

Doc No.: HKVACC-SOP013-R1 Date Issued: 09 JUN 2024
Subject Hong Kong vACC Event Sign Up Standard Operating Procedures

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT NUMBER: HKVACC-SOP013-R1

DATE ISSUED: 09 JUN 2024

REVISION: 1

SUBJECT: Hong Kong vACC Event Sign Up Standard Operating Procedures

EFFECTIVE DATE: 09 JUN 2024

SCOPE: Outlines standard procedures for signing up to control during official events within the Hong Kong FIR on VATSIM.

1. PURPOSE

- 1.1. This Standard Operating Procedure (SOP) sets forth the procedures for all controllers who intend to sign up to control during official events.

2. ROLES AND RESPONSIBILITIES

- 2.1. The Office of Primary Responsibility (OPR) for this SOP is the team under the supervision of the Facilities Director. This SOP shall be maintained, revised, updated or cancelled by the Facilities Director. Any suggestions for modification / amendment to this SOP should be sent to the Facilities Director for review.

3. DISTRIBUTION

- 3.1. This SOP is intended for controllers intending to sign up to control during official events.

4. BACKGROUND

- 4.1. This document has been written to serve as an official guideline for controllers wishing to sign up for an event slot on the VATSEA HQ system.

5. PREREQUISITES FOR SIGNING UP

5.1. Rating

- 5.1.1. Prior to signing up for an event slot, ensure that your rating is suitable for the position that you are signing up for (i.e. do not sign up for a CTR position as an S1 rated controller).
- 5.1.2. If you have received a solo validation for a position, ensure that the validation does not expire before the end of your event slot. If it does, coordinate with your mentor/instructor for further guidance.
- 5.1.3. If any mentors/instructors intend to conduct a training session during an event, the mentor/instructor should sign up for the trainee.

5.2. Controller Practical Tests during events

- 5.2.1. If you plan to have your CPT during an event, please ensure that your instructor is notified at least 14 days in advance so the slot can be blocked off for your test.
- 5.2.2. Ensure that all VATSEA CPT policies are followed.

6. REQUIREMENTS

- 6.1. Controllers should sign up for a slot no later than 30 minutes before the start time of the event. (i.e. if the event starts at 1200Z your slot must be booked by 1130Z).
- 6.2. Controllers should sign up for a minimum of two consecutive hours unless otherwise specified.
 - 6.2.1. This requirement (Section 6.2) may be waived by coordinating with other controllers.
 - 6.2.2. For events with an odd number of hours where even splits of two hours may not be possible, slots will be created as close as possible at the discretion of Hong Kong vACC staff.

7. SIGN UP INSTRUCTIONS

- 7.1. Hong Kong vACC has adopted the VATSEA HQ system in order to organise event bookings more efficiently.
- 7.2. Bookings will be available for local controllers for the first 24 hours. The vacant bookings will be made available to all controllers, local and visiting, after the first 24 hours.

7.3. Should there be a need for this process to be exempt, controllers will be notified in advance.

7.4. In order to begin the booking process, ensure that you have signed into the VATSEA HQ system.

7.4.1. To reach the event sign up page, you may find it on the calendar on the VATSEA HQ home page.

7.4.2. Click on the ATC Booking button.

Only book ATC positions you are approved for!
Approver can edit your booking time and position. Check daily to see if there is any change.
You will also be notified by email and HQ notification about your booking detail (and its change if any).

Preferred Position:

Start (Zulu):

End (Zulu):

Show entries Search:

Booking ID	Position	Controller	Start	End
No data available in table				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Figure 7.4: Event Sign Up Page

7.4.3. You will be prompted with a screen in which you can select a preferred position to book. Select the position that you would like to book, then select the start and end time [with respect to Section 6.2](#). If you have coordinated with another controller to split the slot, select the start and end time that matches the split time. Lastly, click submit.

7.4.4. Once your slot has been confirmed please ensure that you show up promptly to complete any controller handoff coordination and set up.

7.4.5. If you need additional assistance using the VATSEA HQ please contact any Hong Kong vACC staff member.

RECORD OF REVISION

DATE	REV.	REVISION CONTENT	APPROVAL
03 SEP 2022	0	Initial Release	J. PATIDAR / A. LEE
09 JUN 2024	1	Removed Section pertaining to Event Credits Updated Section 7.4.3	T. SIU