

ATC CHECKLIST

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CONTROLLER

Be sure you are competent for the position you are opening, or you are opening a position for training purposes;

- ✓ Have the charts and local procedures ready for consultation;
- ✓ Have the phraseology guide ready to be used at all times;
- ✓ Check NOTAM and weather information;
- ✓ Open IvAc and set the correct sector file and color scheme;
- ✓ Connection: use proper callsign and EU servers if possible for Maltese members;
- ✓ Set up your frequency and your TeamSpeak channel;
- ✓ Check your microphone;
- ✓ Set up your ATIS;
- ✓ Send 'open' message in ATC channel;
- ✓ Start controlling for a minimum of 30 minutes.