



Kelowna International Airport

Onboarding / Reboarding Checklist

You've "landed" a job at YLOW! Welcome to the crew. Please review and verify completion of all applicable training identified below, as required.

See the "Orientation / Training" Section at: <https://ylw.vortexcms.com/portal>

Name: _____

Email: _____

Organization: _____ Job Title: _____

TRAINING REQUIREMENT	INITIALS (unless specified)
Orientation Package (<i>Terminal map, AED map - available in Portal Orientation / Training Section</i>)	
SMS Training Module - Online (<i>sent by email</i>)	
Security Training Module - Online (<i>sent by email</i>)	
Human Trafficking Awareness – Online (<i>sent by email</i>)	
Review information on the Vortex Portal for where to locate: <ul style="list-style-type: none"> • Airport Directives • Safety Management information • YLOW Status Board • Review active Special Operations Notices <i>(see right side of status board part way down)</i> 	
Fire Safety Plan (<i>available in Portal Orientation / Training Section</i>)	
ATB Evacuation Plan (<i>available in Portal Orientation / Training Section</i>)	
Run, Hide, Fight video (<i>available in Portal Orientation / Training Section</i>)	
RAIC (IF YOU REQUIRE AIRSIDE ACCESS)	
TC form (<i>complete before appointment</i>) YLOW form (<i>sent by email, bring to appointment</i>)	Appointment Date: _____ RAIC: _____



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TRAINING REQUIREMENT	INITIALS (unless specified)
AVOP (IF YOU NEED TO OPERATE A VEHICLE AIRSIDE)	
AVOP Procedures Manual AVOP Application Ground Traffic Phraseology AD 002 Security AD 004 Airside – General AD 005 Airside – Aprons	
AVOP D (IF YOU NEED TO OPERATE A VEHICLE ON RUNWAYS / TAXIWAYS)	
AD 006 Airside – Taxiways AD 007 Aircraft Operation Mandatory Frequency Procedure	
Practical Driving Test Instructor: _____	Pass <input type="checkbox"/>
BRIDGE TRAINING (IF YOU NEED TO OPERATE AN AIR BRIDGE)	
Airbridge Training Checklist Bridge Operator Training Module 1 Bridge Operator Training Module 2 Bridge Operator Training Module 3 Airbridge Operator Exam	
OTHER (see applicability below)	
CTA Training (<i>YLW staff, security staff, ambassadors – sent by email</i>)	
Airport Emergency Plan (<i>Anyone with emergency duties - available in Portal Orientation / Training Section</i>)	

I certify that I have completed all the required training above.

Employee Signature

Date

I certify that the above employee has completed all training requirements and that all training and practical testing has been carried out by certified trainers.

Employer Signing Authority

Date