# APPENDIX H – SAMPLE OPERATIONS EMPLOYEE TRAINING CHECKLIST

(Courtesy of Charles B. Wheeler Downtown Airport, Kansas City, Missouri)

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| **TRAINING TOPIC** | **Trainer Initials & Date** |
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| ***1. OFFICE FAMILIARIZATION:*** |  |  |  |
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| Demonstrates knowledge of the office telephone system and retrieving messages. |  |  |
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| Demonstrates knowledge of the Operations Duty Cell Phone and use of all features. |  |  |
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| Demonstrates knowledge of the ATCT Hotline and how to handle Hotline calls. |  |  |
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| Demonstrates knowledge and understanding of the shared computer drive and how to locate Downtown Airport files. |  |  |
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| Demonstrates knowledge of where office supplies are maintained; how to request additional office supplies. |  |  |
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| Familiar with and demonstrates ability to use the Ops Log; email daily shift log; issue work requests; close work requests; query reports; etc. |  |  |
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| Demonstrates knowledge of whom to contact and how to do so for computer issues; email issues; PeopleSoft issues; office phone issues; cell phone issues. |  |  |
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| ***2. OPERATIONS TRUCK:*** |  |
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| Demonstrates knowledge of and ability to use the Operations Truck laptop computer. |  |  |
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| Demonstrates understanding of the care, cleaning, and fueling of the Operations Truck as well as what supplies are maintained in the vehicle. |  |  |
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| Has read SOP – Airport Operations Vehicle Care and Maintenance. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Demonstrates knowledge of how to report mechanical issue(s) with the vehicle itself, the beacon, the ground radio, etc. |  |  |
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| ***3. PERSONNEL:*** |  |
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| Has been provided with MKC Ops Agent Job Description and demonstrates understanding of Operations Agent duties and responsibilities. |  |  |
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| Has been provided with and is familiar with the KCAD and MKC Organizational Charts. |  |  |
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| Familiar with and demonstrates ability to locate airport tenant’s hangars and FBOs. |  |  |
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| Demonstrates familiarization with all pertinent FAA and the FAA Central Region web pages. |  |  |
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| ***4. STANDARD OPERATING PROCEDURES:*** |  |
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| Familiar with and demonstrates ability to locate MKC SOPs on the shared computer drive and has read all SOPs. |  |  |
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| ***5. AIRPORT FAMILIARIZATION:*** |  |  |
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| Has been provided with familiarization tour of the MKC Aviation Department offices, garage, maintenance shops, storage areas, tool room, mechanical rooms, VMLY&R chase/storm shelter, penthouse, maintenance storage building, sand barn, GA Terminal, T-Hangar Complex and Self-Serve Fueling Facility. |  |  |
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| Has been provided with familiarization tour of the VMLY&R Offices and understands how to operate the freight elevator. |  |  |
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| Has been provided with familiarization tour of the airport grounds and roads. |  |  |
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| Has been provided with familiarization tour of the gravel levee road and levee outflow areas. |  |  |
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| Has been provided with a familiarization tour of the airfield. |  |  |
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| Has been provided with a tour of the MKC ATCT. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Familiar with and demonstrates ability to locate airfield gates (KCAD’s and SFS’s); mechanical/electrical operation of KCAD’s gates; and whom to contact should any of these gates malfunction. |  |  |
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| Familiar with airport property boundaries. |  |  |
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|  |  |  |  |  |  |  |  |  |
| Familiar with the function/location of SFS and Atlantic’s PIVA valves and demonstrates the ability to respond and unlock the PIVA valve locks. |  |  |
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|  |  |  |  |  |  |  |  |  |
| Familiar with and demonstrates the ability to locate the old terminal building tornado shelter and can verbalize Airport Ops Agent role during a severe weather emergency. |  |  |
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| ***6. DRIVER'S TRAINING PROGRAM/BADGING:*** |  |  |
|  |  |  |  |  |  |  |  |
| Has been provided with and has read FAA Advisory Circular 150/5210-20 – Ground Vehicle Operations to Include Taxiing or Towing of Aircraft on Airports. |  |  |
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| Has completed initial movement area driver’s (classroom) training. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has completed computer-based non-movement and movement area driver’s training. |  |  |
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| Has successfully completed practical driving test. |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Demonstrates ability to teach/lead initial (classroom) driver’s training. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Demonstrates ability to administer a practical driving test. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Familiar with SSi iLS eLearning Portal (computer-based driver’s training) and demonstrates ability to add/edit students in the User Profile Management tab; pull up and review Student Records; query Summary Reports, etc. |  |  |
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| Familiar with the P2000 Access Control System and demonstrates ability to create and print and deactivate a badge.  |  |  |
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| Familiar with the P2000 Access Control System and demonstrates ability to unlock/lock access control doors. |  |  |
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| ***7. PART 139 GENERAL:*** |  |
| Has been provided with a current copy of FAA Part 139. |  |  |
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| Has read FAA Part 139 and verbalizes understanding of each Part 139 section. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5210-22 – Airport Certification Manual (ACM). |  |  |
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| Knows where to locate and has read the MKC Airport Certification Manual. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Knows where to locate and has read the MKC Airport Emergency Plan. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Knows where to locate and has read the MKC Airport Sign and Marking Plan. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Knows where to locate and has read the MKC Airport Wildlife Hazard Management Plan. |  |  |
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| Has completed all MKC Part 139 PowerPoint training modules. |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has reviewed all current year FAA Part 139 Supplemental Guidance training modules. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| ***8. AIRPORT SAFETY SELF-INSPECTIONS:*** |  |  |
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| Demonstrates knowledge of the portions of the ACM that refer to airport inspections. |  |  |
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| Has been provided with and has read FAA Advisory Circular 150/5200-18 – Airport Safety Self-Inspection. |  |  |
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| Has read FAA Advisory Circular 150/5345-44 – Specification for Runway and Taxiway Signs. |  |  |
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| Has read FAA Advisory Circular 150/5380-6 – Guidelines and Procedures for Maintenance of Airport Pavements. |  |  |
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| Has read FAA Advisory Circular 150/5380-7 – Airport Pavement Management Program. |  |  |
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| Has read FAA Advisory Circular 150/5340-1 – Standards for Airport Markings. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has read FAA Advisory Circular 150/5210-24 – Airport Foreign Object Debris (FOD) Management. |  |  |
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| Demonstrates knowledge and proficiency in conducting daytime Airport Safety Self-Inspection. |  |  |
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| Demonstrates knowledge and proficiency in conducting nighttime Airport Safety Self-Inspection. |  |  |
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| Airfield Lighting - has been trained, re: who’s responsible for light repairs: MKC, FAA Tech Ops, Signature, BNSF, Garvey Processing, Blue Valley Public Safety, etc. |  |  |
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| Demonstrates knowledge and understanding of the Daily Airport Safety Self-Inspection Checklist. |  |  |
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| Demonstrates knowledge and understanding of the Special Airport Safety Self-Inspection Checklists (Yellow, Blue, Pink and Orange). |  |  |
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| ***9. MKC OPERATIONS LOG/WORK REQUEST PROGRAM:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Familiar with and demonstrates proficiency in Operations Log entries; issuing, closing, and filing Part 139 and Non–Part 139 Work Requests; and emailing Operations Shift Logs. |  |  |
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| ***10. WEEKLY INSPECTIONS:*** |
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| Familiar with and demonstrates proficiency in Weekly GA Terminal Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Weekly Admin/Mx Building Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Weekly Old Terminal Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Weekly Operations Truck Inventory. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Familiar with and demonstrates proficiency in Weekly EMAS Inspection. |  |  |
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| ***11. MONTHLY INSPECTIONS:*** |  |
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| Familiar with and demonstrates proficiency in Monthly AVGAS Fueling Facility Inspection. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5220-22B – Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  |  |  |  |  |  |  |  |  |
| Has read MKC ACM Appendix D – Inspection, Maintenance and Repair Manual for the EMAS Beds. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has read MKC Ops EMAS Training PowerPoint. |  |  |
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| Familiar with and demonstrates proficiency in Monthly EMAS Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Monthly Wildlife Tracking. |  |  |
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| Familiar with and demonstrates proficiency in Monthly Stormwater Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Monthly PIVA Valve Inspections. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Familiar with and demonstrates proficiency in Monthly ATCT 800 MHz Radio Inspection/Test. |  |  |
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| Familiar with and demonstrates proficiency in Monthly Gate 7 Remote Access Functionality Test. |  |  |
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| ***12. QUARTERLY INSPECTIONS:*** |  |  |
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| Familiar with and demonstrates proficiency in Monthly Wetlands Inspection. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Familiar with and demonstrates proficiency in Quarterly Taxiway Sign and Light 3" Lip Inspection. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Familiar with and demonstrates proficiency in Quarterly Runway Safety Areas Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly Pavement Lip Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly Runway 3-21 Pavement Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly East Taxiway Inspection. |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| Familiar with and demonstrates proficiency in Quarterly West Taxiway Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly Runway 1-19 Pavement Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly Air Carrier Ramp Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly Aircraft Fuel Servicing Vehicles and Airport Fuel Systems Inspections. |  |  |
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|  |  |  |  |  |  |  |  |  |
| Familiar with and demonstrates proficiency in Quarterly T-Hangar Inspections; issuing subsequent work requests; revising T-Hangar Inspection Spreadsheet; where to file T-Hangar electronic photos. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly Levee Visual Inspection. |  |  |
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| Familiar with and demonstrates proficiency in Quarterly AED Inspection. Knows procedure for replenishing AED batteries and supplies. |  |  |
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| Familiar with and demonstrates proficiency with Quarterly In-Paved Light Fixture Bolts Inspection. |  |  |
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| ***13. AIRCRAFT EMERGENCIES:*** |  |  |
|  |  |  |  |  |  |  |  |
| Demonstrates knowledge of the portions of the ACM and AEP that refer to Aircraft Emergencies. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has read FAA Advisory Circular 150/5200-31 – Airport Emergency Plan (Consolidated AC includes Change 2). | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5200-12 – First Responder’s Responsibility for Protecting Evidence at the Scene of an Aircraft Accident/Incident. |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Can verbalize an understanding of aircraft alert categories and procedures during an aircraft emergency. |  |  |
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| Can verbalize responsibilities of Operations, Maintenance, Security and KCFD during an aircraft alert. |  |
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|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5210-7 – Aircraft Rescue and Fire Fighting Communications. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5210-6 – Aircraft Fire Extinguishing Agents. |  |  |
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| Understands the role of the KCI Airport Communication Center (ACC). | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Understands the role of the MKC Air Traffic Control Tower (ATCT). | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Knowledgeable of procedures and whom to contact for the towing and/or removal of a disabled aircraft. |  |  |
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| ***14. NOTAMs:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5200-28E – Notices to Airmen (NOTAMs) for Airport Operators. |  |  |
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| Demonstrates knowledge of the portions of the ACM that refer to NOTAMs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read the FAA NOTAM Manager Telecon Minutes and Associated Training PowerPoint Presentations, located at I:\Downtown Airport\NOTAM\NOTAM Manager Info. |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has been provided with one-on-one NOTAM Manager training; including associated NOTAM paperwork; Field Condition Reports; emailing and faxing FCRs and cancelling NOTAMS. |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Demonstrates the ability to efficiently issue and/or cancel NOTAMS in the NOTAM Manager System; issue Field Condition Reports and distribution. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Knowledgeable of procedures to use to issue or cancel NOTAMS should the Digital NOTAM Manager System be out of service. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| ***15. SNOW AND ICE CONTROL:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5200-30 – Airport Winter Safety and Operations. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5220-20 – Airport Snow and Ice Control Equipment. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Familiar with and can verbalize understanding of MKC’s snow removal equipment and snow shifts. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Familiar with and can verbalize understanding of Snow Lead duties and Airport 10 duties during snow and ice control operations.  |  |  |
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| Familiar with airfield clearing priorities. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Demonstrates understanding of SSI Surface Sensor System and SCAN\*CAST and how to interpret and correctly utilize the data.  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Demonstrates knowledge of various weather forecasting/radar image sources. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Demonstrates ability to use the Vericom Decelerometer and printer. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Familiar with and demonstrates understanding of RCAM Worksheet and use of Runway Condition Codes. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Understands and can verbalize the criteria for snow crew call-in. When to begin snow and ice control operations. Who makes that determination? Who makes the calls to Mx Supervisor and to Crews? |  |  |
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| ***16. WILDLIFE:*** |  |  |
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| Demonstrates knowledge of the portions of the ACM/WHMP that pertain to airport wildlife mitigation. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5200-33 – Hazardous Wildlife Attractants On or Near Airports. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5200-32 – Reporting Wildlife Aircraft Strikes. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5200-36 – Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports. |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Part 139 CertAlerts – Wildlife Strike Database and Hazard Mitigation. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read *Wildlife Hazard Management at Airports: A Manual for Airport Personnel*, by Cleary and Dolbeer. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Verbalizes understanding of Airport Operations’ responsibility in response to various types of wildlife on the AOA. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has been shown the location of MKC USDA Wildlife Biologist and has been introduced to him. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has been trained on the proper and safe use of all bird harassment equipment. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Familiar with and can demonstrate how to electronically locate the FAA Wildlife Strike Database and how to report a bird strike. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Familiar with the role and function of the Smithsonian Institution’s Feather Lab and airport’s bird strike reporting.  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Demonstrates knowledge and ability to properly collect wildlife strike DNA samples; how to bag and pack for shipping; where to send sample. |  |  |
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| ***17. SEVERE WEATHER:*** |  |  |
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| Familiar with severe weather notification and evacuation procedures. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| When severe weather threatens, understands operational importance of closely monitoring weather; communication with ATCT; FBOs and airport tenants. |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Familiar with and can demonstrate how to access various weather monitoring sites and interpret radar images. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Understands the importance and can demonstrate a post-severe weather storm airfield and airport inspection. |  |  |
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| Should the airfield sustain storm damage/electrical outages, understands the call-in procedures/notification procedures that should occur. |  |  |
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| ***18. AIRPORT CONSTRUCTION:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Has read FAA FAR Part 139.341 – Identifying, marking and lighting construction and other unserviceable areas. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5370-2 – Operational Safety on Airports During Construction. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA Advisory Circular 150/5345-55 – Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read and successfully passed the MKC Part 139 PowerPoint Training 139.341 Airfield Construction. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Is familiar with MKC Construction Mobilization/Demobilization Checklist and detailed inspection procedures. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Understands the importance and purpose of a pre-construction meeting and weekly construction progress meetings. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Demonstrates the ability to read and understand construction plans. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Has read FAA Supplemental Guidance – Briefing for Construction Personnel, January 2016 and Self-Inspection – Inspecting Construction, January 2016. |  |  |
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| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| ***19. 100LL SELF-SERVE FUEL FACILITY:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Has read FAR Part 139.321 – Handling and Storing of Hazardous Substances and Materials. |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Has read FAA Advisory Circular 150/5230-4 – Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA CertAlert SO-14-01 – Fuel Fire Safety Training Documentation. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Has read FAA PowerPoint “Standards for Aircraft Fuel Servicing & Fuel Safety Training,” by Herman L. Smith III, dated August 2013. |  |  |
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| Has read FAA PowerPoint “Inspecting Fuel Facilities and Fueling Operations” and “Review of NFPA 407 Aircraft Fuel Servicing Standards for Fueling Agent Personnel,” by Michael Mullen, dated January 2016. |  |  |
|  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  |  |  |  |  |  |  |  |  |
| Has completed and successfully passed the Phillips 66 Professional Line Service Training (PLST Online) Training. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Has completed hands-on fire extinguisher training/testing with KCFD. | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  |  |  |  |  |  |  |  |  |
| Has completed familiarization with the KCAD 100LL Self-Serve Fuel Facility, Credit Card Terminal, and Fuel Service Office (G02). |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Has been trained and demonstrates proficiency with the daily AVGAS Fuel Facility inspection, fuel sump procedures, and documentation. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Has been trained and understands at what fuel level a fuel delivery can be accepted and when to request that Airport Management order a fuel delivery. |  |  |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  |  |  |  |  |  |  |  |  |
| Has been trained and demonstrates proficiency with the acceptance of an AVGAS fuel delivery, fuel inventory reconciliation, paperwork distribution, paperwork filing, and whom to notify via email of successful fuel delivery. |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has been trained and demonstrates proficiency with 100LL price change procedures. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| ***20. CHARTER FLIGHTS:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Has been trained on what information to obtain from charter operators and how to issue a PPR then send info via email. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has been trained on charter op procedures, re: ARFF, Airport Security, Airport Operations, FBO roles and responsibilities. |  |  |
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| ***21. FAA FAR PART 150:*** |  |  |  |  |  |  |
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| Has read FAA FAR Part 150 – Airport Noise Compatibility Planning. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has read the Airport Noise Compatibility Act of 1990. |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has been trained and understands how to handle and document noise complaints. |  |  |
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| ***22. FAA FAR PART 77:*** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Has read FAA FAR Part 77 – Safe, Efficient Use, and Preservation of the Navigable Airspace. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Is familiar with FAA Form 7460-1, Notice of Proposed Construction or Alteration. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Is knowledgeable of procedures, whom to notify, and how to document when obstructions near the airport are observed. |  |  |
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| ***23. GENERAL/MISCELLANEOUS:*** |  |  |
|  |  |  |  |  |  |  |  |  |
| Is familiar with procedures, whom to notify, and how to document aircraft laser incidents. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| Is familiar with procedures, whom to notify, and how to document UAV/Drone requests. |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Has been given tour of DRC and is familiar with whom to contact for room temperature issues. |  |  |
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| ***24. MAPS:*** |  |  |