1.0   Purpose and Objective

The purpose of this Aircraft Surface Movement Training Requirements Standard Operating Procedure is to define training requirements for the ability to operate or maneuver an aircraft on the movement areas of the Airport.

2.0   Policy

Organizations allowing personnel other than pilot type rated to maneuver an aircraft on the movement areas of the Cincinnati/Northern Kentucky International Airport (CVG) are required to submit a letter of verification to the Airport stating that the listed personnel in the letter have completed a comprehensive written training program as listed below. This letter shall be submitted at least annually in the month of January of each calendar year, or updated and submitted within 30 days whenever there is an addition or subtraction from the qualified list. Included in the letter shall be the individual's name and date of last recurrent training.

The training programs shall include the following elements:

- Taxi qualification requirements – the program shall list organization's requirements for qualification to taxi aircraft by type.
- Instructor qualification requirements – the program shall list the organization's requirements for providing and certifying instruction to taxi aircraft by type.
- Recurrence of training requirements – training requirements shall be recurrent no greater than 24 consecutive calendar months.
- Training program shall incorporate curriculum provided in the most current version of AC150/5210-20, Ground Vehicle Operations to Include the Taxiing or Towing an Aircraft on Airports, and include at a minimum, the following as necessary:

  1. Aircraft qualification

     - Aircraft pre-check/walk around procedures
     - Cockpit procedures
     - Cockpit familiarization
     - Aircraft Standard Operating Procedures
     - Aircraft engine limitations
     - Aircraft pre-start procedures
     - Aircraft start procedures
     - Aircraft shutdown procedures
     - Aircraft taxi procedures and precautions

1. Normal taxi
2. Single engine taxi
3. Power back operations
4. Brakes
5. Brake loss

- APU operations
- Bleed systems
- Aircraft jet blast characteristics

2. Radio and Communications Procedures

- ATIS training
- NOTAM training
- Radio phraseology
- Aviation alphabet
- Radio Communication Procedures
- Loss of Communication Procedures
- ATCT Light Gun Signals

3. Aircraft emergency procedures
4. Airport Familiarization

- Airport Layout and Charts

1. Runways and Taxiway designations
2. Airport hot spots

- Boundaries of movement, non-movement, and safety areas.
- Airfield Markings

1. Runways
2. Taxiways

- Airfield sign-systems

1. Runway
2. Taxiway (including mandatory hold signs)
3. Destination
4. Informational

- Airfield Lighting systems

1. Runways
2. Taxiways

- Airport NAVAIDS

1. Location
2. Non-interference with Critical Areas

- Situational Awareness

5. KCAB Approved CVG Movement Area Computer Based Learning training course every 12 consecutive months.

- Based mechanics who are trained and qualified to taxi aircraft shall:

1. Possess a valid CVG SIDA ID badge
2. Have escort privileges (E) endorsement on their SIDA badge
3. Successfully pass the Non-movement Area driving course
4. Successfully pass the Movement Area driving course during initial training and annually every October thereafter.

NOTE

Completion of the CVG Movement Area computer based learning course does NOT allow a mechanic access the movement area without an escort. This movement training is only to fulfill the CVG specific familiarization requirement of their overall training.

Each organization shall provide authorized aircraft surface movement personnel the following equipment and resources for all operations:

- Working aviation band two-way radio.
- List of ATCT and Ramp control frequencies.
- Aircraft procedures checklist(s).
- Current airport diagrams and charts.

The following rules and regulations must be followed:

- VHF two-way radio contact must be maintained with ATCT at all times while on the movement area.
- Authorized operators must review the current ATIS and CVG NOTAMS prior to operations.

- All KCAB policies and procedures must be followed, including:

  1. Engine run-up policies
  2. Noise abatement policies
  3. Security Polices

- All FAA Rules and Regulations shall be followed.
- All KCAB Rules and Regulations shall be followed.

Only personnel qualified and listed on the company verification letter shall be allowed to ground taxi aircraft in the air operations area.

EXCEPTION

Mechanics not badged and or based at CVG that will need to taxi an aircraft within the movement area on an emergency basis must be accompanied by a trained and qualified mechanic who has received all training listed above. Unbadged personnel are required to be escorted per established KCAB escorting rules and regulations.

It is recommended for companies that knowingly utilize non-based maintenance "specialist" to provide them with the CVG Movement Area training and include them on the verification letter.

To request the CVG Movement Area training course for a mechanic:

- Send email to ssc@cvgairport.com with the individuals name, company name, email address, and birth date.
- Upon request approval, a weblink and CVG study guide will be provided.
- Upon successful completion of the training, send confirmation email to ssc@cvgairport.com.

6.0   Violation of the KCAB movement area regulations may result in a Security Violation and will result in one of the penalty levels listed below based on the severity of the violation:

- (A) Level One Penalties:
  1. 1st Offense - Warning.
  2. 2nd Offense - Retraining within 5 days of violation.
  3. 3rd Offense- One-day suspension from access to the AOA ID held until violator and supervisor go through retraining at the ID Center.
  4. 4th or More - Will be at the discretion of the Chief Operating Officer or his designee, which could have a suspension of up to one year or permanent revocation of ID.

- (B) Level Two Penalties:
    1. 1st Offense - Immediate confiscation of ID by Airport Police, -- ID held until violator and supervisor go through retraining at the ID Center.
    2. 2nd Offense - Immediate confiscation of ID by Airport Police, seven days suspension ID held until violator and supervisor go through retraining at the ID Center.
    3. 3rd or More - Will be at the discretion of the Chief Operating Officer or his designee, which could have a suspension of up to one year or permanent revocation of ID.

- (C) Level Three Penalties:
    1. 1st Offense- Immediate confiscation of ID by Airport Police, seven days suspension ID held until violator and supervisor go through retraining at the ID Center.
    2. 2nd or More - Will be at the discretion of the Chief Operating Officer or his designee, which could have a suspension of up to one year or permanent revocation of ID.