



<b>Standard Operating Procedures</b>	<b>AVOP Trainer</b>
<b>Subject:</b> RAP AVOP Process Flow	<b>SOP:</b> AVOP - 02
<b>Revised Date:</b> 1 Jan 2021	<b>Effective Date :</b> 1 Jan 2021

## **Purpose**

To clearly outline the process for obtaining a RAP or AVOP

## **Validity Periods**

- RAP Only – 5 Years
- AVOP D/A + RAP – 5 Years
- AVOP D + RAP – 3 Years

## **Process**

- Employer determines a need for RAP/AVOP.
- Employee completes the online application.
- Employee will receive confirmation e-mail of completed application.
- Employee prints confirmation and has employer sign.
- Employee completes Security Awareness and print e-mail stating successful completion.

### **RAP Only**

- Make appointment with Airport Admin
- For your appointment bring ID, signed application, proof of successful completion of Security Awareness Training

### **AVOP & RAP**

- Download AVOP Manual and study for test.
- Once ready for test make appointment with Airport Admin
- For your appointment bring valid driver's licence, signed application, proof of successful completion of Security Awareness Training
- When written test is successfully completed practical training can commence

### **AVOP D/A**

- 3 hours of behind the wheel airside driving is required all time must be logged.
- Training to be conducted by NPAS Staff or NPAS authorized trainer.
- When hours are logged, and trainer recommends trainee for practical test make an appointment for test with Airport Admin.

### **AVOP D**

- 5 hours of behind the wheel airside driving with at least 3 hours on runways and taxiways, is required. All time must be logged.
- All training is conducted by NPAS staff
- When hours are logged, and trainer recommends trainee for practical test make an appointment for test with Airport Admin.

**Note: In all cases the trainer cannot do the testing.**



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- When practical test has been successfully completed make an appointment with Airport Admin for issuance of the AVOP.
- For your appointment bring ID, signed form of successful completion of AVOP training and testing
- If the trainee has been unsuccessful in either the written or practical test, they must retrain and may take the test again in 7 days.

#### **Forms**

1. Application Link <https://yxj.vortexcms.com/avop>
2. D/A Practical Training Checklist
3. D Practical Training Checklist
4. AVOP Sign-off sheet
5. AVOP Training Log

**Author:**

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## D/A AVOP PRACTICAL TRAINING CHECKLIST

Name: \_\_\_\_\_

Trained By: \_\_\_\_\_

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Airside   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Airside Vehicle Operators Permit                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Apron   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Designated Vehicle Corridor   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Groundside  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Hold-Short  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Operational Stand   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Restricted Areas  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Taxiway   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Runway  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Properly Checks the Vehicle   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Speed Limits  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of who has the Right-of-Way on the Apron                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of who has the Right-of-way in the Vehicle Corridor                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of D/A Limit   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of D/A Map   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Access Control  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of When Aircraft Engines are Running at a Departure Gate                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Apron Lights  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Apron, Taxiway and Runway Line Colours                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed a minimum of 3 hours of driving on Apron areas at the wheel of a vehicle |

COMMENTS \_\_\_\_\_  
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## D AVOP PRACTICAL TRAINING CHECKLIST

Name: \_\_\_\_\_

Trained By: \_\_\_\_\_

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Airside  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Airside Vehicle Operators Permit   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Apron  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Designated Vehicle Corridor  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Groundside   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Hold-Short   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Operational Stand  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Restricted Areas   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Taxiway  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Runway   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Properly Checks the Vehicle  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Speed Limits   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of who has the Right-of-Way on the Apron  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of D/A Limit  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of D Map  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Access Control   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of When Aircraft Engines are Running at a Departure Gate  |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Apron Lights   |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Apron, Taxiway and Runway Line Colours   |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed a minimum of 5 hours of driving on Apron, Runways, and Taxiways areas at the wheel of a vehicle |

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
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## AVOP SIGN OFF SHEET

**Candidate Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**AVOP CLASSIFICATION:** D/A  D

1. Written Test Taken Pass  Fail  Date Taken: \_\_\_\_\_

**North Peace Airport Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. AVOP Practical Training Complete Date Completed: \_\_\_\_\_  
(Attach Checklist and Training Log)

**Designated Signing Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_

3. Practical Test Taken Pass  Fail  Date Taken: \_\_\_\_\_  
(Attach Evaluation Forms)

**Designated Signing Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_

4. AVOP Issued

**North Peace Airport Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## AVOP Training Log

Trainee Name: \_\_\_\_\_

Company: \_\_\_\_\_

AVOP CLASSIFICATION: D/A  (3hrs)    D  (5hrs)

Date	Training Hours	Trainer	Trainer Signature

Trainee Signature \_\_\_\_\_