



Airside Vehicle Operating Permit (AVOP) Student Study Manual

DA Permit

This manual applies to the following airports:

- Aklavik
- Colville Lake
- Délı̄ne
- Fort Good Hope
- Fort Liard
- Fort McPherson
- Fort Providence
- Fort Resolution
- Gamètì
- Ulukhaktok
- Jean Marie River
- Lutselk'e
- Nahanni Butte
- Paulatuk
- Sachs Harbour
- Sambaa K'e
- Tuktoyaktuk
- Tulita
- Wekweètì
- Whatì
- Wrigley

1. Introduction

The airside of an airport is a specialized working environment governed by rules designed to prevent accidents, avoid property damage and minimize the risk of injury to personnel.

This manual is a reference source to combine the applicable regulations, standard practices and procedures related to safe vehicle operation that experience has shown to be most important in achieving a safe airside working environment.

Persons using this manual are reminded that it has no legislative sanction. For purposes of interpreting and applying the law, the Acts and Regulations must be consulted.

The requirements contained in this manual apply to airports listed on the first page of this manual. The requirements are based on Acts, Regulations, Standards and Procedures for the safe and orderly operation of vehicles on Airport Movement Areas.

Airports rely on mutual aid to provide the primary response for aircraft rescue and firefighting. In the case of uncontrolled Airports, it is common for local off-Airport fire, rescue, and police departments to provide the primary response to emergency situations on the Airport. During emergency events the airport may be closed, to allow unrestricted Airside access to responding agencies that do not possess AVOP.

This manual pertains specifically to a “DA” Airside Vehicle Operating Permit (AVOP) that would allow the permit holder to operate a vehicle on airport aprons, uncontrolled taxiways and service roads only. The DA AVOP permit may be issued locally at the discretion of the Regional Airport Manager, a qualified Airport Maintenance Contractor, or other personnel designated by the Regional Airport Manager.

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Definitions

Aerodrome - Any area of land, water (including the frozen surface thereof), or other supporting surface used or designated, prepared, equipped, or set apart for use either in whole or in part for the arrival and departure, movement, or servicing of aircraft, and including any buildings, installations, and equipment in connection therewith.

Aerodrome Beacon - Rotating or flashing white (strobe) light mounted on a tower or structure. It provides pilots with a visual reference of an aerodrome during periods of reduced visibility or darkness. It is used to indicate the location of an aerodrome from the air.

Aircraft - Any machine capable of deriving support in the atmosphere from the reactions of the air.

Airport - An aerodrome for which under Part III of Canadian Aviation Regulations, an airport certificate has been issued by the Minister of Transport Canada.

Airport Operator - The holder of an airport certificate, or the person in charge of such airport, whether an employee, agent or representative. The GNWT is the Airport Operator for all public airports in the Northwest Territories.

Airport Maintenance Contractor - An organization that has entered into a contract with the GNWT to locally maintain an Airport.

Airside - That area of an Airport intended to be used for activities related to aircraft operations and to which access is normally controlled.

Airside Vehicle Operating Permit (AVOP) - A permit issued by the Airport Operator certifying that the person named therein is authorized to operate a vehicle on the Airside of an Airport.

Air Terminal Building - A building located adjacent to an airport apron, for the purpose of enplaning and deplaning passengers and for persons meeting and greeting those passengers. Passenger baggage is also processed through these structures.

Air Traffic Services Unit (ATSU) - An Air Traffic Control tower (ATC), a Flight Service Station (FSS), or a Community Aerodrome Radio Station (CARS), operated by or on behalf of NAV CANADA at an Airport. They provide weather information, control airfield lighting, and provide vehicle and aircraft advisory or control services. (Note: The only airports in the NWT with an ATC or FSS are Yellowknife, Norman Wells and Inuvik)

Apron - That part of an aerodrome, other than the Manoeuvring Area, intended to accommodate the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions. (The Apron is commonly referred to as the Ramp)

Apron Traffic - All aircraft, vehicles, equipment and pedestrians using the Apron of an Airport

Aircraft Radio Control of Aerodrome Lighting (ARCAL) - The ARCAL system controls the aerodrome lighting by decoding a series of radio transmissions that are generated by keying the aircraft transmitter microphone a specified number of times within a 5 second period. Once activated, the ARCAL remains on for a minimum of 15 minutes after which period the ARCAL and associated selected lighting are automatically turned off. The 15-minute time period resumes every time an operation or brightness selection is made.

Community Aerodrome Radio Station (CARS) - An aerodrome radio station operated by NAV CANADA or a designated contractor, to assist local aviation activity through the provision of aviation weather and aviation communication services.

“DA” AVOP - An Airside Vehicle Operating Permit authorizing a person to operate a vehicle on aprons, uncontrolled taxiways and service roads only, at the airport named on the permit and may be subject to restrictions as specified by the Airport Operator.

“D” AVOP - An Airside Vehicle Operating Permit authorizing a person to operate a vehicle on all airside areas, at the airport named on the permit and may be subject to restrictions specified by Airport Operator.

Equipment - Any motor vehicle or mobile device, either self-propelled or towed or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair and servicing of aircraft including test equipment and cargo and passenger handling equipment.

Foreign Object Debris (FOD) - A substance, debris or article alien to the vehicle or aircraft which would potentially cause damage. FOD includes loose hardware, tools, parts, pavement fragments, catering supplies, building materials, rocks and sand, pieces of luggage, pens, coins, badges, hats, soda cans, paper clips, rags, trash, paperwork and even wildlife. Anything that can find its way into an aircraft engine or flight control mechanisms is a recipe for foreign object damage.

Foreign Object Damage - The damage done to aircraft engines, tires, or the airplane body from rocks, trash, or the actual foreign object debris found on Runways, Taxiways and Aprons.

Foreign Object Debris (FOD) - A substance, debris or article alien to the vehicle or aircraft which would potentially cause damage. FOD includes loose hardware, tools, parts, pavement fragments, catering supplies, building materials, rocks and sand, pieces of luggage, baggage tags, pens, coins, badges, hats, soda cans, paper clips, rags, trash, paperwork and even wildlife. Anything that can find its way into an aircraft engine or flight control mechanisms is a recipe for foreign object damage.

Frangible Object - An object of low mass designed to break, distort or yield on impact so as to present the minimum hazard to aircraft. Airfield signage, visual aids and airfield lighting are mounted on frangible couplings as required under legislation.

Groundside - That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.

Insurance - A contract binding a company to indemnify an insured party against specified loss in return for premiums paid.

Intersection - The point where two runways, a runway and a taxiway, or two taxiways cross or meet or where a taxiway and apron meet.

Manoeuvring Area - That part of an aerodrome intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landing (taxiways and runways), excluding aprons.

Movement Area - That part of an aerodrome to be used for the surface movement of aircraft and includes the manoeuvring areas (taxiways and runways) and aprons.

Operator - The person responsible for the operation and safety of a vehicle and equipment usually referred to as the driver.

Regional Airport Manager - A Department of Infrastructure authorized official representative responsible for the operation and maintenance of an Airport and/or a number of Community Airports within a Region.

Restricted Area - An area of an airport designated by a sign as an area to which access by persons or vehicles requires the production of valid identification.

Taxiway - That part of an airport used for manoeuvring aircraft and airport equipment between the apron area and runway, normally identified by a letter(s) or a combination of letters followed by a number on black background with yellow characters.

Uncontrolled Taxiway - A taxiway that is not controlled by an Air Traffic Services Unit and to which a DA AVOP permit holder normally has access.

Vehicle - An automobile, bicycle, over-snow vehicle, truck, bus, or any self-propelled vehicle or device in, on or by which a person or thing is or may be transported, carried, or conveyed on land, and includes a machine designed to derive support in the atmosphere from reactions against the earth's surface of air expelled from the machine, but does not include an aircraft.

Vehicle Operator - The person responsible for the operation and safety of the vehicle and equipment, usually referred to as the driver.

Warning Devices - A siren; flashing RED, BLUE, or AMBER lights; or a backup alarm

2. Airport Traffic Directives - Airside Operations

2.1 Airport Traffic Directives

The Airport Traffic Directives contained in this manual apply at Airports listed on the first page of this manual owned and operated by the Government of the Northwest Territories (GNWT). The Airport Traffic Directives are based on Acts, Regulations, Standard Practices and Procedures for the safe and orderly operation of motorized vehicles on airport movement areas. This Airside Vehicle Operating Permit (AVOP) Manual meets the intent of the Canadian Aviation Regulation Part III, Subpart 2-Airports, CARs 302.10.

2.2 DA Airside Vehicle Operating Permit (AVOP) - General

There are two types of Airside Vehicle Operating Permits (AVOP), a DA permit and a D permit. Both are for the performance of assigned duties on the airside of an airport, and may be subject to restrictions that are specified on the permit. The Airport Traffic Directive's objective is to ensure the safe operation of authorized vehicles on the airside of an airport. A **DA AVOP** allows the holder the privilege, based on need, to operate a motorized vehicle on the **apron areas, uncontrolled taxiways and service roads** of an Airport, and may be issued locally at the discretion of the Regional Airport Manager or the Airport Maintenance Contractor.

2.2.1 To acquire a **DA AVOP**, the Employer and/or Applicant is required to:

- Complete an AVOP application "justifying a need" that a **DA AVOP** is required;
- The Regional Airport Manager or Airport Maintenance Contractor must approve the application;
- Applicant must provide a valid Territorial or Provincial Driver's licence;
- The Applicant must study this manual and pass a written exam
- The Employer or Applicant must provide proof of valid automobile liability insurance endorsed to cover airside operations for the vehicle(s) to be operated on the airside of an airport.

NOTE: The Applicants are not required to complete a practical exam for the DA AVOP but they are to be shown exactly where they are allowed to operate and which parts of the airport are prohibited to them.

2.3 DA Airside Vehicle Operating Permit (AVOP) Conditions

2.3.1 No person shall operate a vehicle on the airside area of an Airport unless the following conditions are met:

- The vehicle operator holds a valid Territorial or Provincial Driver's Licence, with the appropriate class, to operate the intended vehicle;
- The employer or individual attests to the fact the person is qualified to operate specific vehicle/equipment airside;
- The vehicle(s) is properly equipped and insured for operating airside;
- The vehicle operator is in possession of a valid **DA AVOP** for the specific airport;
- The vehicle operator agrees, by signing his/her permit, to comply with the AVOP Manual requirements;
- The vehicle operator accessing airside is under escort by a person who holds a valid AVOP permit for the specific airport; or
- The vehicle operator accessing airside has obtained authorization from the Regional Airport Manager under specific instructions for the specific airport.

2.4 DA AVOP Issuing Authority

- 2.4.1 Regional Airport Managers and designated Airport Maintenance Contractors have the authority to issue a **DA AVOP** for Airports under their control based on the applicant's "need", passing a written knowledge exam and understanding that they are to only operate on the apron of the airport. The Regional Airport Managers also have the authority suspend or cancel permission to operate a vehicle on the airside of an airport, owned and operated by the GNWT for violations to the terms and conditions of AVOP program as specified in Section 10 of this manual.
- 2.4.2 Regional Airport Managers may also provide a local Airport Maintenance Contractor with the authority to issue a **DA AVOP** for an airport they are responsible for; based on the Airport Maintenance Contractor's completion of an AVOP "train the trainer course" and an understanding of the AVOP program requirements and procedures.
- 2.4.3 An application for a **DA AVOP** must be made to the Regional Airport Manager or designated Airport Maintenance Contractor by the applicant in writing, and must include the address of the applicant and full justification for the need to have a **DA AVOP**. The Airport Maintenance Contractor will also notify the Regional Airport Manager once the AVOP is issued.
- 2.4.4 To avoid delays, an AVOP applicant should check with the Regional Airport Manager or the Airport Maintenance Contractor's office to verify if other requirements such as insurance, other certificates or licences, may need to be submitted at the time of the application for an AVOP.

2.5 Insurance Requirements

- 2.5.1 All vehicles operating Airside, except those under escort, shall provide proof that they have automobile liability insurance coverage **endorsed to cover airside operations** before being allowed Airside. This specialised insurance is mandatory, standard vehicular insurance does not cover any claims that arise out of a vehicle/aircraft accident. Authority for Airside access will only be granted by the Regional Airport Manager or the designated Airport Maintenance Contractor upon the presentation of a Certificate of Insurance issued by either the Insurance Company or their Authorised Representative (Broker).
- 2.5.2 In order to operate a motorized vehicle or motorized equipment Airside, the vehicle or equipment owner must provide proof they have at least \$2,000,000.00 of insurance coverage.
- 2.5.3 The owner of motorized vehicles and equipment shall also provide a list of motorized vehicles and equipment that are covered by the Insurance Certificate to the Regional Airport Manager or the designated Airport Maintenance Contractor.
- 2.5.4 Proof of Insurance shall be provided annually to the Regional Airport Manager or the designated Airport Maintenance Contractor by the vehicle or motorized equipment owner when the new Policy is issued.

2.6 Medical Requirements

- 2.6.1 **General Health, Hearing, and Vision** The general health, hearing, and vision requirements to hold an AVOP are the same as for a Territorial or Provincial Driver's Licence. Loss of a Provincial/Territorial Driver's licence for any medical reason shall render the AVOP cancelled. The AVOP holder shall notify the Regional Airport Manager or designated Airport Maintenance Contractor immediately.
- 2.6.2 **Medication** AVOP Holders shall not operate a motorized vehicle airside while taking any medication that impairs concentration or performance.

2.7 AVOP Permit Holder Responsibilities

2.7.1 AVOP permit holders are responsible for:

- Disclosing any medical condition to the permit holder's employer, which may affect their ability to drive safely on airside;
- Carrying a valid Territorial or Provincial Driver's licence when operating a vehicle on the Airside of an airport;
- Ensuring that their **DA** AVOP is valid; and
- Notifying the Regional Airport Manager or designated Airport Maintenance Contractor if their Provincial/Territorial Driver's licence is lost, suspended or revoked

2.8 Vehicle/Equipment Escorts Apron

A Company whose employee has a valid driver's licence, an AVOP permit, and properly equipped airside vehicle with automobile liability insurance endorsed to cover airside operations can provide vehicle escort service on the apron of an airport. However it must be fully understood the Company is responsible and liable for the escorted vehicle should it be involved in an accident or incident.

2.8.1 Rules for Airside Vehicle Escorts:

- The person providing the escort must have a valid AVOP for that airport;
- The company/person providing the vehicle escort must have valid automobile liability insurance endorsed to cover airside operations and the vehicle must be properly equipped (as specified in section 5 of this manual);
- The person/company providing the escort is totally responsible and liable for the escorted vehicle(s)
- The person providing the escort must remain with vehicle/equipment under escort at all times;
- The person providing the escort is responsible for briefing the escorted vehicle/equipment operator on airside operational procedures prior to entering airside;
Note: The Airside Escorting Briefing located on the next page of this manual can be used as a guide on topics to cover during the briefing
- The person providing the escort must have a valid AVOP permit for the area being accessed;
- The person providing the escort must not lead or direct escorted vehicle/equipment into any unauthorized area; and
- As soon as the escorted vehicle/equipment completes its assigned airside task, it must be escorted off airside.

NOTE: Security Regulations can supersede escort rules. The Regional Airport Manager also has the right to restrict escort rules at any time.

NOTE: Depending on the nature of the activity being performed on airside and the potential risk of incursion, the Regional Airport Manager may set a limit as to how many vehicles/equipment one person can escort. The Regional Airport Manager is to communicate the limit with the escort prior to the start of the activity on airside.

AIRSIDE ESCORTING BRIEFING

Any person operating a vehicle that is being escorted airside must clearly understand and comply with the requirements shown in the list below. Failure to do so could lead to their removal from airside and withdrawal of airside privileges.

BRIEFING TOPICS

No person shall operate a vehicle on airside in a reckless or dangerous manner which poses a threat to aircraft, vehicle traffic, or airside personnel and passengers.

Smoking is not permitted anywhere on the airside of an airport, including inside a vehicle. This prohibition includes the use of e-cigarettes.

No person shall operate a vehicle on the airside of an airport while under the influence of **drugs or alcohol**. Operating a vehicle under the influence is an offence under the Criminal Code of Canada and the Northwest Territories' Highway Traffic Act.

The operator of the vehicle being escorted must be in possession of a **valid driver's license with the appropriate class for the vehicle being operated**.

No person shall operate a vehicle if they have been prohibited from operating a vehicle imposed by a court or judge

While operating airside, vehicles under escort must remain behind the vehicle escorting them. They cannot pass, come along side or reverse away from the escorting vehicle without verbal confirmation from the person escorting them.

Note: Hand signals must not be used or accepted in place of verbal communication

Vehicles under escort must not leave a designated work/construction area without the escort vehicle.

Use of a cell phone on airside is strictly prohibited, except for work related purposes. At no time can a cell phone be used in any manner while being escorted or otherwise operating a vehicle.

The use of cell phones on the airside is subject to NWT Distracted Driving Laws. Personnel are prohibited from using cellphones where a spark may cause a concern.

Vehicle operators must ensure that the surfaces of movement areas are kept free of **foreign object debris (FOD)** by checking the wheels, tires, and mud flaps before they enter airside. Foreign material such as ice, mud, clay, gravel, organic matter, de-icing substance not approved for airside use (i.e., salt) or any other debris dropped on airside can seriously damage aircraft engines and shall not be knowingly brought airside.

Unless in an approved location; garbage, debris or other materials are not permitted to be disposed of on airside.

ALL personnel working on airside are required to wear reflective outerwear when outside their vehicle on Airside. The outerwear shall meet or exceed Class 2 CSA Z96-09 Standards.

As a part of the GNWT's Airports Safety Management System, it is the responsibility of all personnel working airside to **report all accidents**, such as slip and falls, injuries, damages etc. **as well as any unsafe conditions observed** to the Regional Airport Manager, designate or the Air, Marine & Safety Division Duty Manager.

2.9 AVOP Permit Expiry, Renewal, Change of Employer, Transfer, Multiple Airports Permit

- 2.9.1 **Expiry** - Subject to being revoked or suspended, an Airside Vehicle Operating Permit (AVOP) issued under this AVOP Manual is valid for a period of up to five years. If the permit is required for a shorter period of time due to a temporary need, the period of validity shall be for a lesser period and specified on the AVOP permit. Upon the expiry of an Airside Vehicle Operating Permit or termination of employment, the employer or permit holder shall immediately return the AVOP permit to the Regional Airport Manager or designated Airport Maintenance Contractor.
- 2.9.2 **Renewal** - An AVOP permit holder must renew their permit prior to expiry. Permits may be renewed up to 3 months prior to expiry. If a permit is not renewed prior to expiry, it will be deemed to have lapsed and the initial application process will be required to be undertaken, including all testing. A valid Territorial or Provincial Driver's Licence along with proof of automobile liability insurance endorsed to cover airside operations must be provided at the time of renewal. An AVOP application must also accompany a request for renewal. The Employer or Individual will reconfirm the applicant's employment and reconfirm the "need" to operate a vehicle airside.
- 2.9.3 **Change of Employer** - AVOP permits are filed by Employer and are not valid if the permit holder becomes employed by a new Employer. If there is a change in Employer, the permit holder is to return the original permit to the former Employer, the Regional Airport Manager or the designated Airport Maintenance Contractor and submit a new application, signed by the new Employer, confirming the person is employed by that company and that they have a "need" to operate a vehicle airside.

The Regional Airport Manager or the designated Airport Maintenance Contractor will determine if there is a need to retest an applicant who is changing Employers. If the employment change is immediate, the issuance of a new permit without testing may be authorized. If a break occurs in the employment change that exceeds 6 months, the previous permit will be deemed to have lapsed and the initial application process will be required to be undertaken, including all testing.

Applicants, who are employed by multiple Employers and are required to operate a vehicle on the airside of an airport by more than one of the Employers, will have to provide an application from each Employer. They shall either at the discretion of the Regional Airport Manager or designate hold 2 AVOP permits or be endorsed for an additional Employer on one permit. The permit application and supporting documentation will be filed in each Employer's file held by the Regional Airport Manager. Automobile liability insurance endorsed to cover airside operations will be required for each employer for company vehicles being operated Airside.

- 2.9.4 **Transfer** - If an AVOP holder is relocating from one NWT community to another and is being employed by the same Employer, the AVOP permit holder can make arrangements with the Regional Airport Manager or the designated Airport Maintenance Contractor to have their permit transferred to a different airport. This would include submitting an application for approval and undertaking any additional testing requirements. The applicant would then be endorsed on the reverse of the permit for an additional airport.
- 2.9.5 **AVOP Permit for Multiple Airports** - If an AVOP permit holder is required to perform duties at multiple airports, the AVOP permit holder can make arrangements with the Regional Airport Manager or the designated Airport Maintenance Contractor to have their permit endorsed for additional airports or receive a Regional AVOP permit. This would include submitting an application for approval and undertaking any additional testing requirements, i.e. if the airport has LATDs or has a surface that is gravel versus pavement.

3. Airside Safety

3.1 General

- 3.1.1 At GNWT Airports, the only persons allowed airside are those that have an established “need”, such as airport staff, air carrier employees, aircraft owners, aircraft servicing personnel, persons authorized by the Regional Airport Manager or the Airport Maintenance Contractor and ticketed passengers when escorted by airline personnel to and from an aircraft to groundside or the air terminal building.
- 3.1.2 No pedestrian on an apron shall impede, interfere with or obstruct in any way the free movement of apron traffic.
- 3.1.3 It is the responsibility of all personnel working airside to report all accidents, such as slip and falls, injuries, damages etc. and any unsafe condition observed, to the Regional Airport Manager/ Airport Maintenance Contractor or the Air, Marine and Safety Division Duty Manager.
- 3.1.4 **Smoking is not allowed anywhere on the airside of an airport, including inside a vehicle.**
- 3.1.5 No person shall operate a vehicle on Airside in a reckless or dangerous manner that proposes a threat to aircraft, vehicle traffic, or Airside personnel and passengers.
- 3.1.6 No person shall operate a vehicle on the Airside of an Airport while under the influence of drugs or alcohol, or if they have been prohibited from operating a vehicle imposed by a court or judge. Operating a vehicle under the influence is an offence under the Criminal Code of Canada and the Northwest Territories’ Highway Traffic Act.

3.2 Foreign Object Debris (FOD)

- 3.2.1 Foreign material such as ice, mud, clay, gravel, organic matter, or any other debris dropped on Airside can seriously damage aircraft engines and shall not be knowingly brought airside. Vehicle operators must ensure that the surfaces of Movement Areas are kept free of foreign object debris by checking the wheels, tires, and mud flaps before they enter Airside.
- 3.2.2 Chlorides, salts, or other materials corrosive to aircraft shall not be allowed to be tracked anywhere on airside. Vehicle operators shall ensure their vehicle does not track on to Airside surfaces any chemical that is not authorised for use Airside by the Airport Operator. The Regional Airport Manager or Airport Maintenance Contractor can answer any questions in this regard.
- 3.2.3 All foreign object debris (i.e. plastic bags, construction material, baggage tags, garbage, etc.) shall be picked-up, disposed of in FOD containers and reported immediately to their supervisor and the Regional Airport Manager or the Airport Maintenance Contractor. If the debris is seen on airside manoeuvring areas where the permit holder is restricted from accessing, a **DA** AVOP permit holder shall immediately notify Community Aerodrome Radio Station (CARS), the Regional Airport Manager, the Airport Maintenance Contractor or the Airport Maintainer of the location of the debris and request that they arrange for the immediate removal of the foreign material.
- 3.2.4 Occasionally FOD which is more serious in nature may be found on Movement Areas. This includes tools, fuel caps, aircraft components, freight, etc. FOD of this nature must be turned in to the Regional Airport Manager, the Airport Maintenance Contractor, the Airport Maintainer or the local CARS station, for recording into the site’s FOD logbook and holding for return to its owner.

3.3 Personal Entertainment/Communications Devices

- 3.3.1 Personal entertainment devices (MP3 players, iPods etc.) are not permitted to be operational (switched on) on Airside Movement areas.
- 3.3.2 The use of cell phones on the airside is strictly for work related purposes and employees are to follow the NWT Distracted Driving Law. Personnel are prohibited from using cellphones where a spark may cause a concern.
- 3.3.3 At no time are devices with headsets/earphones allowed to be used when operating a motor vehicle airside.
- 3.3.4 If a motor vehicle operator is required to communicate with CARS on an airport radio frequency, headphones can be used as a component of the airport radio system installed in the motor vehicle.

3.4 Situational Awareness

- 3.4.1 Vehicle operators must recognize the importance of situational awareness in relation with time, place and activity when operating a motor vehicle on the Airside as it may have an effect on their ability to operate safely. Factors that may hamper a vehicle operator's situational awareness include:
 - Being intently focused on any one thing to the exclusion of everything else;
 - Vague or incomplete instructions that transmit ineffective communications;
 - Personal conflicts, either at home or at work, involving the vehicle operator which may cause or involve fatigue and stress;
 - Running behind schedule;
 - Being task overloaded; and
 - Degraded operating conditions, such as equipment malfunctions, rain, fog, or snow

3.5 High Visibility Outerwear

- 3.5.1 Part of remaining safe Airside is to be visible, especially in darkness or low light situations. As such, **ALL** personnel working on airside are required to wear reflective outerwear when outside their vehicle on Airside. The outerwear shall meet or exceed **Class 2 CSA Z96-09 Standards**.
- 3.5.2 In cases where wearing safety vests would specifically interfere with the performance of duties, only the following personnel are exempt from the requirement of wearing high visibility outerwear:
 - RCMP Officers (uniformed);
 - Fire and Ambulance;
 - Canada Border Services Agency;
 - Citizenship and Immigration Canada; and
 - Canadian Forces personnel (uniformed).

3.6 Priority of Airside Traffic

- 3.6.1 In order of priority, vehicle drivers shall yield to:
 - An emergency vehicle responding to an emergency displaying flashing red light or flashing red and flashing yellow lights;
 - An aircraft taxiing, about to taxi or being pushed or towed; and
 - Other vehicles in accordance with local air directives.

- 3.6.2 **Aircraft have the right-of-way airside, unless there is an emergency vehicle displaying flashing red or yellow lights.**
- 3.6.3 Before entering an Airport Movement Area, the vehicle operator shall always visually check and ensure that aircraft are not approaching or departing.

4. Responsibilities and Duties

4.1 Employer or Vehicle Owner

- 4.1.1 The Employer or vehicle owner must ensure the vehicle being operated airside is;
- Properly insured and equipped for the area they operate on airside,
 - Maintained in safe operating condition, and
 - Their employees are qualified and licenced to operate the vehicle or equipment while performing their duties airside

4.2 Vehicle Operator

- 4.2.1 The vehicle/equipment operator is responsible for determining the vehicle or equipment they are operating airside is in safe condition, and the required safety equipment, as specified in section 5 of this manual, is accessible and in good operational condition.
- 4.2.2 It is the responsibility of all vehicle operators to immediately notify their supervisor, employer or vehicle/equipment owner of any equipment malfunction or disrepair.

4.3 DA AVOP Permit Holder

- 4.3.1 It is the responsibility of all **DA AVOP** permit holders to report to the Regional Airport Manager or designated Airport Maintenance Contractor if any unauthorized person(s), including ticketed passengers who are walking airside unescorted.

Note: An AVOP permit holder may request the unauthorized person(s) to leave airside.

- 4.3.2 It is the responsibility of every **DA AVOP** permit holder to carry with them a valid Territorial or Provincial Driver's licence when operating a motor vehicle airside.

NOTE: Regional Airport Managers are to maintain a running list of all AVOP holders within their Region.

- 4.3.3 While operating a motor vehicle on the airside of an Airport, a **DA AVOP** permit holder must comply with all airside operational procedures in this manual and be an authorized **DA AVOP** holder.
- 4.3.4 If a **DA AVOP** permit holder encounters any obstruction or potentially hazardous condition or accidents on airside, the permit holder must immediately report the nature and location of the hazard to the Regional Airport Manager, the designated Airport Maintenance Contractor or the Air, Marine and Safety Division Duty Manager for remedial action.

5. Safety Equipment

5.1 Self-Propelled Equipment

- 5.1.1 All self-propelled vehicles shall be equipped with operating headlamps, tail lamps, parking lamps, rotating or flashing warning beacon(s), and if licensed for road use, turning signals and a license plate lamp.
- 5.1.2 Vehicles/equipment operating on airside shall be equipped with a functioning amber/yellow warning beacon except emergency service vehicles. Emergency service vehicles shall be equipped with red warning lights.
- 5.1.3 Vehicle warning beacons shall have a flash frequency of between 60 and 90 flashes per minute. The effective intensity of the flash shall be not less than 40 candela (cd) of red or yellow (amber) light.

NOTE: SAE J845 Class 1 or SAE J845 Class 2 warning beacons meet the required airport standards.

- 5.1.4 Warning beacons must be visible 60°, from the air. On vehicles with a cab, where the cab is higher than the cargo or box area, the warning beacon shall be mounted on top of the cab. On vehicles where the cargo or box area is higher than the cab, the warning beacon shall be mounted on the cargo or box area.
- 5.1.5 Vehicles without a cab (i.e. baggage or cargo tractors) must be equipped with a warning beacon mounted on a mount suitably high enough that it is not obstructed by any personnel operating or riding in the vehicle.
- 5.1.6 Warning beacons are not permitted to be mounted in the interior of any vehicle.
- 5.1.7 Police, Emergency Services, and other vehicles equipped with safety marking prescribed for their normal operation are approved for operation on Airport Manoeuvring Areas.
- 5.1.8 Drivers and passengers must wear seat belts while vehicles and equipment are in motion Airside, provided that seat belts were installed for use by the original manufacturer.

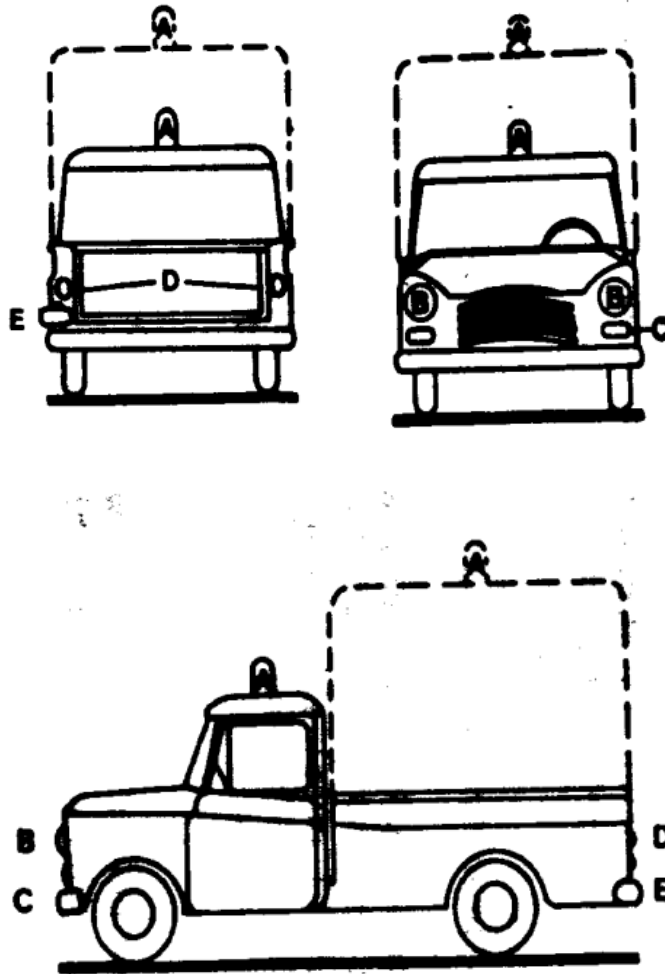
5.2 Towed Equipment

- 5.2.1 All towed equipment is required to have permanently affixed retro-reflective material as follows:
 - One 4 cm (1.5 in) strip of yellow retro-reflective strips along the full length and width of the equipment (above the wheels); and
 - Two 4 cm x 10 cm (1.5 in x 4 in) diagonal strips of yellow and black retro-reflective panels on the front and rear lower corners.
- 5.2.2 The presence of equipment on Airport Aprons can be a significant hazard to taxiing aircraft and service vehicles. For this reason, it is important that the retro-reflective material on all equipment be affixed, clean, and in good condition at all times.

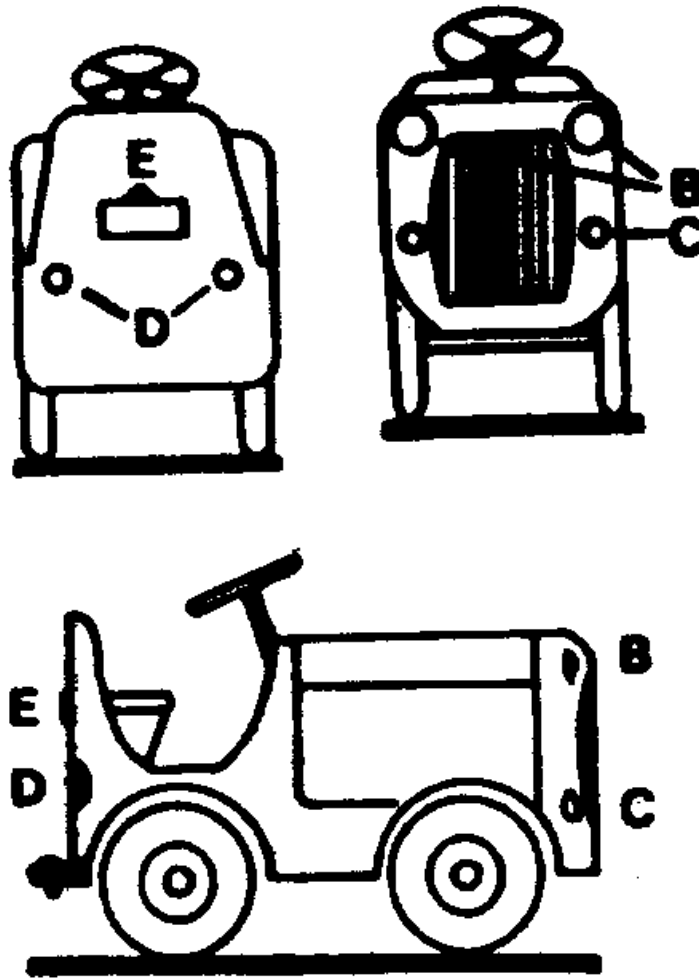
5.3 Safety Marking Requirements

Self-Propelled Vehicles with Cab

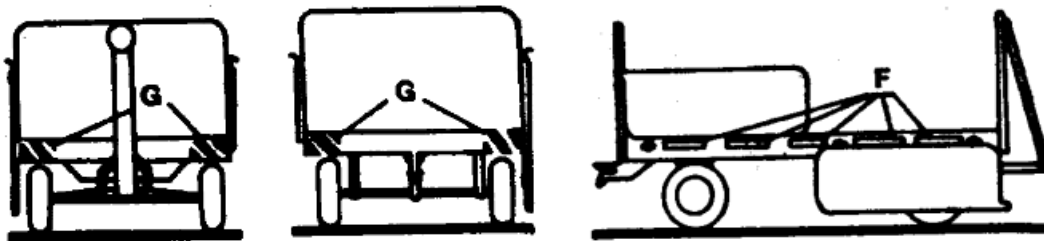
- A - Warning Beacon
- B - Head Lamps
- C - Parking/Signal Lamps
- D - Tail/Signal Lamps
- E - License Plate Lamp
- F - Retro-Reflective Strip
- G - Retro-Reflective Panel



Self-Propelled Vehicles without Cabs



Towed Equipment/Vehicles



6. Airside Security

6.1 General

- 6.1.1 Where possible, gates must be kept closed and locked to prevent unauthorized personnel or vehicles from accessing Airside areas.
- 6.1.2 **Any person that has established a need, including all AVOP permit holders, entering or exiting Airside must remain at the gate until after the gates have been manually or electrically closed.**
- 6.1.3 Manually operated gates shall be locked with a suitable lock and/or chain supplied by the airport operator. Electrically operated gates are considered locked when closed as the gate operating mechanism prevents the gate from moving when not energised.



7. Vehicle Operating Procedures

7.1 General

- 7.1.1 Vehicles, AVOP holders and pedestrians are permitted on the airport movement area only with authorization from the Regional Airport Manager or designated Airport Maintenance Contractor.
- 7.1.2 No person shall operate a vehicle Airside unless the vehicle displays a Territorial or Provincial registration plate, or other means of identification authorized by the Airport Operator, and the vehicle owner has provided a Certificate of automobile liability insurance endorsed to cover airside operations for the vehicle and a valid AVOP of the appropriate class.
- 7.1.3 No person shall park an aircraft fuel servicing vehicle within 15 m of the airport terminal building, cargo building, aircraft hangar or any other airport structure designed to house the public that has windows or doors in any exposed walls.
- 7.1.4 No person shall park a vehicle/equipment so as to block fuel servicing vehicle from exiting without reversing.
- 7.1.5 No person shall operate a vehicle within 15 m of an aircraft being fuelled or defueled except for the purpose of servicing that aircraft.
- 7.1.6 Vehicle operators and vehicles, unless authorized by the Regional Airport Manager or Airport Maintenance Contractor, shall remain clear of the scene of an Airport accident, incident, and aircraft knowingly carrying distinguished visitors.
- 7.1.7 No person shall park a vehicle in any area designated as no parking by a sign.
- 7.1.8 Vehicle operators shall yield the right-of-way to an aircraft that is approaching and is close enough to constitute an immediate hazard, and shall refrain from proceeding until the operator can do so safely.
- 7.1.9 **DA AVOP holders operating on the Apron areas of an Airport must never go past the two amber lights** that indicate the Taxiway and Apron intersection, unless it has been designated an "Uncontrolled Taxiway".
- 7.1.10 Vehicles and equipment shall not be driven over aircraft power cables or service hoses.
- 7.1.11 Vehicles must never overtake a taxiing aircraft.
- 7.1.12 Vehicle/equipment operators shall reduce speed and maintain a careful lookout when near aircraft and corners of buildings or other installations.
- 7.1.13 Vehicle operators shall remain a safe distance from areas affected by jet blast or prop wash from manoeuvring aircraft. Vehicle Operators shall not pass in front of or closely behind an aircraft with engines running unless the wheels of the aircraft are chocked or the marshaller waves permission.
- 7.1.14 No vehicle operator will tow an aircraft on an active movement area during hours of darkness unless the aircraft displays operating wingtip, tail and anti-collision lights or is illuminated by lights mounted on the towing vehicle and directed at the aircraft being towed.
- 7.1.15 At no time will vehicle operators on the Apron drive between an aircraft and the Air Terminal Building when passengers are enplaning or deplaning.

- 7.1.16 Winter weather conditions may result in periods when visibility is poor. Vehicle operators must be aware of weather conditions such as heavy snow, blowing snow, fog, ice fog, ice pellets, etc. which may obscure lights, visual references, airport signage and make movement area surfaces slippery. Ensure extra caution is taken when operating on Airside movement areas in these conditions. Slow down at access gates entrances to avoid sliding into them when surfaces become ice covered.

7.2 Operation of Vehicle/Equipment Lighting Airside

- 7.2.1 Whenever a self-propelled vehicle is moving from one place to another on the airport apron, the warning beacon, headlamps and tail lamps must be in operation. The purpose of this procedure is to indicate to aircraft and other vehicles/equipment that the vehicle is being operated in the active movement area.
- 7.2.2 Headlamps and parking lamps must be operated and left on when the vehicle is engaged in servicing a parked aircraft.
- 7.2.3 Beacons should not be left flashing when a vehicle is stationary near a parked aircraft being serviced. Generally use of flashing beacons can be potentially distracting to taxiing aircraft and downgrades their value as a warning indicator that the vehicle is in motion.

7.3 Vehicle Parking Airside

- 7.3.1 Aircraft servicing vehicles and equipment, when not in use, shall be parked on the Apron in a designated Apron Parking Area assigned by the Regional Airport Manager or the designated Airport Maintenance Contractor, which is properly marked and provides separation from aircraft using the Apron. This is for temporary parking only, while waiting for the aircraft.
- 7.3.2 Vehicles must always be backed into the designated airside vehicle parking areas when not in immediate use, with warning beacon and vehicle lights off.
- 7.3.3 Equipment and vehicles shall not be parked or left unattended on vehicular routes or aircraft Movement Areas without authorization from the Regional Airport Manager. No person shall leave a motorized vehicle or equipment on the Apron over night without the specific authorization from the Regional Airport Manager or designated Airport Maintenance Contractor.
- 7.3.4 The following actions shall be taken by the vehicle operator in the event a vehicle breaks down on the Apron or an uncontrolled taxiway:
- The Regional Airport Manager or Airport Maintenance Contractor and CARS shall be notified;
 - The Vehicle Operator shall make arrangements for the immediate removal of vehicle from the airside surface; and
 - Advise Regional Airport Manager or Airport Maintenance Contractor and CARS when the vehicle is off airside.
- 7.3.5 Vehicle repairs shall not be carried out on any Movement Areas, except for emergency repairs required to remove the vehicle from the Movement Area. All maintenance activities shall take place on the owners leased property.

7.4 Speed Limits Airside

- 7.4.1 No person on an Apron shall drive vehicles or equipment in excess of 25 km/h. Operators shall reduce speed and maintain a careful lookout when near aircraft, corners of buildings or other installations.
- 7.4.2 No person shall drive a vehicle or equipment in excess of 50 km/h on Airside Service Roads, where no speed limit is posted.
- 7.4.3 When a vehicle operator is operating within 6 m of an aircraft, speed shall be reduced to 10 km/h.
- Note:** Unless engaged in servicing the aircraft all vehicles shall remain a minimum of 15 m away from the aircraft

8. Airside Lighting, Signage and Markings

8.1 General

At the Airport both vehicle and aircraft movement on the ground are guided by airfield lighting and signs, which are different from those used on roads and highways.

This section describes airfield lighting and signs most commonly used at NWT Airports, which an airside vehicle operator is required to know.

8.2 Airside Lighting and Visual Aids

Every vehicle operator must know the meaning of airfield lights to avoid entering areas where they are not permitted to be, and as a guide to vehicle movement when within the Movement Areas of the Airport.

Note: Airside lighting can be activated by Pilots from their aircraft (if ARCAL lighting is in effect) or it can be turned on manually by CARS.

8.3 Airside Lighting Specific to a DA AVOP

Blue lights are used to mark the edges of aprons and taxiways.

Double Blue lights are used to mark the intersection of two or more taxiways and intersection of a taxiway with a runway.



Double Amber (yellow) lights are used to mark an apron/taxiway intersection.

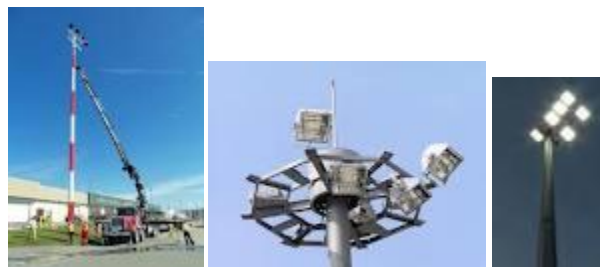


NOTE: DA AVOP holders must not drive past double amber lights, from an apron onto a taxiway.

Aerodrome Beacon is a rotating or flashing white light mounted on a tower or a building and provides pilots with a visual identification of an airport during periods of reduced visibility or darkness. The aerodrome beacon can be activated by a pilot or manually by CARS.



Apron Floodlighting is located in the vicinity of airport aprons to provide adequate illumination to all apron service areas. They are usually mounted on a lighting pole or on the top or sides of buildings. When mounted on a pole, the pole is capable of being lowered, so the lamps may be changed when required.



8.4 Airside Signage

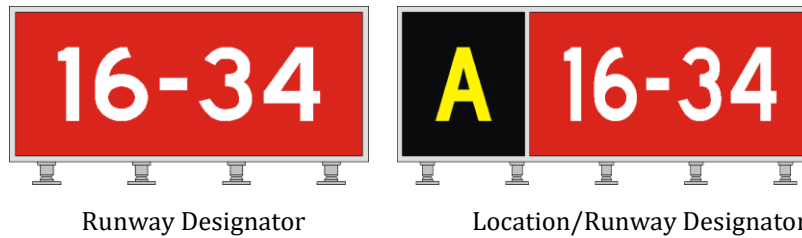
8.4.1 Signs used on the Manoeuvring Areas are designed and intended for the use and guidance of aircraft. They are also of value to vehicle operators to identify areas they should not enter or as guides to vehicle operation while in the Manoeuvring Area. These signs are normally mounted on the left, on the right, or on both sides of a Runway or Taxiway according to requirements.

8.4.2 **Mandatory Signage** is signage that shall be obeyed. They have white letter/numbers on a red background and similar to highway signage, this means STOP. They are located 15 m to 20 m from the edge of the manoeuvring surface. Mandatory signage includes the following:

- Runway Designator signs; and

- No Entry signs.

NOTE: At no time should a DA AVOP permit holder encounter Mandatory Signage. If you do you must turn around and proceed back to the Apron.



For airports within area of compass unreliability, the **runway designation sign** will include a letter “T” after the runway designator numbers, to indicate the “true north” heading of the runway rather than the “magnetic north” heading of the runway.



Airside Service Roads Signs are signs used on Aprons and Airside Service Roads and are generally the same signs as those used on Territorial roads. All Vehicle Operators on Airside Service Roads are required to comply with these signs.

9. DA AVOP Test

The written AVOP test is based on 20 multiple choice questions taken from information contained in this manual.

DA AVOP exams

- Exams are 20 multiple choice questions.
- Require 80% (corrected to 100%) to pass.
- Retest requires at least 24 hours before applicant can re-write test.
- Applicant will have three attempts to pass DA AVOP exams.

9.1 Forms and Records

All records are confidential and subject to the Privacy Act and Access to Information Act controls. All requests for access to personal information must be directed to Policy, Planning and Communication. All records are retained in accordance with information contained in the Operational Records Classification Schedule (ORCS).

AVOP Application

The Application is filed at the applicable Regional Airport Manager’s or designated Maintenance Contractor’s office and a copy is provided to the Applicant or their Employer.

Test Results

The test results are kept on file at the applicable Regional Airport Manager's office, or elsewhere as designated by the Regional Airport Manager.

10. DA AVOP Enforcement System

10.1 Enforcement System – General

Safety will be the first responsibility of all airside drivers at GNWT owned and operated airports. At no time do operational considerations such as time pressures, allow drivers to disobey this AVOP Manual. Any action that compromises safety or is not compliant with the AVOP requirements will result in an infraction report and will be treated as an offense under the Enforcement System. Penalties applied under the Enforcement System range from a verbal warning to a lifetime suspension of AVOP privileges.

10.2 Infraction Reports

AVOP permit holders who do not comply with the AVOP Manual will be issued infraction reports. The Regional Airport Manager and designated Airport Maintenance Contractor have the authority to enforce the AVOP Manual and to issue the infraction reports. The RCMP also has authority to enforce the regulations under the Criminal Code. If an infraction report has been issued, the Regional Airport Manager or the Airport Maintenance Contractor shall send a letter outlining the violation to the AVOP holder's Employer. The GNWT Air, Marine and Safety Division, Manager, Air Safety & Security, will be copied on all infraction reports.

10.3 Corrective Actions

If an AVOP permit holder receives an infraction report or is observed to be non-compliant with the AVOP Manual, the Airport Operator (GNWT) reserves the right to:

- Test drivers at any time, with cause;
- Suspend the AVOP privileges for the violation of any requirement described in this manual; or
- Require an AVOP permit holder to complete additional training and re-testing.

10.4 Infractions and Violation Types

Depending upon the severity of the Infraction or Violation, Vehicle Operators can face penalties that range from a Verbal Warning to a LIFETIME suspension of AVOP privileges as show below.

- **Minor** (verbal warning and up to a 7 day suspension of AVOP privileges);
- **Major** (retraining and retesting, and up to a 14 day suspension of AVOP privileges);
- **Gross** (retraining and retesting and up to a 30 day suspension of AVOP privileges);
- **Critical** (up to a 1 year suspension of AVOP privileges)

Multiple Infractions or Violations arising from the same incident will result in multiple penalties that are cumulative in scope. AVOP offences are outlined in the tables below.

Multiple critical infractions may result in the vehicle operator receiving a lifetime ban from operating a vehicle on airside.

AVOP infraction penalties are specified to the AVOP program and do not follow the HR disciplinary process.

10.5 Minor Violations

Driving on airside without valid AVOP & Driver's Licence in the Operators possession

Failing to report an accident or unsafe condition (if aware) (e.g. FOD, etc.)

Failure to wear CSA Class 2 outerwear when outside of vehicle or aircraft on airside (1st offence)

Failure to wear seat belt

Failure to obey guidance signs and barriers.
Failure to meet vehicle safety equipment and marker requirements
Failure to yield to vehicular traffic
Driving behind an aircraft
Driving 1-9 km/h above the speed limit
Unsafe operation of vehicle
Parking motorized vehicle or equipment in a non-designated area
Improper passing
Knowingly depositing, creating, or failing to retrieve FOD.
Use of personal entertainment device with headset or earphones (1st Offence).
Improper use of cell phone (1st Offence).
Driving without an operational beacon (1st Offence).
Failing to ensure gate is closed upon entry or exit to the airside (1st Offence).
Driving between aircraft and terminal when passengers are loading or unloading (1st Offence).

10.6 Major Violations

Leaving equipment on the Apron with no lights or markings
Driving between an aircraft and a Marshaller
Failure to yield right-of-way to aircraft or marshalling crew
Unauthorized parking that impacts aircraft movements
Failure to comply with instructions from the Airport Operator (GNWT)
Interfering with an emergency in progress
Failure to yield right-of-way to responding emergency vehicles
Failure to yield right-of-way to airport maintenance vehicles
Failure to maintain proper escort (vehicle or aircraft).
Driving between aircraft and terminal when passengers are loading or unloading (2nd Offence)
Driving 10-20 km/h above the speed limit
Failure to secure vehicle (leaving the keys in the vehicle)
Causing damage from the improper parking of a vehicle and/or equipment
Failure to adjust vehicle operation to surface conditions.
Unsafe operation of vehicle (Driving without due care and attention.)
Failure to wear CSA Class 2 outerwear when outside of vehicle on airside (2nd Offence)
Use of personal entertainment device with headset or earphones (2nd Offence).
Improper use of cell phone (2nd Offence).
Driving without an operational beacon (2nd Offence).
Failing to ensure the gate is closed upon entry or exit to the airside (2nd Offence).

10.7 Gross Violations

Runway incursion

Failing to give right-of-way to pedestrian

Driving between aircraft and terminal when passengers are loading or unloading (3rd offense)

Driving on the Movement Area without an appropriate AVOP.

Driving with a suspended or expired Territorial or Provincial Driver's Licence.

Unauthorized parking in a fire lane.

Smoking Airside.

Driving over 20 km/h above the speed limit.

Use of personal entertainment device with headset or earphones (3rd Offence).

Improper use of cell phone (3rd Offence)

Failing to ensure the gate is closed upon entry or exit to the airside (3rd Offence)

Driving without an operational beacon (3rd Offence)

Failure to wear CSA Class 2 outerwear when outside of vehicle on airside (3rd Offence)

Proceeding on to the airside with a vehicle, or equipment, that is contaminated with a non-approved ant-icing or de-icing chemical.

10.8 Critical Violations

Causing an accident that either injures or kills an individual or damages an aircraft.

Dangerous driving. (Driving in a manner dangerous to others.)

Driving Airside while impaired by either drugs (illegal or other) or alcohol.

Refusing to submit to a Police breathalyser.

Use of personal entertainment device with headset or earphones (4th Offence).

Improper use of cell phone (4th Offence).

NOTE- AVOP Infractions and Violations are not applied to a Territorial or Provincial Driver's Licence; Offences under the Criminal Code of Canada are.

10.9 Surrendering an AVOP

AVOP Holders operating vehicles Airside shall surrender their AVOP card to a representative of the Airport Operator (GNWT) as requested. Failure to comply with this requirement is a major AVOP infraction for "failure to comply with instructions from the Airport Operator" and may result in withdrawal of AVOP privileges. The representative of the Airport Operator shall return the surrendered AVOP to the Regional Airport Manager. Depending on the circumstances of surrender, the AVOP Holder may be subject to sanctions under the Criminal Code depending on the specific infraction(s).

10.10 Driver's Licence Suspensions

If an AVOP holder's Territorial or Provincial Driver's Licence is suspended or becomes subject to other limitations or conditions of use, the prohibition from operating a motor vehicle applies at ALL GNWT Airports and is not subject to appeal.

An AVOP holder shall notify the Regional Airport Manager or designated Airport Maintenance Contractor if their Territorial or Provincial Driver's License is suspended or becomes subject to other limitations or conditions of use.

10.11 Driving Airside without a Valid AVOP

- 10.11.1 Driving Airside without an AVOP is a violation of Section 301.08 or of Section 302.10 of the ***Canadian Aviation Regulations*** and may be prosecuted accordingly.
- 10.11.2 If authorised, driving Airside under Escort without an AVOP is not a violation of Section 301.08 of the ***Canadian Aviation Regulations***.
- 10.11.3 Any Vehicle Operator found operating a vehicle Airside with an expired, suspended, or revoked AVOP may face the following consequences:
- - Escorted removal of the vehicle from Airside;
 - Employer notification; and
 - Possible prosecution under Section 301.08 or of Section 302.10 of the ***Canadian Aviation Regulations***.
- 10.11.4 Furthermore, the driver is required to contact the Regional Airport Manager in order to schedule an appointment, or telephone interview if at a different Airport, in order to review the incident and to determine:
- If prosecution under Section 301.08 or of Section 302.10 of the ***Canadian Aviation Regulations*** is warranted;
 - What AVOP retraining and retesting is required;
 - If suspension of AVOP permit privileges is warranted; or
 - If withdrawal of AVOP permit privileges is warranted.

11. Appeal Process

11.1 Appeal Process - General

11.1.1 AVOP permit holders may appeal:

- A Notice of Infraction;
- An AVOP suspension or loss of permit privileges; and
- An AVOP withdrawal.

Initial appeals are made to the Regional Airport Manager responsible for the Airport where the infraction took place. The decisions of the Regional Airport Manager may be appealed to the Safety Management System (SMS) Manager, Department of Infrastructure. Arguments citing operational necessity will not be considered on appeal. The decision of the SMS Manager shall be final and conclusive.

11.2 Appeal Stages

Appeal Stage	Appeal Level	Appeal Process
Stage 1	Regional Airport Manager (or other personal if deemed necessary)	<p>Notice of Infraction</p> <ul style="list-style-type: none"> • A written appeal must be submitted to the Regional Airport Manager within seven (7) business days of receiving the Notice. • The written submission must include all the details of the AVOP permit holder’s case, with justification as to why the appeal should be considered. • The Regional Airport Manager shall review the written appeal and all relevant information and may choose to interview the AVOP permit holder. • Within five (5) business days of receiving the appeal, or within such time as is reasonably necessary to complete a full investigation, the Regional Airport Manager shall issue a decision in writing to the AVOP permit holder’s Employer. • Upon receipt of the written decision, the Employer shall notify the Employee (AVOP permit holder). <p>AVOP Suspension or Loss of Permit Privileges</p> <ul style="list-style-type: none"> • To appeal an AVOP suspension or loss of permit privileges, the AVOP permit holder shall meet with the Regional Airport Manager. If the infraction took place at an Airport other than the Regional Airport Manager’s Airport, the permit holder has the option to contact the Regional Airport Manager by telephone within 24 to 48 hours of the suspension or withdrawal. • At this meeting, the Regional Airport Manager shall present to the AVOP permit holder all information regarding the nature of the offence and the circumstances of the incident leading to the suspension or withdrawal. The AVOP permit holder shall present their interpretation of events and be provided with an opportunity to challenge the evidence presented. • The representative of the Airport Operator (GNWT) who issued the infraction may be requested to present the circumstances of the violation. • Within five (5) business days of receiving the appeal, or within such time as is reasonably necessary to complete a full investigation, the

Appeal Stage	Appeal Level	Appeal Process
		<p>Regional Airport Manager shall issue a decision in writing to the AVOP permit holder's Employer describing, as required, the length of the suspension and the reasons for its length.</p> <ul style="list-style-type: none"> • Upon receipt of the written decision, the Employer shall notify the Employee (AVOP permit holder).
Stage 2	Safety Management System (SMS) Manager	<p>All Written Decisions</p> <ul style="list-style-type: none"> • An AVOP Holder may, within five (5) business days of the Regional Airport Manager's issuance of a written decision describing a suspension or loss or privileges, appeal that decision in writing to the SMS Manager. • The SMS Manager shall consider the report of the Regional Airport Manager and conduct such other investigations as considered appropriate. • The permit holder is entitled to: <ul style="list-style-type: none"> ○ Meet with the SMS Manager to address the AVOP suspension or loss or privileges ; ○ Present evidence; and ○ Challenge the conclusions of the Regional Airport Manager. • The SMS Manager (in consultation with senior management if deemed necessary) may confirm, reject, or vary both the decision and the penalty imposed by the Regional Airport Manager. • The SMS Manager shall issue a written decision to the AVOP permit holder's Employer describing, as required, the results of the Stage 2 Appeal and any changes to the findings of the Stage 1 Appeal within five (5) business days. • Upon receipt of the written decision, the Employer shall notify the Employee (AVOP permit holder).

12. AVOP Self-Test Questions

The correct answer for each question is located at the end of the self-test. Check your own score and identify those areas of the manual that may need further study.

1. Where can a DA AVOP permit holder operate a motorised vehicle/equipment?
 - A. Runways
 - B. Aprons, uncontrolled taxiways and airside service roads
 - C. Controlled taxiways
 - D. Anywhere on the airside of an airport

2. Who has authority to issue, suspend or cancel permission to operate a vehicle on the airside of an airport owned and operated by the GNWT?
 - A. The Minister of Transportation
 - B. The Regional Airport Manager and designated Airport Maintenance Contractor
 - C. Transport Canada Minister
 - D. The RCMP

3. How much airside automobile liability insurance coverage endorsed to cover airside operation is required for vehicle/equipment to operate airside?
 - A. \$500,000.00
 - B. \$1,000,000.00
 - C. \$1,500,000.00
 - D. \$2,000,000.00

4. DA AVOP permit holders are responsible for:
 - A. Disclosing any medical condition which may affect their ability to drive airside
 - B. Carrying a valid Territorial or Provincial Driver's Licence when operating a vehicle on the Airside of an airport
 - C. Ensuring their DA AVOP permit is valid
 - D. All of the above

5. To provide a vehicle escort on an airport apron, what must a person have?
 - A. A valid AVOP, valid Learners Driver's Licence & vehicle equipped with a amber warning beacon
 - B. A valid Driver Licence, a valid AVOP permit, automobile liability insurance endorsed to cover airside operations and a properly equipped vehicle
 - C. A radio licence, a radio-equipped vehicle operated by an AVOP qualified employee responsible for requesting and acknowledging all ground control instructions
 - D. Airside automobile liability insurance endorsed to cover airside operations, a valid Driver Licence and no aircraft scheduled to land or take off from the airport for at least thirty minutes

6. Who is responsible and liable for a vehicle being escorted airside?
 - A. The Regional Airport Manager
 - B. The company providing the escort service
 - C. The Airport Maintenance Contractor
 - D. The RCMP

7. A DA AVOP permit issued under the AVOP Manual is valid for a period of up to:
 - A. 6 months
 - B. 2 years
 - C. 5 years
 - D. 6 years

8. Smoking on airside areas is:
- A. Permitted around aircraft
 - B. Permitted on airside, in vehicles with the windows closed
 - C. Prohibited everywhere on airside
 - D. Prohibited in and around aircraft only
9. Vehicle operators must ensure that mud or ice is not deposited on aircraft movement surfaces because:
- A. The material can cause damage to aircraft engines
 - B. Erosion could occur if too much dirt is removed from the runway edge
 - C. The material can cause damage to aircraft landing gear and aircraft engines in the air
 - D. Dirty vehicles are not permitted on the airside of an airport
10. If a vehicle operator notices foreign object debris (plastic bags, garbage or solid objects) on an airport apron, the vehicle operator is required to:
- A. Report the nature and location of the material to the police
 - B. If possible stop, remove the material and report it to their supervisor and the Regional Airport Manager or Airport Maintenance Contractor
 - C. Report the location of the foreign debris to a co-worker
 - D. Leave foreign material for the wind to blow away as there is no special requirement for vehicle operators
11. Personal entertainment devices such as GPS devices and MP3 players are:
- A. Permitted to be operational on the airside of an airport
 - B. Permitted to be operational on the airside of an airport only when you are on a break
 - C. Permitted to be operational on the airside of an airport only when you are in a vehicle
 - D. Not permitted to be operational on the airside of an airport at any time
12. What are factors that may affect a vehicle operator's situational awareness?
- A. Deteriorating weather conditions
 - B. Personal conflicts that may result in fatigue or stress
 - C. Running behind schedule or task overload
 - D. All of the above
13. CSA Class 2 reflective outerwear must be worn whenever:
- A. You are outside of your vehicle on the airside of the airport
 - B. You are inside your vehicle
 - C. You are inside the air terminal building
 - D. you are on the groundside of the airport
14. From the list of airside traffic below, who has first priority or the right of way?
- A. Airport maintenance vehicles/equipment
 - B. Emergency vehicles displaying flashing lights
 - C. Aircraft
 - D. The vehicle approaching from the right
15. From the list of airside traffic below, who has first priority or the right of way?
- A. Airport maintenance vehicles/equipment
 - B. Aircraft maintenance vehicles
 - C. Aircraft
 - D. The vehicle approaching from the right

16. Who is responsible for determining the vehicle they are operating airside is in safe operating condition and all lights, warning beacon and safety equipment is operational?
- A. The RCMP
 - B. The Regional Airport Manager
 - C. The owner of the vehicle
 - D. The vehicle operator
17. Whose responsibility is it to report any obstruction or potentially hazardous condition or accidents on airside?
- A. The aircraft passengers
 - B. The base supervisor
 - C. The mechanic
 - D. All AVOP permit holders
18. Who is responsible for getting proper automobile liability insurance endorsed to cover airside operations, ensuring vehicle/equipment is properly equipped for airside operations and maintained in a safe operating condition?
- A. The Employer or the owner of the vehicle
 - B. The vehicle operator
 - C. The RCMP
 - D. The Regional Airport Manager
19. Who is responsible for reporting unauthorized persons found on the airside of an airport without an established need to be there?
- A. The airport maintainer
 - B. The air carrier agent
 - C. The Community Aerodrome Radio Station (CARS) only
 - D. All AVOP permit holders
20. There are many types of vehicles and equipment used on the airside of an airport. Who is responsible for ensuring that a vehicle operator is qualified and licenced to operate the equipment while performing their duties?
- A. The motor vehicle licensing authority
 - B. The vehicle/equipment operator
 - C. The vehicle/equipment operator's employer
 - D. The Regional Airport Manager or RCMP
21. What document(s) must be carried at all times, by a DA AVOP holder, when operating a vehicle on the apron?
- A. Driver's licence
 - B. AVOP permit
 - C. Security pass and Restricted Radio Telephone Operators Certificate
 - D. All of the above
22. All vehicles with an enclosed cab operated on an airport apron area, except those under escort, must be equipped with:
- A. Headlights, tail lights and a warning beacon on the cab or box area
 - B. A warning beacon and a radio on company frequency
 - C. A warning beacon on the cab and a cell phone
 - D. Flashing hazard lights, headlights and backup lights

23. All towed equipment used on the airport aprons must be equipped with safety marking. Which of the following accurately describes that marking?
- A. Yellow retro-reflective stripe along the full length, and two diagonal black and yellow strips on the front and rear lower corners
 - B. Headlights, tail lights, a horn and a warning beacon
 - C. Red reflective stripes along the sides with green and blue patches at front and rear lower corners
 - D. Reflective material that can be seen from 300 m at night and a slow moving vehicle sign
24. Who is responsible for ensuring gate(s) to the airside of the airport are closed and locked?
- A. Passengers
 - B. Airport maintenance staff only
 - C. Any person that has established a need, including AVOP Holders
 - D. Airline employees and passengers only
25. How far away must an AVOP vehicle/equipment operator stay from any aircraft being fuelled, unless involved in servicing it?
- A. 7.5 meters
 - B. 10 meters
 - C. 15 meters
 - D. 20 meters
26. Whenever an aircraft carrying distinguished visitors is at an airport, unauthorized personnel and vehicles are required to:
- A. Remain clear of the aircraft unless otherwise authorized by the Regional Airport Manager or Airport Maintenance Contractor
 - B. Drive slowly past the area to find out who the person
 - C. Drove close to the aircraft so you can take pictures
 - D. There is no restriction on vehicle movement and you can drive up to the aircraft
27. When is it permissible for a vehicle to cross directly in front of or behind an aircraft with engines running?
- A. Not at any time
 - B. The red, anti-collision beacon of the aircraft is turned off
 - C. The Marshaller waves permission or the aircraft wheels are blocked (chocked)
 - D. You have waited three minutes and the pilot has not indicated any intention to move the aircraft
28. If there was an aircraft accident or incident at the airport, unauthorized vehicle operators are required to:
- A. Wait for the RCMP, Fire Department and Ambulance to arrive before going to crash site area
 - B. Proceed immediately to the scene and render assistance
 - C. Stay away from the area unless authorized by your employer
 - D. Remain clear of the area unless otherwise authorized by the Regional Airport Manager or the Airport Maintenance Contractor
29. When passengers are enplaning or deplaning an aircraft, can a vehicle drive between aircraft and the air terminal building to service another aircraft?
- A. Only if vehicle/equipment operator is being escorted by aircraft servicing staff and passengers are told to keep out of the way
 - B. At no time will an airside vehicle/equipment operator be allowed to drive between an aircraft and the air terminal building when passenger are enplaning or deplaning

- C. It is allowed when the marshaller stops passengers and waves to the vehicle operator to proceed
 - D. Vehicle operators can proceed when there is an opening between passengers and the air terminal building
- 30.** Whenever a self-propelled vehicle is moving from one place to another on the airport apron, airside service roads or uncontrolled taxiways, what lighting must be operational?
- A. Four way flashers and an amber warning beacon
 - B. Headlights, tail lights, parking lights and an amber warning beacon
 - C. Parking lamps, four way flashers and back-up lamps
 - D. An amber warning beacon only
- 31.** When a vehicle is engaged in servicing a parked aircraft, what lighting must be operational?
- A. Headlights and parking lights
 - B. Four way flashers and headlights
 - C. An amber warning beacon and headlights
 - D. All lighting should be turned off
- 32.** Aircraft servicing vehicles and equipment, when not in use (temporally while waiting for the aircraft), shall be parked:
- A. Anywhere on the Apron that is not busy
 - B. In a designated Apron Parking Area assigned by the Regional Airport Manager or the Airport Maintenance Contractor
 - C. Outside the apron edge lighting
 - D. In a vehicle corridor
- 33.** When vehicles are parked in an approved airside parking space, they shall be:
- A. Left with the warning beacon or flashing signal lamps in operation
 - B. Backed into the parking space with warning beacon and lights off
 - C. Driven in front first into parking space with warning beacon and lights off
 - D. Left with the engine running, alongside the building and all lights on
- 34.** As a DA AVOP holder, the vehicle you are operating breaks down in the middle of the apron, what would you do?
- A. Push the vehicle/equipment off to side of apron by the shortest route and get someone to tow disable vehicle/equipment off airside for repairs
 - B. Sound the horn until someone comes to your assistance; tow the disabled vehicle/equipment off apron to groundside for repairs
 - C. Wait until the next aircraft lands and have the passengers help you push the vehicle/equipment off the apron to groundside
 - D. Advise CARS and the Regional Airport Manager or Airport Maintenance Contractor; make arrangement for the immediate removal of vehicle from airside; and advise Regional Airport Manager or Airport Maintenance Contractor and CARS when the vehicle is off airside
- 35.** What is maximum speed limit on the apron?
- A. 50 Km/h
 - B. 30 Km/h
 - C. 25 Km/h
 - D. 15 Km/h

- 36.** What is the maximum speed limit on airside services roads?
- A. 25 Km/h
 - B. 50 Km/h
 - C. 60 Km/h
 - D. There is no speed limit
- 37.** When a vehicle operator is operating within 6 m of an aircraft, speed shall be reduced to:
- A. 25 Km/h
 - B. 50 Km/h
 - C. 10 Km/h
 - D. 15 Km/h
- 38.** Lights used to indicate the intersection of a taxiway and aprons are what colour and arrangement?
- A. Single amber (yellow)
 - B. Double amber (yellow)
 - C. Single blue
 - D. Double blue
- 39.** What is the colour of lights used to mark the edges of aprons and taxiways?
- A. White
 - B. Blue
 - C. Amber
 - D. Red
- 40.** What is the purpose of an aerodrome beacon?
- A. It's a white flashing light use to light up the highest building in the vicinity of the airport apron
 - B. Is a white light usually located on building or tower, it can be activated by a pilot or manually by CARS; when activated it flashes and is used by pilots to locate the airport
 - C. Is a white light usually located on building or tower, it can be activated by a pilot or manually by CARS; when activated it flashes and advises the community of incoming aircraft
 - D. It's a rotating beacon that transmits a radio signal to the pilot with the location of airport
- 41.** The colour of mandatory signage that shall be obeyed is:
- A. White background with red characters
 - B. Green background with black characters
 - C. Yellow background with black characters
 - D. Red background with white characters

13. AVOP Self-Test Answers

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|----------------|----------------|----------------|---------------|
| 1. B (2.2) | 2. B (2.1.4.1) | 3. D (2.5.2) | 4. D (2.7) |
| 5. B (2.8) | 6. B (2.8) | 7. C (2.9.1) | 8. C (3.1.4) |
| 9. A (3.2) | 10. B (3.2.3) | 11. D (3.3.1) | 12. D (3.4.1) |
| 13. A (3.5.1) | 14. B (3.6) | 15. C (3.6) | 16. D (4.2.1) |
| 17. D (4.3.4) | 18. A (4.1) | 19. D (4.3.1) | 20. C (4.1.1) |
| 21. A (4.3.2) | 22. A (5.1.1) | 23. A (5.2.1) | 24. C (6.1.2) |
| 25. C (7.1.5) | 26. A (7.1.6) | 27. C (7.1.13) | 28. D (7.1.6) |
| 29. B (7.1.15) | 30. B (7.2.1) | 31. A (7.2.2) | 32. B (7.3.1) |
| 33. B (7.3.2) | 34. D (7.3.4) | 35. C (7.4.1) | 36. B (7.4.2) |
| 37. C (7.4.3) | 38. B (8.3) | 39. B (8.3) | 40. B (8.3) |
| 41. D (8.4.2) | | | |