

1

You are reviewing team members' performance ahead of their annual appraisals. Describe 2 situations in which team members may need your support to successfully complete their duties and how you may be able to help them, as recorded in their annual reports.

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(10 marks)

2

The winter season is approaching, and you have been asked to provide a brief to your department, explaining the key equipment available to your department and the associated procedures used for keeping the operation running during cold weather operations. Identify 2 pieces of equipment and outline their role in relation to winter operations. State the key features of each, along with benefits of their use and any disadvantages if they were unavailable.

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(10 marks)

3

You have been nominated by your organisation to be a member of your aerodrome's airport safety committee. You are proposing a new initiative to improve safety reporting and communication across all stakeholders and need to convince your colleagues of the benefits this will bring. Outline a suitable initiative and include a description of its benefits and how you plan to implement it.

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(10 marks)

5

Your organisation is undergoing change and you have been asked to perform a risk assessment to manage the change and its associated risks.

Describe your organisation’s procedures for managing the risks. (4 marks)

Outline a valid method for risk assessment, including definitions, terminology and methodology. (6 marks)

The change being introduced relates to the introduction of a new type of operation, such as a new aircraft, route, operator equipment or a change to infrastructure. For one of these changes, outline a relevant scenario which will need to be risk assessed and identify 3 associated risks. (5 marks)

For each risk you have identified against the scenario, describe the appropriate control measures that could be put in place and explain how the effectiveness of those control measures could be evaluated and measured. (15 marks)

Lined writing area for the answer.

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(30 marks)

6

You are mentoring a new employee who has little knowledge of your area of the industry. You have been tasked with creating a training package.

Plan a training package for a 2-week course, outlining the areas to be covered, including:

- the structure of responsibility and accountability within your organisation (5 marks)
- three of the main regulatory bodies covering your organisation's activities and the scope of their requirements (15 marks)
- five procedures that your organisation has in place to comply with the associated legislation (10 marks)

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(30 marks)

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