



QUÉBEC CITY JEAN LESAGE INTERNATIONAL AIRPORT
505 RUE PRINCIPALE
QUÉBEC CITY, QUÉBEC
G2G 0J4

RESTRICTED AREA TRAFFIC DIRECTIVE



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CHAPTER I

1. GENERAL

1.1 INTERPRETATION

1.2.1 In this directive:

AIRCRAFT STAND means a designated area on the apron intended used to park aircraft for the purpose of emplaning and deplaning passengers and providing requisite ground services.

AIRPORT SECURITY means the YQB department responsible for enforcing this directive.

AIRPORT TRAFFIC means all traffic within the maneuvering areas of an airport.

AIRSIDE means the area of an airport reserved for movement relating to the operation of aircraft and to which public access is generally prohibited as defined in Appendix D.

AIRSIDE VEHICLE OPERATOR'S PERMIT (AVOP) means a document issued by the Pass control Office that authorizes the holder to operate a vehicle airside.

APRON means the part of an airport, other than the maneuvering areas, used for the emplaning and deplaning of passengers and cargo, refuelling, servicing, maintenance, de-icing, and parking of aircraft and the movement of aircraft, vehicles, and pedestrians related to those activities, including indoor baggage sorting areas.

APRON TRAFFIC means all aircraft, vehicles, and pedestrians using the apron of an airport.

AVOP refers to an Airside Vehicle Operator's Permit, i.e., an airside driver's license issued by YQB.

BAGGAGE SORTING AREA means an area, normally located inside a terminal or building, where checked baggage accepted by an air carrier is kept before being loaded on the plane.

CONTROLLED AIRPORT means an airport with an air traffic control unit.

CONTROLLED AREA means an unregulated area inaccessible to the public. Access to this area is limited to authorized persons only.

CRITICAL RESTRICTED AREA designates a part of the apron adjoining the terminal building. Any person entering the critical restricted area must comply with requests for bodily or belonging search from a Canadian Air Transport Security Authority (CATSA) agent at a non-passenger and vehicle screening (NPS-V) unless this person qualifies for an exemption from Transport Canada.

D PERMIT means an Airside Vehicle Operator's Permit that authorizes the holder to operate a vehicle within the movement areas of YQB.

DA PERMIT means a restricted Airside Vehicle Operator's Permit that authorizes the holder to operate a vehicle on aprons.

D4 PERMIT means an Airside Vehicle Operator's Permit that authorizes the holder to drive a vehicle on aprons and the Delta Taxiway.

DIRECTIVE means this document, including appendixes, and any amendments or corrections that YQB may make from time to time, at its sole discretion.



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EMPLOYER means a corporate body employing individuals who hold Restricted Area Identity Cards or Airside Vehicle Operator Permits.

EQUIPMENT means any vehicle or towed mobile device used for airport or runway maintenance, or the maintenance, repair, or servicing of aircraft, including test equipment and cargo handling equipment.

FOD means foreign object or debris representing a risk to aircraft.

GLIDE PATH TRANSMITTER means the part of the instrument landing system that provides the pilot with the correct angle of descent on final approach through touchdown on the runway.

HOLDER refers to a physical person to whom an Airside Vehicle Operator's Permit, key, or restricted area identity card has been issued.

HEAVY VEHICLE means any vehicle weighing more than 4500kg, bus, minibus, or tow truck, generally identified by an "A" or "L" license plate.

INTERSECTION means the location where a roadway, runway, or taxiway crosses another roadway, runway, or taxiway.

KEY means any instrument issued by the Pass control Office that provides access to a restricted area.

LIGHT GUN means a light-emitting device ground controllers use to direct airport traffic in the absence of radio communication.

LOADING AREA means the part of the apron designated as such by signs or pavement markings that is used by passengers for emplaning or deplaning, including areas for charter aircraft.

LOCALIZER TRANSMITTER refers to the part of the instrument landing system that is designed to assist the pilot in remaining properly aligned with the runway on approach.

MANEUVERING AREA means the part of an airport ordinarily used for the take-off and landing of aircraft and related aircraft movements but does not include the apron.

MOVEMENT AREA means the portion of an airport designed for the surface movement of aircraft, including maneuvering and apron areas.

PARK means to stop a vehicle, regardless of whether it is occupied, or its engine is running, except for emplaning and deplaning passengers or loading and unloading cargo.

PARKING SPACE means the portion of the apron reserved for vehicle parking and identified by means of signs and/or pavement markings.

PASS CONTROL OFFICE means the administration and permits office of the airport security department.

PEDESTRIAN means a person on foot, including a person in a wheelchair or infant in a stroller.

PEDESTRIAN CROSSWALK means the part of the apron designated by signs or pavement markings that passengers use to emplane or deplane.

RAIC (Restricted Area Identity Card) refers to a document issued by YQB that authorizes the card holder to enter a restricted area.

RESTRICTED AREA means a section of an airport designated as an area to which access is limited to authorized individuals only.



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RESTRICTED OPERATOR CERTIFICATE refers to a document issued by Industry Canada certifying that the certificate holder is qualified to operate a radio at any land-based aeronautical station outfitted with radio equipment for transmitting messages on fixed frequencies that are closed to public communications.

ROADWAY means a road, street, or location designed for vehicle traffic as indicated by signage or pavement markings or identified as such on plans.

RVOP refers to the Reduced Visibility Operations Plan, a set of operational procedures limiting and controlling traffic on the movement areas when visibility is inferior to 2600 feet.

SEMI-TRAILER TRUCK means any combination of tractor unit and of one or more semi-trailers (commonly known as 18-wheelers).

TAXIWAY refers to the portion of an airport used for maneuvering aircraft and airport ground equipment between the apron and the runway.

THRESHOLD means the beginning of the portion of the runway used for aircraft landings.

TOOL VEHICLE means a vehicle not mounted on a truck chassis that is designed to perform a specific task and whose workstation is incorporated into the cab.

VEHICLE means a motor vehicle, commercial passenger vehicle, or equipment.

VEHICLE OPERATOR refers to anyone driving or controlling a vehicle.

VEHICLE CORRIDOR means an exterior roadway bordered by parallel white lines painted on the apron surface. Vehicles must be driven within this corridor, but aircraft traffic is prohibited.

WARNING DEVICE for emergency vehicles refers to a siren with or without flashing red light.



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1.2 PURPOSE

The purpose of this directive is to provide for the safe, orderly flow of aircraft, vehicles, and pedestrians on the airside of the airport.

1.3 SCOPE

1.3.1 This directive applies to the entire airside of the Québec City Jean Lesage International Airport.

1.3.2 The Airport Security Department of YQB is responsible for enforcement of this directive.

1.4 RESPONSIBILITIES

1.4.1 YQB may issue directives, procedures, and measures designed to ensure the sound management of aircraft traffic on airport aprons and in airport buildings.

1.4.2 YQB may amend this directive at any time and any amendments are deemed to form an integral part hereof. Anyone driving on the airside of the airport must comply with this directive, as of its effective date.

1.4.3 All employers who own vehicles must familiarize themselves with this directive and ensure that their employees have the necessary knowledge to use the vehicles and required equipment in carrying out their duties correctly and safely.

1.4.4 All employers must ensure that their vehicles satisfy the requirements of this directive.

1.4.5 All vehicle drivers must be familiar with the rules and methods set out in this directive and obtain the required permits before using a motor vehicle in a restricted area.

1.4.6 Anyone in violation of the provisions of this directive is liable to penal prosecution under the Airport Traffic Regulations (ATR) and/or the administrative sanctions set out in Chapters VIII and IX of this directive.

1.4.7 All information and contacts related to this directive can be obtained at <https://www.aerportdequebec.com/en/business/pass-control-office/airside-vehicle-operator-permit-avop>



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CHAPTER II

2. VEHICLE OPERATION

2.1 BASIC CONDITIONS

- 2.1.1 Subject to the other provisions set out herein, anyone may operate a motor vehicle in a restricted area provided that they satisfy the following basic conditions:
- The person holds all valid licenses and permits that the laws in the Province of Québec require to drive the vehicle;
 - The person satisfies all requirements set out in this directive;
 - The vehicle is registered and equipped in compliance with the laws of the Province of Québec;
 - The vehicle satisfies all requirements set out in this directive.
- 2.1.2 For the purposes of this directive, a provincial vehicle registration certificate shall be deemed *prima facie* proof of vehicle ownership.

2.2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

- 2.2.1 The operation of a vehicle in a restricted area is governed by the Airport Traffic Regulations (ATR), which are available on the Government of Canada website (www.tc.gc.ca), and by this directive.
- 2.2.2 Anyone who operates a vehicle airside must comply with provincial laws and regulations at all times.

2.3 REGISTRATION AND PERMITS

- 2.3.1 No one may operate a vehicle in a restricted area if such vehicle is not registered under the laws of the Province of Québec and with the Pass Control Office.
- 2.3.2 No one may operate a vehicle airside if they do not hold an Airside Vehicle Operator's Permit (AVOP) issued in accordance with Chapter V of this directive.
- 2.3.3 When operating a vehicle airside, vehicle operators must always have their Restricted Area Identity Cards in their possession, as well as their AVOPs, provincial driver's licenses, and restricted operator's certificate, if any.

2.4 SIGNAGE

- 2.4.1 Aeronautical signage standards adopted by YQB are those recommended by the International Civil Aviation Organization (ICAO).
- 2.4.2 Airside road sign standards are based on the **Highway Safety Code of the Province of Québec**.
- 2.4.3 All vehicle operators must comply with aeronautical and road signs in place.
- 2.4.4 The following appendices contain essential information on airside vehicle operation:
- Appendix A: Pavement Markings Used in Movement Areas;
 - Appendix B: Signs Used in Movement Areas;
 - Appendix C: Lighting Used on Aprons and Maneuvering Areas;
 - Appendix D: Particular Features of Movement Areas at YQB;
 - Appendix I: Safety Signage Requirements for Service Vehicles on Aprons.

2.5 TRAFFIC REGULATIONS

- 2.5.1 All persons operating vehicles in restricted areas must comply with the traffic instructions provided by airport constables or ground controllers.



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- 2.5.2 In restricted areas, vehicle operators must present the following upon the request of an airport constable:
- All vehicle operator's permits issued under this directive;
 - Their provincial driver's licenses;
 - Their restricted operator's certificates, if any;
 - Their Restricted Area Identity Cards or authorization documents.
- 2.5.3 Any operator of a road vehicle involved in an incident shall:
- Remain on the scene or return to it immediately following the incident and assist anyone who has been injured;
 - Report the incident immediately to Airport Security.
- 2.5.4 Any operator of a road vehicle wanting to access the critical restricted area (see appendix 5), on the terminal's apron, has to undergo bodily or belonging search from a Canadian Air Transport Security Authority (CATSA) agent at a non-passenger and vehicle screening (NPS-V) point unless this person qualifies for an exemption from Transport Canada. Are exempted:
- Snow removal vehicles during snow removal operations;
 - De-icing or glycol removal vehicles during de-icing or removal operations;
 - Aircraft towing vehicles during towing operations;
 - Emergency vehicles responding to an emergency.

2.6 PARKING

- 2.6.1 It is prohibited to park a vehicle in an area designated by a sign or pavement markings as an area in which parking is not allowed.
- 2.6.2 Unless authorized by Operations management or ground controller, parking a vehicle on a grassed airside area or any other area not intended for vehicle use is prohibited.
- 2.6.3 It is prohibited to leave a vehicle parked in an area designated by signs or pavement markings as:
- An emplaning area;
 - A pedestrian crosswalk;
 - An aircraft stand;
 - A vehicle corridor;
 - A baggage room corridor.
- 2.6.4 Whenever an area is designated by a sign or pavement markings as an area in which parking is authorized within clearly marked boundaries, vehicles must be placed exactly within such boundaries.
- 2.6.5 Whenever an area is designated as reserved for the exclusive use of a certain category of person or vehicle, it is prohibited to park a vehicle in that area unless the vehicle operator or vehicle belongs to the category indicated.
- 2.6.6 In parking areas, vehicle operators must back their vehicles into parking spaces whenever possible. This requirement is particularly important in the vicinity of the terminal building, the combined services center (CSC), boarding bridges, and other high traffic areas. In winter, vehicles may be parked pointing toward the terminal only for purposes of plugging them in.
- 2.6.7 Along a security fence, no equipment or vehicle may be parked within one meter of the fence.
- 2.6.8 No one shall park a vehicle in such a way as to hinder the movement of emergency vehicles.
- 2.6.9 Any airport security officer who finds a vehicle parked in violation of the provisions in this chapter may, at the owner's expense, have the vehicle removed and parked in an appropriate place.
- 2.6.10 Vehicles and equipment may not be parked anywhere other than a parking area designated as such by signs or pavement markings.



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2.6.11 Vehicles and equipment parked in violation of this directive will be towed and parked in a secure area at the owner's expense.

2.7 SPEED LIMITS

2.7.1 It is prohibited to operate a vehicle in a restricted area in a manner that may endanger people, aircraft, vehicles, or equipment, considering all circumstances, including traffic levels in that area or those normally expected.

2.7.2 The speed limits in the indicated areas are as follows:

- a) 5 km/h in baggage rooms;
- b) 25 km/h in vehicle corridors and aprons;
- c) 70 km/h on maneuvering areas;
- d) 40 km/h on unpaved roads, including the perimeter road and its adjoining roads.

2.7.3 The speed limits indicated in Paragraph 2.7.2 do not apply to emergency vehicles in emergency situations.

2.7.4 The operator of a vehicle that is required to proceed without delay by air traffic control must immediately initiate movement and accelerate to the prescribed speed limit as rapidly as safety permits, without exceeding said limit.

2.8 HARMFUL MATERIALS

2.8.1 Anyone who finds nails, spikes, pieces of metal, chemicals, or any other material that could damage an aircraft, vehicle, or pavement must pick them up and notify the appropriate authorities.

2.8.2 Before going airside, drivers must ensure that their vehicle exteriors are clean and in good condition and that there is no residue or debris on the vehicles or wheels.

2.9 MOTOR VEHICLE SAFETY EQUIPMENT

2.9.1 Any vehicle with a cab must have one or more flashing or rotating amber aviation beacons that must be operating whenever the vehicle is operating in a movement area. They must comply to the following requirements:

- a) Beacons are rotative or flashing and are visible from a 360-degree radius around the vehicle;
- b) If the vehicle is driven on maneuvering areas, beacons are also visible from a vertical angle;
- c) Tanker trucks measuring in excess of 3.5 meters in height may be equipped with a 360-degree beacon on the roof of the cab if they operate in tandem with the vehicle's red taillights to provide ample indication of the vehicle's presence;
- d) The intensity of beacons is adjusted to avoid blinding other vehicles or aircraft;
- e) All escorted vehicles or those without cabs must have their headlights and hazard lights turned on.

Article 6.3.2 of TP312 5th edition covers technical specifications and requirements related to beacons.

2.9.2 Vehicles must have their headlights on at night and in conditions of low visibility.

2.9.3 It is prohibited to operate a vehicle airside if the vehicle's signal lamps or beacons are covered with dust, dirt, or snow.

2.9.4 It is prohibited for a vehicle to wait in an area other than a vehicle parking area unless its requisite signal devices are on.

2.9.5 It is prohibited to operate a vehicle or equipment airside unless it is equipped with the requisite beacons described in Paragraph 2.9.1, unless escorted by a vehicle with the requisite lights.



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- 2.9.6 It is prohibited to escort one or more vehicles airside unless such vehicles form a convoy. In accordance with this paragraph, there must be at least:
- One escort vehicle positioned in front of each convoy of a maximum of three (3) automobiles or fewer;
 - Two (2) escort vehicles, one positioned in front and one at the rear of each convoy of four (4) to six (6) automobiles;
 - One escort vehicle positioned in front of each convoy of a maximum two (2) heavy vehicles;
 - Two (2) escort vehicles, one positioned in front, and one positioned at the rear of each convoy of three (3) or four (4) heavy vehicles;
 - One escort vehicle for a semi-tractor vehicle.
- 2.9.7 The driver of the escort vehicle must inform the driver of the escorted vehicle of all security directives and ensure that they are well understood and applied.
- 2.9.8 The driver of the escort vehicle is responsible for ensuring that the headlights and hazard lights of the escorted vehicles are on.
- 2.9.9 The driver of the escort vehicle must ensure that the escorted vehicles remain in convoy formation.
- 2.9.10 Drivers of vehicles escorted airside must follow the safety instructions provided by the driver of the escort vehicle, failing which they will be evicted from the area.
- 2.9.11 The driver of an escort vehicle that is in charge of a convoy must ensure that escort ratios prescribed by the Restricted Area Access Directive are enforced for the entire convoy.
- 2.9.12 The driver of an escort vehicle that is in charge of a convoy must ensure that drivers of escorted vehicles are in possession of a valid driver's license, of the vehicle's registration and proof of insurance, and that the vehicle is in good working condition.
- 2.9.13 All drivers of self-propelled vehicles must ensure that their vehicles are in proper working order and have all requisite equipment.
- 2.9.14 It is prohibited to hinder or interfere with maintenance, cleaning, glycol removal or snow clearing activities underway in movement areas.
- 2.9.15 Vehicles and equipment driving on aprons must bear the standard regulatory safety signs listed in Appendix I.

2.10 VEHICLE OPERATING PROCEDURES

- 2.10.1 Right of way within airport movement areas shall be granted in the following order:
- Aircraft;
 - Emergency vehicles with their requisite emergency warning devices on;
 - Vehicles towing aircraft;
 - Snow clearing and de-icing equipment;
 - Pedestrians;
 - Service vehicles.
- 2.10.2 Vehicle operators must remain more than 60 m (or 200 ft) from areas subject to jet engine blast or propeller wash.
- 2.10.3 Whenever an aircraft is being pushed back or its engines are operating, vehicle operators must stop in the vehicle corridor and yield to the aircraft unless authorized by a signaller or the aircraft wheel chocks are in place.



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- 2.10.4 All vehicles must use the vehicle corridors when driving on the apron. Service vehicles are allowed to proceed to an aircraft stand provided that they exit the vehicle corridor at a 90 degrees angle.
- 2.10.5 Vehicles operating in a vehicle corridor have priority over any vehicles seeking to enter the corridor.
- 2.10.6 Vehicles must be driven in the right-hand lane of the vehicle corridors.
- 2.10.7 All vehicle operators entering or driving in a vehicle corridor on the apron must yield to moving aircraft or aircraft close enough to potentially represent an immediate danger. They must wait until such danger has passed before proceeding.
- 2.10.8 Any overtaking by the opposite lane of the vehicle corridors is prohibited unless the vehicle to be overtaken is stationary or if its driver indicates it wishes to be overtaken.
- 2.10.9 Any overtaking by the exterior of a vehicle corridor is prohibited at all times.
- 2.10.10 No vehicle operator entering an apron area may approach or cross an aircraft movement marking, unless:
- At a right angle to the aircraft movement marking;
 - At a designated vehicle crossing point, if any, such as a vehicle corridor.
- 2.10.11 It is prohibited to drive under boarding bridges except for snow removal equipment.
- 2.10.12 It is prohibited for snow removal vehicle operators to drive under a boarding bridge in operation.
- 2.10.13 It is prohibited to drive within 2 m of an aircraft except for operational or maintenance purposes.
- 2.10.14 It is prohibited to drive and park on areas denoted by red hatched marks for reasons other than:
- Snow removal operations;
 - Maintenance operations;
 - Operations related to handling of a flight when the aircraft is parked and stationary.
- 2.10.15 Only vehicles with a clearance of 3 m may be driven under interface and VIP buildings. Clearance indicators have been installed for this purpose.
- 2.10.16 Taxiways are generally accessed from the vehicle corridors on the apron or airside roadways.
- 2.10.17 For all other perimeter airside roadways, radio contact is not required, unless the vehicle operator wishes to enter a taxiway or runway from the junction of one of such roadways. If so, the vehicle operator must request radio authorization from ground control and must hold the proper licenses for this maneuver.
- 2.10.18 Access to the airside perimeter roadway is limited to personnel authorized by YQB.
- 2.10.19 When advised of the activation of the RVOP plan (visibility under 2600 feet), all non-essential traffic must stop, except:
- Vehicles performing runway inspections, snow removal, maintenance of navigation aids and lighting;
 - Emergency vehicles responding to an emergency;
 - Vehicles taking part in "Follow-me car" operations.
- 2.10.20 When approaching a "Arrêt/Priorité aux aéronefs" sign, the operator of a vehicle must stop and ensure no aircraft is in process of landing or taking off in the axis of the runway he is about to cross. The operator must have left the area (by crossing the equivalent sign in the opposite direction) before the mentioned conditions change.



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2.11 LOADING

- 2.11.1 Vehicle operators must ensure that their loads, including equipment under tow, are firmly secured, and sufficiently covered to ensure that no part of the load can shift or fall off the vehicle or equipment under tow.
- 2.11.2 A vehicle can tow no more than six (6) baggage carts or six (6) cargo carts or a combination of more than six (6) of the two types of carts on the aprons.
- 2.11.3 A vehicle can tow no more than one (1) equipment which is not a baggage cart.



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CHAPTER III

3. RADIOCOMMUNICATION

3.1 GENERAL

3.1.1 Traffic on maneuvering areas at YQB is controlled. This chapter describes the basic rules all vehicle operators must follow in these areas.

3.2 RESTRICTED OPERATOR CERTIFICATE

3.2.1 In addition to an Airside Vehicle Operator's Permit issued for YQB, vehicle operators must hold a Restricted Operator Certificate (Aeronautical) when required by Paragraph 3.2.2.

3.2.2 A Restricted Operator Certificate is required to obtain a type D or D4 Airside Vehicle Operator's Permit.

3.2.3 All operators who, for any reason whatsoever, have their Restricted Operator Certificates (Aeronautical) revoked must notify the Pass control Office.

3.3 COMMUNICATIONS

3.3.1 The ground frequency for YQB is 121,9 MHz.

3.3.2 All vehicle operators must ensure that the radiotelephone of each vehicle authorized to drive on maneuvering areas is programmed with the required frequencies.

3.3.3 All vehicle operators must ensure that their radiotelephone is set at the appropriate radio frequency, based on their location, and intended route in the maneuvering area, and must remain alert to communications on this frequency.

3.3.4 All vehicle operators must contact ground control and receive permission to proceed before entering a maneuvering area.

3.3.5 All vehicle operators must remain attentive to the appropriate radio frequency if they must operate outside of their vehicle while on a maneuvering area.

3.3.6 When requesting radio authorization, vehicle operators must provide the following information:

- a) Call sign of control unit called (Québec City Ground);
- b) Vehicle's call sign;
- c) Exact position;
- d) Exact destination.

3.3.7 Vehicle operators must always acknowledge receipt of instructions received from the ground traffic control unit **and must repeat all of the instruction to the controller.**

3.3.8 To proceed to their destinations, vehicle operators must follow the route they receive from the ground controller.

3.3.9 When vehicle operators are instructed to keep clear of a runway or taxiway or, are waiting for authorization to cross or drive on a runway or taxiway, they must stop their vehicles at least 61.5 m (200 ft.) from the runway or taxiway edge. A stop line is painted on the ground indicating the required distance.

3.3.10 When vehicle operators are instructed by radio to leave a runway or taxiway, they must acknowledge receipt, comply with the instructions given, and proceed to a location no less than 61.5 m (200 ft.) from the edge of the nearest runway. Vehicle operators must then notify the ground controller that they have left the runway or taxiway and indicate their exact position.



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- 3.3.11 Paragraphs 3.3.6 and 3.3.7 also apply to surfaces outside of runways. All movements, in a vehicle or on foot, less than 90 meters from the axis of runway 06-24 and 75 meters from the axis of runway 11-29, require proper clearance from ATC. Clearance markings and displays on neighboring surfaces as well as ditches provide indications of these distances.
- 3.3.12 When proceeding along a runway, all operators must immediately leave it if the ground controller flashes the white lights bordering the runway in question.
- 3.3.13 In addition to obtaining ground control radio authorization, vehicle operators must always conduct a visual check to avoid interfering with an aircraft approaching the route on which they have been given permission to proceed.
- 3.3.14 Whenever an aircraft is being towed along a taxiway or runway, the following persons may communicate with the Control tower:
- The operator of the towing vehicle if the operator holds a D or D4 permit;
 - The person in the aircraft's cockpit as long as permanent radio contact is maintained with the operator of the towing vehicle.

3.4 RADIOTELEPHONE EQUIPMENT

- 3.5.1 All vehicles required to contact ground control must be:
- Equipped with a radiotelephone in proper working order;
 - Operated by a person in possession of a valid Restricted Operator certificate.
- 3.5.2 Vehicles without radiotelephones may be driven on taxiways.
- 3.5.3 When vehicles without radiotelephones are used in a convoy and are escorted by a vehicle equipped with a radiotelephone, the escort is responsible for obtaining all required authorizations from the ground controller.

3.5 CALL SIGNS

- 3.6.1 For the purposes of radio communication, call signs are assigned to all vehicles driven in airport maneuvering areas. Each call sign is composed of a word and a number. Call signs are issued by the [Airport Operations](#) according to the system described in Appendix E.

3.6 BREAKDOWNS

- 3.7.1 If a vehicle breaks down, the vehicle operator must immediately notify the ground controller, according to the vehicle's location, and specify its exact location, the nature of the breakdown, and the type of assistance required.
- 3.7.2 If a vehicle and its radiotelephone break down simultaneously when the operator is driving in a maneuvering area, the operator must leave the parking lights and beacon lamp on and, if possible, push the vehicle off the runway or taxiway.
- 3.7.3 If the radiotelephone breaks down, the vehicle operator must contact the Control tower by telephone.

If this is impossible, the vehicle operator must turn the vehicle to face the Control tower and flash the headlights. The ground controller will reply with the following standard light signals:

- Flashing green light - You may cross;
- Steady red light - Stop. Hold your position;
- Flashing red light - Leave the runway;
- Flashing white light - Return to starting point at the airport.



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3.7.4 If the radiotelephone breaks down, the vehicle operator must come to a complete stop at each runway intersection and request and receive permission to continue (flashing green light) before proceeding.

3.7 PHONETIC ALPHABET

3.8.1 Operators must use the ICAO phonetic alphabet provided in Appendix F whenever required to spell out sequences for the purposes of clarity during radiotelephone communications.

3.8 STANDARD WORDS AND PROCEDURES

3.9.1 The use of current or informal terms and expressions such as “okay” or present-day slang is prohibited. A series of standard phrases and phraseology used in aeronautics communications is presented in Appendix G.

3.9 PROHIBITIONS

3.10.1 Communications must be restricted to authorized radiotelephone messages only. Unwanted signals are prohibited.

3.10.2 Profane or obscene language and insults are strictly forbidden.

3.10.3 It is prohibited to transmit or cause to be transmitted a false or fraudulent message, call, or distress signal.

3.10.4 It is prohibited to cause interference or otherwise obstruct radiotelephone communications.

3.10.5 Whenever using a radiotelephone, the operator must protect the confidentiality of the communication and, in no case, reveal the content of any communication unless authorized to do so.

3.10 OBTAINING A RESTRICTED OPERATOR’S CERTIFICATE (AERONAUTICAL)

3.11.1 To obtain a Restricted Operator’s Certificate (Aeronautical), candidates must:

- a) Hold a valid provincial driver’s license;
- b) Hold a Restricted Area Identity Card;
- c) Submit an Airside Vehicle Operator’s Permit Application Form duly completed and signed by the authorized signing officer.

3.11.2 The Restricted Operator’s Certificate is issued by Industry Canada. For more information, go to the [Industry Canada website at www.ic.gc.ca](http://www.ic.gc.ca)



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CHAPTER IV

4. VEHICLE REGISTRATION

4.1 GENERAL

4.1.1 This chapter outlines the basic rules that all vehicle owners must follow when operating vehicles airside at YQB.

4.2 RESPONSIBILITIES

4.2.1 Vehicle owners must ensure that their vehicles meet all requirements set out in this directive before allowing them to be driven in the airport's movement areas. Vehicle operators are also responsible for ensuring that vehicles they borrow are in proper working order and comply with standards in effect.

4.2.2 Before operating a vehicle airside, owners must submit the following to the Pass control Office:

- a) An airside vehicle registration application;
- b) The vehicle's provincial registration;
- c) **Proof of insurance coverage according to airport requirements.**
Detailed requirements and associated forms are available on the Pass Control Office section of YQB's website.

4.2.3 The owner of a vehicle must renew its YQB registration yearly with the Pass Control Office.

4.3 INSPECTIONS

4.3.1 A constable may conduct a visual check of vehicles and equipment operated airside at any time. Any vehicle or equipment whose condition represents a danger for users, or the environment will be evicted from the restricted area.

4.3.2 YQB reserves the right to inspect or order the inspection of any vehicle operating airside. If a vehicle is deemed not able to satisfy the requirements for operating airside, the owner of the vehicle must obtain authorization from YQB before returning airside.

4.3.3 The authorization is granted when an inspection certificate signed by a competent authority is provided to YQB.

4.3.4 Minor or major defects are detailed in Appendix L.

4.4 REQUEST FOR REGISTRATION EXEMPTION

4.4.1 As set out in Section 61 of the Airport Traffic Regulations, a vehicle owner may obtain a registration exemption for a non-motorized vehicle used exclusively airside. **All registration requests must be submitted to the Pass control Office.**

4.5 INSURANCE

4.6.1 All vehicle owners seeking to register a vehicle or fleet of vehicles for operation airside must take out and maintain, at their own expense, automobile liability insurance and third party bodily injury and material damage liability insurance. The policy must cover all risks related to airside operation of vehicles, including an overall limit of coverage of no less than \$10 million per event, applying to physical property, the loss of use of such property, and third party bodily injury, regardless of whether or not the vehicles they own or operate or that are operated on their behalf are registered, subject to, as the case may be, a reasonable, non-refundable deductible for property damage to be defrayed in full by the owner.



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When applying for vehicle registration, vehicle owners must submit to YQB the standard airside automobile certificate of insurance certificate presented in Appendix H, duly completed, and signed by the insurer or its duly authorized representative.

- 4.6.2 Vehicle owners who no longer satisfy the prescribed insurance requirements will be prohibited from operating their uninsured vehicles airside.
- 4.6.3 Vehicle owners must immediately notify the Pass control Office of any change in the information they have provided on the airside vehicle registration forms.

4.6 TOOL VEHICLES

- 4.7.1 All tool vehicles must be registered provincially and with the Pass control Office. For example, a vehicle used for towing aircraft is considered to be a tool vehicle, regardless of weight. The certificate issued by SAAQ classifies this type of vehicle as VO.

4.7 MECHANICAL INSPECTIONS

- 4.8.1 Mechanical inspection certificates issued by SAAQ or one of its agents for vehicles weighing 4,500 kg or more are required every year to renew the vehicle registration.
- 4.8.2 A preventive maintenance program recognized by YQB may substitute the requirement for a SAAQ-recognized inspection certificate.



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CHAPTER V

5. AIRSIDE VEHICLE OPERATOR'S PERMIT

5.1 GENERAL

5.1.1 The airside operation of a vehicle in an airport is a privilege dictated by operational needs. This chapter indicates the various types of Airside Vehicle Operator's Permit, the terms and conditions of issuance, individual and corporate responsibilities, and proficiency levels required to obtain such permits.

5.2 TYPES OF PERMITS

5.2.1 There are three types of Airside Vehicle Operator's Permit at YQB:

- a) **Type DA**: an Airside Vehicle Operator's Permit that authorizes the holder to operate a vehicle on airport aprons.
- b) **Type D**: an Airside Vehicle Operator's Permit that authorizes the holder to operate a vehicle in maneuvering areas. The driver must hold a Restricted Operator's Certificate (Aeronautical).
- c) **Type D4**: an Airside Vehicle Operator's Permit that authorizes the holder to operate a vehicle on aprons and the Delta Taxiway. The driver must hold a Restricted Operator's Certificate (Aeronautical).

5.3 VALIDITY

- 5.3.1 DA, D, and D4 permits are valid for five (5) years from the date of issue.
- 5.3.2 The permit is valid as long as the holder is employed at the airport and requires it to work. Employees who stop working for more than six months must reapply for the permit.

5.4 RESPONSIBILITIES

- 5.4.1 No employer may allow or ask anyone to operate a vehicle airside who does not hold a valid Airside Vehicle Operator's Permit for YQB.
- 5.4.2 Section 5.4.1 does not apply to drivers of escorted vehicles or taking AVOP training, or in controlled areas.
- 5.4.3 Some vehicles require that the operator hold a particular class of permit (3, 1, or 4A, for example). Drivers should refer to the *Québec Highway Safety Code* for the appropriate class for their vehicle. The vehicle owner is responsible for ensuring that each operator holds the permits required by this directive.
- 5.4.4 Before submitting Airside Vehicle Operator's Permit applications, the vehicle owner must familiarize the vehicle operators with the particular features of the airport and the provisions of this directive. When the prospective vehicle operators have passed the written exam, **and before scheduling the driving exam**, the vehicle owner must provide them with the appropriate practical training for airside driving.
- 5.4.5 Vehicle owners must complete and sign the **Application for an Airside Vehicle Operator's Permit form, available on the Pass Control Office section of YQB's website**. When signing the form, vehicle owners or designated AVOP resources specify the type of operator's permit required and confirm that the vehicle operators:
 - a) Are employees who must operate airside to fulfill their duties;
 - b) Are familiar with the airport;
 - c) Satisfy the requirements in this directive.



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5.5 ISSUANCE PREREQUISITES

- 5.5.1 Before being granted the privilege of operating a vehicle airside, individuals must hold:
- A valid driver's license issued by a Canadian province or U.S. state, or an international driver's license;
 - An YQB Restricted Area Identity Card;
 - A valid Radio Operator's Certificate (Aeronautical) if a Type D or Type D4 AVOP permit is required.

5.6 TRAINING

- 5.6.1 Vehicle owners or designated AVOP resources are responsible for ensuring that operators-in-training receive the required theoretical and practical training for obtaining the desired permit.
- 5.6.2 The trainer must be able to give operators-in-training the necessary assistance, guide their handling of the vehicle, and intervene if necessary.
- 5.6.3 Operators-in-training and accompanying trainers must comply with the requirements in this directive and hold all the documents required herein.

5.7 THEORETICAL AND PRACTICAL EXAMS

- 5.7.1 Vehicle owners are responsible for ensuring that vehicles complying with the standards set out in Chapter IV are made available to operators-in-training for the practical part of the airside proficiency skills examination.
- 5.7.2 All operators-in-training must take the required airside operator training provided by YQB and pass the on-line theoretical and practical exams, the passing grades being as follows:
- Theoretical exam:** The exam comprises 30 questions, including 15 required questions that must be answered correctly, failing which the trainee must rewrite the exam. Passing score for the 15 remaining questions is 80%.

To be studied for the DA exam: All chapters, appendices A, B, C, D, I, and K, except Chapter III.

To be studied for the D exam: All chapters and appendices A, B, C, D (particularly Appendix 4), E, F, G, I, J, and K. The Air Traffic Regulations will not be on the exam.
 - Practical exam:** The passing grade is 100%.
- 5.7.3 Individuals who fail one of the qualification exams can retake the exam, subject to the following conditions:
- First failure:** one (1) business day;
 - Second failure:** five (5) business days;
 - Third failure:** twenty (20) business days;
 - Fourth failure:** review of the candidate's file by the Pass control Office supervisor.
- 5.7.4 To renew an Airside Vehicle Operator's Permit, the holder must submit a new Airside Vehicle Operator's Permit Application Form (with a copy of their valid provincial driver's licence). They are required to retake the exams.

Holders whose airside permits are suspended or who have been inactive for a period of more than six (6) months must retake the qualification exams.



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5.8 ADMINISTRATION

- 5.8.1 Vehicle owners must immediately notify the Pass control Office of any change concerning themselves or the operators on whose behalf applications have been submitted for Airside Vehicle Operator's Permits.
- 5.8.2 Holder of Airside Vehicle Operator's Permits must prevent any unauthorized use of their permits and must immediately notify the Pass control Office if their permits are lost or stolen.
- 5.8.3 Holders of Airside Vehicle Operator's Permits who report their permits as lost or stolen must complete a declaration to that effect at the Pass control Office. Once this declaration is filed, a new permit will be issued.
- 5.8.4 It is prohibited to transform or modify an Airside Vehicle Operator's Permit in any way whatsoever, subject to sanctions up to and including revocation of the right to obtain an Airside Vehicle Operator's Permit.



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CHAPTER VI

6. PEDESTRIANS

6.1 PEDESTRIAN TRAFFIC ON APRONS

- 6.1.1 Pedestrians must yield the right of way to any and all aircraft (See Paragraph 2.10.1 Right of Way).
- 6.1.2 All pedestrians must stay more than 60 m from aircraft jet blast and propeller wash zones.
- 6.1.3 To ensure their safety, employees must wear a visibility vest or equivalent on areas corresponding to the description of aprons and maneuvering areas, including those under the responsibility of a tenant.
- 6.1.4 Smoking is strictly prohibited inside the restricted areas.
- 6.1.5 No consumption of food and/or drink will be allowed airside, other than in the terminal or in a vehicle to minimize FOD (Foreign Object Damage) risk on the movement areas.
- 6.1.6 The other directives applying to pedestrians are included in Part II of the Airport Traffic Regulations.



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CHAPTER VII

7. TRAFFIC IN BAGGAGE ROOMS

7.1 PROCEDURES AND DIRECTIVES

- 7.1.1 All vehicle corridors in the baggage rooms are one way.
- 7.1.2 The speed limit in the baggage rooms and corridors is 10 km/h.
- 7.1.3 It is prohibited to leave vehicles and carts parked in vehicle corridors except in locations identified with signage to this effect.
- 7.1.4 It is prohibited to leave any equipment whatsoever in vehicle corridors.
- 7.1.5 It is prohibited to enter or leave the baggage rooms through entrances or exits other than those identified for this purpose.
- 7.1.6 It is prohibited to leave vehicles or carts parked in shared baggage rooms or the international arrivals hall, unless required for immediate baggage loading or unloading operations.
- 7.1.7 It is prohibited to operate a vehicle in a baggage room for purposes other than loading or unloading registered baggage.
- 7.1.8 It is prohibited to tow more than three baggage carts or ULDs in the baggage room.



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CHAPTER VIII

8. ENFORCEMENT MEASURES

8.1 GENERAL

To satisfy its contractual obligations to Transport Canada, YQB has set up a road safety program, including the issuance of Airside Vehicle Operator's Permits (AVOPs). This chapter describes the administrative action that may be initiated against anyone who violates the provisions of the Restricted Area Traffic Directive.

8.2 DEMERIT POINT SYSTEM

To manage traffic safety in restricted areas fairly, YQB has set up a demerit point system. The points are cumulative and apply to all AVOP holders. The seriousness of the infractions and the number of demerit points assigned are calculated based on the following table:

| TYPE OF INFRACTION | EXAMPLE | PENALTY |
|--|--|---------|
| Minor Infractions (remain in file for 1 year) | Failing to report an incident to Airport Security | 3 pts |
| | Driving 1 to 14 km/h over the speed limit | 3 pts |
| | Driving outside the vehicle corridor without an operational reason | 3 pts |
| | Failing to comply with signage | 3 pts |
| | Parking or driving in a prohibited area | 3 pts |
| | Failing to secure loads or equipment | 3 pts |
| | Towing more than 6 carts (or 3 carts in the baggage rooms) | 3 pts |
| Major Infractions (remain in file for 2 years) | Driving 15 to 25 km over the speed limit | 6 pts |
| | Operating a vehicle without the required permit | 6 pts |
| | Runway or taxiway incursions | 6 pts |
| | Failing to comply with rights of way | 6 pts |
| | Parking in an area reserved for aircraft traffic or aircraft parking | 6 pts |
| | Failing to wear a seatbelt | 6 pts |
| | Overtaking a vehicle when prohibited | 6 pts |
| | Driving while holding an electronic device | 9 pts |
| Driving in a manner which may damage equipment or infrastructure | 9 pts | |
| Refusing to follow a constable's instructions | 9 pts | |
| Dangerous Behaviour (remain in file for 4 years) | Driving more than 25 km/h over the speed limit | 12 pts |
| | Impaired driving | 15 pts |
| | Dangerous driving | 15 pts |

In the event of an infraction, written notice is sent not more than 30 days following the infraction. Immediate measures are applied when a certain number of points are accumulated, based on the following:

First degree - 9 or more demerit points: AVOP is suspended for two days.

Second degree - 12 or more demerit points: AVOP is suspended for at least a week. The vehicle operator must repeat the AVOP training and exams to recover the permit.

Third degree - 15 or more demerit points: AVOP is suspended, and the person's file submitted to the sanctions committee, which will analyze the case and decide on the most appropriate way to reduce the risks and handle the situation as fairly as possible.



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8.3 SANCTIONS COMMITTEE

The sanctions committee is responsible for analyzing and deciding on sanctions applying to cases where an employee has accumulated more than 15 demerit points. It is made up of the following people:

- a) An Assistant Manager, Airport Security;
- b) Director, Airport Operations, or its representative;
- c) Manager, SMS and OHS Prevention.

To ensure a high level of transparency and impartiality, the final decision regarding the sanction is communicated in the presence of the employee's immediate supervisor.

8.4 OTHER MEASURES

8.4.1 Other measures may be taken in the event of an infraction of the Restricted Area Traffic Directive:

- a) Eviction from the restricted area;
- b) Towing at the owner's expense;
- c) Requirement to retake AVOP qualifying exams;
- d) Suspension of RAIC;
- e) Revocation of RAIC;
- f) Notice of infraction under the Airport Traffic Regulations.

8.4.2 Vehicle operators and/or their vehicles may be evicted from the restricted area, especially in the following cases:

- a) Vehicle deemed to represent a danger to others or the environment;
- b) Vehicle not authorized under this directive;
- c) Vehicle operators not authorized under this directive.

8.4.3 Vehicles may be towed in instances such as the following:

- a) Vehicle parked in a location where parking is prohibited;
- b) Unauthorized vehicle that cannot be moved.

8.4.4 Vehicle operators will have their AVOPs confiscated when:

- a) The vehicle operator does not have a valid provincial driver's license;
- b) The vehicle operator's AVOP has expired;
- c) The vehicle operator is driving in an area other than that for which the AVOP was issued.

8.4.5 Vehicle operators will be required to retake the AVOP training and written and practical exams in the following circumstances:

- a) Their AVOP permits have expired;
- b) They have not worked at the airport for more than six months;
- c) In the case of a second-degree sanction (See 8.2 – Demerit Points System);
- d) At the request of the Manager, Airport Security, or their representative.

8.4.6 When a vehicle operator is held responsible for a runway incursion, his driving rights are suspended until the incident is analyzed and, if necessary, corrective training is given.

8.4.7 All opinions from *Direction de la gestion des infractions at Ministère de la Justice du Québec* that the vehicle operator is guilty are forwarded to the employer of the vehicle operator concerned.

8.4.8 An AVOP permit is revoked for life if the vehicle operator (holder) is found guilty of falsifying or altering the permit.



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- 8.4.9 In the case of misdemeanors or noncompliance with the RAIC's conditions of use, YQB may seize a RAIC for a period of one week to one month, depending on the seriousness of the infraction. YQB may revoke a RAIC for life in the event of a breach of this directive that threatens human life, airport operations, or airport facilities.



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8.5 APPEALS

First stage

All infractions may be formally appealed within three days of receiving the notice of infraction. A letter of appeal describing the circumstances and the reason for the appeal must be sent to the Manager, Airport Security. The case will be submitted to the sanctions committee, which will investigate the case. Please note that operational necessity is not a valid justification for a breach of operational safety and will not be considered in the appeal review.

Second stage

If the holder of an Airside Vehicle Operator's Permit does not agree with the decision of the sanctions committee, they must send a letter to the [Senior Director, Corporate Affairs and Environment](#) within seven days of the committee's ruling. [A committee consisting of the following persons will issue a final and non-negotiable decision:](#)

- a) [Manager, Airport Security.](#)
- b) [Senior Director, Corporate Affairs and Environment.](#)
- c) [Vice-president, Operations.](#)



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APPENDIX A

PAVEMENT MARKINGS

GENERAL

Pavement markings that serve to guide aircraft and vehicles in an airport's movement areas differ from those used on public roads. This appendix describes and illustrates the markings all vehicle operators must know.

Marquage – Aire de Trafic

| Aperçu du marquage | Description |
|--------------------|---|
| | <ul style="list-style-type: none"> Les lignes jaunes sont utilisées pour le mouvement et le contrôle des aéronefs (lignes de guidage). La roue avant des aéronefs doit suivre la ligne de guidage pour assurer un dégagement sécuritaire entre l'aéronef et les obstacles; |
| | <ul style="list-style-type: none"> Les lignes blanches sont utilisées pour délimiter : <ul style="list-style-type: none"> les corridors de véhicules; les zones d'attente et de stationnement des véhicules et de l'équipement de service; les corridors de cheminement des passagers. |
| | <ul style="list-style-type: none"> Les lignes rouges sont utilisées : <ul style="list-style-type: none"> pour délimiter l'espace où la circulation et le stationnement des véhicules et équipements est interdit (zone hachurée rouge) sauf pour des besoins opérationnels (déneigement, maintenance, etc.) et manœuvres reliées à l'opération d'un vol lorsque l'aéronef est apponté; pour délimiter la zone de sécurité autour des aéronefs qui doit être dépourvue d'obstacle (véhicules, équipements, piétons) tant qu'un aéronef n'est pas immobilisé à la barrière; Pour identifier les endroits où les véhicules doivent effectuer un arrêt obligatoire (marque rouge). |

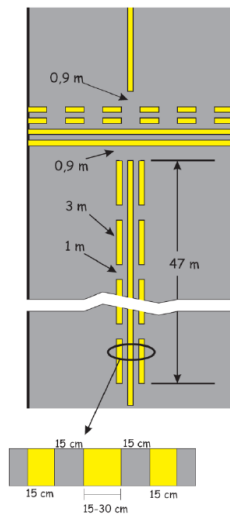


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RESTRICTED AREA TRAFFIC DIRECTIVE

Markings – Maneuvering Areas

Illustration

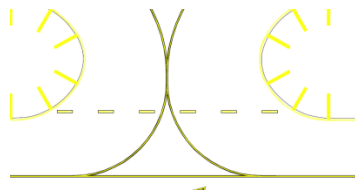


Description

- Taxiholding position markings are composed of two solid yellow lines and two dashed yellow lines across a taxiway or runway on the edge of the intersecting runway. All aircraft and vehicles must stop before the solid lines and must not cross them without the authorization of the Control tower. These lines are positioned:
 - At least 90 m from the center line of Runway 06-24 ;
 - At least 75 m from the center line of Runway 11-29.
- On taxiways, these markings are preceded by enhanced taxiway center line markings, which are 47 m long. These markings are made up of pairs of yellow lines straddling the center line (guide line).



- **Taxiway center lines** are used to guide the movement of aircraft (guide lines). The front wheel of the aircraft must follow the guide line to ensure safe clearance between the aircraft and any obstacles.
- **Taxiway edge markings** are used to determine the area intended for the movement of aircraft. They are composed of double yellow lines.

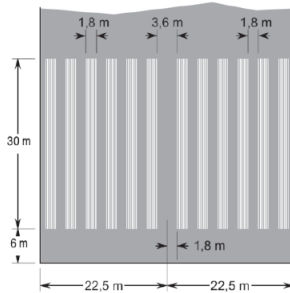


- **Dashed taxiway edge markings** at YQB divide the maneuvering areas from the apron. Pilots and vehicle operators must obtain authorization from the Control tower before crossing these markings. The markings are made up of 4.5 m long double yellow lines, spaced at 7.5 m intervals.

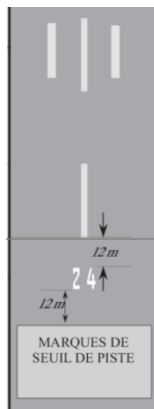


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- **Threshold markings** indicate the beginning of the part of the runway used for aircraft landings. They consist of a series of parallel white lines on the side of the runway. Their number and the number of groups are based on the width of the runway.



- **Runway center lines** are made up of a series of white lines, 30 m long and 2.3 m wide, spaced at 30 m intervals.
- **Runway designation markings** are found at each end of the runway and consist of a two-digit number corresponding to the direction of the runway in degrees on a magnetic compass. An aircraft's magnetic compass would indicate 240 degrees when the aircraft is approaching the threshold of Runway 24.



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APPENDIX B

SIGNAGE

GENERAL





All vehicle operators seeking to obtain an Airside Vehicle Operator's Permit must be familiar with the placement and meaning of airside signs.

VEHICLE CORRIDORS

Traffic signs used in vehicle corridors on the apron or airside are generally the same as those used on provincial public roadways in Canada.

MANEUVERING AREAS

Signs used in maneuvering areas serve to convey information or instructions through their location, shape, color, and position as well as the use of symbols, letters, and numbers.

| Type of Sign | Description |
|---|--|
| <p>Mandatory Instruction Sign (Runway identification/Location)</p>  <p>(Location/Runway identification)</p>  | <ul style="list-style-type: none"> Mandatory instruction signs identify locations beyond which a vehicle or aircraft on the ground must not proceed unless: <ul style="list-style-type: none"> The vehicle operator or pilot is authorized to do so by the Control tower, and The pilot or vehicle operator has checked that the runway is clear. These signs feature white characters on a red background. When located on a runway, they are accompanied by a taxiway designation sign that identifies the taxiway (yellow characters on a black background). These signs are used with taxiholding position markings. When these signs are used at the intersection of two runways, no designation sign is used. When these signs are located at a runway threshold, only the identifier of the runway that starts at the threshold is used. |
| <p>Designation Signs (Location/Direction)</p>  <p>(Location/Runway safety area)</p>  | <ul style="list-style-type: none"> Designation signs mark a precise location or provide information on a route to take. <ul style="list-style-type: none"> Location signs: Yellow characters on a black background Directional signs: Black characters on a yellow background. They indicate the direction to follow to go to the desired location. Runway safety area signs identify where pilots and vehicle operators must signal to the Control tower that they are clear of the runway. They are used with a location sign. These signs are used with taxiholding position markings. |



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Service Road Stop Sign



- **Service road stops signs** identify where a vehicle must wait for authorization from the Control tower when a service road crosses a runway or taxiway.



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APPENDIX C

LIGHTING

GENERAL

Lights are an important type of indicator on the airside of an airport. All vehicle operators are required to know what the different lights mean to avoid entering prohibited areas and to use them as landmarks in movement areas.

TYPES OF LIGHTS

The following types of lighting are used in airports:

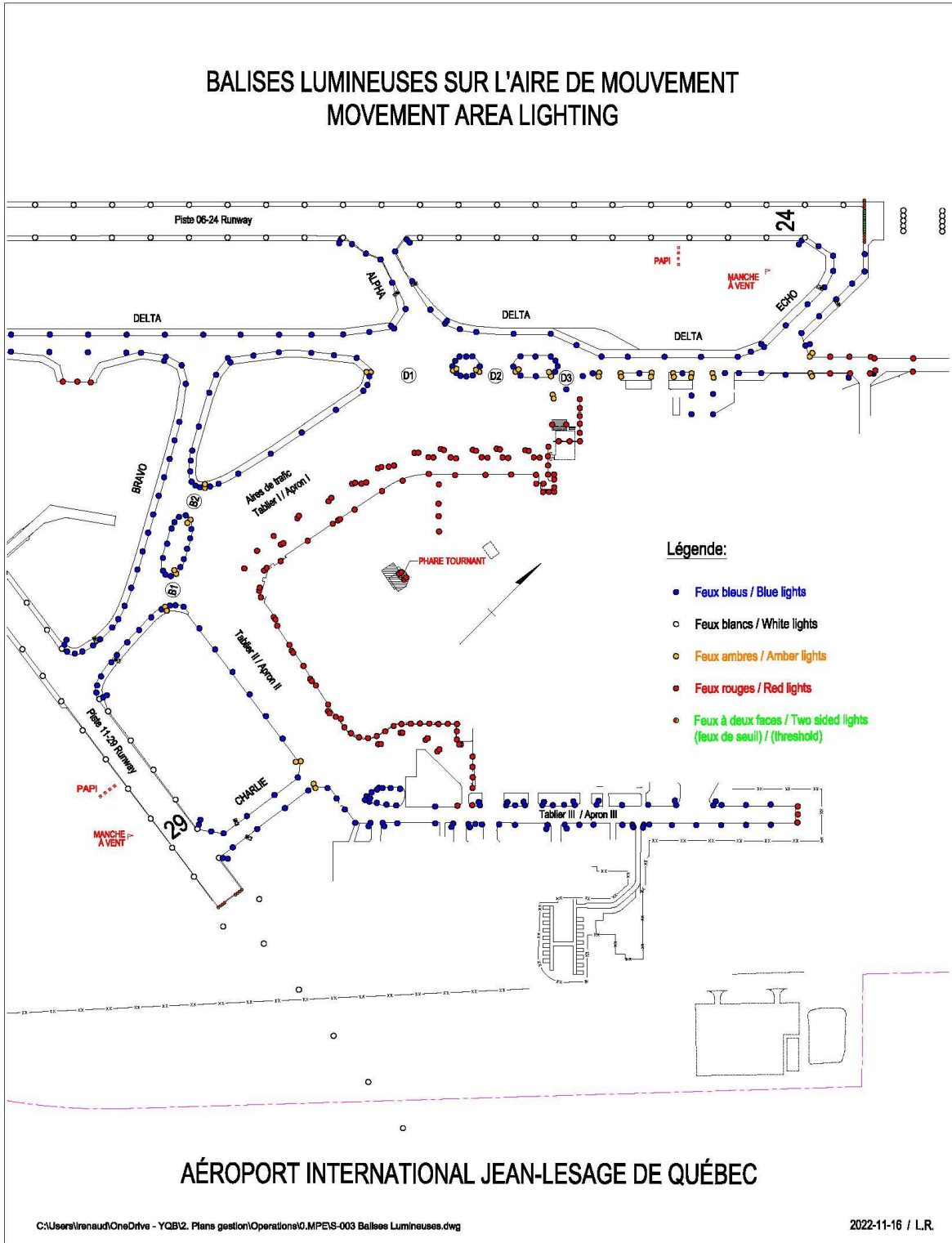
1. The **airport beacon** is a large rotating light installed on the Control tower. Its purpose is to locate the airport visually for aircraft, but also to provide a landmark for vehicles driving at the airport. The location of the beacon is illustrated on the map in Appendix D.
2. **Edge lights** of different colors serve to indicate the boundaries of various movement areas:
 - a) Blue lights are used to mark the edges of aprons and taxiways;
 - b) White lights delimit runways;
 - c) Amber lights indicate the intersection of aprons and taxiways;
 - d) Two-sided red and green lights mark the ends of runways. The red side faces the runway, and the green side faces the approach direction.



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**BALISES LUMINEUSES SUR L'AIRE DE MOUVEMENT
MOVEMENT AREA LIGHTING**





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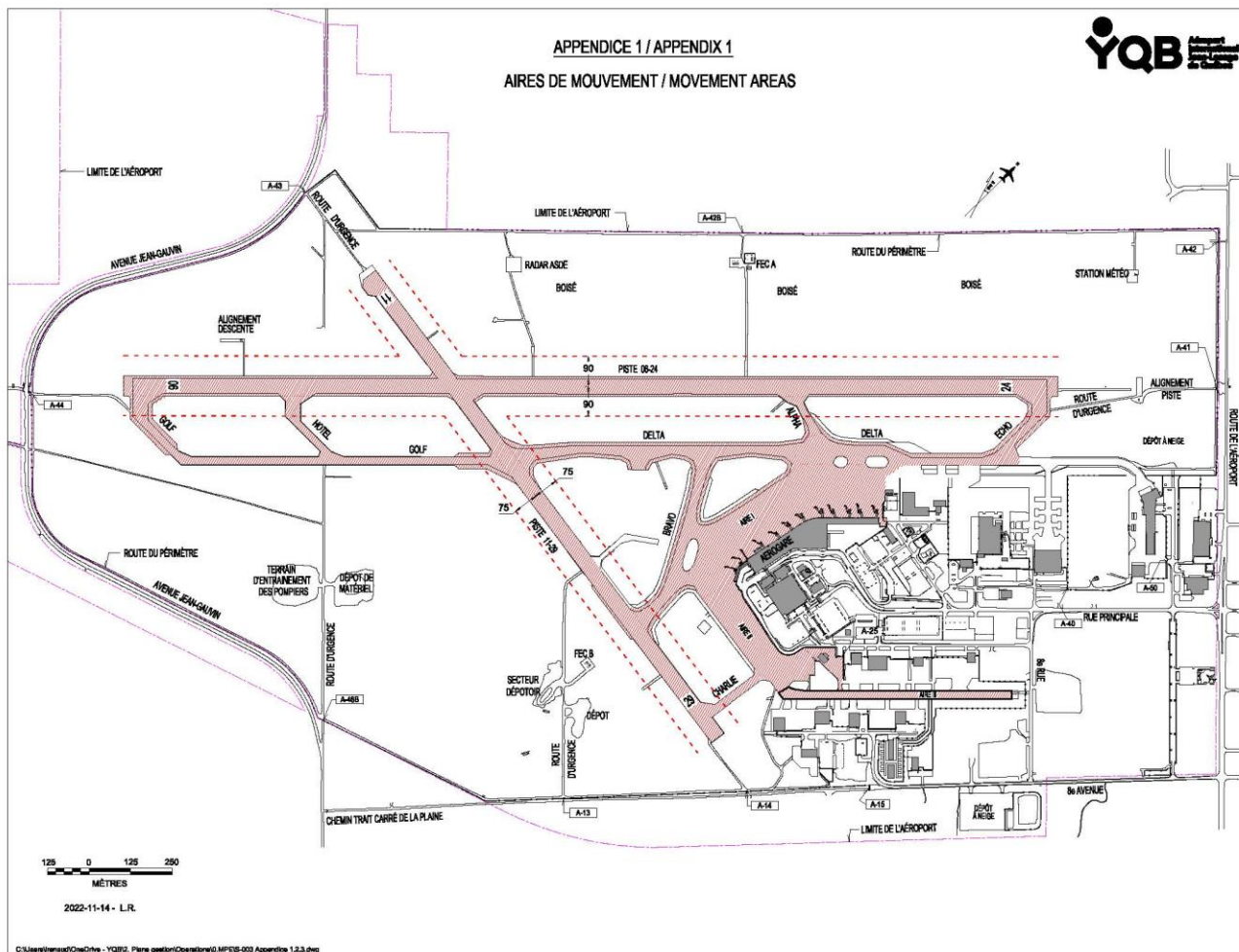
APPENDIX D MOVEMENT AREAS

GENERAL

1. Knowledge of the airside of an airport is an operational necessity for all vehicle operators.
2. The following maps are available at the Airport Security desk:

APPENDIX 1:

Movement Areas at YQB.



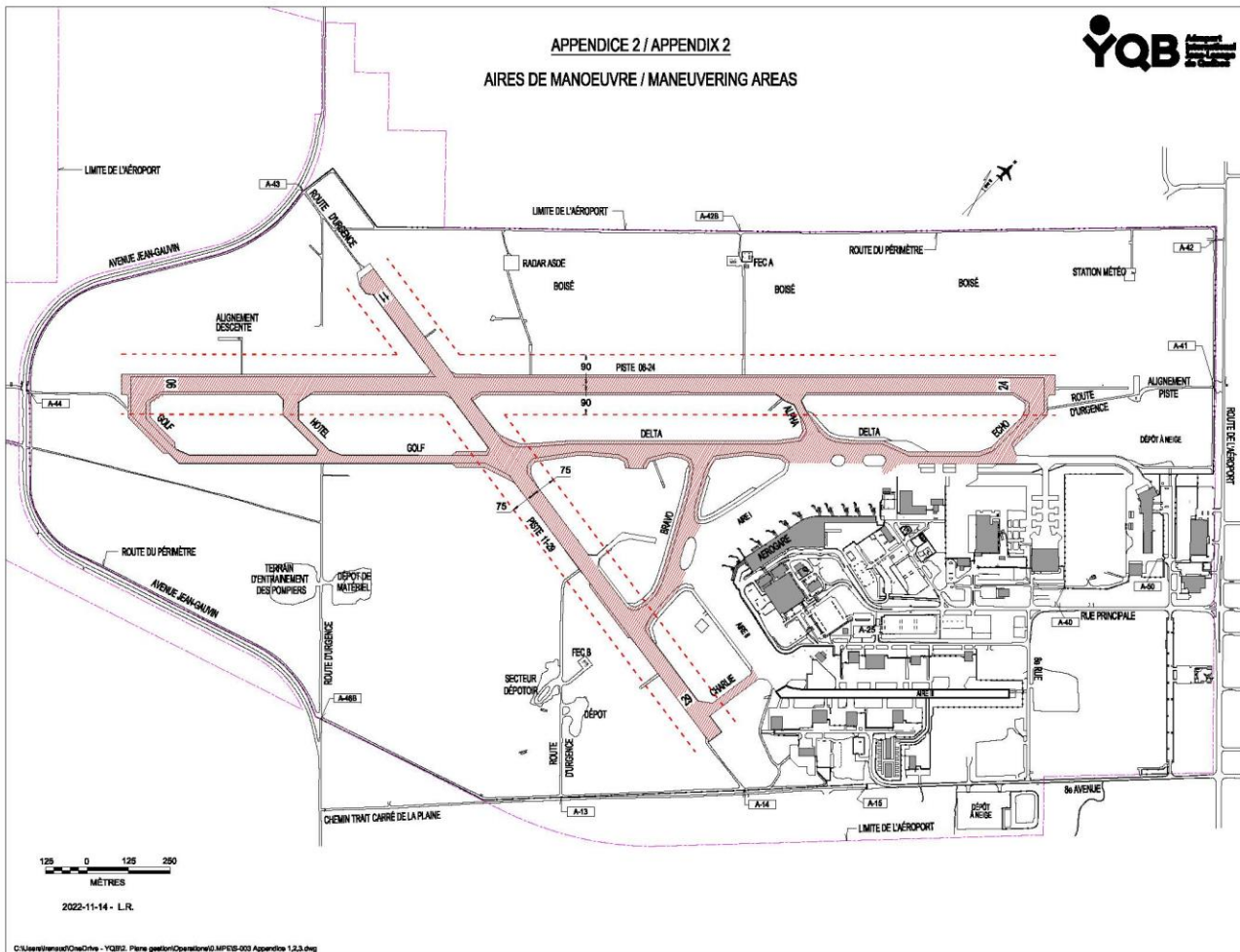


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APPENDIX 2:

Maneuvering Areas at YQB.



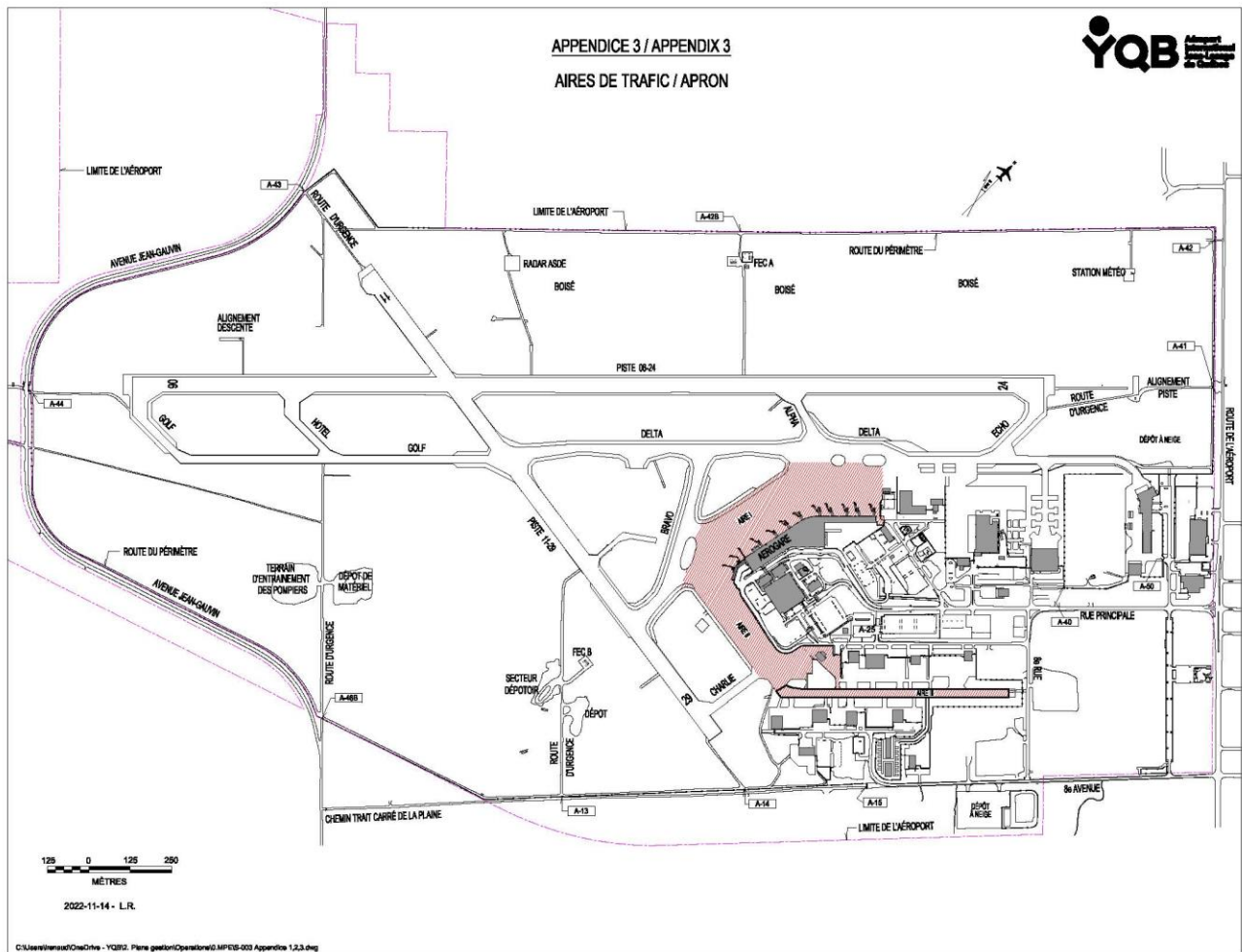


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APPENDIX 3:

Aprons at YQB.



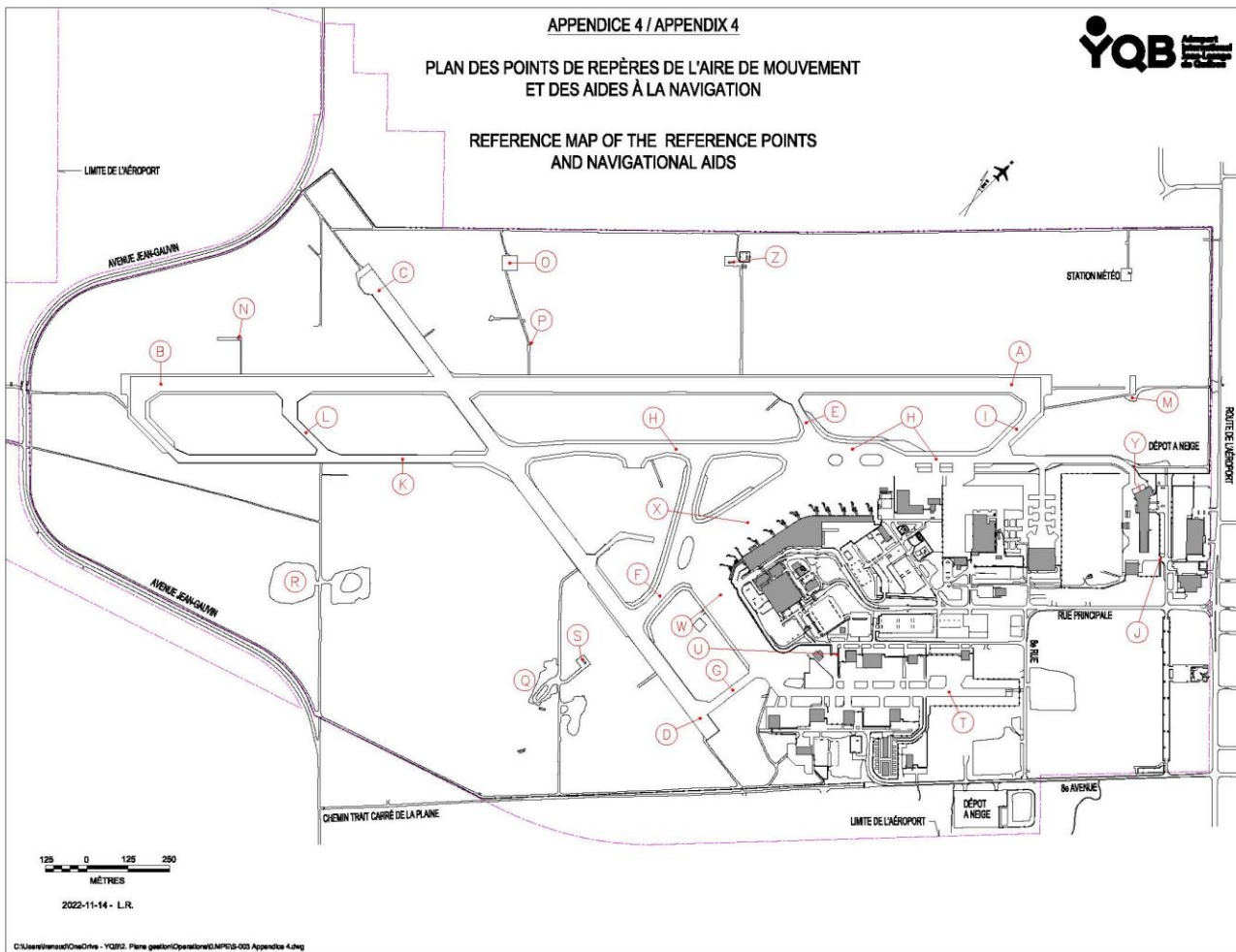


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APPENDIX 4:

Map of movement areas landmarks and navigational aids at YQB.





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KEY TO APPENDIX 4

| LANDMARKS | DETAILS |
|-----------|-------------------------|
| A | Runway 24 threshold |
| B | Runway 06 threshold |
| C | Runway 11 threshold |
| D | Runway 29 threshold |
| E | Taxiway Alpha |
| F | Taxiway Bravo |
| G | Taxiway Charlie |
| H | Taxiway Delta |
| I | Taxiway Echo |
| J | Gate A-50 (emergencies) |
| K | Taxiway Golf |
| L | Taxiway Hotel |
| M | Runway alignment |
| N | RVR glidepath |
| O | ASDE radar |
| P | ILS power supply |
| Q | Dump |
| R | ARFF training site |
| S | FEC B |
| T | Apron 3 |
| U | Gate A-25 (operations) |
| W | Apron 2 |
| X | Apron 1 |
| Y | Fire station |
| Z | FEC A |

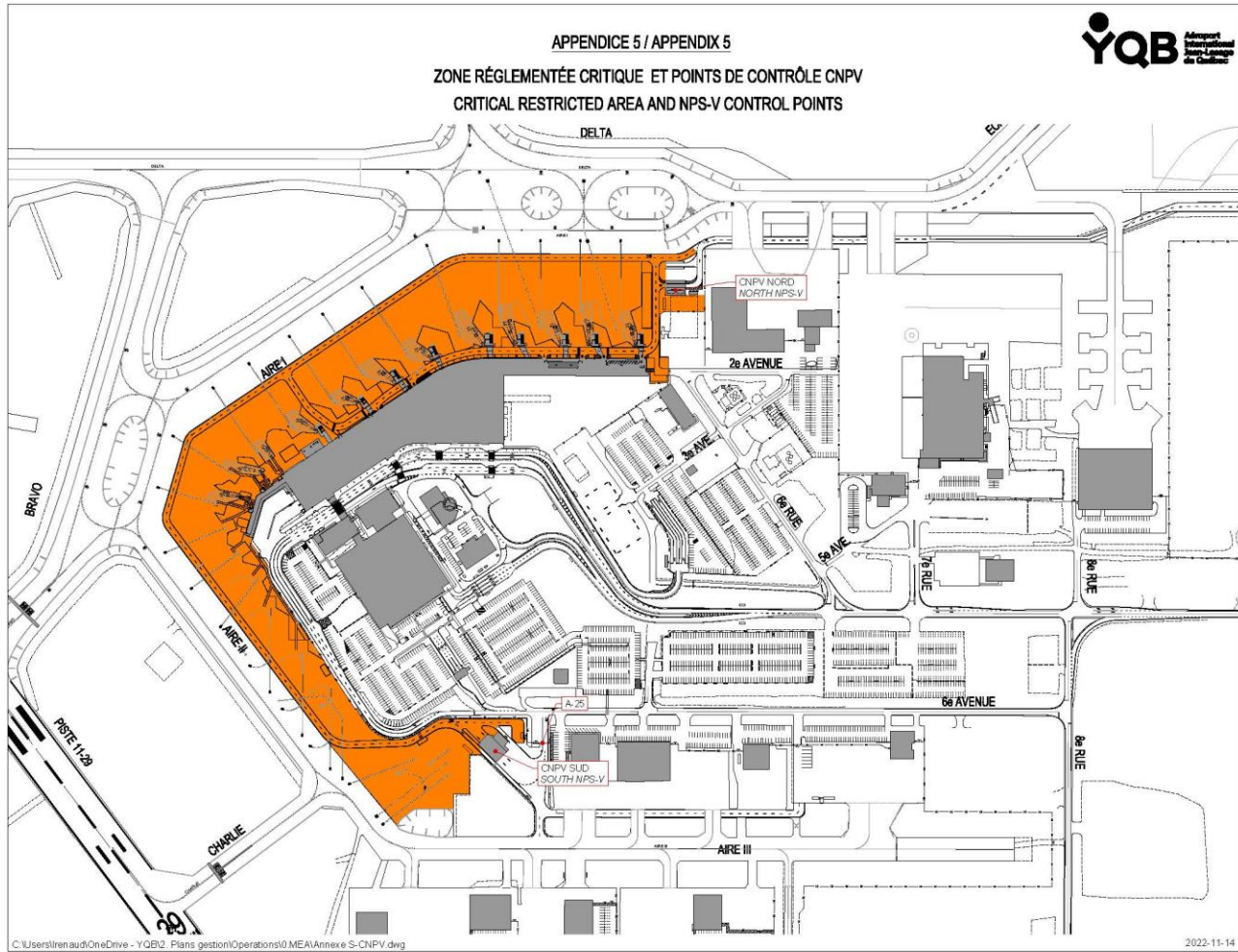


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APPENDIX 5:

Map of the critical restricted area and NPS-V control points.





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APPENDIX E

CALL SIGNS

Vehicle operators must use a complete call sign each time they transmit by radiotelephone.

Calls signs are assigned as follows:

| FUNCTION | VEHICLE TYPE IDENTIFIER | ASSIGNED NUMBERS |
|--|---------------------------|------------------|
| YQB fire department vehicle | Rescue | 1-7 |
| YQB staff vehicles | Staff | 8-59 |
| NAV Canada | Vehicle | 60-79 |
| YQB trucks | Truck | 80-119 |
| Snow blowers | Snow blower | 120-149 |
| Tow trucks, graders, and tractors | According to vehicle type | 150-179 |
| Airport Security | According to vehicle type | 200-209 |
| Other vehicles | According to vehicle type | 210-239 |
| Commercial/maintenance/construction vehicles or mobile equipment | According to vehicle type | 240-299 |
| Mobile command post | MCP | 300 |



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APPENDIX F

PHONETIC ALPHABET

| LETTER | WORD | PRONUNCIATION |
|--------|----------|---------------|
| A | ALPHA | AL fah |
| B | BRAVO | BRAH VOH |
| C | CHARLIE | CHAR lee |
| D | DELTA | DELL tah |
| E | ECHO | ECK oh |
| F | FOXTROT | FOKS 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 cah |
| 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 |

Notes: Syllables written in uppercase in the above list must be stressed.

| NUMBER | PRONUNCIATION |
|--------|---------------|
| 0 | ZE-RO |
| 1 | WUN |
| 2 | TOO |
| 3 | TREE |
| 4 | FOWer |
| 5 | FIFE |
| 6 | SIX |
| 7 | SEVen |
| 8 | AIT |
| 9 | NINer |



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Note:

1. Uppercased syllables in numbers must also be stressed. For example, both syllables in the number **ZE-RO** take the same emphasis, whereas in the word **FOW**-er, only the first syllable is stressed.
2. Each digit in all numbers, except multiples of a thousand, must be pronounced separately. Multiples of a thousand must be transmitted by pronouncing each digit followed by the word thousand.

Examples:

| NUMBER | PRONUNCIATION |
|--------|----------------------------|
| 10 | ONE ZERO |
| 75 | SEVEN FIVE |
| 100 | ONE ZERO ZERO |
| 583 | FIVE EIGHT THREE |
| 12000 | ONE TWO THOUSAND |
| 38143 | THREE EIGHT ONE FOUR THREE |

3. Numbers with decimals must be pronounced as follows:

Examples:

| NUMBER | PRONUNCIATION |
|----------|--|
| 118.1 | ONE ONE EIGHT DECIMAL ONE |
| 465.2125 | FOUR SIX FIVE DECIMAL TWO ONE TWO FIVE |



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APPENDIX G PHONETIC TECHNIQUES

| WORD OR EXPRESSION | 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). My correct version is . . . |
| How do you read? | Can you hear me and understand me? |
| 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 communication conditions). |
| Read back | Repeat the entire message, or the specified part, exactly as you have understood it. |
| 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 | Indicates that you are speaking too quickly, and the other person is having trouble understanding you. |
| Stand by | Wait and listen. I will call you back. |
| That is correct | The person agrees with your message. |
| Verify | Check text with originator and send correct version. |
| What is your message/request? | Repeat or indicate the nature of your message or request. |



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APPENDIX H

INSURANCE CERTIFICATE



INSURANCE CERTIFICATE

| | |
|---|---|
| Broker: | |
| Name and address of certificate holder: | Aéroport de Québec inc. 505 rue Principale Québec City, QC G2G 0J4 |
| Named insured: | |

POLICY TYPE

| | | | | |
|--|---|-------------------|---------------------------------------|--|
| 1. Auto liability (check) | | OR | Aviation liability (check) | |
| Insurer Name of insurer: X _____ Signature and stamp of insurance agent Date: | Limit per accident Civil liability – Third party injury or damage \$ _____ | Policy No. | Expiry Date (D/M/Y) | |
| 2. Excess (check) (This policy provides coverage in excess of the policy indicated above) | | OR | Complementary/Umbrella (check) | |
| Insurer Name of insurer: X _____ Signature and stamp of insurance agent Date: | Amount/Limit \$ _____ | Policy No. | Expiry Date (D/M/Y) | |

Note:
The amount of insurance coverage in Policy No. 1 alone or in combination with Policy No. 2 must be at least \$10,000,000.

YOU MUST USE THIS FORM. NO OTHER DOCUMENT WILL BE ACCEPTED.

Conditions applicable to all policies:

It is understood and agreed that all the above policies are amended to include the following changes and that the current certificate serves as an endorsement to that effect:

- All automobiles belonging to or leased or used by the named insured are insured.
- The insurer waives its subrogation rights against Her Majesty, AQI, and anyone for whom they are legally responsible.
- In the event that the coverage provided here is cancelled or changed significantly, the insurer will give AQI 30 days prior notice by registered mail.
- The insurers recognize that the named insured operates at airports and that their policies do not exclude or limit the associated risks.

PLEASE RETURN THIS CERTIFICATE TO THE FOLLOWING ADDRESS:

Access Control – Airport Security
Aéroport de Québec inc., 505 rue Principale, Québec City, Québec G2G 0J4



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APPENDIX I

SAFETY LIGHTS FOR SERVICE VEHICLES ON APRONS

Vehicles and equipment driving on aprons must bear standard regulatory safety signs:

Véhicules autopropulsés sans cabine / Self-propelled vehicles without cab

Véhicules et matériel non autopropulsés / Non self-propelled vehicles and equipment

- A. Gyrophare
Beacon Lamp
- B. Phares
Head lamps
- C. Feux de position et de signalisation
Parking and signal lamps
- D. Feux arrière et de signalisation
Tail and signal lamps
- E. Feu de plaque arrière
License plate lamp
- F. Bande réfléchissante
Reflectorized strip
- G. Panneau réfléchissant
Reflectorized panel



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APPENDIX J PHRASEOLOGY GUIDE

TRAINING GUIDE FOR AIRSIDE VEHICLE OPERATOR'S PERMIT D (AVOP)

This guide is intended to help trainees learn the phraseology used in radio conversations in the maneuvering areas. The practical test Permit D candidates must pass is based on the guide. It presents basic principles and examples, which must be adapted to different locations and situations.

GENERAL

- Before calling, make sure that you are not interrupting an ongoing conversation.
- Calls must always be clear and concise.
- The caller must listen to ongoing radio conversations at all times and be able to respond to expected or unexpected instructions from the ground controller.
- Each digit in all numbers must be pronounced separately:
E.g., 500 = five zero zero

INITIAL CALL

The initial call must always start with the name of the station called, followed by the identity of the caller, followed by the reply from the station called:

E.g., Staff 82 wishes to talk to the Quebec Control Tower

Vehicle operator: **Québec Ground, Staff 82**
Tower: **Staff 82, Québec Ground**

SUBSEQUENT TRANSMISSIONS

All subsequent transmissions must start with the name of the station called, followed by the identity of the caller and the subject of the message.

Examples:

**Québec Ground, Truck 82, from Ramp 1 for Runway 24 via Delta and Echo.
Truck 82, Ground, proceed Delta and Echo and stay clear of Runway 24.**

Québec Ground, Truck 82, proceed Delta and Echo and stay clear of Runway 24.

To summarize, a request to go from Point A to Point B consists of five steps:

1. Station called (e.g., Québec Ground)
2. Station that is calling (e.g., Personnel 82)
3. Exact departure point (e.g., from Entrance A-25 where I am, using the prepositions "of," "on," and "at," depending on the case)
4. Exact destination (e.g., for Runway 24 using the preposition "for")
5. The desired route "via" (e.g., via Delta and Echo)



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Note 1: When an authorization request involves a long route, it may be a good idea to divide the route in two. Start by asking to go to a point clear of the runway, and then once you reach that point, make another request for the second part of the route.

Important: The controller's operating manual has been changed. From now on, ground controllers must always specify any runway crossing or instruction to keep clear of the runway. So, an instruction such as "Proceed on Runway 24 via Delta and Echo" never implies permission to cross Runway 11-29. If crossing Runway 11-29 is not specifically mentioned in the authorization, the vehicle must keep clear of the runway.

READ-BACKS

Instructions issued by the Control tower must be repeated in full after receiving them, especially anything concerning the use of a runway, including instructions to stay clear of a runway or taxiway.

Vehicle operator: "Québec Ground, **Personel 82**"

Tower: "**Personel 82, Québec Ground**"

Vehicle operator: "**Ground, Personel 82, from Entrance A-25 for Runway 29**"

Tower: "**Personel 82, Ground, proceed Charlie, hold short of Runway 29**"

Vehicle operator: "**Proceeding, Personel 82, holding short of Runway 29**"

CLEARANCE CALLS

You must call to indicate that you have just left the runway or maneuvering areas and that you no longer need the services of the ground controller.

The call normally involves only one transmission (without waiting for a reply from the tower) and is made as soon as possible after leaving the specified area.

Examples:

"Ground, Truck 82, **off** of Runway 24 on Alpha."

"Ground, Truck 82, **off** of Delta on Ramp 1."

Standard phraseology

After years of experience, a standard set of phrases has been established for transmitting authorizations, instructions, and messages as efficiently as possible using the fewest possible words, in order to minimize the risk of misunderstandings. Here are a few examples of transmissions involving a ground controller:

a) Authorization request and reply

Vehicle operator:
"QUÉBEC GROUND, (vehicle call sign)"

Ground controller:
"(vehicle call sign), QUÉBEC GROUND"



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Vehicle operator:

"(vehicle call sign), ON (departure point), FOR (destination), VIA (route)"

Ground controller:

"(vehicle call sign) PROCEED TO (location) VIA (route)"

If authorization to proceed is denied, the ground controller's reply will begin with NEGATIVE, for example:

Ground controller:

"(vehicle call sign) NEGATIVE! HOLD SHORT (Runway, Taxiway)"

Vehicle operator:

"(vehicle call sign) HOLD SHORT (Runway, Taxiway)"

b) Authorization request when accompanying a vehicle without a radio

Vehicle operator:

"QUÉBEC GROUND, (vehicle call sign) PLUS ONE, ON (departure point), FOR (destination), VIA (route)"

You must use the expression "plus one" or "plus two" to indicate to the ground controller the number of vehicles in the group.

c) Instructions from the ground controller

- Tower: Authorized to check Runway 06-24, **advise when off**.
- Tower: Stay **hold short** of Runway 06.
- Tower: Truck eight three, ground Control, leave runway (runway number), to (location), and notify when **off**.

d) Radio checks

Vehicle:

"Québec Ground, Staff two seven, radio check"

Ground controller:

"Staff two seven, Québec Ground, perfectly readable," or

Ground controller:

"Staff two seven, Québec Ground"

Vehicle operator:

"Testing, one, two, three, two, one"

Ground controller:

"Read you loud and clear."



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APPENDIX K

EXAMPLES OF THEORETICAL QUESTIONS

INTRODUCTION

Below is a series of questions to test your knowledge and show you the type of exam (objective questions only) required by the Pass control Office.

- Which of the following terms specifically denotes the part of the airport used for aircraft landings and ground maneuvers related to takeoffs and landings, apart from aprons?**
 - Restricted area
 - Movement areas
 - Airport zone
 - Maneuvering areas
- Which of the following terms specifically denotes the beginning of a runway that can be used for landings?**
 - Taxiway
 - Apron
 - Threshold
 - Button
- What color is the edge lighting on aprons?**
 - Blue
 - White
 - Red
 - Amber
- Who is responsible for ensuring that a vehicle driven on the airside of an airport satisfies the requirements of the Restricted Area Traffic Directive?**
 - Vehicle operator and vehicle owner
 - Field supervisors
 - Airport Security
 - Duty Manager
- Which of the following terms denotes the individual to whom an Airside Vehicle Operator's Permit or pass is issued:**
 - Security officer
 - Holder
 - Employee
 - Pedestrian
- On the apron, what is the term for a route delimited by parallel white lines on the pavement?**
 - Vehicle corridor
 - Aircraft traffic line
 - Airport service road
 - Aircraft guide line



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7. True or false

A vehicle driven in a restricted area must be registered with the Pass control Office and have a registration certificate issued by YQB.

- a) True
- b) False

8. Anyone who violates the provisions of this directive is subject to:

- a) A fine
- b) Suspension of their RAIC
- c) Suspension of their AVOP
- d) All of the above

9. An airport with an air traffic control unit is called:

- a) An aerodrome
- b) A controlled airport
- c) A flight information station
- d) A non-towered airport

10. To operate a vehicle airside, you must:

- a) Hold a valid driver's license required by the laws of the Province of Québec for driving a vehicle
- b) Have a vehicle registered and equipped according to the laws of the Province of Québec
- c) Hold an Airside Vehicle Operator's Permit or be escorted by the holder of such a permit
- d) All of the above

11. What is the meaning of yellow lines on the pavement?

- a) They delimit areas reserved for vehicle parking.
- b) They are used to guide the movement of aircraft (guide lines).
- c) They delimit taxiways.
- d) They serve as landmarks for aircraft in the air.

12. When driving a vehicle airside, you approach an aircraft with its engines on. What do you do?

- a) You ask the control tower for permission to proceed.
- b) You wait for a signal from the pilot to proceed.
- c) You stay put and yield to the aircraft unless the ground signaller signals you to proceed or the aircraft's wheel chocks are in place.
- d) You go around it, keeping a distance of at least 25 meters.

13. What is the frequency used at YQB. for ground communications?

- a) 118.9 MHz
- b) 121.5 MHz
- c) 121.9 MHz
- d) 125.2 MHz

14. When vehicle operators receive instructions to keep clear of a runway or taxiway, or are waiting for authorization to cross or drive on a runway or taxiway, where do they stop their vehicles?

- a) As far as possible from the runway or taxiway
- b) At least 61.5 m (200 ft.) from the edge of the runway or taxiway
- c) At the location indicated by the ground controller



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d) On the lines on the pavement provided for this purpose

15. What is the speed limit in vehicle corridors on aprons?

- a) 30 km/h
- b) 25 km/h
- c) 10 km/h
- d) 70 km/h

Réponses - Answers

| | |
|---|---|
| 1 | D |
| 2 | C |
| 3 | A |
| 4 | A |
| 5 | B |
| 6 | A |
| 7 | A |
| 8 | D |

| | |
|----|---|
| 9 | B |
| 10 | D |
| 11 | B |
| 12 | C |
| 13 | C |
| 14 | B |
| 15 | B |



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APPENDIX L

NON-COMPLIANCE OF ROLLING STOCK

| Major Defect | Action |
|--|--|
| Leak of liquids other than water (depending on quantity) | <ul style="list-style-type: none"> • Driving rights are withdrawn. • Mechanical verification request form is transmitted to vehicle owner. • Follow instructions on form. |
| Beacons | |
| Seatbelts | |
| Aviation radio | |
| Brakes | |
| Driving lights | |
| Hazard lights | |
| Retaining device and/or load | |
| Vehicle starting problems | |
| Provincial or YQB licence | |
| Minor Defect | Action |
| Puncture (may be major if FOD risk) | <ul style="list-style-type: none"> • Driving rights are maintained. • Repairs must be completed as soon as reasonably possible. |
| Leak of liquids other than water (depending on quantity) | |
| Corner and side markers | |
| Reflectors and reflecting bands | |
| Licence plate lights | |
| Cracked windows | |