

## AVOP - Schedule of Fees

To provide Airside Vehicle Operators Permit (AVOP) services at the volume and quality required, the Authority has the following Schedule of Fees for AVOP-related services in place.

Service	Fee	Billed To
<b>Administrative</b>		
AVOP Card Issue (New, Renewal, Transfer)	\$25.00	Company
AVOP Card (Lost, Re-issue)	\$50.00	Individual
AVOP Card (Not Returned)	\$50.00	Company
Missed Appointment / Short Notice Cancellation *	\$100.00	Individual
<b>Testing</b>		
Written Assessment (completed at AVOP Office)	\$25.00	Company
Practical Assessment (completed with YYC Tester)	\$125.00	Company
Competency Check / Night Endorsement (completed with YYC Tester)	\$75.00	Company
<b>Other</b>		
D-TT Familiarization Drive (completed with YYC Tester)	\$200.00	Company
Violation Check Ride (completed with Safety Compliance Officer)	\$200.00	Company
AVOP Simulator Rental Simulator #1 Simulator #2 (when booked with Simulator #1)		
	\$25.00/h	Company
	\$15.00/h	Company
<b>Company Tester Certification</b>		
Company Tester – Written (invoiced annually)	\$500.00	Company
Company Tester – Practical (invoiced annually)	\$3,000.00	Company
Company Tester – Competency Check / Night Endorsement (invoiced annually)	\$1,500.00	Company

Company fees are invoiced by the YYC AVOP Office.

Individual fees are processed via point-of-sale device at the YYC AVOP Office. No cash is accepted.

### **\* Missed Appointment / Short Notice Cancellation**

Missed appointment and short notice cancellations are defined as:

1. Any cancellation within 24-hours of scheduled appointment time.
2. Appointment no-call, no-shows.
3. Arriving to an appointment >15 minutes late.
4. Arriving to an appointment without:
  - i. Valid driver's license
  - ii. RAIC
  - iii. Signed and completed AVOP Application Form by authorized AVOP Signing Authority
  - iv. Signed Written Assessment certificate
  - v. Valid ROC-A and AME License (if applicable)
5. Arriving to an appointment in an unsafe vehicle or unsafe manner (i.e., driving airside to the appointment without a valid AVOP).

## **AVOP – Company Tester Program**

### **Company Tester Program Guidelines**

Participation in the Company Tester Program is offered via the following guidelines. Exceptions may be available under extraordinary circumstances with appropriate justifications being made to the AVOP Coordinator by the Company.

1. Companies may choose whether to certify their testers to conduct Written, Practical, and/or Competency Check / Night Endorsement assessment types.
  - i. The annual fee applies for each test type a tester is certified to conduct.

**Note:** D-TT and D Practical Assessments must be completed with a YYC Tester. No in-house Practical testing is permitted.

1. Companies are eligible to apply for the number of Written Testers based on their business needs.
2. Companies are eligible to have one Practical and Competency Check / Night Endorsement Tester certified per one 100 employees who are required to operate vehicles airside.
  - i. Companies who have less than 100 employees who are required to operate vehicles airside are eligible for one tester.

3. To ensure quality of testing is maintained, for each calendar year, testers will be expected to conduct minimum 20 assessments for each test type they are certified to conduct.
  - i. For every assessment type where 20 assessments fail to be delivered, the company will be charged the fee(s) associated with those test(s).

Fees associated with the Company Tester Program are charged annually on the anniversary of the tester's certification date for the specific test type.

Participation in the Company Tester Program is authorized by the YYC AVOP Coordinator, who may approve exclusions or exemptions to these guidelines at their discretion. To find out more information regarding the Company Tester Program, please contact the YYC AVOP Office ([avop@yyc.com](mailto:avop@yyc.com)).