IVAO Saudi Arabia

Guest Controller Approval (GCA) Regulation

Rev. 00

Effective: February 1, 2023

1.1 GENERAL

In accordance with R&R 5.1.7, the Saudi Arabia division is a member of GCA (Guest Controller Approval) program. Any user who is not a member of the Saudi Arabia Division and willing to control at Jeddah (OEJD) FIR must first apply for their GCA, which is issued by the Saudi Arabia Training Department and the Division Management.

1.2 REQUIREMENTS

1.2.1   Minimum ATC rating to be held by the applicant is ADC.

1.2.2   A good English language proficiency; as well the ability of using ATC phraseology published in English.

1.2.3   Knowledge of local procedures on the respective ATC position.

1.2.4   Knowledge of airspace structure and area of responsibility of the position to be controlled.

1.2.5   A clean suspension history within the last six (6) months.

1.2.6   The applicant should not have changed from Saudi Arabia Division within the last twelve (12) months*.

1.2.6   The applicant must not have a denied or revoked GCA within the last six (6) months*.

1.2.7   The applicant may own a maximum of two (2) GCAs in other divisions.

1.2.8   ATC position conditional requirements in following table apply:

Position	Minimum ATC Rating	Minimum logged hours as ATC
DEL/GND/TWR	ADC	50
APP	ADC	75
CTR**	APC	150

* Under certain conditions, Training Department, or Division HQ may issue the GCA if the requirement is not met.

** In addition, the applicant shall control for at least five (5) hours as an Approach Controller on each of the main aerodromes in Jeddah FIR (OEJN, OERK, OEDF, OEMA) before opening CTR position.

** CTR position is subjected to Saudi Arabia Division Management nomination even though the applicant meets the requirements.

1.3   APPLYING GCA

1.3.1   A GCA can be requested by sending an email to Saudi Arabia Training Department at sa-training@ivao.aero

1.3.2   After the basic information of the applicant is checked, Training Department will contact the applicant within 24 hours for interview scheduling.

1.3.3   Once the applicant passes the interview, an appointment for the GCA checkout will be arranged.

1.3.4   During the GCA checkout session, the applicant is required to prove knowledge in a position of their choice.

1.3.5   If the applicant did not pass the checkout session, a new GCA application can be requested after six (6) months.

1.3.6   If GCA is issued, the applicant will be informed by examiner with approved ATC position and GCA condition/limitation if applicable.

1.3.7   The applicant should join the Saudi Arabia Discord server and stay on the server during GCA holding period, https://t.ly/ogNYS

1.3.8   If the applicant does not meet GCA maintaining conditions listed under clause 1.4, the GCA will be revoked, and a new request is only possible after six (6) months.

1.4 MAINTAINING GCA

1.4.1   GCA holder must control within Jeddah FIR for at least five (5) hours every month or twelve (12) hours every two (2) months*.

1.4.2   Respecting IVAO Rules & Regulations.

1.4.3   Providing good ATC services and following local procedures.

1.4.4   Opening only granted position in which GCA checkout session was performed. A new checkout is required for each additional position.

* Any connection of less than 30 minutes on an active position will not count toward the required monthly requirement.

1.5 GCA REMOVAL

1.5.1   At any time, Saudi Arabia Division has the right to revoke a GCA and the member will be notified by email with a justification of the decision.