

41101 Manage airside work being carried out at an airport

Kaupae Level	5
Whiwhinga Credit	15
Whāinga Purpose	<p>People credited with this skill standard are able to manage airside work being carried out at an airport, 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. Develop a method of works plan for airside work at an airport.	a. Develop and format the plan, with all operational implications of the work specified.
2. Brief contractors and suppliers at an airport.	a. Conduct a briefing with contractors and suppliers detailing the scope of work, safety and security expectations, emergency procedures, communication protocols, and consequences of non-compliance.
3. Confirm compliance with the method of works plan for airside work at an airport.	a. Establish and implement procedures to enforce compliance with the method of works plan. b. Carry out any required corrective action to ensure compliance with the method of works plan.

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

Assessment specifications:

Operational implications could include safety, security, commercial.

Consequences of non-compliance could include implications for the contract, safety, security.

Procedures to enforce compliance could include safety, and audit.

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.

Airside refers to the movement area of an airport, adjacent terrain and buildings, or portions thereof, where access is controlled.

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 a method of works plan**

- Purpose and structure of a method of works plan.
- Enterprise procedures for documentation and formatting.
- Operational implications of airside work, such as safety (e.g. runway incursions, aircraft movement areas), security (e.g. restricted access, ID verification), commercial (e.g. disruption to airport tenants or services).
- Stakeholder engagement in planning (e.g. air traffic services, airlines, ground handling operators).
- Cultural and environmental considerations (e.g. iwi consultation, noise management).
- Risk assessment and mitigation strategies.
- Hazard substances and emergency response.
- Regulatory frameworks.

Briefing contractors and suppliers

- Briefing protocols and formats (e.g. toolbox talks, pre-start meetings).
- Content of briefings, such as scope of work, safety and security expectations, emergency procedures, communication protocols.
- Effective communication techniques, such as clarity, active listening, questioning, use of visual aids or site maps.
- Consequences of non-compliance, such as contractual penalties, safety and security breaches, legal and reputational risk.
- Documentation and sign-off procedures.

Confirming compliance with the method of work plan

- Monitoring and auditing worksite activities.
- Compliance checks, such as PPE usage, access control, adherence to timelines and procedures.
- Corrective actions, such as issuing non-compliance notices, stopping work, re-briefing or retraining.
- Reporting and escalation procedures.
- Post-work evaluation and lessons learned.

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](#)

[CAA Advisory Circular AC139-10 Control of Obstacles](#)

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

[NOTAM Guidelines for Operators and Originators](#)

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 13419.		
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.