# 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** |  |  |