



CONTROLLER RULES AND REGULATION

1. Before Connecting

5.1.1 - Controllers must have basic knowledge of the aviation communication procedures.

5.1.2 - Controllers must be familiar with the procedures of the airspace they want to control, if not, an IVAO™ supervisor or administrator could ask them to leave the position

5.1.3 - Controllers must use approved software and be familiar with it.

5.1.4 - If you are newbie or unfamiliar with the airspace, you should connect as an "Observer" and study the material for that airspace which can be found in our database or on the website of the division the airspace belongs to.

5.1.5 - As an Observer you are not allowed to use the "valid" callsign extensions of _CTR, _FSS, _APP, _DEP, _TWR, _GND, _DEL. You must use the extension _OBS instead. You are also not allowed to communicate on any text or voice frequency in use by pilots and regular ATC.

5.1.6 - At certain airports FRA's (Facility Rating Assignments) are in effect. This means that on certain Airports ATC must have a specific rating in order to be allowed to take a position. Example of a FRA could be: "The xxxx_APP position may only be taken by Advanced ATC Trainee or higher." This means that if you have the rating of ATC Trainee you are allowed to log-in as _DEL, _GND and _TWR on that particular Airport, you are however not allowed to log-in as _APP and _CTR. If applicable you will find information about FRA's on the main webpage of the Division the Airport belongs to. Active FRA's can also be checked [here](#)

5.1.7 - Divisions may require members of foreign divisions to obtain a Guest Controller Approval before being allowed to log in on FRA restricted positions. Divisions shall announce their participation and publish their requirements on the division's web site.

5.1.8 - Before connecting, check "Who is on line?" ([link](#)) or use the approved software included in 4.2.2. It is suggested, but not mandatory, to take the highest available position you are able and allowed to handle.

5.1.9 - Use only valid extensions, these are _CTR, _APP, (_DEP), _TWR _GND, _DEL, _FSS.

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5.1.10 - Prepare your ATIS before connecting to the network and fill it as soon as practicable after that and before assuming any traffic. The ATIS information should comply with the information provided in the real ATC unit as far as possible.

5.1.11 - ATCs are encouraged to use the scheduling system available in the ATC Operations Department website. Scheduled positions have priority over members logging in a position without having reserved the facility before. However, the booked position will only be reserved during 15 minutes after the scheduled time.

2. Connecting

5.2.1 - Do not connect unless you are sure that you can stay controlling for at least 30 minutes

3. On-line

5.3.1 - Controllers are prohibited from controlling outside of their Area of Responsibility. For example, if a member is logged on as tower, he/she shall not practice approach duties.

5.3.2 - When a controller logs on a position underlying a member's airspace, (Example - CTR controller providing coverage to a sector when an APP controller logs on) the member shall hand off all traffic in the underlying airspace as soon as practical.

5.3.3 - Controllers should only use frequencies, callsigns and other information as they are published in the IVAO-database. This information should be kept up to date by the divisions concerned. Any errors that may be found should be reported to the division staff. It remains the responsibility of the Division HQ to determine if the errors will be changed.

5.3.4 - Never use the Emergency (also known as GUARD) frequency of 121.500 for anything other than an emergency situation. Informing members an ATC position is online and asking a pilot to contact a specific ATC frequency do not constitute an emergency.

5.3.5 - If trying to contact a pilot, controllers should make use of the Force Act and private chat functions of the controlling software. GUARD should not be used. If a pilot does not respond using the two methods mentioned, they are unlikely to respond to any GUARD message.

5.3.6 - Handoffs of aircraft between controllers should be done using the transfer feature in the controlling software. Transfers may first be coordinated via private chat or using the IVAO™ Intercom.

5.3.7 - Controllers shall not attempt to take control of an aircraft who is under the control of another controller by informing the pilot to contact via force acting, guard or private message. Coordination must be initiated between both controllers to solve the situation.

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