

# Airside Traffic Directives



**For:**

## **The Sangster International Airport.**

Please direct your questions and comments to:

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MBJ Airports Ltd,

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## **AVOP General Rules**

Firstly, All airside vehicle operators must be in possession of a valid driver's license in conjunction with a D/A or D AVOP.

Employers desiring to operate a vehicle on airside at Sangster Airport will be given AVOP Application Forms. These forms must be endorsed by the applicant's employer and submitted to The Airside and Terminal Operations Manager, MBJ Airports Ltd. for approval. Once the application is approved, the applicant is provided with study material (these Local Airport Traffic Directives) and a date and time for the written & practical exams are set.

The D/A Permit written test consists of 25 multiple-choice questions for drivers restricted to the apron. The D Permit written test consists of 37 multiple-choice questions for drivers whose duties include access to taxiway and runway areas.

## **Exam Rules**

The test is to be completed in 30 minutes; the pass mark is 70%.

To prepare for the D/A test, the applicant should review the AVOP self-test and be fully knowledgeable of the local directives. The self-test appears on page 23, Appendix C of this Local Traffic Directive.

The applicant must be recommended AVOP certified at the end of the practical test. Failing this test will delay certification.

A written and practical re-sit is allowed within 30days of failing. No airside driving is allowed during this period. A second failure will disqualify the applicant who can reapply after 12months.

Once the written & practical tests have been passed, an **AVOP D** or **D/A** code is placed on the holders pass.

It is the permit holder's responsibility to ensure that they continually review the airside traffic directives and any subsequent amendments and bulletins in order to remain knowledgeable.

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## PART I - GENERAL

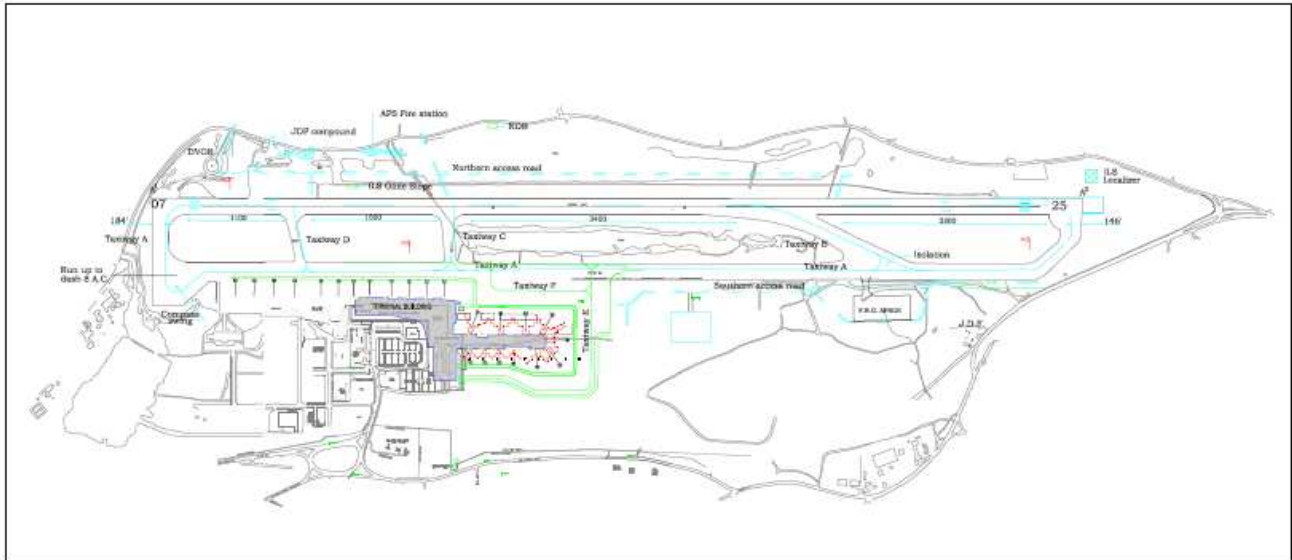
### Definitions

Aircraft Stand	An area on the airport apron used to park aircraft, load and unload passengers and/or cargo, and the provision of ground services.
Airside	That area of an airport intended to be used for activities related to aircraft operations and to which public access is restricted.
Airside Vehicle Operator's Permit (AVOP)	A document issued by MBJ Airports Ltd. authorizing the holder to operate a vehicle on an airside area at the Sangster International Airport.
Apron (Ramp)	That part of an airport that is not part of the Manoeuvring Area. Aprons are intended to accommodate the loading and unloading of passengers and cargo, and the refuelling, servicing, maintenance and parking of aircraft. They are also designed for the movement of aircraft, vehicles and pedestrians.
Controlled Area	Part of the airport that cannot be entered without authorization from the Control Tower.
D AVOP	The type of AVOP that allows vehicle operators to drive anywhere airside in the performance of their duties.
D/A AVOP	The type of AVOP that allows vehicle operators to drive on the apron(s) and service roads not in the Manoeuvring Area. D/A AVOP holders are not permitted to enter the Manoeuvring Area at any time unless a D AVOP holder escorts them.
Equipment Parking Area	The area designated and marked for the parking of ground service equipment and other authorized airside vehicles.
Equipment Restraint Area (ERA)	The area where aircraft park during ground handling operations. The ERA should be clear of all unauthorized vehicles and equipment during aircraft movements. This area is highlighted by two adjacent white lines separated by one red line.
Foreign Object Debris/Damage (FOD)	Any debris that can be ingested by a jet engine or struck by an aircraft's propeller.
Glide Slope Antenna	The part of an instrument landing system that transmits a beam, which gives pilots vertical guidance to the touchdown point on the runway.
12 Ground Control	The part of the Control Tower that controls the movement of aircraft and vehicles on the Manoeuvring Area.

Hold Short	An instruction given by the Control Tower to hold at least 60m (200 ft) from the runway edge behind the hold line while awaiting permission to cross or proceed on to the runway.
ILS Localizer Array	The part of an instrument landing system that transmits a beam, which gives pilots horizontal guidance to the touchdown point.
Manoeuvring Area (MA)	The part of the airport used for the take-off and landing of aircraft and for the movement of aircraft associated with take-off and landing. Manoeuvring Area's at aerodromes with no Control Tower is uncontrolled.
Movement Area	That part of an airport to be used for the surface movement of aircraft and includes the Manoeuvring Area and the aprons.
MBJ Airports Ltd.	The corporate entity that manages The Sangster International Airport.
Pedestrian Pathways	Pathways painted on the apron for the safe movement of passengers, crew and airport personnel from the terminal building to the aircraft stand (i.e., the aircraft parking position).
Service Roads	Roads on the perimeter of the airside area, which do not penetrate the manoeuvring, or any other controlled areas.
Airside Vehicle	An equipment of any description, which is propelled by mechanical or electrical power. At Sangster International airport, company logo or company name must be displayed on both sides of an airside vehicle. All lettering must not be less than 4 inches in height. Logos should be no smaller than 8 inches in height.
Vehicle Corridors (Driveline)	Solid <b>white</b> lines on the apron used to provide guidance to vehicle and equipment operators.
Taxiway	Solid <b>yellow</b> lines on the apron used to provide guidance to aircraft and indicating the edge of the apron. Taxiway edge lights near the verges are blue in colour.

## Introduction

Airside Traffic Directives (ATDs) are the rules governing the operation of vehicles in the airside environment and are based on Civil Aviation Regulations. ATDs are designed to balance operational needs and safety, and protect people, aircraft, equipment, and airport buildings and other infrastructure. ATDs are reviewed on an as-required basis. The following map shows the airport, particularly the airfield layout.



### 1.0 Requirements

- 1.1 Every person who drives a vehicle airside must possess an Airside Vehicle Operator's Permit (AVOP). Contractors or visitors not in possession of an AVOP may drive on the airside if escorted by, or in the company of, an AVOP holder. New airport employees must first obtain a learner "L" permit which is valid for six (6) weeks and drive only in the company of a qualified AVOP holder. Employees not desiring the "L" permit must be employed for six (6) months prior to acquiring AVOP.
- 1.2 There are two types of AVOP: D and D/A. Personnel who operate vehicles on aprons and/or service roads and do not need to go on taxiways and runways must have a D/A AVOP. Personnel who need to go on or cross controlled surfaces in the performance of their work must have a D AVOP, which also entitles them to go anywhere permitted by the D/A AVOP.
- 1.3 AVOP holders must maintain a current and valid driver's licence for the type of vehicle that they operate.



- 1.4 AVOP applicants must complete the AVOP form available from the Operations Centre, MBJ Airports Ltd. and then pass the AVOP written & practical tests administered by MBJ Airports Ltd. staff members responsible for the AVOP program.
- 1.5 An AVOP will remain valid if used on a regular basis. However, a person who does not drive airside for a period in excess of 12 months may be required to re-validate their AVOP through additional testing. An AVOP may also be revoked.
- 1.6 Effective 1 June, 2008, current AVOP holders are required to sit AVOP re-certification examinations every two (2) years (and/or coinciding with the expiration of their restricted area passes) in order to remain AVOP qualified. Employees may obtain an **Airside Recertification Programme** booklet from the MBJ Airports Limited Operations Centre.
- 1.7 The AVOP will cease to be valid as soon as the holder is no longer employed at Sangster international Airport. Also, any change in employment status that no longer requires the AVOP holder to drive airside, must be immediately reported to the AVOP Office. AVOP holders must inform MBJ if their Driver's Licence is suspended.
- 1.8 It is the responsibility of the AVOP holder to continually review the Airside Traffic Directives to remain aware of the requirements contained therein.

## **2.0 D/A AVOP Testing**

- 2.1 D/A AVOP applicants will be required to answer multiple-choice questions in the AVOP written test. Appendix C on page 23 has sample D/A AVOP questions.

## **3.0 Basic AVOP Rules**

- 3.1 At all times, AVOP holders will put safety above operational requirements when operating a vehicle on the airside.
- 3.2 With few exceptions, the following rules summarize the Airside Traffic Directives:
  - Only drive where your pass permits you. Obey all signs and markings;
  - Never drive on a controlled Manoeuvring Area without a D AVOP and authorization from the Control Tower.
  - Always yield to aircraft and emergency vehicles.
  - Obey the speed limits of 20kph or 12.5mph.

- 3.3 Each vehicle operator must obey instructions from the Control Tower and MBJ Airports Ltd. AVOP employees (e.g. Ramp Coordinators).
- 3.4 Drivers are responsible for ensuring that their vehicle/equipment is in good working order.

*Note: Company logo or company name must be displayed on both sides of all airside vehicles. All lettering must not be less than 4 inches in height and logos should be no smaller than 8 inches in height.*

#### **4.0 Gross Misconduct**

- 4.1 Never operate a vehicle in a manner that is dangerous to aircraft, equipment, persons or other vehicles. If caught committing such an act, your AVOP will be revoked. Other examples of gross misconduct include, but are not limited to:
- Driving while under the influence of alcohol or illegal drugs;
  - Dangerous and reckless driving;
  - Unauthorized runway entry;
  - Driving unescorted on airside without a valid AVOP and/or a current driver's licence.

#### **5.0 Enforcement**

- 5.1 The MBJ Manager responsible for the AVOP Program has the authority to take enforcement action against those who violate the Airside Traffic Directives, and may be assisted by other personnel (e.g., Airside Security and MBJ Ramp Coordinators).

Persons who violate airside traffic regulation will either be given a verbal warning or issued a Violation Ticket, depending on the severity of the violation. A copy of the notice is sent to the employer. Multiple violations resulting in the issuance of three tickets within a twelve month period can result in the employee's AVOP being suspended or permanently revoked if the violations so warrant.

Persons caught violating airside safety regulations are escorted off the apron and their restricted area pass confiscated.

The following are considered airside (AVOP) offences:

- ⇒ Speeding and or overtaking
- ⇒ Driving a defective vehicle
- ⇒ FOD in vehicle or eating on the apron



- ⇒ Improper parking
- ⇒ Excessive passenger load on vehicle
- ⇒ Obstructing traffic in drive lane
- ⇒ Driving outside drive lane
- ⇒ Jet bridge abuse
- ⇒ Driving without AVOP
- ⇒ Baggage carousel abuse
- ⇒ No safety vest on airside
- ⇒ The parking of vehicle(s) under the wing(s) of an aircraft
- ⇒ Any other dangerous practices

## 6.0 Apron Management

- 6.1 Vehicle operators on the apron at Sangster International Airport are responsible for looking out for other vehicles while on the apron and must drive defensively, looking out for other vehicles while using the drive lane. The clearly marked drive lane must be used when driving on the apron. Speed limit signs, which are imprinted within the lane, should be strictly observed.

Vehicles must keep left within the driving lane, unless attempting and indicating intent to exit the lane. No one is allowed to park, stop or service defective vehicles within the drive lane, such vehicles must be expeditiously towed off airside.

Cell phones must **not** be used while driving in the drive lane. Drivers must exit the drive lane and come to a complete stop before using a cell phone. The use of cell phones is also banned within the vicinity of aircraft refuelling operations.

## 7.0 Operating rules

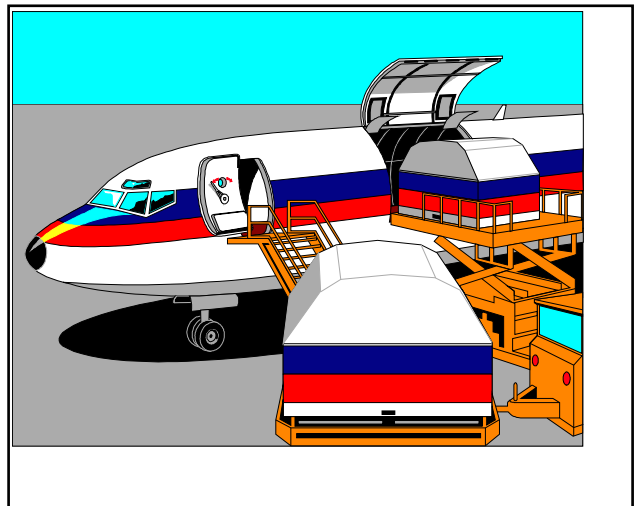
- 7.1 On the apron, the maximum speed is 20km/h (12.5 mph). The speed limit on runways and taxiways (for Operations staff that inspect those surfaces) is 80 km/h (50 mph). The maximum speed on airport service roads is 40 km/h (25 mph). Further reduce your speed to 10kph/6mph when approaching baggage carousels at customs.
- 7.2 Drivers of emergency and MBJ Airports Ltd. vehicles responding to alarms and other emergencies are permitted to exceed the speed limit.
- 7.3 Speed should be reduced when approaching stop signs, aircraft and apron pedestrian pathways.

## 8.0 Right-of-Way

- 8.1 Aircraft always have the right of way. While operating on aprons, always watch for aircraft that are about to taxi. Stop at the indicated position on the vehicle service road or outside the equipment restraint area until the aircraft is clear of the area. Look for indications that an aircraft will be moving, such as:
- The aircraft's anti collision beacon will be on;
  - The passenger stairs and other equipment will be pulled away from the aircraft;
  - The nose wheel will be un-chocked.
  - The wing marshal's signals
- 8.2 Avoid travelling behind an aircraft with its engines running. Operators of open cab vehicles have to be extra cautious. An aircraft's engines will be running prior to and during taxiing, and for a time after the aircraft is parked at the gate.
- 8.3 In order of priority, vehicle operators will give way to:
1. All aircraft, under power or one being towed.
  2. Emergency vehicles responding to incidents and apron sweeping vehicles.
  3. Fuel vehicles.
  4. Other vehicles, yielding to those established on the vehicle corridor.

## 9.0 Additional Vehicle Movement Rules

- 9.1 Unauthorized vehicles are not allowed in the equipment restraint area while aircraft are manoeuvring to/from their parking stands. Vehicles are not allowed in the Equipment Restraint Area (**ERA**) unless engaged in servicing an aircraft.
- 9.2 Use extreme caution when driving up to or backing away from aircraft. All vehicles reversing from aircraft shall be marshalled.
- 9.3 Vehicles must never overtake a taxiing aircraft and must not drive within 8 metres (25 feet) in front of aircraft parked at an aircraft stand. Tow tractors may position in front of the aircraft and ground service equipment may operate near aircraft at their discretion.
- 9.4 Vehicles must not drive over hoses or cables lying on the ground.



- 9.5 Vehicles must never restrict fuel vehicle egress routes during refuelling operations.
- 9.6 Vehicles must yield to passengers in transit to/from aircraft and the terminal building.
- 9.7 Passengers must only be carried in vehicles equipped with appropriate seating. There must be one seat for each passenger carried.
- 9.8 Drivers will carry out the following vehicle inspections prior to moving airside:
- All required lights are in working order (headlights should be on when airside);
  - Brakes are in operating condition;
  - No fuel or hydraulic leaks;
  - No vehicle damage that may create an unsafe condition;
  - No potential FOD sources (e.g., dirt, rocks in tires, loose vehicle body parts);
  - No mechanical problems that may create an unsafe situation.

## 10.0 Towing Restrictions

- 10.1 Vehicles are allowed to tow a maximum of four trailers at a time, and the driver is responsible for ensuring that the load is secure. Drivers shall, as soon as possible, retrieve articles that have fallen off the carts.



Drivers are responsible for the entire towing unit comprising of the towing vehicle and all the units being towed. All tow units must be securely attached to the towing vehicle or another towed unit. Safety chains or locking devices must be applied.

Baggage carts and containers must be secured to all racking system or locking carrier. Unsecured containers, particularly because they are lightweight and exposed to wind and jet blast, can be hazardous to aircraft and personnel on the airside. Failure to properly secure bags and cargo on a cart or container is considered an AVOP violation.



## 11.0 Parking and Staging Restrictions

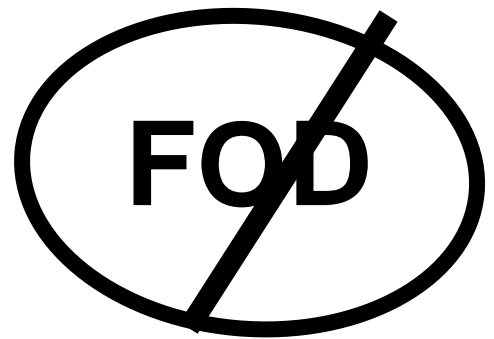
11.1 Vehicles may only park in designated parking areas. Under no circumstances may vehicles park in front of apron fire extinguishers or on pedestrian pathways. Vehicles are not to be parked within the aircraft staging area inside the apron safety lines at the gates.

11.2 Vehicles parked or left unattended for any period of time must have the parking brake applied and the engine turned off. Mobile equipment, carts and trailers are also required to have their brakes applied when left unattended. Vehicle and equipment must be backed into the parking area to facilitate a quick “escape” in an emergency situation.

All vehicles are to be parked overnight in the leased area assigned to the respective companies. The supervisor for an offending entity will be held accountable for vehicles parked overnight on the apron.

## 12.0 FOD Control

12.1 Eliminating FOD (garbage or debris) is the responsibility of everyone who works airside. All workers must keep their working areas clear of FOD, and vehicles must also be checked for mud, loose fittings, etc. that can create FOD.



12.2 No person shall knowingly deposit any material on airside surfaces that may become FOD

12.3 The FOD containers are designed to accept small FOD objects. Under no circumstances are large FOD objects to be placed adjacent to the FOD containers for collection.

12.4 Pallets taken on airside may become damaged, resulting in pieces of wood and nails becoming FOD. Pallets taken airside must be removed immediately, including removal of wrappings and ties.



### 13.0 Pedestrian Responsibilities

13.1 Pedestrians must yield to all aircraft and vehicles if outside apron passenger pathways and are only permitted within aircraft stands while engaged in their duties.

### 14.0 Reporting Safety Incidents

14.1 Vehicle operators must notify MBJ Operations Centre immediately in the event of an accident, or incident that will affect safety or cause operational delays. Traffic problems, obstructions, and all potentially hazardous situations must also be reported. If a vehicle becomes unserviceable, the driver must initiate measures to have it removed.

A drop box has been installed by the elevator near the washrooms on the apron at gate #9 to accept reports on potential hazardous situations that exists on the airside. Submitted reports are kept confidential and it is not necessary to indicate your name on the report, no punitive action will be taken against those reporting potential hazards on the apron.



### 15.0 Other Prohibitions

15.1 The following actions are forbidden while airside:

- Smoking, including inside vehicles;
- Use of personal audio devices;
- Bicycles, skateboards and rollerblades;
- Eating and drinking, including inside vehicles.

### 15.2 Vehicle Refuelling

All company vehicles must be refuelled within the company's lease area, such an operation is not permitted on the airside at Sangster International airport.

## 16.0 Enforcement

- 16.1 Any person who violates one or more ATDs will either be given a verbal warning or issued an AVOP Violation Ticket, depending on the severity of the violation. A copy of the Ticket is sent to the employer. The MBJ Airports Ltd. staff member responsible for the AVOP Program may issue a written warning to the violator, and a copy sent to the employer. Multiple violations within a 12 month period will result in the employee's AVOP being suspended or permanently revoked if the violation so warrants.
- 16.2 The employer will be responsible for taking the appropriate enforcement action(s) against their employee and reporting the outcome to The MBJ Manager who is responsible for the AVOP Program.
- 16.3 The MBJ Manager responsible for the AVOP Program reserves the right to counsel, instruct, re-test or impose a penalty on violators, including revoking their AVOP.

		<b>No. 2</b>	
<b>Airside Violation Record</b>			
Date _____		Offence Code: _____	
Name: _____			
Company: _____			Time: _____
RAP ID # : _____		Location: _____	
Offence: _____			
Logged by: _____		Signature: _____	



## **PART II - D AVOP INFORMATION**

### **17.0 Manoeuvring Areas - General**

- 17.1 The Manoeuvring Area (MA) is the part of the airfield used by aircraft to taxi, take-off and land. Unlike the apron where there is no vehicle control by the Control Tower (CT), vehicular Movement on the Manoeuvring Area at an airport with a Tower are controlled.
- 17.2 All Manoeuvring Area drivers are required to hold a D AVOP and receive authorization from the Tower before entering the Manoeuvring Area.
- 17.3 D AVOP applicants will be tested on the Air Traffic Directives that apply to the D and D/A AVOP.

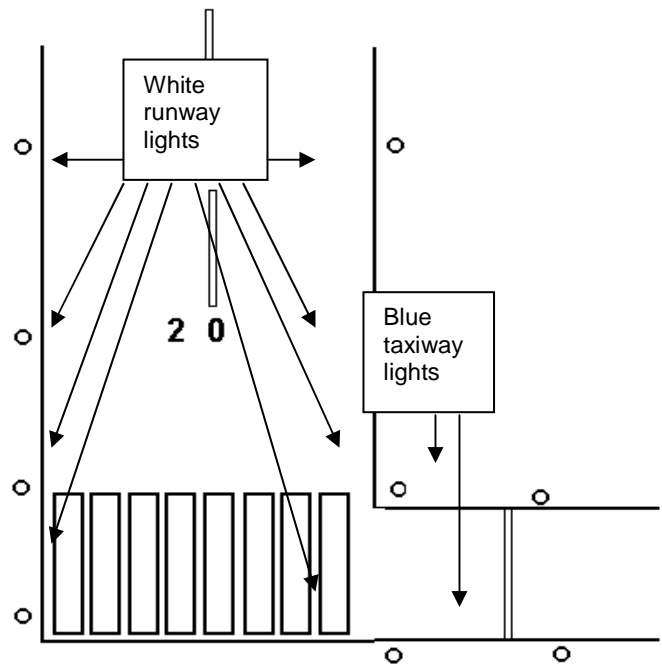
### **18.0 General Movement Rules**

- 18.1 Drivers with a D/A AVOP may be permitted to operate a vehicle on the Manoeuvring Area if escorted or accompanied by a D AVOP holder.
- 18.2 Vehicles shall display an approved amber rotating or strobe beacon while operating on the MA. If the beacon becomes inoperative, vehicle lights and four way flashers should be used, and the beacon should be repaired as soon as possible.  
Company logo or company name must be displayed on both sides of the vehicle. All lettering must not be less than 4 inches in height. Logos should be no smaller than 8 inches in height.
- 18.3 All vehicle operators must establish radio contact with the Control Tower and receive authorization before entering the MA.
- 18.4 Vehicles experiencing mechanical difficulties on the Manoeuvring Area must immediately notify the control tower and request assistance.
- 18.5 A vehicle experiencing radio communication difficulties must be repositioned to face the control tower with headlight flashing on and off.

## 19.0 Airside Lights, Markings and Signs

19.1 Runway lights are located near the runway edges and are white. Taxiway lights are located near the edges of the taxiway and are blue.

19.2 Runway centre line: White dashed lines. Threshold: the portion of the runway used for take-offs and landings, indicated by white rectangular boxes. Runway number: the magnetic Compass orientation of the runway near the threshold.

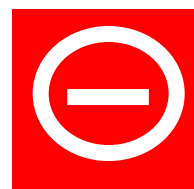


19.3 Taxiway centrelines: yellow in colour. The hold lines on the taxiways are 60m (200 feet) from the runway edge and are also yellow. Vehicles must remain behind the hold lines on the taxiway when instructed to hold short of the runway.

19.4 There are several signs on the airside for taxiways, runways, hold positions and no entry. Examples are:



At the hold position for  
runway 07/25

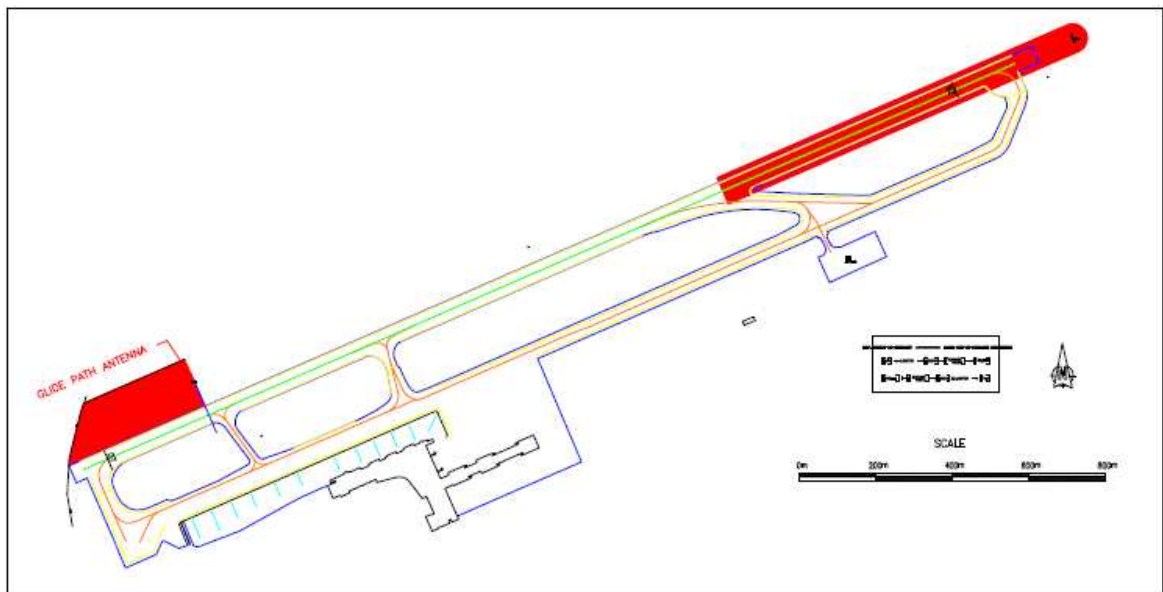


No Entry

19.5 The ILS is a navigational aid used to guide pilots (and their aircraft) down to the runway in reduced visibility. It has two components: a localizer, located at the opposite end of the runway providing lateral guidance, and the glide slope, which provides an approach slope of 3° (usually) and is located adjacent to the runway.



**Vehicle operators shall not park in the localizer or glide slope critical areas shaded below:**



**This section for those desiring permits to operate vehicles on runway and taxiways:**

## 20.0 Radio Procedures

- 20.1 Personnel shall use appropriate aviation radio terminology (see Appendix A) and ICAO phonetics (see Appendix B).
- 20.2 Instructions from the Control Tower must be complied with immediately. If the vehicle operator missed or does not understand an instruction, he/she must request that it be repeated. In the event of a radio failure, the vehicle must proceed off the MA immediately.

## 21.0 Radio Contact Procedures

21.1 Plan the route you wish to take before contacting The Control Tower. Listen before you speak to make sure that the frequency is clear.

Once the Control Tower has indicated that they are ready to receive your request/communication, inform them as follows:

(Your vehicle call-sign) is at (state current location), (state preferred routing to location where you want to go)

The Control Tower will approve (possibly with restrictions), or not approve, your request.

“(Your vehicle call-sign), proceed as requested”

“(Your vehicle call-sign), negative, maintain your position”

“(Your vehicle call-sign), proceed to (location) via (route)”

“(Your vehicle call-sign), proceed via (route) and hold short of (location)”

Instructions from Control Tower must be acknowledged. Example responses are:

“Roger” (which means “I understand your transmission/instruction”)

“(Your vehicle call-sign) is proceeding across (runway or taxiway)”

“(Your vehicle call-sign) is proceeding to (location) via (route)”. Read back the route stated in the transmission from Control Tower if it is different than the one you requested.

“(Your vehicle call-sign) is holding short”

State the nature of your activity and when appropriate, advise Control Tower how much time will be required to complete your activity in the Maneuvering Area (MA).

When you arrive at the work area, keep listening to your radio and always be prepared to respond to all transmissions from the Control Tower during the time that you are in the MA.

When you need to leave your MA work area, advise Control Tower and follow their instructions.

Control Tower (your vehicle call-sign), (state status of work), (state request for instructions) to (state desired location and include preferred route, if applicable)

Acknowledge receipt of instructions and advise that you are proceeding as directed.

Advise Control Tower when you have exited the MA.

(Control Tower), (your vehicle call-sign) is off (state surface)”

Note: Vehicle operators shall acknowledge and read back any restrictions, including hold short instructions, from the Control Tower.

- 21.2 All communications between vehicles and Ground Control are recorded (for investigation purposes in the event of an incident). Vehicle operators and personnel must use proper radio procedures while communicating with the Control Tower.

## **22.0 Light Signals**

Blinking runway edge lights is a message from the Control Tower to vacate the runway immediately.

## **23.0 Vehicle Escort**

An AVOP holder may be asked to escort vehicles driven by contractors, government officials, visitors or someone not familiar with airside operations. The proper procedures, including speed in the drive lane and around an aircraft must be explained to the driver. The need to stay behind the escorting vehicle on the prescribed route must be emphasized.

A Vehicle escort convoy must not be more than three (3) vehicles long excluding the escorting vehicle.

## PART III - APPENDICES

### Appendix A - Radio Phraseology

Phrase	Meaning
<b>ACKNOWLEDGE</b>	Let me know that you have received and understood this message.
<b>AFFIRM</b>	Yes
<b>APPROVED</b>	Permission for proposed action granted
<b>BREAK</b>	I hereby indicate the separation between portions of the message. (to be used where there is no clear distinction between the text and other portions of the message.)
<b>'BREAK' 'BREAK'</b>	I hereby indicate the separation between messages transmitted to different aircraft in a very busy environment
<b>CANCEL</b>	Annul the previously transmitted clearance
<b>CHECK</b>	Examine a system or procedure. (No answer is normally expected.)
<b>CLEARED</b>	Authorized to proceed under the conditions specified.
<b>CONFIRM</b>	Have I correctly received the following ...? Or Did you correctly receive this message?
<b>CONTACT</b>	Establish radio contact with
<b>CORRECTION</b>	An error has been made in this transmission (or message indicated).The correct version is...
<b>"CROSS (runway/taxiway)"</b>	Cross taxiway(s) and/or runway(s) indicated
<b>DISREGARD</b>	Consider that transmission as not sent.
<b>GO AHEAD</b>	Proceed with your message.
<b>"HOLD POSITION"</b>	Do not move
<b>"HOLD POSITION (reason)"</b>	Do not move for the reason given
<b>"HOLD SHORT (runway/taxiway)"</b>	*Do not cross the runway(s) and/or taxiway(s) indicated
<b>HOW DO YOU READ</b>	What is the readability of my transmission?
<b>I SAY AGAIN</b>	I repeat for clarity or emphasis.
<b>MONITOR</b>	Listen out on (frequency)



<b>NEGATIVE</b>	No or Permission not granted or That is not correct.
<b>OUT</b>	<i>This exchange of transmissions is ended and no response is expected.</i> Note.- Normally used to indicate the end of an exchange of transmissions.
<b>READ BACK</b>	Repeat all, or the specified part, of this message back to me exactly as received.
<b>“PROCEED VIA (Route)”</b>	Follow the route indicated
<b>RECLEARED</b>	A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof.
<b>REPORT</b>	Pass me the following information.
<b>ROGER</b>	I have received all of your last transmission. Note.-Under no circumstances to be used in reply to a question requiring READ BACK” or a direct answer in the affirmative (AFFIRM) or negative (NEGATIVE).
<b>STANDBY</b>	Wait and I will call you.
<b>WILCO</b>	(Abbreviation for “will comply.”) I understand your message and will comply with it.
<b>VERIFY</b>	Check and confirm with originator

\*Note: ‘**HOLD SHORT**’ instructions must be repeated, followed by the vehicle call sign.

## Appendix B - ICAO Phonetics

CHARACTER	WORD	PRONUNCIATION
0	ZERO	ZE-RO
1	ONE	WUN
2	TWO	TOO
3	THREE	THREE
4	FOR	FOWER
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV-EN
8	EIGHT	AIT
9	NINE	NIN-ER
10	TEN	ONE-ZERO
17	SEVENTEEN	ONE-SEVEN
33	THIRTY-THREE	THREE-THREE
126.25	ONE HUNDRED (AND) TWENTY-SIX AND A QUARTER	ONE-TWO-SIX-DECIMAL- TWO-FIVE
A	ALFA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	EC-KOH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIETT	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NOH-VEM-BER
O	OSCAR	OS-SKAH
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIR-AH
T	TANGO	TANG-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TAH
W	WHISKEY	WIS-SKEY
X	X-RAY	ECKS-RAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

## Appendix C - Sample D/A AVOP Questions

Circle the correct answer.

1. What is required to drive airside?
  - a) A driver's licence and authorization from Control Tower.
  - b) A current driver's licence and a D/A or D AVOP.
  - c) A pass to enter the Restricted Area (airside) and authorization from Control Tower
  - d) A D/A AVOP for all areas.
  
2. A D/A AVOP holder can drive in the following areas:
  - a) The apron and taxiways
  - b) The apron only.
  - c) Everywhere on the airside.
  - d) The apron and service roads, which are not in the Manoeuvring Area.
  
3. Who is responsible for continually reviewing the Airside Traffic Directives?
  - a) All employers.
  - b) All employees.
  - c) All managers and supervisors.
  - d) All AVOP holders.
  
4. The speed limits on the apron and uncontrolled taxiways respectively are?
  - a) 20 km/h or 12.5 mph
  - b) Any safe operating speed for both.
  - c) 15 mph and 25 km/h
  - d) 25 km/h and the speed at which other vehicles are moving.
  
5. Passengers will only be carried in vehicles
  - a) Approved to operate airside.
  - b) With a flashing beacon.
  - c) Equipped with a seat for each passenger.
  - d) The airside transporting of Passengers is not allowed.
  
6. What actions are considered to be gross misconduct?
  - a) Dangerous and reckless driving.
  - b) Unauthorized runway entry.
  - c) Driving airside (unescorted) without a valid AVOP.
  - d) All of the above.