# APPENDIX I – SAMPLE OPERATIONS EMPLOYEE TRAINING CHECKLIST

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| **2018 Operations Training Checklist** |
| **Name:**  | **Date of Hire:**  |  |
| **Accounts/Keys Issued** | **Employee** | **Trainer** | **Date** |
| Payroll/Time Clock |   |   |   |
| Computer/Email |   |   |   |
| ProDIGIQ |   |   |   |
| NOTAM Manager |   |   |   |
| NATA Safety 1st |   |   |   |
| ANTN Digicast |   |   |   |
| Sling (Ops Schedule) |   |   |   |
| Fuels Manager |   |   |   |
| Fuel Farm Key |   |   |   |
| CyberKey |  |  |  |
| Airport ID |  |  |  |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **General Office Duties** | **Employee** | **Trainer** | **Date** |
| Opening the Ops Office |   |   |   |
| Closing the Ops Office and Securing Vehicles |   |   |   |
| Night Activity Log |   |   |   |
| Vehicle Inspection and Cleaning |   |   |   |
| Timecards |   |   |   |
| Logging Landing Fees |   |   |   |
| QuickBooks, Method Integration, Bill and Pay |  |  |  |
| Posting Payments |  |  |  |
| Posting Landings |  |  |  |
| Updating Accounts |  |  |  |
| Adding Accounts |  |  |  |
| Invoicing |  |  |  |
| Statements |  |  |  |
| Write Off Landings |  |  |  |
| Printing Reports |  |  |  |
|  | **Supervisor** |   |   |

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| **Security** | **Employee** | **Trainer** | **Date** |
| IET - MMU Security and Awareness Training |   |   |   |
| Operating/Troubleshooting Gates |   |   |   |
| Challenging Procedures |   |   |   |
| Pro-Watch |   |   |   |
| Issuing a Badge |   |   |   |
| Opening/locking Gates and Doors |   |   |   |
| Using Pro-Watch |   |   |   |
| Using exacqVision (security cameras) |   |   |   |
| Moving Cameras |   |   |   |
| Reviewing Recordings |   |   |   |
| Changing Presets |   |   |   |
| Recording Events |   |   |   |
| Security Inspections |   |   |   |
| Perimeter Inspections |   |   |   |
|   | **Supervisor** |   |   |
|  |  |  |  |
| **Airfield** | **Employee** | **Trainer** | **Date** |
| Pavement Inspections |   |   |   |
| Lighting Inspections |   |   |   |
| Airfield Lighting Vault  |   |   |   |
| Formatting and Issuing NOTAMS |   |   |   |
| NOTAMs Advisory Circular 150/5200-28F |   |   |   |
| ProDIGIQ - Airport Self-Inspection Module |   |   |   |
| ELT Location |   |   |   |
| Airport Construction (requires actual construction) |   |   |   |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **Driver Training** | **Employee** | **Trainer** | **Date** |
| IET - Driver Training |   |   |   |
| Airport Familiarization |   |   |   |
| Markings, Lighting, and Signs |   |   |   |
| Aircraft Radio Communications |   |   |   |
| Driving on a Controlled Airfield |   |   |   |
| Driving on an Uncontrolled Airfield |   |   |   |
| Written Exam |   |   |   |
|  | **Supervisor** |   |   |

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| **Wildlife Procedures** | **Employee** | **Trainer** | **Date** |
| Wildlife Harassment |   |   |   |
| Operation of Scare Pistol |   |   |   |
| Operation of the Bird Cannon |   |   |   |
| Removal of Animal Remains and Snapping Turtles |   |   |   |
| ProDIGIQ - Wildlife Management Module |   |   |   |
| Advisory Circular 150/5200-32A - Reporting Wildlife Aircraft Strikes |   |   |   |
| Filing FAA Form 5200-7 - Wildlife Strike Report |   |   |   |
| Sending Remains to the Smithsonian  |   |   |   |
| Escorting Hunters |   |   |   |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **Aircraft Incidents/Emergencies** | **Employee** | **Trainer** | **Date** |
| Emergency Plan |   |   |   |
| Aircraft Emergencies  |   |   |   |
| General Alerts |   |   |   |
| HAZMAT Alerts |   |   |   |
| Aircraft Release Form |   |   |   |
| Aircraft Removal  |   |   |   |
| Towbar and PlaneSkate |   |   |   |
| Notification/Communication Procedures |   |   |   |
| NIMS-100 |   |   |   |
| NIMS-200 |   |   |   |
| NIMS-700 |   |   |   |
| NIMS-800 |   |   |   |
|  | **Supervisor** |   |   |

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| **Fuel Farm** | **Employee** | **Trainer** | **Date** |
| IET - Fuel Farm Operations |  |  |  |
| NATA Safety 1st - Refueling Safety Training |  |  |  |
| NATA Safety 1st - Professional Line Service Training |  |  |  |
| Daily Inspections |   |   |   |
| Monthly Maintenance |   |   |   |
| Quarterly Maintenance |   |   |   |
| Ordering Fuel |   |   |   |
| Receiving Jet Fuel  |   |   |   |
| Receiving AVGAS |   |   |   |
| Selling Jet Fuel |   |   |   |
| Selling AVGAS |   |   |   |
| Troubleshooting Problems |   |   |   |
| Oil/Water Separator, Sump Separator |   |   |   |
| Fuel Billing |   |   |   |
| Purchase Orders |   |   |   |
| Invoicing |   |   |   |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **Customs** | **Employee** | **Trainer** | **Date** |
| Removal of Refuse |   |   |   |
| Regulated Garbage Training (PowerPoint) |   |   |   |
| Regulated Garbage Video - No Free Ride |   |   |   |
| Aircraft Marshaling |   |   |   |
| Aircraft Marshaling Training Video (NATA PLST) |   |   |   |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **Noise Abatement** | **Employee** | **Trainer** | **Date** |
| Neighbor Relations and Complaint Resolution |   |   |   |
| Noise Complaint Form |   |   |   |
| Engine Run Up Policy |   |   |   |
|   | **Supervisor** |   |   |
|  |  |  |  |
| **Winter Operations** *(Signed off after snow)* | **Employee** | **Trainer** | **Date** |
| Friction Meter |   |   |   |
| SNOTAMs/RCAM |   |   |   |
| Tenant Liaison |   |   |   |
| Preparing for a Storm |   |   |   |
| Snow Plan |   |   |   |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **Equipment Operation** | **Employee** | **Trainer** | **Date** |
| Tractor/Mowers |   |   |   |
| Plow Operation |   |   |   |
| Broom Operation |   |   |   |
| Runway Deicing |   |   |   |
| Liquid |   |   |   |
| Solid |   |   |   |
| JCB Operation |   |   |   |
| Backhoe Operation |   |   |   |
| Salt Spreader (Ops 21) |   |   |   |
| Snowblower Operation |   |   |   |
|  | **Supervisor** |   |   |
|  |  |  |  |
| **ANTN Digicast Training Videos** | **Employee** | **Trainer** | **Date** |
| Airfield Safety and Incursion Prevention Video Series |   |   |   |
| FAA Part 139 Operations Required Series |   |   |   |
| Airport Self-Inspection Series |   |   |   |
| GA Airport Security Guidelines |   |   |   |
| Airport Condition Reporting and RCAM |   |   |   |
| Airport Customer Service Series |   |   |   |
|  | **Supervisor** |   |   |

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| **Safety and OSHA Requirements** | **Employee** | **Trainer** | **Date** |
| Understand DM’s Hazard Communication Program |   |   |   |
|  - Understanding Signs and Labels |   |   |   |
|  - Understanding SDS |   |   |   |
|  - Completion of Training Program |   |   |   |
|  - Location of Hazard Communication Program |   |   |   |
| Location and Understanding of SPCC Plan |   |   |   |
| Location and Understanding of SWPP Plan |   |   |   |
| Location of HAZMAT Spill Response Equipment |   |   |   |
| When to Report a HAZMAT Release and to Whom |   |   |   |
| Proper Disposal of HAZMAT Impacted Materials |   |   |   |
| Proper Labeling and Storage of Waste Drums |   |   |   |
| Hazards Associated with Fuel Farm |   |   |   |
| PPE Requirements and Maintenance of PPE |   |   |   |
|  - At Fuel Farm |   |   |   |
|  - On Construction Sites |   |   |   |
|  - On Airfield |   |   |   |
|  - When Using Scare Pistol |   |   |   |
| Location of Emergency Eye Wash and Shower Stations |   |   |   |
| Equipment and Materials for Remediating HAZMAT Spills |   |   |   |
| Maintenance of HAZMAT Spill Kits in Vehicles |   |   |   |
| Understanding Confined Space Entry |   |   |   |
| Airport LOTO Programs |   |   |   |
| Hot Work Permit Program |   |   |   |
| Deicing and Anti-icing Agent Hazards |   |   |   |
|  | **Supervisor** |   |   |