



Australian Government

Department of Education, Employment and Workplace Relations

A VIW4001B Manage pre- and post-flight actions

Revision Number: 1

AVIW4001B Manage pre- and post-flight actions

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to obtain required flight information and authority, calculate take-off and landing performance, perform required before and after flight actions/inspections, ensure that the aircraft meets maintenance and safety requirements prior to flight, and complete and certify a daily inspection. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in compliance with the relevant licence and aircraft rating requirements of the Civil Aviation Safety Authority (CASA) and/or ADF; airspace control requirements and Day Visual Flight Rules (Day VFR); and aircraft control principles, regulations, safety codes, protocols and procedures relevant to managing pre- and post-flight actions.

Operations are conducted as part of commercial or military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under limited supervision.

This unit is nominally packaged at Certificate IV.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Complete pre- and post-flight administration	<ul style="list-style-type: none">1.1 Pre- and post-flight planning and documentation is completed in accordance with regulatory requirements and/or operations manual1.2 Aircraft take-off and landing performance is calculated in accordance with performance charts1.3 Aircraft weight and balance is confirmed1.4 Pre- and post-flight maintenance release (Flight Technical Log) and flight administration is completed in accordance with regulatory requirements and/or operations manual1.5 Aircraft serviceability is determined by daily inspection, and certification of daily inspection in maintenance release (Flight and Technical Log) is completed in accordance with regulations
2 Perform pre- and post-flight actions/ inspection	<ul style="list-style-type: none">2.1 Equipment and documentation as required by regulation is identified and secured in the aircraft pre-flight2.2 Internal checks are completed in accordance with approved checklist2.3 External checks are completed in accordance with approved checklist2.4 Flight equipment and documentation are removed from aircraft post-flight2.5 Aircraft is secured in accordance with manufacturers specifications and organisational procedures
3 Perform and certify daily inspection	<ul style="list-style-type: none">3.1 Daily inspection of aircraft is performed in accordance with maintenance system approved by CASA or ADF authority3.2 Appropriate actions are undertaken to rectify discrepancies3.3 Daily inspection is certified in accordance with regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders
- In ADF context, relevant Defence Orders and Instructions
- Pre- and post-flight planning administration procedures including flight authorisations
- Relevant OH&S and environmental procedures and regulations
- Interpretation of meteorological and NOTAM information
- Aircraft maintenance release requirements and procedures for intended flight
- Minimum equipment list for applicable aircraft type
- Checklist use and procedures
- Aircraft entry and exit procedures
- Safe equipment stowage
- Take-off and landing performance charts
- Daily inspection procedures including rectification actions
- The purpose and procedures for accessing and using pre-flight briefing and information systems such as NAIPS
- Relevant NAIPS and other Aeronautical Information Publications
- Flight specific reports including incident reporting

Required skills:

- Access and apply relevant regulations, orders and information to the performance of the required planning, pre- and post-flight administrative functions
- Understand and meet the obligations and restrictions placed on a pilot with regard to daily inspections and certification
- Calculate aircraft weight and balance
- Identify minimum equipment applicable to aircraft type
- Conduct maintenance and flight briefings
- Perform tie-down, covering and securing of aircraft
- Select and use relevant equipment required during the management of pre- and post-flight actions
- Apply air safety practices and regulations
- Comply with flight authorisations
- Calculate take-off and landing performance
- Calculate aircraft performance for all phases of flight

REQUIRED KNOWLEDGE AND SKILLS

- Determine optimum cruise altitude for operations safety and efficiency requirements
- Perform input and downloading of data from flight planning systems if applicable
- Communicate effectively with others when managing pre- and post-flight actions
- Read and interpret instructions, regulations, procedures and other information relevant to managing pre- and post-flight actions
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to pre- and post-flight actions
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when managing pre- and post-flight actions
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when managing pre- and post-flight actions in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when managing pre- and post-flight actions
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during pre- and post-flight actions
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required when managing pre- and post-flight actions

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
 - In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Tasks may be undertaken in:
- variable weather conditions in accordance with Day Visual Flight Rules
- Performance may be demonstrated in:
- single engine aircraft
 - multi engine aircraft
- Aircraft may include:
- fixed wing
 - helicopters
 - other commercial or military aircraft
- Limitations may be imposed by:
- local noise abatement requirements and curfews
 - airspace endorsements
- Production methods for flight plans may utilise:
- manual planning methods, and
 - Automated Flight Planning Systems
- Pre-flight planning may include consideration of:
- consumables required for flight, i.e. oil, food, water
 - availability of consumables en route and/or at destination
- Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
 - standard operating procedures
- Information/documents may include:
- relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders
 - relevant Defence Orders and Instructions
 - Flight Manual/Pilot's Operating Handbook (POH)
 - Maintenance Release
 - Flight and Technical Log
 - NOTAMs (Notices to Airmen)
 - meteorological forecasts
 - Aeronautical Information Publication (AIP)
 - En Route Supplement Australia (ERSA)
 - aeronautical charts
 - operations manuals
 - approved checklists
 - current edition of pilots guide to aircraft maintenance
 - pre-flight information systems including NAIPS (internet briefing service), AVFAX (fax service providing weather), NOTAM (information to pilots) and DECTALK

RANGE STATEMENT

(automated pre-recorded telephone service providing pre-flight weather information)

- ATIS (Automatic Terminal Information Service)
- relevant information provided by Air Services Australia Briefing Offices
- workplace procedures and instructions and job specification
- induction and training materials
- conditions of service, legislation and industrial agreements including workplace agreements and awards
- relevant Civil Aviation Safety Regulations and Civil Aviation Orders
- in Defence context, relevant Defence Orders and Instructions
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- relevant Australian Standards
- relevant licence and aircraft rating requirements of the Civil Aviation Safety Authority (CASA) such as:
 - Day VFR Syllabus
 - Manual of Standards
- relevant Defence documentation such as:
 - Defence Orders and Instructions
 - approved curricula and training documentation

Applicable regulations and legislation may include:

Performance includes tolerances specified in either of:

Unit Sector(s)

Not applicable.

Competency field

Competency Field

W - Equipment and Systems Operations