



International Virtual Aviation Organisation

# SWITZERLAND Division

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DOCUMENTATION  
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# GUEST CONTROLLER APPROVAL SWISS DIVISION REGULATION

IVAO CH STAFF





# REVISION LIST

DATE	UPDATED BY	UPDATE DESCRIPTION
07FEB20	CH-TAC	Document creation

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## 1. FOREWORD

- a. The CH Division participates in the Guest Controller Approval (GCA) program, according to IVAO Rules and Regulations (T.2: GCA).
- b. Each position listed in the division's procedures is available for controlling, given that the controller is either:
  - i. A member of CH Division, with an ATC corresponding to or higher than the Facility Rating Assignment (FRA) for the position, properly trained for the position;
  - ii. A holder of a CH GCA, with an ATC rating corresponding to or higher than the Facility Rating Assignment (FRA) for the position, properly trained for the position.

## 2. PREREQUISITES

- a. The minimum ATC rating to be held for the application for a GCA in CH Division is ADC.
- b. The applicant for a GCA in CH Division must demonstrate a good knowledge of English language.
- c. The applicant for a GCA in CH Division must show a clean suspension history. In case of one or more entries in the suspension history, the CH Division staff will decide whether the member may go through the checkout process or not.
- d. In each application, the past behaviour with regards to the CH Division of the applicant is assessed. If the CH Division staff emits doubts about the member's past, no GCA is granted.
- e. In case the applicant left the CH Division within the last 6 months and no GCA was granted upon leaving or the member refused it, no GCA is granted.
- f. In case the applicant has had his GCA revoked or denied within the last 6 months, no GCA is granted.

## 3. BEFORE THE CHECKOUT

- a. The applicant for a GCA in CH Division fills out a questionnaire on the website of the CH Division, including questions of basic ADC knowledge. If the knowledge is evaluated as insufficient by the CH Division staff, no GCA checkout is allowed.
- b. Once the questionnaire is filled and reviewed and if the applicant's past behavior and suspension history allows it (2. c., d.), the training staff contact the member to inquire about availabilities. At the same time, the applicant is assigned self-study documents. These documents must be read and understood before the checkout. If it appears that the member did not perform enough self-study, the checkout might be cancelled. In this case, a period of 6 months must be observed before the next GCA checkout.
- c. The applicant may request a training before performing the actual checkout.

## 4. GCA CHECKOUT PRINCIPLES

- a. The GCA checkout is performed either in Geneva (LSGG/GVA) or Zürich (LSZH/ZRH), according to the wishes of the applicant.

- b. Before starting the GCA checkout, the member's knowledge about the self-study is assessed by the trainer. If the knowledge is insufficient, the GCA checkout is cancelled.
- c. The GCA checkout is performed on the TWR position of the chosen airport, regardless of the applicant's ATC rating. No under stations are connected. An Approach (APP) station might be online, but it is not mandatory.
- d. During the checkout, the member must create a group chat including:
  - i. The trainer;
  - ii. Any adjacent station;
  - iii. Any observer assigned to the checkout.
- e. The result of the GCA checkout is given during the debriefing, at the end of the checkout.
- f. If the checkout is passed, the member is granted a GCA in CH Division, and is allowed to control any Tower (and below) position in Switzerland, except Basel (LFSB) and the other major airport on which the GCA was not performed (Geneva or Zürich). To control other stations, normal CH Division training regulations apply.

## 5. KEEPING THE GCA

- a. The GCA holder must control at least 3 hours each 3 months on a Swiss position in order to keep his GCA.
- b. At any time, the GCA holder must act according to IVAO Rules and Regulations and CH Division Rules and Regulations.
- c. The GCA holder must keep his knowledge up-to-date. If this is not the case, the GCA holder might request a training on the website of the CH Division.
- d. If a lack of knowledge is observed during a controlling session, the CH Division staff might require the GCA holder to take a training.
- e. If the GCA holder does not possess the required knowledge to control a position, the GCA is revoked.

## 6. GCA REMOVAL

- a. At any time, the CH Division staff may decide to revoke a GCA. The member is notified by email with a justification of the decision.

