

Airside Vehicle Operator's Permit (AVOP) Application

Complete both pages of the application form for ALL AVOP applications (New, Renewal, Change of Employer & Second Employer):

All AVOP applicants must bring the completed AVOP Application form, a signed printout of their test certificate, their valid Driver's License & RAIC when applying for an AVOP. D and D-TT AVOP applicants must bring their ROC-A and AME licenses (if applicable).

Competency Check / Night Endorsement:

Competency Check / Night Endorsement Assessments must be completed no sooner than 30-days but within 180-days of completing the Practical Assessment. Failure to complete the Competency Check / Night Endorsement within the required time limit shall result in the AVOP being cancelled.

Renewal:

All requirements must be completed & submitted to the AVOP Office prior to expiry of the current AVOP. Renewal requirements, if completed prior to expiry, including issue of a new AVOP card, are DA, DA-WS: written assessment only; D, D-TT: written and practical assessment.

Application Type			
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Change of Employer <input type="checkbox"/>	Second Employer <input type="checkbox"/>
Applicant Information			
Legal Last Name:		Legal First Name:	
Driver's License Expiry:	Province:	RAIC Number:	ROC-A:
Driver's License Number:		RAIC Expiry Date:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Applicant Signature:			

AVOP Signing Authority – section must be signed and dated BEFORE the Written Assessment	
Name of Requesting Authority: <i>(Printed)</i>	Signing Authority Signature:
Company Name:	Date:

AVOP Type	
<input type="checkbox"/> DA (Apron I & All Aprons)	<input type="checkbox"/> D-TT (D-Taxi/Tow)
<input type="checkbox"/> DA-WS (DA-West/South)	<input type="checkbox"/> D (All Airside Areas)

Testing		
Written Assessment		
Printed Tester's Name:	Tester's Signature:	Assessment Date:
Practical Assessment		
Printed Tester's Name:	Tester's Signature:	Assessment Date:

AVOP Administration Office: Located on the +15 walkway between Domestic Terminal Building and Level 1 of the Airport Corporate Center (near Delta Hotel). Call the AVOP Office at 403-735-1386 if you require assistance.

AVOP APPLICANT CHECKLIST – to be completed and signed by the Applicant

Applicant Name: (Printed)

- ☐ Applicant has received training from their employer.
- ☐ The applicant can demonstrate competency of the Airside Traffic Directives.
- ☐ Applicant holds a valid Driver's License and Restricted Area Identification Card.
- Applicant understands the following:
 - ☐ Practical Assessment must be completed within **60-days** of the Written Assessment.
 - ☐ Completed application form, test certificate, RAIC, Driver's License, and additional supporting documentation must be submitted to the AVOP Office within **30-days** of practical testing.
 - ☐ After successfully completing the Night Endorsement Assessment, an updated AVOP card must be collected within **30-days**.
 - ☐ Applications for AVOP renewals must be submitted before the current AVOP expiry or within **30-days** of the written or practical testing.

☐ Applicant is aware that a photograph and personal information will be maintained in the AVOP database.

I hereby declare that I understand and will adhere to all standards and procedures in accordance with the YYC ATD and AVOP Manual.

Applicant Signature:

Date:

EMPLOYER CHECKLIST – to be completed and signed by the AUTHORIZED Signing Authority

Signing Authority Name: (Printed)

- ☐ The applicant has been trained to competency. Date training completed: _____, or Date Competency Check Ride completed if applicant already has a valid AVOP: _____
- ☐ The driver has operated a vehicle airside under appropriate supervision and has demonstrated an exceptional understanding of operating a vehicle airside.
- ☐ The driver demonstrates competency and theoretical knowledge of the Airside Traffic Directives.
- ☐ The driver has been provided the most current YYC ATD and AVOP Manual.
- ☐ Applicant holds a valid Driver's License and Restricted Area Identification Card.
- ☐ Check if applicable - For D, D-TT AVOPs, the applicant holds a valid Restricted Operator Certificate – Aeronautical (ROC-A)
- ☐ Check if applicable - For D-TT taxi operations, the applicant holds a valid AME License.

I certify that the information above is true and correct.

Authorized Company Representative Signature:

Date:

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