



Airside Vehicle Operators Permit (AVOP) – Signing Authority Guide

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AVOP Senior Signing Authority

As the AVOP Senior Signing Authority, you have the prime responsibility within your organization to ensure that individuals employed by your organization are complying with the YYC Airside Traffic Directives (ATD) and AVOP Manual and have the need and the right to hold a YYC AVOP.

You assume financial liability on behalf of your organization for all charges levied for failure by anyone under the control of your organization to comply with the YYC Airside Traffic Directives (ATD) and AVOP Manual. As such, you are required to ensure that when an employee leaves the company their AVOP card is returned to the AVOP Office. In accordance with the Schedule of Fees, your company will be invoiced an administrative fee of \$50.00 for each AVOP card not returned to the AVOP Office after employment has been terminated.

You may designate other individuals within your organization to assist you with this appointment, titled AVOP Designated Signing Authorities. Your number of delegates is to be kept to an absolute minimum, and you are responsible for the actions of all designates you appoint. If the AVOP Office receives an AVOP Application Form signed by an individual who is not an appointed designate, the applicant will be turned away, and your organization will be charged for the incomplete appointment. Absolutely no calls will be made to you at the time of an appointment. You are responsible for completing the Certificate of Appointment: Senior AVOP Signing Authority form and communicating all new designates to the AVOP Office at avop@yyc.com before the AVOP Application Form will be accepted.

As AVOP Senior Signing Authority, you must ensure that your designate:

1. Complies with the standards and procedures outlined in the YYC Airside Traffic Directives (ATD) and AVOP Manual.
2. Confirms the applicant has the need and the right to hold a YYC AVOP.
3. Confirms the applicant has been trained.
4. Correctly completes and signs AVOP Application Forms.
5. Understands that applicants will be turned away for submitting an incomplete AVOP Application Form.
6. Has been accepted as an authorized AVOP Signing Authority for your company.

AVOP Designate Signing Authority

When an AVOP Signing Authority designate is required, the Senior Signing Authority must complete the Certificate of Appointment: Designate AVOP Signing Authority form communicating all new designates to the AVOP Office at avop@yyc.com before the AVOP Application Form will be accepted. Once the form has been submitted and you receive a response from the AVOP Office team, the appointed designate is permitted to sign AVOP Application Forms on behalf of the company.

Designate Signing Authority Terms and Conditions

As the AVOP Designate Signing Authority, you are responsible to your AVOP Senior Signing Authority to ensure that individuals employed by your organization are complying with the YYC Airside Traffic Directives (ATD) and AVOP Manual and holds the need and the right to hold a YYC AVOP.

Your AVOP Senior Signing Authority has assumed financial liability on behalf of your organization for all charges levied for failure by anyone under the control of your organization as outlined in the Schedule of Fees.

You are responsible to your Senior Signing Authority for all your actions. Your primary responsibilities include:

1. Compliance with the standards and procedures outlined in the YYC Airside Traffic Directives (ATD) and AVOP Manual.
2. Confirming that the applicant has the need and the right to hold a YYC AVOP.
3. Confirming that the applicant has been trained.
4. Correctly completing and signing AVOP Application Forms.
5. Understanding that applicants will be turned away for submitting an incomplete AVOP Application Form.

The AVOP Senior Signing Authority for your company must submit a completed Certificate of Appointment: Designate AVOP Signing Authority form to the AVOP Office and receive a response from the AVOP Office team in order for your signature to be accepted. If the AVOP Office receives an AVOP Application Form signed by an individual who is not an appointed designate, the applicant will be turned away, and your organization will be charged for the incomplete appointment.

AVOP Service Fees

Schedule of Fees for AVOP Services can be found on the YYC AVOP website (<https://www.yyc.com/en-us/employees-operators/avop-office>).

In accordance with the Schedule of Fees, your company will be invoiced an administrative fee of \$50.00 for each AVOP card not returned to the AVOP Office after employment has been terminated.

AVOP Application Form

Current AVOP Application Form can be found on the YYC AVOP website (<https://www.yyc.com/en-us/employees-operators/avop-office>). Signing Authorities must ensure that they are using the most current version of the AVOP Application Form. Once a new application form is released, old versions will not be accepted.

Only **wet signatures** and electronic **DocuSign signatures with audit trail** will be accepted. No exceptions will be made.

When is an AVOP Application Form Required?

An AVOP Application Form is required for:

1. New Applicants
2. AVOP Renewals
3. Change of Employer
4. Second Employer

New Applicant

AVOP Signing Authorities ensure that all new drivers:

1. Have a valid Provincial Driver's License (equivalent to the Alberta Provincial Class 5 license, as a minimum, with no restrictions).
2. Have a valid Restricted Area Identification Card.
3. Holds a valid Restricted Operator Certificate – Aeronautical (ROC-A) and/or valid AME License, if applicable (for D and D-TT AVOPs).
4. Have a valid *need* and *right* to hold an AVOP and drive airside.
5. Have completed company specific AVOP training.
 - i. Company will retain all driver training records and checklists.
 - ii. Company will be prepared to provide training records to the Airport Authority upon request.

Note: If an applicant fails the Practical Assessment on the first attempt, the company may be required to provide the AVOP training records and checklists to the YYC AVOP Office before a second attempt can be booked.

6. Understands and demonstrates competency of current YYC Airside Traffic Directives.
7. Understands and demonstrates competency of all standards and procedures in the current YYC AVOP Manual as appropriate to the AVOP type.

AVOP Renewal

AVOP Signing Authorities ensure that drivers:

1. Have a valid Provincial Driver's License (equivalent to the Alberta Provincial Class 5 license, as a minimum, with no restrictions).
2. Have a valid Restricted Area Identification Card.
3. Holds a valid Restricted Operator Certificate – Aeronautical (ROC-A) and/or valid AME License, if applicable (for D and D-TT AVOPs).
4. Have a valid *need* and *right* to hold an AVOP and drive airside.
5. Have completed company specific recurrent AVOP training.
 - i. Company will retain all driver training records and checklists.
 - ii. Company will be prepared to provide training records to the Airport Authority upon request.

Note: For D and D-TT AVOP Renewals - if an applicant fails the Renewal Practical Assessment on the first attempt, the company may be required to provide the recurrent AVOP training records and checklists to the YYC AVOP Office before a second attempt can be booked.

6. Understands and demonstrates competency of YYC Airside Traffic Directives.
7. Understands and demonstrates competency of all standards and procedures in the YYC AVOP Manual as appropriate to the AVOP type.

Change of Employer

AVOP Signing Authorities ensure that drivers:

1. Have a valid AVOP type applicable to company needs.
2. Have a valid Provincial Driver's License (equivalent to the Alberta Provincial Class 5 license, as a minimum, with no restrictions).
3. Have a valid Restricted Area Identification Card.
4. Holds a valid Restricted Operator Certificate – Aeronautical (ROC-A) and/or valid AME License, if applicable (for D and D-TT AVOPs).
5. Have a valid *need* and *right* to hold an AVOP and drive airside.
6. Have completed company check ride.
 - i. Company will retain check ride checklist.
 - ii. Company will be prepared to present the check ride checklist to the Airport Authority upon request.
7. Understands and demonstrates competency of current YYC Airside Traffic Directives.
8. Understands and demonstrates competency of all standards and procedures in the current YYC AVOP Manual as appropriate to the AVOP type.

Second Employer

AVOP Signing Authorities ensure that drivers:

1. Have a valid AVOP type applicable to company needs.
2. Have a valid Provincial Driver's License (equivalent to the Alberta Provincial Class 5 license, as a minimum, with no restrictions).
3. Have a valid Restricted Area Identification Card.
4. Holds a valid Restricted Operator Certificate – Aeronautical (ROC-A) and/or valid AME License, if applicable (for D and D-TT AVOPs).
5. Have a valid *need* and *right* to hold an AVOP and drive airside.
6. Have completed company check ride.
 - i. Company will retain check ride checklist.
 - ii. Company will be prepared to present the check ride checklist to the Airport Authority upon request.
7. Understands and demonstrates competency of current YYC Airside Traffic Directives.
8. Understands and demonstrates competency of all standards and procedures in the current YYC AVOP Manual as appropriate to the AVOP type.

Employer Transfers and Multi-Employers

When completing an AVOP Application Form for a driver to change their employer or add a second employer, it is the Signing Authority's responsibility to ensure that the driver has a valid AVOP. All details regarding company transfers and multi-employers can be found in the YYC ATD and AVOP Manual.

Driver AVOP Record Check

If you would like to request a driver record check, there are two options:

Basic Driver Record Check

A Basic Driver Record Check includes AVOP status (active or inactive) and the total number of demerits the driver has accrued (if any). No information will be provided regarding the type of infraction issued or when the violation falls off the driver's record.

To obtain a Basic Driver Record Check, the Senior or Designate AVOP Signing Authority must email avop@yyc.com with the driver's full legal name and driver's license number.

Advanced Driver Record Check

An Advanced Driver Record Check includes AVOP status (active or inactive), a breakdown of infraction and demerits accrued (if any), and when the violation falls off the driver's record.

To obtain an Advanced Driver Record Check, the **driver** must email avop@yyc.com, cc'ing the Senior or Designate Signing Authority, using the following template:

Subject: [COMPANY NAME] – Advanced Driver Record Check

Full legal name (as seen on driver's license)

Driver's license number

I, [DRIVER NAME], consent to my entire AVOP driving record be released to [COMPANY NAME].

Once consent has been received from the driver, the AVOP Office will provide the full AVOP record to the Senior and Designate AVOP Signing Authority only.

Completing an AVOP Application Form

Page 1 (at the minimum) of the AVOP Application Form must be filled out by the AVOP Signing Authority **before** the applicant completes the AVOP Written Assessment (with the AVOP Office OR company tester).

Page 2 of the AVOP Application Form must be filled out by the AVOP Signing Authority **before** the applicant completes the AVOP Practical Assessment (with the AVOP Office OR company tester).

Page 1 and 2 of the AVOP Application Form must be filled out by the AVOP Signing Authority **before** the applicant makes an appointment with the AVOP Office to add a second employer or complete the change or employer process.

Page 1 and 2 of the AVOP Application Form must be filled out by the AVOP Signing Authority **before** the applicant makes an appointment with the AVOP Office to renew their AVOP.

If a section of the application form is not filled out appropriately, the applicant will be turned away from the AVOP Office.