

41103**Manage the operational readiness state of an aerodrome**

Kaupae Level	5
Whiwhinga Credit	15
Whāinga Purpose	<p>People credited with this skill standard are able to manage the operational readiness state of an aerodrome, 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 a system for the inspection of operational surfaces of an aerodrome.	a. Manage a system for inspection procedures of operational surfaces of an aerodrome.
	b. Monitor the system for inspection procedures of operational surfaces of an aerodrome, make and evaluate records of monitoring, and address any deficiencies.
2. Manage a system for the inspection of visual aids to navigation on an aerodrome.	a. Manage a system for inspection procedures of visual aids to navigation on an aerodrome.
	b. Monitor the system for inspection procedures of visual aids to navigation on an aerodrome, make and evaluate records of monitoring, and address any deficiencies.
3. Manage a system for the reporting of meteorological conditions of an aerodrome.	a. Manage a system for reporting procedures of meteorological conditions of an aerodrome.
	b. Monitor the system for reporting procedures of meteorological conditions of an aerodrome, make and evaluate records of monitoring, and address any deficiencies.

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

The system for the inspection of operational surfaces of an aerodrome must cover defect detection, defect reporting, and remedial action.

The system for the inspection of visual aids to navigation must cover defect detection, defect reporting, and remedial action.

The system for the reporting of meteorological conditions must cover runway visual range, surface water, and wind.

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.

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.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content**Inspection of operational surfaces**

- Types of operational surfaces (runways, taxiways, aprons).
- Common defects (FOD, cracks, contamination, lighting issues).
- Inspection techniques (visual, tactile, scheduled patrols).
- Documentation and reporting protocols.
- Developing and implementing inspection schedules.
- Identifying and classifying surface defects.
- Recording and evaluating inspection data.

- Initiating and monitoring remedial actions.

Inspection of visual aids to navigation

- Types of visual aids (runway/taxiway lighting, signage, precision approach path indicator, runway end identified lights).
- Regulatory requirements (ICAO, Civil Aviation Rules).
- Inspection intervals and tolerances.
- Fault detection and reporting.
- Establishing inspection protocols for visual aids.
- Conducting functional checks and visual assessments.
- Maintaining inspection records.
- Coordinating maintenance and repair actions.

Reporting of meteorological conditions

- Meteorological parameters relevant to aerodrome operations (wind, visibility, surface water).
- Runway Visual Range (RVR) systems.
- METAR formats.
- Impact of weather on aerodrome readiness.
- Monitoring and interpreting meteorological data.
- Reporting conditions using standard formats.
- Maintaining and evaluating weather reporting records.
- Responding to adverse weather scenarios.

Rauemi | Resources

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

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

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

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 13421.		
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.