



# Guest controller approval policiy (GCA)

## Overview

The IVAO Slovenia (“the Division”) is partaking in the Guest Controller Approval (“GCA”) Policy which is stated in the IVAO Rules and Regulations as follows;

*» Divisions may require members of foreign divisions to obtain a Guest Controller Approval before providing ATC services. Divisions shall announce their participation and publish their requirements on the division’s website. Such GCA requirement(s) shall be published on the division website in English language. « IVAO Regulations T.2*

All Air Traffic Control (“ATC”) positions are subject to Facility Rating Assignments (“FRAs”) which are regulated and enforced by the ATC Operations Department and require the holder of a GCA to meet these standards:

- rating of Aerodrome Controller (“ADC”) or greater,
- knowledge of the local SOP,
- ability to communicate either in English or/and Slovenian language (text and voice),
- to have a clean suspension history (for at least one year).

Fullfilment of requirements does not immediately mean that permission for providing ATC services will be granted.

## Restrictions







A GCA is only available for IVAO members who are outside of the IVAO Slovenia Division and hold a rating of Aerodrome Controller (“ADC”) or greater. Applicants wishing to take control on sector Maribor Approach (LJMB\_APP), Portoroz Approach (LJPZ\_APP), Cerklje Approach (LJCE\_APP) and Ljubljana



# Guest controller approval policiy (GCA)

Radar (LJLA\_CTR) are required to undergo a mandatory competency session with the Divisional Training Department.

Members with ADC Aerodrome Controller will be authorized to work as Ljubljana Tower (LJLJ\_TWR). Members with APC - Approach Controller will be authorized to all positions. Divisions may require members of foreign divisions to obtain a Guest Controller Approval before providing ATC services.

ICAO	Position	ATC Rating
LJLJ	TWR	
LJCE	APP	
LJMB	APP	
LJPZ	APP	
LJLA	FSS	
LJLA	CTR	

## Procedure

To apply for a GCA within the Division you must meet the standards written above. Should you meet those requirements you are able to commence the application process:

Firstly, visit <https://www.si.ivao.aero/> and take a look for charts, airport briefings and airspace structure and classification. Read all provided documentation carefully. Note also that Maribor, Cerklje and Portoroz Airport offers only procedural and not radar control.



REV 1.2/21 JUNE 2021

# Guest controller approval policiy (GCA)

Send e-mail with your GCA request to [si-hq@ivao.aero](mailto:si-hq@ivao.aero). Please let us know reasons why are you decided to be Guest Controller in Slovenia Division. Tell us also your experiences in your Division and also which position you are interested for. Each request will be considered by Slovenia Staff Members individually.

Each member who applied for GCA will be examined by our ATC Training Department. All practical sessions are conducted at Ljubljana Airport (LJLJ). Once submitted an examiner will be assigned to your request and should contact you within 1 week to arrange your assessment.

If examiner of our ATC Training Department will give positive response, holder of GCA will have permission to provide ATC service in FIR Ljubljana.

## Validity

Once a GCA has been issued it requires the holder to meet a validity standard. Approvals are issued on a three month rolling basis; the required validity (“valid session”) is as follows:

*» A connection of equal to or more than thirty (30) minutes on a position affixed to the type of GCA on an active air traffic control position between the hours of 0900Z and 2359Z within a three month period. If your approval has been issued on the 1 January, you must control a valid session before 1 April. «*

**Failure to do so will result in the approval being revoked with no prior warning!**

Members under special circumstances may have the validity period requirement amended or removed only with prior written agreement from the Training Coordinator (“SI-TC”) and/or Training Assistant Coordinator (“SI-TAC”) – no other authority will stand. The Division and Department hold the right to remove the Guest Controller Approval within the validity period if the holders



REV 1.2/21 JUNE 2021

# Guest controller approval policiy (GCA)

violates IVAO Rules and Regulations, fails to uphold good conduct with divisional members (ATC and Pilots), goes against the “spirit of the division”, holds a lack of knowledge for procedures or spends less than fifty percent (50%) of their controlling hours in their assigned Division.

## Agreement

Members requesting a Guest Controller Approval within the Division automatically agree to this policy and will confirm with the directorate within it.

Prepared by

**Matic Zamuda**

ATC Operations Coordinator - Slovenia

Training Coordinator - Slovenia

Event Coordinator - Slovenia

Approved by

**Klemen Kaltnekar**

Director - Slovenia