

41099**Manage emergency planning at an airport**

Kaupae Level	5
Whiwhinga Credit	20
Whāinga Purpose	<p>People credited with this skill standard are able to manage: an airport emergency plan; an evacuation plan for an airport building; and a safety inspection programme for airport buildings, ensuring a focus on 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. Manage an airport emergency plan.	<ul style="list-style-type: none"> a. Convene an emergency services committee. b. Rehearse the emergency management plan. c. Establish and implement an internal audit system to maintain the currency of the emergency plan. d. Establish and implement an emergency alerting system to activate emergency services.
2. Manage an evacuation plan for an airport building.	<ul style="list-style-type: none"> a. Rehearse and monitor the implementation of the evacuation plan to ensure wardens are trained and equipped in accordance with the plan, and address any irregularities. b. Monitor any tenants to ensure that they have a valid evacuation plan.
3. Manage a safety inspection programme for airport buildings.	<ul style="list-style-type: none"> a. Develop and implement safety procedures to detect non-compliance with the programme, and address any irregularities. b. Develop and implement safety procedures for independent audit of programme.

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

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

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.

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, Building Act 2004, Fire and Emergency New Zealand Act 2017, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, Resource Management Act 1991, Health Act 1956, Arms Act 1983, 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, NZDF Policy.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Managing an airport emergency plan

- Purpose and scope of an airport emergency plan.
- Roles and responsibilities of the emergency services committee.
- Types of airport emergencies (e.g. aircraft incidents, fuel spills, natural disasters).
- ICAO and CAA requirements for emergency planning.

Managing an evacuation plan for an airport building

- Legal requirements for evacuation plans (e.g. Fire and Emergency NZ registration).
- Building Warrant of Fitness and compliance.
- Roles of fire wardens and tenant responsibilities.

Managing a safety inspection programme for airport buildings

- Safety inspection frameworks and hazard identification.
- Independent auditing processes.
- Reporting and addressing non-compliance.

Rauemi | Resources[CAA Advisory Circular AC139-3 Aerodrome Inspection Programme and Condition Reporting](#)[CAA Advisory Circular AC139-14 Aerodrome Certification – Aerodrome Emergency Plan](#)

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 13417.		
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.