



Standard Operating Procedures	
Subject: RAP AVOP Process	SOP: 2021-02
Revised Date: 30 April 2021	Effective Date : 1 Jan 2021

Purpose

To clearly outline the process for obtaining a RAP, Airside Pass or AVOP

Validity Periods

- Airside Pass or RAP Only – 5 Years
- AVOP D/A + AP or RAP – 5 Years
- AVOP D + AP or 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.
- Employee prints, reads and signs RAP/AVOP Terms and Conditions.

RAP Only

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

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

- 1.5 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

- 3 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.



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

- 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. Security Awareness Training. Link <http://yxj.ca/business-tourism/jobs/>
3. RAP/AVOP Terms and Conditions. Link <http://yxj.ca/business-tourism/jobs/>
4. D/A Practical Training Checklist
5. D Practical Training Checklist
6. AVOP Sign-off sheet
7. AVOP Training Log

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D/A AVOP PRACTICAL TRAINING CHECKLIST

Name: _____

Trained By: _____

Yes No

- Knowledge of Airside
- Knowledge of Airside Vehicle Operators Permit
- Knowledge of Apron
- Knowledge of Designated Vehicle Corridor
- Knowledge of Groundside
- Knowledge of Hold-Short
- Knowledge of Operational Stand
- Knowledge of Restricted Areas
- Knowledge of Taxiway
- Knowledge of Runway
- Knowledge of Properly Checks the Vehicle
- Knowledge of Speed Limits
- Knowledge of who has the Right-of-Way on the Apron
- Knowledge of who has the Right-of-way in the Vehicle Corridor
- Knowledge of D/A Limit
- Knowledge of D/A Map
- Knowledge of Access Control
- Knowledge of When Aircraft Engines are Running at a Departure Gate
- Knowledge of Apron Lights
- Knowledge of Apron, Taxiway and Runway Line Colours
- 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 |

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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 (1.5hrs) D (3hrs)

Date	Training Hours	Trainer	Trainer Signature

Trainee Signature _____