



International Virtual Aviation Organisation

HQ Pilots Group

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1) The HQ Pilots group

The **IVAO Headquarters Pilots Group** is a group of skilled pilots, which task is, to provide enough traffic or to commence difficult operations at exams. The examiner will takeover the position of the "director" who will conduct our pilots during the exam. The main benefit is, that examiners can blindly trust our pilots. A short message is enough for our pilots, to execute the most difficult manoeuvres. They are trained to fly every approach and every departure and simulate efficiently emergency situations. You can request us for any IVAO ATC exam (ADC,APC,ACC,SEC) or a Training session . **As a sign of membership , our pilots get a special badge and the HQ Pilot status at their profile. (HQ pilots badge and status will be removed when pilot leave the Group).**

Becoming an IVAO HQ pilot is anything but an easy job, there are plenty of tasks required, and we allow very few mistakes. The ability to read charts quickly and efficiently is only a small part of our objective. Our main priority is the knowledge, concentration and skill required during unexpected events, such as a rapid decompression, bird-strike or engine failure, to name a few.

2) Application Requirements

- Have a minimum rating of **Aerodrome Controller** and **Senior Private Pilot**. For obvious reasons related with the nature of the responsibilities of the position, a higher pilot rating would be an asset.
- Have a fluent capability for speaking and writing in English.
- Have a clean suspension history (at least the last 12 months).
- Have enough time to fly (minimum of 2-4 hours per month)
- Applicants have to accept internal rules of the HQ Pilots group
- Have to check the internal rules of the HQ Pilots group once a month for updates
- The applicants need to have a deep knowledge of, at the minimum, one jet and one piston engine powered aircraft.
- The applicant must be able to communicate by voice during exams

2.1) Interview and practical exam

Prior to the interview, our staff will check your account, to see, if you match our requirements. In the initial interview, one of our HQ Pilots examiners will ask you a few questions, to find out more about your attitude, what you expect from this group and to check your English capability. This interview and the practical exam are on cc.ts.iviao.aero server. During the interview , the examiner will be checking your English proficiency.

After you passed the interview, you will proceed to the practical part. During the test, your ability to fly certain manoeuvres, departure and arrival procedures will be checked.

The skills test is a series of tasks laid out to evaluate your VFR/IFR flying skills.

The skill has two parts at same time:

1. VFR flight between two closest airports - selected by examiner

General requirements:

(a) A light (L) single engine propeller aircraft (such as a Cessna 172, 182, Piper PA28, Mooney M20 or similar) must be used for the flight test. Basic NAV and COM equipment is enough to fulfill exam requirements. Make sure you choose an aircraft you know well and are comfortable with.

(b) Use of the autopilot and GPS system are permitted on the exam. However, be aware that autopilot might not be able to fulfill required maneuvers exceeding the autopilot capabilities, resulting in exam failure. You are free to use the autopilot at your own risk.

(c) Your examiner will advise you of the departure and destination airports prior to the exam but you will have to plan the route yourself. As a general rule, you will be requested to fly between two airports at least 20 nm apart under visual flight rules. In case the nearest airport is too far from the departing field, a local flight may be prescribed.

(d) You will be expected to find the necessary VFR charts yourself (check your country's AIS for online chart availability). If you have difficulties doing so, contact your examiner prior to the exam. In all cases, you may have to coordinate with the examiner so as to determine which charts will be needed.

(e) VMC conditions must exist for the flight to be performed. If necessary, the examiner will postpone or relocate the exam or even can accept simulated clear weather conditions. When starting the exam, you will have to decide if the current weather is acceptable for the intended VFR flight. FS daytime is accepted.

(f) The examiner will usually be connected as an observer and will "simulate" an active ATC position although he may also connect as an active ATC or collaborate with another ATC in charge of the airspace where the exam takes place. In all cases, comply with all instructions normally.

Connection at the departing airport,

- VFR flight plan; we encourage you to carefully learn how to correctly fill a flight plan unless you are disconnected during the exam, we request that you send your flight plan only once at the beginning of the flight and on request of the examiner.
- Ground movements from gate/parking area to assigned runway,
- Take off technique,
- VFR departure,

- En-route VFR navigation (accuracy of navigation based on visual references and radio navigation aids, if any); during the flight, your examiner may ask you to make some exercises (turns to specified headings, climbs/descents to assigned altitude, crosses a defined fix at a specified altitude, flies direct to a VOR and a NDB, makes a 360),
- VFR arrival (entry points, pattern integration),
- Traffic patterns,
- Touch and go or go around followed by a 2nd pattern,
- Full stop landing and taxi to apron/gate,
- Phraseology (use of correct phraseology, prompt and accurate read back, minimum proficiency in spoken English).

VFR part of exam is 20%. Less than 85/100 is an exam failure. If you fail the VFR part, you can't apply the IFR part of exam, so exam is FAILED.

Re-apply of exam is after 3 months from failed datum.

2. IFR flight between two airports – selected by examiner

General requirements:

- (a) A medium (M) category twin-engine jet aircraft such as the Boeing 737, Airbus A320, Embraer E-Jet, Fokker 100 or similar must be used for the skills test. The aircraft must be equipped with required IFR NAV and COM equipment - this includes at least 2 VOR, 1 ILS, 1 ADF, 1 DME, 1 RMI and optionally a FMC and/or a GPS). Make sure you choose an aircraft you know well and are comfortable with. You will have to inform your examiner of the aircraft you will use for the exam beforehand.
- (b) Use of the autopilot, FMC and/or GPS is permitted during the exam. However be aware that autopilot and/or advanced navigation systems might not be able to fulfil some manoeuvres exceeding their capabilities.
- (c) Your examiner will advise you of the departure and destination airports prior to the exam. You will have to plan and check the route yourself. As a general rule, you will be requested to fly between two airports at least 100 nm apart under instrument flight rules. Usually, departing and arrival airports will be located in 2 distinct neighbouring countries. The flight will include a standard instrument departure (SID) and arrival (STAR), a precision approach, at least 2 non-precision approaches (VOR, NDB or localizer only), several holdings and a circle-to-land procedure.
- (d) Current departing/arrival weather conditions must be above applicable minima for the flight to take place. When starting the exam, you will have to decide if the current weather is acceptable for the intended IFR flight.
- (e) The examiner will usually be connected as an observer and will "simulate" an active ATC position although he may also connect as an

active ATC or collaborate with another ATC in charge of the airspace where the exam takes place. In all cases, comply with all instructions normally.

IFR flight

The test flight will mainly assess the following:

- IFR flight plan; we encourage you to carefully learn how to correctly fill a flight plan, and to check its validity; unless you are disconnected during the exam, we request that you send your flight plan only once at the beginning of the flight and on request of the examiner,
- IFR departure procedure (as published or prescribed by examiner),
- En route IFR navigation (accuracy of navigation based on radio navigation aids); during the flight, your examiner may ask you to make some exercises (turns to specified headings, climbs/descents to assigned altitude, crossing a defined fix at a specified altitude, intercepting and tracking a navaid radial),
- Standard IFR arrival procedure via a prescribed or published route,
- Hold over a fix (using the adequate entry procedure),
- ILS precision approach, including initial approach segment (as published, including any required procedure turn, racetrack inversion or DME arc or as required by examiner),
- VOR, NDB or localizer only non-precision approach,
- Missed approach,
- Circling approach.
- Emergencies

Also we offer you this list which indicates examples of possible emergencies:

- Engine failure
- Hydraulic failure
- Slat/flap problem
- While in the descend, speed brake can not be retracted
- Navigation computer failure
- Smoke detector went off
- Cargo fire
- APU fire
- Cabin pressure problem
- AP/AT failure

**IFR part of exam is 80%. Less than 85/100 is an exam failure.
If you fail the IFR part, your exam is FAILED, even you finished the VFR part success.**

The sum score of VFR + IFR = 100 points. Exam is success if you reach 85 points or more!

Re-apply of exam is after 3 months from failed datum

ATTENTION

Some special situations will result in an automatic exam failure and the score will be at the most 49/100:

- Not having the necessary charts for the exam (when provided by IVAO, your examiner or freely available on the Internet),
- Entering the runway, taking-off or landing without clearance.
- Initiating approach without clearance,
- Descending below minimum safety altitudes at any time.
- Crashing due to terrain collision or aircraft overstress.

However, in such cases, and unless you experienced a crash, the exam will be continued until all points are covered.

Your examiner will calculate your final score. The maximum score is 100 points. The pass mark is 85/100. In all cases, your examiner will give you a detailed break-up of your score during the debriefing so you can identify your errors and correct them.

2.2) Additional information (important)

The practical exam will be a simulation of a real exam, conducted by the HQ pilots on the network of IVAO. That means, you have to follow every instruction given by the ATC. Be aware, that some instructions might be wrong. With this, we want to check, how you will react in a real situation. Do not advice the examinee of false given instructions.

Example:

The ATC does not provide you with a valid transponder code .Your transponder is set to VFR and you are departing for an IFR flight. You notice the error by ATC. In this case, do not notify the ATC until an examiner allows you to do so. However, if the instruction harms your aircraft (for example: ATC is sending you below the MSA and this will cause a terrain collision !) you should advice him before executing the given instruction, but do not save him of an automatic failure!

ATTENTION: DEPENDING THE WORKLOAD OF THE HQ PILOT EXAMINERS OR THE PILOT RATING OF THE APPLICANT , VFR EXAM PART CAN BE CANCELLED.

3) Information for IVAO examiners and trainers

The service provided by the Pilots Group is available for exams and official IVAO trainings, and it can only be requested by the examiner or the trainer.

Try to make your request as soon as possible, as the requests are processed on a “first come first served” basis. From our part we are trying to fly as many exams as we can per day (max 3).

The Pilots Group needs notification about 4–5 days in advance to reach all pilots. As examiner, you can request the assistance of the HQ Pilots group via IVAO training admin page.

Every examiner is able to call the HQ Pilots for a briefing about 30 minutes prior to the start of the exam in the channel “HQ Pilots Group” on cc.ts.ivao.aero. The examiner is invited to participate to assign tasks and ask questions. The pilots will complete all tasks that are requested in the briefing or ordered via text during the flight. Our pilots will have the flight-plan remark “HQ Pilot”, so it’s easier to identify them.

In case more than 4 pilots are attending to an exam the examiner has the choice to request an exam supervisor. An exam-supervisor is a person who is in contact with all pilots to coordinate different situations, as, in such a case, it could be difficult for the examiner to know who belongs to the Pilots Group. The examiner can still contact all pilots directly.

If you are the member of the HQ pilot group, you can become badges, after the count of exams.

Bronze Pilot exam badge - Issued to any pilot who has participated in 25 controller exam, in at least 7 several Divisions.



Silver Pilot exam badge - Issued to any pilot who has participated in 50 controller exam, in at least 15 several Divisions.



Gold Pilot exam badge - Issued to any pilot who has participated in 100 controller exam, in at least 25 several Divisions.



These badges will maintain permanently at pilots profile.

If you want to join us or any further questions do not hesitate to contact us.

Please send an email, to hpm@ivao.aero
& hpam@ivao.aero with your details:

VID:

Name:

Division:

Pilot rating:

ATC rating:

Motivation: (Why you want to join us).

IVAO Training Department

APPENDIX I

Training materials

LEVEL: FLIGHT STUDENT 1-3 (FS1-FS3)



LEVEL: PRIVATE PILOT (PP)



LEVEL: SENIOR PRIVATE PILOT (SPP)



LEVEL: COMMERCIAL PILOT (CP)

