

Passenger Boarding Bridge Operations Competency Assessment

Trainee Name: _____ Trainee Company: _____ RAIC: _____

Trainee is/will be instructing or assessing others on Bridge Operation

Instructor/Assessor Name: _____ Date: _____

Y – Yes, performance met competency criteria **N – No**, performance did not meet competency criteria

Important Notes:

- The use of reference tools such as pocket cards, mobile quick references or troubleshooting guides is permitted and encouraged during testing, except while the bridge is moving.
- Trainees are permitted to review this document while studying and practicing, but not during testing.
- Multiple attempts can be made at any criteria without deduction, as long as the trainee **self-corrects** without guidance or interference, the correction is done appropriately/safely, and the time constraints of categories requiring time-pressure are respected.
- Trainees who will be instructing or assessing others will not receive certification as a trainer if they score No/Not Competent on any priority criterion. Priority criteria are indicated by a darker box and a five-point deduction. Only YYC Instructors can assess competency for those who will train others.

Pre-operation



Under time pressure (3 minutes recommended), while referencing the pre-operation check procedure as needed, the trainee demonstrates the ability and willingness to fully perform the **pre-operation checks**:

Competency Criteria	Y	N	Notes / Feedback
Without prompting, completes all pre-operation checks.		-1	

Correctly describes what they're looking for during each component of the check.		-1	
Based on a prompt (e.g. "suppose we are expecting a 737 on this gate") can correctly determine when the bridge needs to be pre-staged.		-5	
Without prompting, completes the 360° exterior check from at least the lowest stair of the bridge.		-5	
Can describe how and when to contact the Integrated Operations Center (IOC).		-1	
Can point out the location of the gate's apron movement limit boundaries, including those that are unmarked (i.e. between bridges).		-1	
Total Deductions:		/14	<input type="checkbox"/> Category pass: ≤ 5 points deducted (std); ≤ 1 points deducted (trainer)

Movement



Under time pressure (5 minutes recommended), and on a gate of at least medium difficulty, the trainee demonstrates the ability to **move the bridge into a pre-defined position on the apron.**

Aircraft not required, but final position for bridging should be realistic. Use of reference materials is permitted except while moving.

Competency Criteria	Y	N	Notes / Feedback
Can describe a movement plan that correctly accounts for: Location of limits on the particular gate.		-1	
Approach to aircraft at 90 degrees (perpendicular to fuselage).		-1	
Remembers, without prompting, to perform a 360° exterior check from the apron or lowest stair immediately before moving.		-5	
Remembers, without prompting, to use the Start/Horn button to signal movement.		-1	
Demonstrates adequate comfort, confidence, and accuracy with turning the wheels and using the joystick to maneuver the bridge in the planned directions.		-1	
Calmly and appropriately responds to alignment difficulties, limit alarms, time pressures, or other challenges they encounter.		-5	
Recognizes and responds immediately, without prompting, to soft limit warnings (slowdown mode) by stopping movement, and altering direction. <i>Mark as Y if limit warnings are not encountered naturally during testing.</i>		-5	
Total Deductions:		/19	<input type="checkbox"/> Category pass: ≤ 6 points deducted (std); ≤ 2 points deducted (trainer)

Final Approach

Two methods of competency assessment are provided, based on whether access to an aircraft is possible. The preferred method is to assess with an aircraft. Use of reference materials is permitted except while moving.

1. **Preferred Assessment Option: If aircraft is available** for the final approach, trainee demonstrates the ability to correctly align and position the cab to the aircraft door and complete docking:

Competency Criteria	Y	N	Notes / Feedback
Demonstrates vertical alignment 4 inches below aircraft door threshold (or according to airline policy), or by correctly using the positioning gauge.		-1	
Demonstrates rotational alignment for even gap.		-1	
Does not rotate the cab within 1 foot of the aircraft.		-5	
Demonstrates horizontal alignment with canopy centered on the aircraft door for most aircraft (doors to bridge centered on the aircraft door for Q400, CRJ).		-1	
Demonstrates ability to approach within 2 inches of aircraft without touching it, or to the correct distance using the positioning gauge.		-1	
Without prompting, switches to the correct mode depending on the aircraft type (Autolevel for most aircraft, Off for Q400, CRJ), or self-corrects appropriately.		-1	
Deploys the canopy sufficiently so that there is as little gap as possible between the bridge and the aircraft.		-1	
Remembers, without prompting, to place the safety shoe; or Remembers, without prompting, to check for 3 inches of overlap of MBA on each side of bridge and aircraft.		-5	
Without prompting, remembers to place the PCA temperature probe, and places it correctly.		-1	
Total Deductions:		/17	<input type="checkbox"/> Category pass: ≤ 5 points deducted (std); ≤ 2 points deducted (trainer)

2. **Alternate Assessment Option: If no aircraft is available** for the final approach, trainee describes purpose of and demonstrates ability to:

Competency Criteria	Y	N	Notes / Feedback
Lower and raise the cab (describing correct vertical positioning to an aircraft door).		-1	
Rotate the cabin left and right (describing correct rotational position to an aircraft)		-1	
Explain how close is too close to the aircraft to rotate the cabin (1 foot)		-5	
Adjust alignment in response to a prompt (e.g. "Suppose you are positioned within one foot of the aircraft door but are too far to the right. Correct your position.")		-1	
Extend the bridge canopy (describing correct end-position with respect to an aircraft).		-1	
In response to: "You've extended the canopy. If there was a 737 aircraft here, what's left to do?" describe all remaining tasks, in sequence, and appropriate to the type of aircraft:		-1	
1. Turn switch to auto-level		-5	
2. Place safety shoe		-1	
3. Place PCA temperature probe		-1	
Explain how and where to place the safety shoe and PCA temperature probe.		-1	
Describe the effect that triggering the safety shoe during placement has on the bridge's position.		-1	
Total Deductions:		/18	<input type="checkbox"/> Category pass: ≤ 5 points deducted (std); ≤ 2 points deducted (trainer)

Bridging to Aircraft with Fold-Down Stairs (Q400, CRJ)

Aircraft not required. Airlines without small regional aircraft of this type are not required to complete this section. For airlines with **small regional aircraft**, trainee demonstrates the ability to:

Competency Criteria	Y	N	Notes / Feedback
Remember, without prompting, to lower the bridge to its lowest height before placing the positioning gauge or entering the deck area.		-5	
Select the appropriate positioning gauge for the prompted aircraft (e.g. "We're bridging to a [insert airline-appropriate aircraft name here]. Place the positioning gauge on the bridge deck")		-1	
Place the positioning gauge on the bridge deck in the correct position and alignment.		-1	
Move the Mobile Bridge Adaptor (MBA) in unexpanded position (on side wheels).		-1	
Use ergonomically correct body positioning when: Turning the MBA from a side position onto its main wheels Rotating it into/out of a vertical storage position		-1	
		-1	
Expand the MBA.		-1	
Maneuver the expanded MBA between deck doors, onto the bridge deck and return back through the deck doors into the cab.		-1	
Describe the final position of the MBA between bridge and aircraft, including the MBA wheels being off the bridge deck and min 3" overlap on both sides.		-5	
Point out where (on the bridge) to clip the MBA safety netting to.		-1	
Fold and store the MBA.		-1	
Correctly describe where the MBA is permitted to be while the bridge is being moved: When preparing for arrival When preparing for departure When in the domestic terminal building When in the international terminal building		-1	
		-1	
		-1	
		-1	
Total Deductions:		/23	<input type="checkbox"/> Category pass: ≤ 6 points deducted (std); ≤ 2 points deducted (trainer)

Reverse and Store Bridge



Under time pressure (5 minutes recommended), trainee demonstrates the ability to correctly **reverse from an aircraft and park in the Home Box.**

Aircraft not required, but initial position with respect to Home Box should be realistic. Use of reference materials is permitted except while moving. Use of auto positioning feature, if available, is encouraged.

Competency Criteria	Y	N	Notes / Feedback
Describes movement plan that correctly accounts for the location of limits on the particular gate.		-1	
Remembers, without prompting if aircraft present, with prompting if not, to store peripherals such as the safety shoe and MBA before moving.		-1	
Remembers, without prompting, to perform a 360° exterior check from the apron or lowest stair immediately before moving.		-5	
Remembers, without prompting, to use the Start/Horn button to signal movement, before the canopy is retracted.		-1	
Remembers, without prompting, to reverse straight back from the aircraft (perpendicular to the fuselage) for five feet before adjusting rotation, height, or maneuvering in other directions.		-5	
Correctly describes airline policy for where the bridge needs to be positioned, with respect to the aircraft, prior to the aircraft being permitted to depart.		-1	
Remembers, without prompting, to return the cab to a level height before/while retreating to the home box.		-1	
Effectively uses auto-positioning if it is available, or can describe how and when to use it.		-1	
Recognizes and responds immediately, without prompting, to soft limit warnings (slowdown mode) by stopping movement, and altering direction. <i>Mark as Yes if limit warnings are not encountered naturally during movement.</i>		-5	
Demonstrates ability to maneuver into the home box		-1	
Correctly evaluates when the bridge is fully in the home box		-1	
Remembers, with minimal prompting, to perform all other post operation checks before exiting the bridge (e.g., "Ok, you're parked in the Home Box. Let's head back to the terminal once the bridge is ready for the next operator.")		-5	

Total Deductions:	/28	<input type="checkbox"/> Category pass: ≤ 7 points deducted (std); ≤ 3 points deducted (trainer)
-------------------	-----	---

Troubleshooting and Responding to Warnings/Alarms

Trainee demonstrates the ability to intentionally create and competently **resolve the following alarms**. Use of reference materials is permitted except while moving.

Competency Criteria	Y	N	Notes / Feedback
Can enter into and withdraw from a Swing, Extend or Retract limit warning.		-5	
Can enter into and withdraw from a Slope-down limit.		-5	
Total Deductions:	/10		<input type="checkbox"/> Category pass: ≤ 5 points deducted (std); 0 points deducted (trainer)

Trainee demonstrates the ability to **troubleshoot common issues**. Use of reference materials is encouraged.

Competency Criteria	Y	N	Notes / Feedback
Describe how to troubleshoot the material lift doors not closing.		-1	
Describe how to troubleshoot the material lift saying it is In Use, when it is known to be not in use.		-1	
Describe how to recognize and troubleshoot GPU cables that won't retract fully.		-1	
Describe what to do if they scan their RAIC and get a red light (not accepted).		-1	
Describe the circumstances in which the Auto Leveler Up fault message would be displayed and how to resolve it.		-1	
Remembers to describe closing the aircraft door before raising the bridge (some prompting from assessor is acceptable) when describing how to recover from accidentally pressing the safety shoe during placement.		-5	
Total Deductions:	/10		<input type="checkbox"/> Category pass: ≤ 5 points deducted (std); ≤ 2 points deducted (trainer)

Recommendation for Certification

Scan and email the full assessment to PBB@yyc.com once the trainee demonstrates competence in all categories, AND both parties agree to and sign below.

If you have any questions or concerns about the competency criteria, or your/the trainee's ability to perform to this standard independently, please email PBB@yyc.com and await a response before signing to acknowledge agreement.

	Competence Demonstrated	Re-testing Required	Date of Re-testing + New Points Deducted (attach re-assessment details for relevant category)
Pre-operation	<input type="checkbox"/>	<input type="checkbox"/>	
Movement	<input type="checkbox"/>	<input type="checkbox"/>	
Final Approach	<input type="checkbox"/>	<input type="checkbox"/>	
Bridging to Aircraft with Fold-Down Stairs <i>(optional if trainee's company does not use small regional aircraft such as the Q400 or CRJ)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Reverse and Store Bridge	<input type="checkbox"/>	<input type="checkbox"/>	
Responding to Warnings/Alarms	<input type="checkbox"/>	<input type="checkbox"/>	
Troubleshooting	<input type="checkbox"/>	<input type="checkbox"/>	
<p>I acknowledge that I understand the Bridge Operations competency criteria outlined in this assessment and agree to perform to this standard during my daily work.</p> <p>Trainee Signature: _____</p>		<p>I verify the trainee has demonstrated the competency required for safe and successful passenger boarding bridge operation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I recommend they be given RAIC access to operate the bridge independently. <input type="checkbox"/> I recommend they be permitted to train or assess others. <p>Instructor/Assessor Signature: _____</p>	