



**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 AIR TRAFFIC MOVEMENT

TVET CDACC UNIT CODE: LOG/OS/AO/CC/01/6/MA

### UNIT DESCRIPTION

This unit specifies the competencies required to manage air traffic movement. It involves managing traffic flow, performing ATC services, establishing traffic sequence, demonstrating understanding of International Civil Aviation Organization (ICAO) rules, regulations and performing aeronautical integrated packages.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b> These describe the <b>key outcomes</b> which make up <b>workplace function</b> .	<b>PERFORMANCE CRITERIA</b> These are <b>assessable</b> statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the range.</b></i>
1. Manage traffic flow	1.1 Traffic order is established in accordance with runway mode and airspace configuration 1.2 Automated and/or manually determined traffic sequence is observed and monitored as per the SOPs. 1.3 Traffic flow is adjusted in accordance with standard operating procedures. 1.4 Traffic flow is controlled as per the SOPs.
2. Perform ATC services	2.1 Active listening is maintained based on the <i><b>communication channels</b></i> . 2.2 Read backs are provided and interpreted as per the SOPs 2.3 Delivery of voice messages are adjusted to suit receiver as per the SOPs. 2.4 ATC Messaging protocols are established as per SOPs.
3. Establish traffic sequence	3.1 Traffic order is established in accordance with runway mode. 3.2 Traffic sequence is monitored, and adjustments are made as per the organizational guidelines. 3.3 Traffic flow instructions are established as per the organizational guidelines. 3.4 Delaying actions are cancelled and conveyed based

	on the control tower instructions.
4. Demonstrate understanding of ICAO rules and regulations	<p>4.1 Traffic flow is managed based on safety requirements</p> <p>4.2 Traffic flow is controlled based on changed conditions as per the organization rules and regulations.</p> <p>4.3 <b>Hazards</b> are identified and controlled as per the work place procedures.</p> <p>4.4 Risks are assessed and controlled as per the SOPs.</p>
5. Perform Aeronautical integrated packages	<p>5.1 <b>Aeronautical integrated packages</b> are disseminated.</p> <p>5.2 NOTAM Situations are identified as per the SOPs.</p> <p>5.3 NOTAM events are identified in accordance with workplace procedures.</p> <p>5.4 NOTAM information is issued in accordance with workplace procedures.</p> <p>5.5 NOTAM information is filed in accordance with workplace procedures and regulatory requirements.</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. Communication channels includes but not limited to:	<ul style="list-style-type: none"> <li>• Radio</li> <li>• Air satellite mobile</li> </ul>
2. Hazards include but not limited to:	<ul style="list-style-type: none"> <li>• Animals</li> <li>• Bird hazards</li> <li>• Weather</li> <li>• Fatigue</li> </ul>
3. Aeronautical integrated packages include but not limited to:	<ul style="list-style-type: none"> <li>• NOTAMS</li> <li>• PIB(Pre-flight information bulleting)</li> <li>• AIC ( aeronautical information circular)</li> </ul>

## 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
- Time management
- Critical thinking
- Creativity
- Analytical
- Decision making

### Required knowledge

The individual needs to demonstrate knowledge of:

- Read and interpret instructions, regulations, procedures and other information
- Principles of effective communication
- Procedures to be followed in equipment/facility failure
- Prompts and techniques used to assist and cue coordination and communications
- Qualitative aspects of verbal communication including tone, emphasis, stress and frustration
- Read back requirements.

## 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	Assessment requires evidence that the candidate: 1.1 Demonstrated the ability to manage traffic flow. 1.2 Demonstrated the ability to perform ATC services. 1.3 Demonstrated the ability to establish traffic sequence. 1.4 Demonstrated understanding of ICAO rules and regulations. 1.5 Demonstrated the ability to perform aeronautical integrated packages.
2. Resource Implications	The following resources should be provided: 2.1 Access to relevant workplace where assessment

	<p>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 Assignments</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 Work place attachment</p> <p>4.4 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>