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All Policies & Procedures Operations (300)

343.00.06(D) - Airfield Operations - Vehicles and Personnel Access to Movement and Safety Areas

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To establish procedures for personnel and vehicles to access movement and safety areas at Tampa International Airport (Airport).

Aviation Authority Operating Directive

300 Operations - Airfield Operations

Effective: 10/01/88

D343.00.06: Vehicles and Personnel

Revised: 07/10/20

Access to Movement and Safety

04/20/22

Areas

PURPOSE: To establish procedures for personnel and vehicles to access movement and safety areas at Tampa International Airport (Airport).

GENERAL:

- A. Movement Areas include all designated runways and taxiways at the Airport.

- B. Safety Areas are the areas abutting the edges of the runways and taxiways as designated in the Airport's Certification Manual (ACM).

PROCEDURE:

- A. Personnel desiring access to any active movement and/or safety areas must possess or be escorted by a person possessing a Movement Area Training (MAT) endorsement.
- B. Only vehicles authorized by the Executive Vice President of Operations and Customer Service or designated representative may access the Airport Movement Areas.
- C. The Authority will specifically restrict the issuance of MAT endorsements to:
 - 1. Personnel with duties requiring access as determined by the Executive Vice President of Operations and Customer Service or designated representative and;
 - 2. Personnel that have successfully completed the necessary MAT requirements.
- D. All training requirements are based on the job function of the individual requesting a MAT endorsement and are maintained within the Movement Area Training Program for Ground Vehicle Operations, which is located on the Authority's website: www.tampaairport.com/airport-operations.
- E. Upon successful completion of the MAT program and required documentation, a MAT designation will be printed on the top right-hand corner of the Airport ID badge.
- F. If an Airport ID badge holder with a MAT endorsement fails to complete recurrent training within 12 consecutive calendar months

from the date of issuance, the individual's authorization onto the Movement and Safety Areas will be immediately revoked, and the badge holder must first obtain approval from Airfield Operations before submitting a badging application for renewal.

G. The department director, company manager, or agency chief for each department with personnel who have a need for a MAT authorization must designate a MAT endorser(s). To become a MAT endorser, the MAT Endorsement Authorized Signature letter (Attachment 1) must be completed and be on file with Airfield Operations.

H. Movement Area Endorsers:

1. The MAT endorser(s) must have a thorough understanding of the MAT training program and the training curriculum.

2. MAT endorsers are responsible for ensuring the following:

a. Verify that personnel have a need for a MAT authorization in compliance with associated policies and procedures.

b. Confirm that personnel have successfully completed all required training.

c. Ensure that Movement Area training records are maintained in compliance with this Operating Directive, if required.

MOVEMENT AREA TRAINING REQUIREMENTS:

A. MAT Program – Level 1:

1. Description:

Airfield Operations personnel who access and operate within the Movement and Safety Areas to perform job duties as specified in the ACM. Such personnel are permitted to access active runways and active Safety Areas as authorized by the FAA Air Traffic Control Tower (ATCT).

2. Training:

Personnel must successfully complete the required MAT training program as specified in the current version of the Movement Area Training Program for Ground Vehicle Operations, which outlines the requirements necessary for each department and MAT Level in compliance with FAR Part 139.303, as may be amended from time to time.

- a. Initial training will require the employee to successfully complete the MAT Level 1 initial curriculum prior to the initial performance of such job duties.
- b. Recurrent training will require the employee to successfully complete the MAT Level 1 recurrent curriculum every 12 consecutive calendar months.

3. Record Keeping:

A training file must be maintained for 24 consecutive calendar months after completion of training for each employee who obtains a MAT endorsement and the file must include the following:

- a. Current training curriculum signed by an authorized MAT endorser.
- b. All associated training materials.

Authorized MAT endorser(s) will verify successful completion of all the Movement Area training requirements by submitting the respective signed MAT training curriculum letter on company letterhead at time of Airport ID badge receipt or renewal. The signed MAT endorsement letters will be maintained by the Airfield Operations Department.

B. MAT Program – Level 2:

1. Description:

Maintenance, FAA Technical Operations, Firefighting personnel, or other personnel identified by the Executive Vice President of Operations and Customer Service or designated representative who require access and to operate within the Movement and Safety Areas to perform their job duties as specified in the ACM. Such personnel are not permitted to access active runways or active runway Safety Areas but are permitted to cross active runways as authorized by the ATCT.

2. Training:

Personnel must successfully complete the required MAT training program as specified in the current version of the Movement Area Training Program for Ground Vehicle Operations in compliance with FAR Part 139.303, as may be amended from time to time.

a. Initial training will require the employee to successfully complete the MAT Level 2 initial curriculum prior to initial performance of such job duties.

b. Recurrent training will require the employee to successfully complete the MAT Level 2 recurrent curriculum every 12 consecutive calendar months.

3. Record Keeping:

A training file must be maintained for 24 consecutive calendar months after completion of training for each employee

requesting a MAT endorsement and must include the following:

- a. Current training curriculum signed by the authorized MAT endorser.
- b. All associated training materials.

Authorized MAT endorser(s) will verify the successful completion of all the Movement Area training requirements by submitting the respective signed MAT training curriculum letter on company letterhead at the time of Airport ID badge receipt or renewal. The signed MAT endorsement letters will be maintained by the Airport Operations Department.

C. MAT Program – Level 3

1. Description:

Personnel who have a need to access and operate within the Movement Area for the purpose of repositioning aircraft. Airline operator or ground handler personnel requiring a MAT endorsement must be taxi or tow certified by their employer. The employee requesting MAT endorsement must affirm that they have a current taxi/tow certificate at the time of Airport ID badge issuance or renewal and that such certificate is valid through the Airport ID badge expiration date requested. If at anytime an individual is out of compliance with their taxi/tow certificate, they must immediately notify their MAT endorser who is required to remove that MAT endorsement on their Airport ID badge.

2. Training:

Personnel must successfully complete the required MAT training program as specified in the current version of the Movement Area Training Program for Ground Vehicle Operations in compliance with FAR Part 139.303, as may be amended from time to time.

- a. Initial training will require the employee to successfully complete the MAT Level 3 initial curriculum prior to the initial performance of such job duties.
- b. Recurrent training will require the employee to successfully complete the MAT Level 3 recurrent curriculum every 12 consecutive calendar months.

3. Record Keeping:

The company/department’s authorized MAT endorser(s) will verify successful completion of the Movement Area training requirements by submitting a signed MAT training curriculum letter, as can be found within the Movement Area Training Program for Ground Vehicle Operations, at time of Airport ID badge issuance or renewal. The signed MAT training curriculum letter will be maintained by the Airfield Operations Department.

NOTIFICATION: Before a Level 2 or Level 3 endorsed individual enters the Movement Area for non-emergency circumstances, they are required to notify Airfield Operations via 813-870-8770 with the following:

- Name
- Company
- Location(s)
- Purpose
- Expected duration

ENFORCEMENT: Those persons that fail to comply with the MAT program and the provisions contained therein are subject to removal from and denial of access to the air operations area as stipulated in the Authority’s Rules and Regulations for Tampa International Airport.

APPROVED: Michael Stephens

DATE: 04/20/22

Figure 1

PLEASE USE THIS FORMAT

ON YOUR COMPANY LETTERHEAD

(DATE)

Director of Airport Operations and Emergency Management

Hillsborough County Aviation Authority

P.O. Box 22287

Tampa, FL 33622

REF: Authorized Signatures for Movement Area Training Endorsements

Dear Director of Airport Operations and Emergency Management,

The name(s) signed below are the authorized signature(s) for Tampa International Airport’s Movement Area Training Endorsement for **(Company Name)**. The individual(s) indicated agree to verify all personnel requesting a MAT endorsement have a need for a MAT authorization in compliance with the associated policies and procedures and all training requirements have been successfully completed. No other signatures will be accepted for MAT endorsement. We will notify you in writing of any changes.

(Company Name) will authorize the MAT endorsement issuance under the procedures and responsibilities as stated in HCAA Operating Directive D343.00.06.

Sincerely

_____ **(Name)** _____

_____ **(Title)** _____

AUTHORIZED SIGNATURES

(Maximum (5) signatures)

_____ (Print or Type Name) _____

_____ (Signature)

_____ (Title) _____

_____ (Phone Number)
