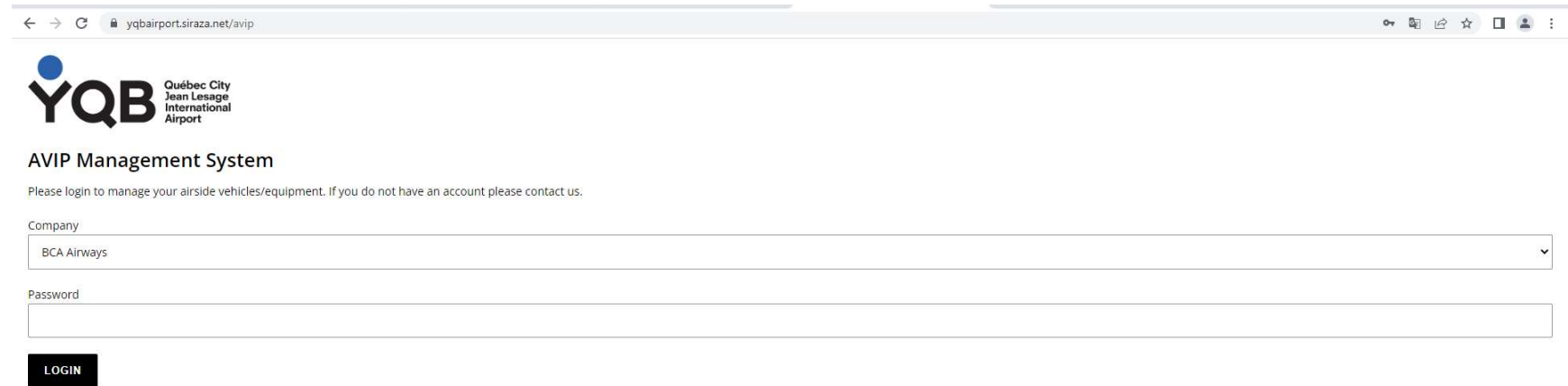


ACCESS

To access your online inventory, go to the following web application: <https://yqbairport.siraza.net/avip>

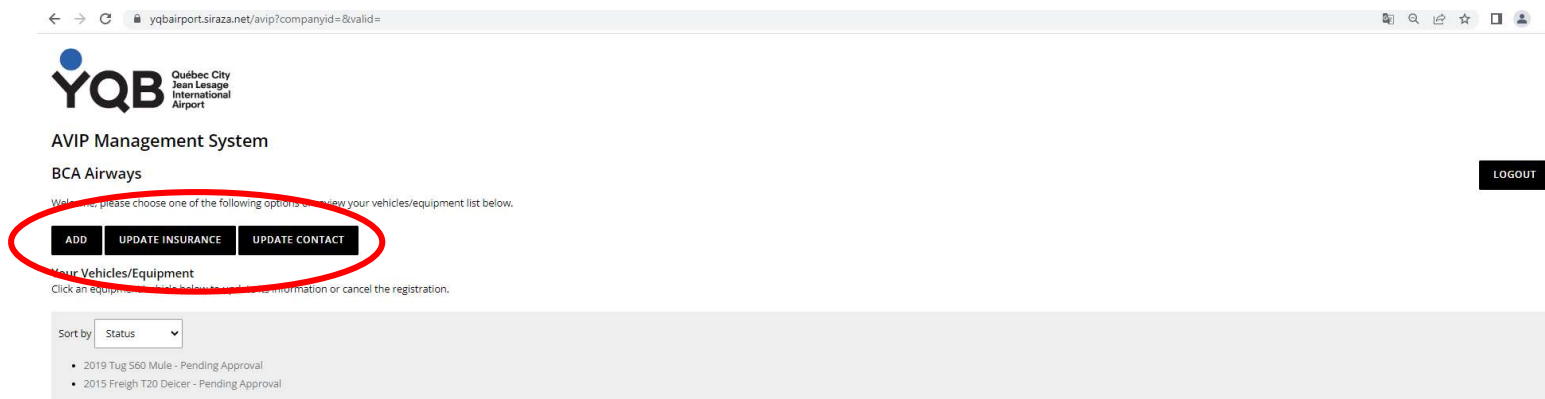


The screenshot shows the login page of the AVIP Management System. The browser address bar displays 'yqbairport.siraza.net/avip'. The page features the YQB logo (Québec City Jean Lesage International Airport) and the title 'AVIP Management System'. Below the title, a message states: 'Please login to manage your airside vehicles/equipment. If you do not have an account please contact us.' The login form includes a 'Company' dropdown menu with 'BCA Airways' selected, a 'Password' text input field, and a 'LOGIN' button.

You must select your company from the drop-down menu (Company) and then enter your password (Password). You will be logged into your AVIP (Airside Vehicle Identification Permit) page. Your temporary password to log in is: **_____i678vp_____**. You may change it by contacting us at bca@yqb.ca.

Note: The system is only available in English; however, you can open the page in Google Chrome and use the Google Translate icon in the address bar to view it in French.

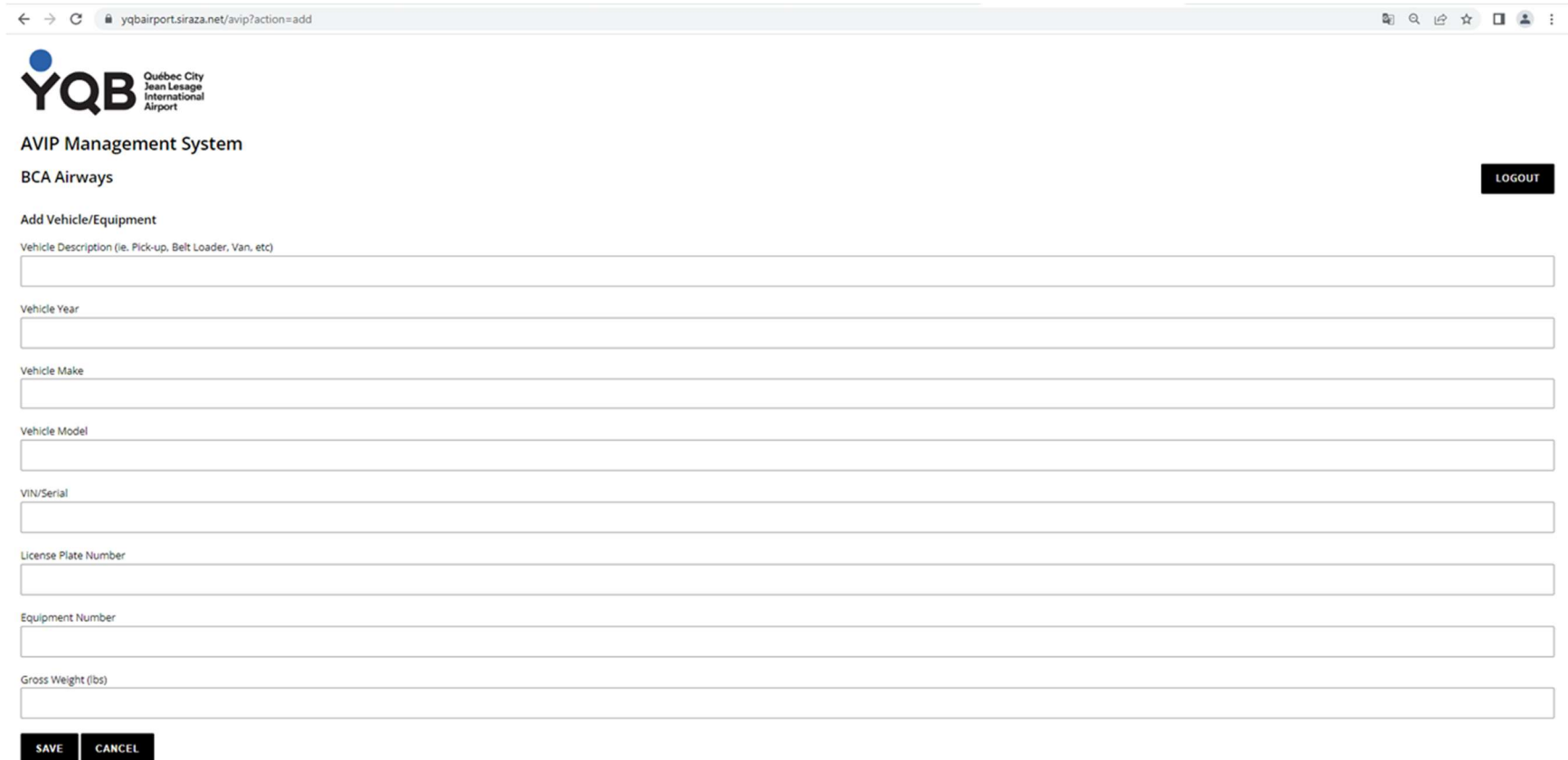
When you are in your company profile, you will have three tabs: **ADD, UPDATE INSURANCE, UPDATE CONTACT.**



The screenshot shows the company profile page for 'BCA Airways' in the AVIP Management System. The browser address bar displays 'yqbairport.siraza.net/avip?companyId=&valid='. The page features the YQB logo and the title 'AVIP Management System'. Below the title, the company name 'BCA Airways' is displayed. A 'LOGOUT' button is visible in the top right corner. The main content area is titled 'Your Vehicles/Equipment' and includes a message: 'Click an equipment to update below to change information or cancel the registration.' Below this message, there is a 'Sort by' dropdown menu with 'Status' selected. A list of equipment is shown, including '2019 Tug 560 Mule - Pending Approval' and '2015 Freight T20 Deicer - Pending Approval'. Three buttons are circled in red: 'ADD', 'UPDATE INSURANCE', and 'UPDATE CONTACT'.

ADDING / REGISTERING AN AIRSIDE VEHICLE

To add a vehicle, click on the **Add** tab. You will be directed to the following table:



The screenshot shows a web browser window with the URL `yqbairport.siraza.net/avip?action=add`. The page header includes the YQB logo (Québec City Jean Lesage International Airport) and the text "AVIP Management System" and "BCA Airways". A "LOGOUT" button is in the top right. The main section is titled "Add Vehicle/Equipment" and contains a form with the following fields:

- Vehicle Description (ie. Pick-up, Belt Loader, Van, etc)
- Vehicle Year
- Vehicle Make
- Vehicle Model
- VIN/Serial
- License Plate Number
- Equipment Number
- Gross Weight (lbs)

At the bottom of the form are "SAVE" and "CANCEL" buttons.

You must complete all fields:

Vehicle Description: mule, de-icer, passenger vehicle, etc.

Vehicle Year: found on the SAAQ green registration certificate.

Vehicle Make: found on the SAAQ green registration certificate.

Vehicle Model: found on the SAAQ green registration certificate.

VIN/Serial: found on the SAAQ green registration certificate.

License Plate: found on the SAAQ green registration certificate.

Equipment Number: internal identification/unit number, if applicable.

Gross Weight (lbs): found on the SAAQ green registration certificate.

Do not forget to click **SAVE** once you have completed the form to save the information about your new vehicle.

You will be redirected to the home page with your list of registered vehicles. Note that the status of your new vehicle will be **Pending Approval**.

← → ↻ yqbairport.siraza.net/avip?companyid=&valid=



AVIP Management System

BCA Airways

Welcome, please choose one of the following options or review your vehicles/equipment list below.

ADD

UPDATE INSURANCE

UPDATE CONTACT

Your Vehicles/Equipment

Click an equipment/vehicle below to update its information or cancel the registration.

Sort by

Status



- 2019 Tug S60 Mule - Pending Approval
- 2015 Freigh T20 Decker - Pending Approval

When you register a vehicle airside, the Bureau des contrôles (BCA) automatically receives an email notifying them of the addition. Once this step is completed, we ask that you send us a readable copy of the provincial vehicle registration (SAAQ green certificate) as well as a valid mechanical inspection report for vehicles 4500 kg and over. The status will be changed to **Active** by the BCA after validating the documents. You must allow up to 48 business hours for the vehicle to be registered by the BCA. Note that no AQI green sticker will be issued for your vehicles.

[←](#) [→](#) [↻](#) [🔒 yqbairport.siraza.net/avip](#)



YQB Québec City
Jean Lesage
International
Airport

AVIP Management System

BCA Airways

✓ Your vehicle/equipment has been updated!

Welcome, please choose one of the following options or review your vehicles/equipment list below.

[ADD](#) [UPDATE INSURANCE](#) [UPDATE CONTACT](#)

Your Vehicles/Equipment

Click an equipment/vehicle below to update its information or cancel the registration.

Sort by

Status ▼

- 2019 Tug S60 Mule - Active
- 2015 Freigh T20 Delcer - Pending Approval

REMOVING A VEHICLE FROM THE LIST

You must first select the vehicle to be cancelled from the list of vehicles (**Your Vehicles/Equipment**).

 yqbairport.siraza.net/avip?companyid=&valid=



YQB Québec City
Jean Lesage
International
Airport

AVIP Management System

BCA Airways

Welcome, please choose one of the following options or review your vehicles/equipment list below.

[ADD](#)[UPDATE INSURANCE](#)[UPDATE CONTACT](#)

Your Vehicles/Equipment

Click an equipment/vehicle below to update its information or cancel the registration.

Sort by

Status ▼

- 2019 Tug S60 Mule - Active
- 2015 Freigh T20 Deicer - Active



This will take you here:



AVIP Management System

BCA Airways

LOGOUT

Edit 2019 Tug S60 Mule

If this equipment is no longer in use and you would like to cancel its registration, please [click here](#).

Note: only blank fields can be updated.

Vehicle Description (ie. Pick-up, Belt Loader, Van, etc)

Mule

Vehicle Year

2019

Vehicle Make

Tug

Vehicle Model

S60

VIN/Serial

123456

License Plate Number

VW26777

Equipment Number

Gross Weight (lbs)

898

SAVE

CANCEL

To remove the vehicle from the list, click on "[click here](#)."

Edit 2019 Tug S60 Mule

If this equipment is no longer in use and you would like to cancel its registration, please [click here](#).

Note: only blank fields can be updated.

Vehicle Description (ie. Pick-up, Belt Loader, Van, etc)

Mule

You will be asked to confirm whether you really want to cancel the vehicle: "Are you sure you want to **cancel** your vehicle/equipment registration for ..." Select **YES**. The equipment will be removed from the list immediately.



AVIP Management System

BCA Airways

Confirm Cancellation

Are you sure you want to **cancel** your vehicle/equipment registration for 2019 Tug 560 Mule?

YES

NO

Your vehicle will be automatically removed from the list. Do not hesitate to contact us at bca@yqb.ca if you encounter any issues when registering or removing a vehicle from your inventory.

AIRSIDE VEHICLE INSURANCE

Annually, we request updated proof of insurance for your vehicles. You must provide Annex H duly completed by your insurer, stating that you are insured in accordance with the airside circulation directive, Chapter IV, Section 4.6.1:

4.6 INSURANCE

4.6.1 Any vehicle owner wishing to register a vehicle or fleet of vehicles for airside circulation must subscribe to and maintain, at their expense, an automobile liability policy and civil liability insurance – covering bodily injury or material damage to third parties – providing a global coverage limit of at least 10 million dollars per event, covering material goods, loss of use, bodily injury to third parties, and covering registered or unregistered vehicles belonging to or used by the owner, subject to a reasonable deductible.

The owner must provide Aéroport de Québec inc., when submitting a vehicle registration request, the standard airside automobile insurance certificate attached as Annex «H», duly completed and signed by the insurer or its authorized representative.

To update your proof of insurance, click on **UPDATE INSURANCE**.



AVIP Management System

BCA Airways

✓ Your vehicle/equipment cancellation has been received.

Welcome, please choose one of the following options or review your vehicles/equipment list below.

[ADD](#)

[UPDATE INSURANCE](#)

[UPDATE CONTACT](#)

Your Vehicles/Equipment

Click an equipment/vehicle below to update its information or cancel the registration.

Sort by

- 2015 Freight T20 Delcer - Active

You will be directed to the following table:

← → ↻ yqbairport.siraza.net/avip?action=insurance



Québec City
Jean Lesage
International
Airport

AVIP Management System

BCA Airways

Update Insurance

Use the form below to update your insurance information.

Insurer

Policy #

Insurance Expiry Date

Insurance Documentation

Aucun fichier choisi

Please complete the following fields:

Insurer: name of the insurance company.

Policy #: active policy number.

Insurance Expiry Date: expiry date of the insurance policy.

You may upload Annex H or the insurance certificate provided by your insurer. The document must clearly indicate that you are covered for a minimum of \$10,000,000. Pocket-format documents are not accepted.