

Major Facility Certification Standardized OTS Exam

SOP items are open book. Knowledge items are expected to be answered directly. Students must complete all tasks satisfactory. Oral portion should be done via vZTL teamspeak server and practical portion shall be conducted via Tower Trainer, ACSIM or other approved software on Vatsim sweatbox server. If conditions exist on the live VATSIM network such that the required scenario and traffic levels published below can be met the OTS may be performed in conjunction with "live" traffic provided there is no disruption to the Vatsim network.

No mentor or instructor may sign a student up for an OTS and also administer the same OTS. OTS evaluations will be approved by the Training Administrator as soon as practical after completion of the OTS. Applicants will not be considered certified until that time. OTS certification will normally only be denied in cases of violation of vZTL, VATUSA or VATSIM policy.

S : Satisfactory U : Unsatisfactory I: Incomplete

SOP's:

Task 1.) S/U/I General Knowledge Open Book - Corrected to 100%

Knowledge:

- Task 2.) S/U/I** Sectors – 100%
Task 3.) S/U/I Airspace Boundaries – 100%
Task 4.) S/U/I Major LOA's - 100%
Task 5.) S/U/I Important Fixes & Nav aids – 80%
Task 6.) S/U/I Mandatory Coordination - 80%

Task 7.) S/U/I Practical OTS:

- Operational Error – 0 allowed (loss of required separation)
- Operational Deviations – 0 allowed (without point-out)
- Coordination Errors – 1 allowed (Point-outs, scratch pad usage, verbal coordination)
- SOP Deviation - 3 allowed (Failure to follow facility SOP without any other errors)
- Phraseology Errors – 3 allowed (Multiple occurrences of the same error count as one.)
- Radar Errors (if applicable) – 3 allowed (Tracking, hand-offs, correct radar mode, mode C)

All tasks must be "satisfactory" to pass. At any point during the OTS if the student fails to complete a task satisfactory the trainer will verbally notify the student. After notice of an "unsatisfactory" task the trainer may continue at the discretion of the student to complete tasks 1-6 task 7 may not begin until task 1-6 are "satisfactory".

A follow up OTS will be conducted after the developmental has been re-trained on all "unsatisfactory" tasks. The trainer may then at his discretion evaluate only "unsatisfactory" or "incomplete" tasks. There will be a waiting period of 24hrs before the start of the second OTS if due to "unsatisfactory" task. Although not typical if the OTS terminates early completed task shall be marked appropriately and may resume at the first "incomplete" task.

Scenarios and traffic levels:

Local Control – 60 movements per hour

Final Monitor – Position is arrival tower. 40 arrivals per hour.

Satellite Radar – Mix of VFR/IFR and multiple airports. Focus should be on airspace and efficiency.

Departure Radar – 20 movements per active departure runway per hour (Primary/Satellite)

Feeder Radar – Four arrival streams plus some light satellite traffic, multiple cross feeds. Focus is on providing a consistent and balanced feed to ALL active arrival runways.

Arrival Radar – 35 arrivals per hour (one arrival runway) or 25 arrivals per runway per hour. Focus is on vectoring, sequencing, and separating aircraft.

Enroute Low – Focus is on understanding general procedures for all the TRACONS and airports.

Enroute Departure – One departure sector, 35 departures per hour with VFR & IFR over-flights

Enroute Arrival – One arrival sector, 30 arrivals per hour with VFR & IFR over-flights. Focus is on providing a consistent and balanced feed to the TRACON.

Enroute High – Primary Enroute Sector, numerous over-flights, arrivals, departures, and common Vatsim scenarios. Focus should be on providing high quality service under high demand with minimal delays and no loss of separation.

Note: OTS may be performed with combined positions to achieve facility certification.

Sweatbox Considerations:

Weather and ATIS – Should be determined by the instructor and adhered to. Use of real world weather is suggested.

Pilot Voices – Pilot responses should reflect conditions being modeled, or situations being tested.

Record Keeping:

The trainer shall record in the students vZTL training records tasks which were determined "Unsatisfactory" or "Incomplete". The trainer shall also make note of any tasks where the score did not equal 100% or where errors occurred even if the associated task were graded "satisfactory". Secondary OTS shall be noted as such. "Unsatisfactory" tasks will include specific details.

The trainer shall record the position it's combination and relevant position split of adjacent sectors. The trainer shall record the traffic level in approximate operations per hour and weather.

Example's:

Practical OTS ATL LC All Tasks Satisfactory

Scenario ATL LC Combined Tower Trainer. 30 minute session 34 aircraft=68 ops per hour. Weather low IMC. GC open all tracon positions open.

-Task 5 Student scored 80% (4/5 questions asked answered correctly)

-Task 7 1 Phraseology error students used phrase "winds"

Practical OTS ATL AR Unsatisfactory

Session 45 minutes approx 33 aircraft tracked weather VMC All adjacent sectors open.

-Task 7 Student cleared downwind aircraft to descend to 4K over LC airspace without prior coordination operational error