

Title	Determine information needing promulgation and promulgate airport information		
Level	5	Credits	8

Purpose	People credited with this unit standard are able to determine information for promulgation and promulgate airport information.
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Classification	Aviation > Airport Operations
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Available grade	Achieved
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Guidance Information

1 Definitions

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

NOTAM is 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.

The term *airport* refers to aerodrome as per Civil Aviation Rules.

Works refers to construction and maintenance work at an airport.

- 2 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 1990, relevant Civil Aviation Rules, New Zealand Defence Force (NZDF) Policy.

Outcomes and performance criteria

Outcome 1

Determine information for promulgation.

Performance criteria

- 1.1 Situations are identified that require information promulgation in accordance with enterprise procedures.

Range may include but is not limited to – works, emergencies, airfield inspection, airshow.

- 1.2 Information is selected for promulgation in accordance with enterprise procedures.

Outcome 2

Promulgate airport information.

Performance criteria

- 2.1 Promulgation method is selected in accordance with enterprise procedures.

Range NOTAM, AIPNZ, AIP supplement.

- 2.2 Information is drafted in accordance with enterprise procedures.

- 2.3 Information is issued in accordance with enterprise procedures.

- 2.4 Follow-up action is carried out in accordance with enterprise procedures.

Range may include but is not limited to – re-issue, cancellation, permanent promulgation.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 November 2008	31 December 2016
Review	2	24 October 2014	31 December 2023
Review	3	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0028
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact ServiceIQ qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.