

## VATSIM Malaysia vACC Standard Operating Procedures

This document contains the operational procedures and guidelines for normal virtual air traffic controllers (ATC) operations within Malaysian airspace (both WMFC and WBFC) on the Virtual Air Traffic Simulation (VATSIM) network. All staff members and controllers should be familiar with the content of the following documents before starting to connect as a VATSIM controller.

### 1. Global VATSIM Rules

- a. As a VATSIM member, all staff and controllers should read and fully understand the content of the following documents by VATSIM:
  - i. Global Rating Policy
  - ii. VATSIM Code of Conduct
  - iii. Transfer and Visiting Controller Global Policy
  - iv. VATSIM Text ATIS Policy

### 2. Position Restrictions and Guidelines

- a. No controllers are allowed to log in to any active controlling positions without first having a VATSIM's controller rating. A controller is also forbidden to log in to any other positions beyond his/her current rating unless he/she is solo certified for the position. The rating system is as follows:
  - i. Student (S1) - DEL
  - ii. Student 2 (S2) - DEL, GND, TWR
  - iii. Senior Student (S3) - DEL, GND, TWR, APP
  - iv. Controller (C1) - DEL, GND, TWR, APP, CTR
- b. Controllers on active duty shall not control traffic that is not within their airspace/boundary/zones/vertical limitations.
- c. The use of a callsign other than OBS, DEL, GND, TWR, APP, DEP and CTR is strictly prohibited.
- d. The following is the recommended setup for the voice channel to be used on the frequency's setting:

Server : singapore.voice.vatsim.net

Channel: XXXX\_YYY (xxxx = Facility, yyy = Position, eg. WMKK\_GND)

- e. All controllers must abide by the following controller visibility range settings:

DEL/GND : 10 NM

TWR : 50 NM

APP/DEP : 150 NM

CTR : 600 NM

### 3. Transfer Policy

- a. Any controllers that wish to transfer from MYvACC to a different vACC shall make a properly notify the directors of both the origin vACC and the requested vACC and shall submit a request to the divisional director.
- b. Only requests with a valid reason will be put into consideration.

#### 4. Visiting Controller Policy

- a. Any controllers from other vACC that are interested in controlling in Malaysian airspace shall submit an application form through the application page.
- b. The controller must familiarize himself with the local procedures and the assigned position/position requested.
- c. Accepted applicants will need to log on to the VATSIM network as any controller position in Malaysian airspace within 3 months (90 days) or the visiting controller's status shall be revoked automatically.
- d. Controllers who are inactive for more than 3 months (90 days) will also be removed from the visiting controllers' roster.

#### 5. Training and Rating Upgrade

- a. All controllers must be voice-able and show the ability to respond and give instructions confidently on the radio.
- b. New controllers will be assigned to a mentor and the mentor will guide his/her student throughout the entire training process.
- c. Only controllers with Student 3 (S3) rating or higher are qualified to be a mentor.
- d. Promotion requirements for each rating:
  - i. Student 2 : Minimum of 15 days and 15 hour online + 5 hour TWR solo
  - ii. Student 3 : Minimum of 30 days and 30 hour online + 5 hour APP solo
  - iii. Controller 1: Minimum of 60 days and 60 hour online + 5 hour CTR solo
- e. To obtain a new rating, the process will be done in two parts, an online theory test and a controller practical test (CPT) on the network.
- f. After the minimum number of days have passed, the candidate may request for the ATSim test token from his/her mentor.
- g. If the candidate fails the theory test, he/she will have to wait 1 week (7 days) before retaking the test.
- h. Once the candidate has passed the theory test, he/she will be granted a solo validation to prepare for the practical test.
- i. The candidate will then submit an online form requesting a CPT session with an instructor.
- j. Should the candidate fail the CPT, he/she will have to wait 1 month (30 days) before retaking the test.
- k. Successful candidate will have his/her controller rating upgraded 2-3 days after the CPT result is released.