flight
IFR Clearances	use of CRAFT, Local Procedures, Amendments, FRCs
VFR	Traffic Pattern, VFR Departures, VFR Flight Following, Class B application
Ground Control	Movement vs Non-movement, ASDE-X, Taxi instruction, hold short of, intersection departure, taxi-to-parking
Helicopter ground movement	Hover taxi, Air taxi
Ground Sequencing	Follow, Give-way, departure sequences
Transmissions	Radio Etiquette, Silent Acknowledgment, readback and hearback, transfer of communication
Coordination	Intersection departure, runway crossings, position briefings

AS3/ADC

Lesson	Content
Basic VFR Operations	Parts of a Traffic Pattern, Entry Instructions, Parts of the Option Clearance, Airspace Transition
VFR Sequencing	Pattern Entry Instructions/Fundamentals, Traffic Advisories/Follow, Use of 270/360 Turns, S-Turns, Visual Holding
Separation	Same Runway Separation, Wake Turbulence Separation

Lesson	Content
Departure Fundamentals	Take-Off Clearance Foundation, Intersection Take-Off Clearance, Line Up and Wait, VFR Departure Take-Off Clearance, Helicopter Departure Instructions, Heading Instructions, Spacing Concepts (meeting MIT, building spacing, etc.)
Arrival Fundamentals	Landing Clearance, Crossing Runways, Go-Arounds, Change-to-Runway, Arriving Traffic/In-Trail Advisories, Option and “Unable” Clearance(s), Helicopter Arrival Instructions
Airspace	Local Jurisdiction, Radar Tower Fundamentals, Class B Clearances
Departure Fundamentals	Radar Identification and VFR Handoffs, RNAV-Off-The-Ground Fixes , SID Headings
Arrival Fundamentals	Receiving Radar Handoffs, Missed Approach Procedures, Coordination/Releases with Departure Control

APC/ACC

Lesson	Content
Radar Targets	Primary vs Secondary
Primary Radar Identification	Right/Left Turns, Position Reports, “Departure” Method
Secondary Radar Identification	IDENT, Change Squawk Code, Squawk Standby/Normal
Radar Contact/Loss	Position Confirmation, Mode C Altitude Validation, Radar Termination
Transfer of Control	Handoffs
Separation	Radar Site Separation, Adjacent Airspace/Edge of Scope Separation, IFR Vertical Separation Minima, VFR Separation in B/C, Positive Separation/Control, Radar Wake Turbulence, Radar Traffic Advisories, Visual Separation, Merging Target Procedures
Weather	Altimeter Issuance, PIREP Dissemination and Solicitation
VFR Radar Services	VFR Flight Following, VFR-on-Top, Popup IFR
Methods of Vectoring	Direction of Turn/Magnetic Heading Method, Number of Degrees Turn Method, No-Gyro Vectors, Specifying Reason for Vectors
Altitude Assignment	Climbs/Descends/Maintain, Crossing Restrictions, Pilot Discretion Climb/Descents, Climb Via/Descend Via

Lesson	Content
Speed Adjustments	Reduce/Increase, Maintain/Maintain Knots or Greater/Do Not Exceed, Maximum Forward/Slowest Practical, Speed Confirmation, Reduce then Descend or Descend then Reduce, Crossing Restrictions
Charts	Reading/Detecting Differences in SIDs, Detecting Difference in Conventional/RNAV, Detecting and Analyzing Crossing Restrictions STARs, Analyze Approach Plates, Precision vs Non-Precision Approaches
Approach Clearances	Visual Approaches, Instrument Approaches, Procedure Turns/Straight-In Approaches, Practice Approaches, Circling Approach/Side-Step Clearances, Contact Approaches, Cruise Clearances, Cancellation of Approach Clearance
Holds	Issuance and EFCTs, Published/Unpublished, Cancellation
Uncontrolled Field Operations	One-in/One-out Rule and Protecting Airspace, Departure Releases, Handling of Arrivals, IFR Cancellation Handling
Sequencing	Speed Control, "C to A" Sequencing Methods
Safety Alerts	Traffic Alerts, Low Altitude Alerts
Coordination	APREQs, Pointouts, Rolling Calls, IFR Releases, Missed Approach Procedures
Departure Operations	Departure Gates, Climb via SID, Handling RNAV Departures, Handling Arrivals via RNAV STARs, Radar Vectors
Arrival Operations	Merging Streams, Speed Control and Building Spacing, Visual Approach Ceiling Minima, Stagger Approaches and Minima, Simultaneous Dual/Triple Runway Operations, Stagger Approaches and Minima

Enroute (CTR)

Lesson	Content
Airspace	Class A Airspace Boundaries, RVSM Airspace Boundaries
Altitude Assignments	Class A Lateral Separation Minima, Above Class A Lateral Separation Minima, Super Wake Turbulence Separation below FL240, Descend Via Clearances, Crossing Restrictions
Speed Adjustments	Mach Transition Flight Level, Applying Mach Number Adjustments
Local Methods and Procedures	Area Definitions and Jurisdiction, Adjacent Facility Crossing Restrictions, Adjacent Facility Routing Compliance, Adjacent Facility Airspace Jurisdiction

Standard Phraseology Guide

Standard Phraseology Guide

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1. Clearances

1.1. IFR

Within FAA jurisdiction, all IFR clearances must follow the following standard: **C-R-A-F-T**

- C** Clearance Limit (Destination Airport)
- R** Route (Departure procedure and/or Routing)
- A** Altitude (Initial climb)
- F** Frequency (Departure Frequency)
- T** Transponder (Squawk Code)

RNAV SIDs:

Cleared to Tokyo Narita International Airport, SUMMR2 departure, MCKEY transition, then as filed. Climb via the sid, expect FL320 10 minutes after departure. Departure frequency 125.2, squawk 7260.

Cleared to Seattle-Tacomas International Airport, HURCN3 departure, SMELZ transition, then as filed. Maintain 5000, expect FL360 10 minutes after departure. Departure frequency is 122.8, squawk 3601.

Radar Vectors:

Cleared to Fort Lauderdale airport, O'Hare 7 departure, radar vectors DENNT, then as filed. Maintain 5000, expect FL350 10mins after departure, departure frequency 126.625, Squawk 1234.

Hybrid SIDs (RNAV & Radar Vectors):

Cleared to Denver International airport, DEZZZ5 departure, TOWIN transition, radar vectors DEZZZ, then as filed. Maintain 5000, expect FL320 10 minutes after departure. Departure frequency is 125.2, squawk 7260.

1.2. VFR

1.2.1. Departures

Class B

Cleared out of the Memphis class Bravo airspace, departure to the North. Maintain VFR at or below 2500 until further advised, squawk 0740. Advise ready to taxi.

Class C

With Flight Following

Southbound departure approved, maintain VFR at or below 2500 until further advised, squawk 0244. Advise ready to taxi.

Without Following

Southbound departure approved, maintain VFR at or below 2500 until further advised, Advise ready to taxi.

Class D

With Flight Following

Runway 23, taxi via C, E. Squawk 0244

Without Flight Following

Runway 23, taxi via C, E.

Class E & G

Not required to contact ATC. (Non-towered airfields)

1.2.2. Traffic Pattern

1.2.2.1 Class B

Cleared into the Miami class Bravo airspace, pattern altitude 1000, squawk 0704.

1.3. Helicopters

1.2.1. Departures

Cleared into the Los Angeles class Bravo airspace, departure to the South, maintain VFR at or below 1500, squawk 0704. Advise ready for departure.

1.2.1. Arrivals

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WIP

1.2.1. Transitions

WIP

2. Ground

2.1. Pushback and Startup

2.1.1. None-Movement Areas (Parking Aprons)

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Push and start at your discretion, except runway 9R for departure, advise ready for taxi

Push and start at your discretion, face east, expect runway 21L for departure, advise ready for taxi

Standby for pushback, Airbus A330 currently pushing back into the alleyway

2.1.2. Movement Areas (Taxiways)

United 837 heavy, push and start onto taxiway Kilo approved, face South.

2.2. Taxi (Departing)

2.2.1. Taxi to Departure Runway

Runway 23, taxi via Delta.

2.2.2. Taxi to Departure Runway (with crossing clearance)

Initial Taxi Instruction:

Runway 25L, taxi via taxi via Alpha, Foxtrott, hold short runway 25R.

Upon Reaching:

Cross runway 25R at Foxtrott.

Hold short runway 25R at Foxtrott (reason).

2.3. Taxi (Arriving)

Pilots should not report on blocks. Do not make any frequency change to unicom. If a pilot reports on blocks, simply say roger.”.

Aircraft vacating runway:

Callsign, say parking.

After pilot responds with parking spot:

Gate 45C, taxi via Lima, Bravo, to the ramp

3. Take-off Clearances

3.1 Line Up and Wait

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Runway 35R, Line up and wait runway.

3.2 IFR

RNAV SID

RNAV DOCKR, wind 090 at 11, Runway 8R, cleared for takeoff.

Radar Vector SID

Fly heading 090, wind 090 at 11, Runway 8R, cleared for takeoff.

RVR

Runway 18L RVR touchdown 1400, midpoint 600, rollout 1800, fly heading 170, cleared for takeoff.

Intersection Departure

(Departure instruction), wind 090 at 11, Runway 8L at Zulu, cleared for takeoff.

Takeoff Clearance with Wake Turbulence Caution

(departure instructions), caution wake turbulence behind departing Boeing 747, wind 290 at 7, runway 12, cleared for takeoff.

Cancel Takeoff

CANCEL TAKEOFF CLEARANCE (reason).

Cancel takeoff clearance, vehicle on runway.

3.3 VFR

Take-off

Departure to the South approved, turn left at the shoreline, wind 270 at 7, runway 25L, cleared for takeoff.

Join left downwind, report midfield with intentions, wind 270 at 7, runway 25L, cleared for takeoff.

Leaving the airspace (without flight following)

Class B & C

radar services terminated. Squawk VFR, frequency change approved.

Class D

you are leaving my airspace to the north, squawk VFR, frequency change approved.

Leaving the airspace (with flight following)

contact Miami Approach 120.5.

3.3. Helicopters

departure will be at your own risk, wind 230 at 10, departure is approved.

departure will be at your own risk, wind 230 at 10, remain North of the South runways, departure is approved.

4. Local Traffic (VFR)

4.1 VFR Arrivals

Class B

Squawk 0201.

Cleared into the Miami class Bravo airspace, enter left downwind runway 8L, report midfield downwind

Class C

Squawk 0201

Enter left downwind runway 8L, report midfield downwind.

Class D

Enter left downwind runway 8L, report midfield downwind.

4.2 VFR in the Pattern/Circuit

Wind 250 at 6, runway 8L, cleared for the option.

Make left 270-to-base, wind 250 at 6, runway 8L, cleared for the option.

Number 2, following a Caravan on downwind. Report in sight and state your intentions.

Orbit northeast, left turns, expect 10-minute delay.

Turn crosswind to follow traffic.

Extend downwind to follow traffic on final.

Continue downwind. I will call your base.

Make left 360.

Join right traffic on upwind.

Make short approach.

4.4 Special VFR

WIP

5. Landing Clearances US CA

Image not found or type unknown

5.1 Landing Clearance

Wind 095 at 7, runway 8L, cleared to land

5.2 Multiple Landing Clearances

Number 2, following a B737 short final, wind 350 at 29, cleared to land runway 35L.”

5.3 The Option

Wind 095 at 7, runway 8L, cleared for the option.

Wind 095 at 7, runway 8L, cleared for the option, except stop-and-go.

5.4 Touch-and-Go, Stop-and-Go, Low Approach

Wind 095 at 7, runway 8L, cleared touch-and-go.

Wind 095 at 7, runway 8L, cleared stop-and-go.

Wind 095 at 7, runway 8L, cleared low-approach.

5.5 RVR

RVR touchdown 1400, midpoint 600, rollout 1800, runway 18L, cleared to land.

5.4 Helicopters

Wind 240 at 5, make straight-in approach to Signature, landing will be at your own risk, report landing assured.

6. Missed Approach

Callsign, go around, traffic on runway, fly runway heading, maintain 3000, contact departure 120.5.

7. Departures

RNAV Climb-via SID

Callsign, Las Vegas Departure, radar contact, continue climb via the sid.

RNAV SID

Callsign, Miami Departure, radar contact, climb and maintain 16000.

Radar Vector SID

Callsign, Miami Departure, radar contact, climb and maintain 16000, proceed direct GWAVA.

8. Arrivals

8.1 Initial Call

The examples contain multiple parts in one single transmission (descend, heading, expected approach). However, these items can also be given in their own transmission.

Miami Approach, Miami altimeter 2992, descend and maintain 6000, fly heading 240, expect vectors ILS 24R.

8.2 Standard Terminal Arrival Route (STAR)

8.2.1 RNAV Arrival

CTR controllers do not assign runways. This is managed by TRACON/Approach controllers.

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after GAWKS, cleared FROGZ 3 arrival”
at pilots discretion descend via FROGZ 3 arrival.

8.2.2 Non-RNAV Arrival

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CTR controllers do not assign runways. This is managed by the TRACON controllers.

after ZEUSS, cleared FOWEE 2 arrival”

descend and maintain, cross JUNUR at 11000.

8.3 Instrument Approach

Within FAA jurisdiction, all approach clearances must follow the following standard:

P	T	A	C
Position	Turn	Altitude	Clearance
3 miles from ZULAB	fly heading 360	maintain 3000 until established	cleared ILS runway 31R approach

3 miles from ZULAB, fly heading 360, maintain 3000 until established, cleared ILS runway 31R approach.

8.4 Visual Approach

ATC: airport 12 o'clock, 8 miles, report in sight.

Pilot: field in sight, N123.

ATC: cleared visual approach runway 8L.

9. Generic Phrases

9.1 Navigation

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Basic Heading (always in 5° increments)

Turn left heading 215

Heading with reason (unless already on vectors).

turn left heading 215, vectors ILS runway 22R approach.

Heading but turn direction is omitted

Fly heading heading 215.

Conditional heading. Aircraft is requested to fly a heading **after** passing a specific point or altitude.

Depart CAMRN heading 215.
Passing 5000, turn right heading 100.

Heading by 10° increments left or right

Turn right two-zero degrees.

9.2 Climb/Descent

Basic Heading (always in 5° increments)

Turn left heading 215.

9.3 Traffic Information

Traffic, 12 O'Clock, 1 mile, left-to-right, Cessna Skyhawk, at 1000, report traffic in sight.

Traffic, 2 O'Clock, 2 miles, eastbound, Boeing 737, descending through 2000, approaching runway 9 at Miami Intl', report traffic in sight.

9.4 Cancellation of clearance / restriction

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Approach clearance cancelled, (reason).

Speed restriction cancelled.

Take off clearance cancelled.

9.5 VFR Flight Following

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Altimeter 2992, squawk 0201
Radar contact, maintain VFR and resume own navigation.

9.6 Holding

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CLEARED TO (fix), HOLD (direction), AS PUBLISHED, EXPECT FURTHER CLEARANCE (time).

Cleared to Palm Beach VOR, hold west, as published, expect further clearance 2130.

Changes

Date	Chapter	Paragraph	Changes
1 June 2014	-	-	Initial Version
3 March 2018	All	All	Complete Update
7 February 2022	All	All	Rebrand and updates of document
9 February 2022	All	All	Consolidated document

Date	Chapter	Paragraph	Changes
March 2023	All	All	Conversion from PDF to Wiki, added NavCanada phraseology

Letters of Agreement

DAAA Region & Neighboring FIRs Letters of Agreement

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Letters of Agreement

Purpose

The purpose of this Letter of Agreement is to define the coordination procedures to be applied when providing ATS to General Air Traffic and Operational Air Traffic. These procedures are supplementary to those specified in IVAO Documentation and/or Divisional website Documents.

Operational Status

Both parties shall keep each other advised of any changes in the operational status of their facilities and navigational aids, which may affect the procedures specified in this Letter of Agreement.

Active LoAs

- [LoAs between Algeria and Spain](#)

- LoAs between Algeria and French