

41097 Update aeronautical information relating to an airport

Kaupae Level	5
Whiwhinga Credit	4
Whāinga Purpose	<p>People credited with this skill standard are able to update aeronautical information relating to an airport, ensuring a focus on accuracy, safety, compliance, coordination, and communication.</p> <p>This skill standard is intended for airport employees or contractors only, as airside assessment opportunities are restricted to those persons holding an Airport Identity Card issued by the New Zealand Civil Aviation Authority under the sponsorship of an airport employer, or New Zealand Defence Force (NZDF) equivalent.</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Initiate amendments to the Aeronautical Information Publication New Zealand.	a. Develop and implement an internal audit system to review published information.
	b. Authorise amendments to published information.
	c. Notify relevant stakeholders of revisions and amendments.
2. Raise a NOTAM.	a. Verify critical information contained in the NOTAM.
	b. Submit a NOTAM to the Aeronautical Information Services provider.

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

Assessment specifications:

Critical information could include navigation aids, runway effective operational length, obstructions, Rescue Fire status, meteorological conditions, manoeuvring conditions.

Relevant stakeholders could include airlines and flight operators, air traffic services, aerodrome operators, flight planning and despatch teams, Civil Aviation Authority.

Assessments must be conducted in an active 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:

Aeronautical Information Publication New Zealand (AIPNZ) is a regularly published record of information related to air navigation in New Zealand. It has occasional supplements.

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, Arms Act 1983, Building Act 2004, Fire and Emergency New Zealand Act 2017, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, Health Act 1956, Resource Management Act 1991, Smokefree Environments and Regulated Products Act 1990, local district plan, International Civil Aviation Organization (ICAO) Airport Services Manual, International Air Transport Association (IATA) conventions, relevant Civil Aviation Rules, New Zealand Defence Force (NZDF) Policy.

International Civil Aviation Organization (ICAO) is a specialised agency of the United Nations, formed to promote the safe and orderly development of international civil aviation throughout the world. It sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection.

NOTAM refers to a Notice to Airmen. It is a notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Initiating amendments to the AIPNZ

- Internal audit process for reviewing published information.
- Conducting an internal audit or published aeronautical data.
- Identifying discrepancies or outdated information.
- Types and changes that require AIPNZ amendments (e.g. infrastructure changes, operational procedures).
- Preparing amendment requests in line with enterprise and regulatory procedures.
- Roles and responsibilities in the amendment process (e.g. airport operator, CAA, Airways NZ).
- Communicating revisions to relevant stakeholders.
- Differentiating between temporary and permanent amendments.

Raising a NOTAM

- Structure and content of a NOTAM.
- Criteria for issuing a NOTAM (e.g. hazards, changes in runway status, navigation aid outages).
- Verification processes for critical information prior to issuing a NOTAM.
- Drafting a NOTAM using correct terminology and format.
- Verifying operational data (e.g. runway length, obstructions, fire service availability).

- Submitting a NOTAM through appropriate channels.

Rauemi | Resources

[AIP New Zealand GEN 3.1 Aeronautical Information Services](#)

[CAA Advisory Circular AC139-3 Aerodrome Inspection Programme and Condition Reporting](#)

[CAA Advisory Circular AC139-5 Operational Safety During Works on Aerodromes](#)

[CAA Advisory Circular AC139-6 Aerodrome Design Requirements \(All Aeroplanes Conducting Air Transport Operations, All Aeroplanes above 5700 kg MCTOW\)](#)

[CAA Advisory Circular AC139-7 Aerodrome Standards and Requirements – Aeroplanes at or below 5700 kg MCTOW – Non Air Transport Operations](#)

[CAA Advisory Circular AC139-8 Aerodrome Design: Heliports](#)

[CAA Advisory Circular AC139-9 Notification of aerodrome data and information](#)

[Civil Aviation Rule Part 139 Aerodromes – Certification, Operation and Use](#)

[NOTAM Guidelines for Operators and Originators](#)

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	18 December 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 13415.		
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.