41098   Manage the apron use at an airport

Kaupae | Level	6
Whiwhinga | Credit	20
Whāinga | Purpose	People credited with this skill standard are able to manage the apron use at an airport, ensuring a focus on safety, compliance, coordination, and communication. 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.

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

Hua o te ako | Learning outcomes	Paearu aromatawai | Assessment criteria
1. Develop and implement an apron management plan covering personnel, aircraft, equipment, and vehicles at an airport.	a. Develop and implement a documented apron management plan.
	b. Establish and implement control procedures for the apron use in accordance with the plan.
	c. Implement procedures for the detection, reporting, and removal of hazards in accordance with the plan.
	d. Investigate incidents and take remedial action in accordance with the plan.
2. Manage the use of gate facilities at an airport.	a. Develop a schedule for the use of gate facilities in accordance with airline requirements.
	b. Monitor vehicle and equipment use to ensure compliance with enterprise procedures and address any irregularities.
	c. Accommodate changes to the gate allocation schedule to allow continued operation with minimal disruption.

Hua o te ako	Learning outcomes	Paearu aromatawai	Assessment criteria
3. Manage surface movements of personnel, vehicles, and equipment on the apron at an airport.	a. Establish and implement control procedures.
	b. Monitor adherence to driving rules and address any irregularities.
	c. Check signage and markings for adherence to enterprise procedures and address any irregularities.
4. Manage aircraft movements on the apron at an airport.	a. Establish and implement control procedures.
	b. Check signage and markings for adherence to enterprise procedures and address any irregularities.
	c. Check lighting for adherence to enterprise procedures and address any irregularities.
	d. Check docking systems for adherence to enterprise procedures and address any irregularities.

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

Assessment specifications:

The schedule for the use of gate facilities should include time, proximity, security, passenger facilitation, aircraft technical requirements.

Vehicle and equipment monitoring could include condition, warrant of fitness, beacons, liabilities.

Changes to the gate allocation schedule could include blocked taxiway, unserviceable aircraft, emergency, apron conditions, aircraft diversions.

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:

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.

Airport refers to aerodrome as per Civil Aviation Rules.

Apron means a defined area on a land aerodrome intended to accommodate aircraft for the purpose of loading or unloading passengers or cargo, refuelling, parking, or maintenance.

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.

Ngā momo whiwhinga | *Grades available*

Achieved

Ihirangi waitohu | Indicative content

Developing and implementing an apron management plan

- Principles of apron management and layout design.

- Risk assessment and hazard identification on the apron.

- Components of an apron management plan (personnel, aircraft, vehicles, equipment).

- Control procedures for apron access and use.

- Incident investigation and root cause analysis.

- Reporting and documentation requirements.

- Environmental considerations (e.g. fuel spills, noise).

- Integration of enterprise procedures and regulatory compliance (e.g. CAA, ICAO).

Managing the use of gate facilities

- Gate allocation principles and scheduling tools.

- Coordination with airlines and ground handling agents.

- Factors influencing gate assignment (aircraft type, turnaround time, security, proximity).

- Monitoring and managing vehicle and equipment use at gates.

- Responding to operational disruptions (e.g. diversions, emergencies).

- Communication protocols and stakeholder coordination.

- Use of digital systems for gate management (e.g. Airport Operational Database, Airport Resource Management System).

Managing surface movements on an apron

- Surface movement control procedures and safety zones.

- Airside driving rules and licensing requirements.

- Vehicle and equipment compliance (WoF, beacons, maintenance).

- Monitoring and enforcement of apron driving behaviour.

- Apron signage and surface markings: types, placement, and maintenance.

- Human factors and situational awareness in apron operations.

Managing aircraft movements on an apron

- Aircraft marshalling and stand guidance systems.

- Pushback and towing procedures.

- Coordination with air traffic services.

- Apron lighting systems and operational checks.

- Docking systems: types, operation, and fault reporting.

- Safety zones and wingtip clearance requirements.

- Emergency procedures for aircraft incidents on the apron.

Rauemi | Resources

Civil Aviation Rule Part 139 Aerodromes – Certification, Operation and Use

Enterprise procedures.

Pārongo Whakaū Kounga | 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 13416.		
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.