

2026: YYC ATD & AVOP Manual Change Summary

Table of Key Changes – 2025 to 2026 Update

Section / Topic	2025 ATD & AVOP Manual	2026 ATD & AVOP Manual	Summary of Change
Manual Version & Structure	2023/2024/2025, older section numbering and layout.	2026, reorganized, renumbered, and reissued.	Full editorial review, new structure, clearer navigation.
Definitions & Acronyms	Shorter glossary, some terms missing.	Expanded glossary, new terms.	Improved clarity, more comprehensive terminology.
AVOP Types	Combination AVOPs (i.e.: DA-M, DAS-M) issued.	DA-M, DAS-M, DAME, D-TOW, DDT, DAW-M, D-TOW South, D-TOW North discontinued; separate cards for each type.	Simplified, clearer AVOP type management. Four AVOP types: DA, DA-WS (West/South), D-TT (Taxi/Tow), D.
Hi-Vis Vest Requirement	Not always explicit.	Mandatory for all airside personnel at all times.	Safety enhancement.
FOD & Load Securing	General guidance.	FOD and unsecure loads now specific minor infractions. The expectation moved from “be mindful of FOD” to active accountability for FOD creation and management.	Accountability and safety emphasis. FOD management is now an enforceable operational responsibility.
Vehicle & GSE Requirements	Less detail.	Mandatory beacon, company markings, height placards,	Improved visibility and safety.

		reflective markings for non-motorized GSE.	
Violations & Corrective Actions	Fewer categories, less detail.	5 categories (Minor, Intermediate, Major, Gross), point system, retention periods, appeals process.	Transparency, fairness, stronger enforcement.
Self-Reporting Policy	Not explicit.	Non-punitive policy for incident reporting, points may be waived.	Encourages safety culture.
Appeals Process	Not detailed.	Step-by-step process, company management involvement.	Transparency, due process.
Taxiway & Runway Incursion Procedures	Generalized, less detail.	Situational and AVOP specific with step-step instructions.	Process driven improvement.
Vehicles & Personnel Returning from Pushback	Not specific.	Vehicles and personnel returning from a pushback must enter the closest VSR, and pedestrians never walk through open apron areas or within a VSR.	Process driven improvement, increased safety measures.
Maps & Visual Aids	Fewer, less detailed.	Updated, expanded maps for all AVOP types and exempt areas.	Improved usability.
Runway 17R/35L Lighting & Markings	Before construction.	Expanded to include updated post construction.	Consistency, safety.
Social Media Policy	Not explicit	Prohibits use of airside privileges for social media unless official duties.	Security, privacy, professionalism.

Speed Limits	Fewer specifics.	Detailed tables for all areas.	Consistency, safety.
Practice Questions	Shorter, less comprehensive.	Expanded, updated for all AVOP types.	Better exam preparation.
Example Radio Calls	Not detailed.	Updated, examples provided to D-TT and D operators.	Improved communication standards.
Miscellaneous	Less detail on pre-trip inspections, reporting, operational safety.	More detailed requirements and checklists.	Operational consistency.

Detailed Change Highlights

AVOP Types

Section / Topic	2025 ATD & AVOP Manual	2026 ATD & AVOP Manual	Summary of Change
Section 3.12 AVOP Exempt Areas	Permitted surfaces and restrictions outlined.	Expanded AVOP exempt areas.	Enhanced operational clarity for airside personnel.
Section 5 DA AVOP Requirements	Permitted surfaces and restrictions outlined.	Added detailed maps and clear language.	Enhanced operational clarity and safety for DA drivers.
Section 6 DA-WS AVOP Requirements	Basic permissions for West/South Aprons.	Added Taxiway P rules, CBSA restrictions, and apron specific safety protocols.	Improved clarity for DA-WS operations and safety compliance.
Section 7 D-TT AVOP Requirements	General tow/taxi requirements.	Detailed operational priorities, radio procedures, and CAT I / CAT II Hold Line compliance. Increased transparency on Operational Plan and	Strengthened safety for complex taxi/tow operations.

		taxi/tow program approval requirements.	
Section 8 D AVOP Requirements	General permissions for Manoeuvring Area.	Added detailed Runway and Taxiway indicators, RPA rules, and low visibility operations.	Improved compliance and safety for high-risk operations.

AVOP Licensing Requirements

- Applicants must demonstrate an imminent, ongoing, and regular need to drive airside. Infrequent drivers should not apply for AVOP to reduce safety risks.
- Mandatory possession of a valid Provincial driver’s license and ROC-A for applicable AVOP types.
- A valid driver’s license is not expired, and not cracked, split, or impaled.
- New companies, contractors, and YYC internal departments must apply to participate in the YYC AVOP Program. Current companies, contractors, and YYC internal departments are subject for participation renewals based on scope of work.

Employer Responsibilities

- Employers must maintain AVOP training program, records, and supporting documentation for a minimum of five years and provide them upon request within three business days.
- Companies must ensure compliance with YYC Alcohol & Drug Policy and maintain required insurance coverage.
- Insurance requirements have been updated with specific conditions for Airport Operating License (AOL) participating companies, and non-AOL companies.

Vehicle and GSE Safety

- All vehicles and GSE operating airside must comply with provincial and airport licensing requirements and be maintained in safe, serviceable condition. Vehicles must display company markings, unique identification numbers, required lighting and beacons, seat belts, height placards for equipment over 2.1 m, and aeronautical radios and transponders when operating in the Manoeuvring Area.
- Reflective markings are required for all non-motorized GSE to improve visibility.
- Aircraft being taxied or towed must display navigation lights, anti-collision lights, a functioning aeronautical radio, assigned transponder code, and valid registration markings. Aircraft must not be left on active Manoeuvring Areas at night unless properly illuminated.

Violations & Corrective Actions

- Expanded violation categories: minor, intermediate, major, gross misconduct, and other infractions now more clearly defined, with point values and retention periods.
- Point-based system retained with stricter penalties for gross misconduct.
- Mandatory interviews and possible retesting for major infractions.
- Detailed appeal process involving company management.

Monitoring & Enforcement

- Airside Traffic Directives are enforced by:
 - Safety Compliance Officers (SCO).
 - Airfield Operations Specialists (AOS).
 - Calgary Police Service (CPS).
 - AVOP Coordinator.
 - AVOP Specialists.
 - Other designated Authority personnel.
- AVOP Enforcement Personnel may conduct random or for-cause competency checks. All airside personnel must comply with enforcement instructions at all times.

AVOP Incidents

- YYC supports non-punitive self-reporting to promote safety.
 - Self-reported incidents may result in removal of violation points, though the incident remains on record.
 - Does not apply to willful negligence, substance abuse, or criminal intent.
 - Corrective training or testing may still be required.
- At accidents or incidents, personnel must remain at the scene and not move vehicles or equipment unless authorized by the Airport Authority.

Violation Appeal Process

- Appeals must be submitted within 14 days of violation issuance.
- Appeals must be filed by company management, not the individual (unless authorized).
- Appeals must include:
 - Rationale for appeal.
 - Details of corrective actions taken or planned.
- Appeal decisions are issued by the AVOP Coordinator within 14 days.

Alcohol & Drug Policy

- Mandatory post-incident testing for all airside incidents with potential safety impact.
- Prohibition on recreational cannabis and alcohol during work shifts, including breaks.

AVOP Holders

AVOP Testing

- Written assessment passing mark remains at 90%, with a maximum of 3 attempts.
- Night Endorsement must be completed within 180 days of practical assessment, but no sooner than 30 days of completing the Practical Assessment. Failure to complete within 180 days results in automatic AVOP cancellation and full retesting.
- AVOP cards must be picked up within 30 days of Practical Assessment completion and Night Endorsement completion. Failure to collect within 30 days may invalidate issuance.

AVOP Renewals

- All AVOPs operate on a 3-year renewal cycle.
- DA / DA-WS Renewals: Written assessment only (one attempt permitted).
- D / D-TT Renewals: Written and practical assessments (one attempt each permitted).
- Failure to successfully complete the one attempt renewal assessment(s) will result in cancellation of the AVOP and the applicant must complete all levels of testing (Written and Practical testing) in order to reobtain their AVOP.
- Renewal applications must be submitted within 30 days of test completion or before expiry (whichever comes first).

Change of Employer

- Must be completed within 30 days of employment change. Requires:
 - Valid AVOP of same type.
 - Company check ride.
 - New application form.
- Missed deadlines result in automatic cancellation.

Multiple Employers

- Separate AVOPs required per employer.
- Operators may not drive alone for a new employer until:
 - Company check ride is completed.
 - New AVOP card is issued.
- Violations are shared across all employers.

AVOP Reinstatement

- Eligible only if:
 - Cancellation occurred within 30 days.
 - AVOP card has not expired.

- New application is submitted.

Return After an Absence

- 4-12 months (same employer): Practical Return-to-Work Check Ride required (one attempt permitted).
- Failure to successfully complete the one attempt Return-to-Work Check Ride will result in cancellation of the AVOP and the applicant must complete all levels of testing (Written and Practical testing) in order to reobtain their AVOP.
- Over 12 months: AVOP cancelled; full reapplication required.
- AVOP cards must be returned to AVOP Office when leave begins.

Assessment Accommodations

- Written assessment accommodations may include:
 - Questions read aloud.
 - Additional 30 minutes.
 - Requests must be submitted 10 days in advance by company leadership.

Driving Without an AVOP or While Suspended

- Immediate enforcement actions may include:
 - RAIC confiscation.
 - Escort off airside.
 - Mandatory meetings and accelerated testing timelines.
- Repeated or serious violations may result in permanent AVOP and RAIC loss.

Escorting vs. AVOP Training

Escorting

- Intended for short-term or temporary access only.
- Not permitted for training or skill development.

Escort must

- Hold a valid AVOP and Red RAIC.
- Maintain full responsibility for escorted vehicles.
- Maximum ratio: 1 escort to 3 vehicles.
- Pre-escort briefing is mandatory.

AVOP Training

- Conducted only for the purpose of obtaining an AVOP.
- Requires direct supervision by a qualified AVOP holder.

Restricted Operator Certificate – Aeronautical (ROC-A)

- Required for:
 - D-TT AVOPs.
 - D AVOPs.
 - Tow operations on Apron I (including brake riders).
- ROC-A testing is not provided by the AVOP Office.
- ROC-A is not required for pushback operators.

Updated Speed Limits

Area	Speed Limit
Aircraft Circle of Safety	5 km/h (Walking Speed)
Vehicle Service Road (VSR)	30 km/h
All Aprons	30 km/h
Cargo Road	30 km/h
Perimeter Roads	50 km/h (unless otherwise posted – i.e.: South Perimeter Road which is posted at 30 km/h)
Technical Area VII South	30 km/h
Technical Area Lima East	50 km/hr (unless aircraft is parked, then 30 km/h)
Taxiway Papa (uncontrolled)	30 km/h
Taxiways and Runways	Recommended and best practice: 40 km/h – 60 km/h Absolute maximum: 80 km/h
Taxiways that cross underpasses (Taxiway R, J, and E)	50 km/h (when crossing the portion of the underpass)

Updated Airline Tenants – Locations & Callsigns

Airline / Company Name	Callsign	Location
Air Canada	Air Canada	Apron I
Air North	Air North	Apron I
Air Partners	Stampede	Air Partners' Hangar
AirSprint Private Aviation	AirSprint	AirSprint Hangar (near Apron V), Apron IV
American Airlines	Envoy	Apron I
Canadian North	Arctic	Apron IV, Apron V
Alberta Health Services (Medivac)	Canwest	Million Air
Cargojet	Cargojet	Apron IX
Cargolux	Cargolux	Apron IX
Carson Air	Carson	Apron IV, Apron VII
Central Mountain Air (CMA)	Glacier	Apron VIII
Condor Airlines	Condor	Apron I
Delta Airlines	Skywest	Apron I
DeHavilland Aircraft of Canada	DeHavilland	Apron III, Apron VIII
Discover Airlines	Ocean	Apron I
Edelweiss Air	Edelweiss	Apron I
FedEx	Morningstar or FedEx	Apron IV, Apron VII

Flair Airlines	Flair	Apron I, Apron IV
HAWCS Police Helicopter	HAWCS	AirSprint Hangar
Jazz Airlines	Jazz	Apron I
Kenn Borek	Borek	Apron IV
KLM	KLM	Apron I
Million Air	Cartwright	Million Air Hangar
North Cariboo Air	North Cariboo or Arctic (when operating for Canadian North)	Apron V
Royal Air Force (RAF)	Ascot	Various Aprons
Porter	Porter	Apron I
Samaritan's Purse	Sam Purse	Apron IX
STARS Helicopter	STARS1, STARS2, etc.	Apron VI
Sunwest	Chinook	Sunwest Hangar
Summit Air	Summit	Sunwest Hangar
United Airlines	United	Apron I
United Parcel Service (UPS)	UPS	Apron VII
WestJet	WestJet	Apron I
WestJet Encore	Encore	Apron I

Updated – Various Aircraft & Callsigns or Services

Airline / Company Name	Location
Air Canada Cargo	Apron IX
Aeromag	West and East Deice Aprons
Avmax	Apron IV
CBSA Offices	Apron VI, Apron IX
Condor Aircraft Services	Apron III
DHL Express	Apron IX
Eagle Copters	Apron III
Executive Flight Center (fuel services)	Apron V, Apron VII
Flightpath	Apron VIII
GTA Dnata	Apron IX
Hopkinson Luxury Aircraft Sales	Apron VIII
Live Animal Facility	Apron IX
Purolator	Apron VII
Rilpa Enterprises Ltd.	Apron VI
Shaw	Apron VIII
Signature	Apron VI
SkyService Business Aviation	Apron IV

Note: Global Helicopters ceased operations January 2026. Operators must remain aware of the AvGas (aviation gasoline) tank on Apron III and possible helicopter or small piston powered aircraft traffic.

Updated Definitions

Taxi Side Stripe Markings

Formerly Taxiway Edge Lines. Taxi Side Stripe Markings consist of double solid yellow lines. The double solid yellow lines along with a series of single blue lights on a Taxiway are used to indicate the edge of the usable portion of the Taxiway. Paved surfaces outside the lines are not designed for aircraft.

Intermediate Holding Position Marking (Taxiway Intersection Marking)

An Intermediate Holding Position Marking, or Taxiway Intersection Marking, consists of a single broken yellow line. It is positioned so that an aircraft or vehicle holding at the marking does not extend into the intersecting taxiway strip. When instructed to hold short of a Taxiway, the aircraft or vehicle must remain completely behind this line. These markings are co-located with location and directional signs to provide clear guidance.

Updated Procedures & Standards

Cargo & Baggage Train Limits

- Cargo pallet dollies: maximum of 4 per train
- Baggage carts (or baggage dollies):
 - Outdoors: maximum of 6 per train
 - Inside an airport facility including all baggage halls, make-up units, and offload sheds: maximum 4 per train

Security Gates & Arms

When exiting the Critical Area or the airfield through any security gate or gate arm, the last vehicle through the gate or past the gate arm is responsible for ensuring the gate or gate arm has fully closed and that no unauthorized entry has occurred.

Apron Taxiway / Aircraft Stand Taxilane

On Apron I, airside personnel are not permitted to walk across an Apron Taxilane or an Aircraft Stand Taxilane unless actively supporting or returning from a pushback or tow operation (i.e.: wing walkers and marshalls supporting pushback of an aircraft).

West Perimeter Road

When driving on the West Perimeter Road between Apron VII and Apron IX, vehicles are required to stop at the stop line to ensure that an aircraft is not landing or departing Runway 11/29.

Taxiway N Holding Short of Taxiway M

There is no Intermediate Holding Position Marking (Taxiway Intersection Marking) on Taxiway N holding short of Taxiway M and the directional signage is installed too close to the N – M intersection. Operators are required to hold short 51 m of the Taxiway Center Line; therefore, in this location, operators must hold short of the gravel perimeter road on the East side of Taxiway N, or hold behind Hangar 2 on Apron V.

Taxiway M Holding Short of Taxiway YB

There is no Intermediate Holding Position Marking (Taxiway Intersection Marking) on Taxiway N holding short of Taxiway M and the directional signage is installed too close to the N – M intersection. Operators are required to hold short 51 m of the Taxiway Center Line; therefore, in this location, operators must hold in line with the Sky Service Hangar on Apron IV.

CAT II Procedures

Category II (CAT II) Hold Line consists of two parallel yellow lines with multiple pairs of yellow lines positioned between them, in addition to red backed, white lettered signage, and Guard Lights (WigWags).

Category II (CAT II) operations apply to both vehicles and aircraft operating on the movement area of the airport when the cloud ceiling decreases to between 200 feet and 100 feet on the West Runway (Runway 17R/35L). During CAT II operations, all ground vehicles are placed under positive control to ensure that Instrument Landing System (ILS) critical areas remain protected.

CAT II holding positions are to be used by vehicle operators only when specifically instructed by Air Traffic Control (ATC). Whenever CAT II operations are required, all vehicles within the maneuvering area will be required to operate under positive control. ATC will manage communications to guide movements between CAT II holding positions on Taxiways AB and A, as well as crossings that require holding short of a taxiway, such as holding short of Taxiway U on Taxiway A or Taxiway C when requesting to cross Runway 17R-35L.

Aircraft and vehicles under positive control must hold short of the CAT II holding positions whenever directed by ATC, even if CAT II, RVOP, or LVOP procedures are not active. This requirement aligns with existing procedures for holding short of a CAT I Hold Line versus holding short of a runway at the current CAT I holding positions located at the thresholds of Runway 29 and Runway 17R. Additional caution is required when exiting the Sunwest Apron. Drivers must ensure that CAT II operations are not in effect to avoid causing a runway incursion.

Taxi / Tow Operations to the Critical Area

D-TT AVOP operators taxiing or towing an aircraft into the Critical Area may enter via taxiway and bypass NPS-V screening. Only the operator and essential passengers required for the taxi/tow may enter under this exemption; misuse or entry without a clear *need and right* may result in review of airside privileges. Any non-essential vehicles or occupants must report to NPS-V for screening before entry. After the taxi/tow is complete, operators and essential passengers may continue working in the immediate area, conduct additional taxi/tows to and from Apron I, and access company crew rooms. They may not enter passenger-facing (departures) areas unless they exit the Critical Area and

re-enter through NPS-V. Escort vehicles actively supporting an aircraft tow may also enter without screening but must exit the Critical Area immediately once the tow is complete and are not permitted to remain.

Radio Failure in the Manoeuvring Area During Aircraft Taxi / Tow

If the radio fails during a taxi or tow operation, you must immediately stop all movement. After stopping, contact the Integrated Operations Centre (IOC) using an alternative communication method. Remain in position and wait for further instructions before proceeding.

Tow Complete Calls

Upon tow completion, a 'tow complete' call is not required unless specifically requested by ATC.

Radio Frequency Standards in the Manoeuvring Area

On the West Airfield (West side of the Ground frequency split) operators must be on West Ground 121.90 MHz. On the East Airfield (East side of the Ground frequency split) operators must be on East Ground 125.35 MHz. On Apron I operators have the discretion of monitoring Apron I 121.30 MHz, or West Ground 121.90 MHz or East Ground 125.35 MHz relative to their location.

Mapping

Updated airfield maps and expanded practice questions for all AVOP types.