

# Highfield Level 3 End-Point Assessment for Aviation Ground Specialist - Aircraft Movement

EPA-Kit

## Delivering the Standard

- Safety
- Security
- Compliance & legislation
- Communication
- Interpersonal skills
- Aviation systems
- Disruption incidents & emergencies
- Dangerous goods
- Aviation timescales
- The operation of an airside vehicle
- Operate aviation specialist equipment
- Airside marshalling
- The safe manoeuvring of aircraft vehicles and personnel airside

# **Highfield Level 3 End-point Assessment for Aviation Ground Specialist - Aircraft Movement Apprenticeship Standard**

The following pages contain the Aviation Ground Specialist - Aircraft Movement apprenticeship standard and the assessment criteria in a suggested format that is suitable for delivery.

<b>Safety</b>		
Knowledge	Skills	Behaviour
Health and safety legislation in aviation and in relation to own role and organisation and how to monitor it	Monitor area of responsibility to ensure compliance with aviation legislation and organisational procedures, addressing and/or reporting hazards	Handle all tasks in a calm and organised manner. Be vigilant and proactive in promoting a safe, secure and compliant working culture
<b>On-Demand Test</b>		
<b>Indicative assessment criteria</b>		
SA1 - Outline your organisation's systems, procedures and practices designed to maintain health and safety including those relating to work patterns, work methods and housekeeping and how these impact on others SA2 - Outline your organisation's procedures for dealing with staff who are not meeting health and safety procedures SA3 - Outline your organisation's emergency procedures SA4 - Identify the relevant aviation and health and safety legislation and European directives and the effect they have on your area of responsibility SA5 - Describe organisational and legal health and safety requirements SA6 - Identify hazards in the workplace		
<b>Practical Observation</b>		
<b>To pass, the following must be evidenced</b>	<b>To gain a merit</b>	<b>To gain a distinction</b>
SA7 - Ensure self and team correctly report hazards as identified SA8 - Act within standard operating procedures at all times SA9 - Take action to deal with hazards in line with organisational procedures	There are no merit criteria for this component	There are no distinction criteria for this component

## Amplification and Guidance

### **Regulators and Agencies in the Aviation industry**

The Civil Aviation Authority (CAA); The International Civil Aviation Organisation (ICAO); The European Aviation Safety Agency (EASA); The Department for Transport (DfT); and the Military Aviation Authority (MAA). These organisations all publish guidance and information relevant to job roles contained within this specification.

### **Organisational procedures**

Organisational procedures may include industry, organisational and regulator specific instructions and guidance (SOPs) and are based on safe methods of working, safe systems of working and risk assessment.

### **Legislation covering the Aviation working environment includes:**

RIDDOR - reporting procedures for safety breaches, HASWA, CAA, PPE, Air Navigation Order (ANO 2016), Aerodrome licensing, COSHH.

### **Hazards**

Slips, trips and falls, collision, crushing, cargo, debris, noise, fumes, fuel and fire.

### **Work safely**

Following procedures, training, monitoring, reporting unsafe working practices, PPE (gloves, high-vis, etc.).

### **Hazards can be avoided**

Information and training, supervision, risk assessment, safety procedures, signage, reporting to ATC.

### **Dangers from aircraft**

Propellers, engine intake, stairs, taxiing, doors, push back.

**Surface markings**

Painted signs on apron, taxiway, runway, roads, pedestrian walkways.

**Operating areas**

Include airside and landside areas such as terminal buildings, aircraft stands, ramps, apron, taxiway, baggage loading/unloading areas, runways and approach roads, warehousing, HM customs buildings, air traffic control buildings, fire stations, firefighting and rescue training facilities, security and police buildings and facilities. Fuel dumps and fuel terminals, hangars and aircraft storage and maintenance areas, cargo and freight.

**Dangers from foreign object debris**

Damage to runways and aircraft, injuries to staff and passengers, increase costs to airlines.

**Dangers from birds and other wild animals**

Engine failure due to bird strike, collision, damage to aircraft.

**Airside hazards**

Fumes, vehicles, noise, cargo, fuel, luggage and freight.

<b>Security</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour</b>
Requirements for maintaining aviation security in own area of authority and action to take in the event of a breach of security	Ensure aviation security is maintained in own area of operations, e.g. challenging people in restricted areas, recording and reporting of security incidents	Be vigilant and proactive in promoting a safe, secure and compliant working culture
<b>On-Demand Test</b>		
<b>Indicative assessment criteria</b>		
SE1 - Outline the relevant powers contained in security regulations SE2 - Outline specified, banned, illegal and dangerous items SE3 - Outline the relevant documents and authorities to be aware of SE4 - Outline the different areas of the airport and what authorisation is needed to access various areas SE5 - Describe your roles and responsibilities in relation to security SE6 - Identify signs of suspicious behaviour or unusual incidents, using threat or risk analysis SE7 - Describe your organisation's procedures for restricting access to people, authorized areas and vehicles SE8 - Outline internal and statutory security testing procedures SE9 - Identify your organisation's procedures for raising or responding to alarms SE10 - Identify your organisation's procedures for dealing with actual or suspected security threats SE11 - Outline DfT guidance, including threat levels: critical/severe/substantial/moderate/low		
<b>Professional Discussion</b>		
<b>Indicative assessment criteria</b>		
SE12 - Describe how to fulfil your responsibilities for securing particular areas or items SE13 - Describe how to keep access points secure according to your organisation's procedures and your own job responsibilities SE14 - Outline how to report problems in the security of actual or possible access points SE15 - Outline security procedures relating to visitors to the site or a specified area SE16 - Outline the importance of completing the relevant documents accurately and clearly SE17 - Outline the procedures to report actual or suspected breaches of security at an appropriate level		

SE18 - Describe the importance of communicating information about actual or suspected security threats calmly, clearly and using appropriate discretion

SE19 - Identify the appropriate actions to take in the event of unusual incidents which may present a security risk

SE20 - Identify the appropriate remedial action to take when you become aware of faults, damage to security equipment or problems with security

SE21 - Describe how to be vigilant and proactive in promoting a safe, secure and compliant working culture

### Amplification and Guidance

#### Suspicious behaviour

Body language: appearing nervous, agitated, excessive fidgeting, clock-watching, head-turning, shuffling feet, leg shaking, excessive perspiration inconsistent with environment, people carrying suspicious items, people trying to gain entry to unauthorised areas or incidents involving vehicles.

#### Threat or risk

Improvised explosive devices (IED), knife, gun, improvised weapons such as scissors, cutlery, hijack of aircraft (ground or in air), bags in airport, bags left unattended, airline reputation, loss to airline such as financial.

A security threat could include suspected theft, suspected damage, actual damage, suspected terrorist activities, possible harm to people or actual harm to people.

#### Relevant documents

Passports, e-tickets, boarding cards, staff ID, visitor ID, plainclothes police officer's ID, uniformed police officer's ID, security staff ID, building contractor's ID, catering delivery staff ID, ground handling agency staff ID, airline personnel ID, retail store staff ID, airport supplier services staff ID.

#### Relevant authorities

Civil aviation authority (CAA), Military aviation authority (MAA), Department for Transport (DfT).

**Irregularities in security**

Forged ID, unauthorised access to restricted zones by persons known and unknown, stolen identity passes, inappropriate responses to security questions, restricted items identified at screening.

**Your responsibility**

Adhere to the company's procedures (check-in, security, boarding, cabin crew procedures). Identify unattended baggage/items, be aware of and report restricted items, report and be aware of security breaches by staff and passengers, attend training sessions and refresher training.

**Organisations**

Staff training, International Civil Aviation Organization (ICAO), European Aviation Safety Agency (EASA), Department for Transport (DfT), Civil Aviation Authority (CAA), safety management systems (SMS), compliance with regulation.

**Appropriate remedial action**

Follow company's procedures and awareness of risks (check-in, security, boarding, cabin crew); passengers' compliance with rules, e.g. unattended baggage, restricted items; awareness of security breaches by staff and passengers' role.

**Discrepancies in the security of actual or potential access points**

Gate change, unacceptable passenger, missing passenger, missing passenger document, hand baggage not acceptable.

<b>Compliance &amp; legislation</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour</b>
Aviation and other applicable legislation, procedures and regulations relating to an aviation environment, and monitoring procedures within own area of responsibility	Monitor compliance with legislation, procedures and regulations in an aviation environment within own area of responsibility	Be vigilant and proactive in promoting a safe, secure and compliant working culture
<b>On-Demand Test</b>		
<b>Indicative assessment criteria</b>		
CL1 - Outline the requirements for compliance in the aviation environment CL2 - Outline which procedures must be followed to ensure compliance CL3 - Describe the impact of not following procedures and ensuring compliance CL4 - Describe the impact of the aviation operation on the environment CL5 - Identify environmental controls in the aviation operation CL6 - Describe your responsibilities to monitor compliance in the aviation operation		
<b>Practical Observation</b>		
<b>To pass, the following must be evidenced</b>	<b>To gain a merit</b>	<b>To gain a distinction</b>
CL7 - Ensure area of responsibility complies with procedures and legislative requirements	CL8 - Ensure compliance of team members within area of responsibility CL9 - Correct non-compliance in area of responsibility	CL10 - Proactively promote compliance with procedures and legislation, e.g. challenge suspicious persons

## Amplification and Guidance

### **Requirements for compliance**

Passenger safety, safety of yourself and colleagues, rules to deal with unattended baggage, restricted item, awareness of security breaches by staff and passengers.

### **Procedures must be followed**

Authorisation for firearms on passenger flights.

### **Impact of not following procedures**

Security, aviation and legislation breaches, missed opportunities to detect and prevent, health and safety, CAA, MAA.

### **Environmental controls**

Environmental control in the aviation industry is far-reaching and includes noise on and around airports, carbon emissions, international spread of disease. That water used on board is safe to drink from the filling points on the airport, water transporters and on the aircraft. Importation and exportation of live animals and food safety both at the terminal and on board the aircraft.

The key message is that your skills and knowledge relate to the environmental controls that are within the scope of your job role.

### **Organisational and legal requirements for compliance**

Including aviation legislation, environmental legislation, health and safety legislation, airport authority regulations, Civil Aviation Authority (CAA)/Military Aviation Authority (MAA) requirements, local authority regulations.

<b>Communication</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour</b>
Methods of communication to ensure effective and timely transfer of information to different audiences using relevant language and format	Communicate effectively within the aviation environment adapting methods and language to meet the situation	Treat team, customers and other stakeholders with courtesy and respect
<b>On-Demand Test</b>		
<b>Indicative assessment criteria</b>		
CO1 - Outline available lines and methods of communication, including oral, written, electronic, carried out by self and carried out by others CO2 - Identify relevant communications equipment including telephone, electronic, radiotelephone and megaphone CO3 - Outline organisational procedures relating to use of communications equipment CO4 - Outline organisational procedures regarding malfunctioning equipment CO5 - Identify relevant aviation guidelines, procedures, standard phrases and the phonetic alphabet CO6 - Identify commonly used aviation codes relevant to your job role, and sources of information for less commonly used codes CO7 - Describe your organisation's systems for processing and storing information CO8 - Outline what is confidential and commercially sensitive information CO9 - Describe organisational procedures for communicating messages and reporting to seniors, colleagues or external sources		
<b>Practical Observation</b>		
<b>To pass, the following must be evidenced</b>	<b>To gain a merit</b>	<b>To gain a distinction</b>
CO10 - Ensure accurate and timely communication with the right people at the right time using the correct method CO11 - Ensure communication is received and understood CO12 - Adapt language and tone to match audience and situation	CO13 - Ensure all communications are effective and understood, anticipating additional appropriate information requirements and liaising with key people to facilitate ongoing information flow	CO14 - Ensure excellent communication with all internal and external stakeholders

## Amplification and Guidance

### **Communications equipment**

Handheld radio, mobile phone, fixed-line telephone, public address system, air-to-ground radio, lights, alarms, noticeboard, flight information display systems.

### **Guidelines, procedures and standard phrases**

These include aviation industry, organisational and regulator specific instructions and guidance such as CAP 413 and MAA Regulation ATM.

### **Alternative communication routes**

Public address system, landline, mobile phone, handheld radio, hand signals, signs, alarms, email, Flight Information Display System (FIDS), noticeboard.

<b>Interpersonal skills</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour</b>
Roles within the team and how these work together to achieve the organisation's objectives, and how to embrace equality and inclusivity in the workplace	Maximise team performance and meet the objectives of the team while embracing equality and inclusivity	Treat team, customers and other stakeholders with courtesy and respect. Handle all tasks in a calm and organised manner. Take ownership and responsibility of role and working area, including team members where responsible
<b>Professional Discussion</b>		
<b>Indicative assessment criteria</b>		
<p>IP1 - Describe organisational systems and procedures for developing your own and others' personal performance in customer service</p> <p>IP2 - Outline how your behaviour impacts on others</p> <p>IP3 - Outline how to effectively review your personal strengths and development needs</p> <p>IP4 - Outline how to compile a personal development plan for yourself or a colleague that will build on strengths and overcome weaknesses in areas that are important to customer service</p> <p>IP5 - Outline how to obtain useful and constructive personal feedback from others and respond positively</p> <p>IP6 - Outline how to compile a coaching plan that will build on the strengths of the learner and overcome their weaknesses in areas that are important to customer service and their job role</p> <p>IP7 - Outline how to give useful and constructive personal feedback to others and encourage them to respond positively</p>		
<b>Practical Observation</b>		
<b>To pass, the following must be evidenced</b>	<b>To gain a merit</b>	<b>To gain a distinction</b>
<p>IP8 - Work as part of a team to ensure adequate performance in the role</p> <p>IP9 - Provide appropriate guidance for team members</p>	IP10 - Take initiative as a senior team member or supervisor to improve performance in the role, within limits of operation	There are no distinction criteria for this component
<b>Amplification and Guidance</b>		
<b>Stakeholder</b>		
Person, organisation, social group; internal or external to the business that has a vital interest in the business or its activities.		

<b>Aviation systems</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour</b>
The aviation systems used within own role and how to operate them, identify faults or errors and what remedial action to take	Use aviation systems effectively in own role. Take remedial action upon identification of faults or errors in a timely manner if they occur	Use equipment and technology responsibly and effectively. Commit to continuous development of self and team, including improvements to systems and processes
<b>Practical Observation</b>		
<b>To pass, the following must be evidenced</b>	<b>To gain a merit</b>	<b>To gain a distinction</b>
AS1 - Ensure prescribed systems are used correctly AS2 - Report faults or errors as they occur AS3 - Take action to maintain systems to prevent faults or errors	There are no merit criteria for this component	There are no distinction criteria for this component
<b>Amplification and Guidance</b>		
<p><b>Aviation systems hardware</b></p> <p>Aviation management systems in this section could include handheld devices such as tablets, networked laptop and desktop computer systems that contribute to the overall management of ground operations.</p> <p>The key message is that the aviation systems are at your normal place of work and are those that you would be expected to be able to use in a competent manner as part of your normal job role. You should be competent in the actions that you should take in the event of a system failure.</p> <p><b>Security and legal regulations</b></p> <p>Including data protection legislation, copyright and display screen equipment (DSE) legislation</p>		

## Disruption incidents & emergencies

Knowledge	Skills	Behaviour
Implement and monitor emergency procedures in own area of responsibility, the range of potential incidents and disruption that may occur and the appropriate action to take	Monitor area of responsibility and take appropriate action to reduce the impact of emergencies, incidents or disruption	Handle all tasks in a calm and organised manner
<b>On-Demand Test</b>		
<b>Indicative assessment criteria</b>		
DI1 - Outline how to identify, analyse and accurately describe the incident/emergency DI2 - Outline how to recognise when an incident/emergency exists DI3 - Outline how to agree with others how you will know the incident/emergency has been solved DI4 - Outline how to use a variety of methods to come up with different ways of tackling the incident/emergency DI5 - Outline how to compare the main features of each approach and use this information to justify the method you decide to use DI6 - Outline how to plan your chosen way of solving the incident/emergency to include resources, methods, the sequence of steps to be taken and timeline, including points for checking progress DI7 - Outline the necessary actions to meet health and safety procedures and other regulations and ways to overcome difficulties DI8 - Identify and gain the relevant authority to carry out a plan, and review this regularly to check progress		
<b>Professional Discussion</b>		
<b>Indicative assessment criteria</b>		
DI9 - Describe the procedures to collect, interpret and share information about current and potential incidents/emergencies DI10 - Identify any connected problems and the range of factors affecting them DI11 - Identify a number of available methods for resolving complex aviation incidents/emergencies DI12 - Describe how to consult with others to identify and confirm the options available DI13 - Outline how to consider the main features, advantages, disadvantages and risks of each option in order to find the most appropriate solution DI14 - Suggest other ways that incidents/emergencies may be resolved if you are not able to help		

DI15 - Outline the appropriate actions, working with others if required, to ensure that any commitments related to solving the incident/emergency are kept

DI16 - Describe how to keep others fully informed about what is happening to resolve the incident/emergency

DI17 - Describe how to handle all tasks in a calm and organised manner

### **Amplification and Guidance**

The key message is that you should be clear on the actions that you should take in the event of an incident or an emergency.

This includes incidents both landside (terminal buildings) and airside (airfield).

Use different methods to analyse the problem, including breaking it down into manageable sub-problems (simplifying), investigating its effects on other people (broadening its focus), looking at the problem from different viewpoints, checking if the problem changes from place to place or over time (reframing) and comparing it with similar problems.

#### **Variety of methods**

Such as written, visual, numerical and physical techniques, your imagination and creative ideas from working with others.

#### **Main features**

Including the value (pay-off), and risks (likelihood and consequences of failure).

#### **Relevant authority to carry out a plan, and review this regularly**

Gain the approval for your plan from a person who has authority and expertise, such as your line manager or specialist. Put your plan into action, make judgements about when support and feedback would be helpful from others, such as those affected by the problem and specialists, and use this effectively to help tackle the problem. Review your plan regularly to check progress and to decide on any necessary revisions to your approach.

<b>Dangerous goods</b>	
<b>Knowledge</b>	<b>Skills</b>
Dangerous goods relevant to a range of aviation operations and how to deal with them effectively in own area of responsibility	Deal effectively with dangerous goods in own area of responsibility
<b>On-Demand Test</b>	
<b>Indicative assessment criteria</b>	
DG1 - Acknowledge and understand the general philosophy and handling requirements of dangerous goods DG2 - Identify how to recognise classification of dangerous goods DG3 - Identify potential hidden hazards in cargo and baggage DG4 - Understand general storage and/or loading procedures of dangerous goods DG5 - Acknowledge and understand the emergency procedures in the event of a dangerous goods incident	
<b>Professional Discussion</b>	
<b>Indicative assessment criteria</b>	
DG6 - Describe how to operate safely when exposed to dangerous goods DG7 - Explain how to deal with dangerous goods effectively in accordance with organisational procedures and responsibilities	
<b>Amplification and Guidance</b>	
<p><b>Principles of storage, carriage and handling of dangerous goods</b></p> <p>Passengers, staff and flight crews; safety data sheets (SDS), Department for Transport (DfT) regulations, Health and Safety Executive (HSE), Driver and Vehicle Standards Agency (DVSA), manual handling, authorisation notices, Office of Rail and Road (ORR), Maritime and Coastguard Agency (MCA), Civil Aviation Authority (CAA). European agreement concerning the international carriage of dangerous goods by road (ADR).</p> <p>The key message is to be aware of the dangerous goods in own area of responsibility and the actions to take in the event of an incident or emergency.</p>	

<b>Aviation timescales</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour</b>
Key timelines for aviation operations performance and consequences of not meeting them	Operate each stage of the aviation operations performance to ensure timely aircraft movements	Embrace and promote the values of the organisation. Display loyalty, integrity and accountability to the organisation
<b>Professional Discussion</b>		
<b>Indicative assessment criteria</b>		
<p>AT1 - Describe how to effectively collect, maintain and process operational information relating to aircraft movements and operating conditions from all available sources</p> <p>AT2 - Describe the role and function of government and international agencies including ICAO, IATA and CAA</p> <p>AT3 - Outline reference sources for compliance with national and international rules and regulations, and aeronautical facilities</p> <p>AT4 - Outline your organisation's operations manual</p> <p>AT5 - Outline your organisation's communications and recording systems and procedures</p>		
<b>Practical Observation</b>		
<b>To pass, the following must be evidenced</b>	<b>To gain a merit</b>	<b>To gain a distinction</b>
AT6 - Ensure minimum performance expectations are met in own area of responsibilities	AT7 - Ensure team within area of responsibility work efficiently to meet and exceed timescales to complete tasks	AT8 - Organise and prioritise work to make the most efficient use of time, and complete core and relevant additional tasks within timescales

## The operation of an airside vehicle

Knowledge	Skills	
Briefing the team to prepare a vehicle prior to use airside, and procedures for safe operation of airside vehicles, including how to deal with incidents or emergency while operating an airside vehicle	Monitor team members preparing to use a vehicle airside, ensure vehicle operations comply with aviation standard operating procedures and implement the correct procedures in the event of incidents or emergencies with an airside vehicle	
On-Demand Test		
Indicative assessment criteria		
OV1 - Describe organisational and regulatory standards for the operational condition of the vehicle OV2 - Describe types of authorisation, identification, permits and licences needed to drive various vehicles OV3 - Explain why routine vehicle maintenance is important OV4 - Describe organisational procedures and how they apply to airside traffic OV5 - Describe how to safely manoeuvre a vehicle while airside OV6 - Describe the characteristics of the vehicle being operated OV7 - Identify the required personal protective equipment (PPE) and explain why this needs to be appropriate to the task, the weather, visibility and noise level OV8 - Describe hazards that could occur when driving airside OV9 - Describe types of and sources of faults, foreign object debris and spillages, and organisational procedures for reporting them OV10 - Describe organisational procedures for operating emergency cut-off switches, phones and alarms OV11 - Describe organisational procedures for dealing with airside hazards		
Practical Observation		
To pass, the following must be evidenced	To gain a merit	To gain a distinction
OV12 - Ensure correct personal protective equipment (PPE) is worn when driving OV13 - Ensure team members hold in-date driving authorisation for the vehicle	OV18 - Park the vehicle safely in correct areas in line with organisational procedures OV19 - Demonstrate the knowledge of how to give priority to moving	OV22 - Drive in a way that recognises other vehicle movements on the airfield OV23 - Take remedial action when foreign objects or

<p>OV14 - Ensure the vehicle has been inspected before use and take remedial action in response to any vehicle faults</p> <p>OV15 - Operate the vehicle in a controlled manner in all conditions</p> <p>OV16 - Follow airside road signs, markings, and traffic lights at all times</p> <p>OV17 - Make sure that all doors and shutters (where relevant) are closed when driving the vehicle</p>	<p>aircraft; reverse the vehicle in line with aviation and organisational procedures</p> <p>OV20 - Secure vehicle loads in line with organisational procedures</p> <p>OV21 - Take the most direct route between places on the airfield whenever possible</p>	<p>spillages are seen on the airfield</p> <p>OV24 - Report dangerous or unsafe practices to the correct person</p>
<b>Amplification and Guidance</b>		
<p><b>Safely manoeuvre a vehicle while airside</b></p> <ul style="list-style-type: none"> <li>• Explain the importance of airside safety instructions</li> <li>• Describe airside areas including roads, apron areas, movement areas, runways, manoeuvring areas</li> <li>• Identify airside road signs, markings, airfield lighting and traffic lights</li> <li>• Identify aircraft runway and taxiway crossing points</li> <li>• Describe the airport and stand layout or equivalent</li> <li>• Identify speed limits and explain why it is important to keep within the speed limit</li> <li>• Describe airside parking regulations</li> <li>• Explain types of aircraft servicing operations and the related vehicles, procedures and hazards</li> <li>• Describe the characteristics of the vehicle being operated including height, length, width, handling/steering, specific hazards</li> <li>• Describe regulations concerning reversing</li> <li>• Describe the effect that weather conditions have on driving airside including snow, ice, high winds, rain and surface water</li> </ul> <p><b>Airside hazards</b> Including spillages, dangerous goods, livestock, foreign object debris, disabled vehicles/equipment, disabled aircraft</p>		

## Operate aviation specialist equipment

Knowledge	Skills
The requirements and responsibilities of self and team members in checking specialised equipment prior to use, ensuring safe operation and correct storage after use	Monitor and supervise team members carrying out daily inspections prior to using the specialist equipment, ensuring its safe operation and that it is left in a safe, secure, allocated area after use
On-Demand Test	
Indicative assessment criteria	
<p>OA1 - Explain the selection of individual pieces of specialist equipment</p> <p>OA2 - Describe the common causes of defects when using specialist equipment and the appropriate reporting procedures</p> <p>OA3 - Explain the procedures for operating, recharging and refuelling specialist equipment</p> <p>OA4 - Describe actions to take if staff are operating equipment unsafely</p> <p>OA5 - Explain the need to use the correct method of operation of the specialist equipment in line with organisational policies and safe working procedures</p> <p>OA6 - Define the sequence and priority of access to the aircraft for equipment and service providers</p> <p>OA7 - Explain the procedures to be followed in the event of breakdown of equipment</p> <p>OA8 - Define the correct vehicle guidance signals in line with International Air Transport Association (IATA) and airport handling manual (AHM) or equivalent</p> <p>OA9 - Describe the time at which it is appropriate to remove the equipment from the aircraft, and the penalties that apply to illegal parking of equipment</p> <p>OA10 - Explain how severe weather impacts upon the safe parking of equipment and what additional measures will need to be taken</p> <p>OA11 - Describe the factors which improve or prevent effective working with specialist equipment</p>	

Practical Observation		
To pass, the following must be evidenced	To gain a merit	To gain a distinction
OA12 - Arrived punctually OA13 - Dressed in the correct PPE OA14 - Suitably trained with good awareness of specialisation OA15 - Ensure the correct equipment for the task is being used OA16 - Ensure pre-use checks are carried out effectively OA17 - Ensure standard operating procedures are adhered to	OA18 - Demonstrate a thorough knowledge of the task to the team by way of a brief OA19 - Identify a number of hazards which may be associated with the equipment and explain the measures in place to safeguard these	OA20 - Correctly identify, report and follow through rectification procedures OA21 - Plan and conduct the safe and expeditious movement of aircraft within the area of responsibility

## Airside marshalling

Knowledge	Skills
How team prepare the area and required equipment prior to marshalling of aircraft and/or vehicles, correct marshalling procedures, including the correct monitoring of operation of marshalling equipment and team members	Monitor the team to ensure correct preparation of the airside environment for marshalling of aircraft and/or vehicles, and monitor marshalling of aircraft and/or vehicles in accordance with organisation's standard operating procedures
On-Demand Test	
Indicative assessment criteria	
<p>AM1 - Describe local operator's/client's procedures and airport regulations as applicable</p> <p>AM2 - Describe the health and safety risks and hazards to self and others when preparing to marshal aircraft</p> <p>AM3 - Identify what makes up the correct marshalling equipment</p> <p>AM4 - Explain organisational procedures relating to the use of equipment</p> <p>AM5 - Describe how to interpret communications from the flight-deck crew of an aircraft</p> <p>AM6 - Describe the dimensional characteristics of the aircraft that will be marshalled</p> <p>AM7 - Describe the relevance of civil aviation publications, rules of the air, visual aid handbooks or organisational equivalents</p> <p>AM8 - Describe how to use and understand marshalling signals</p> <p>AM9 - Describe how to activate organisational emergency procedures when marshalling aircraft</p> <p>AM10 - Explain the acceptable timescales for communications in line with organisational procedures</p> <p>AM11 - Describe organisational and airport's low-visibility procedures</p> <p>AM12 - Explain commonly used aviation codes relevant to own job role, and sources of information of less commonly used codes</p> <p>AM13 - Demonstrate the phonetic alphabet and explain why it is used</p> <p>AM14 - Explain organisational reporting procedures</p>	

Practical Observation		
To pass, the following must be evidenced	To gain a merit	To gain a distinction
AM15 - Ensure the correct marshalling equipment is available AM16 - Wear the correct personal protective equipment (PPE) for marshalling AM17 - Prepare the aircraft stand/ramp area for activity AM18 - Interpret and use correct, clear signals to and from the flight deck of an aircraft correctly AM19 - Identify which route the aircraft is to be marshalled AM20 - Provide the flight deck crew with guidance to safely position aircraft	AM21 - Ensure that the aviation area is clear of foreign object debris (FOD) AM22 - Demonstrate an awareness of adjacent aviation activity AM23 - Ensure correct number of personnel are available to safely move the aircraft AM24 - Coordinate the actions of marshallers and other functions	AM25 - Take action to reduce adjacent conflicting activity AM26 - Demonstrate a sound awareness of all emergency signals

## The safe manoeuvring of aircraft vehicles and personnel airside

Knowledge	Skills
The rules and regulations for aircraft, vehicles and personnel operating airside and how to ensure compliance with airport safety requirements	Ensure the rules and regulations for aircraft, vehicles and team members operating airside are adhered to in accordance with airport safety requirements, identify and report risks and ensure compliance in line with organisational procedures
On-Demand Test	
Indicative assessment criteria	
SM1 - Identify and explain organisational by-laws relevant to the movement and operation of aircraft, vehicles and personnel while airside SM2 - Explain operational safety instructions related to ensuring the safety of vehicles and personnel operating airside SM3 - Identify personal protective equipment (PPE) for personnel working airside SM4 - Explain the apron discipline and vehicle management procedures for managing vehicles SM5 - Explain organisational procedures for reporting unsafe activity SM6 - Explain organisational procedures for investigating and reporting accidents SM7 - Explain organisational adverse weather procedures	
Professional Discussion	
Indicative assessment criteria	
SM8 - Describe how to investigate and deal with an unsafe act or accident in line with organisational procedures SM9 - Describe the monitoring procedures for the operation of airside vehicles SM10 - Describe how to monitor the behaviour of staff operating airside to ensure compliance with local requirements in line with organisational procedures SM11 - Identify aircraft fuelling practices, ensuring they meet safety requirements in line with organisational procedures SM12 - Outline how to complete relevant documentation in line with organisational procedures SM13 - Distribute information related to the investigation to staff, in line with organisational procedures	