



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

AIRPORT OPERATIONS MANAGER

KNQF LEVEL 6

ISCED PROGRAMME CODE: 1015 554 A



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

MANAGE AIRPORT SECURITY

TVET CDACC UNIT CODE: LOG/OS/AO/CR/09/6/MA

UNIT DESCRIPTION

This unit specifies the competencies required to manage airport security. It involves designing airport layout, managing airport environment, managing people on security zone, inspecting vehicles on security zone, managing vehicles on security zone and managing control systems access.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function .	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Design airport layout	1.1 <i>Airfield pavement improvements</i> are established as per the work place requirements. 1.2 Support equipment is determined in accordance with organization requirement. 1.3 <i>Navigational and lighting equipment</i> are established as per regulatory requirement. 1.4 Access to airside and landside are determined as per regulatory requirements. 1.5 <i>Structures</i> are designed based on the master plan in accordance with regulatory requirements.
2. Manage airport environment	2.1 Airport location is established based on aviation requirement. 2.2 Topography and geological aspects are analyzed as per the aviation requirements. 2.3 Noise levels are determined as per the aviation requirements. 2.4 Obstructions and ground accessibility is determined as per the aviation requirements. 2.5 Weather patterns are analyzed based on the metrological reports. 2.6 Future development plans are determined based on the economic growth.

<p>3. Manage people on security zone</p>	<p>3.1 Personal protective equipment are identified and selected in accordance with workplace procedures.</p> <p>3.2 Identification details of persons entering airside security zones or landside security zones are verified in accordance with legislative requirements.</p> <p>3.3 Entry validations are issued and collected in accordance with workplace procedures.</p> <p>3.4 Incidents that infringe or breach workplace procedures are reported and recorded in accordance with legislative requirements.</p> <p>3.5 Persons are received in a professional and courteous manner and processed in accordance with workplace procedures.</p> <p>3.6 Security records are maintained in accordance with security program.</p>
<p>4. Inspect vehicles on security zone</p>	<p>4.1 Inspection of baggage and/or vehicles is carried out in accordance with legislative requirements and workplace procedures.</p> <p>4.2 Prohibited items or weapons are identified based on the inspection in accordance with legislative requirements.</p> <p>4.3 Notification of the detection of prohibited items or weapons is carried out in accordance with workplace procedures.</p> <p>4.4 Inspection declining requests are reported and processed in accordance workplace procedures.</p>
<p>5. Manage vehicles on security zone</p>	<p>5.1 Vehicle entry validations are determined in accordance with the organization transport security program.</p> <p>5.2 Outgoing vehicles are processed based on documentation in accordance with workplace procedures.</p> <p>5.3 Incoming vehicles are directed in accordance with workplace procedures.</p> <p>5.4 Incidents that infringe or breach legislative requirements are reported in accordance with workplace procedures.</p>

	5.5 Security zone access control is conducted in a professional and courteous manner in accordance with workplace procedures.
6. Manage control systems access	<p>6.1 Keys and access control devices for airside security zones and landside security zones at an airport are controlled, recorded, monitored and reconciled in accordance with workplace procedures.</p> <p>6.2 Barriers are operated and controlled in accordance with workplace procedures.</p> <p>6.3 Control systems to secure airside security zones and landside security zones are operated in accordance with manufacturer instructions and workplace procedures.</p> <p>6.4 Keypad and alarm entry systems for airside security zones and landside security zones are activated and deactivated in accordance with workplace procedures.</p> <p>6.5 Documentation is maintained in accordance with workplace procedures.</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
1. Personal protective equipment includes but not limited to:	<ul style="list-style-type: none"> • Communications equipment • Earmuffs • Headwear • Safety vest • Sun protection
2. Airfield pavement improvements include but not limited to:	<ul style="list-style-type: none"> • Runway • Taxiway • Apron
3. Structures include	<ul style="list-style-type: none"> • Hanger

but are not limited to	<ul style="list-style-type: none"> • Terminal
4. Navigational and lighting equipment includes and is not limited to	<ul style="list-style-type: none"> • Rader • Towers • Automatic identification • Compasses

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required skills

The individual needs to demonstrate the following skills:

- Communication
- Creativity
- Interpersonal relations
- Analytical
- Integrity
- Decision making

Required knowledge

The individual needs to demonstrate knowledge of:

- Airport alarm systems and locations for airside security zones or landside security zones
- Airport communication codes for airside security zones or landside security zones
- Airport procedures and protocols for operating communications and computing equipment in airside security zones or landside security zones
- Appropriate actions to resolve and/or avoid issues when controlling access to and exit from airside security zones or landside security zones at an airport

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated the ability to designed airport layout 1.2 Managed airport environment 1.3 Managed people on security zone
-----------------------------------	---

	<p>1.4 Inspected vehicles on security zone</p> <p>1.5 Managed vehicles traffic security zone</p> <p>1.6 Managed access control systems</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Access to relevant workplace where assessment can take place</p> <p>2.2 Appropriately simulated environment where assessment can take place</p> <p>2.3 Resources relevant to proposed activity or task</p>
3. Methods of Assessment	<p>Competency may be accessed through:</p> <p>3.1 Observation</p> <p>3.2 Written tests</p> <p>3.3 Oral questioning</p> <p>3.4 Third party reports</p>
4. Context of Assessment	<p>Competency may be assessed:</p> <p>4.1 On-the- job</p> <p>4.2 Off the job</p> <p>4.3 Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job roles is recommended. Attitude is assessed alongside supervising aviation practices.</p>