Carp Airport
Airside Vehicle Operators Permit (AVOP) Training

September 2026

Airport Manager
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Why does Carp Airport need an AVOP program?

SAFE AIRSIDE OPERATIONS
Aircraft, vehicles and people share the same operating environment. Training helps to everyone understand the rules and operate safely.

SECURE AIRSIDE ACCESS
You wouldn't want just anyone driving airside or accessing your hangar area. AVOPs help to ensure those with access are authorized, trained and aware of airport safety and security.

MEETING AIRPORT REGULATORY REQUIREMENTS
As a certified airport, the Carp Airport must meet regulatory requirements for aerodrome vehicle operations, including those identified in TP 312 – the Manual of Aerodrome Standards and Recommended Practices.

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Types of AVOP Permits

D AVOP – Manoeuvring Area

For personnel who require operational access to the airport's **runways, taxiways and aprons**.

Typically required only by airport operations staff.

D/A AVOP – Aprons Only

For personnel who require vehicle access to **apron areas only**.

This is the permit most airport tenants will require.

Your AVOP only authorizes you to drive in the areas permitted by your AVOP type.

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ROC-A Requirement for a D AVOP

If you require a D AVOP to drive on the manouevring area (runways, taxiways and aprons), you will require a Restricted Operator Certificate with Aeronautical Qualification (ROC-A) – or radio licence – as you will need to use a radio to communicate on the airport's Aerodrome Traffic Frequency (ATF).

The ROC-A Study Guide

Contact the Airport Manager to schedule an exam.

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AVOP Process

D AVOP

- Submit Application
- Obtain a ROC-A
- Review this course
- Pass the online written test
- Pass the Practical Evaluation
  - The Airport Office will issue your pass

D/A AVOP

- Submit Application
- Review this course
- Pass the online written test
- Pick up your pass from the Airport Office

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All About AVOPs

An AVOP is valid for a period of 5 years.

Be sure to apply for renewal at least 30 days before the expiry date shown on your AVOP.

AVOPs will only be issued to airport employees, leaseholders or those authorized by leaseholders.

An AVOP is a privilege, not a right.

AVOPs are issued under the authority of the airport operator and may be revoked or suspended.

There is no fee for the AVOP.

When you have completed the process to obtain your AVOP, please visit the airport office to receive your pass which will be in the form of a hangtag for the rearview mirror of your vehicle.

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The Carp Airport

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Airport Overview

The Carp Airport is owned and operated by West Capital Developments.

It is home to a diverse aviation community, including approximately 70 based fixed-wing aircraft, 10 helicopters, and one PC-24 jet aircraft. The airport hosts 95 privately owned hangars, supporting a range of private and commercial aviation activities.

Helicopter Transport Services (HTS) operates significant training programs from the airport, contributing to regular helicopter activity on the field. The Royal Canadian Mounted Police (RCMP) maintains three dedicated hangars at the airport, where they conduct counter-terrorism training exercises.

Carp Airport is also home to a local chapter of the Experimental Aircraft Association (EAA), which provides additional grass tie-down areas and hangar storage for experimental and recreational aircraft.

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Airside/Groundside

- **Airside** is the area inside the airport fence to which the public does not normally have access. It is where the runways, taxiways, aprons and hangars are located.
- **Groundside** is the area where the public normally has access.

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Manoeuvring and Movement Areas

- **Manoeuvring Areas** are those parts of the airport (taxiways and runways) where vehicles/aircraft must be in radio communication on the ATF/UNICOM.

If you go past double-amber lights from an apron to a taxiway, you are now on the manoeuvring area.

- **Movement Areas** are the parts of the airport used for taxiing, takeoff and landing of aircraft, including the aprons.

All surfaces on airside where aircraft and vehicles can move are considered movement areas.

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Carp Airport (CYRP) Emergency Plan Site Map

Acclivix Inc. February 24, 2026

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Runways

Runway 10/28 is the primary paved runway. It is 3,936 feet long and 98 feet wide.

Runway 04/22 is a gravel runway. It is 2,205 feet long by 65 feet wide.

Runway Designation

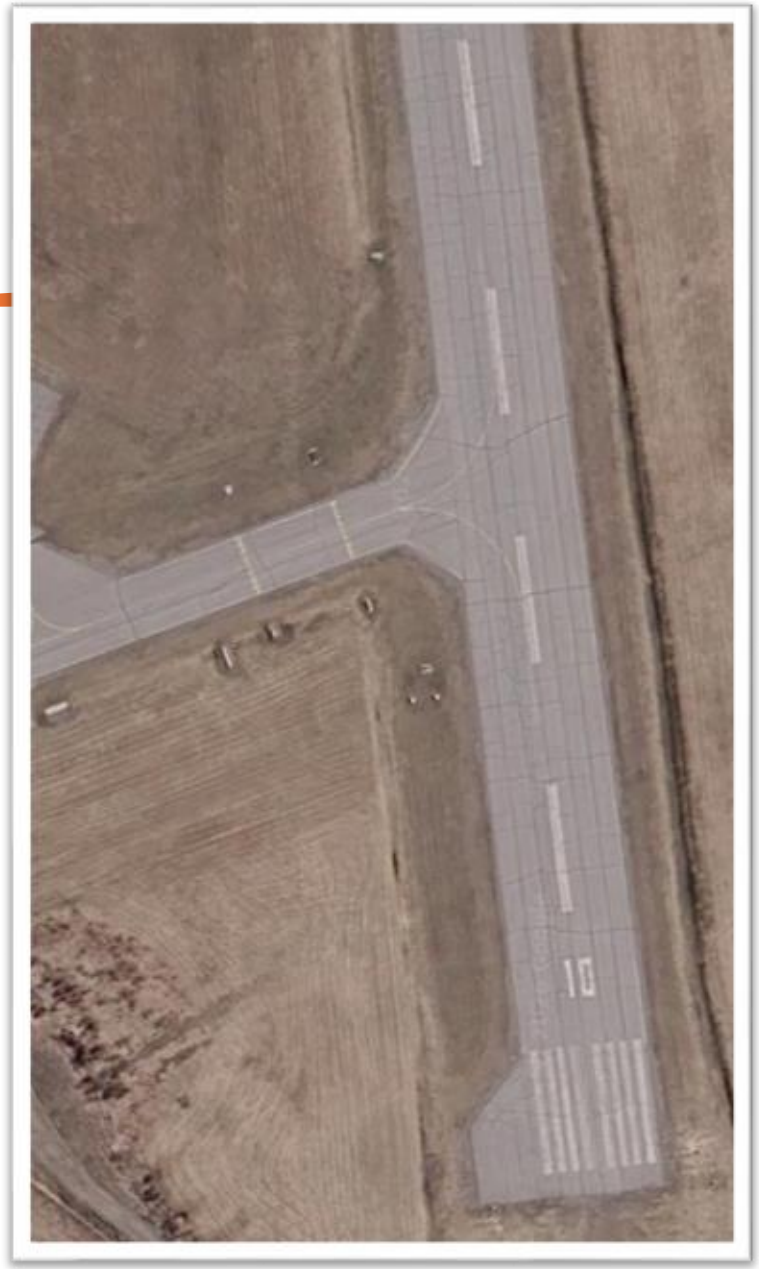
Large white numbers identify each runway end according to the runway's magnetic direction.

Runway Centreline

A broken white line identifies the centre of the runway and extends along its length.

Runway Threshold

A series of white longitudinal stripes identifies the beginning of the runway available for landing.



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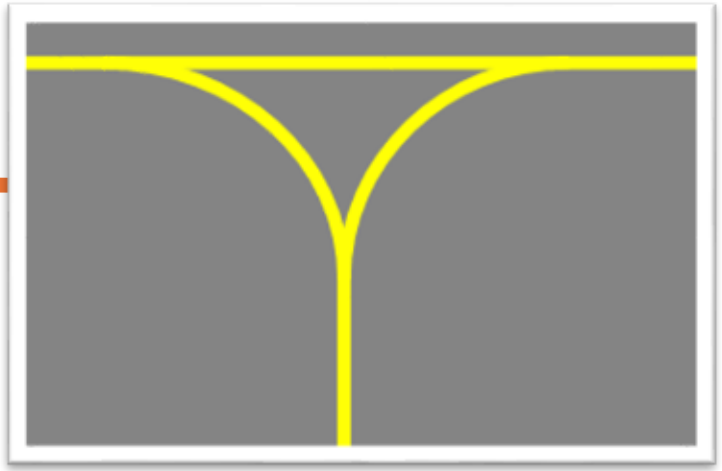
Taxiways



The Carp Airport has three taxiways as shown on the Airport Map. They are identified by a letter – Alpha, Bravo and Charlie.

Taxiway Centreline Marking

Single yellow lines are used on taxiways to guide aircraft to and from runways. When aircraft nose wheels are centred on these lines, they ensure the main wheels remain on the pavement and the wings will not contact any known fixed obstacles.

Drivers should also follow taxiway centreline markings when driving on taxiways. If you encounter another vehicle approaching from the opposite direction, move to the right of the centreline to pass.

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Aprons

Aprons are used for parking and servicing of aircraft.

Apron A is the primary apron in front of the terminal building situated between taxiways Alpha and Charlie on the west side of the airport.

Apron B is a private apron.

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Airfield Lighting

- Runway 10/28 has
  - white edge lights
  - threshold lights that show green when approaching the runway
  - Runway end lights that show red in the direction of the runway

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Airfield Lighting

Taxiways have blue edge lights

Double amber lights indicate an apron entrance from a taxiway – and that you are entering or leaving the manoeuvring area

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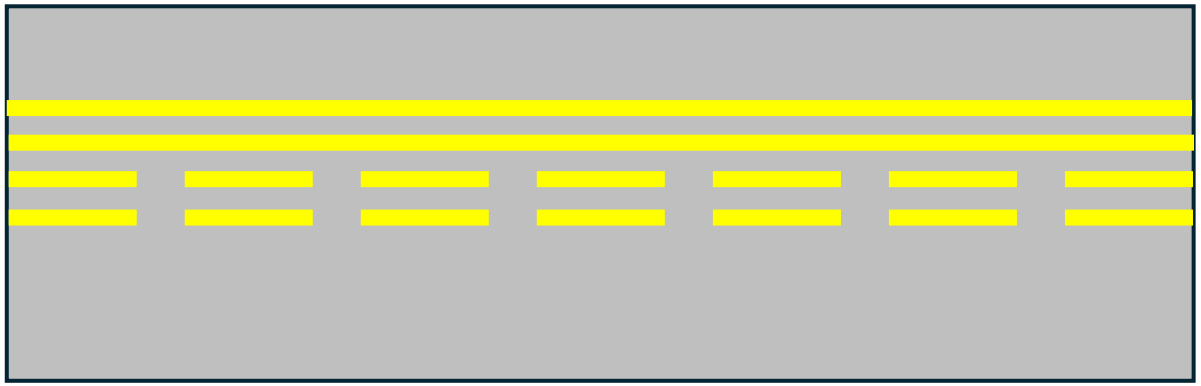
Hold Lines

Hold lines consist of two solid and two broken yellow lines which cross the width of a taxiway with the broken lines closest to the runway.

Vehicles and aircraft **must** stop behind the solid lines and not proceed until they have verified that the runway and approach is clear of other traffic and announced their intentions on the ATF.



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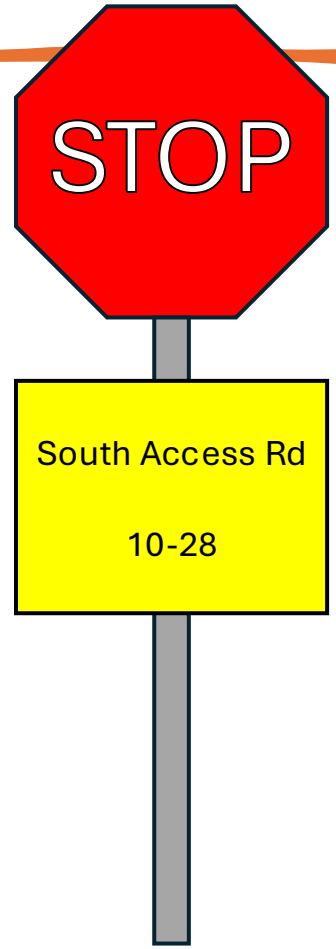
Road Holding Positions

Where a vehicle road connects with a runway, there will be a road holding position indicated by a stop sign and information sign that tells the viewer where they are located.

You must stop and broadcast your intentions on the ATF before proceeding onto the runway.



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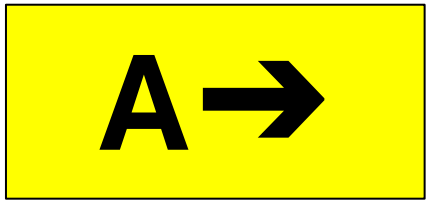
Airfield Signs

Runway Designation Signs (Mandatory Signs)

The runway number in white on a red background is a mandatory sign. Taxiing aircraft or vehicles must not proceed unless the operator has confirmed that the runway is clear.

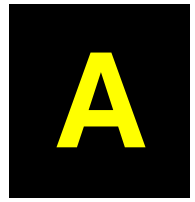
Direction Signs

Black letters and/or numbers and arrows on a yellow background are used to indicate the direction of a runway, taxiway or other location



Location Signs

A yellow letter on a black background identifies the taxiway on which the vehicle or aircraft is located.



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General Airside Safety and Awareness

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Jet Blast and Prop Wash Hazards

- Do not pass in front of or behind an aircraft whose engines are running unless the wheels are chocked and a marshaller waves to give you permission.
- Always be aware of turning propellers or rotors on helicopters.
- Operating aircraft can produce jet blast or prop wash which are hazardous to vehicles and pedestrians.

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FOD Prevention and Reporting

FOD stands for Foreign Object Debris

FOD can include trash, cups, paper, chocks – any items that should not be present on airside and could be ingested by an aircraft engine or blown by jet blast or prop wash.

FOD has the potential to cause damage or injury.

Stop and pick up FOD if you are able or report it to Airport Operations right away.

Be aware of any loose items inside your vehicle that could blow out and become FOD once you open the vehicle door.

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Fuel and Fueling Area Safety

- The fuel station is located on the main terminal apron.
- Never leave a vehicle running and unattended near the fueling station.
- Check the area for leaks or spills that have not been cleaned up.
- Report any spills or issues with the fuel station to Airport Operations immediately.

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Be Seen to Be Safe

Anyone walking on airside movement areas (runways, taxiways and aprons) must wear a high-visibility safety vest or other clothing.

Smoking, vaping and cannabis use is not permitted anywhere on airside.

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Security Awareness

- When entering airside, always make sure gates are closed behind you to prevent unauthorized access.
- If you observe anyone suspicious or who is accessing or attempting to access airside that you do not recognize, challenge them, or call Airport Operations right away.

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Wildlife Awareness

Wildlife (birds and mammals) can be hazardous to aircraft.

Making sure gates are closed when not in use can help to prevent access.

If you observe wildlife on the airfield, contact Airport Operations.

Do not bring food or other items onto airside that may be an attractant to wildlife.

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SMS, Hazards and Safety Reporting

The Carp Airport is a Certified Airport under Transport Canada regulations and has implemented a **Safety Management System (SMS)** to identify hazards and mitigate risks associated with those hazards.

If you identify a hazard or safety concern regarding anything on the airport, report it right away using the form that you can access using the QR code shown here, or contact Airport Operations.

Together we can help to maintain safety of the airport for all who use it.

Safety Concern

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Driving Airside

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Driver’s Licence

No person shall operate a vehicle on airside, unless:

- The person is the holder of, and can produce on request a valid Provincial Drivers Licence (PDL) to operate a vehicle within the province
- AND
- The person has been given permission by the Airport Operator

The Airport Manager has authority for issuing, suspension, or cancellation of permission to operate a vehicle on the airside of the airport.

You must provide photos of both sides of your PDL when you apply for an AVOP.

When you are issued an AVOP permit card, you must make sure you have it and your valid PDL available for inspection anytime you are driving on airside.

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Vehicle Equipment

When driving a vehicle on airside, it must be equipped with either a rotating beacon or four-way flashers. These must be activated whenever your vehicle is in motion.

Any vehicle being used for commercial purposes on airside must be authorized by the Airport Manager.

Make sure you have the appropriate insurance for operating a vehicle on an airport. Not all policies cover vehicles that are being operated on an airport.

If you require a call sign for your vehicle, request one from the Airport Manager.

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Human Factors

Before driving on airside, ensure you are fit for duty.

Be aware of:

- Fatigue
- Stress
- Rushing or feeling pressured
- Distractions (including mobile devices)
- Complacency or overconfidence
- Impairment from alcohol, drugs or medication

Remember: If you're not fit to drive safely, don't drive airside.

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Speed Limits

- To help maintain a safe operating environment, do not exceed 25 km/h when driving on airside.
- Airport staff driving on the runway may exceed this limit if necessary and safe to do so.

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Right-of-Way

Aircraft always have the right of way.

Always be aware of aircraft, other vehicles and pedestrians when driving on airside.

Yield right of way to airside traffic in the following order of priority:

- Aircraft
- Pedestrians
- Emergency Vehicles
- Snow Removal Vehicles
- Vehicles towing Aircraft

Always allow plenty of space and exercise caution when driving near running aircraft.

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Escorting

Drivers without an AVOP may drive airside if they have an operational requirement need (e.g. contractor) and are escorted.

The driver who is providing the escort must:

- Possess a valid AVOP and Provincial Drivers Licence (PDL)
- Escort no more than three vehicles
- Ensure drivers being escorted are briefed to the procedures of airside movement
- Assume responsibility for vehicles being escorted
- Ensure that the maximum length of the escort group does not exceed 50m (150m)

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Radio Communications

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Airside Communication

Communication at the Carp Airport operates on an Aerodrome Traffic Frequency (ATF)/UNICOM.

An ATF is established to ensure that all radio-equipped aircraft or vehicles operating on the ground or within the area are listening on a common frequency and following common reporting procedures.

If you are only driving on the aprons (D/A AVOP), you do not need to communicate via radio.

If you will be driving on the taxiways or runways, you will need a VHF transceiver that operates on 122.8 MHz.

Always maintain a listening watch when on the manoeuvring area.

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Radio Communication Basics

Hold background-noise cancelling microphones as close to the lips as possible.

Listen out first to ensure that you will not interrupt another transmission.

Speak plainly and distinctly to prevent running consecutive words together.

Use standard aviation terminology.

Radios are to be used for airport traffic related messages only. No superfluous communications are permitted.

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Radio Communication Requirements

ALWAYS

Announce your intentions on the ATF before entering the manoeuvring area.

Announce if you are changing positions on the manoeuvring area.

Monitor the radio while in the manoeuvring area. This is also called maintaining a listening watch.

Announce on the ATF when you have exited the manoeuvring area.

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Phonetic Alphabet

- Always use the ICAO Phonetic Alphabet when phonetics are required for clarity in radiotelephone communication
- If you will be communicating via radio, you must have a ROC-A and should already be familiar with this.

Letter	Word	Spoken As
A	ALFA	(Al fah)
B	BRAVO	(BRAH VOH)
C	CHARLIE	(CHAR lee)
D	DELTA	(DELL tah)
E	ECHO	(ECK oh)
F	FOXTROT	(FOLKS trot)
G	GOLF	(GOLF)
H	HOTEL	(hoh TELL)
I	INDIA	(IN dee ah)
J	JULIET	(JEW lee ETT)
K	KILO	(KEY loh)
L	LIMA	(LEE mah)
M	MIKE	(MIKE)
N	NOVEMBER	(no VEM ber)
O	OSCAR	(OSS car)
P	PAPA	(pah PAH)
Q	QUEBEC	(keh BECK)
R	ROMEO	(ROW me oh)
S	SIERRA	(see AIR rah)
T	TANGO	(TANG go)
U	UNIFORM	(YOU nee form)
V	VICTOR	(VIK tah)
W	WHISKEY	(WISS key)
X	X-RAY	(ECKS ray)
Y	YANKEE	(YANG key)
Z	ZULU	(ZOO loo)

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Numbers

- If you obtained a ROC-A, here is another review of how to pronounce numbers when communicating via radio.

Number	Spoken As	Number	Spoken As
0	ZE-RO	5	FIFE
1	WUN	6	SIX
2	TOO	7	SEV-en
3	TREE	8	AIT
4	FOW-er	9	NIN-er

Note: Stress the syllables printed in CAPITAL letters. For example, give the two syllables in ZE-RO equal emphasis, but give the first syllable for FOW-er primary emphasis

Number	Spoken As
10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
583	FIVE EIGHT THREE
12000	ONE TWO THOUSAND
38143	THREE EIGHT ONE FOUR THREE

Transmit all numbers, except whole thousands, by pronouncing each digit separately. Transmit whole thousands by pronouncing each digit followed by the word "thousand"

Number	Spoken As
118.1	ONE ONE EIGHT DECIMAL ONE
465.2125	FOUR SIX FIVE DECIMAL TWO ONE TWO FIVE

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Standard Phraseology

- NAV Canada has established a VFR Phraseology Handbook. We recommend that you review this document if you will be communicating on the ATF.

Word of Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRMATIVE	Yes, or permission granted.
CONFIRM	My version is … is that correct?
CORRECTION	An error has been made in this transmission (or message indicated). The correct version is…
HOW DO YOU READ?	Can you hear and understand me? What is the readability of my transmission?
I SAY AGAIN	I will now repeat my last word (sentence) for clarification.
NEGATIVE	No, or permission not granted, or *that* is not correct, or I do not agree.
OVER	My transmission is ended and I expect a response from you. (Normally used only under poor communication conditions).
OUT	This conversation is ended and no response is expected. (Normally used only under poor conditions.)
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received.
ROGER	I have received all of your last transmission.
SAY AGAIN	Repeat all, or the following part, of your last transmission. (Do not use the word “Repeat”.)
SPEAK SLOWER	(Self-explanatory)
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(Self-explanatory)
VERIFY	Check text with originator and send correct version.
WHAT IS YOUR REQUEST/MESSAGE?	(Self-explanatory)

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Radio Checks

If you are unsure of your radio's performance, conduct a radio check. The check should be short and not interfere with other communications. You can make a call on the ATF:

Carp Traffic, (your callsign), radio check.

Readability of your transmission will be reported according to the following scale:

1. Unreadable
2. Readable now and then
3. Readable but with difficulty
4. Readable
5. Perfectly Readable

To ensure your radio is operating on the proper frequency when nobody else is on the Carp ATF/Unicom, press the push to talk (PTT) button on your radio seven times. If you are on the correct frequency, this will activate the airfield lights using the Aircraft Remote Control of Aerodrome Lighting (ARCAL) system.

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Now that you have reviewed the content of this presentation, you may complete the written test by clicking the link below.

Carp Airport AVOP Written Test

Should you be applying for a D AVOP, upon successful completion of the written test, you will be required to do a practical evaluation with the Airport Manager or their designate.

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