

CYEG

Airside Traffic Directives

2023/2024



RESTRICTED AREA
OBTAIN CLEARANCE FROM
CONTROL TOWER



YEG EDMONTON
INTERNATIONAL
AIRPORT

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AREAS OF STUDY

D/A Permit (excludes section 12.2, 13, 14)

D : All sections



1.0 INTRODUCTION

These Airside Traffic Directives combine the regulations and policies governing the use of the D, and D/A permits for the specialized airside environment at the Edmonton International Airport. It is the intent of these directives to ensure the safest operations for everyone while working airside and minimize all risk to as low as reasonably practicable. All documentation herein complies with the Transport Canada aerodrome standards and recommended practices (TP312) and Canadian Aviation Regulations and Standards (CARS).

2.0 DEFINITIONS

Aerodrome

Any area of land, water (including the frozen surface thereof) or other supporting surface used, designed, prepared, equipped or set apart for use, either in whole or in part, for the arrival, departure, movement or servicing of aircraft. This includes any buildings, installations and equipment situated thereon or associated therewith.

Aircraft

Any machine capable of deriving support in the atmosphere from the reactions of the air.

Airport

An Aerodrome for which, under Part III of the Canadian Aviation Regulations and standards (CARS), an airport certificate has been issued by the Minister.

Airport Traffic

All traffic on the movement area of an airport and all aircraft flying in the vicinity of an airport.

Airside

That area of an airport intended to be used for activities related to aircraft operations and to which public access is normally restricted. (see also: Restricted Area)

Airside Enforcement Officer (AEO)

A security officer appointed by the Vice President Airside Operations and Infrastructure to monitor AVOP ground traffic on all movement areas.

Airport Operations Control Centre (AOCC)

The central point of contact for all airport operations. 780 890 8327

Airside Vehicle Operator's Permit (AVOP)

A permit issued by the Vice President, Operations and Infrastructure, certifying that the person named therein is authorized to operate vehicles or equipment airside at YEG.

Apron

That part of an Aerodrome, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions.

Apron Traffic

All aircraft, vehicles, equipment and pedestrians using the apron of an airport.

ATC-Unit (Air Traffic Control Unit)

An Air Traffic Control Unit is set up and established by NAV CANADA for control of all traffic on the movement area of an airport.

Controlled Airport

An airport at which an air traffic control unit (ATC-Unit) is provided.

Designated Vehicle Crossing Point

A location on an apron, delineated by surface markings, where vehicles are to cross an aircraft taxiway.

Equipment

Any motor vehicle or mobile device, either self-propelled or towed or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair and servicing of aircraft including test equipment and cargo and passenger handling equipment.

Foreign Object Debris/Damage (FOD)

Any article or substance, foreign to an aircraft or system, which could potentially cause damage. Can also cause damage to vehicles or injuries to persons from the presence of unwanted debris or objects on movement areas.

Glide Path

That part of an instrument landing system (ILS) providing the pilot with a descent profile determined for vertical guidance during the final approach. A vertical antenna with 3 horizontal white bars on the left side of the approach to the runway.

Ground Control

The operating position in the control tower that provides: (a) clearances and instructions for the movement of airport traffic, and (b) information to all traffic within the airport perimeter as it is known and pertinent.

Ground Traffic Phraseology

A learning tool and reference guide by Nav Canada in which there are recommended practices for radio communication between ground vehicles operating on movement areas and the ATC - unit.

Intersection

The point at which any road, designated vehicle corridor, runway or taxiway meet.

Landside

That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.

Light Signal

A light used by the ATC-unit when communication by radio is not possible to vehicles on the Maneuvering Area.

Localizer

That part of an Instrument Landing System (ILS) providing the pilot with horizontal course guidance to the runway centerline. A large orange antenna approx 40m wide at the opposite end of the runway approach.

Maneuvering area (taxiways and runways)

The part of an aerodrome, other than an apron, that is intended to be used for the takeoff and landing of aircraft and for the movement of aircraft associated with takeoff and landing.

Movement Area

That part of an Aerodrome to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.

Non-Controlled Movement Area

That part of an Aerodrome which is not controlled by ATC - ground control for all aprons and sections of taxiways as they cross aprons.

Non-Passenger Screening Vehicle (NPS-V)

A location where non-passenger vehicle traffic accessing apron one undergoes screening by CATSA.

NOTAM

A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

Operator

A person responsible for the operation and safety of a vehicle and equipment; usually referred to as the driver.

Restricted Operators Certificate with Aeronautical Qualification (ROC-A)

An ROC-A, also known as a radio license, is required by operators of radiotelephone equipment on board aircraft and at aeronautical land (fixed and mobile) radio stations using aeronautical mobile frequencies. A requirement of the D AVOP Permit.

Restricted Area

That area of an aerodrome beyond the Primary Security Line (PSL) also referred to as Airside, in which additional screening of vehicles and people is required prior to access.

Situational Awareness

Situational awareness involves being aware of what is happening in the vicinity, in order to understand how information, events, and one's own actions have an effect, both immediately and in the near future.

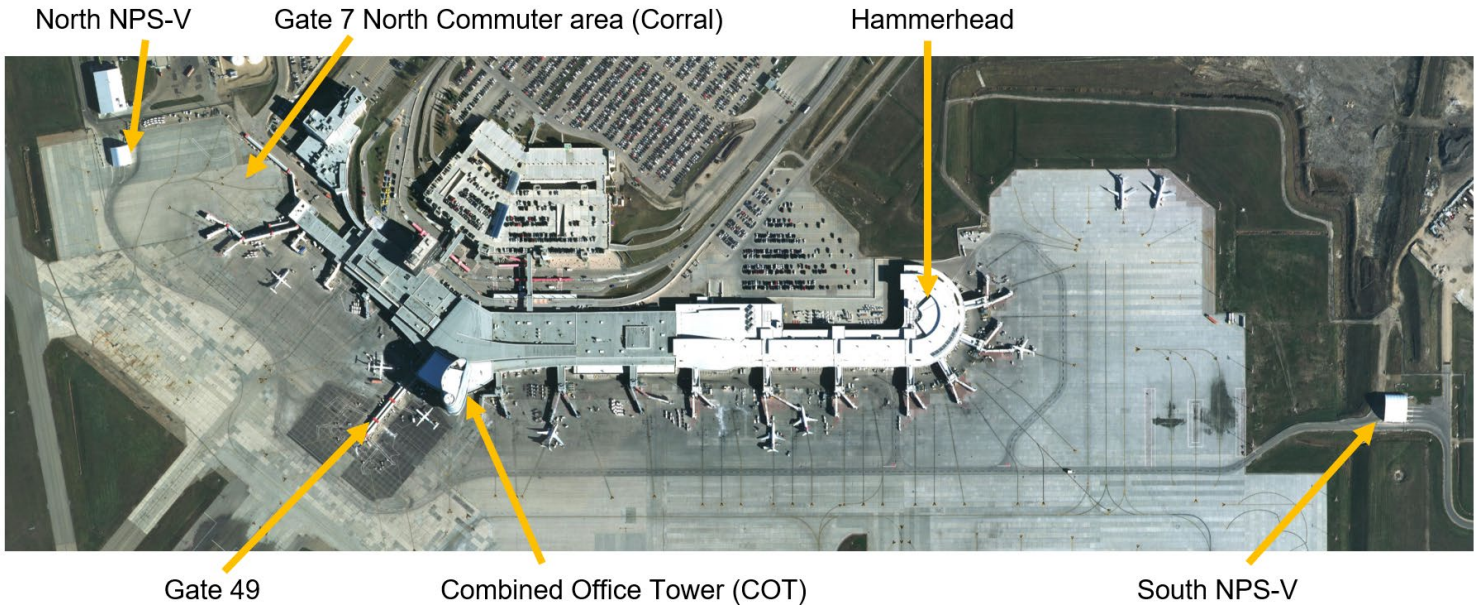
Vehicle

An automobile, bicycle, over-snow vehicle, truck, bus or any self-propelled vehicle or device in, upon or by which a person or property is or may be transported, carried or conveyed upon land and includes a machine designed to derive support in the atmosphere from reactions against the earth's surface of air expelled from the machine.

Warning Devices

A siren and flashing red light or red and blue lights.

AERIAL OVERVIEW



3.0 AIRSIDE VEHICLE OPERATOR'S PERMIT (AVOP)

The AVOP is issued by Edmonton International Airport (YEG) under the authority of the Vice President, Infrastructure, Facilities & Airport Operations. It provides the holder authorization to operate a vehicle on the airside area of the airport. No person shall operate a vehicle on the airside area of Edmonton International Airport unless:

- That person is in possession of a valid Provincial or Territorial driver's license with a class endorsement appropriate for the vehicle being operated
- The person is in possession of a (YEG) airside vehicle operator's permit
- The person possesses a valid Restricted Area Identification Card (RAIC)
- That person is escorted or accompanied by a person who is in possession of a (YEG) airside vehicle operator's permit.
- That person is authorized by the Vice President, Infrastructure, Facilities & Airport Operations to operate a vehicle in that area

There are 3 types of AVOP that require specific written and practical testing for each permit as described below:

- **D/A Permit:** A D/A or D-Aprons authorizes the holder to operate a vehicle on uncontrolled movement areas only which include aprons, certain taxiways and the airside service roads. Non-Controlled Movement Areas – Aprons; Taxiways K, R, S, T, U, W, Y and Airside Service Road(s)
- **D Permit:** authorizes the holder to operate a vehicle on all ATC-controlled maneuvering areas (taxiways and runways) in addition to the movement areas of the D/A permit. Restricted Operators Certificate with Aeronautical Qualification (ROC-A) is required for this permit. The ROC-A is also referred to as a radio license.

Please visit flyeia.com/avop for more details on requirements to obtain an AVOP. This will include how to be set up for online training in which a pass mark of 100% is required to receive a certificate of completion and scheduling a practical driving test.

4.0 AVOP EXPIRY

D/A and D permits will expire on the same date as the holder's Restricted Area Identification Card (RAIC). Renewal of the AVOP will require an appearance at the Pass Control Office to update personal information. The online training will need to be completed and proof of examination shown.

Permits are considered null and void after (6) months dormancy and the AVOP needs to be returned to the Pass Control Office.

- After the 6-month period, a proficiency check is required prior to reinstatement of the operator's AVOP. This involves the completion of a written exam and a practical driving test.

Additionally, an AVOP may be automatically suspended or revoked when:

- Holder's Provincial or Territorial driver's license is lost, suspended or expires.
- Holder is no longer employed in a position that requires them to operate a vehicle Airside.
- Holder has an aggregate accumulation of (18) AVOP demerit points or more

Dependent on the circumstance, AVOP requirements will be reviewed with the holder prior to renewal.

4.1 BASIC AVOP RULES

Safety is the first responsibility of any airside driver at YEG. At no time do operational considerations, such as time pressures, allow drivers to disobey the Airside Traffic Directives.

Any action that compromises safety (e.g., causing a vehicle collision) will result in a violation ticket and be treated as an offense under the demerit system.

Notwithstanding any other rules as described below, there is no substitute for keeping a clear head, using common sense on the apron(s) and maintaining situational awareness. With few exceptions, the seven rules below summarize the traffic directives:

- Obey all signs and markings
- Never drive on a controlled maneuvering area without a Valid D AVOP and ATC permission.
- Right of way in descending order goes to aircraft, emergency vehicles, snow removal equipment and fuel trucks.
- Obey all speed limits
- Always maintain situational awareness
- Operator of the vehicle is fully responsible for their actions
- If you see FOD pick it up

Safety is the first responsibility of any airside driver at YEG. At no time do operational considerations, such as time pressures, allow drivers to disobey the Airside Traffic Directives.

4.2 AVOP RULES AND SAFETY PRECAUTIONS

- No person shall operate a vehicle on a movement area unless the vehicle displays a provincial registration plate, or other means of identification issued or authorized by the Vice President, Infrastructure, Facilities & Airport Operations.
- No person shall operate a vehicle on any movement area while under a prohibition from operating a vehicle imposed by a court or judge.
- No person shall operate a vehicle on any movement area in a manner that, having regard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, persons or vehicles.

- To ensure undivided attention while operating, use of sound or visual entertainment systems by vehicle operators/employee pedestrians is not permitted.
- Making cell phone calls, texting or emailing on a hand-held device is prohibited in any movement area, as is the use of other electronic devices, in accordance with the Alberta Distracted Driving law. Hands-free cell phone usage is acceptable providing that the device is not held in the driver's hand and is activated by voice or a single touch to the device.
- During times of reduced visibility, headlights and taillights must be on whenever a vehicle is operating on all movement areas if the vehicle is manufactured with such lighting.
- Smoking and vaping are prohibited airside, including within vehicles and equipment, and are only permitted in designated areas.
- Driving vehicles over fuel lines, aircraft power cables and service hoses is strictly prohibited.
- Vehicles must never pass between aircraft enplaning or deplaning passengers and the terminal or gate. This is particularly important around commuter gates.
- Vehicles are not to overtake a taxiing aircraft.
- Operators and vehicles will remain clear of the scene of an incident/accident.
- Vehicles must not enter restricted areas established around VIP aircraft unless authorized by the Vice President, Infrastructure, Facilities & Airport Operations
- All vehicle operators are to maintain a listening watch of the radio if the vehicle has one provided.
- Driving under an aircraft wing is strictly prohibited.
- Driving under a passenger loading bridge is not permitted unless for maintenance or repair.
- No diesel vehicles are allowed in the baggage rooms.
- Vehicle operators shall remain a safe distance from areas affected by jet blast or propeller wash of maneuvering aircraft, and not pass in front of or closely behind aircraft with engines running unless the wheels of the aircraft are chocked or the Aircraft Marshall indicates permission to proceed.

- Vehicles can seriously interfere with electronic equipment. **Refer to Section.14.1**, for further detail. The locations of sensitive air navigation equipment are indicated on the Airport Site Plan of the Airside Traffic Directives.
- Vehicle operators shall use service and perimeter roads to reach field locations when these roads are available and time permits.
- No person shall operate a vehicle within 15 m. (50 ft.) of an aircraft being fueled or de-fueled except for the purpose of servicing that aircraft or as required when operating within a designated vehicle corridor.
- Operators shall reduce speed and maintain a careful lookout when near aircraft and corners of buildings or other installations
- When passing the firehall and driving on the airside service road, be aware that the firetrucks and other emergency vehicles may exit the building at a moments notice. watch for the flashing lights on the service road signs.
- If a vehicle has passed an ERS Emergency Stoplight / Warning Bell standard but has not yet obstructed the Fire Hall apron intersection, the vehicle must STOP. One MUST ensure that at no time this intersection is compromised. This makes it safer for the fire truck drivers to maneuver as required to whatever incident they are responding. Vehicles may then proceed when given direction to do so by ERS or an all clear is given by the ceasing of the stoplights and warning bells or is waved on.
- Use extra caution in areas of low clearance under bridge piers, or when entering the terminal building. Refer to vehicle marking requirements in **section 8.0**

“Always Maintain Situational Awareness”

This involves being aware of what is happening in the vicinity, in order to understand how information, events, and one's own actions have an effect, both immediately and in the near future.

5.0 RESPONSIBILITIES AND DUTIES

- Each employer must ensure that their employees are qualified to operate the vehicles and equipment for their designated roles airside.
- Vehicle operator must determine that his vehicle is operating satisfactorily and has the required safety equipment and markings (**See Section 9 Vehicle Safety Equipment**). All operators shall notify their immediate supervisor of any equipment malfunction including, but not limited to, lights, radios, decals and seat belts.
- Immediately report any hazardous condition to the Airport Operations Control Center (AOC) at 780 890 8327 so that corrective action may be taken. See **section 6.6** for incident reporting.
- All designated gates must be kept closed and locked to prevent unauthorized personnel or vehicles access to the airside restricted area.
- All vehicle operators shall ensure that no unauthorized access is granted while using an access point to the airside restricted area. If you notice a vehicle trying to get airside as you are going through an access point, block the vehicle with yours if safe to do so to prevent them from continuing. Immediately contact the AOC at 780 890 8327.
- A vehicle operator is fully responsible for their own actions. Taking direction from anyone other than ATC, which circumvents the AVOP rules is no exception, and the operator will be subject to the infraction applied.
- A vehicle operator is responsible for the action of those they are escorting. (**reference section 6.5**)

6.0 VEHICLE OPERATION PROCEDURES

6.1 RIGHT OF WAY

Before entering an airport movement area, the vehicle operator shall always visually check and ensure that aircraft are not approaching or departing.

Aircraft always have the right of way. Always check carefully to ensure that an aircraft is not approaching your vehicle. On taxiways, vehicles must give way to aircraft.

In descending order of priority, the driver will yield to:

- All aircraft, under power, during pushback, or under tow
- Emergency vehicles, Security vehicles, or Airside Enforcement Officer (AEO) with red lights on responding to incidents
- Snow removal and apron sweeping vehicles
- Fuel vehicles
- Other maintenance vehicles

- Other vehicles, yielding to vehicles on the right and those already established in a vehicle corridor

Every person operating a vehicle on an apron shall yield the right-of-way to pedestrians being escorted between an aircraft and the terminal building. This is particularly important when driving around gate 49 or the corral north of bridge 10. Defensive driving is strongly encouraged as others may not be fully aware of what going on around them. People make mistakes, and it's important to watch for others and avoid conflict at all times.

6.2 AIRCRAFT PUSH-BACK

While driving in the vehicle corridor, remain cautious at all times, looking to see if an aircraft is connected to equipment for push back from the gate. Watch for wing walkers and a Marshal along with red flashing lights on the aircraft as these are key indications of a push back. The bridge will also be retracted, and the chocks removed from the wheels. If these conditions exist, stop the vehicle and wait for the aircraft to be pushed past the vehicle corridor as they have the right of way. If in doubt always yield and remain cautious.

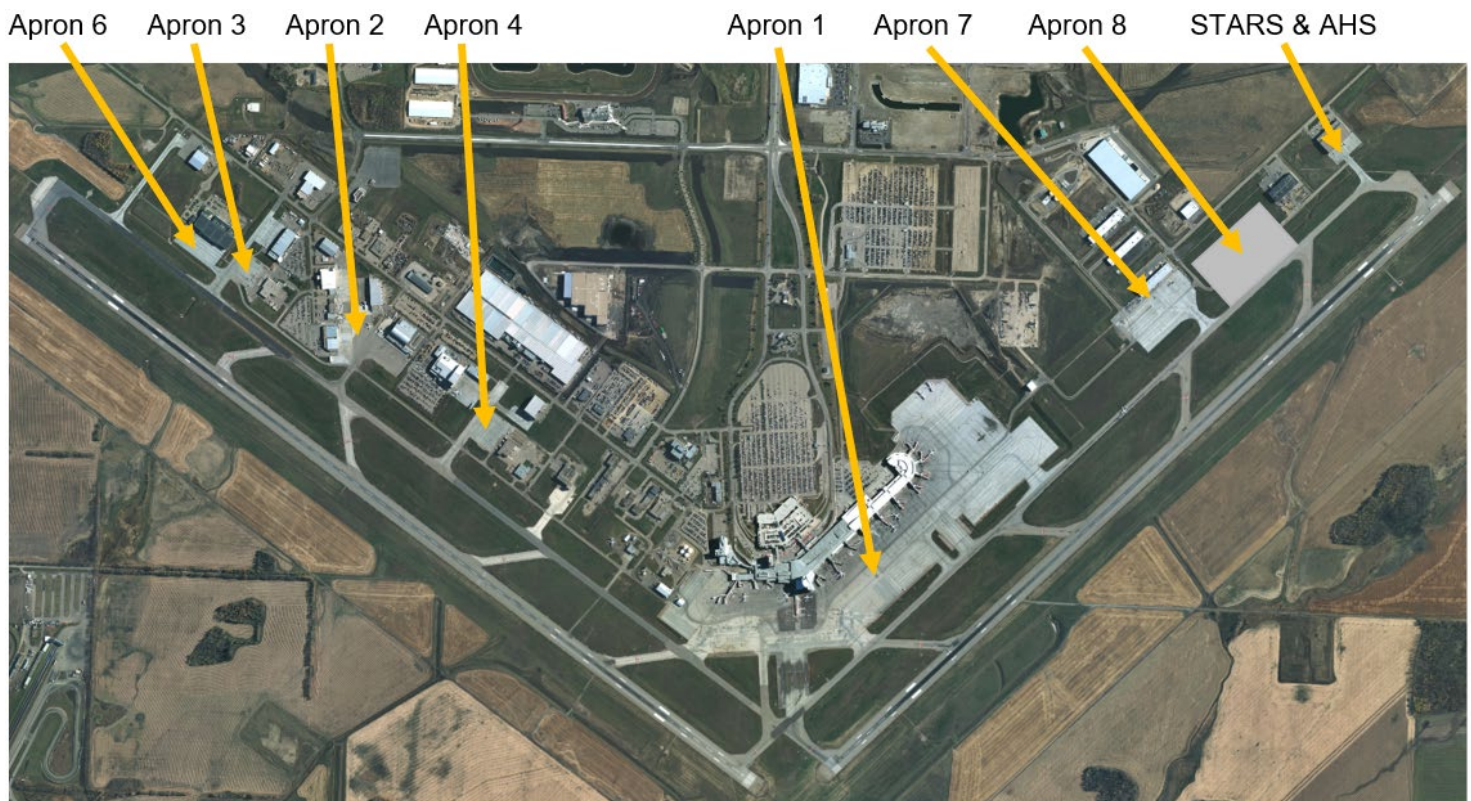
If you are a wing walker or marshaller, be courteous to those driving in the corridor and signal them if you know there is sufficient time for them to pass prior to push-back of the aircraft.

Once the aircraft and all those involved in the pushback are past the vehicle corridor, vehicles in the corridor may proceed if it is safe to do so. Once the equipment (tow bar, push-out, and headset) is disconnected, vehicles are no longer allowed to proceed. Remain extremely cautious and wait as they proceed back across the vehicle corridor to the gate and the aircraft proceeds to taxi. Do not proceed if the plane's wingtip looks like it will cross over the corridor road due to it not being pushed back far enough. Wait for the plane to get back on the main lead line in this situation.

Aircraft have the right of way and may cross into the vehicle corridor while turning to taxi. Do not proceed until it is safe to do so, and the aircraft is fully clear of the corridor.

6.3 UNCONTROLLED MOVEMENT AREAS

All aprons at YEG are uncontrolled. Taxiing aircraft and aircraft undertow, as a courtesy, shall inform the control tower of their impending maneuver. During push-backs, traffic information will be relayed to the Captain of an aircraft. Push-back is at the Captain's discretion. Vehicle traffic is not monitored or controlled by Air Traffic Services—the Airside Traffic Directives are used to regulate vehicle movement. However, vehicles equipped with radios capable of monitoring Ground Control frequency 121.7 MHz must do so in order to anticipate aircraft movements.



Apron 1

Apron 1 is uncontrolled, NAV Canada and YEG have an agreement on procedural/operational arrangements in which NAV Canada ATC - Unit provide advisories to the operation. Here are things to listen for that will give a better understanding of when an aircraft will be pushing back from the gate.

An aircraft will call NAV Canada on ground frequency 121.7 MHz with a request to push back from the gate and start the engines. NAV Canada will reply with an advisory to push and start at their discretion followed by taxi instructions.

An example may be: ATC - WestJet 1476 push back and start your discretion, taxi via Apron 1, Oscar and Alpha for runway 12.

Apron 2

Apron 2 is uncontrolled, there are several Fixed Base Operators (FBO's) which may use a UNICOM Frequency to communicate between ground crews and aircraft. It is important to be aware of this as aircraft can taxi on Apron 2 without contacting the ground for some time. When aircraft are leaving Apron 2 to access Taxiway Bravo they will call ground on 121.7 MHz and receive permission for NAV Canada. Although it is not as busy as Apron 1, maintain situational awareness all times to avoid conflict with any traffic.

Apron 4, 6, 7

These aprons are uncontrolled and there will be no request to push back from their parking position prior to taxiing for either Alpha or Bravo. It is again important to maintain situational awareness.

Apron 8

This Apron is uncontrolled and unique to operations as the Southwest edge abuts the controlled maneuvering area Taxiway Alpha. There will be a request to push back by the pilot from their parking position with a directional request onto Taxiway Alpha. As the push back tug operator will be entering an area under active control by Nav Canada, there is a requirement to hold a D AVOP for this operation. This includes the tug operator having a radio tuned to ground freq 121.7mHz to maintain radio communication with the pilot in command of the aircraft under pushback.

DE-ICING AREAS

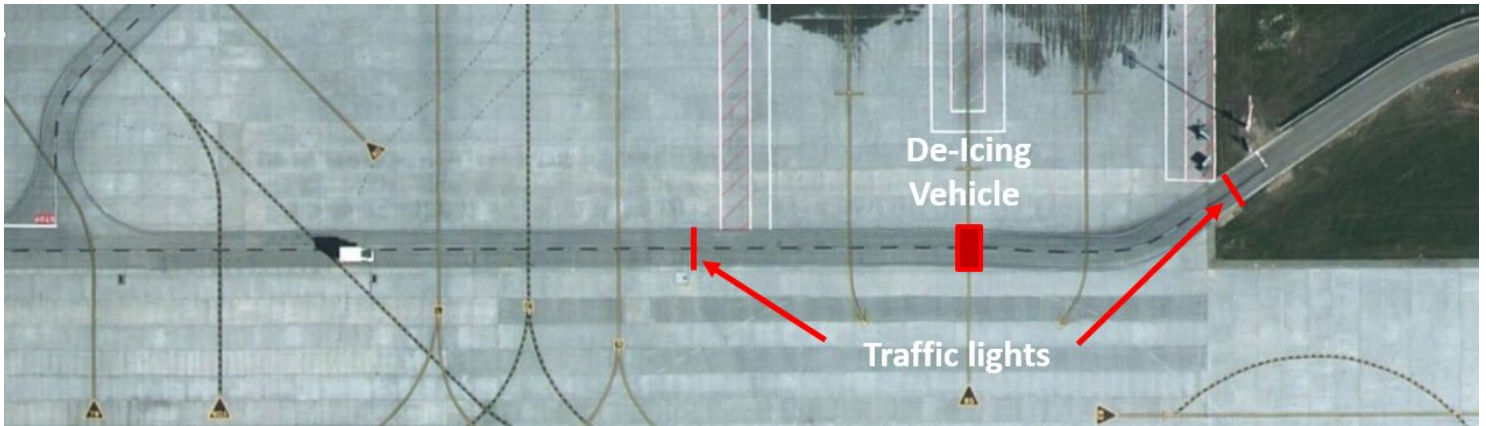
On Apron 1 there are 3 different locations where aircraft are de-iced prior to departure if required.

- DF1 - located on Taxiway P
- DF2 - located on Taxiway AD
- DF3 - located on the southeast end of Apron 1

When these areas are active, there is no traffic allowed within the de-icing area as they are radio-controlled by the de-icing provider. Use extra caution around DF3 and always remain within the vehicle corridor.



DF3 traffic lights for control during increased activity.



6.4 TOWING RESTRICTIONS

The maximum number of units that can be towed by a vehicle on Aircraft Movement Areas is as follows:

- 6 tub carts
- 6 containers (ref. LD - 3)
- 4 pallet carrier (ref. LD - 9)

The operator should reduce this number if weather and/or road conditions deteriorate. The operator should ensure the load they are towing doesn't exceed 2.5 m in height if they drive under the bridge piers.

Operators are responsible for the loads they are carrying or towing. Loads must be fastened or covered in order to prevent the load from coming loose and posing a danger to aircraft, vehicles, and pedestrians.

Aircraft being towed on non-controlled movement areas must always monitor ATC ground control on 121.7 MHz .

Aircraft being towed on Maneuvering areas must follow company operating procedures that ensure the operator has a valid D AVOP permit.

No operator shall tow an aircraft on an active movement area at night unless the aircraft displays operating wingtip, tail and anti-collision lights or is illuminated by lights mounted on the towing vehicle and directed at the aircraft – as outlined in Section 301.08 (b) of the CAR's

Use extra caution when turning around with carts. A sharp turn can whip the carts causing them to tip over or slide on icy surfaces.

6.5 RULES OF AIRSIDE VEHICLE ESCORT

- Airside escort is required for any vehicle operated by a person who does not hold a valid Airside Vehicle Operator's Permit (AVOP).
- Responsibility for providing an escort to a vehicle operated on the airside rests with the person who invited the vehicle to airside.
- Escorting of a vehicle on the airside of the airport may be provided:
 - By a valid AVOP holder seated next to the normal operator of the vehicle
 - By a valid AVOP holder guiding the other person on a "follow me" basis either:
 - a. in a separate vehicle; or
 - b. as a pedestrian
- Person who provides escort service is responsible for the movement and parking of the escorted vehicle while the vehicle remains within the airside areas.
- Vehicle being escorted must have either a rotating beacon or the hazard lights engaged.
- Occasional use of vehicles or equipment not equipped with standard safety markings may be permitted on the apron while under the escort of a vehicle so equipped.
- Person being escorted must have a valid temporary yellow pass.
- An escort may not lead or direct the escorted vehicle into any area of the airside to which the escort is not authorized to operate a vehicle under his/her AVOP.
- Maximum 2 vehicles plus 1 escort vehicle on aprons and 6 vehicles elsewhere.
 - permission may be granted for mobilizing large amounts of specialized construction equipment upon review of the plan and completion of a safety case.
- The foregoing rules are in addition to but do not replace or otherwise supersede any other rules or regulations respecting the control of vehicles on the airside and any security regulations applicable to the airport.

6.6 INCIDENT REPORTING

Any EMERGENCY situations shall be reported to the Fire Hall immediately 780 890 7911.

All incidents, accidents, and property damage must be reported to the Airport Operations Centre (AOC) immediately at **780 890 8327**.

Preserve the integrity and freeze the scene as much as possible. Be prepared to describe the following to the AOC:

- Date and time
- Location
- Names of those involved
- Incident description
- Thoughts on the root cause

**If the AOCC is unavailable, please contact the Security Operations Control Centre (SOCC)
780 890 4333**

The ATC -Unit must be notified immediately on ground frequency 121.7 MHz of any incident within a controlled maneuvering area.

Transport Canada regulates YEG to maintain a Safety Management System (SMS) for incidents that occur airside. The main goal of the SMS program is to analyze all incidents to prevent future occurrences.

6.7 NORTH & CENTRAL COMMUTER AREAS

All vehicles other than those providing ground support to aircraft in these areas must remain in designated vehicle corridors at all possible times. Non-support vehicles should refrain from operating in any area in which passenger pedestrians are enplaning/deplaning or have been designated for such purposes.

6.8 VEHICLE CORRIDORS

All vehicles operating on Apron 1 must utilize the vehicle corridor system delineated by two solid white lines painted 7.5m apart, divided by a single white broken line along the centre.

All vehicles (with exception of vehicles noted below) must operate within vehicle corridors when moving about Apron 1, (e.g., to or from aircraft stand/parking position across aircraft taxi lanes, etc.)

Only these vehicles may operate outside the corridors:

- Emergency vehicles, with warning devices operating, when responding to an emergency.
- Vehicles such as maintenance, Security, RCMP, and snow removal vehicles, that require access to other areas of the apron when performing their duties. It is not acceptable to leave the vehicle corridor when waiting for an aircraft that is taxiing for the gate.

If caught in a situation where the aircraft is approaching you, turn out of the way and move to avoid conflict.

Vehicles already in a designated vehicle corridor have right-of-way over all other vehicles attempting to enter. Where thoroughfares intersect, the vehicle on the right has the right-of-way. You must use the right-hand lane of a designated vehicle corridor and passing other moving vehicles is widely discouraged.

Use caution when driving in the vehicle corridor and keep a watch out for taxiing aircraft that may cross the corridor or park on it for a short time. For safety reasons aircraft follow a taxi lane to maintain wingtip clearance and lead-in lines to the gates and bridges. Apron 1 is uncontrolled and there are no guarantees the aircraft will not veer away from these taxi lanes or lead-in lines.

If a vehicle corridor is obscured for any reason, such as faded paint or snow cover, operators should conform as nearly as possible to its location, and exercise caution.

On aprons 2,3,4, & 6, where vehicle corridors have not been designated, you should use extra caution. Avoid, as much as possible, operating in aircraft taxi lanes and cross aircraft taxi lanes only at right angles. Passing is not encouraged but under the following stringent conditions would be acceptable:

- Section of the corridor immediately in front is clear of aircraft, vehicles, and/or personnel activities.
- Applicable posted speed limit is not exceeded.
- Pass no more than one vehicle/tow at a time so long as it is travelling 15 km/h or slower than the posted speed limit.
- No operator of a vehicle shall overtake or pass another vehicle at or within 30m. (100 ft.) of a pedestrian crosswalk or pedestrian walkways (Gates 7, 14 and 49)

Areas within aircraft stands are provided for the free movement of ground service vehicles and for the purpose of loading and unloading passengers.

6.9 AIRSIDE ACCESS

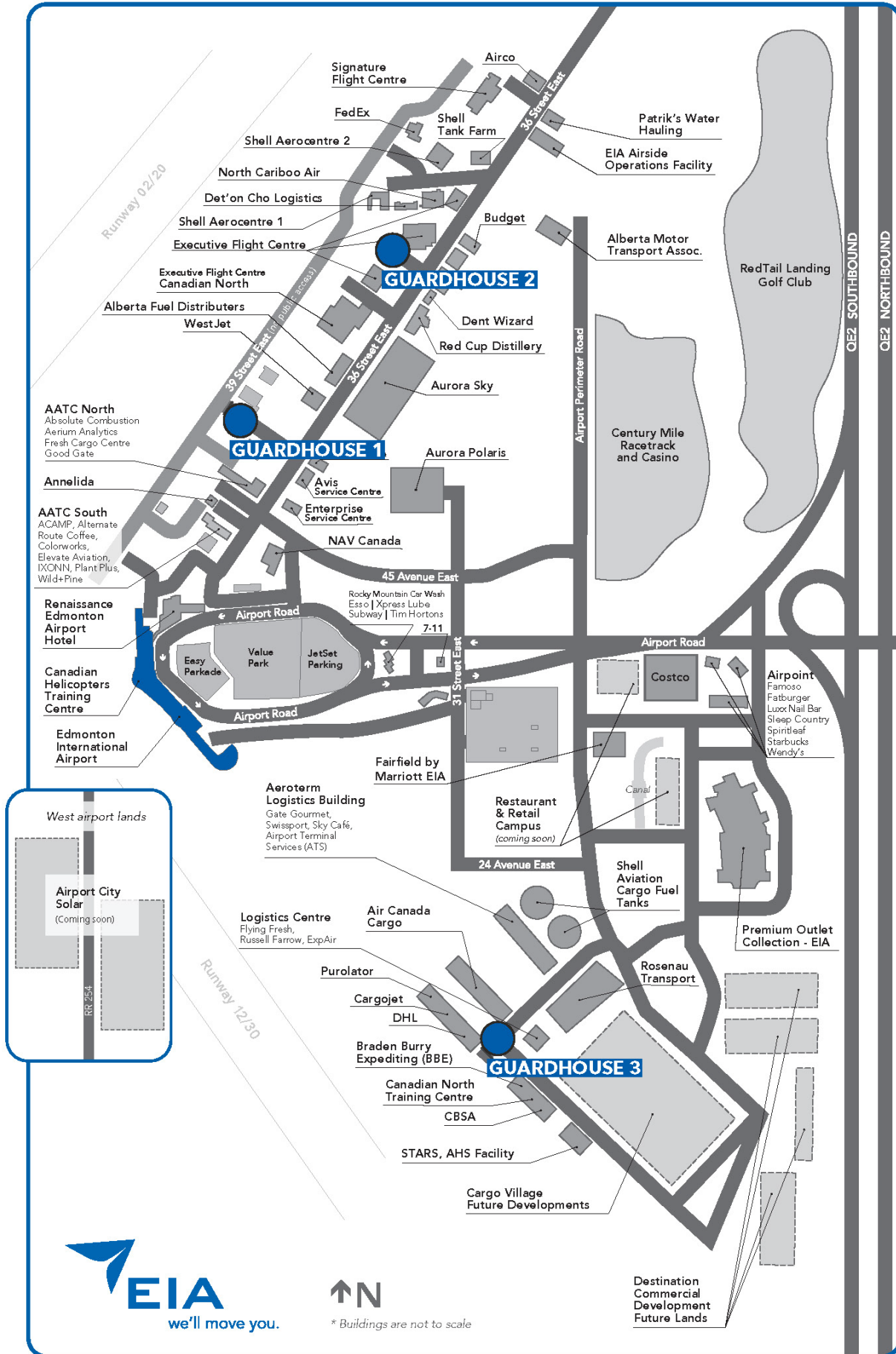
Airside Access by vehicles onto airside movement areas, service roads, and other areas within the security fencing is provided through three guardhouse checkpoints:

(see image for description on the next page)

Be vigilant to ensure there is no unauthorized access to Restricted Areas/Airside by vehicles or persons – stop and wait until you can see gates closed and doors secured.

Security may establish temporary guardhouse checkpoints and other access points during the construction season and for other operational requirements. It is important that when a temporary access point has been set up, staff entering the airside restricted area through these points must follow all instructions and protocols set in place by security. All designated gates in the security fencing must be kept closed and always locked.

EDMONTON INTERNATIONAL AIRPORT SITE MAP



6.10 CLEAR ZONE SECURITY REQUIREMENTS

No vehicle or stationary object(s) shall be parked or stored closer than 1 meter airside and 3 meters landside of the primary security fence. This is a security measure in place to prevent unwanted access to restricted areas over the perimeter fence.

6.11 NON-PASSENGERS SCREENING - VEHICLES (NPS-V)

CATSA has enhanced the NPS program according to international standards set by the ICAO which ensures that non-passengers always enter restricted/sterile areas at identified airports via CATSA checkpoints - both inside the air terminal building and airside - as of April 1, 2016.

Apron I has two checkpoints, North and South. All airside vehicles and their occupants are therefore subject to CATSA random screening prior to entering the Main Apron. Fast and efficient screening depends upon maintaining calm and respectful demeanors - on both sides of the process. Ensure to leave enough time to go through the screening process while carrying out operational duties.

7.0 PEDESTRIANS

The use of a high visibility traffic vest or clothing with reflective bands is required by staff personnel on the aprons outside a vehicle and at a distance of more than 3 meters away from a building.

- Pedestrians are discouraged from walking across large aprons, particularly Apron 1, unless using a designated pedestrian walkway. Apron 2 has no designated pedestrian walkways. In such cases, one should take necessary precautions such as arrange for transportation to cross.
- Passenger pedestrians must be escorted while enplaning and deplaning at commuter operational stands.
- Every operator of a vehicle shall yield the right-of-way to a pedestrian.
- No pedestrian on an apron shall impede, interfere with or obstruct in any way the free movement of apron traffic except in the course of their employment relating to the control of that traffic.

8.0 SAFETY EQUIPMENT FOR MOVEMENT AREAS

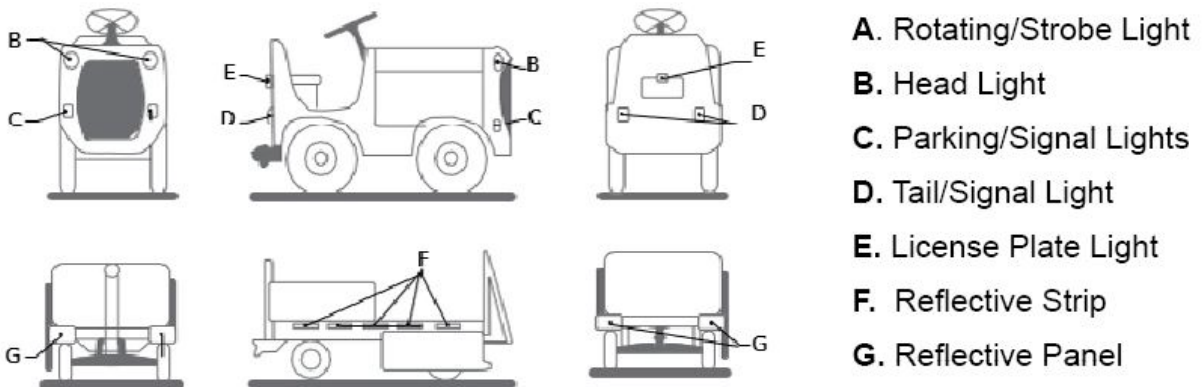
All vehicles that will be operated or driven on airside must be equipped with a rotating/strobe warning light that must be turned on unless the vehicle is under escort by a vehicle so equipped. If equipped with headlights, these must also be always turned on while on the movement area.

The rotating/strobe warning lights shall be mounted on the vehicle in a location that will permit the beam to be seen by aircraft or surface traffic from any position within 360 degrees. The enclosing globe of the warning light shall be amber for all vehicles.

If a vehicle is equipped with seatbelts, they must be worn at all times by the operator and any passengers.

Exceptions:

- Occasional use of vehicles or equipment not equipped with standard safety marking may be permitted on the apron while under the escort of a vehicle so equipped
- Aircraft fueling vehicles that have an overall height in excess of 3.5m are permitted to mount 360 degrees rotating/strobe warning lights on the vehicle cab provided that tail signal lights are operated in conjunction with the 360-degree beacon lamp to provide an adequate indication to the rear of the vehicle.
- A low clearance warning or advisory sign must be displayed on vehicles, so it is visible from the driver's seat. This needs to be placed on vehicles that would exceed the height limits under bridge piers, or vehicles that would tow stairs or other equipment under these height-restricted areas.



8.1 ADDITIONAL RECOMMENDED SAFETY EQUIPMENT

- It is important to have a cell phone or radio as a means of communication while operating airside for emergency purposes.
- Fire extinguishers and a first aid kit are recommended to be in all vehicles.

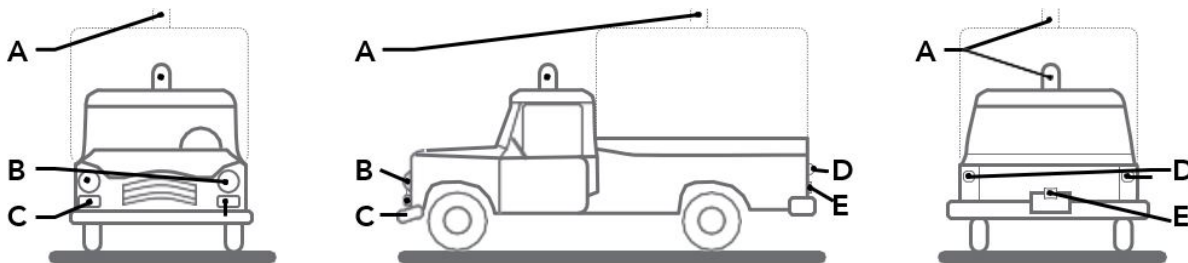
8.2 SELF-PROPELLED VEHICLES

All self-propelled vehicles shall be equipped with markings and lights. When in the active apron area, all non-flashing lights shall be operated during the hours of darkness or reduced visibility conditions. Rotating/strobe warning lights and/or flashing tail or signal lights shall be turned on at all times the vehicle is operating on the apron.

The operator shall complete a **walk around** prior to the use of the vehicle to ensure it is suitable for use. See a list of items below to keep in mind while checking the vehicle.

- Check for any damage to the vehicle.
- Check tire pressure to ensure proper air for operating.
- Check for fluid leaks under or around the vehicle.
- All lights identified in these standards are maintained in a fit and operating condition consistent with their intended use
- All reflective material is maintained in a fit and functioning condition.

8.3 SELF-PROPELLED VEHICLES WITH CAB



8.4 SELF-PROPELLED VEHICLES WITHOUT CAB

Tail/signal and parking/signal lights on self-propelled vehicles without cabs or beacon lights shall be equipped with an automatic flasher so that the lights flash alternately on and off in unison.

When the vehicle is licensed for operation on municipal, territorial, or provincial roads, a separate circuit will be maintained to these lights so they may be operated separately. These lights may be incorporated with tail-brake-direction-signal light systems.

8.5 EQUIPMENT MARKINGS

The vehicle owner, or lessee in the case of leased vehicles, shall ensure that all non-self-propelled vehicles and equipment are equipped with reflective material as follows. A yellow or red and white, reflective strip approximately 38 mm in width shall be mounted along the full length of the equipment or apparatus.

8.6 BAGGAGE CARTS

A yellow or red and white reflective strip approximately 38 mm in width shall be mounted along the length of the metal bar affixed to each side of the cart, on which the hinges of the side panel are attached, or in a similar position to ensure that the reflective material is visible regardless of the attitude of the side panels. Include yellow/black stripes on lower corners front and rear.

9.0 SPEED LIMITS (MAXIMUM OR LESS)

APRONS I, II, III, IV, VI, VII and STARS / AHS: 30 km/h

AIRSIDE SERVICE ROADS: 50 km/h

Reduce speed to 30 km/h when crossing or driving on uncontrolled movement areas such as: K, R, S, T, U, W, Y.

During construction season some maneuvering areas will be **NOTAM** closed for the duration of the construction.

When a Maneuvering area is NOTAM closed, the speed limit is **50 km/h**.

Ensure when passing others in the NOTAM areas that you slow to a maximum of **30 km/h**.

This is a unique construction area and there is a need for heightened situation awareness while watching for those working in the area.

LASER RADAR ENFORCEMENT

Airside Enforcement Officers (AEO) use a laser radar gun to measure the speed of a moving vehicle. Multiple readings are taken to get an average speed, and if found to be higher than these limits, an infraction may be issued.

INSIDE THE BUILDING

Bag rooms, tunnels, and other interior parking locations: **slow to walking speed**.

Although speed is hard to review on security cameras, if concerns are brought up by those in the area of work, infractions may be applied based on their witness statements. Remember to be respectful of those sharing the same work environment as you.

10.0 PARKING RESTRICTIONS

- No person shall park an aircraft fuel servicing vehicle within 15 m. (50 ft.) of any airport terminal building, aircraft cargo building, an aircraft hangar or any other airport structure designed to house the public that has windows or doors in any exposed walls.
- No person shall park a vehicle in a way that would block fuel servicing vehicles from an emergency departure. ref. 5.12.1 NFPA (National Fire Protection Agency): Aircraft fuel servicing vehicles and carts shall be positioned so that a clear path of egress from the aircraft for fuel servicing vehicles shall be maintained.
- Vehicles must also not park behind a catering truck involved in servicing an aircraft.
- No person shall, without the permission of the Vice President, Infrastructure, Facilities & Airside Operations, park a vehicle in any area not intended for such purposes.
- No person shall park a vehicle in any area designated by a sign as a loading area.

- Wherever possible and practical, all vehicles and equipment should be backed into parking areas. This is particularly important around air terminal buildings, loading bridge areas, and other heavy traffic areas.
- Equipment and vehicles shall not be parked or left unattended on vehicular corridors or aircraft movement areas without the permission of the Vice President, Infrastructure, Facilities & Airside Operations.
- Vehicles must be parked only in approved areas when not in immediate use.
- Ensure baggage cart brakes are set or chocked likewise any vehicle, air-stairs, etc. which may have the potential of rolling.
- Do not to park or store anything in front of an emergency fuel shut off E-STOP buttons
- No parking inside the terminal building unless in a designated area approved by leasing.
- Safe zones are red and white lines on the apron which outline the aircraft parked at the bridges or gates. No equipment is to be parked inside of these zones unless for the immediate servicing of aircraft within the zone.
- The fire lanes immediately north and adjacent to bridges are to be kept clear of vehicles and equipment. They are identified by red hash marks.

11.0 FOREIGN OBJECT DAMAGE AND DEBRIS (FOD) AND LITTER

No person shall:

- Throw, deposit or knowingly leave on a road, apron or movement area any glass, nails, tacks, scraps of metal, chemical substance or other material that may damage any aircraft or vehicle
- Throw, deposit or knowingly leave any form of trash or garbage except in FOD containers.
- Foreign material such as mud and gravel can seriously damage aircraft engines. Vehicle operators, therefore, should ensure that the surfaces of movement areas are kept clean by checking that wheels, tires and mud flaps etc. are clean before they enter these areas. If foreign material is deposited on these surfaces and the operator is incapable of immediately eradicating it, then the operators shall notify the AOC and arrange for immediate removal.

- All potentially hazardous FOD immediately threatening the safety and security of aircraft on movement areas, as common sense would dictate, should be picked up by the finder and reported immediately to the AOC directly or through his/her supervisor. The finder should check the immediate area for further debris prior to departing the area.

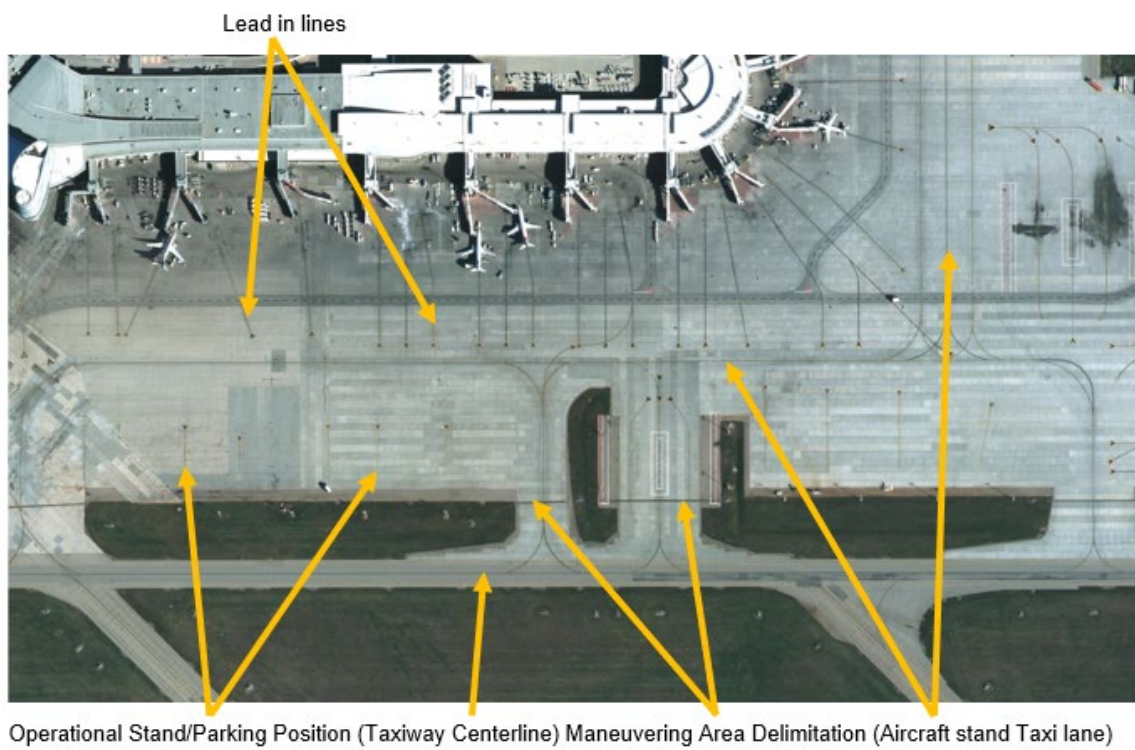
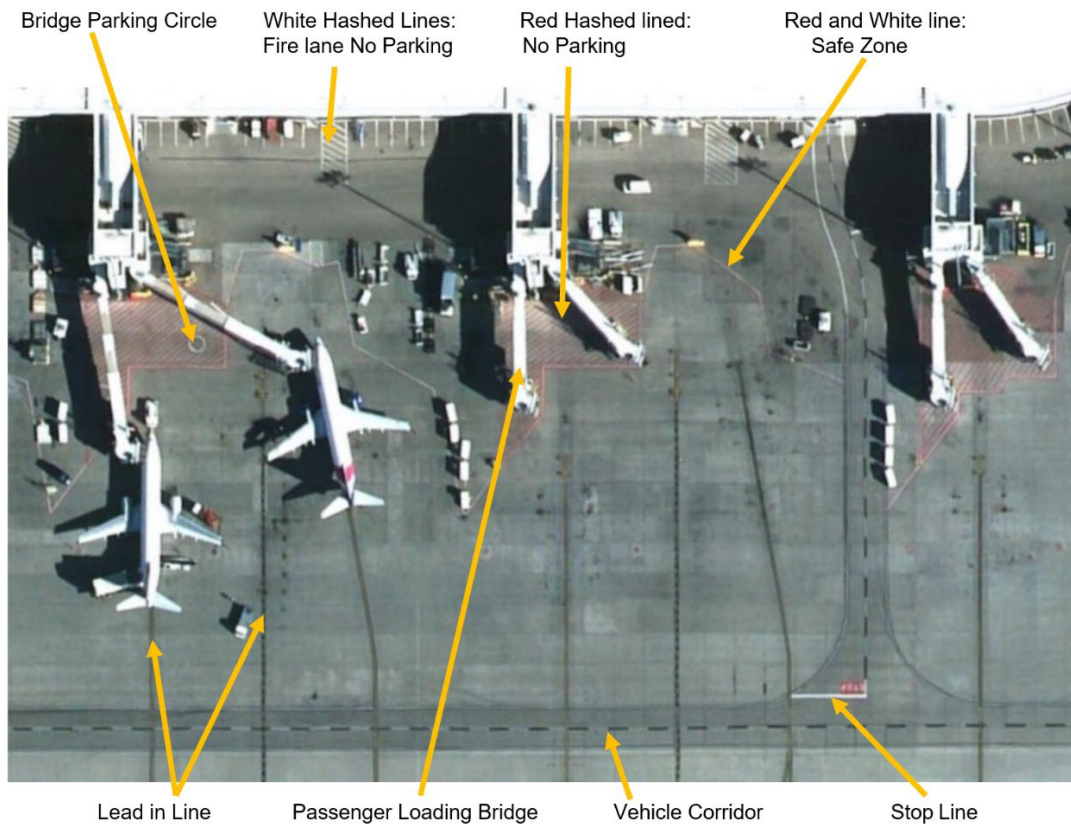
Note: Ground Control shall also be immediately apprised of FOD.

Example: specific location, affected area, and nature of FOD, particularly if it involves fragments of rubber tire or metal as may apply to an aircraft, including evidence of a bird/wildlife strike.

Picking up FOD or garbage is everyone's responsibility.



12.0 VISUAL AIDS



AIRSIDE MARKINGS: GATE 49

Red and White Lines: Safe Zones

White Hashed Lines: Fire Lane No Parking



Passenger Walkways

Lead in Lines

12.1 UNCONTROLLED MOVEMENT AREAS MARKINGS:

Aircraft Stand Taxi Lane: A single yellow line extending along the apron. The nose wheel of the aircraft is centered on this line to ensure that the main wheels are on pavement and that the wings will not contact known obstructions (e.g. buildings, light standards).

Crosswalk / Passenger Walkways

Any portion of a road, an apron or any other area designated by a sign or surface marking as a walkway.

Designated Vehicle Corridor:

A road delineated by surface markings on an apron. Parallel 150 mm. (6 in.) wide, solid white lines spaced 7.5 m. apart to provide guidance to vehicle and equipment operators. pedestrian crossing.

Lead-in Lines: Initiated by a yellow triangle with a numerical identifier, a line that guides the aircraft to a passenger loading bridge, aircraft stand parking position or de-icing position.

Movement Area

That part of an Aerodrome to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.

Non-Controlled Movement Area

That part of an Aerodrome which is not controlled by ATC - ground control for all aprons and sections of taxiways as they cross aprons.

Operational Stand/Parking Position:

An area on an airport apron designated for the parking of aircraft for the purpose of loading and unloading passengers, and the provision of ground service.

Stop Line: A white line that crosses a vehicle corridor or service road next to a stop sign. This line indicates the location a vehicle is to stop.

Maneuvering Area Delimitation: This marking identifies the transition from a non-controlled movement area to a controlled maneuvering area. The line is painted as a single dashed yellow parallel with a solid yellow line.

12.2 MANEUVERING AREAS MARKINGS:**Maneuvering Area (taxiways and runways)**

The part of an aerodrome, other than an apron, that is intended to be used for the takeoff and landing of aircraft and for the movement of aircraft associated with takeoff and landing.

Holding Bay

A defined area where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft.

Taxiway

That part of an Aerodrome used for maneuvering aircraft and airport equipment between the apron area and runway.

Taxiway Centerline: A yellow centerline marking on a taxiway that an aircraft nosewheel will follow to ensure proper wingtip clearances while operating on all movement areas.

Runway Holding Positions: Also known as Hold lines: 4 yellow Parallel lines in which 2 are solid and 2 are broken. Clearance must be given by the ATC unit prior to proceeding across from the solid line side. These lines are set back at 90m or 295' from the runway centerline for the runway strip.

Enhanced Taxiway Centerline: Broken yellow lines 15m from the runway holding position on either side of the taxiway centerline. This is to enhance the identification of the upcoming holding position.

Runway Centerline: A series or group of white parallel lines to identify runway center.

Runway Designation (Runway Numbers): A number identifying the magnetic heading of a runway in tens of degrees. They are placed immediately past the threshold markings. Vehicle operators should know the various runway headings (numbers) and their location on the airport. (Refer to Airfield Plan chart)

Runway Threshold: A series or group of white parallel lines that identify the beginning of that portion of the runway usable for landing.













Temporarily Displaced Threshold: In the event the threshold is required to be displaced for construction or other reason, 3 black and white striped board will set on either side of the runway for a total of 6, to identify the location of the displaced threshold.

Permanent Displaced Threshold: In the event the threshold is required to be relocated for an extended period of time, new threshold markings will be applied. These will include arrows pointing to the beginning of that portion of the runway usable for landing.

Maneuvering Area Delimitation: This marking identifies the transition from a non-controlled movement area to a controlled maneuvering area. The line is painted as a single dashed yellow parallel with a solid yellow line.

13.0 DIRECTIONAL SIGNAGE:

Airside Guidance Signs

Sign and Location	Illuminated Display	Driver Action/Sign Purpose
 yellow on black / white on red	 yellow/red	Must hold at the hold position marking or abeam the sign until radio authorization to cross is given by the Control Tower
 white on red	 red	Must hold at the hold position marking or abeam the sign until radio authorization to cross is given by the Control Tower
 yellow on black	 yellow	Identifies the way on which the vehicle is currently positioned
 black on yellow	 white	Indicates the name and direction of the upcoming way
 black on yellow	 white	Indicates the name and direction of the upcoming way
 black on yellow	 white	Used to provide general directions to a specific area

13.1 EDGE LIGHTING FOR MOVEMENT AREAS

Different colored lights are used to indicate the edge of various aircraft movement surfaces.

Double Blue Lights: Identify an intersection between an apron and taxiway or two taxiways.

Double Blue next to White Lights: Identify where a taxiway intersects with a runway.

White Lights: Identify the edge of runways

Double amber lights: Identify when going from a non-controlled movement area to a controlled maneuvering area. For example, there are double amber lights between aprons and taxiways.

Blue Lights: Identify the edge of Aprons and Taxiways

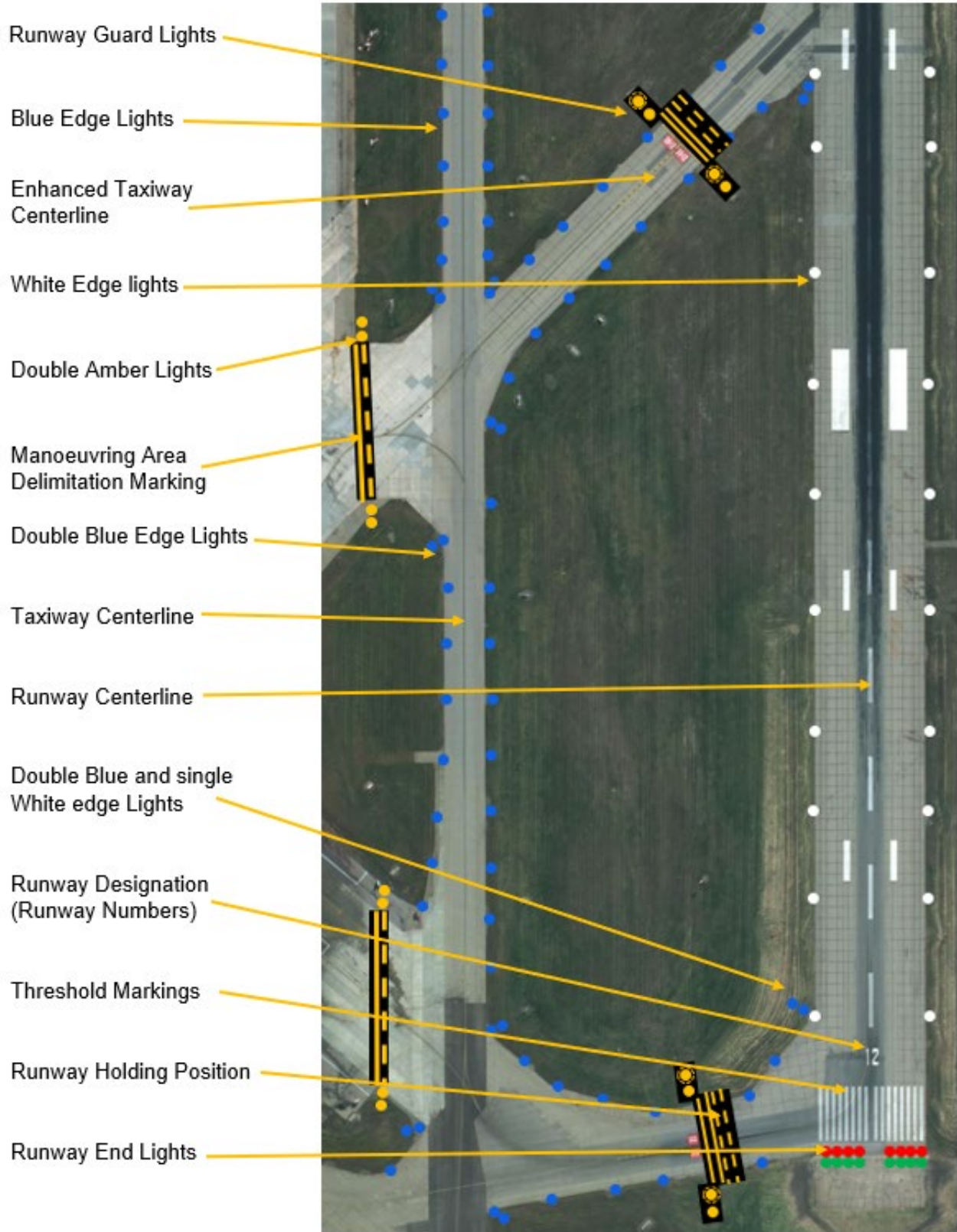
Runway Guard Lights: A double amber light that alternates flashing on and off are provided at each taxiway/runway-holding position. They are associated with a runway operating in visibility conditions below RVR2600 ($\frac{1}{2}$ SM).

Runway End Lights: Red and Green light to identify the end of the runway.

Every vehicle operator must know the meaning of these lights and surface markings to avoid entering areas where they are not permitted.



AIRSIDE LIGHTS AND MARKINGS



14.0 RADIO TELEPHONE PROCEDURES

14.1 GENERAL

- Hold background-noise-canceling microphones as close to the lips as possible. Hold most other microphones approximately 6.5 cm. (2-3 in.) in front of the mouth.
- Listen out first to ensure that you will not interrupt another transmission, then: depress the “press to talk” (PTT) switch before beginning to speak and keep it depressed for the entire transmission. Avoid clicking on and off. When the transmission is finished, release the PTT switch immediately.
- Speak plainly and distinctly to prevent running consecutive words together.
- Do not shout, accentuate syllables artificially, or speak too rapidly
- Use standard procedure words and phrases and standard airport terminology.

Always:

- Monitor the radio at all times when in the Controlled Maneuvering Area. No vehicle operator may leave a vehicle radio unattended while in the Controlled Maneuvering Area except with the specific permission of the Ground Controller or Flight Service Specialist
- Advise Ground Control (121.7 MHz) or Flight Service Station when your vehicle has exited the Controlled Maneuvering Area.
- Report completion of activity only after it has been completed i.e., report being off a runway only after your vehicle is at least 61 m (200 ft.) away from the runway centreline or has crossed the hold line, not while you are in the process of leaving.
- Ensure that you fully understand all instructions given by a Ground Controller or Flight Service Specialist before entering within 61 m. (200 ft.) of an aircraft Controlled Maneuvering Area or crossing an active runway.
- In addition to any permission given by radio to proceed into or within the Controlled Maneuvering Area, check visually to ensure that you will not interfere with any aircraft on or approaching the path you have been given permission to follow.
- Use the radio call sign in full for the vehicle you are operating in every radio transmission.
- Whenever non-radio-equipped vehicles and equipment are operating in groups or fleets with a radio-equipped vehicle, they shall be under the control of a qualified employee responsible for requesting and acknowledging all ground control instructions.

- Before proceeding onto Controlled Maneuvering Areas the vehicle operator shall contact the ground controller for permission to proceed to a specific location by a specified route. The vehicle operator shall acknowledge all instructions from the ground controller as understood, or request that the instructions be repeated if not understood. The operator shall proceed, only along the specified route to the specified location unless he receives alternate instructions.
- Requests for permission to proceed into the Controlled Maneuvering Area shall include: (ATC prefer call-up/request in the one call for expediency)
 - Full vehicle identification
 - Current location
 - Intended activity/work to be performed while in the maneuvering area and/or specific destination and intended route/progressive (otherwise, the Ground Controller will normally specify the route to be followed)
 - Time the vehicle and/or the person will be in the maneuvering area (if applicable)
- Whenever an operator is instructed to hold short of a runway or is awaiting permission to cross or to proceed onto a runway, the operator shall hold the vehicle 61 m. (200 ft.) from the centre line of the runway, or behind the solid yellow on taxiways so marked. Always read back “hold short” instructions, followed by the vehicle call sign in full.
- When instructed to leave the runway, vehicle operators shall acknowledge instructions and proceed to a taxi holding position or to a safe position off to the side of the runway at least 61 m (200 ft.) from the centre line of the runway, or past the hold line. Once in a holding position, vehicle operators shall inform the ground controller that they are off the runway and give their exact position.

Note: Vehicles and equipment sometimes may have to operate within 61 m. (200 ft.) of the runway. When this happens, the operator must inform the ground controller of the approximate distance of the vehicle or equipment from the nearest runway edge.

If equipment breaks down, the operator shall immediately notify ground control of the location and difficulty and ask for assistance. If the radio fails while the vehicle is in the controlled maneuvering areas, turn the vehicle to face the control tower and flash the headlights off and on. The ground controller will respond using the following light signals:

- Flashing green light – proceed
- Steady red light – stop, hold your position
- Flashing red light – vacate the runway

- Flashing white light – return to the starting point on the airport

Note: In the course of moving from the controlled maneuvering area, the vehicle operator must hold short of each intervening runway and receive permission to proceed (flashing green light signal) before crossing the runway.

If your radio and vehicle both fail while in the Controlled Maneuvering Area, light and place red, road flares approximately 30 m. (100 ft.) ahead of and behind the vehicle in a line parallel to the nearest runway or taxiway as a warning to aircraft. If the flares when placed are not likely to be seen from the control tower due to snowbanks or other intervening obstructions, light and place one or more flares near the vehicle where they may be clearly visible from the control tower. Stay with the vehicle.

In adverse weather conditions normally associated with the combined vehicle and radio failure, the vehicle may provide your best protection until help arrives. The blinking on and off runway lights is a warning signal for all vehicles to leave the runway immediately.

Vehicles can seriously interfere with electronic equipment. No vehicle should proceed closer than 150 m. (500 ft.) from an Instrument Landing System (ILS) transmitter building except with permission of the Ground Control (121.7 MHz) / Tower (118.3 MHz) or Flight Service Station.

14.2 ICAO PHONETIC ALPHABET/PRONUNCIATION OF NUMBERS

Always use the International Civil Aviation Organization (ICAO) Phonetic Alphabet when phonetics is required for clarity in radiotelephone communications

Letter	Word	Pronounce	#	Pronounce
A	Alpha	Al-fah	0	ZE-RO
B	Bravo	BRAH-VOH	1	WUN
C	Charlie	CHAR-lee	2	TOO
D	Delta	DELL-tah	3	TREE
E	Echo	ECK-oh	4	FOW-er
F	Foxtrot	FOKS-trot	5	FIFE
G	Golf	GOLF	6	SIX
H	Hotel	hoh-TELL	7	SEV-en
I	India	IN-dee-ah	8	AIT
J	Juliet	JEW-lee-ETT	9	NIN-er
K	Kilo	KEY-loh		
L	Lima	LEE-mah	10	One Zero
M	Mike	MIKE	75	Seven Five
N	November	no-VEM-ber	100	One Zero Zero
O	Oscar	OSS-cah	583	Five Eight Three
P	Papa	pah-PAH	12000	One Two-Thousand
Q	Quebec	keh-BECK		
R	Romeo	ROW-me-oh	38143	Three Eight One Four Three
S	Sierra	see-AIR-rah		
T	Tango	TANG-go	121.7	One Two One Decimal Seven
U	Uniform	YOU-nee-form		
V	Victor	VIK-tah	165.2125	One Six Five Decimal Two One Two Five
W	Whiskey	WISS-key		
X	X-ray	ECKS-ray		
Y	Yankee	YANG-key		
Z	Zulu	ZOO-loo		

Note: Stress the syllables printed in CAPITAL letters. For example, give the two syllables in ZE-RO equal emphasis, but give the first syllable for FOW-er primary emphasis. Transmit all numbers, except whole thousands, by pronouncing each digit separately. Transmit whole thousands by pronouncing each digit in the number of thousands followed by the word “thousand.” Numbers with a decimal point shall be spoken as indicated to the left.

14.2 STANDARD PROCEDURES AND WORDS

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phrases should be used where applicable. Do not use words and phrases such as “CLEARANCE,” ”OK,” “REPEAT,” “HOW IS THAT,” or slang expressions.

Word or Phrase	Meaning
Acknowledge	Let me know you have received & understood this message.
Affirmative	Yes, or permission granted
Confirm	My version is ... is that correct?
Correction	An error has been made in this transmission (or message indicated).
How do you read?	Can you hear and understand me?
I say again	I will now repeat my last word/sentence for clarification.
Negative	No; permission not granted; that is not correct; I do not agree
Over	My transmission is ended and I expect a response from you (Normally used only under poor communication conditions)
Out	This conversation is ended and no response is expected. (Normally used only under poor communication conditions).
Read back	Read back all, or a specified part, of this message back to me exactly as received (do not use the word “repeat”)
Roger	I have received all of your last transmission.
Say Again	Read back all, or the following part, or your last transmission (do not use the word “repeat”)
Speak Slower	Self-explanatory
Standby	Wait and listen. I will call you again.
That is correct.	Self-explanatory
Verify	Check coding, or text and confirm with originator
What is your request/message?	Self-explanatory
Wilco	Instruction received, understood, and will be complied with.

When replying or receiving a reply to a signal check, the following readability scale should be used:

- (1) **Bad:** unreadable
- (2) **Poor:** readable now & then
- (3) **Fair:** readable but with difficulty
- (4) **Good:** readable

(5) Excellent: perfectly readable

14.3 CALL-UP PROCEDURE

A call-up is a procedure used to establish two-way communication between an airport vehicle and ground control (control tower). Before making a call-up, listen out to avoid cutting into a transmission from other users. Proceed only when others are not using the frequency.

A call-up consists of:

- Call sign of the station called
- Identification of the station from which the call is made

On call-up, always use the call sign of the station called.

Example: INTERNATIONAL GROUND, STAFF FOUR SIX

If you do not receive a response to your call-up, wait a reasonable time and call again.

14.4 ACKNOWLEDGEMENTS

An acknowledgment means a transmission has been received and understood. Never acknowledge until the transmission is fully understood.

**Example: INTERNATIONAL GROUND, STAFF TWO NINE (or NINER), ROGER; or
INTERNATIONAL GROUND, STAFF TWO NINE (or NINER), SAY AGAIN (or CONFIRM...)**

End of Transmission:

To end any two-way communication say the name of the vehicle call sign.

Example: GRADER ONE FIVE SEVEN

14.5 STANDARD PHRASEOLOGIES

Standard phraseology has been developed through years of practice to transmit instructions and messages most efficiently and without misunderstanding, using the fewest words.

14.6 AUTHORIZATION REQUEST AND RESPONSE

Vehicle Operator: "INTERNATIONAL GROUND, (vehicle identification)"

Ground Controller: "(vehicle identification), INTERNATIONAL GROUND"

Vehicle Operator: "INTERNATIONAL GROUND, (vehicle identification) ON OR AT (location), REQUEST PERMISSION TO PROCEED TO (location) VIA (route)"

Ground Controller: "(vehicle identification) PROCEED TO (location) VIA (route)"

If the request for permission to proceed is denied, response from ground control will start with the word "NEGATIVE", for example:

Ground Controller: "(vehicle identification) NEGATIVE! HOLD YOUR POSITION" Vehicle Operator: "(vehicle identification) HOLDING/ POSITION/SHORT"

14.7 AUTHORIZATION REQUEST WHEN ACCOMPANYING A NON-RADIO-EQUIPPED VEHICLE

Vehicle Operator: "INTERNATIONAL GROUND, (vehicle identification) PLUS ONE, REQUEST PERMISSION TO PROCEED TO ... etc."

Use the term "plus one" or "plus two" because it indicates to the ground controller the number of vehicles in the group.

14.8 CONTROL INSTRUCTIONS

- "PROCEED ON TO RUNWAY 02-20 FOR INSPECTION, ADVISE WHEN OFF THE RUNWAY"
- "HOLD SHORT RUNWAY 30"
- "TRUCK EIGHT THREE, (site Name) GROUND, LEAVE RUNWAY (Number) AT (location) AND REPORT WHEN OFF THE RUNWAY"

Note: Whenever Ground Control instructs one to "Hold Short...; Get Off or Exit Runway...; Expedite..."; etc. One shall read back the instruction

15.0 OCCURRENCE REPORTS

Vehicle operators who do not comply with the Airside Traffic Directives will be addressed in the following ways.

An Airside Enforcement Officer (AEO), while monitoring all movement areas may pull over a vehicle to respectfully discuss and review how the operator was driving outside of the guidelines of the AVOP manual. The details of the occurrence will be put in a report. One copy will be given to each, the employee, employer and a representative of YEG for future follow up through a point accumulation interview.

It is a courtesy of the AEO to assess the risk and severity of the occurrence in the moment and they may wait until the vehicle has serviced the aircraft or finished their work prior to pulling the vehicle operator over.

In addition to the above, any occurrence reported to the Airport Operations Center, or other YEG representatives will be fully reviewed. If after initial review it appears the vehicle operator was driving outside the guidelines of the AVOP manual a point accumulation interview will be scheduled.

If required a points accumulation interview will be set up with the YEG representative, the vehicle operator and will include the employee's manager for those deemed higher than a minor violation.

15.0.1 Processing Infraction Reports

Reports issued on airside will be sent to the Edmonton Airports, the employer of the alleged offender, the employee and the originator. The issuer may determine which category the infraction report falls into with assistance from Edmonton Airports during review.

After determining which category the violation fits into, the following tasks will be completed:

1. Data entries of each ticket and point accumulation on the AVOP database
2. Letter prepared and addressed to the employer for each ticket detailing the infraction, the points awarded and total accumulated to date (c.c. to AVOP holder)
3. Each report and letter filed

15.1 VIOLATIONS AND SUSPENSIONS

Safety will be the first responsibility of all airside drivers at Edmonton International Airport. At no time shall operational considerations such as time pressures, allow drivers to disobey the Airside Traffic Directives. Any action that compromises safety will result in an infraction report and will be treated as an offense under the Demerit Point System.

Upon implementation, all airside drivers will start with 0 points. Points will accumulate based on the infraction committed by the driver. Previous records will remain on file.

15.1.1 Emergency Suspension

- **15.1.1.1** The Vice President, Infrastructure, Facilities & Airside Operations may take emergency action when it is clearly required in the public interest, for the proper use and the protection of the airport and is done immediately upon recognition of the need for such action and only for non-punitive reasons.
- **15.1.1.2** Suspension of an AVOP shall normally be the first form of emergency action and shall only be applied where it is possible to meet all the criteria outlined in (1) above.

15.1.2 Minor Violations

Infractions in this category will carry a 2-point penalty. These violations will remain on the employee's driving record for 2 years.

After an airside driver receives an Infraction Report for a Minor Violation, a letter will be sent to the individual's employer detailing the violation, in addition to the 2 points being added to his/her record.

15.1.3 Major Violations

Infractions in this category will carry a 6-point penalty. These violations will remain on the employee's driving record for 4 years.

After an airside driver receives an Infraction Report for Major Violation a letter will be sent to the individual's employer detailing the violation, and 6 points will be added to the individual's record.

15.1.4 Gross Misconduct (GM) Violations

Infractions in this category will carry a 12-point penalty. These violations will remain on the employee's driving record for 6 years.

After a driver receives an Infraction Report for a gross misconduct, a letter will be sent to the individual's employer detailing the violation, and 12 points will be added to the individual's record.

15.1.5 Other Violations

Violation of directives not specifically covered in this document will be considered and penalties will be based on the results of an investigation.

15.2 CONSOLIDATED DEMERIT POINT SYSTEM TABLE

Violation	Example Offense	Penalty
Minor	Failing to report accident	2 points
	Driving 1-14 km/h above speed limit	2 points
	Failing to use vehicle corridor	2 points
	Contravention of vehicle corridor passing rules	2 points
	Failing to yield to traffic within vehicle corridor	2 points
	Failing to obey a stop sign	2 points
	Parking in unauthorized parking location	2 points
	Towing more than 6 tub carts	2 points
	Towing more than 6 containers	2 points
	Towing more than 4 pallet carriers	2 points
	Using a personal radio/communication device while operating equipment	2 points
	Failing to wear seatbelt	2 points
	Failing to comply with the duties of a driver	2 points
Major	Driving without both a valid AVOP and/or PDL	6 points
	Failing to comply with the responsibilities of an escort	6 points
	Runway/Taxiway incursion - Controlled surface	6 points
	Driving 15-25 km/h above speed limit	6 points
	Driving between aircraft and marshal	6 points
	Failing to give right-of-way to snow removal equipment	6 points
	Failing to give right-of-way to aircraft	6 points
	Careless driving	6 points
	Parking in unauthorized parking location impacting aircraft movements	6 points
	Failing to comply with AVOP enforcement personnel	6 points
Speeding in Bag Room	6 points	
Gross Misconduct	Driving under the influence of alcohol/drugs	12 points
	Refusing to submit a breathalyzer	12 points
	Failing to give right-of-way to a pedestrian	12 points
	Dangerous driving/stunting	12 points
	Driving greater than 25 km/h above the speed limit.	12 points
Other	Violation of directives not covered in above classes	Determined pending investigation

Suspensions:

- 6-point accumulation = 5 calendar day AVOP suspension
 - 10-point accumulation = 10 calendar day AVOP suspension
 - 14-point accumulation = 20 calendar day AVOP suspension
 - 18-point accumulation = AVOP revocation
-
- Driver X is cited for driving outside the vehicle corridor on January 1, 2021 receiving 2 points. Provided that no other violations occur, Driver X's points are removed from the record January 1, 2023.

 - On January 1, 2021 Driver Y is cited for running a stop sign and receives 2 points. On April 1, 2021 Driver Y parks in a prohibited area and receives 2 points bringing the total to 4 points. On May 1, 2021 Driver Y is spotted driving outside the vehicle corridor and receives 2 points bringing the total to 6 points Driver Y receives a 5-calendar day AVOP suspension. As of January 1, 2023 (2 years from original infraction) Driver Y's record will drop to 4 points. If Driver Y receives another 2 points, prior to April 1, 2023, he/she would be suspended for another 5 days. If not, Driver Y would return to 0 points as of May 1, 2023.

15.3 INFRACTION APPEALS

Level 1:

Violations may be appealed within 3 days of receiving the letter of notification detailing the infraction. A 3-member committee composed of the Director/Manager of Airside Operations, Director/Manager of Airline Operations, and Vice Chair of the Airline Operating Committee will review the 1st Level appeal. A written letter of appeal, including a description of the circumstances and justification of appeal, should be sent to the Director/Manager of Airside Operations. Edmonton Airports will investigate the incident and conduct interviews as required by the committee. Arguments citing operational necessity will not be considered on an appeal.

Level 2:

If the AVOP holder disagrees with the result of the appeal to the Appeal Committee, an appeal may be made by letter to the Vice President, Infrastructure, Facilities & Airside Operations within 7 days of the decision. The Vice President, Infrastructure, Facilities & Airside Operations may arrange a meeting with the AVOP holder to assist in considering the appeal and the AVOP holder may bring an agent (e.g., union or employee's representative) to assist in presenting the appeal.

The decision of the Vice President, Infrastructure, Facilities & Airside Operations is final and conclusive.

15.4 POINT ACCUMULATION INTERVIEWS

Edmonton Airports will conduct interviews with airside drivers who have accumulated 6 or more points for the following purposes:

- To act upon a potentially dangerous situation
- To reinforce the element of safe airside driving at YEG
- To impress upon the individual the seriousness of bad driving habits
- To educate the employee on acceptable driving habits

16.0 AVOP EXAM SAMPLE QUESTIONS

D/A and D AVOP questions applicable to operation of vehicles on Aprons and other uncontrolled Movement areas:

- | | TRUE | FALSE |
|--|--------------------------|--------------------------|
| 16.1.1 Aprons are part of the Non-Controlled Maneuvering Area | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.1.2 D/A Holders can enter the Controlled Maneuvering Area with radio clearance | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.1.3 Aircraft always have the right-of-way over vehicles | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.1.4 Vehicle corridors don't apply if you are in a hurry | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.1.5 You must have both a "D" AVOP permit and Radiotelephone Operator's Permit to operate on the Controlled Maneuvering Areas at Edmonton International Airport. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.1.6 Vehicle operators may:
a) Use cell phones or visual entertainment systems while on the apron
b) Travel at established speed limits in conditions of poor weather or visibility
c) Smoke only on the inside of vehicle while operating on the airside
d) None of the above | | |
| 16.1.7 Escorting of a vehicle on airside may be provided for by:
a) A licensed AVOP vehicle operator guiding the other person on a "follow me" basis in a separate vehicle or as a pedestrian
b) Anyone who is told to do so by their employee
c) A licensed AVOP vehicle operator seated next to the normal operator of the vehicle
d) A. and C. above provided the 'active apron' vehicle lighting standards are met | | |
| 16.1.8 Procedure(s) of Reporting 'Hazardous Debris' on aircraft movement surfaces:
a) Make report to your supervisor by end of day
b) Inform RCMP by telephone
c) Pick up debris and check for any further amount in the immediate area, then report immediately to the AOCC or your supervisor
d) Pick up debris then carry on with your assigned work | | |

16.1.9 A “D” permit is:

- a) A type of AVOP authorizing a person to drive on aprons and roads only
- b) A type of AVOP authorizing a person to drive on runways and taxiways only
- c) A type of AVOP authorizing a person to drive on all airside areas, subject to restrictions
- d) Authorizes access to airside restricted areas

16.1.10 Ground Control directs all traffic on what airport areas?

- a) Aprons
- b) Taxiways K, R, S, T, U, W and
- c) Airside Service Road
- d) Airport Controlled Maneuvering Areas

16.1.11 Passenger pedestrians may:

- a) Walk unsupervised across apron areas
- b) Walk supervised between operational stand and the terminal building in designated walkways
- c) Walk along the Vehicle Corridor
- d) None of the above

16.1.12 Who controls the traffic on the aprons?

- a) Ground Control
- b) Transport Canada Airport Operations
- c) Air Carriers
- d) Airside Traffic Directives are used to regulate movement

16.1.13 Ground Control directs all traffic on what airport areas?

- a) Aprons
- b) Taxiways K, R, S, T, U, W and Y
- c) Airside Service Road
- d) Airport Controlled Maneuvering Areas

16.1.14 When your Red Pass (RAIC) expires after 5 years:

- a) You must complete the online training course to renew your AVOP
- b) Proof of completion from the online course needs to be shown at the pass office
- c) Your AVOP is void until reissued by the pass office
- d) All of the above

QUESTIONS APPLICABLE TO 'D' AVOP ONLY:

16.1.15 You must remain 30 meters away from the pavement edge of a runway or behind the hold line when told to hold short TRUE FALSE

16.1.16 If you were to experience a radio failure while on a controlled maneuvering area, what do the following lights from the tower mean?

Flashing Green _____

Light Flashing _____

Red Light _____

Flashing White Light _____

Steady Red Light _____

16.1.17 What are the four runways at YEG?

1)

2)

3)

4)

16.1.18 Fill in the proper ICAO Phonetic words for the following letters:

A

B

G

J

P

Q

T

V

X

Z

16.1.19 When operating a vehicle within the airport maneuvering area what additional document must the operator be in possession of?

- a) Airside Traffic Directives
- b) Birth Certificate
- c) A Red (permanent) Restricted Area Pass
- d) Restricted Radiotelephone Operator's Certificate (Aeronautical)

16.1.20 Radio communication with Ground Control shall be normally conducted on:

- a) VHF radio frequency 118.3 MHz
- b) VHF radio frequency 120.5 MHz
- c) VHF radio frequency 121.7 MHz
- d) VHF radio frequency 128.0 MHz