

SOP for GRCC ATC LAB

This order establishes Standard Operating Procedures (SOP) for the Air Traffic Control Lab at Green River Community College. This SOP is not intended to cover every situation that might occur, nor is this SOP intended to be a substitute for student judgment. Follow both the spirit and intent of the SOP and you will be doing the right thing.

Lab Procedures:

- Drinks must have a screw-on cap, and must be kept screwed on when you are not drinking
- You are responsible for keeping your work area clean and tidy at all times
- Don't alter the Computers in any way- keep Blue Screens and don't play games
- Controller- insert thumb drive prior to starting an Exercise and remove after the Instructor has exiting the exercise at the Teacher Work Station
- Wipe headsets thoroughly - throw away wipe wrappers in the trash

Exercise Procedures

- Always conduct a Communications Check Prior to starting an exercise
 - Use the following table for Comm Checks

Comm. Check	1	3	5
Volume	Very weak	OK	LOUD
Clarity ("Clear")	Garbled, Unreadable	Garbled Readable	CLEAR

- **Pause** when behind or confused during exercises - **(ALT P)**
- Pilot Procedures
 - **Left Seat** - Strip Mark and Talk to Controllers
 - **Right Seat** - Operate the Keyboard
- Controller Procedures
 - Left Side/Radar Side- Talk and Keyboard
 - Right Side/Data Side- Strip Mark, and when practical, Keyboard
- Use proper phraseology at all times
- At the end of class make sure that your area is clean
- Push chairs up to desk or counter
- Check for Thumb drives before leaving the lab

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