

VATSIM SAUDI ARABIA
AIR TRAFFIC SERVICES

Policy Document
ATC Training Policy

ATS Training Department

Revision 01/2024

WARNING

All the following information documented is intended for flight simulation use **only**. Do not use for real world operations.

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1. Document Information

1.1. Purpose

The purpose of this document is to highlight the ATC training procedure for a transfer, visiting, or resident controller.

1.2. Limitation of Liability

This document has been prepared by **VATSIM Saudi Arabia** to be used on the VATSIM network for aviation simulation purposes *only*. VATSIM Saudi Arabia staff team is ***not responsible*** for any misuse of this document in real-world aviation.

1.3. General Provisions

This document outlines the training methods for all categories of vACC members.

This document adheres to the **VATMENA ATC Training policy** and **VATSIM GCAP**; all VATMENA and VATSIM in addition to this document policy requirements must be met before a rating or endorsement is granted.

Expect Tier 1 and Tier 2 Positions to be added in the upcoming revisions of this policy.

1.4. Acknowledgment

The Saudi Arabian vACC would like to thank the following for their contributions in creating this document:

- Justin Saunders – ACCSA5

2. Document Identification

Document Identification	
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Revision	Initial Document
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Prepared By	Ismail Hassan – ACCSA1
Approved By	Rashid Raikhy – MENA31
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2.1. Amendment Record

Revision	Date	Changes	Prepared By	Approved By
01/2024	30/03/2024	Initial issue	Ismail Hassan – ACCSA1	Rashid Raikhy – MENA31

3. Position Designation

3.1 Tier 1 Positions

Tier 1 positions refer to positions at major airports with a substantial amount of air traffic and/or complex operational procedures that require a higher level of proficiency and training.

In Saudi Arabia, the following positions are classified as Tier 1.

Suffix	Tier 1 Positions
APP	No Tier 1 Positions in Saudi Arabia yet.
TWR	
GND	
DEL	

3.1.1 Tier 1 Endorsement

To control Tier 1 positions, the controller must complete supplementary training. Upon successful completion of this training, the controller is granted a Tier 1 Endorsement. The Tier 1 endorsements pertain to specific types of positions, such as GND (Ground) or TWR (Tower).

These endorsements are granted based on the completion of training and requirements relevant to each particular position.

3.2 Tier 2 Positions

Tier 2 positions are characterized by procedures that are considered atypical and deviate from the Standard Operating Procedure (SOPs). These positions share a common atypical procedure around the vACC, and operating them safely necessitates an additional level of specialized knowledge.

In Saudi Arabia, the following positions are classified as Tier 2.

Suffix	Tier 2 Positions
APP	No Tier 2 Positions in Saudi Arabia yet.
TWR	
GND	
DEL	

3.1.1 Tier 2 Endorsement

To control Tier 2 positions, the controller must complete supplementary training. Upon successful completion of this training, the controller is granted a Tier 2 Endorsement. The Tier 2 endorsements pertain to specific types of positions, such as GND (Ground) or TWR (Tower).

These endorsements are granted based on the completion of training and requirements relevant to each particular position.

3.3 Unrestricted Positions

Positions that are not classified as Tier 1 or Tier 2 are considered Unrestricted Positions. These positions only require the basic rating competencies outlined in Appendix A of GCAP and do not necessitate any additional training.

As a result, any active controller listed on the ATC Roster is eligible to control these positions without any restrictions. As of Right now, all positions within the Saudi Arabian vACC are unrestricted.

4. Training Positions

4.1 Rating Training Positions

These positions serve as the training ground for rating development.

It is important to note that all of these positions are unrestricted, meaning controllers are allowed to operate in them without any limitations.

Additionally, Tier 1 positions may be utilized for S2 and S3 training purposes when necessary.

Rating	Training Position(s)
S1	OEDF_*_GND, OERK_*_GND, OEMA_*_GND, OEJN_*_GND
S2	OEDF_*_TWR, OERK_*_TWR, OEJN_*_TWR
S3	OEDF_*_APP, OERK_*_APP, OEJN_*_APP

4.1 Tier 1 Training Positions

These positions serve as the training ground for obtaining a Tier 1 Endorsement. All of these positions fall under the Tier 1 category.

Position	Training Position(s)
GND	No Tier 1 Positions in Saudi Arabia yet.
TWR	
APP	

4.2 Tier 2 Training Positions

These positions serve as the training ground for obtaining a Tier 2 Endorsement. All of these positions fall under the Tier 2 category.

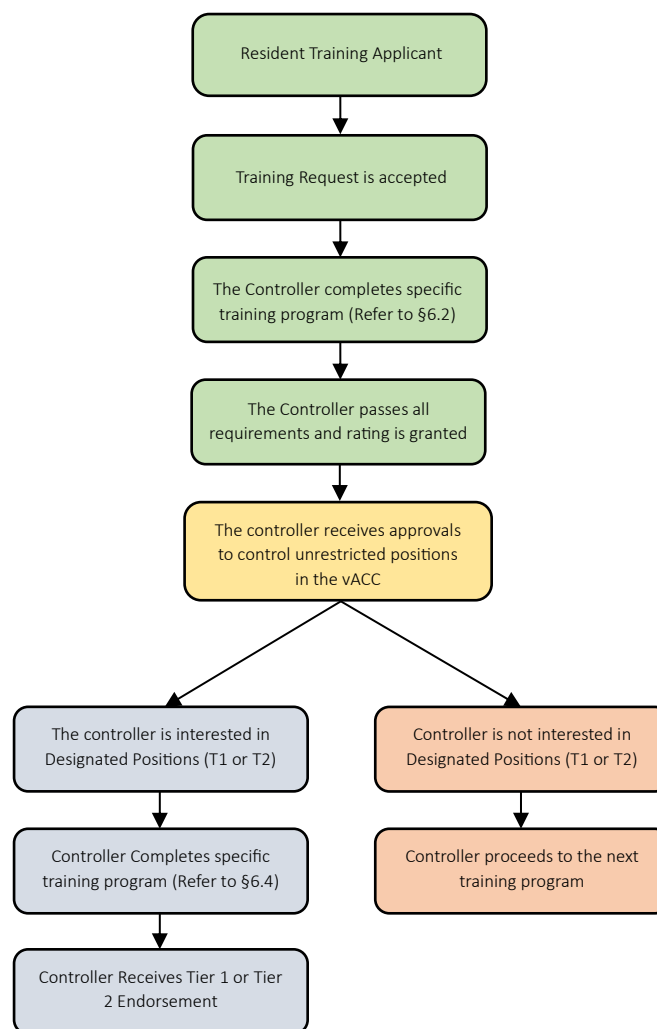
Position	Training Position(s)
GND	No Tier 2 Positions in Saudi Arabia yet.
TWR	
APP	

5. Training Program(s)

This section depicts a flow chart which illustrates the home, transfer or visitor controller training process to acquire rating/endorsements.

Before requesting training, transfer and visiting controllers are recommended to review the **Controller Membership and Activity policy**.

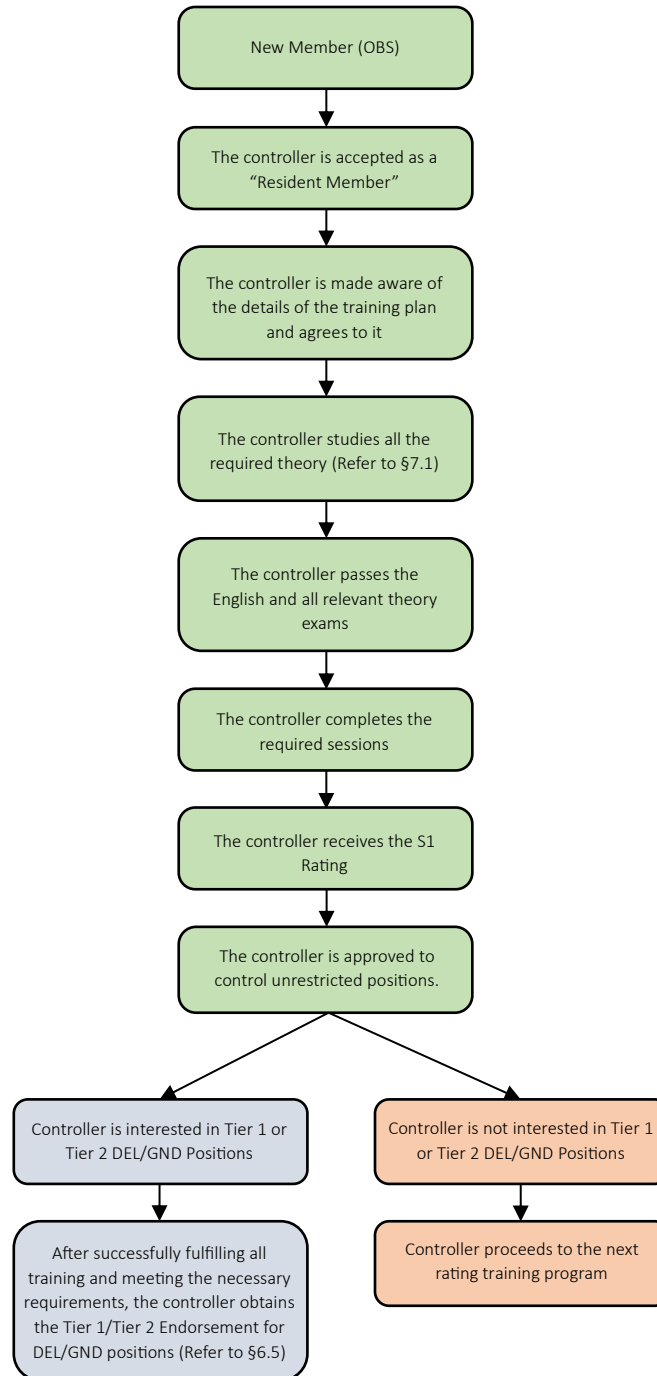
5.1 General Resident Training Program(s) Structure



5.2 Resident Training Program(s)

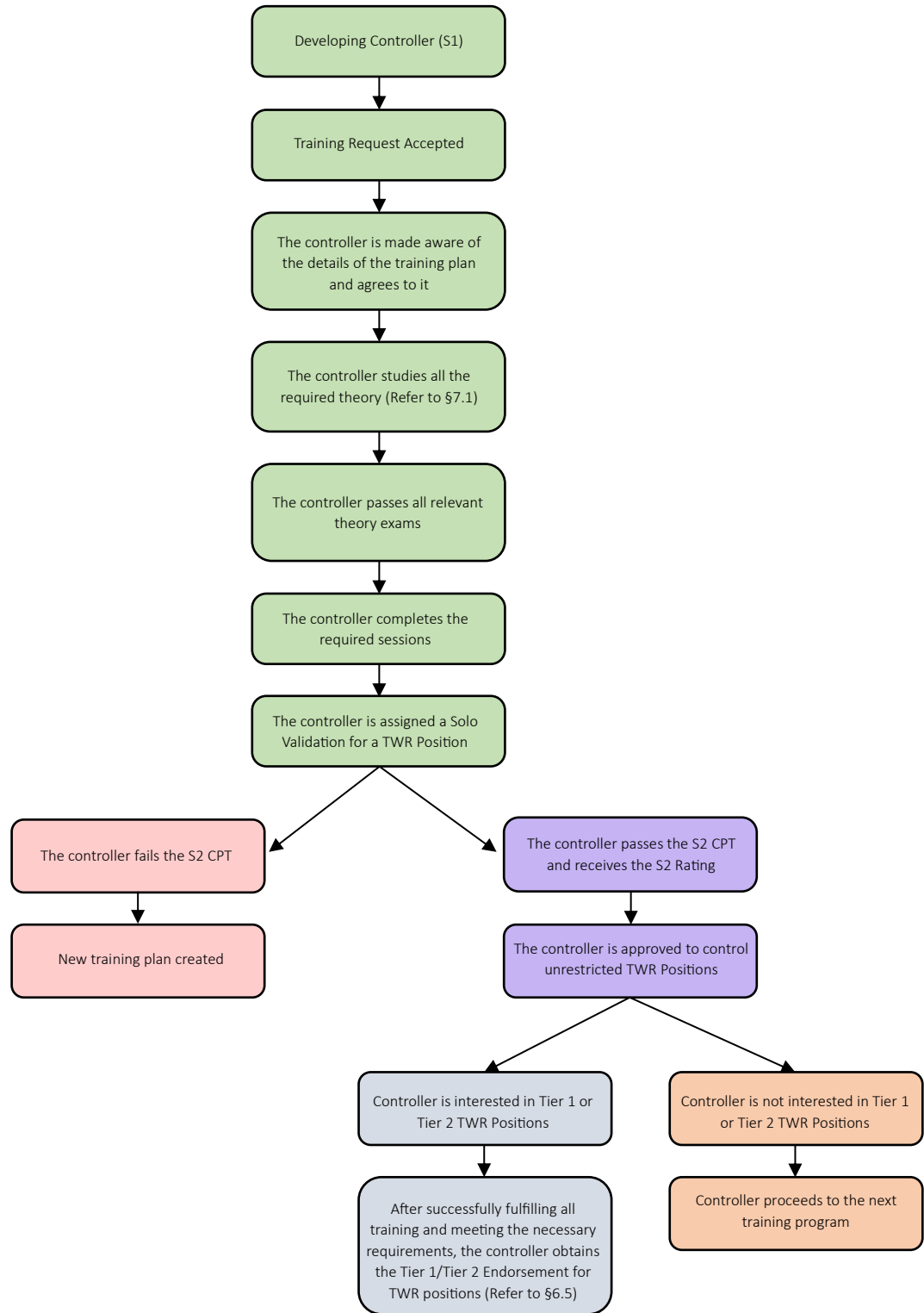
5.2.1 Observer (OBS) – Developing Controller (S1)

Resident controllers seeking the S1 rating, should complete the S1 training program outlined below.



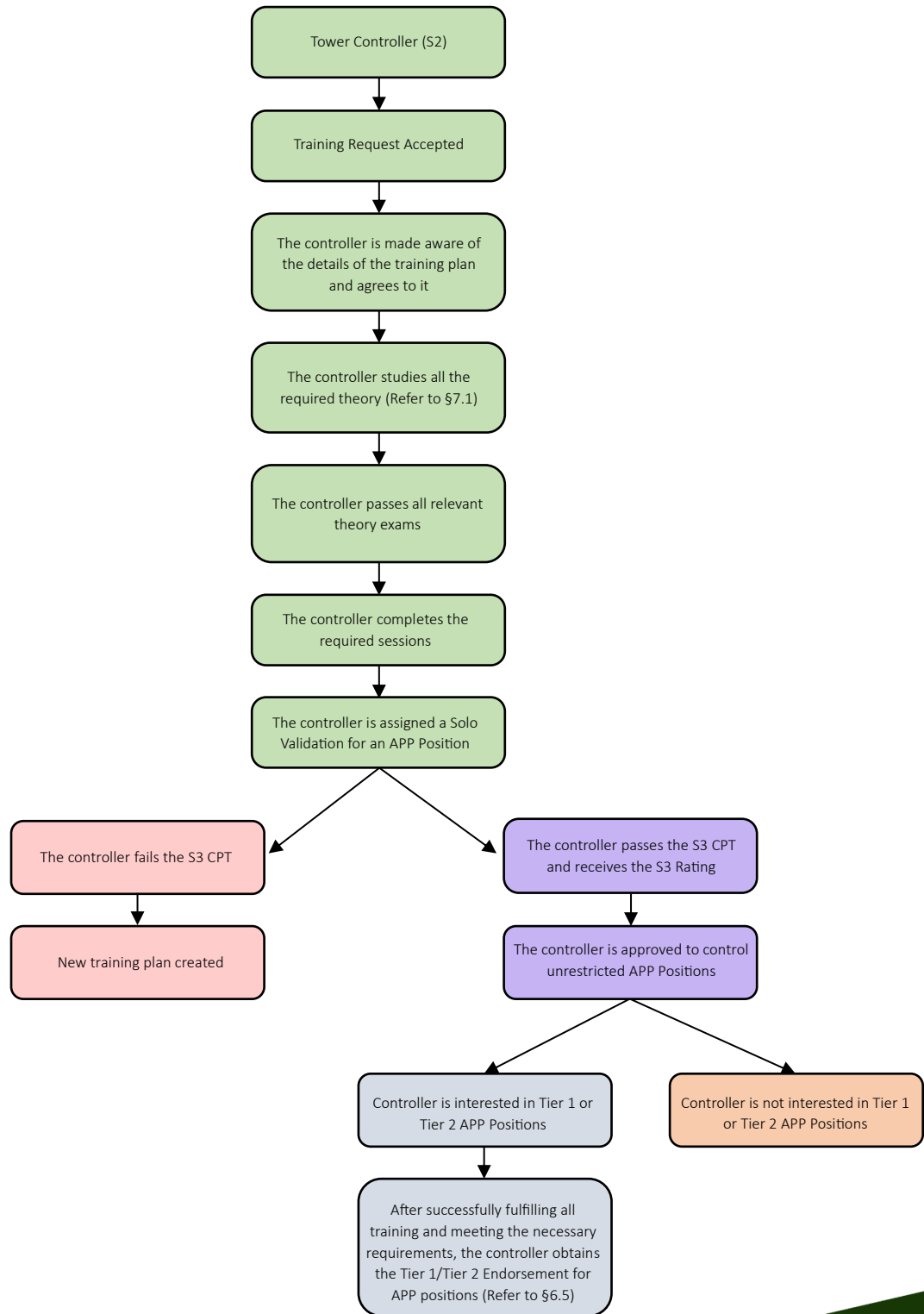
5.2.2 Developing Controller (S1) – Tower Controller (S2)

Resident controllers seeking the S2 rating, should complete the S2 training program outlined below.



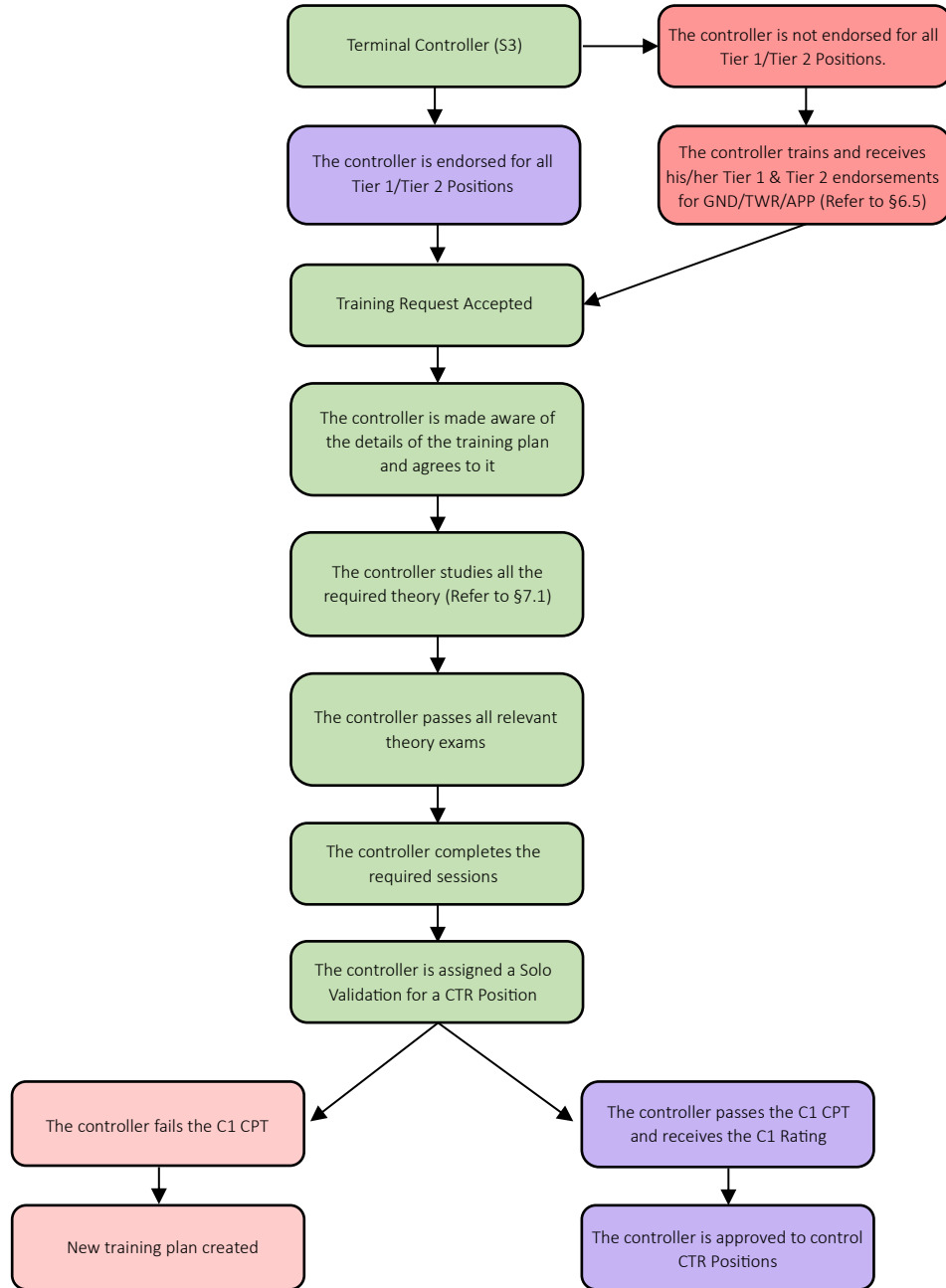
5.2.3 Tower Controller (S2) – Terminal Controller (S3)

Resident controllers seeking the S3 rating, should complete the S3 training program outlined below.



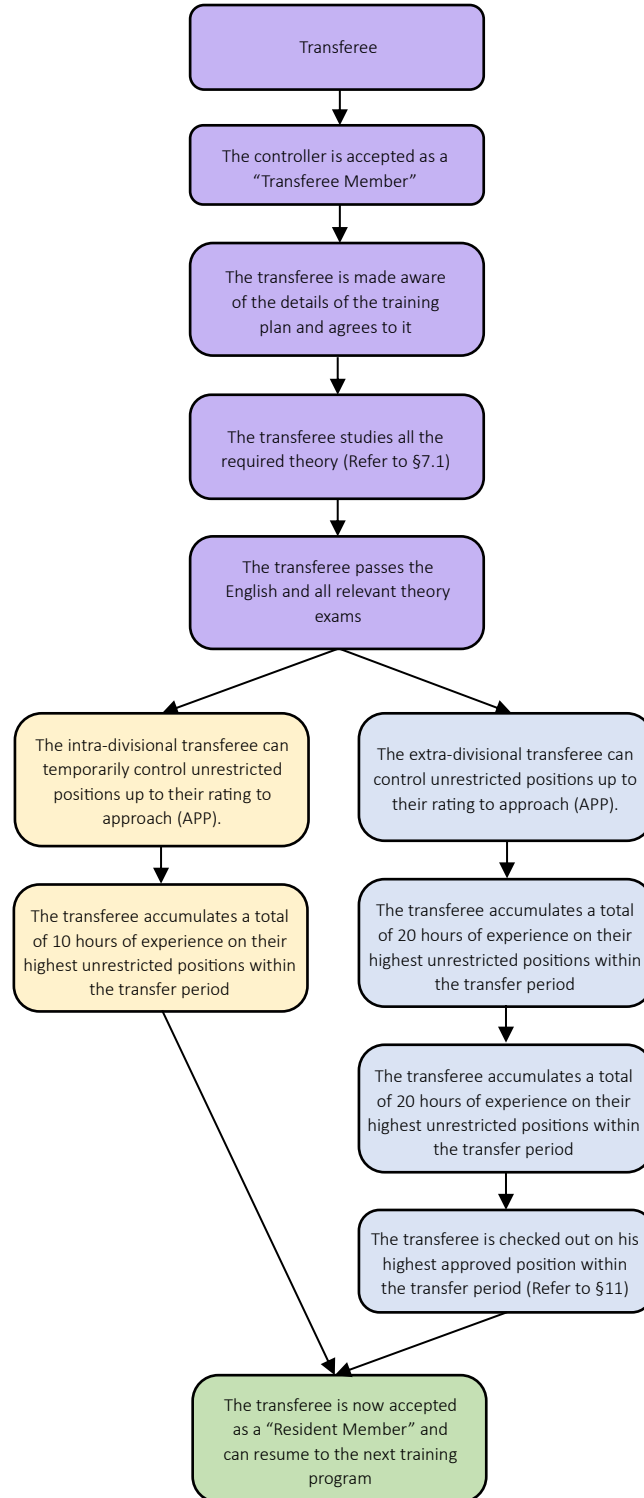
5.2.4 Terminal Controller (S3) – Enroute Controller (C1)

Resident controllers seeking the S3 rating, should complete the S3 training program outlined below.



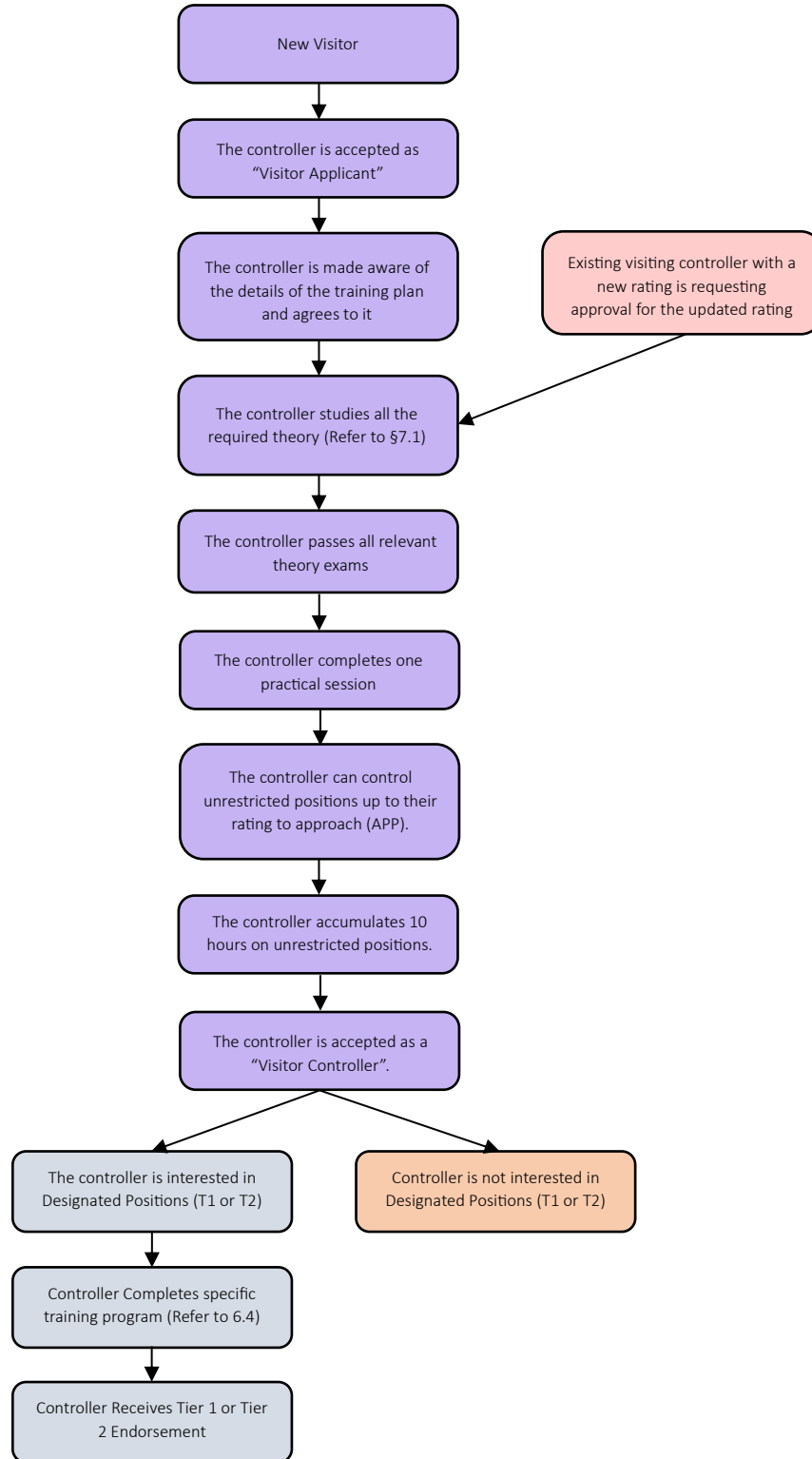
5.3 Transferee General Training Program

All incoming transferees, wither from inside or outside the division are required to follow the program below. Upon complete the below, then a member is accepted as **“Resident Member”**.



5.4 Visitor General Training Program

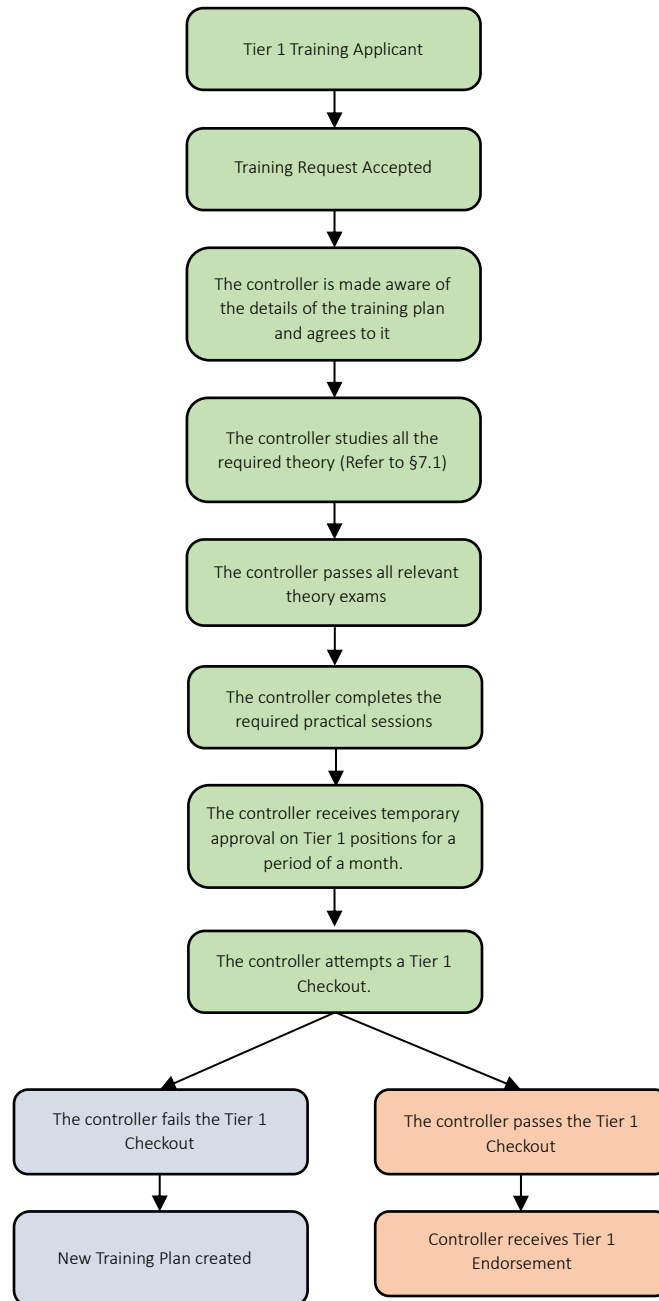
All visitors, wither from inside or outside the division are required to follow the program below.



5.5 Designation Endorsements Training Program

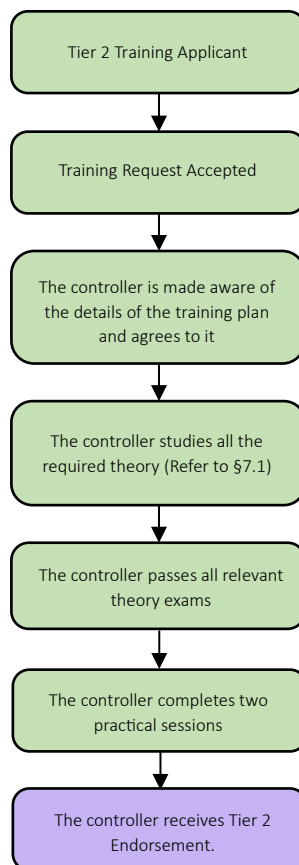
5.5.1 Tier 1 Designation

Controllers seeking to control Tier 1 Positions must adhere to the program outlined below in order to receive their Tier 1 Endorsement.



5.5.2 Tier 2 Designation

Controllers seeking to control Tier 1 Positions must adhere to the program outlined below in order to receive their Tier 1 Endorsement.



6. Theory

Saudi Arabia vACC requires their controllers to study for and pass certain theoretical examinations, such as the training program-specific exams.

6.1 Theoretical Resources

Currently, the vACC ATS Department staff is in the process of developing the training resources.

If any part of any training program in §6 necessitates the study of theory, the student will be supplemented with theory sessions and seminars to adequately prepare him/her for the rating and examinations.

6.2 Sub-divisional Examinations

6.2.1 Sub-divisional Rating-Progression Exams

All Residents interested in training for their next rating must first pass the Saudi Arabia vACC theoretical exam for the corresponding next rating in the Saudi Arabian vACC course on VATMENA Academy.

These Exams include general airspace procedures for the whole Kingdom. *(Rating Progression Tests are still a work in progress and should be updated shortly)*

6.2.2 Tier 1 Exam

Any candidate seeking a Tier 1 Endorsement must pass a written exam with a score of **80% or higher**.

6.2.3 Tier 2 Exam

Any candidate seeking a Tier 2 Endorsement must pass a written exam with a score of **80% or higher**.

6.3 Divisional Examinations

Before any rating upgrade, all controllers, both residents and visitors, must pass the VATMENA Theory exam for each rating training program.

7. Training Sessions

7.1. Joining a Training Queue

Before requesting any session(s), the student must first join a training queue.

Observers who wish to undergo training to become a S1 - Developing Controller with a rating of S1 can independently join the S1 Training Queue on the [Hayya HQ](#).

However, Controllers who are seeking higher ratings or endorsements must be recommended by ATS Staff to join the appropriate training queue.

7.2. Requesting training sessions

Students can request training sessions through the [Hayya HQ](#).

7.3. Unauthorized mentoring sessions

Unauthorized training sessions that are not from an approved mentor or sessions that have not been documented on the HQ do not contribute towards the student's training for his next rating.

8. Solo Validation

A solo validation permits a student to control a higher position with his or her *current rating* in order to gain confidence and further develop their skills on the live network in that position prior to attempting the controller practical test (CPT).

All resident controllers practicing their solo approvals on the live network must include “_T_” along with their controlling facility (for example, “OEJN_T_APP”). **This does not apply to visiting controllers with temporary approvals.**

8.1. Issuance of a solo validation

Upon finishing the S2, S3, or C1 training, the trainee is issued a solo validation for 30 days at one position.

The validation will be renewed again for 15 days in which the vACC and student must coordinate to conduct a CPT if it has not done not been conducted already (Refer to §10).

The validation can be renewed till a maximum total duration of **90 days**.

9. Controller Practical Test [CPT]

A controller practical test is a final assessment that the trainee must pass before receiving the next controller rating. It is practical examination conducted on the network in preferably high traffic situations where the controller will demonstrate his or her skills.

Trainees can request a CPT after spending at least **15 days** and **20 hours** on solo validation.

The trainee will not be released for a CPT if the controller is not ready.

9.1 Passing a Controller Practical Test

To pass the CPT trainees must score **80% or higher** in the practical exam. After the examination, the examiner will provide the trainee with a detailed report on their performance, which will be forwarded to the division for revision, after which the rating will be processed.

9.2 Failing a Controller Practical Test

Trainees who fail the test will be given a full report on their performance containing all the details of where their mistakes are. These trainees will have their solo validation extended to another 30 days after they complete the required training session based on their mistakes.

If a candidate fails three CPTs on the same rating, his or her training will be halted until additional instructions from the ATC Training Director - ACCSA3 or the Director - ACCSA1 are received.

10. Check-out

10.1 Tier 1 Checkout

To receive their Tier 1 endorsement, all members must undergo a checkout as outlined in §6.5.1. This checkout maybe conducted live on the network in high traffic scenarios or on sweatbox with an examiner and a mentor.

During the checkout, the student is required to achieve a minimum score of **80%** to successfully pass and receive their Tier 1 endorsement.

10.1.1 Tier 1 Checkout Positions

A Tier 1 checkout **must** be conducted on any of the positions below.

Type	Checkout Position(s)
GND T1	No Tier 1 Positions in Saudi Arabia yet.
TWR T1	
APP T1	

10.2 Extra-Divisional Transferee Checkout

For an Extra-Divisional Transferee to be accepted as a “resident member”, he/she must undergo a checkout within the transfer period as outlined in §6.3. This checkout may be conducted live on the network in high traffic scenarios or on sweatbox with an examiner and a mentor.

During the checkout, the student is required to achieve a minimum score of **80%** to successfully pass.

The transfer period is defined in the Controller Membership and Activity Policy (Yet to be released).

10.1.1 Extra-Divisional Transferee Checkout Position(s)

An Extra-Divisional Transferee checkout **must** be conducted on any of the positions below.

Type	Checkout Position(s)
GND	OEJN_*_GND
TWR	OEJN_*_TWR
APP	OEJN_*_APP