

## Calgary Airports – AVOP Program Overview

All of this information is a summary of the standards outlined in the Airside Traffic Directives (ATD) & Airside Vehicle Operators Permit (AVOP) Manual, which is available publicly at <https://www.yyc.com/employees-operators/avop-office>.

### AVOP Types

- DA (Apron I and All Aprons)
- DA-WS (DA-West/South)
- D-TT (D-Taxi/Tow)
- D (All Airside Areas)

### Joining YYC AVOP Program – Company Applications

Companies (tenants, contractors, and Calgary Airports internal departments) are required to apply to participate in the YYC AVOP Program. Companies must contact the AVOP Office ([avop@yyc.com](mailto:avop@yyc.com)) to inquire. The AVOP Office will advise of next steps.

### AVOP Application Forms

The AVOP application process requires the completion of an AVOP Application form, available at <https://www.yyc.com/employees-operators/avop-office>. The form must be completed by a designated AVOP Signing Authority before the applicant and proceeds with any written and practical testing appointments. AVOP Signing Authorities will be determined during the company application process.

### AVOP Training Process

Each company participating in the AVOP Program is required to train their AVOP applicants to competency. This involves theoretical, familiarization, and practical training of applicants to prepare them for their written and practical testing. Applicants require training in the following areas:

- General Airside Traffic Directives required to be upheld by all vehicle operators as well as all applicable directives for the applicable AVOP type.
- Four Core Competencies: Hierarchy of Right-of-Way, The Circle of Safety, Signs of an Aircraft Arrival, and Signs of an Aircraft Pushback.
- Airfield lights, signage, and markings.
- Geography of the areas applicable to their AVOP.
- Familiarization with driving airside. This is best accomplished through a familiarization drive facilitated by an AVOP holder.

- Practical training where the AVOP applicant gains experience operating a vehicle airside.
- Practical training may be conducted by an individual with a valid AVOP. The AVOP holder sits in the passenger seat and conducts training of the applicant while they drive airside.
- Calgary Airports does not approve training or trainers, however, can request copies of training materials and records at any time as part of an investigation or for quality purposes.

### **AVOP Certification Process**

Once a participant has been trained to a point where they are prepared for their Written Assessment, a Written Assessment appointment may be booked with Calgary Airports at <https://www.yyc.com/employees-operators/avop-office>.

- The Written Assessment will assess an applicant's knowledge of Airside Traffic Directives; airfield markings, signage, and lighting; Core Competencies; and geography (i.e., identifying locations on a map).
- The passing grade is 90%.
- Applicants are allotted three attempts to successfully complete the Written Assessment. Should they not be successful after three attempts, they will be issued a one-year ineligibility from holding an AVOP and all airside driving after which they may re-enter the program.

Following the successful completion of a Written Assessment, the applicant is allotted 60 days to complete a Practical Assessment. Practical Assessments are booked with Calgary Airports at <https://www.yyc.com/employees-operators/avop-office>.

- Applicants are allotted three attempts to successfully complete the Practical Assessment. Should they not be successful after three attempts, they will be issued a one-year ineligibility from holding an AVOP and all airside driving after which they may re-enter the program.

Following the successful completion of the Practical Assessment, applicants are deemed to have received an AVOP and are certified to drive day or night. Their completed AVOP Application form serves as a temporary license, and they are allotted 30 days to make an appointment with the AVOP Office to pick up their AVOP. Appointments are scheduled at <https://www.yyc.com/employees-operators/avop-office>.

### **Maintaining and Renewing an AVOP**

All new AVOPs issued (i.e., after successfully completing the written and practical Assessments) are valid for 180 days from the date of the successful Practical Assessment.

- During this time, AVOP holders may drive day and night in the areas permitted by their AVOP and in alignment with their established need and right.
- Following a 30 day waiting period, the AVOP holder must complete a Competency Check/Night Endorsement Assessment within 180 days of AVOP issue (e.g., before the expiry date of the AVOP). These assessments are booked with Calgary Airports at <https://www.yyc.com/employees-operators/avop-office>.
- The Competency Check/Night Endorsement assesses the AVOP holder's ability to safely operate a vehicle at night, continued adherence to the Airside Traffic Directives, and confirms they have maintained the same competencies they demonstrated during their Practical Assessment.
- Following successful completion of the Competency Check/Night Endorsement, a new AVOP is issued valid for three years from the date of the successful Practical Assessment.

To renew a DA and DA-WS AVOP that has been issued for three years, the AVOP holder must successfully complete a Written Assessment before the expiry date.

To renew a D-TT and D AVOP that has been issued for three years, the AVOP holder must successfully complete a Written Assessment and Practical Assessment before the expiry date.

### **Company and Applicant Requirements**

Company and Applicant requirements are outlined in Section 2 of the Airside Traffic Directives & AVOP Manual, available at <https://www.yyc.com/employees-operators/avop-office>.

For AVOP testing, the company must provide a closed cab vehicle that is:

- Marked and equipped with a beacon as per the requirements in the Airside Traffic Directives & AVOP Manual.
- Is equipped with a heating system and adequate room for a passenger.

Baggage tractors are not acceptable for AVOP testing. Should the company not have a suitable vehicle in its fleet for AVOP testing, arrangements may be made with the AVOP Office at AVOP@yyc.com on alternate options.

### **Fees and Company Tester Program**

Schedule of Fees can be found at <https://www.yyc.com/employees-operators/avop-office>.

Companies are welcome to participate in the Company Tester Program outlined in the Schedule of Fees & Company Testers document. Please contact AVOP@yyc.com to arrange participation in this program.

- The Company Tester Program supports cost and scheduling advantages to organizations with high volumes of testing (e.g., 20+ tests a year per tester) but may not be cost-effective for organizations with lower numbers of AVOP holders.

Please contact the YYC AVOP Office with any questions or concerns.

- Email: [avop@yyc.com](mailto:avop@yyc.com)
- Phone: 403-735-1386