

Title	Operate manual stairs for an aircraft		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to: carry out pre-checks and prepare manual stairs; set up and position manual stairs at aircraft door; and prepare and remove manual stairs from an aircraft.
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Classification	Aviation > Ramp Operations
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Available grade	Achieved
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Guidance Information

- 1 All tasks are to be carried out in accordance with enterprise procedures, the enterprise being the organisation carrying out the work. Enterprise procedures referred to in this unit standard are the applicable procedures found in the following: enterprise exposition, manufacturer publications, Government and local body legislation, and/or airworthiness authority requirements.
- 2 **Definition**
Manual stairs could refer to passenger boarding ramp used by different organisations.
- 3 **Assessment**
For an arriving aircraft, the following safety standards must be adhered to by ramp staff: anti-collision lights must be extinguished, aircraft wheels chocked, and engines shutdown, before the manual stairs are manoeuvred towards the aircraft and passenger door opened.

For a departing aircraft, the following safety standard must be adhered to by ramp staff: the aircraft passenger door must be closed, where applicable, before the manual stairs are manoeuvred away from the aircraft.

Outcomes and performance criteria

Outcome 1

Carry out pre-checks and prepare manual stairs.

Performance criteria

1.1 Protective clothing and safety equipment are worn.

Range may include but is not limited to – high-visibility jacket, ear defenders.

1.2 Area of operation is checked for obstructions, and cleared if required.

1.3 Manual stairs are selected and prepared.

Range may include but is not limited to – aircraft type, correct aircraft door, internal or external opening aircraft door, arrival gate, arrival time.

1.4 Manual stairs serviceability is checked prior to use.

Range may include but is not limited to – stabilisers up, foreign object debris (FOD) on stairs or upper platform, safety strap in position, any other damage.

Outcome 2

Set up and position manual stairs at aircraft door.

Performance criteria

2.1 Manual stairs are pushed to stand-off area adjacent to the aircraft.

2.2 Manual stairs are pushed inside circle of safety.

2.3 Manual stairs are pushed to aircraft and positioned at aircraft door.

2.4 Platform buffer is aligned.

Range may include but is not limited to – parallel to sill of aircraft door and not touching, fully engage stabilisers, undo safety strap.

Outcome 3

Prepare and remove manual stairs from an aircraft.

Performance criteria

3.1 Manual stairs are prepared for removal from the aircraft.

Range may include but is not limited to – safety strap secured, FOD removed, retract stabilisers.

3.2 Manual stairs are pushed away from the aircraft and into a designated area.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 May 2012	31 December 2018
Review	2	16 March 2017	31 December 2024
Revision	3	25 July 2019	31 December 2024
Review	4	27 October 2022	N/A

Consent and Moderation Requirements (CMR) reference	0125
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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 Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.