

40930 Control access to security designated areas of an airport using access control devices

Kaupae Level	4
Whiwhinga Credit	10
Whāinga Purpose	People credited with this skill standard are able to control access to security designated areas of an airport using access control devices in support of aviation security and safety, contributing to airport security and operational effectiveness.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Issue, enable, and disable access control devices for security designated areas of an airport.	a. Issue access control devices.
	b. Enable access control devices.
	c. Disable access control devices.
2. Reconcile the enablement and disablement of access devices with an airport security database.	a. Detect variations between security database records and access control device status.
	b. Respond to variations between security database records and access control device status.
3. Respond to unsuccessful attempts to gain access to security designated areas of an airport.	a. Identify and respond to security breaches.
	b. Call out maintenance in the event of a fault.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Examples of access control devices could include swipe cards, remotes, keys, key-in pads.

Assessments must be conducted in an active or simulated airport environment to ensure practical application to reflect the standards of an aviation workplace.

Evidence presented for assessment against this skill standard must be in accordance with enterprise procedures.

Definitions:

Aerodrome means any defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft; and includes any building, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration.

The term *airport* refers to aerodrome as per Civil Aviation Rules.

Reference to *enterprise procedures* means that all activities must comply with the requirements contained in the current airport exposition, current airport company manuals and procedures, and any relevant legislative and/or regulatory requirements, which may include but are not limited to: Civil Aviation Act 2023, relevant Civil Aviation Rules, New Zealand Defence Force (NZDF) Policy.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Issue, enable, and disable access control devices

- Overview of access control systems used in airports (e.g., swipe cards, biometric readers, keypads, remotes, physical keys).
- Types of access devices and their characteristics (temporary vs. permanent, physical vs. digital).
- Issuance protocols: identity verification, authorization levels, documentation.
- Enablement procedures: activating access rights, assigning permissions, system configuration.
- Disablement procedures: revoking access, lost/stolen device protocols, expiry management.
- Security principles: least privilege, audit trails, and accountability.

Reconcile access device status with the airport security database

- Structure and function of an airport security database.
- Data reconciliation techniques: cross-checking device status with database records.
- Identifying and interpreting discrepancies (e.g., active device not listed, expired access still enabled).
- Audit and reporting procedures for anomalies.
- Corrective actions in response to mismatches.
- Use of digital tools or software for reconciliation.
- Importance of data integrity and real-time updates in security systems.

Respond to unsuccessful access attempts

- Types of unsuccessful access attempts: unauthorized access, expired credentials, system faults.
- Security breach indicators and how to recognise them.
- Response protocols: escalation procedures, notifying relevant personnel, incident logging.
- Maintenance call-out procedures: identifying faults, contacting technical support, documenting issues.
- Communication protocols with airport security and operations teams.
- Legal and regulatory considerations in breach response.

Rauemi | Resources

[CAA Advisory Circular AC140-1 Aviation Security Service Organisations – Certification](#)

Enterprise procedures.

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Ringa Hora Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Service Sector > Aviation > Airport Operations
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0112

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	27 November 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 8876.		
Rā arotake Planned review date	31 December 2030		

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz to suggest changes to the content of this skill standard.