



Kuwait & Iraq vACC

Local Induction Plan

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1. Control Pages

1.1. Document Identification

Document Identification	
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1.2. Revision Records

Revision Number	Date	Description of Change	Author
2026/01	27 Jul 2026	Initial Release	Vansh Purohit

2. Document Information

2.1. Scope

This Policy applies to all transferring members that hold a permanent controller rating of Developing Controller (S1) or above who are joining the Kuwait & Iraq vACC from another subdivision, division, or region. For new members (OBS) this policy does not apply. Successful completion of the Local Induction Plan is a mandatory requirement for a transferring controller's transfer to be approved.

2.2. Purpose

This policy applies to all members with a permanent controller rating transferring to the Kuwait & Iraq vACC.

2.3. Limitations of Liability

This Document and the VATSIM network as a whole are intended for flight simulation purposes only. Nothing in this policy is related to real-world air traffic control training, licensing or operations.

3. Definitions and Acronyms

Member	An individual registered on the VATSIM network.
Subdivision	The organisation within and responsible to a Division that is delegated responsibility for training within a geographical area.
Visitor	An individual that is permitted to control within another Division or Subdivision whose home allocation is another Division or Subdivision.
vACC	Virtual Area Control Center, otherwise known as a Subdivision.
KWIQ	Kuwait & Iraq vACC
Mentor	A controller authorised by the Subdivision to provide training to students.
LIP	Local Induction Plan
Allocation	A Subdivision, Division, or Region to which a member is assigned.
Home Allocation	The allocation to which a controller is currently assigned.
Previous Allocation	The allocation from which a transferring Controller held home status prior to requesting a transfer to another Division or Subdivision.
(VAT)MENA	VATSIM Middle East & North Africa Division
Within (VAT)MENA	A transfer originating from another Subdivision within the VATMENA Division.
Outwith (VAT)MENA	A transfer originating from a Subdivision that is not VATMENA.
Transferring Controller	A controller from another Subdivision, Division, or region who has applied to transfer to another allocation and who

	remains subject to this policy until the LIP concludes.
Tier 1/2	Tier 1/2 airspace and/or airports as defined in the Global Controller Administration Policy (GCAP).
Transfer Period	The time period, beginning on the approval of a transfer request, permitted for a controller to complete their LIP.
Support Bot / VATMENA HQ Ticket	The VATMENA HQ support ticketing system used to submit and process transfer requests.
SOP	Standard Operating Procedure
Special SOP	A position or airport-specific supplement to the general SOP, describing local procedures unique to a given position.
Unsupervised familiarisation hours	Hours of controlling, completed on the live network, performed by a Transferring Controller, under temporary approval, without a mentor present.
Mentoring Session	A supervised session with a mentor.
Competency Check	A practical assessment, conducted by a mentor, assessing both rating competency and local procedures.

4. General Provisions and Requirements

4.1. Applicable Policies

The following policies and documents also apply:

- Transfer and Visiting Controllers (TVCP)
- Global Controller Administration Policy (GCAP)
- VATMENA Membership Policy
- Kuwait & Iraq vACC ATC Training Policy

4.2. Mandatory Reading

Prior to requesting temporary controlling approvals or attempting a competency check, all transferring controllers shall read and confirm familiarity with the following:

- The KWIQ general Standard Operating Procedures (SOP);
- Any special SOPs applicable to the positions or airport(s) they intend to control;
- Any other documentation referenced within the LIP issued to them.

5. Temporary Controlling Approvals

5.1. Applicability

Upon accepting the LIP (§ 6.2), a transferring controller is granted authorisation to control designated positions/aerodromes up to their current rating for the purpose of familiarising themselves with the KWIQ-specific procedures.

5.2. Removal of Temporary Controlling Approvals

This temporary authorisation may be withdrawn at any time at the discretion of the Subdivisional or Divisional ATC Training Department and does not, by itself, constitute completion of the LIP.

6. Requesting a Transfer

6.1. Opening a Ticket

Any member wishing to transfer to KWIQ, either within or without VATMENA, shall open a support ticket via the VATMENA HQ to initiate the request.

6.2. Acceptance of a Local Induction Plan

Once a transfer request is submitted, the ATC Training Department will issue the applicable LIP (§ 7.1 or § 7.2, as relevant) to the member via the support ticket. The LIP process formally begins once the controller accepts the LIP within the ticket.

6.3. Transfer Period

A transferring controller has a maximum of 90 days from the date of transfer approval to complete their LIP. A controller who does not complete their LIP or who no longer wishes to complete it within this period will be transferred back to their previous allocation and will cease to be a transferring controller at KWIQ.

6.3.1. A Transfer Period may be extended by an additional 30 days if:

- A Competency Check is required on a Tier 1 or Tier 2 airspace.
- A Transferring Controller has previously failed a Competency Check and an agreement with the Subdivisional ATC Training Department has been made to permit further Competency Check attempts.

7. Local Induction Plan

7.1. Internal Transfers (Transfers from within VATMENA)

This section applies to controllers transferring to KWIQ from another Subdivision that is within VATMENA.

7.1.1. Following the acceptance of the LIP, the Transferring Controller will be required to complete a theory assessment.

7.1.2. Following successful completion of the theory assessment, a transferring controller receives temporary controller approvals (§ 5) for a strict maximum of ten (10) unsupervised familiarisation hours.

7.1.3. The Transferring Controller may request one (1) optional mentoring session at any point prior to the completion of the LIP. This session is not mandatory and does not extend the ten (10) unsupervised familiarisation hours.

- 7.1.4. After a Transferring Controller feels that they have familiarised themselves with the selected position/airport, they have completed the Local Induction Plan.
- 7.1.5. If a Transferring Controller does not complete familiarisation within the Transfer Period, they will be transferred back to their previous allocation in accordance with § 6.3.
- 7.2. External Transfers (Transfers from outwith VATMENA)
This section applies to controllers transferring to KWIQ from a Subdivision, Division, or Region outside of VATMENA.
- 7.2.1. Following acceptance of the LIP, the Transferring Controller will be required to complete, and pass, a theory assessment regardless of rating. A Transferring Controller shall attempt this assessment a maximum of two times.
- 7.2.2. A Transferring Controller who is unsuccessful in completing the theory assessment will be deemed to have failed the LIP and will be transferred back to their previous allocation in accordance with § 6.3.
- 7.2.3. After successful completion of the exam, the controller receives temporary controller approvals (§ 5), and has a strict maximum of ten (10) unsupervised familiarisation hours prior to their first competency check.
- 7.2.4. The Transferring Controller may request up to two (2) optional sessions in total, in any combination of theory or mentoring, prior to their first competency check.
- 7.2.5. Once a Transferring Controller is ready, a competency check is conducted, assessing both rating competency and local procedures.
- 7.2.6. If the Transferring Controller fails their first competency check, they are offered one (1) additional mentoring session and may use any remaining hours of their original ten (10) unsupervised familiarisation hours that have not already been used. They are then required to complete a second competency check when they deem that they are ready.

- 7.2.7. If the Transferring Controller fails their second competency check, they have failed the LIP. The controller will be transferred back to their previous allocation in accordance with § 6.3.