



AIRPORT TRAFFIC DIRECTIVES

AIRSIDE VEHICLE OPERATOR'S PERMITS D AND D/A

Version 1.2



To schedule appointments, reference the information on the Airport website
in the AVOP section under “Working at the Airport”.

<http://www.tbairport.on.ca/page/avop-material>

PREFACE

The Thunder Bay International Airport Authority Inc. (TBIAAI) Airside Vehicle Operator's Permit (AVOP) Manual has been developed to provide a comprehensive guide for all personnel requiring access to the airside areas of the airport and operating vehicles within this highly regulated environment.

Safe and efficient vehicle operation on the airside is essential to maintaining the safety and security of the airport, its personnel, and its passengers. This manual outlines the standards, policies, and procedures that govern airside vehicle operations, serving as an essential resource for understanding operator responsibilities and ensuring compliance with federal, provincial, and airport-specific regulations.

The manual includes guidelines for airside traffic management, operational protocols, and safety requirements, reflecting the unique operational environment of TBIAAI. It is designed to support the balance between daily airport operations and the critical importance of safety.

As holders of an AVOP, vehicle operators play a crucial role in upholding these standards. This manual serves not only as a tool to prepare for the AVOP knowledge and practical tests but also as a reference to maintain ongoing awareness of safe airside practices. Adhering to the principles outlined in this document contributes to the smooth functioning of the airport and ensures a safe environment for everyone working or traveling through Thunder Bay International Airport.

All personnel are encouraged to thoroughly familiarize themselves with this manual and approach their airside responsibilities with the professionalism and vigilance required. Questions or requests for clarification regarding the material in this manual can be directed to the airport's AVOP program administrator or the relevant supervisor.

The Thunder Bay International Airport Authority thanks all personnel for their commitment to airside safety and operational excellence. By working together, TBIAAI will continue to operate as a safe, secure, and efficient gateway for Thunder Bay and beyond.

Sincerely,

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RECORD OF REVIEW / CORRIGENDA

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RECORD OF AMENDMENTS

Version	Date:	Entered by:	List of Amendments	Approved by:	Date:
1	Jan 2 2024	Aaron Leeder	New release of document.	Ryan Brading	Jan 2 2024

DEFINITIONS

	<p>You may hear phraseology such as “blocked,” “stepped on,” used by ATS or other pilots. These phrases all indicate that your transmission was interrupted or distorted by other radio transmissions.</p>
ACKNOWLEDGE	Let me know you have received and understood this message.
AERODROME	Any area of land, water (including the frozen surface thereof), or other supporting surface used or designated, prepared, equipped, or set apart for use either in whole or in part for the arrival and departure, movement, or servicing of aircraft.
AFFIRMATIVE	Yes.
AIRCRAFT	Any machine capable of deriving support in the atmosphere from the reactions of the air
AIRCRAFT PARKING STAND	An area of an apron designated for aircraft to park, load, unload, or be serviced
AIRPORT	The Thunder Bay International Airport
AIRPORT TRAFFIC	All traffic on the maneuvering area of an airport and all aircraft flying in the vicinity of an airport.
AIRSIDE	The movement area of an aerodrome, adjacent terrain and buildings or portions thereof in which access is controlled
APPROVED	Permission granted.
APRON	An area designed for the movement of aircraft, vehicles and Pedestrians
APRON TRAFFIC	All aircraft, vehicles, equipment and pedestrians using the apron at the Thunder Bay International Airport.
ARFF	Aircraft Rescue Firefighting
ATC	Air Traffic Control controls all vehicle traffic on the airport maneuvering area, unless otherwise stated in the ATS/Airport Operator agreement and drivers and pedestrians must always obey its instructions
ATS	Air Traffic Services – this term refers to both ATC and FSS at YQT.
AVOP D	AVOP allows a driver to operate a vehicle anywhere on the airport in the performance of their duties
AVOP D/A	AVOP allows a driver to operate a vehicle in uncontrolled airside areas such as aprons, in performance of their duties.
AVOP	Airside Vehicle Operator Permit issued by TBIAAI. The AVOP is required by anyone who operates vehicles on the airside of the Airport.
BLIND TRANSMISSIONS	A transmission from one station to another when two-way communication cannot be established and it is believed that the called station can hear transmissions but is unable to transmit.
BREAK	Separation between portions of the message.
CHECK	Examine a system or procedure.
CONFIRM	Verify (clearance, instruction, action, information) given.
CONTROLLED AIRPORT	An airport at which an air traffic control unit is provided area includes taxiways and runways
CONTROLLED AREA	An area on the airside which cannot be entered without permission of ATC or FSS
CORRECT	True or accurate.
CORRECTION	An error was made in transmission, the correction will follow.
DISREGARD	Ignore.

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.
EXPEDITE	Comply with instruction as soon as possible.
FLIGHT SERVICE STATION (FSS)	A facility from which aeronautical information and related aviation support services are provided to aircraft including airport and vehicle advisory services.
GLIDE PATH	That part of an instrument landing system that helps the pilot approach the runway on the correct descent angle to the designated touchdown zone.
GROUND SIDE	That portion of the airport that is publicly accessible
HOLD SHORT	Instructions to hold at least 45 m (200 ft.) from the edge of a runway while awaiting permission to cross or proceed onto a runway.
HOLDING BAY	A defined area where aircraft can be held to facilitate the efficient surface movement of aircraft.
HOW DO YOU READ?	Can you hear my transmission clearly?
I DO NOT UNDERSTAND	I do not understand, please rephrase your last transmission.
SAY AGAIN	I repeat for clarity or emphasis.
ILS	Instrument Landing System
IMMEDIATELY	Immediate action as required for safety reasons.
INTERSECTION	The point at which a road, runway or taxiway meets or crosses another road, runway or taxiway.
LIGHT SIGNAL	from Airport Control Tower A light used by the tower to control airport traffic when there is no radio communication
LOCALIZER	That part of the instrument landing system that helps the pilot remain lined up with the runway during the approach.
MANEUVERING AREA	That part of an aerodrome intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.
MARSHALL	The person providing visual guidance to an aircraft taxiing or pushing back from a parking stand.
MONITOR	Listen to (frequency) without checking in.
MOVEMENT AREA	That part of an aerodrome to be used for the surface movement of aircraft and includes the maneuvering areas and aprons
NEGATIVE	No, or Permission not granted, or not correct, or Not capable.
OVER	End of transmission, require response.
PCO	Airport Pass Control Office.
PEDESTRIAN WALKWAY	Any portion of a road, an apron, or any other area designated by a sign or surface marking as a pedestrian crossing.
PUSH BACK	Moving an aircraft backward with a tug.
RAIC OR RESTRICTED AREA IDENTIFICATION CARD	A permanent pass issued by the TBIAAI under airport security regulations and required for unescorted entry to the RESTRICTED AREA of the airport. This card must be visibly displayed when airside.
READ BACK	Repeat all, or specified part of message back.

RECLEARED	A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof.
REDUCED VISIBILITY	Is a condition that requires for specific procedures by the Airport Operator and/or Air Traffic Control during periods of reduced visibility i.e. (Fog, snow storm, etc.)
REDUCED VISIBILITY OPERATIONS PLAN (RVOP)	Reduced visibility on any portion of the Airport is deemed to be a condition throughout the entire airport that requires restricting to be put into place for movement area activities
RESTRICTED AREA SIGN	Where placed, marks the security barrier of the airport as defined in airport security Regulation.
RESTRICTED AREA	Any area of an aerodrome that is identified as an area to which access is restricted to authorized persons.
RESTRICTED RADIOTELEPHONE OPERATOR'S CERTIFICATE	A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical-land radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to public correspondence.
ROGER	I have received your transmission
RUNWAY INCURSION	Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.
SAY AGAIN	Repeat all, or specified part of last transmission.
SERVICE ROAD	A road that provides access around the perimeter of the airport to aprons to various operational areas.
SPEAK SLOWER	Reduce rate of speech.
STAND BY	Wait and monitor frequency, caller will re-establish contact.
TAXIWAY	That part of an aerodrome used for maneuvering aircraft and airport equipment between the apron area and runway
TBIAAI	Thunder Bay International Airports Authority Inc., the Aerodrome Operator at Thunder Bay International Airport (CYQT). This is the authority having jurisdiction over all AVOP and Traffic Directives programs at YQT.
THRESHOLD	The beginning of that portion of the runway usable for landing.
UNABLE	Cannot comply with instruction, or clearance, or request.
UNCONTROLLED AREA	An area on the airside which does not require Ground Control permission to enter. The uncontrolled areas consist mainly of the aprons and the vehicle road network.
VEHICLE CORRIDOR	A location on an apron, delineated by surface markings, which ground service vehicles travel to and from operational stands on the apron.
VEHICLE OPERATOR	The person responsible for the operation and safety of the vehicle and equipment; usually referred to as the driver.
VEHICLE	Under this program, is any type of self-propelled vehicle, which is classified as a vehicle under the Ontario Highway Traffic Act.
VISITORS PASS	A type of pass that allows a person to be on the airside of the airport if they have a clear need, but must be escorted at all times by a RAIC pass holder.
WILCO	I understand the message and will comply.
WITHOUT DELAY	Follow instructions expeditiously, specifically and safely.
WORDS TWICE	Communication is difficult: please say every word or group of words twice. OR: Communication is difficult: therefore, I will repeat every word/group of words twice.

CONTACT INFORMATION

TBIAA Security Operations Centre (SOC)	807 473 2612
TBIAA SOC Emergency Line	807 475 9129
TBIAA Emergency Response & Operations Centre (EROC)	807 577 3557
TBIAA Maintenance	807 473 2618
TBIAA Main Office	807 473 2600
TBIAA Pass Control Office	807 473 2628
TBIAAI AVOP Appointments	807-473-2611

Symbols

Information



No Smoking or Vaporizers



Attention



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AIRSIDE VEHICLE OPERATORS PERMIT

INTRODUCTION

The Airside Vehicle Operator's Permit (AVOP) Program establishes the standards by which vehicles operating airside at Thunder Bay International Airport must be operated, equipped, and marked. Airport Traffic Directives Requirements and Administration describes the AVOP Program, including permit application and renewal procedures, vehicle licensing, marking, and lighting requirements, and AVOP Program enforcement, infractions, and appeals process.

"DA" AVOP describes airside surfaces at the airport and the pavement markings, signage, and lighting used on airport aprons, uncontrolled taxiways and service roads only. general airside safety practices and requirements

"D" AVOP describes radiotelephone protocols used in Thunder Bay. airport pavement markings, signage, and lighting used on airport taxiways and runways

This content complies with the standards and practices published in Transport Canada's Aerodrome Standards and Recommended Practices and Canadian Aviation Regulations.

ADMINISTRATION

The Thunder Bay International Airports Authority (TBIAA), as the airport operator, reserves the right to develop, amend, and enforce the AVOP Program.

Enforcement authority is delegated to specific personnel and officials and may be further delegated at the discretion of the TBIAA.

The TBIAA may amend these directives annually and will amend them as required.

AVOP OFFICE

AVOP Office personnel, under the direction of the AVOP Office administer the AVOP Program. Airport Operations Specialists (AOS) are the principal AVOP enforcement officials.

Written tests are conducted in the Pass Control Office (PCO) in the Air Terminal Building TBIAAI offices, 3rd floor (807) 473-2628. The PCO schedules an appointment once an AVOP application is digitally submitted on the TBIAAI website. The pass control office can be emailed at passcon@tbairport.on.ca.

Practical AVOP Testing and AVIP Administration is conducted in the EROC AVOP office (340 Hector Dougall Way) (807) 473-2611. To schedule an appointment visit <http://www.tbairport.on.ca/page/avop-material> or by email avop@tbairport.on.ca

PASS/PERMIT CONTROL OFFICE

Provides RAIC company application forms and the forms and materials that drivers require to apply for and obtain a Restricted Area Identification Card (RAIC). Also responsible for initial booking and administration of AVOP written tests. For more information, visit <http://www.tbairport.on.ca/page/pass-control>

DRIVER RESPONSIBILITIES

NEED AND RIGHT

TBIAA is a busy, often congested environment. To support safe, secure, and efficient operations, drivers must have a clear *Need and Right* to attain and retain the necessary permit to operate a vehicle on the airside.

To qualify, a driver's job function should include an *imminent, ongoing, and regular need to drive airside in direct support of aircraft or aviation operations*. Those with an infrequent need to drive airside (less than several times a month) should not seek to hold or retain an AVOP permit - infrequent exposure to this environment increases safety risk.

TERMS AND CONDITIONS OF ISSUE

AVOP holders must comply with the "Terms and Conditions of Issue—Airside Vehicle Operator's Permit."

- Vehicle operators shall ensure that they are qualified and trained to operate the equipment they are using airside
- Vehicle operators are responsible for any equipment or vehicle they operate airside. Vehicles must be in sound mechanical condition and meet all safety and regulatory requirements described in this book. Vehicle operators shall immediately report any vehicular malfunction or discrepancy to their supervisor
- If an Enforcement Officer observes a vehicle or equipment malfunction, the vehicle operator shall take immediate measures to remove the vehicle from service and/or repair the malfunction
- When requested to do so by Enforcement Officers, AVOP holders must present the following documents:
 - a valid Restricted Area Identification Card (RAIC)
 - proof of AVOP certification
 - a valid provincial driver's license (PDL).

Any suspensions, limitations or special requirements applied by the issuer of a provincial driver's license shall also be deemed to apply to a driver's AVOP permit. It is the driver's responsibility to make such conditions known to their employer and the TBIAA. *For more information, see "Enforcement Officers"*

EMPLOYER RESPONSIBILITIES

For the purposes of the AVOP Program, employers are defined as any airport tenants, TBIAA contractors, support service companies, and government agencies employing personnel for the delivery of services at TBIAA, including the Thunder Bay International Airports Authority.

Where the delivery of these services requires personnel to drive airside for the performance of job-related duties, it is the employer's responsibility to:

- provide information about the AVOP Program to employees, including where to find the Airport Traffic Directives, as well as the AVOP Map and study materials which support obtaining and maintaining an AVOP permit;
- ensure that employees follow all PDL requirements and restrictions; and
- receive adequate airside driver training, including any company-specific training required in order to operate vehicles and equipment competently and safely.

If employers are unable to provide airside driver training to their employees, they may contact the AVOP Office to arrange for the delivery of driver training by the TBIAAI. *For PDL requirements, see Driver's License Requirements, in this chapter.*

AVOP TRAINING RECORDS – THIRD-PARTY TRAINING

In addition to maintaining records of employees trained by the employer, it is also the employer's responsibility to obtain and maintain copies of any records of AVOP training provided by third-party training companies.

Third-party AVOP training companies are obligated to provide copies of these records upon request.

AVOP training records must be kept for the duration of the AVOP holder's employment and may be subject to review or audit by the TBIAA.

NEW HIRES WITH EXISTING AVOP PERMITS

When applicants are hired already in possession of a valid AVOP, the new employer must perform a competency assessment to ensure AVOP knowledge and driving standards have been maintained prior to the new hire's assumption of operational duties. A review of past AVOP infractions for such new hires is also recommended. These records are available through the TBIAAI AVOP office on request.

The assessment and associated documentation referenced below should become part of the new employee's training records. If the company does not have a TBIAA certified trainer to conduct the assessment, the service can be provided by a TBIAA AVOP examiner by contacting the AVOP office.

Scope of Assessment: The trainer should undertake the following:

- Using a Performance Evaluation Checklist as a guide, complete an on-field knowledge check of the Airport Traffic Directives. The trainer should sign off on this check using a Certification Checklist.
- Have new hire label the AVOP training map for practice as per AVOP training manual standard
- Administer the AVOP training course practice exam (passing mark must be 90%) and document mark on the Certification Checklist

Should a new hire fail to meet the above requirements they must be fully retrained and pass all applicable AVOP testing. Should the hiring company elect not to accept the candidate for employment, the TBIAA should be notified of the individual's performance for our own follow-up.

SIGNING AUTHORITY

The employer's designated AVOP Signing Authority must sign an AVOP application for each employee. The Signing Authority must clearly state a justification for the employee's application for an AVOP; specifically citing a demonstrated operational requirement.

Before signing any AVOP application forms, the AVOP Signing Authority must read, acknowledge, and sign the "Roles/Responsibilities—Authorized AVOP Signing Authority" form.

The signing authority's request may be denied if the employee's need and right are not demonstrated.

VEHICLE AND LICENSE REQUIREMENTS

All AVOP holders must hold a valid provincial or territorial driver's license.

ONTARIO RESIDENTS

AVOP applicants and permit holders who are Ontario residents must possess a valid Ontario PDL. All restrictions and requirements imposed by Ontario's Graduated Licensing System must be observed by PDL holders operating vehicles on any airside surfaces.

Ontario's Graduated Licensing System identifies three categories of license: G1, G2, and G. The TBIAA prohibits holders of G1 licenses from driving airside. The G1 requirement that a qualified licensed driver accompanies the driver conflicts with the privileges conferred by a DA AVOP.

OUT-OF-PROVINCE RESIDENTS

Permanent residents of other provinces or territories must possess a valid driver's license issued by their home province or territory. Out-of-province resident applicants must provide proof of their residency by completing and submitting a "Declaration of Residency" form.

DRIVER'S LICENSE SUSPENSIONS

Temporary suspension, permanent revocation, or expiration of a provincial or territorial driver's license invalidates an AVOP and must be immediately reported by writing to the AVOP Offices

Failure to report a PDL suspension or expiration may result in an AVOP suspension of up to 30 days, effective from the day the PDL suspension is lifted.

VEHICLE REQUIREMENTS

For the purposes of the AVOP Program, vehicle owners are either individuals or companies.

VEHICLE INSURANCE

There are specific insurance requirements for all vehicles on the airside at TBIAA, including those vehicles escorted onto the airfield by tenants or other organizations. This includes a minimum \$5 (five) million liability coverage in both Automobile and General Commercial Liability insurance with no airport or aviation exclusions. In most cases, these are additional endorsements of a standard policy.

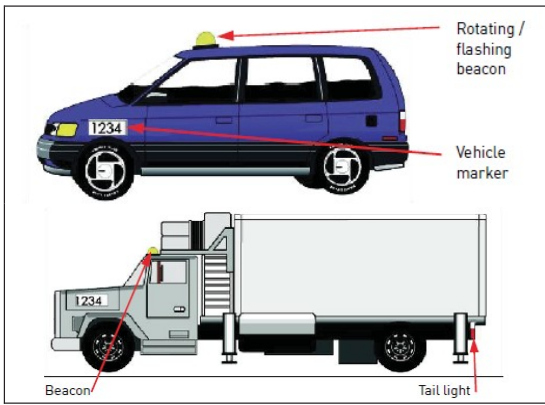
CORPORATE IDENTIFICATION

All vehicles shall display signage which includes the company name. Signage must be visible from both sides of the vehicles and be of a sufficient size to be legible from a distance of at least 15 meters. Signage may be either permanent paint, applied decal, or securely adhered magnetic placards (for temporary use). This policy excludes certain enforcement and inspection vehicles pre-approved by the TBIAA.

PERSONAL VEHICLES

Personal vehicles are not permitted airside unless they are actively engaged in commercial activity at the airport and are appropriately signed, equipped, and insured. There is no parking of personal vehicles airside. Unmarked, unauthorized vehicles may be towed off the airfield and impounded at the owner's expense.

VEHICLE AVOP MARKINGS



To indicate proof of insurance and to ensure the vehicle abides to all mandatory airside requirements, vehicle owners shall obtain a vehicle AVOP markers for each vehicle that employees drive airside while in the performance of job-related duties.

To obtain a vehicle marker, vehicle owners must complete and submit the AVIP application from to the AVOP Office. Vehicle markers are not transferable.

Vehicle markers shall be placed on the vehicle exterior on the front left side panel/bumper.

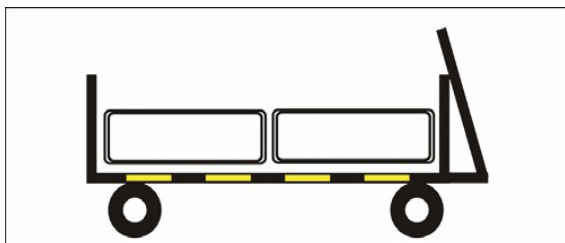
VEHICLES WITH OBSTRUCTED REAR VIEWS

When backing up in the vicinity of aircraft, vehicle or pedestrian traffic, vehicles with an obstructed rear view shall be:

- Equipped with a camera-supported system which provides a full view of any obstacles, or
- Assisted by a guide person.

MARKINGS ON TOWED VEHICLES AND EQUIPMENT

All towed vehicles and equipment (for example, ground power units (GPUs) and baggage carts) shall be marked with a strip of yellow reflective material along the full length of the equipment, or on the front and rear panels.



Ensure reflective strips run the length of towed equipment.

The presence of inadequately marked equipment on airport aprons can be a significant hazard to taxiing aircraft. The reflective material on all equipment must be always kept clean and in good condition.

LIGHTING

Affixing decorative vehicle lighting to a vehicle interior or exterior is strictly prohibited on airside surfaces. All vehicle lights shall be in good working order including headlights, taillights, and rotating or flashing yellow beacons.

BEACONS

All vehicles operated or driven in the Movement Area must be equipped with a rotating or flashing yellow warning light. Beacons must be always turned on while vehicles are in motion on airside surfaces. An operating beacon indicates that the operator is in the vehicle and prepared to move.

The following simple test should be applied to ensure the adequacy of a beacon: If the light emitted from the beacon is clearly visible in full sunlight at 15 meters, then it meets the intent of the ATD.

Except for emergency response vehicles, strobe lights are not authorized for use at this airport.

Note: The only vehicles allowed to operate airside without a beacon are those under escort. For more information, see [Four-Way Flashers](#).

BEACON INSTALLATION

Rotating or flashing beacons shall be mounted on the roof of a vehicle, or in any other location that enables the beam or pulse to be seen by aircraft or surface traffic from any position within 360° of the vehicle. Beacons must rotate or flash at a constant speed no greater than 90 rotations per minute (RPMs) as per the Aerodrome Standards and Recommended Practices. Beacons and vehicle markers shall be placed as shown in “AVOP Markings”

Note: When beacon installation precludes 360° visibility, taillights shall be activated while driving airside.

The TBIAA allows vehicles with an overall height more than 3.5m to mount a beacon on the vehicle cab, provided that taillights are used with the beacon at all times while the vehicle operates airside to provide adequate indication to the rear of the vehicle.

HEADLIGHTS AND TAILLIGHTS

Vehicle headlights shall always be turned on while a vehicle is in motion in the Movement Area.

Drivers shall operate headlights and non-flashing tail and parking lights after dusk and during periods of reduced visibility. As required, lights may be left on while servicing parked aircraft.

FOUR-WAY FLASHERS

Drivers must activate four-way flashers if, while driving airside, the vehicle’s beacon stops working. Drivers may continue their immediate task using four-way flashers but upon completion, the vehicle shall be removed from service until the beacon is repaired.

If four-way flashers are not installed on the vehicle, it shall be removed from service immediately until the beacon is repaired and operating according to the standards indicated in this book.

Vehicles without TBIAA marker plates that are not equipped with beacons may only operate airside under escort with four-way flashers activated.

SEAT BELTS

Seat belts that have been installed in vehicles or equipment by the original manufacturer shall not be removed, tampered with, or modified in any way that may render them totally or partially ineffective or that may deviate from the manufacturer’s standard installation or intended operation. The use of seatbelts is mandatory for all operators, including passengers, in any vehicle outfitted with a seatbelt or similar restraint devices, in accordance with the manufacturer’s specifications.

DISABLING SAFETY EQUIPMENT

No person shall disable, disconnect, modify or otherwise bypass any safety device or feature on any vehicle or equipment operated at the airport, including but not limited to Deadman switches, speed governors, etc.

RADIO FREQUENCIES

Vehicles operating on any controlled maneuvering area must have authorized multi-frequency radio transceivers capable of operating on all published radio frequencies used at YQT. All drivers of these vehicles must possess an active D AVOP.

Air Traffic Control (ATC) may deny Maneuvering Area access to a vehicle operator who cannot communicate on a required frequency. Contact the TBIAAI AVOP office for more information on using proper frequencies. Any transmission made on restricted aeronautical frequencies must only be done by those who possess a valid Restricted Operator's Certificate - Aeronautical (ROC-A).

CALL SIGNS

Each vehicle operating in the Movement Area that is required to communicate with ATC must have a call sign which uniquely identifies each vehicle, as assigned by the TBIAAI AVOP Office. Application forms for issuing a call sign must be obtained from the AVOP Office. Contact the AVOP Office to obtain the call sign application form.

Movement Area access is restricted to drivers with a demonstrated operational requirement to access these areas. The AVOP Office will verify the requirement to operate in the Movement Area before authorizing and issuing the call sign. Call signs (vehicle identifier and number) should be displayed inside and outside the vehicle or equipment. This policy excludes certain enforcement and inspection vehicles pre-approved by the TBIAAI. Vehicles driving airside under escort do not require call signs.

APRON AND AIRFIELD SPEED LIMITS

Speed limits on taxiways and runways are set for routine operations. Airport Authority, emergency rescue vehicles, and maintenance vehicles, at Nav Canada's request, may be exempt from these speed limits during their duties.

All drivers shall operate at reduced speeds in reduced visibility conditions, poor weather and/or poor road conditions.

AREA	SPEED LIMIT
Baggage make up areas inside the Air Terminal Building	5 km/hr
Within 25 ft of a parked aircraft	10 km/hr
Vehicle Corridors (Head of Stand and Tail of Stand roads), roads, aprons and service areas (unless otherwise posted)	25 km/hr
Perimeter Road (Fuel trucks, heavy vehicles)	25 km/hr
Perimeter Road (light vehicles)	50 km/hr
Runways and Taxiways	50 km/hr

BACK-UP ALARMS

The Employer shall ensure that powered mobile equipment is equipped with an automatic back-up alarm system which will warn workers in the path of the reversing vehicle. Back-up alarms are not required in vehicles with clear and unobstructed visibility sufficient to detect workers working in the vicinity of the equipment.

AVOP APPLICATION AND RENEWAL

INTRODUCTION

This chapter describes Airside Vehicle Operator's Permit (AVOP) application and renewal requirements.

AVOP driver privileges are contingent upon employer privileges as determined by the Thunder Bay International Airport Authority's (TBIAA) assessment of an employer's need and right to access the airside for its delivery of services to the airport community.

APPLYING FOR AN AVOP

AVOP applicants must demonstrate both a need and a right to drive airside. The TBIAA determines an applicant's need to drive airside by assessing the applicant's job-related duties and the frequency of required airside access.

AVOP TYPES

The TBIAA issues two types of AVOPs. Each permit authorizes driving in the following specific areas of the airport.

D/A: Aprons and other uncontrolled airside surfaces. D/A permit holders are prohibited from entering the Maneuvering Area and specified areas of the airfield, unless under escort by a D permit holder.

D: The Movement Area including all controlled and uncontrolled airside surfaces--aprons, runways, and taxiways.

APPLICATION REQUIREMENTS

To obtain a DA permit applicant must:

- possess a valid RAIC, or a Temporary security pass.
- possess a valid provincial driver's license (PDL)
- complete a "TBIAA Application for an Airside Vehicle Operator's Permit". This web-based form is available on our website, in the AVOP section.
- demonstrate their understanding of AVOP directives by successfully completing both written and practical tests.

In addition to the requirements listed above, D permit applicants must hold a Radiotelephone Operator's Certificate - Aeronautical (ROC-A). The TBIAAI will conduct ROC-A testing under Industry Canada's authorized conditions. Contact the AVOP Office to obtain this testing once studying has been completed. A link to Industry Canada's ROC-A study material is available in the AVOP section on the TBIAAI website.

If two or more employers employ an applicant at the airport, a separate AVOP application must be submitted for each employer.

The TBIAAI AVOP is specific to YQT and is not transferable between employees and airports. Infractions and penalties assessed against an individual AVOP permit holder will affect driving privileges for all the driver's employers.

Only AVOPs issued by the TBIAAI are accepted and recognized at the Thunder Bay Airport. No other airport-issued AVOP is valid or recognized at CYQT.

TRAINING

A certified trainer must train all new AVOP applicants in accordance with their employer's standards. An applicant's employer may conduct training, otherwise, training delivery may be coordinated through the AVOP Office. Any person with a valid RAIC or temporary picture pass and PDL may drive airside for training only while accompanied by an individual with a valid PDL, RAIC, and AVOP appropriate to the training area.

The accompanying individual shall be seated beside the trainee in the same vehicle and assume all responsibility for the vehicle's operation.

RADIO FREQUENCIES

D AVOP applicants shall have access to appropriate frequencies used at TBIAA. The frequency used for ground control at YQT is 121.900 Mhz.

TESTING

WRITTEN TEST

TBIAA Pass Control Office (PCO) administers the written test as per internal policy. Appointments are required and shall be scheduled through the PCO.

Both the D and DA permit written tests consist of multiple choice questions relevant to the permit type. Question content is selected from this *Airport Traffic Directives Manual*.

To pass the written test, applicants must achieve a passing grade of 90% (D and D/A exams)

The test is web-based and proctored, and the test administrators will receive automatic notification of your final score via our internal systems.

Applicants suspected of, or caught, cheating on the AVOP written exam shall be immediately escorted from the exam room and their exam terminated. The applicant will be requested to schedule an interview with the AVOP Office, which shall determine whether the applicant remains eligible to apply for an AVOP and may rewrite the AVOP exam.

REWRITING THE TEST

Applicants who fail to pass the written test may rewrite the test after a one week (5 business days) waiting period to allow for further review and study. The TBIAA permits a third attempt at passing the written test after a one-month waiting period. The applicant's supervisor or manager must provide written verification detailing the applicant's training and forward this information to the AVOP Office before the applicant may rewrite the test.

The TBIAA reserves the right to deny AVOP privileges to an applicant who fails the written test three times.

Applicants with language interpretation difficulties or who require language assistance may contact the AVOP office to schedule an oral test. Oral tests are provided subject to examiner availability.

EXAM Fee Structure:

First test: No fee.

Any subsequent written and/or practical exams are subject to a posted fee set by TBIAAI. Contact the AVOP office for information on current fee rates.

PRACTICAL TEST

TBIAA AVOP Office administers the practical test as per internal policy. Appointments are set up through an application form on the Thunder Bay International Airports Authority Inc. website <https://www.tbairport.on.ca/>

The practical test must be completed within 30 days of completing the written test. If the practical test is not administered within 30 days, the applicant must rewrite the test. Fees may apply.

While the practical test for a D permit is being administered and provided the vehicle is stationary, applicants are permitted to have and use an AVOP site map, *if their employer issues such a map*.

Only Authorized TBIAA AVOP Examiners employed directly by the TBIAA shall administer practical tests for both D/A and D permits.

SCHEDULING

To schedule TBIAA-administered practical tests, applicants must contact the AVOP Office for an appointment. Applicants shall be on time. If an applicant doesn't show up on time to the AVOP office, the test may have to be rescheduled. TBIAAI may require payment of fees if published, when the applicant does not attend appointments with no advance notification provided to the administering office.

Note: The TBIAA may cancel practical tests if runway operations or adverse weather conditions at the time of the test require it. If a test is cancelled, the applicant must reschedule another appointment time.

TESTING VEHICLE REQUIREMENTS

The practical portion of the testing for D and D/A permit applicants requires the applicant to use a TBIAAI issued vehicle to complete the test.

For AVOP D tests, the Authorized AVOP Tester shall use the designated assigned call sign for the test, and the applicant shall use the "trainer" when identifying with the ATC or FSS following that call sign.

RETAKE THE PRACTICAL TEST

Individuals who do not successfully complete the practical test may retake it. The applicant's supervisor or manager must provide written verification detailing the applicant's training and forward this information to the AVOP Office before the applicant may retake the practical test.

The TBIAA reserves the right to deny an applicant the option of taking the practical test a third time.

EMPLOYER TESTERS

All AVOP testing shall be conducted by authorized TBIAA-certified officials.

RENEWING A PERMIT

An AVOP is valid for five years with an expiry date identified on the associated RAIC or AVOP card.

AVOP holders are responsible for:

- renewing their AVOP certification prior to the expiry date identified on the card (AVOPs may be renewed up to 3 months prior to the date they expire)
- ensuring that their AVOP is valid

AVOP RECORDS

AVOP Office staff review the records of all renewal applicants to ensure that the applicant's record is clear of AVOP Notices of Infraction.

Applicants who incur more than three demerit points may be required, at the discretion of the TBIAA AVOP Examiner, to retake both the written and practical tests before a renewal will be permitted.

D/A PERMITS

Applicants renewing a DA permit must successfully rewrite the written test prior to the expiration date of the AVOP; otherwise, applicants shall be required to: attend any Airside Safety Awareness training, write the written exam, take the practical test.

D PERMIT

To renew a D permit, AVOP holders must successfully complete the D permit written and practical tests prior to the expiration date of the D AVOP.

LAPSED AVOP USE

AVOP holders shall renew their permits if they have not driven airside for a period of 6 consecutive months. To renew their permits, they must be retrained and successfully complete both the written and practical tests.

CHANGE OF EMPLOYMENT

If an AVOP holder changes employers at TBIAA, or has more than one employer, the employee must submit a new online application to the TBIAAI to identify all companies where they are employed, if the companies require the possession of an AVOP.

ENFORCEMENT, INFRACTIONS AND APPEALS

INTRODUCTION

Enforcement Officers monitor observance of the Airside Vehicle Operator's Permit (AVOP) Program 24 hours a day. Enforcement includes periodic spot checks and special initiatives (for example, Safety Week initiatives). The Thunder Bay International Airports Authority (TBIAA) reserves the right to:

- test drivers at any time, without notice to the driver
- suspend AVOP privileges for the violation of any directives described in this book
- require an AVOP holder to complete additional training and testing.

Note: Enforcement Officers, TBIAAI Operations vehicles in the course of their duties, and Emergency Services may deviate from airport traffic directives to carry out their duties and responsibilities as an airport operator representative.

ENFORCEMENT OFFICERS

The TBIAA personnel primarily responsible for enforcing the AVOP Program are only certified Airport Operations Specialists (AOS).

The following personnel are also authorized to enforce the AVOP Program:

- TBIAAI Contracted Security
- TBIAA Management
- TBIAA AVOP Officials.
 - *As part of the enforcement and safety audit of the AVOP program, TBIAA AVOP Examiners are authorized to undertake inspections at their discretion.*

INFRACTIONS AND VIOLATIONS

Enforcement Officers may issue an AVOP Notice of Infraction for the violation of airport traffic directives. Once an infraction has been identified, TBIAA management shall send a letter outlining the violation to the AVOP holder's employer for follow-up.

DEMERIT POINTS

Drivers incur demerit points for each violation; points are assigned against the driver's AVOP. Multiple violations arising from the same incident will result in multiple points on the record. Demerit points remain on a driver's AVOP record for 12, 24, or 36 months, depending on the type of violation. AVOP infractions are not applied to a provincial or territorial driver's license. Violations fall into three categories: Minor, Major, and Gross Misconduct. For details, see "Demerit Point System."

SURRENDERING A PERMIT

AVOP holders operating vehicles airside shall surrender their AVOP card to an authorized Enforcement Official as requested. Failure to comply with this requirement is a major AVOP infraction for "failure to comply with Enforcement Officers" and may result in revocation of AVOP privileges.

Enforcement Officials shall return surrendered documents to their owner in a timely manner. Depending on the circumstances of surrender, the AVOP holder may be subject to penalties and sanctions.

DRIVING WITHOUT AN AVOP

Driving without an AVOP or AVOP escort is an infraction chargeable under the Airport Traffic Regulations. Any driver found operating a vehicle airside without an AVOP or AVOP escort may be charged under the provisions in those Regulations. Additional AVOP infractions may also be issued, as appropriate.

Any RAIC holder operating a vehicle airside without an AVOP is also violating RAIC terms and conditions of issue. A TBIAAI Enforcement Officer may confiscate the offending driver's AVOP card and/or RAIC, in accordance with established procedures outlined in this document.

Note: Depending on the factors identified in an incident investigation, criminal charges may be filed against an individual should it be determined an offence was committed under the ***Aeronautics Act***.

DRIVING WITH AN EXPIRED, SUSPENDED, OR REVOKED AVOP

Any driver found operating a vehicle airside with an expired, suspended, or revoked AVOP shall face the following consequences:

- removal from airside and/or confiscation of a vehicle if necessary to protect aviation safety
- employer/owner notification

Furthermore, the driver shall be required to contact the AVOP Office, to schedule an appointment to review the incident. The TBIAA may also impose the following sanctions, as determined by an investigation:

- retraining and/or retesting (both written and practical tests)
- suspension of permit privileges
- revocation of permit privileges.

AVOP NOTICE OF INFRACTION, SUSPENSION, OR REVOCATION

The suspension and revocation of an AVOP will be the initial emergency action taken by the TBIAAI. This action will be implemented immediately upon recognizing a need for it, or when the operator accumulates enough demerit points, to prioritize the safety of the airport and the public.

To appeal an AVOP Notice of Infraction, a permit holder (*appellant*) must submit a written appeal within seven days of receiving the Notice. The written submission must include all pertinent details of the appellant's case *including justification* (i.e. mitigating or special circumstances, etc.) as to why the appeal should be considered. Appeals submitted without both detail and justification for hearing the appeal will not be considered. Some appeals require the appellant to be present when the appeal is reviewed.

The Airport Authority shall review the written appeal and all relevant information and may choose to interview the appellant. The appellant's supervisor or manager may also be asked to attend.

Within fifteen business days of receiving the appeal, or within such time as is reasonably necessary to complete a full investigation, the airport authority shall issue a decision in writing to the appellant's employer. Upon receipt of the written decision, the employer shall notify the employee (the appellant). The decision of the Airport Authority is final.

APPEALS

Permit holders may appeal a Notice of Infraction, an AVOP suspension, or an AVOP revocation. Appeals are made directly to the Airport Authority. There are two ways an appeal may be forwarded to the TBIAAI:

By mail: Attn: AVOP Office

340 Hector Dougall Way

Thunder Bay, Ontario, P7E 6M6

Or by email: avop@tbairport.on.ca

DRIVER'S LICENSE SUSPENSIONS AND LIMITATIONS

If an AVOP holder's Provincial Driver's License (PDL) is suspended or becomes subject to other limitations or conditions of use, the prohibition from operating a motor vehicle applies at this airport and is not subject to appeal.

SAFETY PERFORMANCE AND PROGRAM QUALITY ASSURANCE

The TBIAA AVOP Program subscribes to the concept of continual improvement and so monitors the safety performance of individual permit holders and their employers. Negative trends in safety performance are reviewed with the expectation that permit holders and organizational representatives identify root causes and apply practical corrective actions. All organizations approved to undertake AVOP training activities are encouraged to build Quality Control processes into their programs.

AUDITS

The Airport Authority shall complete periodic audits of the AVOP Program. Authorized individuals employed by TBIAA are responsible for conducting random spot checks as a part of any audit program.

An audit may include a review of training methods, testing manuals, and records; ride-along with a TBIAA-employed Authorized AVOP Examiner/Auditors; or interviews with permit holders.

Any deviation from standard AVOP training or testing requirements may result in the revocation of Authorized AVOP Trainer or Tester status. Audits may require submission of Corrective Action Plans.

ENFORCED PROVINCIAL AND FEDERAL LEGISLATION

Charges made under these acts and regulations may apply to the AVOP holder's PDL as per the applicable legislation. AVOP officials and local law enforcement officers enforce the following acts and regulations to the extent that they apply airside and/or groundside areas:

- Aeronautics Act: (Airport Traffic Regulations; Traffic on the Land Side of Airports Regulations; Canadian Aviation Regulations); Criminal Code of Canada; Highway Traffic Act

SMOKING

Except for TBIAA-designated and approved locations, smoking on airside is strictly prohibited and includes the following locations and areas: vehicles and equipment interiors; airport service roads; all baggage rooms; and all apron areas.

Charges for non-compliance may be applied under the Canadian Aviation Regulations and/or Airport Traffic Regulations as well as the *Airport Traffic Directives*.

ILLEGAL DRUGS AND ALCOHOL

No person working at the airport shall use, be under the influence of, or carry on their person, any illegal drugs or alcohol. Operating a vehicle, whether in motion or not, while consuming or under the influence of illegal drugs or alcohol is an offence under the *Criminal Code of Canada and the Highway Traffic Act*.

Should an operator be under the influence of a legally prescribed medication that impairs their ability to safely operate equipment, should not partake in any activity that introduces a risk to aviation safety or the airport's safe operation.

DEMERIT POINT SYSTEM

The Airside Vehicle Operator's Permit (AVOP) Program Demerit Point System has four stages based on total points accumulated on the driver's AVOP record.

Stage 1: Point accumulation.

Stage 2: 4 points—2-day AVOP suspension.

Stage 3: 9 points—5-day AVOP suspension.

Stage 4: 10 points or more—up to a 20-day suspension. In addition, AVOP is suspended pending an investigation that may result in subsequent charge(s) and/or recommendation(s).

MINOR INFRACTIONS

Minor Infractions—On record 12 months from the date of issue. No driving suspension for 0–5 demerit points.	Points
Failure to comply with TBIAA Airport Traffic Directives	2
Failure to comply with vehicle safety equipment and markers	2
Driving under a moving boarding bridge	2
Driving with an unsecured load	2
Towing an excessive amount of carts/dollies	2
Improper use of airport service roads	2
Driving behind aircraft with engines running	3
Driving 5–9 km/h above the speed limit	3
Failure to obey signs and barriers	3
Failure to use vehicle corridor	3
Failure to obey a stop sign/signal	3
Failure to enter/exit vehicle corridor at 90° angle	3
Failure to yield to vehicular traffic	3
Unsafe reversing of vehicle	3
Unsafe movement of vehicle	3
Improper parking of vehicle/equipment	3
Driving outside the vehicle corridor while aircraft is on	3
Improper passing	3
Failure to remove tire chains or studded tires	3
Failure to wear seat belt	3
Failure to wear safety vest	3
Depositing, creating, or <i>failure to retrieve</i> FOD	3

MAJOR INFRACTIONS

Major Infractions—On record 24 months from the date of issue. Two-day driving suspension for 6–8 demerit points. Five-day driving suspension for 9 demerit points.	Points
Interfering with an emergency in progress (e.g. fuel spills)	6
Failure to maintain proper escort (vehicle or aircraft)	6
Failure to secure vehicle	6
Failure to remain at, or altering, an accident/incident scene	6
Improper driving for conditions	6
Unsafe operation of vehicle ¹	6
Driving 10-20 km/h above the speed limit	6
Improper parking of vehicle/equipment causing damage	6
Failure to yield right-of-way to aircraft/marshalling crew	9
Failure to yield right-of-way to apron maintenance vehicles	9
Failure to comply with Enforcement Officials	9
Failure to yield right-of-way to responding emergency vehicles	9
Driving between aircraft and marshal	9
Distracted/careless driving ²	9

GROSS MISCONDUCT

Gross Misconduct—On record 36 months from the date of issue. Twenty-day driving suspension/possible additional penalties for 10 or more demerit points.	Points
Driving over 20 km/h above the speed limit	10
Smoking on airside	10
Driving with an expired provincial driver's license	10
Driving with a suspended provincial driver's license	10
Dangerous driving ³	10
Driving airside under the influence of drugs/alcohol	10
Driving on the Movement Area without proper permit	10
Driving without due care and attention.	10
Driving without due care, attention, and regard for safety of aircraft, passengers, and others, includes texting/dialing/talking photos or video with a hand-held device while the vehicle is in motion	10
Driving in a manner dangerous to others	10
Failure to comply with Air Traffic Control authorization	10

SAFETY AND SECURITY

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is one of the controls used to eliminate or reduce exposure to a hazard. It includes safety materials, equipment, devices, and clothing.

The Canada Labor Code Part II, the Canada Occupational Safety and Health Regulations (Part XII), and the Ontario Occupational Health and Safety Act contain provisions concerning the requirements of using PPE.

Responsibilities

Employer: Every employer shall, in every workplace controlled by the employer:

- Provide every person granted access to the workplace by the employer with such safety materials, equipment, devices, and clothing as are prescribed.
- Ensure that every person granted access to the workplace by the employer is familiar with the specifics and uses of all prescribed safety materials, equipment, devices, and clothing.

Employees: While at work, every employee shall use such safety materials, equipment, devices, and clothing intended for the employee's protection and furnished to the employee by the employer or as are prescribed.



High visibility reflective vest or clothing with reflective bands is mandatory for all staff that work or are present on aprons and all other airside areas.

Safety Vests: While in the movement area all personnel are to wear reflective safety vests. This applies to all persons on foot, and all drivers or passengers in vehicles open to elements such as tractors and belt loaders. TBIAAI shall exempt this requirement when proven that the safety vests may specifically interfere with the performance of duties such as for Thunder Bay Police Officers, Customs and Immigration Officers, and Security and wildlife control.

Hearing Protection: Hearing protection must be worn on aprons when aircraft are maneuvering on any apron whenever noise exposure is equal to or greater than 85 dBA for an 8-hour exposure

MOBILE ELECTRONIC DEVICES

The use of a Mobile Electronic Device is prohibited on Airside while in operation of a vehicle. Mobile Electronic Device are permitted to be used in accordance with applicable company policies.

FOREIGN OBJECT DEBRIS (FOD)

FOD is defined as any debris which has the potential to be ingested into an aircraft engine. Examples include tools, equipment, aircraft parts, ice chunks, corrosive salt sand, earth, stones, etc. Questions related to FOD cleanup must be directed to the Emergency Response and Operations Centre (EROC) at 807-577-3557.

Foreign object debris on airside can seriously damage aircraft or other vehicles. All vehicle operators shall ensure their vehicles do not deposit any FOD (such as mud or gravel, bolts, screws, luggage, paper, tools, litter, garbage etc.) that may damage aircraft or vehicles. All operators must do their best to remove any FOD they encounter. If you cannot remove the FOD, report it to the EROC or through your supervisor.

RESPONSIBILITY FOR FOD CONTAINMENT AND CLEAN-UP

All apron users, including TBIAA employees, airlines, caterers, support services, tenants, maintenance staff, and contractors, must actively participate in the removal of FOD by:

- Being aware of FOD and the damage it can cause
- Keeping a clean FOD free work area
- Identifying potential FOD risks and report hazards to the TBIAA.
- Picking up any FOD found airside and depositing them in the FOD waste receptacles. The following two photographs identify the blue FOD containment receptacles.
- Checking vehicles and equipment to ensure there are no loose components that may become dislodged. This may include rocks, gravel, and so forth in tire treads on vehicle.

STUDED TIRES OR TIRE CHAINS

Studded tires and tire chains are not permitted on any vehicle being operated on the airside of the airport.

HANDLING OF ANIMALS ON AIRSIDE

The TBIAAI prohibits the feeding of or otherwise engaging in the act of attracting birds or wildlife on airport property. The exposure of food wastes on airside is prohibited at all times.

Animals such as dogs, cats and other pets are not allowed Airside unless they are in a cage, per airline specifications. Contractors and/or visitors will be denied access if they have an animal in their vehicle. Those on airside with an animal, including those on a leash, are NOT PERMITTED and will be removed from the property. The owner of any animal found running free on airside will face immediate action up to and not limited to being prosecuted to the fullest extent of the law.

Animals found running free and uncontrolled on airport maneuvering areas including aprons, taxiways, and runways will be subject to any reasonable control and removal protocols as defined in the TBIAAI Bird and Wildlife Management program, and as ordered by TBIAAI management or duty manager.

ACCESSING AIRSIDE

Access to the airfield is provided at various airside access locations, including staffed guard locations, automated anti-tailgating access portals, remote monitored gates and approved tenant facilities.

All persons accessing airside must have a valid restricted area identification card, or other identification document as allowed under the Transport Canada Security Regulations. (Alternate

passes include Canada Pass, visitor pass (escorted by a RAIC pass holder), passenger with boarding pass, Pilot's License (applies in general aviation areas of the airport), etc.).

Persons who access the airfield with a vehicle must have an AVOP, or a visitor pass if under escort by another AVOP holder. The vehicle must have TBIAAI registration plates. Vehicles may enter the airfield at designated vehicle gates controlled and monitored by TBIAAI and the Airport Security Unit. Applications to obtain access rights for the automated vehicle gates may be obtained through the Airport Administration Office.

Other Security gates may be utilized for vehicle access with prior authorization from TBIAAI and when provided by manned inspection and control by the Airport Security Unit.

ACCESSING RESTRICTED AREAS

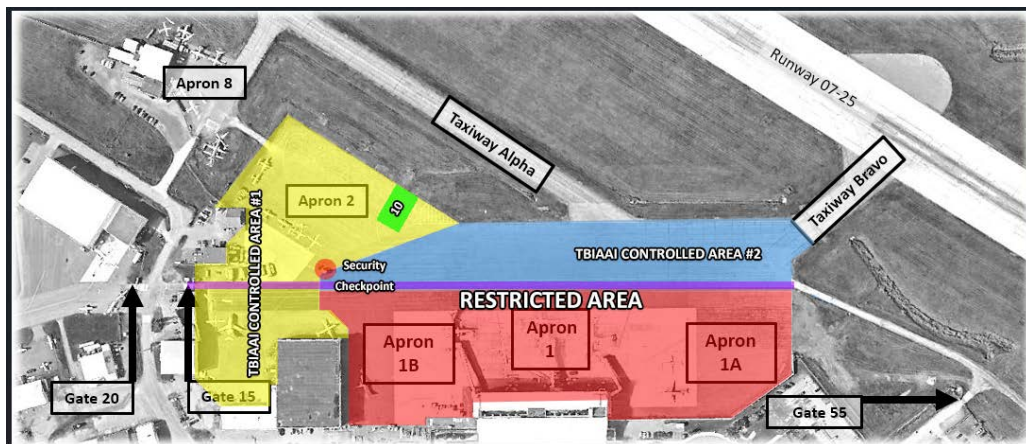


Access to the Restricted Area on Apron 1, 1A and 1B is controlled at the Apron 1 Security Checkpoint located on the Vehicle Corridor near Gate 15 between Apron 1 and Apron 2. All vehicles accessing either Apron 1 or apron 2 on the Vehicle corridor, including all traffic entering the apron areas via gate 15, must stop for inspection at the security checkpoint.

All persons in the vehicle must present valid RAIC, AVOP, or other approved documentation and submit their vehicle for inspection. Any person caught bypassing the Apron 1 check point or refusing to comply with instruction provided by security staff shall have their access rights suspended and reviewed by TBIAAI management.

Security staff will conduct security checks of all vehicles including inspection of AVOP, RAIC passes, TBIAAI vehicle registration plates, and vehicle contents for safety and security purposes.

See below for an overview of the restricted area on apron 1.



AIRSIDE ROADS

Drivers must stay within the limits of the areas they are authorized to operate in. Access to the Perimeter Road is unrestricted to D/A and D AVOP holders. Access to other airfield service roads is further restricted to TBIAAI staff and those companies with authorization granted by TBIAAI.

Drivers shall use the Perimeter or other authorized service roads instead of Controlled Areas when available. Vehicles in the controlled movement areas shall be limited to those operations required for the continued support and maintenance of airfield operations, emergency response, support of aircraft operations, training or/and when no other vehicle route is available. At all times vehicle operation on the controlled movement areas of the airfield is restricted to D AVOP holders and those people in their direct control.

Access Roads include (please refer to the Airfield map in section 17)

- TACAN rd.
- Localizer rd.
- South service rd.
- Glide Slope rd.
- REDAC rd.
- Fire Training rd.

ACCESS GATE USE AND TAIL GATING

Some vehicle gates are automated for use with the RAIC pass. Anyone using these gates must, after going through, stop and wait for the gate to fully close before leaving. Driving away before the gate is fully closed is a violation.

A second vehicle entering through the vehicle access gate must wait until the gate is fully closed and the first vehicle has left the gate before the gate is to be re-opened. Accessing the gate at the same time as another vehicle or before the gate is fully closed from the first vehicle or lead vehicle is tailgating. This is an offence under the Canadian Aviation Security Regulations (CASRs).

In all tenant-occupied areas outside the Air Terminal Building, the tenant is responsible for ensuring unauthorized persons do not access restricted areas.

Under the Canadian Aviation Security Regulations, any person who opens a gate or door in the security barrier is responsible for controlling access through that point. They must prevent unauthorized access and secure the gate or door when leaving it unattended.

ESCORTING VEHICLES ON AIRSIDE

Escort provisions are provided for temporary airside operations only. RAIC holders providing tenant operations on a continued basis are required to obtain an AVOP and/or TBIAAI vehicle registration plate.

Drivers without an AVOP and/or without TBIAAI registered vehicles may operate their equipment on the airfield when under direct escort and when they have an operational requirement.

Accepted types of vehicle escorts include an AVOP holder who takes responsibility for another driver who operates a vehicle with TBIAAI registration plates. Or a vehicle escort for drivers without an AVOP and a TBIAAI registered vehicle plate, this may include external vehicles requiring temporary access for the delivery of products or for temporary work activities such as construction vehicles.

Any driver providing a vehicle escort on airside shall meet the following conditions:

- Possess a valid RAIC, AVOP and provincial driver's license.
- Ensure all drivers under escort have a valid RAIC or are issued with visitor pass,
- Verify the drivers under escorts hold a valid provincial driver's license.
- Ensure vehicles under escort have a valid TBIAAI registration plate or are issued with a temporary vehicle plate.
- Ensure all vehicles under escort have head lights on and either an amber beacon or four-way flashers on while airside.
- Assume responsibility for the vehicles and the actions of the drivers under escort, including removal of any FOD generated and full responsibility for any violations committed by an escorted driver.
- Ensure drivers under escort have been formally briefed regarding the rules, procedures and standards for operating on airside, as outline in this manual.
- Remain in a position to always control all escorted vehicles.

ESCORT RULES & RESPONSIBILITIES

The airport can be a potentially dangerous environment. Therefore, the following procedures are in place to ensure the safety of aircraft, airport facilities, airport staff, contractors and the traveling public.

The following has been extracted from the TBIAAI Airport Security Program and applies to areas located on the airport's main apron 1 areas and any other "Restricted Area" only. Escorting of non-AVOP holders into controlled maneuvering areas (runways, taxiways) is NOT permitted at any time without direct TBIAAI involvement.

1. You may escort up to 10 visitors in a restricted area but may not escort more than 3 visitors in a sterile area if there are passengers in that area.
2. Ensure you know where the visitor must go and what they are to do while they are there.
3. Ensure that your visitor has their Visitor Pass visibly always displayed on their outer clothing.
4. Ensure that your visitor has government issued photo identification, such as a driver's license, in their possession always and is aware of their obligation to present this identification on demand of a Peace Officer or Airport Security Personnel.
5. Always remain with your visitor when your visitor is in a restricted area.
6. Allow your visitor to access only the locations required to perform their duties or functions directly related thereto.
7. Ensure that your visitor(s) are always in your sight when you are in the restricted area. If you can't see them, they are no longer under escort.
8. Do not give your visitor any combinations, codes, pin numbers, etc. for doors, gates or other devices at the airport.
9. Unless an authorized person is controlling access to or from a restricted area, you must lock the door, gate or other device that allows access to or from the restricted area; and prevent access to or from the restricted area by any unauthorized person while the door, gate or other device is open or unlocked.
10. Ensure that any tools your visitor is using are not left unsecured or unprotected in any area where they could become available to a passenger.
11. Escort your visitor from the Restricted Area at the end of the visit, and return them to the Issuer of the Visitor Pass so that the pass can be turned in. Your duties as an Escort are not complete until the Visitor Pass has been returned.

VISITOR/CONTRACTOR RULES & RESPONSIBILITIES

All contactors will be issued a “VISITOR-ESCORT REQUIRED” pass that must be visibly displayed on the outer clothing. This pass must be returned at the end of the day, or the end of the project (as specifically documented in the SOC Visitor Pass Binder, as well as the receipt for issuance of the VISITOR-ESCORT REQUIRED pass.) For further information, please contact the Pass Control Office 473-2628.

1. The pass issued to a visitor/contractor is the property of the TBIAAI.
2. The visitor/contractor must always safeguard the pass.
3. The pass issued to the visitor/contractor is only valid while they are on duty or in the performance of functions directly related thereto.
4. The pass is only valid for those restricted areas which the visitor/contractor requires access during the performance of duties or functions directly related thereto.
5. The pass must be visibly displayed on outer clothing at all times.
6. The pass is subject to the limitations and restrictions set out on the face of the pass and to any other limitations issued verbally or in writing by TBIAAI.
7. The visitor/contractor is subject to the requirements of the Canadian Aviation Security Regulations (CASRs).
8. If the pass is not returned to the TBIAAI as required, the visitor/contractor will be subject to a fee set by the TBIAAI of one hundred dollars (\$100.00) for each pass not returned.
9. The pass cannot bypass passenger pre-board screening (PBS). If access is required to the sterile area, the visitor(s)/contractor(s) must enter through PBS, and once entered into the sterile area, they must continue to be escorted at all times.

Contractors must provide their employees with all required personal protective equipment (PPE) and ensure that PPE suits the project or construction activities.

All vehicles will be escorted to the job site on airside. Operators must follow the escort at a safe distance, and not lag behind. Operators must stay with their escort driver and, if they have to move to another location, must advise the escort to make the necessary arrangements. All vehicles entering the airside area of the airport must be free of all contaminants (i.e., mud, gravel, dirt, etc.) that may create FOD.

VEHICLE CORRIDOR

The vehicle corridor is to be used at all times as per the TBIAAI Airside Traffic Directives. When entering or exiting the vehicle corridor, turns must be safely made at 90 degrees perpendicular to the corridor. The corridor is not a guaranteed safe route; during winter operations, portions of an aircraft may protrude into the corridor. Movements outside the corridor are permitted when these conditions are present. Maneuvering aircraft, Airport Authority snow clearing equipment, and any emergency vehicles shall always have, and shall be provided, the right-of way.

APRON BOUNDARY

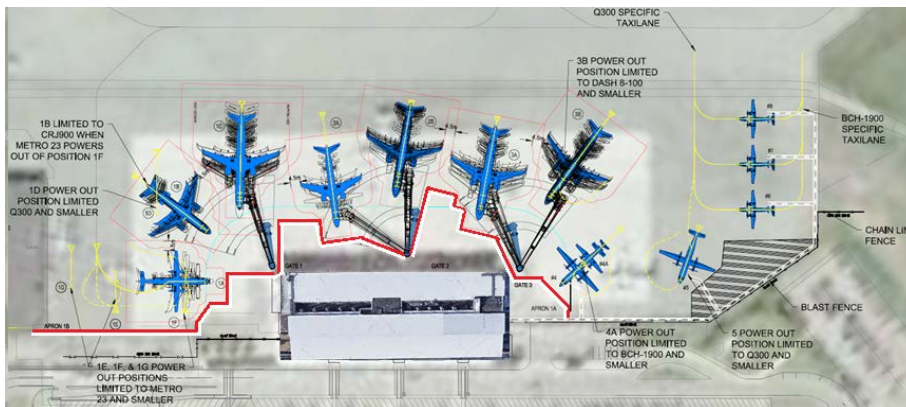


The green shaded area in Figure 1 below (as well as the yellow that highlights the vehicle corridor) indicates where you are allowed to operate an authorised vehicle on the apron with a valid AVOP D/A permit. The red shaded area shown in the image is off limits to AVOP D/A holders.

Valid AVOP D permit holders may go into and beyond the red shaded areas but must do so with the permission and co-ordination of Nav Canada ATC/FSS ground control via the air to ground radio frequency. AVOP D permit holders will be familiar with the requirements of operating a vehicle into and beyond these areas.

GROUND OPERATION & EQUIPMENT

APRON SAFETY MARKINGS



The TBIAA maintains Apron Safety markings on Apron 1 around the Air Terminal Building. The image below illustrates these markings for the purposes of this manual. The markings consist of an eight-inch (8”) red and eight inch (8”) white line running in parallel to one another to form an area that

provides a “safe parking” zone for GSE that will not interfere with aircraft taxiing and parking operations.

GSE parking next to the ATB must never block any emergency exit path or fire hydrant stand pipes. Parking GSE in areas, other than per above, is restricted for operational security and safety reasons. Alternative arrangements for parking GSE must be made with the TBIAA.

Additionally, no person shall park a vehicle or place any other object within 1 metre (3 ft.) of a security blast fence on the airside. The security blast fence is marked with signs that have “Restricted Area” on them. Gate positions must be checked for the presence of FOD prior to aircraft arrival.



DO NOT BLOCK FIRE SUPPRESSION STANDPIPES OR SPILL KITS ON THE APRON

It is not permitted to park GSE outside the above-described areas. These areas include fire hydrant standpipes, emergency exit doors leading onto aprons, and passenger walkways.

APRON MARKINGS AND LIGHTING

TBIAAI will provide apron markings in accordance with the Aerodrome Standards and Recommended Practices (TP 312) and the CAC (Canadian Airports Council) recommendations which will designate aircraft lead in lines, operational stands, apron safety lines, etc., as applicable. Entrance and exit signs will be clearly marked both inside and outside of the air terminal building. “No Smoking” signs will be clearly visible at the entrances to the apron. Apron lighting will be consistent with Transport Canada standards.

PASSENGER SAFETY ON APRONS



It is the air operator's responsibility to provide for their passengers' safe movement between the aircraft and the ATB. Qualified personnel must escort passengers along the marked pedestrian walkways or other approved routes between the aircraft and the terminal building. Passengers in these areas shall be given the right-of-way over vehicular traffic. At no time shall any vehicle or equipment block these routes.

When warranted by conditions, precautionary announcements concerning current apron conditions or hazards must be issued to enplaning and deplaning passengers prior to their accessing the apron. It is TBIAAI policy that all bridgeable aircraft will use bridges for loading/unloading passengers.

When airline personnel note hazardous surface conditions they must report those conditions immediately to EROC (807-577-3557) during normal working hours, or the SOC (807-473-2612) during after hours.

AIRCRAFT MOVEMENT AND PARKING

Aircraft movement is at the discretion of the pilot in accordance with established apron traffic management practices. These practices are established through signage, corridor lines, lighting, air operator operating procedures, local airport operating procedures, and aircraft marshalling staff. TBIAAI will provide markings for the safe parking of aircraft.

The air operator is responsible to ensure that aircraft are correctly marshalled where and/or when applicable on the aprons. The air operator must take into consideration other users on the aprons and ensure that employees and passengers are not exposed to prop-wash, jet-blast, excessive noise, power cords or other safety hazards on aprons. Air operators must also be acutely aware of vehicles driving in the vicinity of passengers moving between aircraft and the terminal building.

PARKING OF EQUIPMENT – *ALSO REFERENCE TBIAAI APRON SAFETY PLAN*

Vehicles, baggage carts/dollies and equipment shall only be parked in designated parking areas.

Parked vehicles shall be backed into parking stalls with parking brake set. Beacons and lights shall be turned off. The ignition shall also be turned off; this condition may be excused for operational requirements, such as periods of extreme cold temperatures.

Vehicles may only be parked in designated areas and not in areas assigned to other vehicles. Vehicles found improperly parked may be towed, and the registered owner will be notified. Multiple parking violations can result in the removal of the vehicle's TBIAAI registration plate(s) or sticker(s).

Vehicles parked in areas not identified for parking, such as the need for operational requirements or construction activities on Runways and Taxiways, shall be parked with lights and beacons in conditions of reduced visibility or darkness.

Fuel tankers shall not be left unattended unless parked in designated areas.

NO PARKING AREAS

At no time shall vehicles or equipment be parked in designated no parking areas.

No person shall park an aircraft fuel servicing vehicle within 15 m (50 ft.) of any airport terminal building, aircraft cargo building, aircraft hangar or any other airport structure designed to house the public that has windows or doors in any exposed walls.

- In any area that interferes with a building emergency exit
- Within 3 m of a fire hydrant or wall hydrant
- Passenger corridors
- Emergency vehicle staging positions
- Within 1m of the Primary security fence on Airside or within 3m of the Primary security fence on Groundside
- Loading areas

Wherever possible and practical, 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.

LAVATORY EQUIPMENT PARKING

The presence of Lavatory Trucks, carts, or any other associated equipment are not permitted to be parked within the Hold Bag Screening (HBS) or any other baggage halls, is strictly prohibited.

TOWING VEHICLES OR EQUIPMENT

The maximum numbers of units that can be towed on airside are limited to the following:

- The maximum towing capacity of the vehicle conducting towing, or
- No more than can safely fit inside the HBS in the ATB to allow for the overhead doors to open/close without being obstructed.

Operators are responsible to ensure their loads are fastened or covered at all times to prevent the load from coming loose or falling on a roadway or apron.

GROUND LOADING AREAS

Aircraft operating in ground-loading areas shall operate with only one outboard engine running until safe twin engine conditions are confirmed by the company's ground handling crew. This will assist in minimizing prop-wash and jet-blast in parking areas. This procedure is applicable for both arriving and departing aircraft.

BRIDGE OPERATIONS

Passenger boarding bridges (PBBs) are to be operated ONLY by persons certified to a minimum basic level by the TBIAA for utilization of PBBs.

REMOVAL OF EQUIPMENT

All equipment and cargo must be stored behind the Apron Safety Markings on the apron. Equipment may only be positioned in the gate/staging areas around parked aircraft 15 minutes prior to the next anticipated arrival of the aircraft being serviced. Once the aircraft has been pushed back from the staging position all equipment, wheel chocks, pylons, or any other related material must be removed or returned to the designated GSE parking area behind the Apron safety markings within 15 minutes. Specific staging needs that may require more preparation time in the staging area must be coordinated with the TBIAA.

The practice of leaving any equipment on the apron after pushback, or pre-positioning them before an arrival, is considered a hazard and is therefore prohibited.



Ground Power Units (GPUs) and their associated cords must be stored so they do not pose a safety hazard to others as well as to snow clearing operations.

IDLING AND PARKING VEHICLES IN BAGGAGE HALLS

Idling vehicles within the Hold Bag Screening (HBS) or any other baggage halls is strictly prohibited. Under no circumstances may vehicles be left idling near the air intakes located between gates 1 and 2 on the Air Terminal Building, which is between the “entrance” and “exit” doors of the inbound baggage hall.

All vehicles are to be turned off immediately when parked, for any period, inside the building. Signage is posted to indicate this stipulation inside the baggage hall area.



Ground Service Equipment (GSE) are not to be parked inside the baggage halls for extended periods unnecessarily. This area is intended to provide space for unloading and managing baggage and not to be used a parking garage, particularly in the winter months where fumes and potential leaks can cause hazards.

PREVENTATIVE MAINTENANCE PROGRAM

Every company operating airside must develop a preventative vehicle maintenance program and maintain records to support such a program to ensure that equipment is maintained in a safe operating condition. TBIAAI may request supporting documents or records at any time.

DAILY OPERATOR INSPECTION

Every company operating airside must instruct/educate their employees about the requirement to do daily inspections of equipment prior to use and ensure it is safe to operate. The equipment owner must report and address any deficiencies within a reasonable timeframe.

STANDARD OPERATING PROCEDURES (SOPS)

Every company operating airside must have standard operating procedures (SOPs) in place that outline the operating procedures of their equipment. Employee training records must be kept showing that employees have been properly instructed to operate all equipment they will use safely and correctly.

FIRE EXTINGUISHERS

The equipment owner is responsible for providing and installing fire extinguishers of the appropriate type on all equipment. All personnel employed on aircraft aprons must be trained to correctly use fire extinguishers placed on their equipment. This must include hands-on training in the use of portable extinguishers. The employer must retain training records.

FUELLING OF VEHICLES

All fuelling operations on airport property shall be conducted under any applicable federal regulations, industry standards, and company procedures. Should companies conduct refuelling activities on the main apron, the TBIAAI shall be provided, in advance, with all written procedures and policies published by that company. Additionally, any training records shall be provided to TBIAAI when requested.

All aircraft refuelling procedures must cease when lightning is within an eight-kilometre (five-mile) radius of the airport. Refer to the Lightning Detection and Advisory System section for more information.

All fuel spills must be reported to the SOC (807-473-2612).

SPILL KITS

Located on Apron 1A, outside Door 159, there is a spill kit trailer that can be used to assist in minor cleanup. SOC must be made aware immediately if the spill kits are used. Additional spill kit resources are available at the EROC for use if an emergency warrant.



Photo: Spill Kit trailer on Apron 1A

HAZMAT / FUEL SPILLS

Any spill that occurs within the airport boundaries must be immediately reported to the SOC 807-473-2612. The EROC shall also be notified (807-577-3557) if a spill covers over 3 metres (10 ft.) in any direction or an area of 100 sq ft (10'x10"), continues to flow, or is otherwise a hazard to persons or property. The spill will be investigated to determine the cause, whether emergency procedures were properly carried out, and whether any corrective measures are necessary.

OVERHEAD DOORS

Overhead doors are mechanical devices that are designed to open and close in a safe manner. Devices such as in ground loops, safety edges, and electronic eyes have been installed to enhance staff safety. These safety devices are not to be tampered with or overridden for any reason. It is important for vehicle operators to approach overhead doors slowly and not to park any equipment in the path of an overhead door. Make sure the vehicle and towed equipment will clear the overhead door, without making contact, before proceeding.

RIGHT OF WAY

At all times, vehicle operators shall give right of way on all airport movement areas, in the following order of priority:

- Aircraft and/or Aircraft towing/push-back operations
- Emergency Vehicles with warning devices operating
- Snow removal or maintenance equipment in the performance of their duties
- Passengers walking within approved walkways
- Other Vehicles

Before entering any movement area, always check for aircraft and other vehicles. Operators shall give way to vehicles to the right, and if unsure who has priority, drivers shall use caution and yield the right of way to the other operators.

When a vehicle with red flashing lights approaches your vehicle from the front or rear, you shall pull to the right at the nearest safe location and come to a stop.

Speed is limited to 25 km/hr. while operating in the vehicle corridor.

A vehicle in the vehicle corridor has the right-of-way over other vehicles entering. A vehicle operator shall use the right-hand lane of a vehicle corridor and shall not pass other moving vehicles. Drivers may not exit the vehicle corridor to pass other vehicles.

Vehicle operators must enter or exit a vehicle corridor at a right angle (90 degrees) and use directional signals if the vehicle is equipped with such signals. If a vehicle is not equipped with turn signal lights, be aware they may turn at any time, but only in accordance with right-of-way priorities.

Vehicle operators shall always use the vehicle corridor when traversing from point to point on the apron area, unless working within a defined work area.

Vehicle operators shall not drive under any passenger boarding bridge (PBB) while a PBB is in motion. When PBBs are being operated, they will always have an audible bell sound, as well as an illuminated light located underneath the bridge cab (at the end of the bridge).

Vehicles and equipment owned by TBIAAI are permitted to operate on the apron without using the vehicle corridor during the performance of their duties.



If a vehicle corridor is obscured for any reason (i.e. faded paint, snow cover, etc.) a vehicle operator shall exercise extreme caution and conform to the designated route as nearly as possible. Vehicles already in a designated vehicle corridor have right-of-way over other vehicles attempting to enter.



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, an adjacent aircraft, or as required when operating within a designated vehicle corridor.



Note: Prohibitions provided in CARS 301.08 (a); no person shall:

(a) walk, stand, drive a vehicle, park a vehicle or aircraft or cause an obstruction on the movement area of an aerodrome, except in accordance with permission given

(i) by the operator of the aerodrome, and

(ii) where applicable, by the appropriate air traffic control unit or flight service station;

AIRSIDE DIRECTIVES AND OPERATIONS

OPERATING PROCEDURES

Before operating a vehicle in the maneuvering area, an operator must have a valid AVOP and a Restricted Radiotelephone Operator Certificate. Whenever non-radio-equipped vehicles are operating, they shall be escorted by a qualified employee in a radio-equipped, TBIAAI-approved vehicle. This employee will be responsible for requesting and acknowledging all Air Traffic instructions. Only TBIAAI-approved vehicles are authorized to access the maneuvering areas.

Air Traffic Service (ATS) at YQT includes Air Traffic Control Tower (ATC) and the Flight Service Station (FSS). ATC provides vehicle control from (06:00 to 23:00) and FSS provides vehicle advisory from (23:00 to 06:00).

ATS controls all vehicle traffic in the airport maneuvering area unless otherwise stated in the ATS/Airport Operator agreement, and drivers and pedestrians must always obey its instructions. Vehicle operators must always report to ATS before entering and immediately after leaving the maneuvering area. Before proceeding onto a maneuvering area, the vehicle operator shall contact ATS for permission to proceed to a specific location by a specified route. Radio contact shall be made before accessing the airfield. The vehicle operator shall read back all instructions from ATS.

Aircraft being towed or vehicle towing an aircraft must always be in radio contact with ATS before entering and while within the maneuvering area.

Requests for permission to proceed into the maneuvering area shall include your vehicle identification (Call Sign); Your current location; and your specific destination and intended route, along with the intended activity/work to be performed in the maneuvering area.

Only persons with a valid AVOP 'D' Permit and an approved TBIAAI Licensed Vehicle can enter the runway, taxiway, and Access Rds. The ground frequency at Thunder Bay International Airport is 121.9. Air Traffic Control operates between 06:00 and 23:00. Flight Service Station operates 24 hours a day and has control of 121.9 between the hours of 23:00 to 06:00.

The vehicle radio call sign, issued by TBIAAI, shall be used in full in every transmission from that vehicle to Ground Control. Any vehicle using a call sign not issued for that vehicle by the TBIAAI will be denied access to the maneuvering area. The Aerodrome Beacon is located on top of the control tower and should be used as a reference point by all vehicle operators while in the maneuvering area.

Imperial units, rather than metric units, are to be used when communicating with ground control via radio (e.g. 200 feet east of Runway 07).

FSS SPECIFIC (23:00-06:00)

Flight Service Stations differs slightly from the Air Traffic Control tower, where FSS provide advisories according to "reported" or observed aircraft traffic. Vehicle operators shall acknowledge all information received from the Flight Service Station only if completely understood. If in doubt as to the information received, a repetition shall be requested either in full or in part.

Note: Vehicle Operators must understand the term "reported". Aircraft are not required to be radio-equipped at non- controlled airports and therefore, may arrive and depart without contacting the Flight Service Station. The phrase "no reported" traffic does not necessarily mean "no traffic". It only means that no aircraft have made their presence or intentions known to the Flight Service Specialist. Thus, Vehicle Operators shall always visually check and ensure that aircraft are not approaching or departing.

All vehicles accessing controlled maneuvering surfaces shall be in communication with the applicable ATIS during all hours of operation. Vehicle Operators shall proceed along only the specified route to the specified destination unless alternate advice is received.

EQUIPMENT FAILURE







If equipment breaks down, the operator shall immediately notify ground control of the location and difficulty and ask for assistance. If a vehicle breaks down in a maneuvering area, the driver shall immediately notify their Supervisor to request assistance and identify their location and difficulty. Drivers shall remain with their equipment. While on the maneuvering areas, vehicle operators shall always monitor the appropriate ground control frequency and acknowledge and comply with any instructions from ground control.

Note: While moving from the 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.

Vehicle operators shall immediately leave the runway when an aircraft makes a low pass; or the runway lights are blinked on and off.

RADIO FAILURE

If you lose radio communications at YQT, position your vehicle facing the tower and stop. Control towers will use light signals (commonly known as a light gun) to issue further instructions. The lights control aircraft and the movement of vehicles, equipment, and personnel on the manoeuvring area when radio communications cannot be employed. Not included in the chart below are flashing runway edge lights; if all other communication fails, you may flash the runway lights on and off as a signal to vehicles and pedestrians to vacate the active runway.

	Steady green		NA
	Flashing green		Cleared to cross; proceed; go.
	Steady red		Hold your position; stop.
	Flashing red		Vacate the runway immediately
	Flashing white		Return to starting point on aerodrome

COMBINED RADIO/VEHICLE FAILURE

If your radio and vehicle both fail while in the 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 combined vehicle and radio failure, the vehicle may provide your best protection until help arrives.

AIRCRAFT TOWING

Towing aircraft at night without using tail, anti-collision lights and or emergency lights is considered a Gross infraction.

A 'D/A' AVOP permit holder is authorized to tow aircraft on aprons provided the individual is adequately trained.

A 'D' AVOP permit is required for towing on all other areas or under escort by a D AVOP permit holder.

Aircraft under tow are not always accompanied by a marshalling crew. Drivers shall use caution when

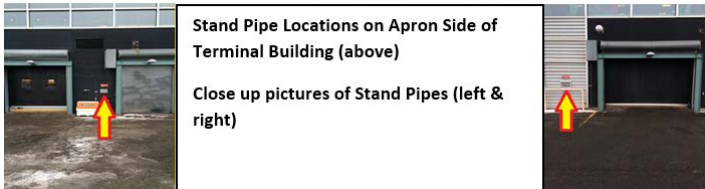
operating around aircraft under tow as the tow crew may turn suddenly into a gate or parking position. Tail, anti-collision lights or interior lights, must be on when towing aircraft at night. As an alternative, the aircraft emergency lights can be placed on to tow short distances. If the aircraft is being towed on maneuvering surfaces; then the tail and anti-collision lights must be on.

STANDPIPE / WALL HYDRANT CONNECTION POINTS



Access to fire hose connection points must not be restricted by any equipment.

NO PARKING areas are painted in place at all relevant locations.



NOTIFICATION PROCESS

Any emergency (i.e. fuel spill, fire, medical problem, etc.) requires the notification of the SOC, 473-2612. Clear and exact information about the nature of the problem, the location and contact name / telephone number must be provided.

ADVERSE WEATHER CONDITIONS

LIGHTNING DETECTION AND ADVISORY SYSTEM

Drivers shall use caution when operating in the movement areas during lightning-hazard conditions and follow their company's lightning safety procedures.



Note: Each airline, ground-handling and service company are expected to develop internal company specific procedures for how they wish their employees to react to lightning in the airport's vicinity.

If lightning is observed within eight (8) kilometres of the Thunder Bay Airport, an “aircraft fuelling shutdown” will be ordered by the TBIAAI. The blue-coloured lights, located on Apron 2 and under passenger boarding bridge 2, will be activated by the Airport Authority to indicate that aircraft fuelling has been prohibited. If time permits, each FBO and affected airline will be informed by telephone notification from the Airport Authority.

TBIAAI will monitor the conditions of the storm, and once conditions are favourable, appropriate action will be taken to indicate refuelling activities may commence. At that point, the blue lights will be deactivated by the Airport Authority. FBOs and affected airlines will be informed of the change in conditions via telephone.

It is otherwise left to the discretion of the airlines and ground handling companies as to whether or not their employees should be servicing aircraft in adverse weather conditions where lightning is present within eight (8) kilometres of the airport.

TBIAAI accepts no responsibility for any actions, or lack of actions, by any company's response to the lightning warning system.

REDUCED VISIBILITY OPERATIONS

A Reduced Visibility Operations Agreement between the TBIAAI (Thunder Bay International Airport Certificate Holder) and the Nav Canada Operating Unit (Air Traffic Control (ATC) / Flight Service Station (FSS)) is desired by both parties. TBIAAI's Reduced Visibility Operations Plan (RVOP) is a set of procedures and protocols put in place to ensure safe operations during times of reduced visibility, such as fog, heavy rain, or snow.

This plan includes guidelines for aircraft movement on the ground and in the air, as well as procedures for air traffic control, airport staff, and pilots to follow during reduced visibility conditions. The plan involves specific taxi routes, vehicle limitations on maneuvering surfaces, minimum visibility requirements for takeoff and landing, and special equipment and training for airport personnel to manage operations safely during reduced visibility.

All operators accessing controlled maneuvering areas will be subject to limitations by Nav Canada, and don't require any specific training or knowledge, just awareness that limits may be imposed at any time.

WINTER OPERATIONS

Snow removal and ice control operations are a major function for TBIAAI. This is completed in accordance with TBIAAI's Winter Operations Plans required by Transport Canada Regulations.

There are times when hazards may present themselves and must be reported to the TBIAAI to address. Ice hazards may form on rooftops or other overhanging structures, or walkways may become slippery, for example. The SOC must be advised immediately via phone (807-473-2612) if these hazards become known.

Drivers operating near snow removal operations shall reduce their speed and proceed with caution. All vehicle operators, excluding emergency response vehicles are to yield right of way to snow removal equipment. The Winter Operations Plan is available to all airport tenants and stakeholders.



Snow removal equipment may be seriously damaged by FOD items left on the movement areas; this includes electrical cables, chocks, pylons, cones, and baggage. It is the responsibility of AVOP holders to remove and store such materials in designated locations when not in use. TBIAAI shall not be responsible for damage to improperly stored or parked equipment and materials due to regular TBIAAI snow removal operations.

CLOSED AREAS

TBIAAI may close airfield areas for emergency, operational or maintenance purposes. This can include emergency or incident scenes, spill response areas, and construction areas. TBIAAI will erect safety cones, barriers and signs to restrict aircraft, vehicle and pedestrian access.

Temporary routes or access may be provided when necessary. All drivers shall observe the signs and markings and follow directions provided by TBIAAI Enforcement personnel or construction flag persons.

Drivers shall not enter a closed area without the prior authorization of TBIAAI.

OPERATION AROUND AIRCRAFT GATES

At all times drivers shall remain vigilant of aircraft movement and maintain a safe distance of 15m (50ft) from aircraft to avoid jet blast and prop wash. Areas within operational gate stands are provided for the free movement of vehicles performing their duties related to servicing aircraft.

Aircraft that have taxied into a gate position may not be passed until engines are off, or vehicle is authorized/signaled past by the aircraft marshal or wing walker. An aircraft positioning on a gate may throttle thrust at any time to adjust their position while parking. Be cautious of jet blast and the danger it may pose to vehicles and personnel. Prior to push back of an aircraft, drivers may not proceed behind aircraft unless the marshal or wing walker signals permission to pass. Indicators that an aircraft is prepared for pushback include:

- Servicing equipment is away from the aircraft
- Bridge is retracted with aircraft doors and hatches
- Tug is attached to the nose gear of the aircraft
- Wing walkers (Marshalls) are in position at wing tips
- Wheel Chocks are removed
- Aircraft engines are running or being started
- Aircraft anti-collision lights or interior lights are illuminated

Drivers may not drive behind or in front of the aircraft being pushed back or under tow unless the marshal or wing walker signals permission to pass. At these times drivers shall yield the right of way to the marshalling crew as an aircraft is being pushed off the gate or after the aircraft is released from the tug, and the marshalling crew is walking back to the gate.

Drivers may not exit the vehicle corridor for the purposes of passing an aircraft. The expectation is to remain in the vehicle corridor until the pushback process is completed. Once the aircraft is pushed back, and parked on the taxi line, it is safe to proceed in the vehicle corridor.

DISTINGUISHED VISITORS

Operators and vehicles will remain clear of the scene of an aircraft carrying distinguished visitors at all times unless required during the course of their duties or authorized by the TBIAAI.

AIRFIELD ACCESS AND OPERATIONS *(APPLICABLE TO BOTH D AND D/A AVOPS)*

GENERAL

D/A AVOP holders shall not enter any controlled area. Entrances to these areas are marked with amber lights and/or signage.

Controlled areas include the taxiways, runways, infield areas and approach zones for runways. Vehicle traffic in the controlled movement areas is restricted to that necessary for operational use only. All other traffic shall use the vehicle corridors and roadways whenever possible.

Vehicle operators in the controlled movement areas must hold a valid D AVOP and a radiotelephone Restricted Operator Certificate with Aeronautical Qualification.

LOCALIZER AND GLIDE PATH CRITICAL AREAS (ILS)



No person shall operate any vehicle in the designated restricted areas in the vicinity of the Localizer Antenna and the Glide Path facilities, which together form the Instrument Landing Systems for the runway 07 approach. The systems are sensitive, and subject to interference by vehicles, and may pose a health risk to persons entering these areas while they are powered and in operation.

The area behind the Localizer antenna (near Highway 61, before the approach to runway 25) permits vehicle movements on the perimeter/service road; however, STOPPING is not permitted as vehicles will affect the quality of the radio transmission to aircraft. Contact TBIAAI for more information regarding the Localizer and the Instrument Landing System areas.

DRIVING IN GRASSED AREAS

Only those vehicles authorized by TBIAAI may operate on the grassed infield areas or the restricted access service roads. Vehicles in the grassed areas shall not be left unattended if closer than 60 m (200 FEET) from the runway edge or 36 m (120 feet) from a taxiway edge. Authorization from ATC is required to operate within these zones. Drivers must ensure their equipment is clean prior to exiting a grassed infield area; any FOD generated shall be removed or reported prior to exiting the area.

While operating on grassed areas and Perimeter or Service Roads, vehicles must stay clear of Nav Canada equipment sites including, but not limited to the Instrument Landing System (ILS) Localizer and Glide Path transmitters and buildings, TACAN and READAC sites. Vehicles can cause significant interference with electronic equipment. Additionally, the microwave radiation emitted by the transmitters may pose a risk to drivers when operating in the protected zones around the equipment. Prior authorization is required from Ground Control to access any of the ILS sites.

INCURSIONS

An airport runway incursion is defined as any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of aircraft. This can include situations where an aircraft, vehicle, or person enters the runway without authorization, potentially creating a risk of collision with an aircraft taking off or landing. Runway incursions are a serious safety concern in aviation and are closely monitored and managed to ensure the safety of air operations.

TBIAAI shall immediately suspend the AVOP of any person operating a vehicle within or onto the controlled maneuvering areas without authorization from ATC or FSS. This suspension shall remain in effect until an investigation is completed and corrective action taken.

Endangering the safety of an aircraft is an offence and criminal charges may be laid under the *Aeronautics Act* or the *Criminal Code of Canada*.

EMERGENCY RESPONSE

During emergency situations, responding ground vehicles must always ensure communication with ATC. TBIAAI's Aircraft Rescue Fire Fighting (ARFF) crews follow emergency procedures. ARFF has priority over other vehicles. Drivers may not interfere with an emergency in progress and shall yield the right of way to responding emergency vehicles. Drivers shall ensure that they and their vehicles remain clear of emergency vehicles, responding personnel and emergency scenes.

TBIAAI Airport Security or ARFF will direct drivers on appropriate positioning or routing.

For more information on TBIAAI's Emergency Response Procedures, refer to the TBIAAI Emergency Response Plan.

INCIDENTS: NEAR MISSES AND ACCIDENT REPORTING

GENERAL

Accidents, Incidents and Emergencies on the Airport are to be reported directly to the Airport Emergency Line at (807) 475-9129.

Drivers and witnesses are to immediately report any accidents and incidents resulting in personal injury, damage to aircraft, damage to vehicles or equipment, damage to property, fuel spills or leak of hazardous materials.

Failure to report an accident or incident or failure to remain at the scene may result in AVOP enforcement action.

The operator of the vehicle that caused a spill or leak shall remain with the equipment until TBIAAI is assured the product is cleaned up in accordance with TBIAAI Emergency Procedures Manual.

Incident: An undesired event that has the potential to result in physical harm to a person or damage to property.

Accident: An undesired event that results in physical harm to a person or damage to property.

Injury: Any event that results where first aid or medical care is required following an accident.

Investigation: Review of facts and data gathered by a thorough examination of all factors involved.

NOTIFICATION PROCESS

All incidents and accidents, including those that have resulted in injury, loss, or damage, are required to be reported as expeditiously as possible to the SOC (807-473-2612). This would include any incident or accident on aprons, service roads, baggage halls, or any shared-use portion of the airport facilities.

INCIDENT/ACCIDENT INVESTIGATION

The objective of an incident/accident investigation is to determine the root cause(s), identify hazards and recommend corrective action. This may prevent a similar condition from reoccurring in the future.

REPORTING, RECORD KEEPING AND STATISTICS

The purpose of reporting, record keeping, and statistics is to identify trends and potential areas that require improvement.

TBIAAI requires all AVOP holders to report incidents to their employers per their company policies.

AIRSIDE PAVEMENT MARKINGS, LIGHTS AND SIGNS

GENERAL

Both ground vehicle and aircraft movements are guided by pavement markings, lights, and signs on the airside. These are different from those used on roads and highways. This section describes and illustrates the markings, lights and signs used at airports and which an airside vehicle operator must know. In addition to the following, other traffic control devices may be used at some airports and will be explained as required in this manual.

The vehicle operator must know the apron layout, including the location of operational stands, vehicle corridors, and aircraft taxi lines. All vehicle operations shall follow the designated routing as defined by the TBIAAI in these airside traffic directives. Vehicle operators must understand the pavement marking system.

PAVEMENT MARKINGS



White Lines Pertain to vehicle movement and control, while yellow lines pertain to aircraft movement and control, and red lines indicate aircraft are NOT to cross that demarcation.

AIRCRAFT TAXIWAY CENTER MARKINGS



A single yellow line extending from the runway along a taxiway to, and in some cases, along the apron. The nose wheel of the aircraft is centred on this line to ensure that the main wheels are on pavement and that the wings will not contact known obstructions (buildings, light standards etc.). On aprons, vehicles may only cross aircraft movement guidelines at right angles

RUNWAY HOLD LINES



A solid and a broken yellow line or two solid and two broken yellow lines across the width of a taxiway with the broken line(s) closest to the runway. Vehicles and aircraft must stop behind the solid line(s) and not proceed unless and until permitted to do so by Nav Canada.

RUNWAY CENTRE LINES



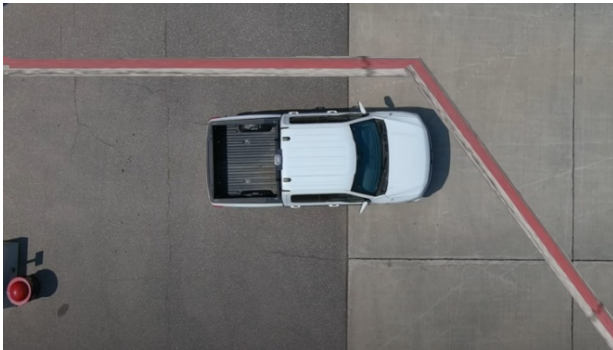
The center of a runway may be marked with a broken white line made up of several lines close together, the measurements of which are mandated by Transport Canada Standards.

VEHICLE CORRIDORS



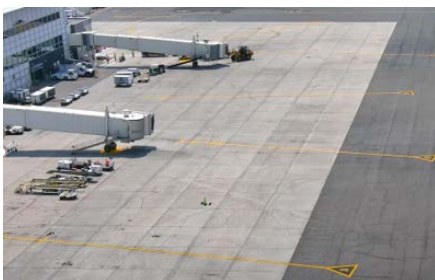
On aprons, vehicle corridors are delineated by two solid white lines centered with a single broken line. Vehicle operators shall drive within the vehicle corridors when operating on the apron. Vehicle corridors are not guaranteed safe routes. Taxiing or parked aircraft may at times encroach on a vehicle corridor – vehicle operators shall give way to such aircraft.

APRON SAFETY LINES



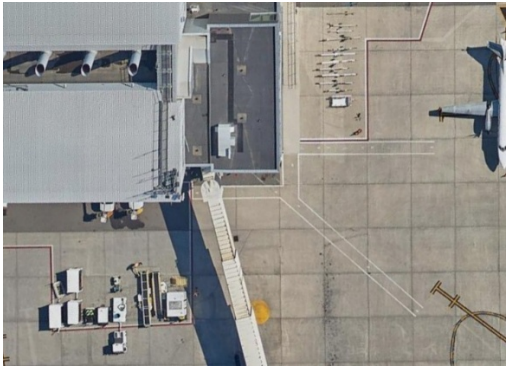
The apron safety line is a red and white line that is used to separate the movement and parking of aircraft, from the parking of vehicles and equipment on an apron. The red line is for aircraft, and the white is for vehicle parking. Apron vehicles and equipment are not allowed to cross the red line other than for servicing aircraft 15 minutes before and after a flight. All vehicles and equipment will be parked behind the white line after use.

AIRCRAFT GATE PARKING MARKINGS (GATE LEAD-IN LINES)



Delineated by a single 8" wide solid yellow line between an aircraft lead in line and a gate or parking position. These lines may be highlighted in black for definition on some surfaces. The aircraft nose wheel is centred on these lines to guide the aircraft into the parking position without hitting other parked aircraft or obstructions. Most airlines direct their pilots to follow these lines, without deviation, to protect the aircraft.

PEDESTRIAN WALKWAYS



Two solid white lines delineate passenger walkways. Drivers may cross apron passenger walkways only if not being used by passengers. Drivers cannot stop or park vehicles/equipment inside a pedestrian walkway. These walkways are mandatory for all passengers to use, to guide them in a safe passageway between the terminal building and the aircraft. Air carriers are mandated to ensure passengers are always supervised, and to ensure they remain within the passenger walkways while walking on the apron areas.

LIGHTS

AERODROME BEACON

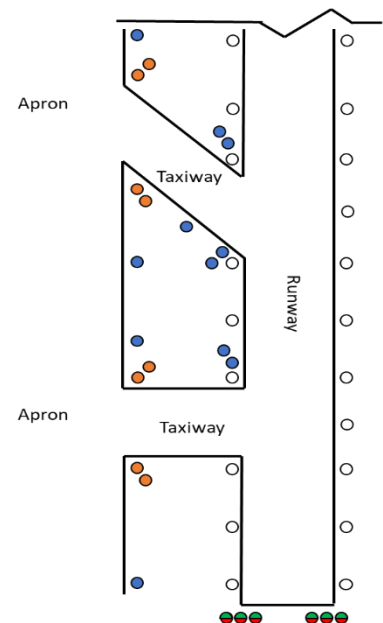
The aerodrome beacon is a large rotating white light mounted at a location such as on top of the control tower. This is the case at Thunder Bay Airport. The beacon is provided for visual identification of the airport by aircraft but is also a good reference point for vehicles on the airfield.

MOVEMENT AREA LIGHTING

Different coloured lights are used to indicate the edge of various aircraft movement surfaces on controlled maneuvering areas. These lights aid in identifying the various surfaces and associated designations.

- White Lights are used along the edge of the runway.
- Blue lights are used along the edge of aprons and taxiways.
- Amber lights are used at the intersections of aprons and taxiways.
- Two-sided threshold lights (half red and green) are used at the end of the runway with the green half pointing towards the aircraft landing the approach of the runway, and the red half facing towards the runway itself.

Every vehicle operator must know the meaning of these lights to avoid entering areas where they are not permitted to be and as a guide to vehicle movement within the maneuvering areas (runways and taxiways) of the airport.



SIGNS

AIRSIDE SERVICE ROADS:



Signs used on aprons and airside service roads are generally the same signs as those used on provincial roads throughout Canada. All vehicle operators on airside service roads are required to comply with these signs which are enforceable under the Airport Traffic Regulations.

MANEUVERING AREA SIGNS

Signs used in the maneuvering area (runways and taxiways) are designed and intended for the use and guidance of aircraft. They are also of value to vehicle operators to identify areas they should not enter or as guides to vehicle operation while in the maneuvering area.

MANDATORY INSTRUCTION SIGNS



Mandatory Instruction Signs at an airport are red signs with white text that provide critical instructions that must be followed to ensure safety. These signs are typically placed at intersections or entry points, such as runway hold positions, taxiway/runway intersections, and restricted areas, to prevent unauthorized access or unsafe movements.

DIRECTIONAL, INFORMATION SIGNS AND DESIGNATOR SIGNS



Directional Signs: These signs guide pilots, crew, and passengers by indicating routes to various locations, such as taxiways, runways, terminals, or gates. They use black text on a yellow background and typically include arrows for navigation. **Information Signs:** These provide general airport-related information, such as runway distances, noise abatement procedures, or other operational details. They usually have black text on a yellow background. **Designator Signs:** These identify

specific taxiways, runways, or other locations at the airport. They use white text on a black background for runways and yellow text on a black background for taxiways

