Airside Recertification Programme

The Student's Guide

Please direct your questions and comments to:

The Operations Centre Coordinator,
MBJ Airports Ltd,
Sangster International Airport,
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Telephone 876 518 1745

Email: operationscentrecoordinators@mbjairport.com

The International Civil Aviation Organization (ICAO) had mandated all contracting states to develop and implement a Safety Management System by November 24, 2005.

While developing the document, MBJ Airports Limited concluded that an integrated Safety Management System requires that all employees whose business takes them on the Movement area (airside) should be certified in the following subject areas:

- ✓ Ramp Safety Awareness
- ✓ FOD Awareness
- ✓ Airside Vehicle Operation Permit for apron operations (D/A AVOP)
- ✓ Airside Vehicle Operation Permit for airfield access (D AVOP)
- ✓ Radio Communication for employees permitted to access the Manoeuvring Area (airfield)

Since October 1, 2006, employees of the Sangster International airport whose job description entails accessing the airside have been required to initially sit and pass Ramp and FOD Awareness examinations prior to renewing their Restricted Area Passes (RAPs).

Effective June 1, 2008, all current airport employees holding the following restricted area passes must be recertified as follows:

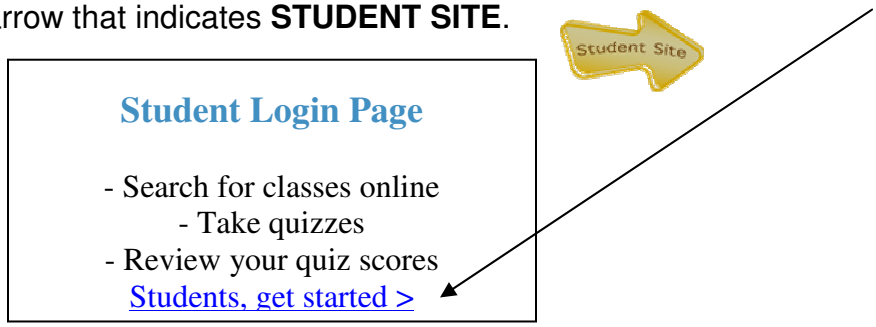
RAP Colour	Access to	Exam(s)	Recertification Cycle
RED	All areas	Ramp Safety, FOD Awareness, D AVOP, *Radio Communication	Every two (2) years
GREEN	Apron	Ramp Safety, FOD Awareness, D/A AVOP	Every two (2) years
YELLOW	Apron	Ramp Safety, FOD Awareness, D/A AVOP,	Every two (2) years
PINK	Domestic Apron only	Ramp Safety, FOD Awareness, D/A AVOP,	Every two (2) years

*note: to include initial certification

Electronic recertification will be done via the internet by assigning to the website: **http://quizstar.4teachers.org/** Once you have gained access to the website, please follow the guide listed below for completing all applicable tests:

⇒ STEP 1. How to log in

Locate the section below and click on the link: Students, get started > or click the arrow that indicates **STUDENT SITE**.

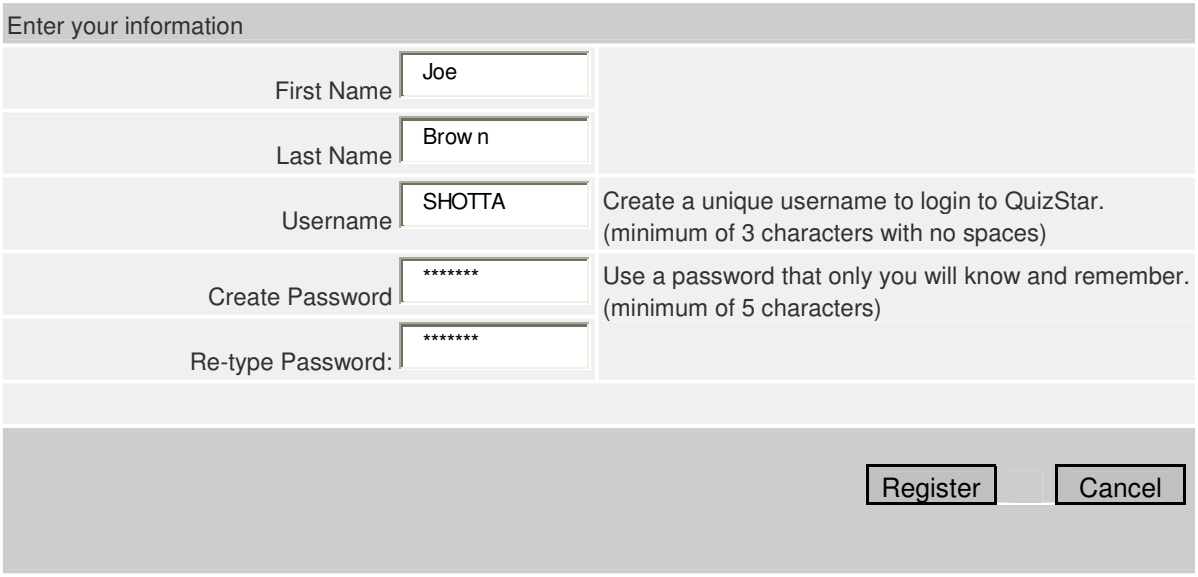


⇒ STEP 2. Student Registration

NEW STUDENTS MUST REGISTER BEFORE ATTEMPTING TO LOG IN.

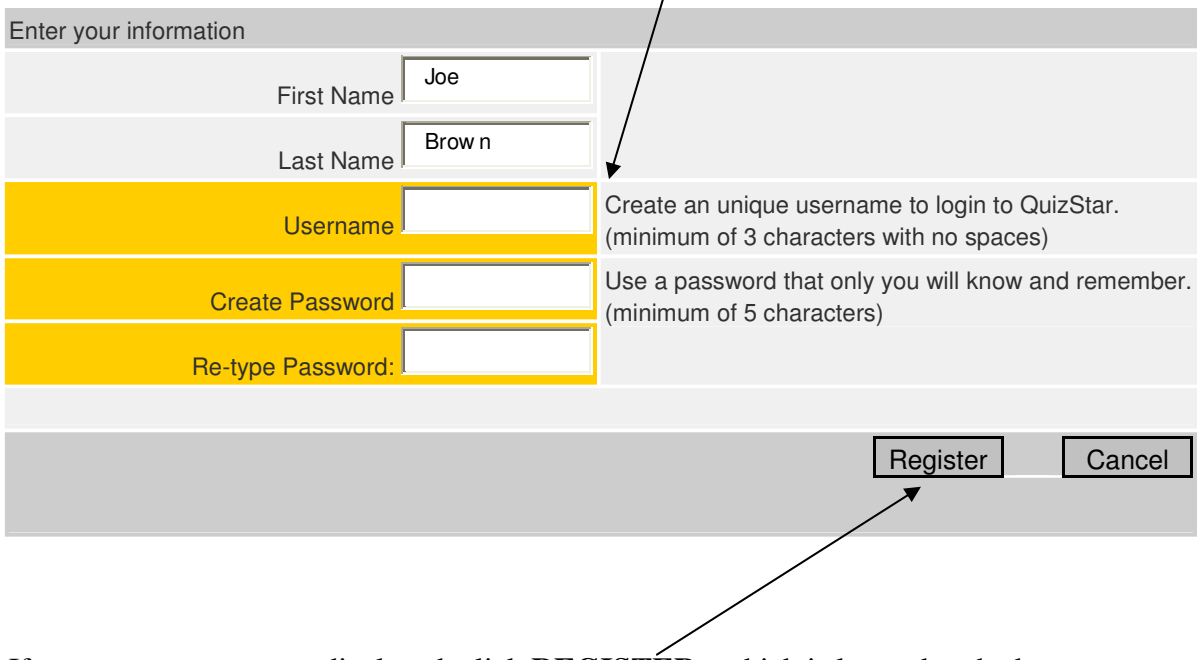
Locate and click the brown arrow that indicates **SIGN UP**

Now enter your personal information as in the example below.



If you receive the prompt below while attempting to sign up, it means that your **username** has already been taken and you will have to come up with another unique name. You may use letters and numbers together to form a **username.**

Retype your newly chosen user name into the coloured boxes that appear under your name then create and confirm your password.



If no error message was displayed, click **REGISTER** which is located at the bottom right hand corner of the computer display

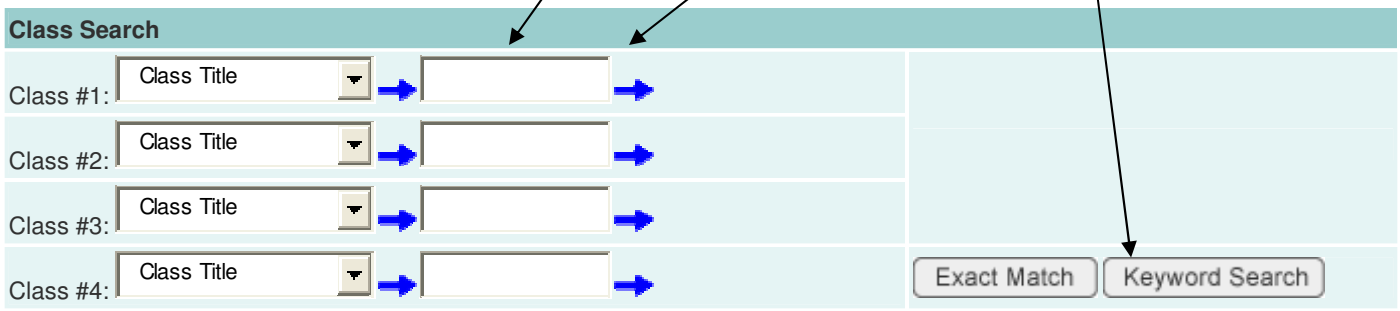
NOTE – MBJ is able to change or give you your profile information, including password at any time. Visit the Operations Centre with a valid ID and speak to a Coordinator on duty.

⇒ Step 3. How to enroll into a class

Click the **SEARCH** button which is located at the top right hand corner of the display.

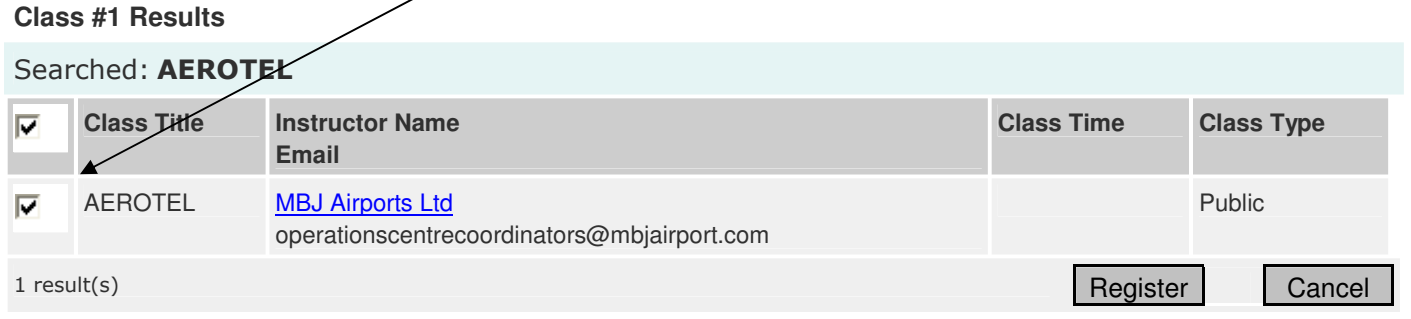
The **Class Search** box below should now be displayed on your screen. In the **empty box** next to **class title**, enter the code assigned to your company. Your company code appears in the charts on the next two pages of this Guide. It is not necessary to CAPITALIZE your company code.

After you have entered your **company code**, hit the nearby **KEYWORD SEARCH** button.



⇒ Step 4. How to Register for a class

As indicated below, select the **box** in front of the name of your company and then Register



Register (to top)

Please continue with **Step 5** on page 8 of this booklet.

QuizStar Class Search table

Use this chart to locate the code assigned to your company.

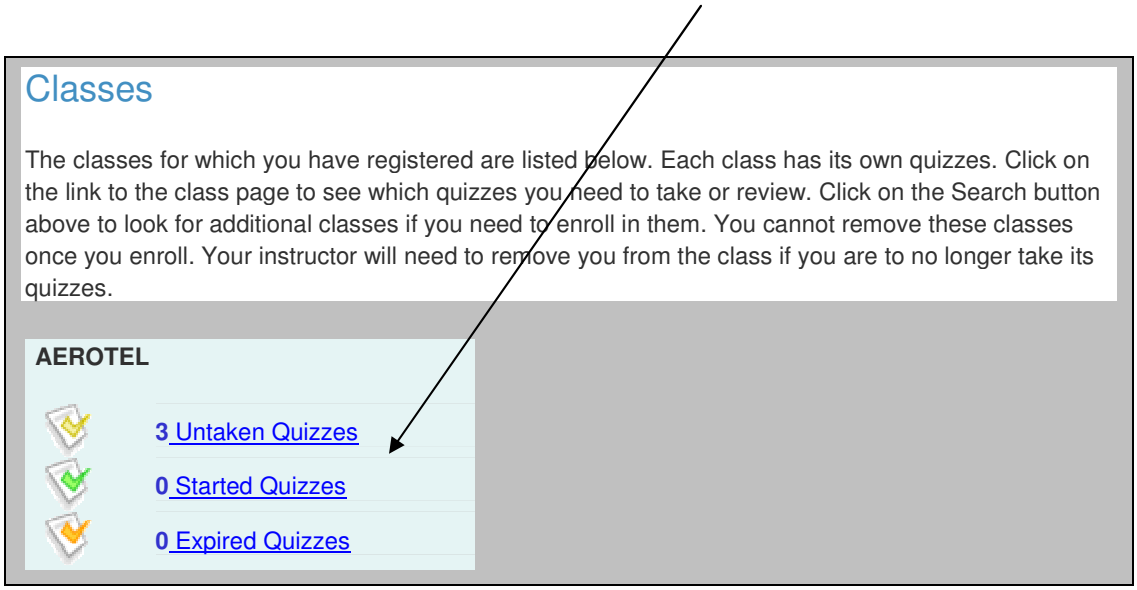
COMPANY	CODE	ASSIGNED QUIZZES				
		FOD	RAMP	DAAVOP	DAVOP	RADIO COMM.
Airports Authority	AAJ	X	X	X		X
Aerotel	AEROTEL	X	X		X	X
Air Canada	AIRCAN	X	X	X		
Air Jamaica	AIRJAM	X	X	X		
International Airlink	AIRLINK	X	X			
Airpak Express	AIRPAK	X	X			
AJAS Ltd	AJAS	X	X	X		
American	AMERICAN	X	X	X		
Ashtrom	ASTHROM	X	X	X		
Blue Mountain	BLUEMTN	X	X			
Bobsled	BOBSLED	X	X			
Canadian High Comm.	CANHIGH	X	X			
Continental Airlines	CONTINENTAL	X	X			
Customs	CUSTOMS	X	X	X		
Cable & Wireless	CWJ	X	X			
Delta Airlines	DELTA	X	X			
Esso Standard Oil	ESSO	X	X	X		
FedEx	FEDEX	X	X	X		
Flow	FLOW	X	X			
FMC	FMC	X	X	X		
Fijitsu	FIJITSU	X	X			
Guardsman Ltd	GUARDSMAN	X	X			
IAM Jet Centre	IAM	X	X	X		
Immigration	MNS	X	X			
Island Hopper	IHOPPER	X	X			
JARS	JARS	X	X	X		
JCAA	JCAA	X	X	X	X	X
Jamaica Constabulary Force	JCF	X	X	X		
Jamaica Dispatch Ltd	JDS	X	X	X		

COMPANY	CODE	ASSIGNED QUIZZES				
		FOD	RAMP	DAAVOP	DAVOP	RADIO COMM.
Jamaica Tourist Board	JTB	X	X			
Last Resort Agency	LRDA	X	X			
Marksman	MARKSMAN	X	X			
MBJ Airports Ltd	MBJ					
Meteorological Office	MET	X	X			
Manpower and Maintenance	MMS	X	X			
Ministry of Agriculture	MOA	X	X			
Ministry of Health	MOH					
Market Research Ltd	MRSL	X	X			
Margaritaville	MVILLE	X	X			
Network Airline Svcs	NETWORK	X	X			
Northwest Airlines	NORTHWEST	X	X	X		
Police	JCF	X	X	X		
Port Security	PSC	X	X	X		
Rose Hall Development	ROSEHALL	X	X			
SAMS	SAMS	X	X			
Sandals Resorts	SANDALS	X	X			
Shell Oil	SHELL	X	X	X		
Spirit Airlines	SPIRIT	X	X			
St. James Technical	STECH	X	X		X	X
Sunshine Store	SUNSHINE	X	X	X		
Tara Limited	TARA	X	X			
Timair Limited	TIMAIR	X	X			
Travel Partner Representative	TRAVELP	X	X			
US Airways	USAIR	X	X			
Virgin Atlantic	VIRGIN	X	X	X		
Worldwide Flight Services	WFS	X	X	X		

⇒ Step 5. View assigned Quizzes

Click the **CLASSES** button which is located at the top right hand corner of the display.

The following display should appear with the name of your company and the quizzes assigned to your company:
Click on:
Untaken Quizzes to view the quizzes that you are allowed to take or left to be taken
Expired Quizzes to review all the quizzes that you have taken.
Started Quizzes to review all the quizzes that you have started.



⇒ **STEP 6 Taking a quiz**

Click on **Take Quiz** to start the selected quiz or **Review** to re-look a quiz already taken.

Untaken Quizzes Help

Quiz Title (with attempts left)	Start Date	Due Date	Points	Scores	Take Quiz	Review Quiz
Ramp Awareness 1.0 (1)	Always Active	Always Active	100	-	Take Quiz	Review
D/A AVOP 1.0 (1)	Always Active	Always Active	100	-		Review
FOD Awareness 1.0 (1)	Always Active	Always Active	100	-		Review

⇒ After entering **Take Quiz ,** read the quiz instructions and click Start Quiz

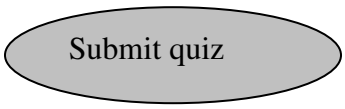
⇒ Read all instructions on how to answer questions and then click Start Quiz

⇒ Read each question, click the correct answer on the left of the page then select Next Page

⇒ You can also **flag** a question and later review your answers before submitting your quiz.

4 pts. Ground equipment must not be staged in the Equipment Protected Area prior to flight arrival.

- True
- False
- Flag this question for later review

At the end of the quiz, please click 

All quizzes must be completed in 45minutes which is monitored by the timer in the right hand corner of the actual quiz. **Pass mark for all quizzes is set at 80%.**

Quiz example

I will pass this quiz in fine style.

4 pts.

- True
- False
- Flag this question for later review

Questions asked by students

Q:

I am trying to access my new class. However, it tells me that I have a username that already exists. How is that possible if I just started loading my information?

A:

Students in Quizstar have a single login for all their classes and these classes can be with different instructors. It may be possible that some other student under a different instructor has already taken the username. Try adding a number or different letters to create a unique username that is not already taken.

Q:

How does a student review his/her results after a test is submitted?

A:

When students complete quizzes, they have a link on the confirmation page which reads **Review this Quiz**. They can also review quizzes from the page showing all their quizzes. There is a column which has a button in the same row as the quiz title they want to review. The button is labeled **Review** and the column heading is **Review Quiz**.

Q:

I forgot my password. What do I do?

A:

Come in to the MBJ Operations Centre with a valid ID and speak to the Operations Centre Coordinator on duty between 07:00hours – 23:00 hours daily. The Coordinator will be able to supply you with your profile information.

Q:

What happens if I do not achieve the pass mark of 80% on a quiz?

A:

Come in to the MBJ Operations Centre with a valid ID and speak to the Operations Centre Coordinator on duty between 07:00ahours – 23:00 hours daily. You will be given material on the failed subject to read and then allowed to retake the quiz at a time convenient to you.

Q:

Sometimes a quiz takes a long time to load or it "times out" and it does not go to the next question. The grade is then displayed as a zero. How do I fix this?

A:

Come in to the MBJ Operations Centre with a valid ID and speak to the Operations Centre Coordinator on duty between 07:00hours – 23:00 hours daily. The Coordinator will verify the failed score and then permit you to re-attempt the quiz at a time convenient to you.

Q:

When should I take the quiz?

A:

A quiz should be taken at least two days prior to the expiration of your Restricted Area Pass (RAP) or two years after you initially took tests in FOD and Ramp Awareness, which commenced October 2006.

AVOP and Radio Communication (if applicable) tests should be done as soon as possible as these tests were never a part of any previous recertification requirements. Results will be valid for two years.

Q:

What if I have a certificate from RC TRAINING & CONSULTING SERVICES LIMITED for Ramp Safety and FOD Awareness courses?

A:

These certificates are valid for two years from the date of issue that is imprinted on the certificate. The certificate must be taken to the MBJ Security Centre whenever you need to renew your Restricted Area Pass (RAP) within the two years validity period. You must attempt the Quizzes once the certificate is about to expire. Note the certificate does not cover Radio Communication and AVOP recertification.

Q:
I am a new airport employee and will be assigned duties on the apron, what do I do?

A:
Your company should ensure you get the prerequisite training that is necessary to get a pass for the apron, either via internal training or ***from RC TRAINING & CONSULTING SERVICES LIMITED.***
Please contact MBJ for further details.

Q:
I keep getting redirected to the home page of QuizStar if I click on any link after logging in. What can be the problem?

A:
There may be a problem with how your Web browser handles "cookies." Cookies are pieces of information about how an individual computer user accesses information on a Web site. For example, if the Web site was offered in Spanish and the last time you used it you selected the Spanish version, the cookie on your hard drive from our site would remember that the next time you access the site the Spanish version should be displayed. QuizStar also employs cookies to verify that you are logged in.

If you feel that the system is accepting your password, but then boots you out, you may be logging in using incorrect data and you will see this message: "We do not recognize this username AND/OR password. If you are a registered user, please try entering your username and password again."

Q:
What are the Web browser requirements for QuizStar?

A:
The following browsers have been tested to work with QuizStar. Other browsers might not be compatible for some pages.

For PC:
1. MS Internet Explorer versions 6.0 and above.
2. Firefox v1.5 and above.

For Mac:
1. Firefox v1.5 and above.
2. Safari v1.5 and above.