AVOP Trainee Evaluation Checklist

Trainee: _____ Trainer: _____

Date: _____

A – AVOP Administration

The Trainee must demonstrate an understanding of AVOP types and purposes, as well as the process to achieve a D/A or D AVOP.

	Trainer's Assessment	
	Check off the box indicating your assessment of the Trainee based on the evaluation objectives.	

	Evaluation Objectives **By the end of this session, the Trainee has:**	**Acceptable**	**Needs Improvement**
A-1	Explained what an AVOP is, who needs an AVOP, and the differences between the two types of AVOPs at YWG		
A-2	Outlined the process for achieving an AVOP		
	Trainer Notes	**Next Step**	
	List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.		
A-__			
A-__			

TRAINER NOTES:

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B – Airfield Safety

The Trainee must demonstrate an understanding of the safety requirements for the vehicle operator, vehicle, and airfield.

	Trainer's Assessment
	Check off the box indicating your assessment of the Trainee based on the evaluation objectives.

Evaluation Objectives — By the end of this session, the Trainee has:		Acceptable	Needs Improvement
B-1	Listed the safety requirements for the vehicle operator, vehicle, and airfield		
B-2	Identified the lights and markings required on cabbed and non-cabbed (self-propelled), and non-self-propelled vehicles		
B-3	Listed various types of FOD and explained the process for removing/reporting FOD		
B-4	Explained how to report emergency and non-emergency issues		

Trainer Notes	Next Step
List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.	
B-__	
B-__	
B-__	
B-__	

TRAINER NOTES:

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C – Lights, Signs, and Locations (aprons)

The Trainee must demonstrate an understanding of lights, signs, and locations on aprons (D/A and D AVOP applicants).

	Trainer's Assessment	
	Check off the box indicating your assessment of the Trainee based on the evaluation objectives.	
Evaluation Objectives **By the end of this session, the Trainee has:**	**Acceptable**	**Needs Improvement**
C-1 Identified all aprons		
C-2 Identified key locations, buildings, and other landmarks on aprons		
C-3 Explained the meaning of lights, markings, and signs found on aprons		
Trainer Notes	**Next Step**	
List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.		
C-__		
C-__		
C-__		

TRAINER NOTES:

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C – Lights, Signs, and Locations (taxiways and runways)

The Trainee must demonstrate an understanding of lights, signs, and locations on controlled surfaces (D AVOP applicants).

		Trainer's Assessment	
		Check off the box indicating your assessment of the Trainee based on the evaluation objectives.	
Evaluation Objectives	**By the end of this session, the Trainee has:**	**Acceptable**	**Needs Improvement**
C-4	Identified all taxiways and runways		
C-5	Identified key locations, buildings, and other landmarks on controlled areas of the airfield		
C-6	Explained the meaning of lights, markings, and signs found on controlled surfaces		
Trainer Notes		**Next Step**	
List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.			
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C-__			
C-__			

TRAINER NOTES:

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WINNIPEG
AIRPORTS AUTHORITY

D – Driving Airside – Aprons

The Trainee must demonstrate the ability to drive safely on aprons, following all rules and procedures.

	Trainer's Assessment		
	Check off the box indicating your assessment of the Trainee based on the evaluation objectives.		
Evaluation Objectives **By the end of this session, the Trainee has:**		**Acceptable**	**Needs Improvement**
D-1	Demonstrated a vehicle safety inspection ("circle check")		
D-2	Demonstrated proper driving procedures along a prescribed route		
D-3	Explained the procedure to pass through security at different locations of the airfield		
D-4	Demonstrated proper parking procedures		
Trainer Notes		**Next Step**	
List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.			
D-__			
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TRAINER NOTES:

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E – Driving Airside – Taxiways and Runways

The Trainee must demonstrate the ability to drive safely on taxiways and runways, following all rules and procedures.

	Trainer's Assessment
	Check off the box indicating your assessment of the Trainee based on the evaluation objectives.

	Evaluation Objectives **By the end of this session, the Trainee has:**	Acceptable	Needs Improvement
E-1	Demonstrated the ability to safely follow a prescribed route on controlled surfaces		
E-2	Demonstrated proper radio procedures		
E-3	Demonstrated a radio test		
E-4	Demonstrated the ability to maintain situational awareness while driving (both day and night)		
	Trainer Notes		**Next Step**
	List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.		
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TRAINER NOTES:

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F – Escorting

The Trainee must demonstrate proper procedures to escort another vehicle or vehicles on aprons and controlled surfaces.

	Trainer's Assessment	
	Check off the box indicating your assessment of the Trainee based on the evaluation objectives.	
Evaluation Objectives **By the end of this session, the Trainee has:**	**Acceptable**	**Needs Improvement**
F-1 Described escorting requirements and the escort's responsibilities		
F-2 Explained the "Airside Vehicle Escort Instructions" to a person being escorted		
F-3 Demonstrated proper escorting procedures		
Trainer Notes	**Next Step**	
List any action(s)/next steps required for the Trainee to bring "Needs Improvement" evaluation objectives to "Acceptable" level.		
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F-__		
F-__		

TRAINER NOTES:

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SIGN OFF:

I confirm that the AVOP Trainee has successfully completed all training requirements and is ready to take the final written and driving exam. ***The Trainee must submit this form to the Pass Office.***

Trainer Name: _____ Signature: _____ Date: _____