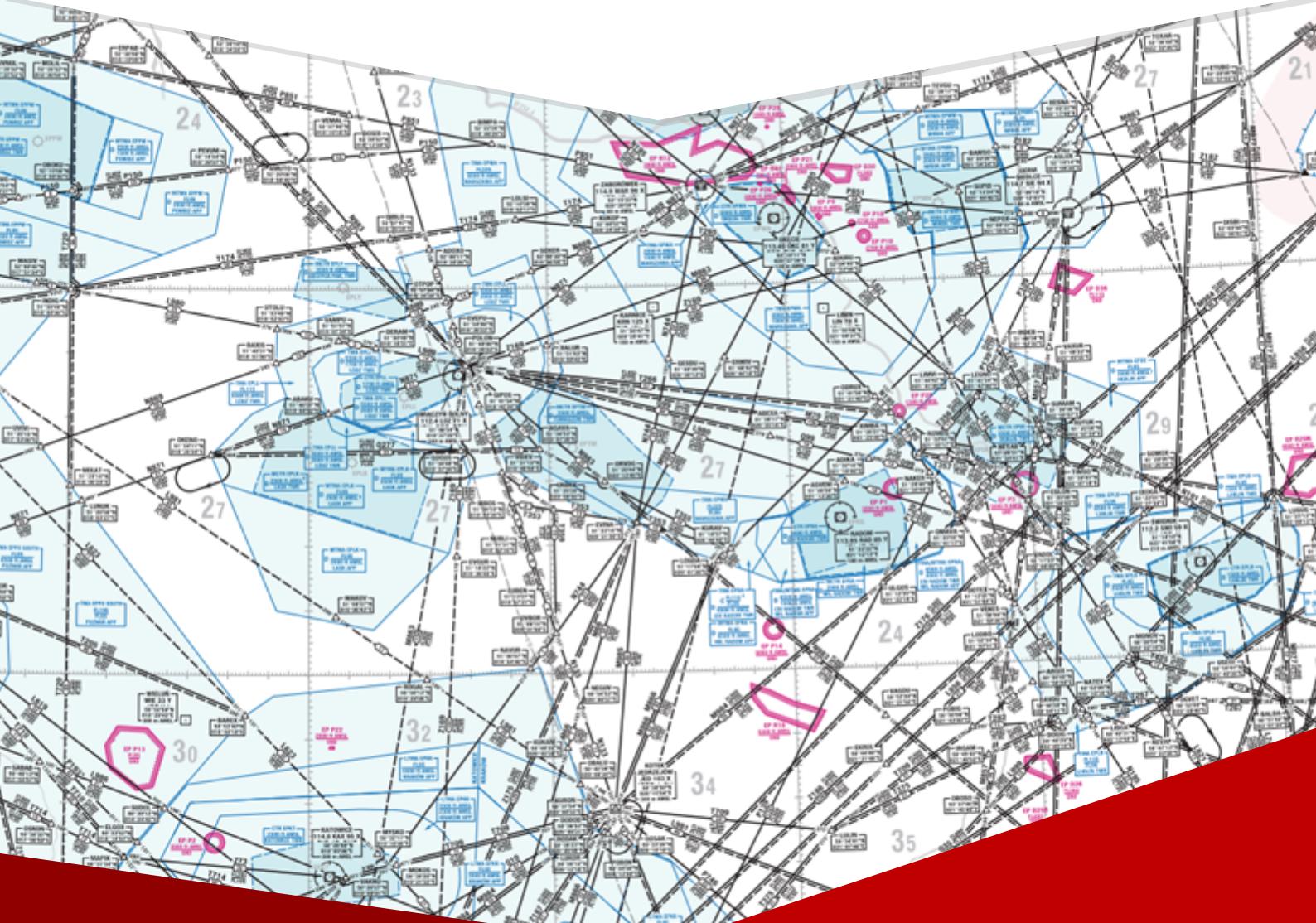


# Polish VACC



## OPERATIONS MANUAL

vFIR Warszawa



Revision 2309.1

## ⚠ Disclaimer

This document is intended for use on VATSIM network only.

Do not use for training purposes or in real life scenarios.

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## Record of Amendments

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Revision number	Date	Changes	Authors
2309.1	XX.XX.2023	Initial 2nd edition release	PL3 Dawid, PL6 Matt
2310.1	TBC	Lorem ipsum dolor sit amet	PL3 Dawid, PL6 Matt

# 1 Introduction

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## 1.1 Document's Purpose

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The following document was created to establish guidelines and standardize operational procedures for Polish VACC virtual air traffic controllers as part of virtual air traffic control on the VATSIM network.

The document was created solely for the needs of the VATSIM network and cannot be used outside it, in particular it should not be used operationally within real air traffic control services.

## 1.2 Document's Contents

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You should learn from and understand this document as follows:

- **general information** relating to specific types of control (aerodrome traffic control, approach control, radar and procedural control procedures),
- **detailed information** relating to individual TMAs. The included information is structured as follows:
  - **information about airports** within the TMA,
  - **information about the TMA airspace**
- **attachments**, which mainly contain collected information in the form of Quick Reference Cards (QRCs), which are used to quickly view the most important information while exercising control.

## 1.3 Definitions

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Expressions used in this document have the following meanings:

**Air Traffic Controller** — (*Controller, ATC*) — a person responsible for the air traffic control service on the VATSIM network, issued a controller rating, allowed to control a selected position and logged in in accordance with the VATSIM Global Rating Policy.

**Crew/Pilot** — a person responsible for controlling the aircraft on the VATSIM network, connected in accordance with the VATSIM network rules.

## 1.4 Legal Basis

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This document was created on the basis of the following legal bases, used and formatted for the needs of the VATSIM network:

- ICAO Doc 4444 – Procedures for Air Navigation Services, Air Traffic Management;
- AIP Polska;
- Polish VACC Policy;
- VATSIM Code of Conduct;
- VATSIM Code of Regulations;
- VATSIM Global Ratings Policy;
- VATSIM Global Controller/ATIS Information Policy;
- VATEUD Policies and Regulations.

## 1.5 Content Liability

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The document is edited and updated by the Polish VACC Board. The main responsible for the document is the Member of the PL-VACC Board responsible for operational changes in vFIR Warszawa or – in the absence thereof – the Director of Polish VACC.

## 1.6 ATC Responsibilities

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Pursuant to the provisions of Art. 4 Polish VACC Policy, especially point 2a of this article, person providing control at vFIR Warszawa is obliged to follow the procedures set by the relevant members of the Polish VACC Board, therefore knowledge of this document and its application in practice within the scope of their positions is mandatory.

## 2 vFIR Warszawa Airspace

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### 2.1 Airspace Structure

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#### Controlled Airspace

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- a) CTA from FL95 to FL660 – class “C” airspace,
- b) TMA, CTR – below FL95 – class “C” or “D” – see ENR 2.1.1 or AD 2,
- c) MTMA, MCTR – class “D” – see ENR 2.1.1 or AD2,
- d) airspaces delegated to other FIRs – see ENR 2.1.2

#### Uncontrolled Airspace

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Class “G” – includes airspace from GND to FL95 outside of controlled airspace.

#### Military Airspace

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Currently, only MCTR Dęblin, MCTR Krzesiny and MTMA Dęblin are simulated on the VATSIM network. In the absence of vATC responsible for given military airspace, these airspaces are relegated to class G airspace. The remaining military spaces are not currently simulated and have been relegated to Class G spaces.

#### Reduced Vertical Separation Minimum (RVSM) in vFIR Warszawa

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vFIR Warszawa between FL290 and FL410 inclusive is an RVSM airspace.

In this airspace, the minimum vertical separation is:

**1000 ft** between aircraft authorized for RVSM operations.

**2000 ft** between:

- aircraft authorized for RVSM operations and aircraft without such authorization,

- aircraft not authorized for RVSM operations,
- formation of aircraft and other aircraft.

## 2.2 Services Provided by ATC

Within vFIR Warszawa the following Air Traffic Services are provided:

### Air Traffic Control service

**Aerodrome Control Service** – for traffic in the Movement Area of an aerodrome and in the CTR,

**Approach Control Service** – for departing and arriving controlled flights,

**Area Control Service** – for controlled flights in CTAs.

### ⚠ Warning

Section under construction

## 2.3 IFR flights

### ⚠ Warning

Section under construction

## 2.4 VFR flights

### ⚠ Warning

Section under construction

## 2.5 Squawk code assignment rules

Virtual ATC of FIR Warszawa is provided with a pool of transponder codes ranging from 4500 to 4577. This gives a total of 64 different codes.

Transponder codes assigned in this way naturally run out when the most frequently occupied ATC positions are occupied and a standard traffic situation occurs. They should be awarded starting from the lowest number available.

When the controller is logged in at the ACC station, he is responsible for the final decisions regarding the allocation of transponder codes.

Sector	Pool	Codes
ACC (EPWW_CTR)	4500 – 4577	64
Procedural TMAs	4500 – 4517	16
TMA Poznań	4520 – 4527	8
TMA Gdańsk	4530 – 4537	8
TMA Kraków	4540 – 4547	8
TMA Warszawa	4550 – 4577	24
<b>Reserve pool</b>	4000 – 4077	64

Table 2.1: Squawk codes pool assignment

If the controller occupies a position in a sector other than those specified, he is obliged to consult the range or squawk codes for specific aircraft with the ACC controller, if logged in, if not, the controller should assign codes starting from the lowest available code from the basic range.

The presented code ranges are implemented in the official published sector and it is recommended to use automatically assigned codes during everyday work.

The controller occupying the procedural approach tower position in the appropriate TMA should assign the appropriate transponder code for departing aircraft only.

In case of heavy traffic, when the code pool is exhausted, a reserve range of 4000 – 4077 is available.

VFR: The default code for VFR flights is 7000. An aircraft flying with this code may be identified by radar by the controller in controlled airspace and provided with FIS/AFIS in Class G airspace using radar imagery, but only if the controller has a reasonable certainty regarding SP identification (no other traffic with the same transponder code within 20 NM). If there is no such certainty, the controller may assign a transponder code from the standard pool 4500 – 4577.

The individually assigned unique transponder code should not be changed regardless of the aircraft's future route.

### 2.5.1 Mode S transponder

All aircraft flying in the area covered mode S identification (figure 2.1) departing from an airport located in FIR Warszawa should receive squawk code 1000, and at the moment of obtaining radar contact, be identified as an aircraft communicating in mode S. If the aircraft flies outside the indicated space, a transponder discrete code in mode C should be assigned and identification should be made after take-off in accordance with applicable surveillance standards.

When accepting an aircraft currently in the air, identification in S mode occurs automatically. The discrete transponder code set by the pilot should be one of the following: 0000, 1000 (recommended, used in FIR Warszawa), 1200, 2000, 2200. If a different, discrete transponder code was assigned to the flight plan, identification should be made in mode C. If the aircraft shows a difference between the discrete code assigned in the flight plan and the one set on the transponder, identification cannot take place. Other conventional means of identification (described in ICAO Doc 4444, Chapter 8, points 8.6.2 and 8.6.3) are still available to the air traffic controller.

List of FIRs involving allocation of code '1000':

EPWW, ED\*\* (EDWW, EDMM, EDUU, EDGG), LKAA, LZBB, LROP, LHAA, EBBU, LOVV, LI\*\*, LF\*\* (LFFF + LFEE + LFMM + LFRR + LFBB)

List of aircraft equipment codes assigning the code "1000":

H, I, L, E, G, W, P, S, LB1

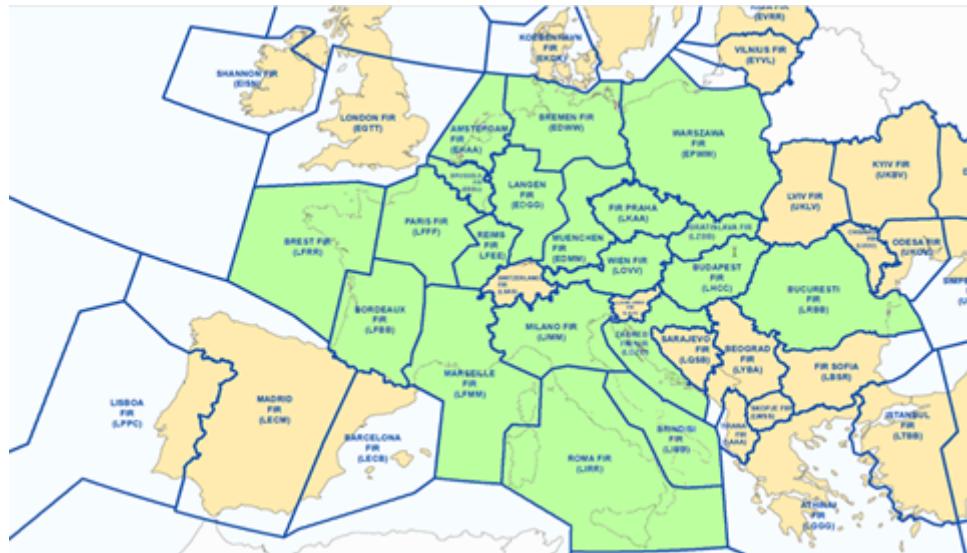


Figure 2.1: Mode S identification area map

In vFIR Warszawa, the CCAMS plugin is used to assign transponder codes, which is an extension of the ModeS plugin.

# AERODROME CONTROL SERVICE

Last revision

21 APR 2023

Polish VACC 



## 3 Available ATC positions

### 3.1 Delivery [DEL]

Clearance delivery position is responsible for delivery of start-up and ATC clearances to departing flights.

Delivery's responsibilities include:

- checking the correctness of the flight plan and clarifying any mistakes contained therein,
- assignment of standard departure instructions (runway, SID),
- coordination of non-standard departure instructions with other controllers, such as:
  - departure from a runway other than the active one,
  - inability to perform SID,
  - VFR flight in CTR,
- transmission of weather information (current ATIS or, if it is not available, reading of the latest METAR),
- if the traffic flow manager orders the introduction of slots, informing the pilots about delays and allocated slots.

Rules for transferring aircraft from Delivery to the next controller:

- Delivery asks the crew after issuing permission to report readiness to push/launch,
- when the crew reports readiness, the Delivery controller, based on coordination and traffic situation:
  - at a remote ("pass-through") stand, after coordination with the GND controller, approves engine start-up,
  - at gate (requiring pushback), transfers communication to the next controller (GND).

If the aircraft has to wait (e.g. due to slot or traffic situation), DEL informs the crew to remain on its frequency and transfers communications only when the aircraft will be able to start the pushback and/or start-up.

### 3.2 Operation coordinator “Planner” [P\_DEL]

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Planner position is not a standard position. A planner is appointed in the following cases:

- an event with a large amount of traffic is planned,
- traffic exceeds operational capacity of currently logged in controllers.

Planner's responsibilities include:

- slot assignment,
- coordination with Delivery.

Slots are assigned based on:

- previously set schedule (e.g. during events),
- pilot login times and planned EOBT.

### 3.3 Ground [GND]

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Ground controller's responsibilities include:

- issuing start-up and push back clearances,
- managing ground traffic in manoeuvring area of the aerodrome,
- queuing departures and avoiding delays during heavy traffic,
- informing flight crews of all significant changes in weather information, **including QNH changes**,
- covering Delivery's responsibilities when DEL is offline or no DEL has been set at the aerodrome.

Transfer rules of departing aircraft from Ground to the next controller:

- by default, aircraft are being transferred by “contact” when approaching the holding point,
- by next controller's request, aircraft may be transferred using “monitor”,
- transfer shall take place only if there is reasonable certainty that no conflict with other ground traffic will emerge and the crew will not require any further instructions from the GND controller,
- in a long departure queue, aircraft should be transferred to the next controller when it is probable that the next controller will need to issue an instruction to the aircraft.

### 3.4 Tower [TWR]

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Tower's responsibilities include:

- Air Traffic Control within the CTR, including controlling VFR flights,
- control of IFR flights during approaches and of all operations on the runways,
- providing ATIS information (on selected aerodromes) or, on request, weather information, including informing crews of QNH changes,
- covering Ground's responsibilities when GND is offline or no GND has been set at the aerodrome.

Aerodrome traffic control is conducted according to the procedures for aerodrome control service, described in detail in chapters 6 and 7 of ICAO Doc 4444. The most important information and procedures have been described in the following Operations Manual both in general (to be used in all controlled aerodromes) and in detail (including local procedure deviations for aerodromes).

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## 4 Procedures for Aerodrome Control Service

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# APPROACH CONTROL SERVICE

Last revision

08 MAR 2021

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# AREA CONTROL SERVICE

Last revision

13 SEP 2023

**Polish VACC** 

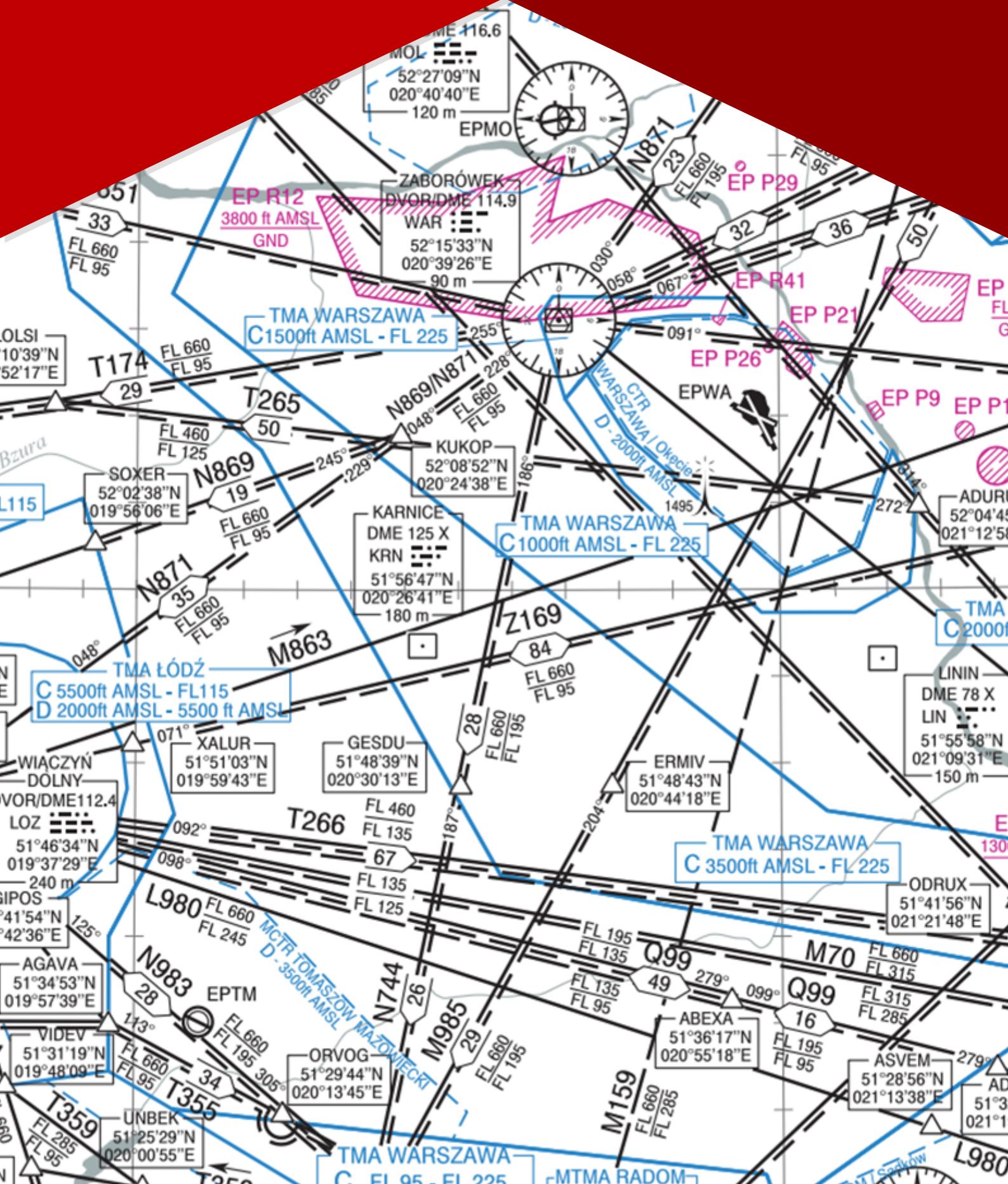


# TMA Warszawa, Łódź, Radom

Last revision

13 JUL 2023

Polish VACC 



# TMA Kraków

## Last revision

13 JUL 2023

# Polish VACC

