

41114**Determine and promulgate airport information**

Kaupae Level	5
Whiwhinga Credit	8
Whāinga Purpose	People credited with this skill standard are able to determine information needing promulgation and promulgate the airport information, ensuring clarity and accuracy of information, focus on safety, compliance, coordination, and communication.

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Determine information needing promulgation.	a. Identify situations that require information promulgation.
	b. Select information for promulgation.
2. Promulgate airport information.	a. Select the appropriate promulgation method.
	b. Draft the information requiring promulgation.
	c. Issue the information.
	d. Carry out any required follow-up action.

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

Situation requiring information promulgation could include works, emergencies, airfield inspection, airshow.

Promulgation methods could include NOTAM, AIPNZ, AIP supplement.

Follow-up action could include re-issue, cancellation, permanent promulgation.

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.

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

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, relevant Civil Aviation Rules, New Zealand Defence Force (NZDF) Policy.

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.

Works refers to construction and maintenance work at an airport.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Determining information for promulgation

- Operational triggers: types of events requiring promulgation, such as airfield works (e.g. runway maintenance, lighting upgrades), emergencies (e.g. fuel spills, disabled aircraft), airfield inspections (e.g. wildlife hazards, surface damage), special events (e.g. airshows, VIP movements).
- Accessing and interpreting airport manuals, exposition, and internal reporting systems.
- Role of the airport operator in the information chain.
- Information assessment: determining what information is operationally significant, evaluating urgency and scope of impact.

Promulgating airport information

- Promulgation methods: purpose and use of NOTAM, AIPNZ, AIP supplement.
- Formatting and terminology standards for aviation communications.
- Clarity, accuracy, and completeness in drafting.
- Use of standard templates or digital systems.
- Procedures for submitting information through appropriate channels for issuing (e.g. Airways, CAA).
- Internal approval workflows.
- Monitoring the status of issued information.
- Re-issuing, cancelling, or converting to permanent publication.
- Record-keeping and audit trails.

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 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 25207.		
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.