



# Airside Vehicle Operating Permit (AVOP) Student Study Manual

## D Permit

This manual applies to the following airports:

- Aklavik
- Colville Lake
- Déljne
- 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, which would allow unrestricted airside access to responding agencies that do not possess AVOP.

**This manual pertains specifically to a “D” Airside Vehicle Operating Permit (AVOP) that would allow the permit holder to operate a vehicle on ALL airport movement surfaces, unless restrictions are applied to the permit.** The D 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

**Airport Traffic** - All traffic on the manoeuvring areas of an airport and all aircraft flying in the surrounding area of 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 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 and an ATC or FSS are Yellowknife, Norman Wells and Inuvik)

**Air Terminal Building (ATB)** - 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

**Approach Markers** - Large wooden markers at both ends of the runway that help the pilot line up for their approach to the runway. They are painted day-glo orange or are covered in a retro-reflective material and are placed every 150 meters from the threshold centerline

**Apron** - That part of an aerodrome, other than the Manoeuvring Areas, 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 may be 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, 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

**Flight Information Center (FIC)** - A NAV CANADA operated facility that provides access to weather briefing and flight planning services. Airport operators file Aircraft Movement Surface Condition Reports and NOTAMS with the FIC. The FIC for all airports in the NWT is in Edmonton, Alberta.

**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.

**Instrument Runway** - Runways intended for the operation of aircraft using instrument approach procedures.

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

**Landing Area** - The part of a movement area intended for the landing or take off of aircraft

**Magnetic North** - The direction indicated by a magnetic compass. Magnetic North moves slowly with a variable rate.

**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.

**Marker** – An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

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

**Night** – The period beginning one half-hour after sunset and ending one half-hour before sunrise and in respect of any place where the sun does not rise or set daily, the period during which the centre of the sun's disc is more than six degrees below the horizon.

**Non-Instrument Runway** – A runway intended for the operation of aircraft using visual approach procedures.

**Obstacle** – All fixed (whether temporary or permanent) and mobile objects or parts thereof that are located on an area intended for the surface movement of aircraft that extend above a defined zoning surface intended to protect aircraft in flight.

**Obstacle Limitation Surface (OLS)** – A surface that establishes the limit to which objects may project into the airspace associated with an aerodrome so that aircraft operations at the aerodrome may be conducted safely.

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

**Precision Approach Path Indicators (PAPI)** – A visual aid that provides guidance information to help a pilot acquire and maintain the correct approach (in the vertical plane) to an aerodrome or an airport. It is generally located beside the runway approximately 300 meters beyond the landing threshold of the runway.

**Restricted Operator Certificate with Aeronautical Qualification (ROC-A)** – A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to public correspondence. An ROC-A is a required component of a D AVOP.

**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.

**Road Holding Position** – A designated position on a service road which vehicle/equipment operators are required to hold and advise Air Traffic Services of intentions before proceeding onto or leaving the runway or manoeuvring area.

**Runway** – A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**NOTE:** For the purposes of vehicle control and vehicle communication service this area includes 45 m (150 ft.) from the runway edge on gravel surfaces and 150 m (500 ft.) from the pre-threshold of a runway.

**Runway Identification Lights (RILS)** – Runway identification lights are unidirectional strobe lights located on the approach end of a runway that are used when an aircraft is in the landing phase of flight.



**Runway Shoulder** - An area adjacent to the edge of the runway pavement so prepared as to provide a transition between a paved runway and the adjacent surface.

**Statute Mile (SM)** - 1 statute mile equals 1.609344 kilometers

**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.

**Threshold** - The beginning portion of a runway usable for landing aircraft.

**Threshold Markers** - Wooden or manufactured markers, painted with Day-Glo paint or having retro-reflective material fastened to them, orange and white or just orange in colour, used on gravel runways indicating the threshold of a runway usually placed 15 m (50 ft.) to the side of the threshold.

**True North** - Direction of a meridian of longitude which converges on the North Pole.

**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.

**Visual Approach Slope Indicating System (VASIS)** - Lighting units in the form of a wing bar located on the side of runways that provide visual information to a pilot on approach to a runway. VASIS indicates to a pilot the aircraft is either on, above or below the correct approach slope to the runway.

**Warning Devices** - A siren; flashing RED, BLUE, or AMBER lights; and/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 D 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 **D AVOP** allows the holder the privilege, based on need, to operate a motorized vehicle on **all airside areas, including taxiways, runways, aprons and service roads** of an Airport, and may be issued locally at the discretion of the Regional Airport Manager or the Airport Maintenance Contractor. Operating restrictions may apply as required.

2.2.1 To acquire a **D AVOP**, the following steps must be undertaken:

- The applicant and employer complete an AVOP application “justifying a need” that a **D AVOP** is required;
- The Regional Airport Manager or Airport Maintenance Contractor must approve the application;
- The applicant must provide a valid Territorial or Provincial Driver's licence;
- The applicant must study this manual and pass both a written exam and a practical driving test;
- The applicant must be in possession of a Restricted Operator Certificate with Aeronautical Qualification (ROC-A) radio licence or must study the applicable manual and pass the test to acquire an ROC-A radio licence; and
- The vehicle owner 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.

### 2.3 D 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:

- An operational need has been identified;
- 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 Airside Vehicle Operating Permit (D AVOP) for the specific airport;
- The vehicle operator agrees, by signing his/her permit, to comply with the Airport Vehicle Operating Permit (AVOP) Manual requirements;
- The vehicle operator accessing airside is under escort by a person who holds a valid D 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 D AVOP Issuing Authority

- 2.4.1 Regional Airport Managers and designate have the authority to issue a **D AVOP** for Airports under their control based on the applicant's "need", passing a written knowledge exam and passing an airside practical driving test. The Regional Airport Managers also have the authority to 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 Mangers may also provide a local Airport Maintenance Contractor with the authority to issue a **D 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 **D 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 **D 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 vehicle/equipment, except those under escort, owners/operators who operate airside, will provide proof that those vehicles/equipment operating airside are covered by an automobile liability insurance policy **endorsed to cover airside operations**. 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, endorsed as described above, issued by either the Insurance Company or their Authorized 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 liability insurance coverage.
- 2.5.3 The Certificate of Insurance must clearly state that **all owned, leased or rented** motorized vehicles and equipment operated airside are insured as described above, or include a list of motorized vehicles and equipment that are covered by the policy to the Regional Airport Manager or the designated Airport Maintenance Contractor.
- 2.5.4 Proof of Insurance (or rider) 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 D 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 Airside

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 airside of an airport. However, it must be fully understood the company is responsible and liable for the escorted vehicle(s) should it be involved in an accident or incident.

2.8.1 Rules for Airside Vehicle Escorts:

- The person providing the escort must follow all requirements listed in section 2.3.1 in this manual;
- 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(s)/equipment under escort at all times;
- The person providing the escort is responsible for briefing the escorted vehicle/equipment operator(s) 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 movement areas being accessed (DA AVOP or D AVOP); and
- As soon as the escorted vehicle(s)/equipment complete their assigned airside task, they 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 employer, will have to provide an application for 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.
- 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 designate 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 Pedestrians are not allowed on the manoeuvring areas of an airport without permission.
- Note:** Manoeuvring areas only include runways and taxiways. While, the movement areas include runways, taxiways and aprons.
- 3.1.4 It is the responsibility of all personnel working airside to report all accidents, such as slip and falls, injuries, damages etc. and any unsafe conditions observed, to the Regional Airport Manager, Airport Maintenance Contractor or the Air, Marine and Safety Division Duty Manager.
- 3.1.5 **Smoking is not allowed anywhere on the airside of an airport, including inside a vehicle.**
- 3.1.6 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.
- 3.1.7 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.
- 3.1.8 Passengers shall not be onboard an aircraft that is being refuelled, with the engines running.

### 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 authorized 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.
- 3.2.4 Occasionally FOD which is more serious in nature may be found on airside 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.

**NOTE: The use of a cellphone is not a substitute for a radio except during radio failure while on airside.**

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 the CARS on an airport radio frequency, headphones can be used as a component of the airport radio system installed in the motor vehicle/equipment.

### 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. 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 manoeuvring 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 D AVOP Permit Holder

- 4.3.1 It is the responsibility of all D 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 D AVOP permit holder to carry 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 D AVOP permit holder must comply with all airside operational procedures in this manual and be an authorized D AVOP holder.
- 4.3.4 If a D 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 360° 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 movement 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.
- 5.1.9 Vehicles/equipment being operated on manoeuvring areas shall also be equipped with a radio capable of communicating with the CARS and a flare kit containing at least two red road flares.

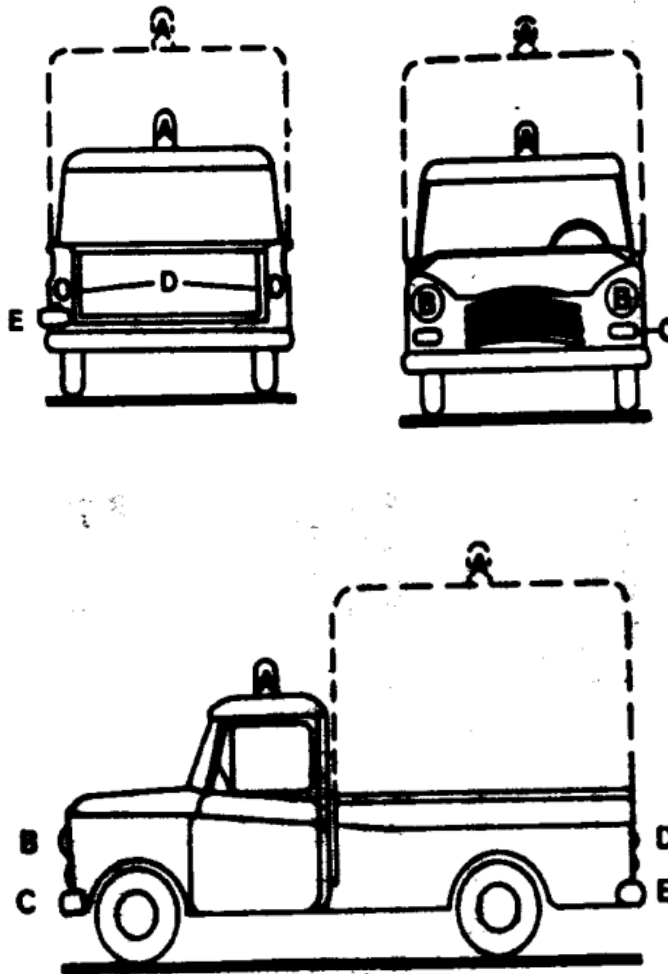
### 5.2 Towed Equipment

- 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 movement areas 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.

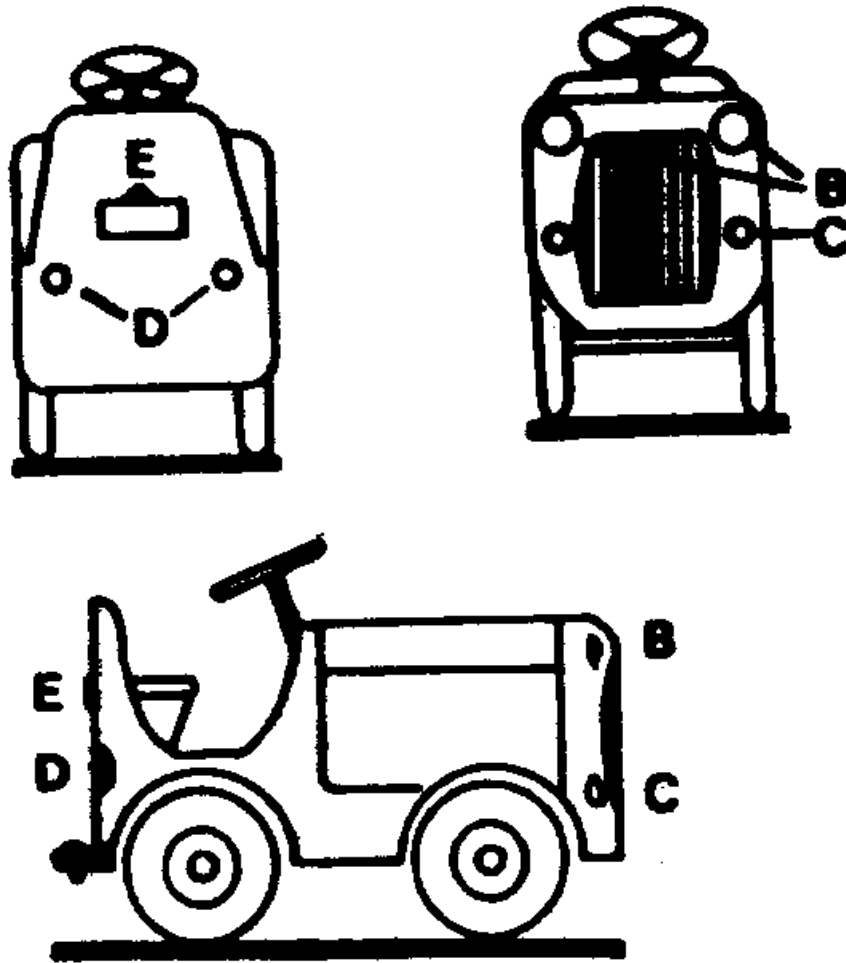
### 5.3 Safety Marking Requirements

#### Self-Propelled Vehicles with Cab

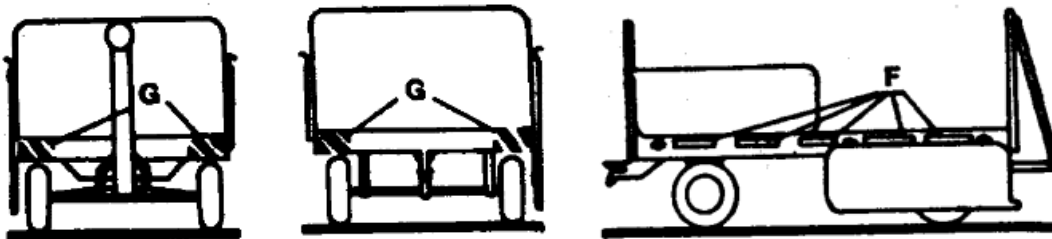
- A - Warning Beacon
- B - Head Lamps
- C - Parking/Signal Lamps
- D - Tail/Signal Lamps
- E - License Plate Lamp
- F - Retro-Reflective Strip
- G - Retro-Reflective Panel



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. Ensuring gates are closed also reduces the potential for wildlife accessing the airside and posing a threat to aviation safety.
- 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 holds 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 defuelled 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, or 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 the apron and is close enough to constitute an immediate hazard, and shall refrain from proceeding until the operator can do so safely.
- 7.1.9 Vehicles and equipment shall not be driven over aircraft power cables or service hoses.
- 7.1.10 Vehicles must never overtake a taxiing aircraft.
- 7.1.11 Vehicle/equipment operators shall reduce speed and maintain a careful lookout when near aircraft and corners of buildings or other installations.
- 7.1.12 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.
- 7.1.13 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.
- 7.1.14 At no time will vehicle operators on the apron drive between an aircraft and the Air Terminal Building when passengers are enplaning or deplaning.
- 7.1.15 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 movement areas, 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 within an aircraft stand or the perimeter of 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 Vehicles must always be backed into the designated airside vehicle parking areas when not in immediate use, with warning beacon and vehicle lights off.
- 7.3.2 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.
- 7.3.3 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 or other movement areas 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 airport movement area:
  - The Regional Airport Manager or Airport Maintenance Contractor and CARS shall be notified;
  - The vehicle operator shall make arrangements for the immediate removal of the vehicle from the movement area; 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 or uncontrolled movement area shall drive vehicles or equipment in excess of 25 km/h. Vehicle/equipment operators shall reduce speed and maintain a careful lookout when near aircraft, corners of buildings or other installations.
- 7.4.2 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.**

7.4.3 No person shall operate a vehicle on a road, at an airport, at a rate of speed that exceeds the posted speed limit for that road, or where no speed limit is posted, at 50 km/h.

### **7.5 Operation of Vehicles on Apron Areas**

7.5.1 Every operator of a vehicle/equipment shall acknowledge and obey instructions received from the Regional Airport Manager or Airport Maintenance Contractor.

7.5.2 A DA or D AVOP may limit the holder to operate a vehicle on specific area(s) of an airport only. This limitation recognizes that the operator will not require access to airside areas other than that specified on the permit and that the vehicle used in the normal performance of their duties may be equipped with a beacon and not a radio. Radio equipment is not required for vehicles operating on airport apron areas or uncontrolled service roads.

7.5.3 Vehicle/equipment operators should make every effort to use services and/or perimeter roads to reach airside field locations when roads are available and time permits.

7.5.4 No operator of a vehicle shall overtake or pass another vehicle at an active pedestrian crosswalk.

7.5.5 Generally, aircraft servicing and aircraft maintenance personnel airside are permitted near aircraft in the performance of their duties. However, every vehicle operator on an apron shall yield the right-of-way to all pedestrian and passenger traffic at all times.

7.5.6 Never drive under the wings or tail of an aircraft unless authorized by the pilot-in-command.

### **7.6 Operations of Vehicles on Manoeuvring Areas**

7.6.1 A rotating/flashing beacon and a radio capable of communications with the CARS are required to operate a vehicle on manoeuvring areas.

7.6.2 All self-propelled vehicles/equipment operating on manoeuvring areas will be issued a vehicle identification call sign for communication purposes.

7.6.3 Vehicle/equipment operators with D AVOP must know the complete layout of airside and be capable of identifying and labelling areas on a drawing.

7.6.4 Aircraft being towed or vehicles towing an aircraft must always be in radio contact with the CARS before entering and while within the manoeuvring areas.

7.6.5 Vehicle/equipment operators will only proceed along routes specified on manoeuvring areas to airfield location unless the vehicle/equipment operator receives alternate advisory from CARS.

7.6.6 D AVOP holders operating airside of an airport must always communicate with the CARS before proceeding past the double amber lights that indicate a taxiway and apron intersection.



## 8. Airfield Lighting, Signage and Markings

### 8.1 General

At the Airport both vehicle and aircraft movements on the ground are guided by airfield lighting and signage 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 Airfield 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 and visual aids can be activated by your aeronautical radio or Pilots from their aircraft (if ARCAL lighting is in effect) or can be turned on manually by CARS.**

**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.



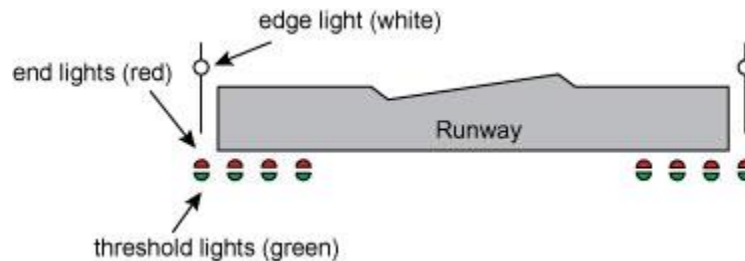
**NOTE: DA AVOP holders must not drive past double amber lights, from an apron onto a taxiway.**

**NOTE: The double amber lights at the taxiway/apron intersection can be used as a reference point to indicate a holding position for a gravel runway where a permit holder needs to get advisory from CARS before proceeding.**

White lights are used to mark runway edges (sides)



**Threshold/Runway End Lights**, are used to mark the runway ends and are double sided lights; one half shows red and one half shows green. The red faces the runway and green faces the approach to runway.



**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.

**Runway Identification Lights (RILS)** These are provided at aerodromes where terrain may prevent the installation of approach lights, or where unrelated non-aeronautical lights or the lack of daytime contrast reduces the effects of approach lights. They consist of a pair of strobe (flashing) lights, one on each side of the runway, located in line with the runway threshold lighting. They provide pilots with rapid and positive identification of the approach end of a particular runway.



**NOTE: The minimum distance an airside vehicle operator with a D permit can come to a RILS, PAPIs or VASIS is 2 metres (6 feet).**

**Precision Approach Path Indicator (PAPIs)** are a series of lights beside a runway that indicate to the pilot if the aircraft is too high or too low during the landing phase of flight.



**NOTE: The minimum distance an airside vehicle operator with a D permit can come to a RILS, PAPIS or VASIS is 2 metres (6 feet).**

**Visual Approach Slope Indicator System (VASIS)** are a series of lights beside a runway that indicate to the pilot if the aircraft is too high or too low during the landing phase of flight.



**NOTE: The minimum distance an airside vehicle operator with a D permit can come to a RILS, PAPIS or VASIS is 2 metres (6 feet).**

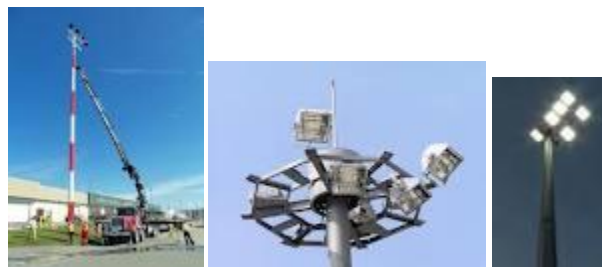
**Wind Direction Indicator (WDI)** (wind sock) is normally a red or orange and white, cone shaped fabric, 3.6m long, that provides pilots a general indication of wind speed and wind direction. They are located off the side of a runway and depending on the airport runway length, will have a minimum of one and possibly two wind socks for each runway. They are required to be illuminated when intended for use during hours of darkness.



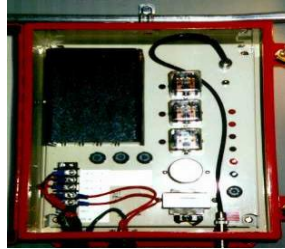
**Ceiling Projector** is a light usually located airside that directs a beam of light towards the sky, used by the Air Traffic Services Unit to measure the height of the cloud base, commonly referred to as a “ceiling”.



**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 or Air Traffic Service Unit towers. When mounted on a pole, the pole is capable of being lowered, so the lamps may be changed when required.



**Aircraft Radio Control of Aerodrome Lighting (ARCAL)** is an electronic unit that allows a pilot to turn on airfield lighting remotely from the aircraft when the Air Traffic Services Unit is not operational. The ARCAL receivers are located in Airport Field Electrical Centers (FECs).



### 8.3 Navigational Aids

Depending on what type of runway an airport has, there may be navigational aids located on the airport that assist an aircraft in landing, departing or staying on course under varying weather conditions.

**VHF Omnidirectional Radio Range (VOR)** is a type of short-range radio navigation system for aircraft, enabling aircraft to determine their position and stay on course by receiving radio signals transmitted by a network of fixed ground radio beacons, with a receiver unit.

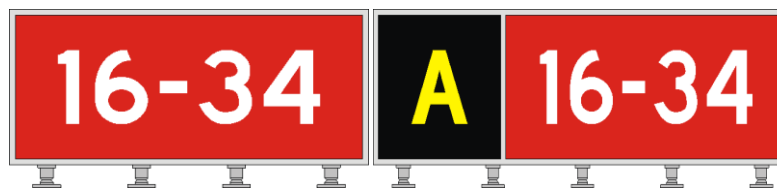


### 8.4 Airfield Signage

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 areas. These signs are normally mounted on the left, on the right, or on both sides of a runway or taxiway according to requirements. Airside guidance signs are illuminated at airports which are used at night or in low visibility.

**Mandatory Signage** is signage that shall be obeyed. They have white characters on a red background and similar to highway signage, this means STOP. Advisory must be received from the Air traffic Services Unit to proceed beyond mandatory signs. 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.



Runway Designator    Location/Runway Designator

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.



**Location**                      **Runway Designator**

**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.

### 8.5 Gravel Markers

Gravel runways, that have similar surface colours to surrounding terrain, may require edge markers and approach markers to assist pilots in identifying the runway area from the air. A variety of markers are used on gravel runways.

**Gravel Runway Edge Markers** may be installed along each side of the runway. These markers will be incorporated at each runway edge light location. The markers are conical in shape and may be orange or orange and white in colour. They are lightweight and frangible mounted and must be sufficiently low enough to preserve clearance of aircraft propellers and should have a height not exceeding 50 cm. Some markers may be anchored to prevent them blowing around or away.

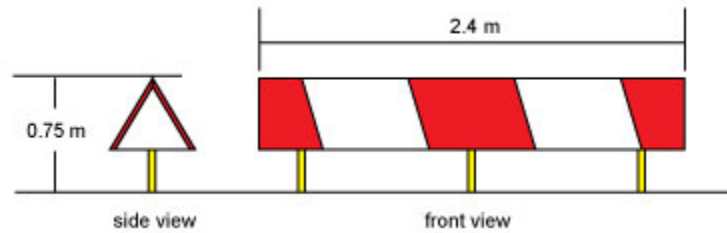


**Threshold Marker Boards** are international day glow orange wooden markers placed on either side of threshold.



**Approach Marker Boards** are three orange or orange with white stripes, wooden markers placed 150 m apart along the runway centerline. The first approach marker board is placed 150 m from the threshold.

## Runway Approach Marker Boards



**Taxiway Edge Markers** may be provided where there is no taxiway edge lighting. A taxiway edge marker shall be retro-reflective blue, and be light weight and frangible. Their height shall be low enough to preserve clearance for aircraft propellers.

## 9. Radiotelephone Procedures

All persons requiring a D AVOP permit will have to pass an Industry Canada Restricted Operator Certificate with Aeronautical Qualification (ROC-A) test, in order to receive their radio licence. The Industry Canada study guide is available at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01397.html> and is listed as RIC-21.

## 9.1 Radiotelephone and Speech Transmission Techniques

In the aviation industry standard phraseology has been developed through years of practice to transmit clear concise messages most efficiently and without misunderstanding, using the fewest words.

- 9.1.1 Keep rate of speech constant, neither too fast, nor too slow. Refer to the radio manufacturer's manual for the recommended distance from the mouth to hold the microphone.
- 9.1.2 Listen first to ensure that you will not interrupt another transmission, then depress the "press to talk" (PTT) switch before beginning to speak and keep it depressed for the entire transmission. Avoid clicking PTT switch on and off. When the transmission is finished, release the PTT switch immediately.

**NOTE: A station which has distress, urgency or safety communications to transmit is entitled to interrupt, at any time, a transmission of lower priority.**

- 9.1.3 Speak plainly and distinctly to prevent running consecutive words together. Do not shout or accentuate syllables artificially.
- 9.1.4 Use standard procedure words and phrases, standard airport terminology and the ICAO Phonetic Alphabet.
- 9.1.5 Due to obstructions (i.e. metal buildings, hills, etc.), there may be some areas on the airport where signals are not received. These areas are referred to as blind spots.

## 9.2 Communicating with Community Aerodrome Radio Station (CARS)

- 9.2.1 Community Aerodrome Radio Stations (CARS) provide a communication service to vehicles and aircraft. Vehicle/equipment operators shall always communicate their intentions before proceeding past the apron and taxiway intersection, and/or before entering within 45 m (150 ft.) from the side of a **gravel runway**.
- 9.2.2 CARS will acknowledge the transmission and explain the air traffic situation. Based on this information, the vehicle operator must decide if it is safe to go on the runway or not. The vehicle operator then will advise the CARS of his/her intentions and proceed accordingly.
- 9.2.3 If the vehicle operator is advised of an aircraft taxiing for take-off or inbound to land, they shall hold short or get off the active runways and taxiways. Advise the CARS of intentions and report **"off" or "Holding Short"**.
- 9.2.4 Vehicle/equipment operators, when approaching the pre-threshold area, are required to advise the CARS operator when they need to operate within 150m (500 ft.) from threshold of a runway before proceeding onto that area and maintain radio communication with CARS when in that area.
- 9.2.5 All vehicle/equipment operators must monitor the radio at all times when on the manoeuvring area. Vehicle Operators are not allowed to leave a vehicle radio unattended while on the manoeuvring area. However in some circumstances vehicle operators may leave the vehicle/equipment if they have a portable radio on the Mandatory Frequency (MF) or the radio installed in vehicle/equipment is equipped with an external speaker and the operator can answer in timely manner.
- 9.2.6 All vehicle/equipment operators shall advise the Community Aerodrome Radio Station only after completion of an activity on the manoeuvring area. For example vehicle/equipment operators will only report being off of a runway after the vehicle operator is at least 45 m (150 ft.) from the side of the gravel runway surface, and not while still in the process of leaving the manoeuvring area.
- 9.2.7 Vehicle/equipment operators must ensure they fully understand information received from the Community Aerodrome Radio Station (CARS) before entering an aircraft manoeuvring area or crossing an active runway.



- 9.2.8 In addition to communicating the vehicle/equipment operator's intentions to proceed onto a runway or within manoeuvring areas to the Community Aerodrome Radio Station, vehicle/equipment operators must visually check to ensure the operator will not interfere with any aircraft on the intended route or approaching the airport.
- 9.2.9 Vehicle/equipment Operators must always use the correct radio call sign for the vehicle they are operating. Call signs should be used at least when initial contact is being established, and again when the communication is concluded.
- 9.2.10 When non-radio-equipped vehicles and equipment are being escorted in a group or fleets, they shall be under the control of a radio equipped vehicle and qualified employee responsible for requesting and acknowledging all radio communications with the CARS.
- 9.2.11 Before entering onto manoeuvring areas the vehicle/equipment operator shall contact CARS and advise intentions to proceed on to the runway, vehicle/equipment specific location and specified route to be used (only if a specific route is required). The vehicle/equipment operator shall acknowledge all information from the CARS as understood or request that the information be repeated if not understood.
- 9.2.12 Vehicle/equipment operators advising CARS of intentions to proceed into the manoeuvring area shall include:
- The vehicle identification
  - The vehicle's current location
  - The intended activity/work to be performed while in the manoeuvring area and/or specific destination and intended route (only if a specific route is required).

**EXAMPLE:**

**TULITA AIRPORT RADIO, THIS IS TRUCK 85, ON THE APRON PROCEEDING ONTO RUNWAY 06/24 VIA TAXIWAY A FOR SNOW PLOWING**

**TRUCK 85, THIS IS TULITA AIRPORT RADIO, NO REPORTED TRAFFIC**

**TULITA AIRPORT RADIO, THIS IS TRUCK 85, PROCEEDING ONTO RUNWAY 06/24, WILL ADVISE WHEN OFF**

**EXAMPLE:**

**PAULATUK AIRPORT RADIO, THIS IS STAFF 24, ON THE APRON PROCEEDING ONTO RUNWAY 02/20 VIA TAXIWAY A FOR RUNWAY INSPECTION**

**STAFF 24, THIS IS PAULATUK AIRPORT RADIO, AIRCRAFT TAXIING FOR DEPARTURE RUNWAY 12, ADVISE INTENTIONS**

**PAULATUK AIRPORT RADIO, THIS IS STAFF 24, HOLDING SHORT OF RUNWAY 02/20 ON THE APRON**

**NOTE: the words "holding short" shall be used so that there is no misunderstanding of your intentions**

- 9.2.13 When advised by CARS of an inbound aircraft the vehicle operators shall acknowledge the information, advise intentions, leave the runway and proceed to the apron or a taxiway holding position or to a safe position off to the side of the runway at least 45m (150 ft.) from the nearest edge of a gravel runway. Once in the holding position vehicle operators shall inform the CARS that they are off the runway and give their exact position.

**EXAMPLE:**

**TRUCK 82, THIS IS LUTSELKE AIRPORT RADIO, TRAFFIC, AIRCRAFT ESTIMATING RUNWAY 08/26 IN**

## FIVE MINUTES ADVISE INTENTIONS

LUTSELKE AIRPORT RADIO, THIS IS TRUCK 82, PROCEEDING OFF RUNWAY 08/26 VIA TAXIWAY A

TRUCK 85, THIS IS LUTSELKE AIRPORT RADIO, REPORT WHEN OFF

LUTSELKE AIRPORT RADIO, THIS IS TRUCK 82, OFF RUNWAY 08/26, ON THE APRON

### 9.3 Radio Communication Failure and/or Vehicle/Equipment Failure at an Airport with CARS

- 9.3.1 If the vehicle/equipment breaks down the operator shall immediately notify the CARS of the location and difficulty and request for assistance.
- 9.3.2 If the radio fails while the vehicle is in the manoeuvring area, turn the vehicle to face the CARS and flash the headlights off and on. Then immediately vacate the manoeuvring area.

**NOTE: In the course of moving from the manoeuvring area the vehicle operator must hold short of each intervening runway and verify no aircraft are ready for take-off or on approach for landing before proceeding across the runway.**

**NOTE: A vehicle operator may use a cell phone to communicate a radio failure with CARS.**

- 9.3.3 If the vehicle/equipment radio and vehicle both fail while in the manoeuvring area, and the vehicle is equipped with a flare kit, light and place red road flares approximately 30m (100 ft.) ahead of and behind the vehicle in line parallel to the runway or taxiway as a warning to aircraft. If the flares are not likely to be seen from the CARS due to snow banks or other intervening obstructions light, then one or more flares near the vehicle where they may be clearly visible from CARS. Stay with the vehicle. In adverse weather conditions your vehicle may provide the best protection until help arrives.
- 9.3.4 **The blinking on and off of runway lights is a warning signal for all vehicles to leave the runway immediately.**

**NOTE: Vehicles/equipment may have to operate within 45m (150 ft.) from the side of a gravel runway. When this happens the vehicle/equipment operator must not remain within 45m (150 ft.) from the side.**

### 9.4 Radiotelephone Procedures When CARS is Closed or there is no CARS onsite

- 9.4.1 Communications between pilots and vehicles/equipment operators will be restricted to the provision of information related to vehicle/equipment operation and aircraft movement surface condition reporting (only if qualified to complete and report AMSCR). Vehicle/equipment operators will not communicate any other operational information to pilots. Where CARS services are not provided or during any period where CARS is not available (e.g. less than 24 hour operation) the driver of a radio equipped vehicle/equipment shall:
- When possible, conduct a radio test.
  - Prior to entering on the manoeuvring area, broadcast position and intentions on the mandatory frequency (MF) or air traffic frequency (ATF) twice as described in section 9.5.
  - When on the manoeuvring area continuously monitor the applicable frequency, the MF or ATF.
  - Visually check to ensure there are no aircraft arriving or departing.
  - When requested provide the location of other known ground traffic on the manoeuvring area.
  - When requested provide aircraft movement surface condition reports, only if qualified to do so.
  - Give way to aircraft at all times.
  - Stay alert and keep a lookout for arriving or departing aircraft.
  - Leave the runway as soon as aircraft appear.
  - Leave the runway if an aircraft makes a low pass.

- Broadcast on the MF or ATF that the permit holder is off the manoeuvring area upon exiting.

**NOTE: If CARS opens while the operator is out on the runway, the operator is to establish positive communication with CARS and inform them that they are on the manoeuvring area and intentions.**

## **9.5 Phraseology When CARS is Closed or For Airports Without CARS**

9.5.1 The following are examples of the phraseologies used to notify aircraft in the area of the airport, of the vehicle/equipment operator's intentions and typical responses to the call from aircraft, when CARS is closed or there is no CARS at the airport.

9.5.2 **All Vehicle/Equipment Operators shall blind broadcast their intentions twice on the mandatory frequency to ensure message is clear and understood.**

9.5.3 **All vehicle/equipment operators shall wait for one minute after transmitting blind broadcast intentions prior to proceeding on to the airport manoeuvring area to give aircraft in the vicinity time to respond.**

**NOTE:** Insert **your** airport name where the example shows Wekweeti; **your** vehicle/equipment call sign where the example shows Staff 21 or Grader 150 and **your** runway numbers where the example shows runway 13-31.

**EXAMPLES: Airport vehicle/equipment operators advising intentions to proceed onto the manoeuvring areas**

**WEKWEETI AIRPORT TRAFFIC, THIS IS STAFF 21; PROCEEDING ON TAXIWAY AND RUNWAY 13-31 FOR AIRFIELD INSPECTION (repeat two times).**

**WEKWEETI AIRPORT TRAFFIC, THIS IS GRADER 150; PROCEEDING ON TAXIWAY AND RUNWAY 13-31 FOR SNOW REMOVAL (repeat two times).**

**EXAMPLE: Aircraft call up**

**WEKWEETI AIRPORT TRAFFIC, THIS IS FOXTROT ALPHA BRAVO CHARLIE, TEN MILES NORTHWEST OF WEKWEETI INBOUND FOR LANDING RUNWAY 13 IN 8 MINUTES, CONFLICTING TRAFFIC THIS IS FOXTROT ALPHA BRAVO CHARLIE ON ONE TWO THREE DECIMAL TWO.**

**EXAMPLE: Airport vehicle/equipment operator (on the runway), response to the aircraft call up.**

**AIRCRAFT IN VICINITY OF WEKWEETI, THIS IS GRADER 150, AIRPORT MAINTENANCE AT WEKWEETI, ON RUNWAY 13-31. WILL ADVISE WHEN EQUIPMENT IS OFF RUNWAY.**

**AIRCRAFT IN THE VICINITY OF WEKWEETI, THIS IS STAFF 21, ON RUNWAY 13-31. WILL ADVISE WHEN ALL EQUIPMENT IS OFF RUNWAY.**

**Note: Do not try to remember the call sign of aircraft, use the phrase "aircraft in vicinity of airport" at all times.**

**EXAMPLE: Provision of Airside Movement Surface Condition Report (AMSCR) to an Aircraft in the Vicinity (only if qualified to complete and report AMSCR)**

**AIRCRAFT IN THE VICINITY OF WEKWEETI, THIS IS STAFF 21. AIRCRAFT MOVEMENT SURFACE CONDITION REPORT FOR RUNWAY 13-31, 100 PERCENT DRY SNOW OVER COMPACT SNOW ¼ INCH, WINDROWS BOTH SIDES AND LENGTH OF RUNWAY 2 FEET HIGH, 5 FEET FROM EDGE LIGHTS.**

## 9.6 Standard Procedures and Words

9.6.1 While it is not practical to develop precise phraseology for all radiotelephone procedures, slang expressions such as “OK”, “OVER AND OUT”, “TEN-FOUR”, BREAKER BREAKER”, “COME IN PLEASE”, etc. should not be used. The words “CLEAR” and “REPEAT” are also **not** allowed to be used as they may cause confusion. The following words and phrases should be used where applicable:

Word or Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
ADVISE INTENTIONS	“Tell me what you plan to do.”
AFFIRMATIVE	An expression used in radio communication meaning “Yes.”
CONFIRM	“Have I received the following”.... or “Did you receive the message?”
CORRECTION	An error has been made in this transmission (or message indicated). The correct version is....
HOLD SHORT	Do not proceed or do not proceed as requested. The instruction to “HOLD SHORT” requires a mandatory read back.
HOW DO YOU READ?	What is the readability of my transmission?
I SAY AGAIN	An expression used in radio communication meaning “I repeat for clarity or emphasis.”
NEGATIVE	No, or permission not granted, or that is not correct, or I do not agree.
OUT	This conversation is ended and no response is expected. <b>(Normally used only under poor communication conditions.)</b>
OVER	My transmission is ended and I expect a response from you. <b>(Normally used only under poor communication conditions.)</b>
READ BACK	Repeat all, or the specified part of this message, back to me exactly as received.
ROGER	I have received all of your last transmission.
SAY AGAIN	Repeat all, or the following part, of your last transmission. <b>(Do not use the word “Repeat”.)</b>
STANDBY	Wait and listen, will call you again.

## 9.7 Call up Procedures

9.7.1 A “call-up” is a procedure used to establish two-way communication between an airport vehicle/equipment operator and CARS or an aircraft. Before making a “call-up”, listen out to avoid cutting into a transmission from other users. Proceed only when others are not using the frequency.

9.7.2 A call-up by a vehicle/equipment consists of:

- Call sign of the station being called (Tulita Radio; Wrigley Airport Radio; etc.)

- The words “THIS IS”.
- Call sign of the station from which the call is made (Loader 151; Staff 35, etc.)

9.7.3 A call-up by a CARS consists of:

- Call sign of the station being called (Grader 150; Staff 21; etc.)
- The words “THIS IS”.
- Call sign of the station from which the call is made (Deline Radio; Fort Good Hope Airport Radio, etc.)

**Note:** If you do not receive a response to your call-up, wait a reasonable time and call again.

## 9.8 Acknowledgments

9.8.1 An acknowledgment means a transmission has been received and understood. Transmissions must be acknowledged or a request to “SAY AGAIN” is made until the transmission is acknowledged. Never acknowledge a transmission until it is fully understood.

### EXAMPLE:

**An acknowledgement by a vehicle/equipment operator to CARS**

**SACHS HARBOUR AIRPORT RADIO, THIS IS TRUCK 82, ROGER**

**A request to “SAY AGAIN” because transmission was not understood**

**AKLAVIK AIRPORT RADIO, THIS IS BLOWER 134, SAY AGAIN**

## 9.9 Authorization Request when Escorting Non-Radio Equipped Vehicle

9.9.1 When non-radio equipped vehicles require access to the manoeuvring area, they are required to be escorted by a D AVOP holder operating a radio equipped vehicle. The call-up to the CARS must indicate the number of vehicles being escorted by the radio equipped vehicle by using the term “Plus” followed by the number of additional vehicles being escorted as shown below.

### EXAMPLE:

**WRIGLEY AIRPORT RADIO, THIS IS STAFF 31 PLUS TWO, ON THE APRON, PROCEEDING RUNWAY 11/29 FOR SURVEYING FOR APPROXIMATELY 1 HOUR**

**STAFF 31 PLUS TWO, THIS IS WRIGLEY AIRPORT RADIO, ROGER, NO REPORTED TRAFFIC**

**WRIGLEY AIRPORT RADIO, THIS IS STAFF 31 PLUS TWO, PROCEEDING RUNWAY 11/29, WILL ADVISE WHEN OFF**

### 9.10 Radio Test Procedures

Aeronautical radio tests, when necessary, should not be more than 10 seconds in duration. The radio test shall not interfere with other aeronautical communications. The readability of signals may be reported in plain language, but most often are reported according to the following scale:

1 - Unreadable	4 - Readable
2 - Readable now and then	5 - Perfectly readable
3 - Readable but with difficulty	

### 9.11 Vehicle Identification

Vehicle identifications (call signs) are assigned to each vehicle by the Regional Airport Manager or designate. Every vehicle operating on the manoeuvring area must have its own assigned vehicle identification. Airport vehicles are given the following identifiers:

Function	Generic Identifier	Number Allocated
Crash Firefighting and Rescue Vehicles	Red	1-19
Staff vehicles (cars, vans, pickups) includes Headquarters, Regional Airport Manager, NAV CANADA	Staff	20-79
Trucks (dump, snow plow, stake, etc.)	Truck	80-119
Snow blowers	Blower	120-149
Tractors, Graders, Loaders	Tractor/Grader/Loader	150-179
Passengers Transfer Vehicles (PTV)	PTV	180-204
Police and Security	Police	205-219
Other vehicles and equipment not covered above	Type of vehicle	220-239
Commercial, maintenance, and construction vehicles and mobile equipment rented or contracted to the Department of Infrastructure	Type of vehicle	240-299
Air carrier and service agency vehicles and equipment	Type of vehicle	300-499
National Defense Vehicles except Airport Emergency Services Vehicles	Type of vehicle consistent with the above	500-599
<b>Note: The identification assigned to a vehicle must be used in full in every radiotelephone transmission from that vehicle.</b>		

### 9.12 Phraseology “No Reported Traffic”

When advised by CARS that there is “no reported traffic” it means no aircraft have reported their location within the airport vicinity. There could be an aircraft with no radio or a radio failure within the vicinity so it is important to always keep a visual look out when on manoeuvring areas.

### 9.13 D AVOP Test

The written AVOP test is based on 30 multiple choice questions taken from information contained in this manual.

#### **D AVOP exams**

- Exams are 30 multiple choice questions.
- There is a practical driving test.
- Require 80% (corrected to 100%) to pass
- Retest requires at least 24 hours before applicant can re-write or complete practical test.
- Applicant will have three attempts to pass D AVOP exams.

### 9.14 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.D 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 specific 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

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  
Failure to advise when off manoeuvring area  
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).  
Vehicle incursion, no impact on aviation safety  
Failure to communicate intentions  
Driving between aircraft and terminal when passengers are loading or unloading (1<sup>st</sup> 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 in fire lane or area 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 (2<sup>nd</sup> Offence)  
Driving 10-20 km/h above the speed limit  
Speeding or causing a threat to taxiing/parked aircraft or pedestrian  
Failure to secure vehicle (leaving the keys in the vehicle)  
Vehicle incursion impacting aviation safety  
Failure to communicate intentions resulting in potential near miss incident or accident  
Failure to leave the manoeuvring area when requested by a pilot or CARS  
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 (2<sup>nd</sup> Offence)  
Use of personal entertainment device with headset or earphones (2<sup>nd</sup> Offence).  
Improper use of cell phone (2<sup>nd</sup> Offence).  
Driving without an operational beacon (2<sup>nd</sup> Offence).  
Failing to ensure the gate is closed upon entry or exit to the airside (2<sup>nd</sup> Offence).

### 10.7 Gross Violations

Driving greater than 20 Km/h above speed limit  
Failing to give right-of-way to pedestrian  
Driving between aircraft and terminal when passengers are loading or unloading (3<sup>rd</sup> Offence)  
Driving on the Manoeuvring 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  
Use of personal entertainment device with headset or earphones (3<sup>rd</sup> Offence)  
Improper use of cell phone (3<sup>rd</sup> Offence)  
Failing to ensure the gate is closed upon entry or exit to the airside (3<sup>rd</sup> Offence)  
Driving without an operational beacon (3<sup>rd</sup> Offence)  
Failure to wear CSA Class 2 outerwear when outside of vehicle on airside (3<sup>rd</sup> Offence)  
Proceeding on to the airside with a vehicle/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 (4<sup>th</sup> Offence)  
Improper use of cell phone (4<sup>th</sup> 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 and 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 (both written and practical tests) 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><b>Notice of Infraction</b></p> <ul style="list-style-type: none"> <li>• A written appeal must be submitted to the Regional Airport Manager within seven (7) business days of receiving the Notice.</li> <li>• 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.</li> <li>• The Regional Airport Manager shall review the written appeal and all relevant information and may choose to interview the AVOP permit holder.</li> <li>• 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.</li> <li>• Upon receipt of the written decision, the Employer shall notify the Employee (AVOP permit holder).</li> </ul> <p><b>AVOP Suspension or Loss of Permit Privileges</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The representative of the Airport Operator (GNWT) who issued the infraction may be requested to present the circumstances of the violation.</li> <li>• Within five (5) business days of receiving the appeal, or within such</li> </ul>

Appeal Stage	Appeal Level	Appeal Process
		<p>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 describing, as required, the length of the suspension and the reasons for its length.</p> <ul style="list-style-type: none"> <li>• Upon receipt of the written decision, the Employer shall notify the Employee (AVOP permit holder).</li> </ul>
Stage 2	Safety Management System (SMS) Manager	<p><b>All Written Decisions</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The SMS Manager shall consider the report of the Regional Airport Manager and conduct such other investigations as considered appropriate.</li> <li>• The permit holder is entitled to: <ul style="list-style-type: none"> <li>○ Meet with the SMS Manager to address the AVOP suspension or loss or privileges;</li> <li>○ Present evidence; and</li> <li>○ Challenge the conclusions of the Regional Airport Manager.</li> </ul> </li> <li>• 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.</li> <li>• 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.</li> <li>• Upon receipt of the written decision, the Employer shall notify the Employee (AVOP permit holder).</li> </ul>

## 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. Which of the following most accurately describes 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 landings, excluding aprons?
  - A. Restricted area
  - B. Movement area
  - C. Airport area
  - D. Manoeuvring area
  
2. A D AVOP allows the holder the privilege, based on need, to operate a motorized vehicle on:
  - A. Airport apron only
  - B. Uncontrolled taxiways and airport service roads only
  - C. Taxiways, runways, aprons and airside service roads
  - D. Uncontrolled taxiway and airport aprons only
  
3. How much automobile liability insurance coverage is required for a vehicle/equipment to operate on the airside of an airport?
  - A. \$2,000,000.00
  - B. \$1,000,000.00
  - C. \$1,500,000.00
  - D. \$500,000.00
  
4. What document must be carried at all times when operating a vehicle on airside of airport?
  - A. Valid driver's licence
  - B. Valid AVOP permit
  - C. Security pass
  - D. ROC-A radio licence
  
5. In order to provide a vehicle escort on airport movement areas, what must a person have?
  - A. A valid AVOP, a valid Learners Driver's Licence & a vehicle equipped with an amber rotating beacon
  - B. A valid Driver Licence, a valid AVOP permit, automobile liability insurance endorsed to cover airside operations and a properly equipped vehicle
  - C. No specific requirement in place, anyone can provide a vehicle escort
  - D. 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. Under normal circumstances, an AVOP permit is valid for a maximum period of:
- A. Two years
  - B. Three years
  - C. Four years
  - D. Five years
8. Failure to renew your AVOP permit prior to expiry will result in:
- A. Being allowed to use it for six months after expiry
  - B. Permit being deemed to have lapsed and having to re-write the AVOP permit tests
  - C. Having a grace period of three months to renew permit
  - D. Permit being deemed to have lapsed but still able to provide an escort to other vehicles
9. If an AVOP permit holder changes employer, the permit holder is required to:
- A. Continue to use the same AVOP permit
  - B. Advise Employer they already have a valid AVOP permit
  - C. Turn old AVOP permit into former Employer or the Regional Airport Manager and submit an application for a new AVOP permit, signed by new Employer
  - D. Throw the old permit out and get a new one
10. Who is allowed to be on the airside of an airport?
- A. All persons who have justified a need, including ticketed passengers
  - B. Emergency vehicles and maintenance staff only
  - C. Aircrew and passengers only
  - D. Airport security and maintenance staff only
11. Smoking on airside areas is:
- A. Permitted around aircraft.
  - B. Permitted on airside in vehicles with windows closed.
  - C. Prohibited anywhere on airside
  - D. Prohibited in and around aircraft only.
12. 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 manoeuvring areas
  - D. Dirty vehicles are not permitted on airside of an airport
13. If a vehicle operator notices FOD (plastic bags, garbage or solid objects) on the aircraft movement surfaces, the vehicle operator is required to:
- A. Report the nature and location of the material to the RCMP
  - B. If possible stop, remove the material and report the nature and location of the material to their supervisor and the Regional Airport Manager or designated Airport Maintenance Contractor
  - C. Report the location of the foreign material to a co-worker
  - D. Leave foreign material for the wind to blow away as there is no special requirement for vehicle operators

- 14.** Personal entertainment devices such as 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
- 15.** 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
- 16.** 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
- 17.** 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
- 18.** From the list of airside traffic below, who has first priority or the right of way?
- A. Aircraft
  - B. Airport maintenance vehicles/equipment
  - C. The vehicle approaching from the right
  - D. Aircraft maintenance vehicles
- 19.** Who is responsible for getting proper vehicle liability insurance endorsed to cover airside operations, ensuring the vehicle 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
- 20.** Who is responsible for determining the vehicle they are operating is in safe 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



21. Who is responsible for reporting unauthorized persons found on the airside of an airport without an established need to be there, or unescorted ticketed passengers?
- A. The airport maintainer
  - B. The air carrier agent
  - C. The Community Aerodrome Radio Station (CARS) only
  - D. All AVOP permit holders
22. 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
23. All self-propelled vehicles/equipment operating on airport manoeuvring areas, except those under escort, must be equipped with the following safety equipment:
- A. Headlights, tail lights and a warning beacon on the cab or box area
  - B. Flashing hazard lights, head lights, tail lights, parking lights and a flare kit
  - C. A radio capable of communications with CARS, a flare kit, headlights, tail lights, parking lights and a warning beacon
  - D. A radio on company frequency, flashing hazard lights, head lights, tail lights, parking lights and a flare kit
24. All towed equipment used on the airport aprons must be equipped with safety marking. Which of the following accurately describes that marking?
- A. A yellow reflective strip along the full length of the equipment, and two diagonal strips of yellow and black reflective panels on the front and rear lower corners
  - B. Headlights, tail lights, a horn and a warning beacon
  - C. A strip of red retro-reflective material along the full length of the equipment
  - D. Reflective material that can be seen from 300 m at night and a slow moving vehicle sign
25. Who is responsible for ensuring gate(s) to the airside of the airport are closed and locked after use?
- A. Passengers
  - B. Airport maintenance staff only
  - C. Any person that has established a need, including AVOP Holders
  - D. Airline employees and passengers only
26. How far away must an AVOP vehicle/equipment operator stay from any aircraft being fuelled, unless involved in servicing the aircraft?
- A. 7.5 meters
  - B. 10 meters
  - C. 15 meters
  - D. 20 meters

27. 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 Airport Maintenance Contractor
28. Vehicle operators must, while in the manoeuvring area:
- A. Keep a lookout for arriving or departing aircraft
  - B. Leave the runway as soon as aircraft appear
  - C. Leave the runway if an aircraft makes a low pass
  - D. All of the above
29. 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
30. When passengers are enplaning or deplaning an aircraft, can a vehicle drive between the aircraft and the air terminal building to perform operational duties?
- 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
31. Whenever a self-propelled vehicle is moving from one place to another on the airport movement areas, except those under escort, what lighting must be operational?
- A. Four way flashers and an amber warning beacon
  - B. Headlights, tail lights and an amber warning beacon
  - C. Parking lamps, four way flashers and back-up lamps
  - D. An amber warning beacon only
32. When vehicles are parked in a designated 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

- 33.** If the vehicle you are operating breaks down on the apron or airport movement area, what would you do?
- A. Push the vehicle/equipment off to side of apron by the shortest route and get someone to tow disabled 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 the movement area; and advise Regional Airport Manager or Airport Maintenance Contractor and CARS when the vehicle is off airside
- 34.** What is maximum speed limit on the apron?
- A. 50 Km/h
  - B. 30 Km/h
  - C. 25 Km/h
  - D. 15 Km/h
- 35.** 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
- 36.** 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
- 37.** How far away must a vehicle/equipment operator stay from any aircraft, unless involved in servicing it?
- A. 7.5 meters
  - B. 10 meters
  - C. 15 meters
  - D. 20 meters
- 38.** Prior to proceeding onto airside manoeuvring areas, what vehicle requirements must be met?
- A. A vehicle properly equipped with an amber warning beacon, a flare kit, a radio capable of two way communications, and carry the appropriate insurance
  - B. A vehicle properly equipped with an amber warning beacon, retro reflective markings and a radio capable of two way communication
  - C. A vehicle properly equipped with hazardous goods placards, a flare kit, a radio capable of two way communications, and carry the appropriate insurance
  - D. A vehicle properly equipped with four-way flashers, a flare kit, a radio capable of two way communications, and carry the appropriate insurance

39. When a vehicle is towing an aircraft on the manoeuvring areas of an airport, the vehicle operator must:
- A. Ensure that the towing vehicle is diesel powered only
  - B. Maintain radio contact with CARS
  - C. Refrain from further radio contact once towing commences
  - D. Maintain radio contact with the pilot only
40. What is the colour of lights used to mark the edges of aprons and taxiways?
- A. White
  - B. Blue
  - C. Amber
  - D. Red
41. 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
42. What colour are threshold/runway end lights?
- A. Half green and half blue
  - B. Half white and half red
  - C. Half amber and half green
  - D. Half red and half green
43. What is an aerodrome beacon?
- A. It is a white flashing light used to light up the highest building around the apron
  - B. Is a white light usually located on a building or a tower; it can be activated by the pilot of an aircraft 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 a building or a tower; it can be activated by the pilot of an aircraft or manually by CARS; when activated it flashes and advises the community of an incoming aircraft
  - D. It's a rotating beacon that transmits a radio signal with the location of airport to aircraft
44. What is the minimum recommended distance an airside vehicle operator with a D AVOP permit can come to the RILS, PAPIS or VASIS?
- A. 1 m (3 ft.)
  - B. 2 m (6 ft.)
  - C. 3 m (9 ft.)
  - D. 15 m (50 ft.)
45. What is the normal colour of a windsock?
- A. Yellow and white
  - B. Red/orange and white
  - C. Green and red
  - D. Yellow and red

- 46.** The colour of mandatory signage that shall be obeyed is:
- A. White background with red characters
  - B. Green background with black characters
  - C. Green background with white characters
  - D. Red background with white characters
- 47.** Manoeuvring surfaces at an Airport that are designated by a letter are?
- A. Aprons
  - B. Runways
  - C. Service roads
  - D. Taxiways
- 48.** What lighting can be used as a reference point to indicate a hold position for a gravel runway?
- A. Double blue lights
  - B. A single blue light
  - C. Double amber lights
  - D. A single amber light
- 49.** When speaking into a microphone, you should always:
- A. Keep rate of speech constant, neither too fast or too slow
  - B. Refer to the radio manufacturer's manual for the recommended distance from the mouth to hold the microphone
  - C. Speak plainly and distinctly to prevent running consecutive words together
  - D. All of the above
- 50.** The "press to talk" (PTT) switch on a microphone should be:
- A. Clicked on and off between words or phrases while you think about what you want to say
  - B. Left open after you complete your transmission to show you are waiting for a reply
  - C. Depressed before beginning to speak and kept depressed for the full transmission
  - D. Clicked on and off rapidly to get the attention of the Air Traffic Service Unit
- 51.** When phonetics are required for clarity in radiotelephone communications, what alphabet must be used?
- A. The Standard English (French) Alphabet
  - B. The ICAO Phonetic Alphabet
  - C. The Radio Technician's Alphabet
  - D. Industry Canada Vehicle Communication Alphabet
- 52.** A radio "blind spot" is:
- A. Any place on the airport where an obstruction prevents a radio signal from being sent or received
  - B. Any place where the vehicle operator cannot see the CARS
  - C. Any place on the airport where the CARS cannot see the vehicle
  - D. A location off airport that is too far away for the CARS transmission to be received by the vehicle

- 53.** Vehicle operators entering the manoeuvring area from the pre-threshold area of the runway:
- A. Must obtain advisory 150m (500 ft.) from the threshold prior to proceeding
  - B. Must obtain advisory 60m (200 ft.) from the threshold prior to proceeding
  - C. Must obtain advisory 45m (150 ft.) from the threshold prior to proceeding
  - D. Must obtain advisory 15m (50 ft.) from the threshold prior to proceeding
- 54.** When a vehicle/equipment operator is working on the manoeuvring areas, under what circumstances may the operator leave a vehicle radio unattended?
- A. Never
  - B. If the operator has a portable radio
  - C. If the radio is equipped with an external speaker and the operator can answer in a timely manner
  - D. Both B and C are correct
- 55.** When is a vehicle operator required to report off the manoeuvring area?
- A. When the vehicle is in the process of leaving the runway
  - B. When the vehicle is at least 45 m away from the side of the gravel runway
  - C. When the vehicle is off the runway on a controlled taxiway
  - D. When the vehicle is off the airport property
- 56.** Under what conditions may a vehicles/equipment be operational within 45m of a gravel runway edge?
- A. When the CARS gives advisory and no aircraft are landing or departing
  - B. At all times, as long as you do not go onto the runway
  - C. Only when operating a slow moving vehicle
  - D. Only when the Regional Airport Manager gives permission
- 57.** You are working in the manoeuvring area and your vehicle breaks down. You are unable to move the vehicle under your own power. What should you do?
- A. Leave your vehicle with the lights on and walk to where you can get help
  - B. Get out of the vehicle and try and push it off to the side of the runway
  - C. Try to repair the vehicle on your own
  - D. Notify the CARS of your location and difficulty and ask for assistance and stay with the vehicle until help arrives
- 58.** You are operating a radio-equipped vehicle in the manoeuvring area and your radio breaks down. What should you do?
- A. Return to a non-manoevring area by the shortest route for repairs
  - B. Try to repair the radio and if this fails, sound the horn until someone comes to your assistance
  - C. Wait until the next aircraft lands and follow it back to the apron
  - D. Turn your vehicle to face the CARS and flash your headlights on and off. Then immediately vacate the runway.

59. What action must you take if the vehicle you are operating has a complete failure on the runway?
- A. Leave the vehicle on the runway and walk over to the CARS to advise them to issue a NOTAM for disabled vehicle on the runway
  - B. Stand outside your vehicle and wave at aircraft to warn them of a vehicle on the runway
  - C. Light and place red, road flares 30 m (100 ft.) ahead and behind the vehicle in a parallel line to nearest runway or taxiway as a warning to aircraft
  - D. Use a flashlight to signal CARS that you need help and stay with the vehicle to warn aircraft, using a flashlight
60. The blinking on and off of runway lights means:
- A. Identify yourself to CARS by turning your beacon light off
  - B. Leave the runway immediately
  - C. The CARS wants you to drive faster
  - D. The runway lights are being tested
61. At airports where the Community Aerodrome Radio Station (CARS) provides a communication service, what must vehicle/equipment operators do before proceeding past the apron taxiway intersection?
- A. Communicate their intentions to CARS
  - B. Request permission to proceed onto the manoeuvring areas
  - C. Proceed directly onto the manoeuvring areas if no aircraft traffic is present
  - D. Wait for permission from the CARS prior to proceeding
62. At airports where the CARS has explained the air traffic situation to the vehicle/equipment operator, what must the vehicle equipment operator then do?
- A. Decide if it is safe to go on the runway
  - B. Advise CARS of his/her intentions
  - C. Proceed accordingly
  - D. All of the above
63. At airports with a CARS communication service, what must the vehicle operator do if advised an aircraft is taxiing for take-off or inbound to land?
- A. Try and finish up their work quickly before the aircraft enters the manoeuvring area
  - B. Wait outside the runway edge lights until the aircraft is off all manoeuvring areas
  - C. Advise CARS of the vehicle operator's intentions and report off the runway or holding short
  - D. Communicate with the aircraft directly advising they need ten more minutes to complete snow plowing
64. When entering onto the runway from the pre-threshold area, when must a vehicle operator advise his/her intentions to the CARS?
- A. Prior to 150 m (500 ft.)
  - B. Prior to 60 m (200 ft.)
  - C. Prior to 45 m (150 ft.)
  - D. Prior to 15 m (50 ft.)

- 65.** In addition to communicating the vehicle/equipment operator's intentions to proceed onto the runway or within the manoeuvring areas to the CARS station, what else must the vehicle/equipment operator do?
- A. There are no other requirements, proceed as quickly as possible so you lessen the time you are on the runway
  - B. Visually check to ensure you will not interfere with any aircraft on the intended route or approaching the airport
  - C. Turn your radio down so the sound will not distract you when you are performing specific tasks
  - D. Take a passenger along with you to operate the radio so you can focus on the task at hand
- 66.** Vehicle/equipment operators advising CARS of intentions to proceed onto the manoeuvring area shall include:
- A. The vehicle identification
  - B. The intended activity/work to be performed while in the manoeuvring area and/or specific destination and intended route (only if a specific route is required)
  - C. The vehicle's current location
  - D. All of the above
- 67.** In situations where a vehicle/equipment operator must proceed onto the manoeuvring area after CARS hours of operation (CARS closed), or there is no CARS available at the airport, the vehicle/equipment operator must:
- A. Have a vehicle equipped with a two way radio on the mandatory frequency
  - B. Blind broadcast intentions two times, prior to proceeding
  - C. Visually check to ensure there are no aircraft arriving or on the intended route before proceeding onto the runway
  - D. All of the above
- 68.** When an aircraft makes a low pass over the runway, all vehicle operators on the runway must:
- A. Move over to the edge of the runway
  - B. Proceed with your duties until you receive direct instructions to leave the manoeuvring area
  - C. Park your vehicle parallel to the runway edge with headlights on and facing the direction of aircraft approach
  - D. Leave the runway immediately
- 69.** When advised by CARS of an inbound aircraft the vehicle operator shall:
- A. Acknowledge the information and advise intentions
  - B. Leave the runway and proceed to the apron or a taxiway holding position or to a safe position off to the side of the runway at least 45m (150 ft.) from the nearest edge of a gravel runway
  - C. Inform CARS that the vehicle operator is off the runway and give exact position
  - D. All of the above



70. Communications between pilots and vehicle/equipment operators, when CARS is closed, is limited to:
- A. Aircraft movement surface condition reporting (only if qualified to complete and report AMSCR) and the location of ground vehicle traffic
  - B. Weather conditions and aircraft movement surface condition reporting
  - C. Ground vehicle traffic location only
  - D. Aircraft movement surface condition reporting only
71. When exiting the manoeuvring areas of an airport, when CARS is closed, the following requirements must be met:
- A. There is no requirement as the CARS is not staffed and no one can hear you
  - B. Broadcast on the mandatory frequency that the permit holder is off the manoeuvring area upon exiting
  - C. Leave a note for the CARS staff that you were on the runway and that you exited
  - D. Maintain a log book of the times you were on the manoeuvring area when CARS was closed
72. What is the proper radio procedure for a vehicle operator to use to call CARS?
- A. Say the name of the station being called, the words "THIS IS", followed by the vehicle call sign.
  - B. Say the name of person being called, the words "THIS IS", followed by the vehicle call sign.
  - C. Say the vehicle call sign, the words "THIS IS", followed by the station you are calling.
  - D. There is no standard procedure.
73. If a radio transmission or instruction from the CARS is not understood, what should the vehicle/equipment operator do?
- A. Proceed as requested and try and go quickly
  - B. Go to the CARS and ask them what they said
  - C. Respond to the CARS on the radio and request "SAY AGAIN"
  - D. Acknowledge the transmission
74. When a D AVOP permit holder is escorting a non-radio equipped vehicle(s) on the manoeuvring areas, what is the standard phraseology to be used when calling the CARS?
- A. AIRPORT RADIO THIS IS STAFF 31
  - B. AIRPORT RADIO THIS IS STAFF 31 AND A TRUCK AND A LOADER
  - C. AIRPORT RADIO THIS IS STAFF 31 PLUS TWO
  - D. AIRPORT RADIO THIS IS STAFF 31 AND I HAVE SOME OTHER VEHICLES WITH ME
75. The readability of a radio signal may be reported numerically. A reported readability of four (4) means:
- A. Unreadable
  - B. Readable
  - C. Readable but with difficulty
  - D. Perfectly readable

**76.** When referring to Crash Firefighting and Rescue Vehicles on the radio, they are known as:

- A. Red
- B. Police
- C. Staff
- D. Emergency Vehicles

**77.** A vehicle advisory from a CARS Unit may indicate that there is “no reported traffic”. What does this term mean?

- A. No aircraft traffic has reported to the CARS but aircraft without a radio may still be present
- B. There are no aircraft in the area of concern to the vehicle operator
- C. Aircraft are known to be operating to and from the airport but are not big enough to bother reporting them to the vehicle operator
- D. Secret military flights are operating into the airport that cannot be reported to the vehicle operator

**78.** What testing is required to acquire a D AVOP permit?

- A. A D AVOP written test only
- B. A practical driving test and an Industry Canada radio licence test
- C. A D AVOP written test, an Industry Canada radio licence test (if the applicant does not already have ROC-A) and a practical driving test
- D. A practical driving test only

**79.** Who has authority for the issuing, suspending or cancelling of permission to operate a vehicle on the airside of a GNWT operated airport?

- A. The Minister of Transportation
- B. The Regional Airport Manager or designated Airport Maintenance Contractor
- C. Transport Canada Minister
- D. The RCMP Constable

## 13. AVOP Self-Test Answers

- |                   |                |                    |               |
|-------------------|----------------|--------------------|---------------|
| 1. D (Definition) | 2. C (2.2)     | 3. A (2.5)         | 4. A (2.7)    |
| 5. B (2.8)        | 6. B (2.8)     | 7. D (2.9.1)       | 8. B (2.9.2)  |
| 9. C (2.9.3)      | 10. A (3.1.1)  | 11. C (3.1.5)      | 12. A (3.2.1) |
| 13. B (3.2.3)     | 14. D (3.3.1)  | 15. D (3.4.1)      | 16. A (3.5.1) |
| 17. B (3.6)       | 18. A (3.6)    | 19. A (4.1.1)      | 20. D (4.2.1) |
| 21. D (4.3.1)     | 22. D (4.3.4)  | 23. C (5.1)        | 24. A (5.2)   |
| 25. C (6.1.2)     | 26. C (7.1.5)  | 27. D (7.1.6)      | 28. D (9.4.1) |
| 29. C (7.1.12)    | 30. B (7.1.14) | 31. B (7.2.1)      | 32. B (7.3.1) |
| 33. D (7.3.4)     | 34. C (7.4.1)  | 35. B (7.4.3)      | 36. C (7.4.2) |
| 37. C (7.4.2)     | 38. A (7.6)    | 39. B (7.6.4)      | 40. B (8.2)   |
| 41. B (8.2)       | 42. D (8.2)    | 43. B (8.2)        | 44. B (8.2)   |
| 45. B (8.2)       | 46. D (8.4)    | 47. D (Definition) | 48. C (8.2)   |
| 49. D (9.1)       | 50. C (9.1.2)  | 51. B (9.1.4)      | 52. A (9.1.5) |
| 53. A (9.2.4)     | 54. D (9.2.5)  | 55. B (9.2.6)      | 56. A (9.2.6) |
| 57. D (9.3.1)     | 58. D (9.3.2)  | 59. C (9.3.3)      | 60. B (9.3.4) |
| 61. A (9.2.1)     | 62. D (9.2.2)  | 63. C (9.2.3)      | 64. A (9.2.4) |
| 65. B (9.2.8)     | 66. D (9.2.12) | 67. D (9.4.1)      | 68. D (9.4.1) |
| 69. D (9.2.3)     | 70. A (9.4.1)  | 71. B (9.4.1)      | 72. A (9.7.2) |
| 73. C (9.8.1)     | 74. C (9.9.1)  | 75. B (9.10)       | 76. A (9.11)  |
| 77. A (9.12)      | 78. C (2.2.1)  | 79. B (2.4)        |               |