



**Air Traffic Control  
Regulations**

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## Amendments:

- 25.06.2018      Section: Principles, added items #8 - #12 - conditions and additional rules about training membership  
Section: Appendix A - added minimum requirements for CPT.  
Changed Theoretical Plans  
Section: Ratings, added item #8 - Practical exam requirements.
- 17.02.2017      Section: Principles, added item #5 - Exceptions in the rules;  
Section: Appendix B, added item - List of Agreement Simferopil' FIR regulations.
- 15.02.2017      Section: Interactions, added item #3 - Controller's booking regulations.
- 07.02.2017      First edition.

# Regulations

## Principles

1. vACC Ukraine is responsible for providing an air traffic control in the VATSIM network over all the territory of Ukraine.
2. During operations all the ATC services should correspond to the local air law and real life regulations on aviation.
3. Air traffic control service over Ukraine can be performed either by vACC Ukraine controllers<sup>1</sup> or visiting controllers, as specified in section Visiting Controllers.
4. All controllers and students must be acknowledged with the local rules of controlled zone. Confirmation of this knowledge is provided by the assigned Instructor.
5. In case if controller or student is inactive more than 2 months (e.g. not providing ATS or not studying) or if local rules was changed (AIP amendments), local zone knowledge must be reviewed and confirmed by staff or assigned instructor..
6. Due to differences in air law and major documentation other members of Division can not be equated to vACC controllers and therefore required to obtain visiting controller permission on general conditions.
7. In certain questions this rules might have exceptions that will be a matter for international agreements and therefore listed in Appendix B.
8. To be a student, active ATC has to apply to the next position training and meet the requirements stated in the Appendix A for each position. If all requirements are met training permission can be issued and Instructor will be attached to this student.
9. If student is not online (e.g. not educating) for 2 months, his training permission will be suspended. If suspended student wants to continue training, he/she has to restart training following the item 9 of this section.
10. Every student has to be responsible, interested in training, motivated to learn new knowledge, best practices according to achieve desired rating.
11. Practical training (using Sweatbox, training positions online) and the Practical exam can be approved by the assigned Instructor only after theoretical exam is passed and student has sufficient theoretical knowledge. Anytime it's needed practical training can be suspended on vACC Staff or Instructor's opinion if there is a reason to do this (for example, lack of knowledge, poor performance on held rating positions).
12. vACC Ukraine reserves the right to suspend any student from the theoretical and practical training to the indefinite time period, if student breaks these regulations and requirements. Such decision must be made collegially by ATC Manager, student's instructor and independent instructor.

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<sup>1</sup> A member of vACC Ukraine who successfully passed an ATC training and obtained the corresponding rating within vACC.

## Ratings

1. VATSIM provides the following ATC ratings that vACC Ukraine adopts according to GRP<sup>2</sup>:
  - a. Tower Trainee (S1);
  - b. Tower Controller (S2);
  - c. TMA Controller (S3);
  - d. Enroute Controller (C1);
  - e. Senior Controller (C3);
  - f. Instructor (I1).
2. Within vACC we provide training according to Ukrainian flight rules and air law as well as examination to obtain any of the ratings listed above. To improve quality of education and to simplify training for non-ukrainian people, all training materials (such as guides, AIPs) are provided in English.(since most of local documentation is written in Ukrainian language). Thereby the candidates who apply for training must have a good language skills in English.
3. Only VATSIM members who are assigned to vACC Ukraine are allowed to perform training and examination within vACC. Other vACC's and Division's members should be transferred to vACC Ukraine before they are allowed to join the training.
4. Every rating has its own features and ways to achieve as follows:
  - a. Tower Trainee:
    - i. Positions: DEL, GND, TWR;
    - ii. Certification: theoretical exam, permission for practice from assigned instructor.
  - b. Tower Controller:
    - i. Positions: DEL, GND, TWR;
    - ii. Certification: theoretical exam, practical exam with at least one Instructor present.
  - c. TMA Controller:
    - i. Positions: DEL, GND, TWR, APP;
    - ii. Certification: theoretical exam, practical exam with at least two Instructors present.
  - d. Enroute Controller:
    - i. Positions: DEL, GND, TWR, APP, CTR;
    - ii. Certification: theoretical exam, practical exam with at least two Instructors present.
  - e. Senior Controller:
    - i. Positions: DEL, GND, TWR, APP, CTR;
    - ii. Certification: issued as a reward for outstanding performance and contribution.
  - f. Instructor:
    - i. Positions: DEL, GND, TWR, APP, CTR;

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<sup>2</sup> [Global Rating Policy](#)

- ii. Certification: must be recommended by vACC staff and approved by Division.
5. Student with Tower Trainee (STU1) rating can provide control at Tower position only after passing theoretical test for STU2 rating and permission from assigned instructor.
6. The minimum requirements as well as the studying plan are attached in Appendix A at the end of the document.
7. For practical exams for ratings STU2, STU3, CTR1 minimum requirements must be met. Minimum requirements for corresponding ratings are stated in Appendix A.
8. Practical exam should going not less than 3 hours and should be announced at public resources at least 5 days before CPT.

## Instructors and mentors

1. All the education process connected to air traffic control within vACC Ukraine is managed by Instructors and Mentors who are being a full-time members of vACC.
2. Instructors are members who are holding rating Instructor or higher and responsible for:
  - a. Providing help for their students<sup>3</sup> and other air traffic controllers within vACC during their operation and studying;
  - b. Provide training for students<sup>3</sup> and air traffic controllers within vACC;
  - c. Providing regular review of controllers online;
  - d. Resolve conflicts between controllers and pilots online;
  - e. Provide examination (both theoretical and practical) for controllers within vACC.
3. For the Instructor's assignment refer to a section Ratings.
4. Mentors - are members of vACC Ukraine with any rating less than Instructor who are responsible for:
  - a. Providing help to the air traffic controllers who holds rating less than mentor's within vACC during their operation and studying;
  - b. Help controllers to prepare for examination;
  - c. Recommend controllers for further examination to achieve ratings.
5. Any controller - member of vACC Ukraine can be a volunteer mentor for any other controller whose rating less than it's own and therefore provide the responsibilities that are listed above.
6. Official mentors - are mentors who has vACC Ukraine staff approval and perform all the Instructor's duties as listed in item 2 of this section except providing examination. Such mentors are also listed on HRM<sup>4</sup> website as Instructors.
7. vACC Ukraine approves official mentors based on their knowledge, experience and involvement in vACC duties without any extra requirements.
8. vACC Ukraine reserves the right to restrict controllers from being a mentor (both volunteering and official) in case when controller can not fully provide the required duties.

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<sup>3</sup> Controllers who are in process of achieving the next ATC rating and assigned to the corresponding instructor.

<sup>4</sup> [Human Resource Management](#)

## Visiting controllers

1. Any member of VATSIM network who holds an air traffic controller rating may apply to be a visiting controller within vACC Ukraine.
2. For an approval candidate must meet the following requirements:
  - a. Have a good theoretical knowledge and practical skills;
  - b. Be aware of local rules and features;
  - c. Show a good tolerance towards other members of network;
  - d. Register on the vACC Ukraine's HRM<sup>4</sup> website.
3. To apply for a visiting controller position the candidate should contact any available instructor or staff member of vACC Ukraine through contacts available on HRM<sup>4</sup> website.
4. vACC Ukraine reserves the right to refuse the candidate or revoke visiting controller's permission in the following cases:
  - a. Controller has not enough theoretical knowledge, practical experience or not enough familiar with local regulations;
  - b. Controller does not show any activity in more than 3 months;
  - c. Controller shows disrespect to organisation, it's policy or members;
  - d. Controller violates CoC<sup>5</sup> or GRP<sup>2</sup>.

## Solo permission

1. Solo permission allows a controller to provide air traffic control on the positions that are intended to be operated on a one level higher rating (e.g. a controller with a rating Student 2 intended for TWR will be able to work as an APP).
2. Solo permission can only be approved for an active air traffic controller, who is being a full-time vACC Ukraine member. Visiting controllers are not allowed to obtain solo permission within vACC Ukraine.
3. Approval can only be obtained from a vACC Ukraine Instructor at his/her own discretion based on a performance of a controller on a current position and his/her theoretical knowledge.
4. According to VATSIM GRP<sup>2</sup> the following rules must be followed:
  - a. Solo permission may be approved for an air traffic controller who currently holds a rating of Student 2 or higher;
  - b. Solo permission can be assigned for only one training airport/ATC position;
  - c. The maximum period of validity must not exceed 30 days;
  - d. Permission can be renewed based on candidates performance no more that 2 times i.e. no more than 90 days of solo in total;
  - e. Candidate who obtained a solo permission is a subject to regular review and supervision by Instructor;
  - f. Approved permissions should be listed on the website.
5. The list of an active solo permissions are listed in the corresponding section of a HRM<sup>4</sup> website.

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<sup>5</sup> [Code of Conduct](#)

## Real life ATC and cadets

1. vACC Ukraine provides extra opportunities for those who holds a real life ATC certificate or being an ATC cadet.
2. Real life controllers are allowed to be promoted to the rating that corresponds to their real life position when:
  - a. Controller passes theoretical test to obtain Student 1 rating on general rules;
  - b. Controller provides vACC Ukraine staff with his/her ATC certificate copy.
3. ATC cadets who study in aviation universities and has a good theoretical knowledge and practical skills may be granted with a slightly indulgent conditions during achievement of ratings in VATSIM such as lowering requirements to pass examinations. Though cadets still must pass all the theoretical and practical exams according to the local training program.

## Ukraine Control

1. Ukraine Control - is a special ATC position that covers all the territory of Ukraine within lateral borders if local ATC unavailable.
2. The position has the following properties:
  - a. VATSIM callsign - UKR\_CTR;
  - b. Frequency - 123.475;
  - c. Radio callsign - Ukraine Radar;
  - d. Lateral borders - UKBV, UKDV, UKFV, UKOV, UKLV FIRs (if local ATC unavailable);
  - e. Vertical borders - from GND (or higher on controller's discretion) to FL660.
3. While operating the controller should specify his/her vertical borders in ATIS line.
4. Ukraine Control position is available for controllers who meets the following requirements:
  - a. Controller must be a member or a visiting controller of vACC Ukraine;
  - b. Controller's current rating must be no less than Enroute Controller;
  - c. The total amount of time on any of vACC Ukraine's CTR positions must be no less than 100 hours;
  - d. Controller should show a good practical skills and theoretical knowledge.
5. Any candidates who correspond to the requirements listed above are allowed to provide ATC on a position without a special permission unless specified otherwise.
6. vACC Ukraine reserves the right to restrict a controller from using position in case if controller does not meet the requirements.

## Interactions

1. All the controllers while providing ATC service must keep in contact with other controllers by means of Euroscope or any other ways available, at all times.
2. We highly recommend controllers to use voice communication provided by Discord when being online in VATSIM network to provide the best interaction opportunities



3. Controllers who has booked a position in advance has a priority towards other controllers who might occupy the same position, therefore:
  - a. A controller who has booked position has the right to ask other controller, who has no booking and yet occupied that position in a designated time, to leave his position;
  - b. In case the position remains empty despite for more than 20 minutes since the designated booking time has started, this booking can be considered as invalid and any controller can occupy the position.
4. Controllers must hold an aircraft track at all times when providing ATC service for the pilot.
5. Controllers must not hold a track of an aircraft which is out of the controller's area of responsibility.
6. When different positions are in operation within vACC Ukraine airspace controllers are recommended to accept track only after pilot contacted and forward track to the next ATC position in accordance with the following rules:
  - a. On the ground (transfer between GND and TWR controllers):
    - i. On holding points;
    - ii. On main taxiways (if applicable according to local airport rules).
  - b. On takeoff/landing (transfer between TWR and APP controllers):
    - i. After takeoff when the aircraft reached a safety altitude but no less than 1000 ft;
    - ii. On a final approach when pilot reported localizer established, on final or runway is in sight.
  - c. In the mid air (transfer between APP and CTR, CTR and CTR controllers):
    - i. 2000 ft before the vertical boundary;
    - ii. Not closer than a half of the horizontal separation minimum used.
7. Transfers between vACC Ukraine airspace and foreign countries airspace are subject to additional agreements between vACC Ukraine and other vACCs/Divisions and attached in Appendix B.
8. While transferring an aircraft track, the receiving controller must not approve track until the pilot contacts controller and the aircraft is been identified.
9. Identification can be provided by a controller only in case the aircraft's track has been accepted.
10. In case aircraft is entering controller's airspace without track being transferred, the controller should take all the measures to obtain aircraft's track and contact the pilot either by means of communicating to the previous controller or with pilot directly.
11. All the clearances, approvals and changes that are given by a controller to a pilot should be set and shown in Euroscope by means of TAGs and lists that are available. The automated RWY, SID, STAR assignments made by Euroscope should be approved by a controller in TAGs or lists that can be achieved by setting the same RWY, SID, STAR manually.
12. In case of problems with the pilots controller should call supervisor for help using command '.wallop [message]'. This cases include:
  - a. Pilot does not respond for calls or contact me messages for more than 30 minutes;
  - b. Pilot perform actions that compromises flight safety.

13. Previous to switching offline air traffic controller must inform others by calling '.break' command and transmitting message on his/her frequency to notify pilots, also recommended to send message to ATC chat by typing your message started with "/" (slash), to inform neighbor controllers.

# Appendix A

## Student 1 / Tower Trainee

**Requirements:** valid VATSIM account, current division - VATRUS.

### Theoretical course:

1. **VATSIM Code of Conduct**
2. **vACC Ukraine Constitution**
3. **vACC Ukraine ATC Regulations**
4. **Ground Guide**
5. **METAR Decoding Guide**
6. **ICAO Doc 4444**
  1. **4.4 Flight Plan**
  2. **4.9 Wake Turbulence Categories**
  3. **6.4 Information For Departing Aircraft**
  4. **7.2 Selection Of Runway-in-use**
  5. **7.6.2 Designated positions of aircraft in the aerodrome traffic and taxi circuits**
  6. **7.6.3.1 Control of taxiing aircraft**
  7. **7.9.1 Departure sequence**
  8. **Appendix II - Flight Plan**
7. **Airspace classes using and Flight Rules in Ukraine: ENR 1.2, ENR 1.3, ENR 1.4, ENR 1.7**

## Student 2 / Tower Controller

**General requirements:** valid VATSIM account, current division - VATRUS, current rating - Student 1, no less than 40 hour online as Tower Trainee.

**Minimum requirements for practical exam:** at least 20 IFR flights during CPT and 2 VFR flights at same time.

### Theoretical course:

1. [Tower Guide](#)
2. [ICAO Doc 4444](#)
  1. **7.6.3.1.2 Taxiing on a runway in use.**
  2. **7.6.3.1.3 Use of runway holding positions**
  3. **7.6.3.2.2 Priority on the manoeuvring area**
  4. **7.7 Control of traffic in the traffic circuit**
  5. **7.8 Order of priority for arriving and departing aircraft**
  6. **7.12.1 Control of aerodrome surface traffic in conditions of low visibility**
  7. **7.12.2 Procedures for control of aerodrome traffic when category II/III approaches are in use**
  8. **7.13 Suspension of visual flight rules operations**

9. 15.4 Assistance to VFR flights
3. Airspace classes using and Flight Rules in Ukraine: [ENR 1.2](#), [ENR 1.3](#), [ENR 1.4](#)

## Student 3 / TMA Controller

**General requirements:** valid VATSIM account, current division - VATRUS, current rating - Student 2, no less than 40 hour online as Tower Controller.

**Minimum requirements for practical exam:** at least 30 aircrafts during CPT.

**Theoretical course:**

1. Radar Guide
2. ENR 1.5 Holding, approach and departure procedures
3. ENR 1.6 ATS surveillance service and procedures
4. ENR 1.7 Altimeter settings procedures
5. ICAO Doc 4444
  1. Chapter 1 Definitions
  2. 4.3 Division of responsibility for control between air traffic control units
  3. 4.8 Change from IFR to VFR flight
  4. 6.7 Operations on parallel or near-parallel runways
  5. 7.12 Procedures for low visibility operations
  6. Chapter 8 ATS surveillance services
  7. Chapter 10 Coordination
  8. Chapter 15 Procedures related to emergencies, communication failure and contingencies

## Controller 1 / Enroute Controller

**General requirements:** valid VATSIM account, current division - VATRUS, current rating - Student 3, no less than 80 hour online as TMA Controller.

**Minimum requirements for practical exam:** at least 30 aircrafts during CPT.

**Theoretical knowledge** should be a compilation of all previous theoretical courses of ratings STU1, STU2, STU3.

# Appendix B

[List of Agreement - Bucharest ACC and Lviv ACC](#)

[List of Agreement - Simferopil' FIR regulations](#)