

# ACTIVITY REQUIREMENTS POLICY



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# 1. Control Pages

## a. Document Identification

Document Identification	
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## b. Revision Records

Revision number	Date	Description of Change	Author
1.0	22 DEC 2024	Initial Release	Steven Fauconnier

# 2. Exclusion of Liability

1. The content of this document is for use on the VATSIM network only. Anything within it should not be used outside of the network.
2. The information published within by Belux vACC is provided without any warranty. Belux vACC accepts no responsibility for the currency, accuracy or quality of the information provided within this document.
3. The active version of this document should be found on the [beluxvacc.org](http://beluxvacc.org) website.
4. Should there be any conflicts between this policy and a policy released and maintained by the VATSIM Board of Governors, the VATSIM Europe, Middle East and Africa Region, or the VATSIM Europe Division, the higher standing document shall take precedence. Such discrepancies shall be reported to the Belux vACC Director.
5. The document is not controlled when distributed.

### 3. Scope and Purpose

1. The VATSIM Global Controller Administration Policy (GCAP) was established to, amongst others, maintain a standard of quality Air Traffic Control service on the VATSIM network<sup>1</sup>. As such, it therefore expects a controller connecting to the network to be up to date with revisions to relevant local procedures and/or policy<sup>2</sup>.
2. The VATSIM GCAP empowers a subdivision to utilize any of the three stated possible requirements for a controller to remain on the ATC roster based on 'currency'<sup>3</sup>.
3. The purpose of this subdivisional policy is to establish how currency is dealt with within Belux vACC. It therefore describes the currency requirements, the procedure to warn the controller, the procedure to remove of a controller from the vACC controller roster and to remove his controlling privileges, the regaining controlling privileges process.

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<sup>1</sup> VATSIM GCAP – Section 2.1

<sup>2</sup> VATSIM GCAP – Section 9.4(a)

<sup>3</sup> VATSIM GCAP – Section 9.4(c)

## 4. Policy

1. In accordance with VATSIM GCAP, sections 9.4(c) and 9.4(c)i, and VATSIM Europe Division Training Policy, section 4.1, Belux vACC requires any of its controllers to have controlled for **5 hours in each rolling 6 months timeframe**. The controlling shall take place on the VATSIM network and on positions which have been allocated to Belux vACC on the VATSIM network.
2. Paragraph 1 of this Policy shall apply equally to **both home and visiting controllers** of Belux vACC.
3. The Belux vACC Membership Department (or, when vacant, the Belux vACC Director) shall perform the necessary **checks** to ensure compliance with the requirement, as set by paragraph 1 of this Policy, **on a monthly basis**.
5. When a controller is found not to be compliant with the requirement, as set by paragraph 1 of this Policy, the Belux vACC Membership Department (or, when vacant, the Belux vACC Director) shall provide the controller with **a written warning**. This written warning shall be sent to the controller's VATSIM registered email address.
6. When a warned controller is, again, found not to be compliant with the requirement, as set by paragraph 1 of this Policy, during the next periodical check, the Belux vACC Membership Department (or, when vacant, the Belux vACC Director) shall **remove the controller from the vACC controller roster**. This removal constitutes the removal of the controller's controlling privileges and Tier 1-endorsements within Belux vACC. Where relevant, it also renders the controller **ineligible for training for an ATC Rating or Endorsement**. The Belux vACC Membership Department (or, when vacant, the Belux vACC Director) shall immediately **inform** the controller on the removal from the vACC controller roster via email to the controller's VATSIM registered email address.
7. When a controller previously removed from the roster **wishes to be reinstated**, the controller shall contact the Belux vACC ATC Training Department (or, when vacant, the Belux vACC Director).
8. In order to accommodate any requests for reinstatement, as per paragraph 7, the Belux vACC ATC Training Department (or, when vacant, the Belux vACC Director) shall **develop a specific training plan**. This training plan shall abide by the provisions set out by VATSIM GCAP, sections 9.4(d) and, where relevant, 9.4(f)(iii), as well as VATSIM Europe Division Training Policy, section 4.5.

9. The Belux vACC ATC Training Department (or, when vacant, the Belux vACC Director) shall inform the Belux vACC Membership Department (or, when vacant, the Belux vACC Director) when the controller seeking reinstatement has completed the training plan, as referenced in paragraph 8. The controller shall then be **reinstated** on the vACC controller roster by the Belux vACC Membership Department (or, when vacant, the Belux vACC Director) as soon as possible. Where relevant, any Tier 1-endorsements shall also be reinstated.

10. Notwithstanding any of the provisions of this Policy, **visiting controllers** shall also abide by the provisions of the VATSIM Transfer and Visiting Controller Policy (TVCP). Special attention is drawn to sections 6.4 and 6.5, including any subsections.

11. This policy shall be **effective** as from January 1<sup>st</sup>, 2025.

## 5. Transitional provisions

1. In derogation to paragraph 3 of section 4, the Belux vACC Membership Department (or, when vacant, the Belux vACC Director) shall perform the necessary **checks** to ensure compliance with the requirement, as set by paragraph 1 of this Policy, **on a 2-monthly basis** until March 31<sup>st</sup>, 2025.